

**Maryland Federation of College Republicans Constitution**

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## **Maryland Federation of College Republicans Constitution**

### **Preamble**

In order to further and advance the ideals of the Republican Party, to develop and encourage political leadership and awareness among college students in the state of Maryland, to strengthen College Republican clubs, and to assist local, state, and federal Republican candidates and Republican organizations, we, the Maryland Federation of College Republicans, hereby establish this constitution.

### **Article I: Name and Affiliation**

**Section 1 [NAME]** The name of this organization shall be the Maryland Federation of College Republicans (hereinafter referred to as the “Federation”).

**Section 2 [AFFILIATIONS]** The Federation shall be affiliated with the Maryland Republican Party, the College Republican National Committee, and its Northeast Caucus. With the Approval of the Chairman and a majority vote of the Executive Board, the Federation shall be affiliated with any group deemed appropriate and good for the operations of the Federation.

### **Article II: Membership**

**Section 1 [MEMBERS]** The Federation shall act as the sole organizational body for all individual College Republican (hereinafter referred to as “CR”) clubs in the state of Maryland.

**Section 2: [ELIGIBILITY]** Full membership in the Federation shall be open to CR clubs on any collegiate campus in the state of Maryland, public or private. Only one club may be recognized per campus. To obtain recognition as a member of the Federation, a club must be approved through a majority vote of the Executive Board. A member club must demonstrate a willingness to follow the spirit of the Federation and the Republican Party.

**Section 3: [CLUB REMOVAL]** A club shall cease to be recognized if it fails to act in accordance with the provisions of this Constitution, or if its operations jeopardize the spirit of the Federation or of the Republican Party. Such a determination must be made through a two-thirds vote of the Executive Board. Removal of recognition status shall be promptly made known to both the removed club and other member clubs within the Federation.

### **Article III: Structure and Organization**

The Federation shall have the following general organizational structure:

**Section 1: [GOVERNANCE]** The Federation shall be governed first by the Federation Constitution, second by the Federation By-laws, and third by the most current edition of the Robert’s Rules of Order.

**Section 2: [EXECUTIVE BOARD]** The Federation shall be governed by an Executive Board. The Executive Board shall include the presiding officer from each member club within the Federation, non-voting executive appointees, and at least four elected Officers, which are the Chairman, Vice Chairman, Secretary, Treasurer, and regional directors. If an elected officer within the Federation Executive Board is also a club president, they must appoint a proxy from their university. The inclusion of a Vice Chairman can be waived in accordance with the emergency guidelines of Section 11.

**Section 3: [EXECUTIVE APPOINTEES]** The Chairman, with the majority consent of the Officers, shall create any such positions that may be necessary for the successful operation of the Federation. These positions shall be approved through the consent of the Chairman and the approval of a majority of the Executive Board. All Appointees shall be considered *ex-officio* members of the Executive Board, but shall not have full membership rights. **Within 24 hours before or after each board meeting, the Chairman, Vice Chairman, Secretary, Treasurer, and Regional Officers will review submitted updates from each ex-officio member and determine whether he/she has met expectations and thus can remain on the board. In order for an ex-officio officer to be removed, the majority of the voting members of the Executive Board reviewing the report must vote to remove the individual.**

**Section 4: [VOTING]** Full membership on the Executive Board shall entitle Board members to one vote each when tallies must be taken on issues. The Secretary will be responsible for tallying votes. In the event that the Secretary cannot oversee voting (i.e. situations like the Secretary is being impeached in accordance with Article III Section 6), the Chairman will appoint another board member to oversee the process.

**Section 5: [CRNC DELEGATES]** The Chairman shall appoint delegates to the national convention of the College Republican National Committee (CRNC).

**Section 6: [IMPEACHMENT]** Grounds for the impeachment of Officers shall be limited to violations of the Constitution, inattention to duties, or inappropriate conduct that proves to be disgraceful or embarrassing to the Federation. Officers shall be removed through a two-thirds vote of the Executive Board after a hearing at a meeting called exclusively for that purpose. The purpose of this hearing and the details of the hearing venue, date, and time shall be made known to all members of the Executive Board no later than two weeks before the actual hearing.

**Section 7: [REMOVAL: EXECUTIVE APPOINTEES]** Executive appointees serving on the Executive Board shall be removed through a majority vote of the Officers.

**Section 8: [CHAIRMAN VACANCY]** In the event of a vacancy of the position of the Chairman, the Vice Chairman shall assume the title and responsibilities of the Chairman for the duration of the term. In the event of a vacancy in the positions of Vice Chairman in addition to the vacancy of the Chairman, the Secretary will call a vote of Executive Board members, including chapter Presidents, to elect a new Chairman and Vice Chairman. In the event the Secretary is running for either position, the Secretary will appoint a chapter President to facilitate the vote. The vacancy of Vice Chairman is also contingent upon **Article III** Section 11.

**Section 9: [OFFICER VACANCY]** In the event of vacancies in any officer position, the Chairman shall nominate a replacement for the vacant position. The nominee shall be confirmed through a two-thirds vote of the Executive Board, except in the case of a vacancy in a Regional Director, in which case the nominee will be confirmed by a two-thirds vote of the presiding officers of the region's clubs.

**Section 10: [OFFICER TERMS OF OFFICE]** The term of office for the Chairman, Vice Chairman Secretary, Treasurer, and Regional Directors shall begin thirty days after the convention and conclude exactly thirty days after the proceeding convention, although the inauguration of new Officers shall formally occur at the convention itself. During the thirty-day transition period, the Chairman-Elect shall meet with the current Chairman to discuss the status of the Federation and receive training on the operation of the Federation. This transition period shall also be used to brief new officers on their duties and apprise them of the status of the Federation.

**Section 11: [DISBANDED FEDERATION BOARD]** If the most recently recognized Federation Chairman could be impeached and if there are no active board members to hold an impeachment meeting, but there are individuals interested in forming a new Federation Board, the Board is considered "disbanded." When forming a new governing body to replace a disbanded board, effort should be made to contact the disbanded board Chairman, but formal consent is not necessary. To form a new governing body, the interested individual(s) should first consult with the College Republican National Committee and the Maryland Republican Party regarding official removal of the individual holding the Chairman position of the disbanded board. After receiving the consent of both organizations, the interested individuals(s) should then call a "mini-convention" with representation from the majority of knowingly active chapters in Maryland to elect interested individual(s) into board positions. When a new Chairman is elected, the disbanded board Chairman is no longer recognized. Any vacant voting positions after a "mini-convention" will be appointed by the new Chairman and in accordance with **Article III** Section 4 will have full voting rights for the duration of the term. The Chairman is not required to appoint

a Vice Chairman under these circumstances. At the first formal convention since the mini-convention and conventions thereafter, a Vice Chairman must be elected.

#### **Article IV: Meetings and Convention**

**Section 1: [MEETINGS]** The Executive Board shall hold a regular meeting at least once every six weeks during the regular school year. Board meetings may be called by the Chairman or by a two-thirds vote of the Executive Board. Members shall be contacted by the Secretary to be informed of the meeting venue, date and time at least two weeks in advance.

**Section 2: [PROXIES]** Executive Board members who cannot attend a regular meeting must contact the Secretary to inform him of the situation. They are permitted to arrange virtual attendance, but when this is impossible, proxies shall be accepted from a member of the home club for a club's presiding officer and from any member of the home club for an absent Executive Board officer. Proxies shall entitle the representatives of the absent Board member to vote in his place on pending issues before the Executive Board. Proxies shall be typed and be signed by both the proxyholder and the Executive Board member sending the proxy with the following information: Date of meeting, Executive Board member's title and phone number, proxyholder's name and with the title of 'PROXY.' No proxy will be accepted for an Executive Board member if he/she fails to contact the Secretary.

**Section 3: [CONVENTION]** The Federation shall hold a spring convention each year. The convention shall serve two essential purposes. First, it shall showcase the activities, leaders, and members of the Republican Party. Second, it shall serve as the site for the adoption of the Federation platform and the election of Federation officers for the upcoming year.

- A. [FEDERATION CONVENTION COMMITTEE]** The Chairman shall supervise the creation and operations of a Federation Convention Committee. This committee shall be composed of the Treasurer/Secretary and other members deemed necessary for the planning of the annual spring convention. The Chairman and other members of the Executive Board shall recommend members for this committee. Membership shall be approved through a majority vote of the Officers. The Convention Committee is recommended to comprise three separate sub-committees. These sub-committees shall be the Credentials Sub-Committee, Sub-Committee on Standing Rules, and Program Sub-Committee. These sub-committees shall operate as outlined in the newest edition of Robert's Rules of Order in the section on organizing established societies' conventions.
- B. [CONVENTION VOTING]** Each member club of the Federation shall be entitled to voting representation for the adoption of the Federation platform and the election of Federation Officers, as delineated in the By-laws.

## **Article V: Primary Endorsements**

### **Section 1: [PROHIBITION OF ENDORSING IN CONTESTED PRIMARY]**

The Federation is forbidden from endorsing or officially affiliating with a specific candidate or campaign in a contested Republican primary election. This shall in no way impede members, in their personal capacity, from endorsing and/or working for candidates.

## **Article VI: Amendments to Constitution and By-laws**

**Section 1: [CONSTITUTIONAL AMENDMENTS]** Amendments to the Federation Constitution may be proposed by any member of the Executive Board **at the spring convention**, or by a majority of a club delegation at the spring convention, or any member of the Executive Board at any Executive Board meeting. Constitutional amendments shall be presented at least four weeks in advance of spring convention, or at the **Executive Board meeting** where the **meeting** Constitutional Amendment is being proposed, to the Secretary and Chairman.

**A: [CONSTITUTIONAL AMENDMENT RATIFICATION]** A two-thirds vote at a spring convention is required to ratify any amendment to this Constitution. Between conventions, a two-thirds vote of the Executive Board and a unanimous vote by the **elected Officers of the Federation** is required to ratify an amendment to this Constitution. The Chairman must supervise all amendment changes.

**Section 2: [BY-LAW AMENDMENTS]** Any Executive Board member may propose Amendments to the Federation By-laws. By-law amendments must be presented to the Secretary and Chairman at least four weeks in advance of any Executive Board meeting.

**A. [BY-LAW AMENDMENT RATIFICATION]** A two-thirds vote of the Executive Board is required to ratify any By-law amendment.

## **Article VII: Ratification**

**Section 1: [FEDERATION CONSTITUTION RATIFICATION]** This constitution shall take effect April 25, 2020 and is a revised version of the August 15, 2014 constitution.

## Federation By-laws

### **ARTICLE I: Officer Duties**

**Section 1: [CHAIRMAN]** The Chairman shall be the chief executive official and sole spokesman for the Federation. The Chairman shall preside over all meetings of the Federation and of the Executive Board. The Chairman shall be chiefly responsible for the general management of the Federation. The Chairman shall fill temporary vacancies among the Executive Board members and shall appoint special project directors or assistants as needed.

**Section 2: [Vice Chairman]** The Vice Chairman shall serve in conjunction with the Chairman, sharing in all responsibilities with the Chairman. The Vice Chairman shall act as deputy to the Chairman and fulfill the role of the Chairman in the Chairman's absence. The Vice Chairman shall supervise all Federation programming, including leadership training, social activities, and special events. The Vice Chairman shall also coordinate with Regional directors to facilitate communication between the regions and encourage statewide events. In the event of reforming a federation under **the emergency guidelines of** constitution Article III Section 11, these duties will be delegated as seen appropriate by the Chairman.

**Section 3: [SECRETARY]** The Secretary shall collect updates from each club at every regular meeting. The Secretary shall record the minutes of all Federation meetings and distribute copies of minutes to all Executive Board members no later than two weeks after any meeting. The Secretary shall maintain Federation records and prepare a historical profile of the Federation activities during a given year for distribution at the annual convention. The Secretary shall officiate at Federation platform voting and Officer elections.

**Section 4: [TREASURER]** The Treasurer shall prepare and present to the Executive Board, annual budgets for new or ongoing expenditures and activities. The Treasurer shall oversee and ensure the Federation's compliance with the annual budget. The Treasurer shall present to the Executive Board regular reports on the Federation's financial position, including regular financial forecasts based on actual expenditures and incomes. The Treasurer shall prepare and maintain records and documentation of all Federation transactions, expenditures, and incomes. The Treasurer shall manage all Federation accounts with banking and online transaction bodies. The Treasurer shall ensure compliance with all relevant federal, state, and municipal legislation. Said reports should be distributed at every Executive **Board** meeting, with an annual report distributed at the spring convention.

**Section 5: [REGIONAL DIRECTORS]** Regional Directors shall oversee and connect local chapters in order to promote cooperation, expand resources and community outreach efforts, and establish connections between chapters, communities, government officials, and candidates. Regional Directors shall promote local chapter events to coordinate outreach and expand attendance. Regional Directors shall seek to expand or establish chapters within their region and lay the framework for chapter success. The Executive Board will

determine via  $\frac{2}{3}$  vote before every convention which Regional Director positions are necessary for the upcoming year. Potential Regional Director positions are limited to three separate geographic that will be determined by the Executive Board before every convention.

## Article II: Convention Procedures

### Section 1: [OPERATING RULES]

**A: [DELEGATE ALLOTMENT]** The Federation Convention Committee shall, upon an examination of the membership list from each member club, determine the number of delegates each club shall have. The number of delegates per club shall be determined as follows: three delegates per club with one additional bonus delegate for every fifty members per club (For instance, a club with a membership list of fifty members would receive three automatic delegates and one bonus delegate.) Furthermore, alternates for delegates shall be created for the purpose of convention. Alternates shall be appointed by each CR club's presiding officer. The maximum number of alternates shall correspond to the allotted number of delegates each club is given for convention. Alternates are only permitted to vote in the event that an original delegate is no longer able to attend the convention. In the event no alternate can substitute an absent delegate, an open floor vote of the attending clubs at convention shall be called on the motion of permitting proxy voting for that club delegate by the present club delegates of the same university. No club shall receive more than one-third the delegate count for the entire roster of clubs in attendance or be represented by proxy.

- 1. [DELEGATE NOTIFICATION]** No later than two weeks before the convention, the Federation Convention Committee shall inform each club's presiding officer, in writing, of the number of delegates and alternates allocated to the presiding officer's club.
- 2. [DELEGATION CHAIRMAN]** The club's presiding officer shall then designate the appropriate delegates from a list of those club members who are attending the convention. The club's presiding officer shall serve as the delegation chairman to the convention, unless otherwise indicated in writing to the Secretary.
- 3. [ARRANGEMENT OF DELEGATES]** The delegation chairman may allot delegates votes in an arrangement of his or her choosing among club members, with the limitation that no one person may cast more than two delegate votes in the case of emergency proxy voting as outlined in Article II Section 1 Part A. (For instance, if the total number of club representatives to a convention is fewer than the total number of delegates possible under the guidelines described above, then the delegation chairman may allot up to two delegate votes to any individual or individuals serving in the delegation.)



- B. [FEDERATION AGENDA]** The Federation Convention Committee shall provide a draft of the proposed Federation agenda to each club's presiding officer no later than two weeks before the convention. The agenda shall include all proposed Amendments to the Federation Constitution and By-laws.
- C. [PLATFORM]** The Chairman shall preside over the consideration of the platform. Voting shall be done openly with the delegation votes announced by the delegation chairman. The final platform shall be recorded by the Secretary and distributed promptly to all member clubs. Adoption of the platform shall include consideration of the resolution submitted before the convention and from the floor.
- D. [OFFICER ELECTIONS]** Officers shall be elected in this order: 1) Chairman, 2) Vice Chairman, 3) Secretary, 4) Treasurer, 5) Regional Directors in accordance with Robert's Rules of Order.
- 1. [DELEGATION VOTING]** All club delegations shall cast votes for the offices of Chairman, Vice Chairman, Secretary, and Treasurer. Only club delegations within the geographic regions outlined by the Executive Board for Regional Directors shall cast votes for their respective Regional Directors.
  - 2. [OFFICER NOMINATIONS]** Candidates for Officer positions must announce their intention in writing to pursue office to the Chairman and Secretary no later than 10 days before the convention. Once their intention to run is received by the Chairman, they may be nominated from the floor and shall not need a second. Candidates shall be entitled to deliver campaign remarks and present endorsements for a period of time to be determined by the Federation Convention Committee and allocated equally to all candidates.
  - 3. [VOTING]** Votes for Officer candidates shall be openly cast with each delegate announcing his or her vote. The chairman shall announce the results for the Officer positions.
  - 4. [VOTE RECORDINGS AND ANNOUNCEMENT]** The Secretary shall tabulate votes and announce the winner for each election. (S)he shall record and publicize the events.
  - 5. [OATH OF OFFICE]** If an incumbent Chairman has been elected to serve another term, then the Secretary shall administer the oath of office. If a new Chairman has been elected, then the current Chairman shall administer the oath of office to his/her successor. The new Chairman shall repeat the following oath of office ["I (name of individual) do hereby pledge to fulfill the constitutional duties of the office to which I have been elected, and to do my best to advance the high ideals, interests, and values of the Republican Party and of the

Maryland Federation of College Republicans. I accept this position within the Maryland Federation of College Republicans for the (year of operation)”. The incoming Chairman shall then administer this oath of office to the other incoming officers simultaneously.

**Article III: Financial Provisions**

**Section 1: [FEDERATION ACCOUNTS]** No more than two financial accounts for the Federation shall be maintained at any given time. All checks must be signed by either the Chairman or Treasurer, and all contracts must be signed or approved by the Chairman. All expenditures over \$75 must be approved by the Chairman with a majority vote of the Officers.