

Associated Students Incorporated
California Polytechnic State University, San Luis Obispo
Cal Poly College Republicans — Bylaws
September 1, 2003

1. Identification:
 - 1.1. The name of this organization shall be the Cal Poly College Republicans hereinafter referred to as the “Club,” also known as the acronym CPR.
2. Purpose:
 - 2.1. The Purpose of the Cal Poly College Republicans Club shall be:
 - 2.1.1. To contribute to the growth of the Republican Party in San Luis Obispo County
 - 2.1.2. To aid all Republican candidates for office
3. Membership:
 - 3.1. General Membership shall include every person who is a Cal Poly student, registered Republican, believes in the principals and purposes of the club, and has filled out a membership form for the current year
 - 3.2. Associate Membership shall be limited to Cal Poly faculty, staff, and community members. The Board of Directors determines Associate Members.
 - 3.3. Active Membership shall have the privilege of holding Executive Board office, voting, and participating in all functions of the club. Active Members must meet the following criteria:
 - 3.3.1. Be a Cal Poly student
 - 3.3.2. Registered Republican
 - 3.3.3. Believes in the principals and purpose of the club
 - 3.3.4. Completed a membership form for the current year
 - 3.3.5. Paid membership dues
 - 3.3.6. Attended at least two of the most recent six regular meetings during the school year prior to the meeting during which voting takes place
 - 3.4. Board of Directors administer the operations of the club.
 - 3.5. This club, or any of its members, shall not conspire to commit any act which causes or is likely to cause, bodily damage or physical harm to any members of the community.
 - 3.6. There may be no membership discrimination on the basis or race, sex, religion, national origin, or sexual preference. However, members must be registered republican and support the conservative ideas and beliefs of the Republican Party. If a member does not qualify to register to vote, the President may allow the individual to become an active member based on his/ her conservative beliefs
4. Board of Directors:
 - 4.1. Executive Board
 - 4.1.1. President
 - 4.1.2. Vice President
 - 4.1.3. Secretary
 - 4.1.4. Treasurer
 - 4.2. Directors:

- 4.2.1. Director of Activities
- 4.2.2. Director of Advertising
- 4.2.3. Director of Membership Relations
- 4.2.4. Director of Public Relations
- 4.3. Board Members:
 - 4.3.1. Former club presidents.
 - 4.3.2. Active members appointed by the President.
- 4.4. Executive Board Elections:
 - 4.4.1. Elections shall be held annually in May and in the case of vacancy.
 - 4.4.2. The president must announce at the general meeting and to the general membership elections and nominations two general meetings before elections. Nominations must open at the general meeting before elections. Elections can commence at general meetings
 - 4.4.3. The current president or former president shall preside over the elections and tallying.
 - 4.4.4. If no one candidate receives a majority vote, the two candidates with the highest tally will participate in a runoff election, immediately following the first election
- 4.5. Director and Board Member Appointment:
 - 4.5.1. Director Appointments must be made before September following elections, and in the case of removal or vacancy
 - 4.5.2. The term for the appointed positions will expire annually in May at the time of Executive Board elections.
 - 4.5.3. The president must announce to the general membership positions before appointments.
 - 4.5.4. The president with the advice and ratification of the Executive Board shall appoint the Directors followed by Board Members.
 - 4.5.5. The positions of Board Members are only limited to the need of the club and shall be available in the club Job Description and resource Manual.
- 4.6. Officers must have at least a 2.0 Cal Poly cumulative GPA at the time of nomination and election and must maintain at least a 2.0 GPA while in office.
- 4.7. Impeachment of officers can only be based on abandonment of duties or gross misconduct. An officer may be impeached only under the following conditions:
 - 4.7.1. Prior to impeachment there must be one weeks notice of intent
 - 4.7.2. The meeting where the vote is held must be advertised
 - 4.7.3. Impeachment vote must occur during a general meeting
 - 4.7.4. The advisor must have a copy of the grounds of removal in writing two weeks prior to vote.
 - 4.7.5. Officers can be removed by two-thirds majority vote from the active membership.
- 4.8. Appointed positions may be removed with a two-thirds majority vote from the Board of Directors
- 4.9. Vacated Positions:
 - 4.9.1. A vacancy occurs in an office when an officer gives his or her formal resignation of the Executive Board or is removed in accordance with the provisions of Section 4.7. If the President seat becomes vacant, the Vice

President shall assume the office of the President and the Vice President seat shall become vacant.

- 4.9.2. Should a vacancy occur in any appointed office, the president should formally announce the vacancy and appointments in accordance of Section 4.5 shall commence.
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 - 4.9.4. In the interim between Presidents formal announcement of the vacancy and the election of the new officer, the Executive Board may appoint a temporary replacement for the vacant office. The term of the temporary appointee will terminate upon the election of the new officer.
 - 4.9.5. An officer elected or appointed to fill a vacancy shall serve out the remainder of that term in office commencing at the conclusion of that general meeting. The term of office shall expire with the annual election of officers.
- 4.10. Powers of the Bard of Directors:
- 4.10.1. Make important decisions in regards to the club.
 - 4.10.2. Approve the club business plan
 - 4.10.3. Approve the general philosophy and direction of the club.
 - 4.10.4. Approve al advertisements for club events.
 - 4.10.5. Approve all club activities.
 - 4.10.6. Approve all events where the club will participate.
5. Duties of the Executive Board:
- 5.1. President:
 - 5.1.1. Presides at all meetings of the club
 - 5.1.2. Appoints the Board of Directors, including the Executive Board
 - 5.1.3. Supervise the business of the club.
 - 5.1.4. Officially represent the club to the public.
 - 5.1.5. Oversee the fundraising activities of the club.
 - 5.2. Vice President:
 - 5.2.1. Preside in the President's absence.
 - 5.2.2. In case the President becomes temporarily or permanently unable, assume the duties of President.
 - 5.2.3. Act as an ex-officio member of all committees.
 - 5.2.4. Assume a leadership role in projects delegated by the Executive Board.
 - 5.3. Secretary:
 - 5.3.1. Keep full and correct record of all meetings of the club and prepare them for distribution to all members and interested parties.
 - 5.3.2. Preserve the record and documents of the club.
 - 5.3.3. Handle all correspondence for the club.
 - 5.3.4. Maintain a list of all General, Associate, and Active Members.
 - 5.3.5. Notify all members of meetings and announcements.
 - 5.3.6. Assist with the administrative duties as delegated by the President.
 - 5.4. Treasurer:
 - 5.4.1. Maintain custody of all club finds.

- 5.4.2. Have authority to collect and disperse such funds as approved by the club.
- 5.4.3. Have charge of levying and collecting dues and assessments.
- 5.4.4. Prepare at any time to present the club a complete financial statement.
- 5.5. Powers of the Executive Board:
 - 5.5.1. Make personnel decisions.
 - 5.5.2. Make decisions to urgent situations when it is not feasible to contact the Board of Directors.
 - 5.5.3. Make decisions on the representation of the club to the community, Cal Poly, and conservative organizations.
 - 5.5.4. When important decisions are made and/or discussed without the presence of an Executive Board Member, the Executive Board member shall be immediately briefed on the discussion and decision by the president.
 - 5.5.5. Supervise all committees and events of the club as deemed necessary.
- 6. Duties of Directors:
 - 6.1. Director of Activities:
 - 6.1.1. Be responsible for any duties assigned by the President such as convention arrangements, phone tree operation, preparation for meeting, securing tabling and meeting permits, etc.
 - 6.1.2. Oversee the planning of club social events, as agreed upon by the Executive Board.
 - 6.1.3. Invite speakers to meetings.
 - 6.1.4. Arrange for refreshments at meetings and events.
 - 6.1.5. Conduct outreach and philanthropic programs.
 - 6.2. Director of Advertising:
 - 6.2.1. Advertise all general meetings.
 - 6.2.2. Advertise speakers of special events held by the club through fliers, newspaper advertisements, posters, signs, etc.
 - 6.2.3. Maintain club advertising materials such as sandwich boards and banners.
 - 6.3. Director of Membership:
 - 6.3.1. Oversee the recruitment of members into the club.
 - 6.3.2. Oversee tabling on campus and in the resident halls.
 - 6.3.3. Compile membership rosters.
 - 6.3.4. Charter with the California College Republicans.
 - 6.4. Director of Public Relations:
 - 6.4.1. Communicate the club's mission and goals to various community groups and organizations
 - 6.4.2. Develop and maintain relationships with community icons and government officials in order to benefit the club.
 - 6.4.3. Prepare press alerts and contact local media about upcoming events.
 - 6.4.4. At the conclusion of a club sponsored event prepare and distribute press releases to local media.
- 7. Duties of Board Members:
 - 7.1. Former Club Presidents:

- 7.1.1. Provide advisory information to the Board of Directors.
 - 7.1.2. Vote as a regular member of the Board of Directors.
 - 7.1.3. Represent the club as a liaison of the Board of Directors.
- 7.2. Active Members appointed by the president:
 - 7.2.1. See club Resource Manual for current positions.
 - 7.2.2. The Executive Board and Directors delegate duties on an as needed basis.
- 8. Meetings:
 - 8.1. General Meetings:
 - 8.1.1. Meetings must be held throughout the academic year announced by the Secretary at the discretion of the President.
 - 8.1.2. Electronic mail meeting announcements shall include a preliminary agenda and announcements.
 - 8.1.3. When the general membership makes decisions the president and secretary must implement parliamentary decisions.
 - 8.2. Board of Director Meetings:
 - 8.2.1. Meetings must be throughout the year announced by the Secretary of President at the discretion of any Executive Board member.
 - 8.2.2. When the Board of Directors makes decisions the president and secretary must implement parliamentary procedure.
 - 8.3. Committee Meetings:
 - 8.3.1. Board members may establish committees on an as needed basis to advise the Board of Directors.
 - 8.3.2. The chairperson of the committee must be a member of the Board of Directors.
 - 8.3.3. The chairperson regulates and enforces the procedures in regards to the committee meetings.
 - 8.4. Quorum shall be all active members present.
- 9. Policies:
 - 9.1. Advertisement postings require a two-thirds majority vote from the Board of Directors.
 - 9.2. Candidate endorsements requirements require a two-thirds majority vote from the Board of Directors.
 - 9.3. Financial Statements and Expenditures:
 - 9.3.1. The treasurer is required to give the Board of Directors a financial report to include: account balance, accounts payable, accounts receivable, bills report, and budget report.
 - 9.3.2. Executive Board members may spend club funds if available, for routine expenditures as approved by the Executive Board or if under \$25 without Executive Board approval. The Executive Board must approve expenditure totaling \$25 or more. The Board of Directors must approve expenditures totaling \$100 or more.
- 10. Membership Dues:
 - 10.1. Each active member on a yearly basis shall pay dues. The amount shall be set in the annual budget. Annual dues may be temporarily changes for special events by a two-thirds vote of the Board of Directors.

10.2. Dues paid are valid beginning and ending with the Cal Poly year. The Cal Poly year is determined by the date of the annual Cal Poly College Republicans election of officers. No member will be dues paid by the Cal Poly Republicans at the adjournment of the meeting in which the annual election of officers takes place. At the end of the CCR convention, no member is dues paid by the California College Republican state federation. Dues paid by graduating seniors are effective until the end of that academic year.

11. Miscellaneous:

11.1. Due to the practices of estoppel of the previous bylaws, these bylaws will become legitimate September 1, 2003 after the approval of the 2003-2004 Executive Board.

11.2. Elastic Clause: All actions not expressly described in this Constitution shall be open to the discretion of the Executive Board while keeping within the California College Republican Constitution.

12. Amendments:

12.1. These bylaws may be amended at any general meeting by a three-fourths majority vote, providing that a simple majority of the active members are present and that the amendment shall have been submitted in writing at the previous regular meeting.