

Windsor Republican Town Committee

By-Laws



These By-Laws were amended by the Windsor Republican Town Committee at meetings held in Windsor, Connecticut.

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ARTICLE I PURPOSE

The purpose and functions of the Windsor Republican Town Committee (“Town Committee”) are as follows:

- ✓ Actively seek, develop and support qualified Republicans:
 1. To run for municipal and state office
 2. To fill Boards and Commissions
- ✓ Conduct Republican Party caucuses
- ✓ Organize and direct general election campaigns
- ✓ Study and recommend improvements in local government
- ✓ Analyze and support or oppose State legislation concerning Windsor
- ✓ Sponsor and encourage constructive Republican Party activities
- ✓ Administer Town Committee funds
- ✓ Financially support the Town Committee

ARTICLE II TOWN COMMITTEE

Section 1 General Rules

The Town Committee will comply with the convention and committee rules of the Republican Party of the State of Connecticut¹ and the election laws of the State of Connecticut².

¹ Connecticut Republican State Central Committee Rules and By-Laws -Updated as of April 18, 2023
https://portal.ct.gov/-/media/SOTS/ElectionServices/LEAD_Communications/2023/Connecticut_Republican_Party_By-Laws-Revised_as_of_April_2023.pdf

² Connecticut State Statute, Title 9 Elections
https://www.cga.ct.gov/current/pub/title_09.htm

Section 2 Composition

The Membership of the Town Committee shall consist of up to an authorized maximum of seventy-five (75) members (herein referred to as members) all of whom shall (A) have submitted an application for membership and (B) be elected pursuant to these By-Laws.

Section 3 Qualifications

Each member must be a permanent resident and an enrolled Republican-affiliated elector of the Town of Windsor during the entire term of membership. Membership on the Town Committee is immediately deemed an automatic resignation if the person is no longer a Republican elector and/or residing in the Town of Windsor.

Section 4 Membership

A. Caucus

A caucus of registered Republican electors in Windsor shall be called for the purpose of selecting Town Committee members for the biennial term.

B. Responsibilities

Members of the Town Committee shall be responsible for the following:

1. Attendance (meetings) at no less than five (5) Regular Town Committee meetings annually.
2. Support the Town Committee and actively participate in its programs.
3. Financially support the Republican Party.

C. Resignations

Resignations from the Town Committee must be sent to the Chair via mail or email.

The Chair shall announce the resignation to the Town Committee during the next regularly scheduled Town Committee meeting following receipt of the resignation. The Chair shall also announce automatic resignations as per Section 3 "Qualifications" above, when made aware.

Section 5 Term

The term of Town Committee members shall start on the first (1st) Monday of March on even numbered years, following the date of the primary set-in connection with their election. They shall serve for two (2) years or until their successors shall have been chosen, but not more than twenty-six (26) months, and provided when local rules are amended to increase Town Committee membership, they shall specify the day upon which the terms of the new positions created by said increase shall begin, and how the new positions shall be filled. The terms of all members shall end on the same day.

Section 6 Vacancies

Vacancies in the Town Committee may be acted upon immediately. If the Town Committee is at its authorized maximum and falls below that number due to vacancy, the membership should be notified. Election shall be at a meeting of the Town Committee by a majority vote of the members present. Recommendations shall be from a list of qualified candidates compiled by the Outreach Committee; however, any Town Committee member may make a recommendation. All potential Members must complete a Membership Application.

Section 7 Meetings

A. Regular Meetings

Regular meetings of the Town Committee shall be held on the Third Thursday of the month. Regular meetings may be changed to align with required actions of Secretary of State or CT GOP, e.g. caucuses. Regular meetings shall be held each month unless cancelled by a vote of the membership at a Regular or Special meeting.

All members shall be given a minimum of five (5) days' notice of the time, place, and purpose of the Regular Town Committee meeting. Notice may be provided via written, electronic or digital means and shall be sent by either the Secretary or the Chair.

B. Special Meetings

1. A Special Meeting may be called by (A) the Executive Committee or (B) a written request containing the printed names and associated signatures of no less than fifteen (15) members of the Town Committee.

2. The Executive Committee or written request must state the specific purpose or purposes of the meeting.
3. If done via a written request, the written request must be sent through US Certified Mail to both the Chair and the Vice-Chair.
4. Upon receipt of a written request, the Chair, or the Vice-Chair in the absence or inaction of the Chair, shall be required to schedule a meeting of the Town Committee. Said meeting shall be held within fifteen (15) days of receipt of the written request and notice of the meeting shall be sent to the Town Committee membership at least five (5) days in advance of the meeting.

C. Quorum

A quorum for a Regular or Special Meeting of the Town Committee is constituted by the presence of a minimum of fifteen (15) members or 25% of the membership, whichever is less.

D. Meeting Decorum

All Town Committee meetings shall be run in accordance with the rules outlined in these By-Laws. The most current edition of Robert's Rules of Order will govern all other procedural matters.

F. Reports

Reports from the following shall be given at each regular meeting:

1. Secretary
2. Treasurer
3. Town Council representative(s)
4. Board of Education representative(s)
5. Registrar of Voters
6. State Representative and/or Senator, if present
7. State Central Committee
8. Standing Committees, if business was conducted

G. Attendance and Electronic Participation

Subject to the following exception members must be present at any meeting to vote on any business. At the discretion of the Chair and after notice to all members, any meeting of the Town Committee can include the remote presence and full participation in meetings by means of electronic equipment (e.g. telephone, video conference), provided that:

1. All those in attendance at the meeting, at whatever location(s), must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
2. The Chair shall take the necessary steps to ensure that a member participating by means of electronic equipment has adequate opportunity to express themselves in the discussion, including the opportunity to take the floor and make and vote on motions.

3. When such conditions are met, any participating by means of electronic equipment shall be counted for the purpose of constituting a quorum.

Section 8 Organization & Election of Officers

A. Time Frame for Election of Officers

Town Committee members shall meet within the designated window as set forth in the State Party rules after the beginning of their term, at the call of the previous Town Committee Chair, or in lieu of the Chair, the Vice Chair. A notice must be sent to members as required for any meeting.

Should said Chair or Vice-Chair fail to, or be unable to act on this matter, a State Central Committee person, from the Senatorial District in which Windsor resides, shall assume the responsibility.

B. Election Process

1. All officers must be elected from within the membership of the Town Committee, with an optional exception for the position of Treasurer.
2. If only one candidate is nominated for an office, the Secretary shall be empowered to cast one vote to elect the candidate.
3. If there are two candidates nominated for an office, a secret ballot shall take place. The winner shall be determined as the candidate receiving a majority of votes cast.
4. If no candidate receives a majority of votes cast, (greater than 50%), there shall be a run-off election between the two candidates who received the most votes.
5. In case of a tie, the Presiding Officer may cast a vote to break a tie, including a tie in the vote for the section of party-endorsed candidates under §9-386 of the General statutes. This vote, if necessary, shall be in addition to any regular voting rights said Presiding Officer may have.

C. Term

The term of officers shall be the same as members, or until their successors have been elected.

D. Officer Vacancy

Vacancies occurring for any reason in elected offices shall be filled by vote of the members of the Town Committee.

Section 9 Responsibilities of Officers

A. Town Committee Chair

1. Attend Senatorial District meetings, or provide a proxy, if allowed.
2. Attend Congressional District meetings, or provide a proxy, if allowed.
3. Prepare an agenda for Town Committee meetings.
4. Call the meetings of the Town Committee, pursuant to Section 7.
5. Issue the call to Party Caucuses and call such Caucuses to order.
6. Preside over Town Committee meetings.
7. Establish and form sub-committees, as needed.
8. Review the activities of sub-committees of the Town Committee and require a report of each sub-committee, as appropriate, to be presented at regularly held Town Committee meetings.
9. Call for an audit of the Town Committee financial records by request of the Town Committee and/or whenever there is a change of Treasurer.
10. Chair meetings of the Executive Committee.
11. Fulfill duties related to the promotion of Town Committee purposes and principles, official news, and opportunities to serve in public office via media and other publicly accessible means including the Internet, the Press, public meetings, and political activities.
12. Perform any other duties pertinent to the office.
13. May appoint a Deputy Treasurer, and Alternate Deputy Treasurer
14. May appoint an Assistant Secretary
15. Appoint such other positions as deemed advisable.

B. Vice Chair

1. Fulfill the duties of the Chair at meetings in his or her absence and when otherwise required by Statute, or State Party rules or these By-Laws.
2. Attend Senatorial District meetings, or provide a proxy.
3. Attend Congressional District meetings, or provide a proxy.
4. Perform any duties delegated by the Chair
5. Determine the date, time and place for a meeting to fill a vacancy in the office of the Chair should the need arise.
 - i. Such a meeting shall be held no sooner than fifteen (15) days and no later than thirty (30) days after the vacancy occurs.
 - ii. Should the Vice-Chair fail to or be unable to act on this matter, a State Central Committee person, from the Senatorial District in which Windsor resides, shall assume the responsibility.

C. Treasurer

1. Give a financial report at each Town Committee meeting.
2. Maintain and oversee a financial account(s) in the name of the Town Committee in a federally insured financial institution.
3. Ensure that the Town Committee complies with all Election Finance Laws and assist various Campaign Treasurers with compliance.
4. Chair meetings of the Finance Committee.
5. Perform any duties delegated by the Chair.

D. Secretary

1. Maintain an accurate list of all members.
2. Maintain a membership form for application of new and renewing members.
3. Notify Town Committee members of the time, date and place of each Town Committee meeting at least 5 days before the meeting.
4. Record minutes of each meeting of the Town Committee.
5. Maintain attendance records of Town Committee members and make available to the membership.
6. Notify the State Central Committee, Secretary of State, and Town Clerk of changes in local By-Laws and Town Committee Officers as required and when appropriate.
7. Perform any duties delegated by the Chair.

Section 10 Appointed Positions

A. Authority

Appointments may be granted for Committee Chairs and deputy positions for both the Treasurer and Secretary. Appointed positions provide advice, guidance, direction, representation and other duties delegated by the Town Committee Chair. Appointees are not Officers of the Town Committee and may be removed, with or without cause, at any time.

B. Deputy Treasurer

Acts in the place of the Treasurer in the event of an absence or vacancy. Or at the request of the Treasurer, may assist as needed.

C. Assistant Secretary

Acts in the place of the Secretary in the event of an absence or vacancy. Or at the request of the Secretary, may assist as needed.

Section 11 Committees

A. Organization

The Treasurer shall within one month after his/her election establish the composition of the following standing committee: Finance.

The Town Committee Chair shall within one month after his/her election establish the composition of the following standing committee: Membership.

The Town Committee Chair shall name and compose such committees not otherwise defined and shall require a report as to the activity of each committee from each Committee Chair at the regularly held Town Committee meetings but no less than annually. The Town Committee Chair may remove a Chair-appointed committee member at their discretion.

B. Executive Committee

1. Membership Composition

- a. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and the Treasurer.
- b. In the absence of the Treasurer, the Deputy Treasurer shall act in their stead.
- c. In the absence of the Secretary, the Assistant Secretary shall act in their stead.
- d. The immediate Past Chair of the Town Committee shall be an ex-officio member without voting privileges.

2. Duties

- a. Meet prior to the Regulator Meeting of the Town Committee to identify problem areas and to recommend programs and policy changes, etc.
- b. Work with the standing committees.
- c. Coordinate campaign activities.
- d. Fill vacancies of party-endorsed candidates for municipal and state offices, in the absence of a Vacancy Committee for that Convention or Caucus.
- e. Is authorized by a majority vote of its members to make time sensitive decisions, including financial, on behalf of the Town Committee. Such decisions must be communicated to the members no later than the next regular Town Committee Meeting.
- f. Approve time sensitive expenditures not to exceed Two Hundred Fifty dollars (\$250.00) in total, between regular meetings.
- g. Call a Special Meeting if warranted.

C. Finance Committee

1. Membership Composition

- a. The Treasurer of the Town Committee shall be the Chair of the Finance Committee.
- b. The Deputy Treasurer shall be a member.
- c. The Chair of the Finance Committee shall select the remaining members of said committee.
- d. The Town Committee Chair shall be an ex-officio member.

2. Duties

- a. Raise funds deemed necessary by the Town Committee.
- b. Prepare a budget with input from the Executive Committee, to be submitted to the Town Committee at its regularly scheduled February meeting for approval.
- c. Audit the financial records, at least once per term.

D. Outreach Committee

1. Membership Composition

- a. The Chair of the Outreach Committee shall be appointed by the Town Committee Chair.
- b. The Republican Registrar and/or the Deputy Registrar will be a member of this committee.

2. Duties

- a. Seek and encourage citizens to participate in Local and State offices.
- b. Recommend candidates for elective and appointive office.

- c. Present a list of members, consistent with the composition in Article II, §2, to the Town Committee for endorsement.
- d. Maintain a list of qualified candidates as referred to in Article II, §6.
- e. Report to the Town Committee.

Section 12 Town Committee Funds and Funding

A. Party Funds Not Spent in Primaries

Neither the Town Committee nor any Officer thereof shall spend any party funds on behalf of any candidate in a pre-endorsement contest or primary.

B. Contributions

1. All contributions shall be expended at the sole discretion of the Town Committee and pursuant to these By-Laws.
2. All receipts shall be turned over to the Treasurer.
3. Contributions to charitable, non-profit organizations shall not be made from Town Committee funds.

Section 13 Removal of Town Committee Officer or Member

A. Removal of Committee Officer

Any Officer of the Town Committee may be removed from office by the affirmative vote of two-thirds (2/3) of the Membership of the Town Committee at a meeting duly called for that purpose by one-third (1/3) of the Membership of the Town Committee. The officer(s) must have been advised, in writing via Certified Mail, return receipt requested no less than ten (10) days prior to said action and also by E-mail to the last known Email address.

Proxy voting shall not be permitted.

B. Removal of Committee Member

Any member of the Town Committee may be removed from office by the affirmative vote of two-thirds (2/3) of the Membership of the Town Committee at a meeting duly called for that purpose. The member must have been advised, in writing via Certified Mail, return receipt no less than ten (10) days prior to said action

Proxy voting shall not be permitted.

C. Re- Application

Removal will not preclude anyone from re-applying for Town Committee membership in the future.

Section 14 Officer Resignation

A. Resignation

Resignation of an Officer must be submitted in writing or via email to the Chair or, in the event of the Chair resigning, to the Vice-Chair, whereupon the Chair will so inform the other members of the Executive Committee and the resignation will be announced to the Town Committee membership at the next regularly scheduled meeting or in writing within thirty (30) days of receipt.

B. Replacement

An election shall be held at a properly noticed regular or special meeting to fill the vacancy by majority vote of the members. Vacancies in officer positions must be filled no later than sixty-five (65) days after the vacancy occurs. The replacement will serve out the remaining term for that position.

ARTICLE III HONORARY MEMBERS

Section 1 Qualifications

1. Honorary membership may, upon request, be conferred upon any member who resigns or whose term has expired as an active Town Committee member.
2. Honorary membership may be conferred on persons who are outside of Windsor.
3. Honorary membership shall have no expiration, and will continue until withdrawn or terminated for cause by a two-thirds (2/3) vote of the membership present at a regularly scheduled meeting.
4. Honorary membership does not account against membership limited as defined in Article II, Section 2 on composition.
5. Honorary Members have no voting rights.

Section2 Privileges and Restrictions

Honorary members of the Windsor Republican Town Committee will not have voting privileges but will be placed on the Town Committee mailing list and may participate in Town Committee discussions and events.

ARTICLE IV CANDIDATES FOR MUNICIPAL & STATE OFFICES

All candidates shall be elected by a caucus of enrolled Republicans of the Town of Windsor in accordance with Connecticut Republican Party rules and/or §9-390, sub-division 3, sub-§A of the Connecticut General Statutes (or any superseding statute).

ARTICLE V PARTY ENDORSED CANDIDATES

Section 1 Endorsement

The method of choosing party endorsed candidates shall be by caucus of enrolled Republican electors of the Town of Windsor held not earlier than the fifty-sixth (56th) day nor later than the forty-ninth (49th) day preceding the dates set for the various primaries. The endorsement shall be certified to the Town Clerk of the Town of Windsor by the chairman or presiding officer and the secretary of the Town Committee not later than four o'clock p.m. on the forty-eighth (48th) day preceding the primary. (9-391 CGS)

Section 2 Primary

The day for holding primaries for the nomination of party endorsed candidates for town/state office shall be the 2nd Tuesday of August or as otherwise directed by State Statutes. (9-423 CGS)

Section 3 Call To Act

The Town Chair or, in the event of his/her failure to act, the Vice-Chair, shall call such caucus designating the time, place and day, by publishing said call in a newspaper having a circulation in the Town of Windsor at least five (5) days before the date of such caucus. But if the Town Chair or Vice-Chair shall fail to act, a member of the State Central Committee for the district shall call the caucus.

Section 4 Tie Votes

The presiding officer of the caucus shall cast a vote to break ties. This vote, if necessary, shall be in addition to any regular voting rights such officer may have.

Section 5 Nominations

Nominees for town/state office shall be deemed lawfully nominated when;

1. No candidate or slate of candidates other than party endorsed candidate(s) have been filed with the registrar by four o'clock P.M. on the thirty-fourth (34th) day preceding the day of the primary;
2. They are duly nominated as a result of a primary;
3. They are otherwise lawfully nominated. (9-405 CGS)

ARTICLE VI DELEGATES FOR VARIOUS CONVENTIONS

Section 1 Qualifications

All delegates and alternates must be enrolled Republican electors of the Town of Windsor.

Section 2 Election

A caucus of enrolled Republicans of the Town of Windsor, in accordance with § 9-390, subdivision 3, sub-§ A of the Connecticut General Statutes, shall elect the delegates. (or any superseding statute)

Section 3 Convention Delegates

Endorsement of all delegates to the Convention shall be made by (A) a caucus of members of the Republican Party present and voting at a caucus, or (B) by the Town Committee.

ARTICLE VII AMENDMENTS

Section 1 Changes

Any proposed amendment to the By-Laws shall be presented to the membership at a regularly scheduled Town Committee meeting or caucus at which such amendment shall be voted upon.

Section 2 Methods

These By-Laws may be amended by one (1) of the two (2) following methods (9-375 CGS):

1. By the Town Committee (default method).

When the method of amending the By-Laws is by the Town Committee, the By-Laws may be amended by the affirmative vote of two thirds of the members present and voting. The meeting shall be called by the Town Chair, or in the event of such chair's failure to act, the Vice-Chair, by mailing or emailing a notice, stating such purpose, to each member of said committee at least five (5) days prior to such meeting. If the Town Chair and Vice Chair shall fail to act, a member of the state committee representing the district in which such Town Chair resides shall call the meeting.

2. By a caucus of enrolled Republicans of the Town of Windsor.

When the method of amending the By-Laws is by caucus, a majority vote of those present and voting at such caucus may amend the By-Laws. Such caucus may be a regular caucus call pursuant to State Statutes or may be a caucus call not less than 14 days nor more than 21 days after the filing with the Registrar of Voters, a petition signed by at least 5% or 500, whichever is less, of its enrolled party members. Such call shall be published in a newspaper having a circulation in the Town of Windsor, at least five (5) days before the day of such caucus.

Section 3 Conflicts in the By-Laws

In the event any provision of these By-Laws is in conflict with the provisions of any State or Federal statute or any By-Law of the Republican State Central Committee, then the provisions of such statute or such By-Law of the Republican State Central Committee shall supersede.

A conflict between two or more provisions of these By-Laws shall not invalidate these By-Laws on the whole. In the event of such internal conflict, these By-Laws shall be amended by the provisions set forth in Article VI Section 1 in order to resolve the conflict.

Section 4 Effective Date

The amended By-Laws will become effective sixty (60) days after filing at least two (2) copies of the complete party By-Laws incorporating the amended By-Laws with the Secretary of State's Office and State Central Committee. A copy of the complete party By-Laws incorporating the amendment, together with a separate copy of the amendment, shall also be filed with the Windsor Town Clerk.