



# Cache County Republican Veterans Caucus

## Servimus Tamen ★ We Still Serve

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## Bylaws

### Article I: Identity

The Cache County Republican Veterans Caucus (CCRVC), founded 22 February 2023 in Logan, Utah by local U.S. military veterans and supporters, shall also be known as the “Caucus” in these Bylaws and as “Alpha Chapter” of the Utah Republican Veterans’ Caucus (URVC).

The official Caucus motto shall be the composite phrase “Servimus Tamen ★ We Still Serve” in the Latin and English languages, though colloquially either translation may be used alone.



The official Caucus logo, shown at left, shall consist of two parts: an inner and an outer. The outer part shall consist of two concentric circles with white fill and dark gray borders with the words “Veterans Caucus” centered above and curved around the smaller circle, with the official motto centered below and curved around the smaller circle, and with all text in the same dark gray color as the two circle borders. The inner part shall be centered on top of and completely surrounded by the outer part, overlapping and hiding the dark gray border of the outer part’s smaller circle. The inner part shall consist of a circular version with a color saturation adjusted to 50% of the official logo for the entity with which the Caucus directly affiliates, the Cache County Republicans. In

this manner the motto and the logo outer part, both of which were created by David Benson, may be used by other veteran organizations when they provide clear attribution to him as the copyright owner.

### Article II: Purpose

The purpose of the Caucus is to serve the public good by promoting Republican principles as embodied in the directly affiliated Party’s governing documents; advising current and potential government bodies and officials on veteran and military issues; encouraging the adoption of conservative practices, programs, and policies in community activities and government actions through education, volunteering, outreach, and recreation; and by supporting groups with similar purposes.

### Article III: Membership

#### Section 1. Membership

All Caucus members shall be individual persons who: reside in Cache County, Utah; are registered voters in the state of Utah; uphold the purpose of the Caucus; and who have been approved by the Executive Board. Members shall be considered “in good standing” unless determined by their voting member peers to be out of harmony with the Party platform, non-compliant with the Caucus Bylaws, or no longer participating in Caucus activities.

Voting membership shall be granted to members in good standing who are verified U.S. veterans or other U.S. military members with honorable service (i.e., who did not receive a dishonorable or other-than-honorable discharge).

Non-voting membership may be granted to non-veterans who shall act in a supportive, advisory capacity.



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## Section 2. Dues

It is the intent of the Caucus to remain grassroots and fiscally conservative. For this reason, members will not be charged dues and will instead be encouraged to volunteer their time and talents.

## Article IV: Meetings

### Section 1: Frequency and Location

Membership and Executive Board meetings shall be held no less than quarterly at dates, times, and locations within Cache County as agreed upon by the meeting participants.

### Section 2: Minimum Participation

A minimum of five (5) voting members must participate at least once per calendar quarter. Meeting notifications may be sent by any electronic method and shall be sent to all voting members of the relevant body no less than ten (10) calendar days prior to the meeting.

### Section 3: Electronic Participation

Remote meeting participation (by videoconference, telephone, etc.) is encouraged when members are unable to attend in person. Voting members must confirm their identity before voting on any matter before the Caucus.

### Section 4: Rules of Order

A quorum for any meeting shall consist of the lessor of five (5) or 50% of the total voting membership of the relevant body (i.e., general caucus, Executive Board, or committees) participating in that meeting. Each voting member shall have one vote in any matter before any body of the Caucus, regardless of office(s) or position(s) held. All Caucus, Executive Board, and Committee decisions shall be determined by a simple majority vote of the relevant body unless otherwise specified. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all meetings of the Caucus unless contrary to these Bylaws.

### Section 5: Bylaws

Proposed amendments or revisions to the Bylaws must be submitted in writing to the Parliamentarian at least ten (10) days in advance of any meeting where said changes will be considered. Proposed Bylaws changes require a two-thirds (2/3) majority vote, first by the Executive Board and subsequently by the Caucus voting membership in a regular meeting with written notice of the same, for adoption.

## Article V: Executive Board

### Section 1. Elected Officers

The Executive Board of the Caucus shall consist of five (5) elected officers: Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian. Each person serving as an officer shall have one vote in any matter before the Executive Board or Caucus. Only voting members in good standing who are also verified as registered Republicans may serve on the Executive Board.

### Section 2. Elections

Executive Board officers shall be elected by voting members at a regularly scheduled meeting held in the first quarter of each odd-numbered calendar year noticed at least ten (10) calendar days in advance with



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at least five (5) members in attendance. A member may hold multiple offices simultaneously.

## Section 3. Duties of Elected Officers

The Executive Board chain of command will follow the order listed below, with the Chair as most senior and the Parliamentarian as most junior. All officers shall serve with fidelity, support the good faith and approved efforts of fellow officers, and perform the duties of more senior officers when those superiors are absent:

- A. Chair shall be the Chief Executive Officer (CEO) of the Caucus, preside over all Caucus meetings for all bodies, and be responsible for the administration of all business; be the official spokesperson and representative of the Caucus at public and private venues, at all meetings, in all communications, and before all other bodies; represent the Caucus at Republican Party events; recruit new members; perform the duties of subordinate offices when vacant; and perform such other duties as pertain to the office. The Chair may delegate duties to other Caucus members, but such delegations may not exceed thirty (30) days unless approved by the Executive Board. The Chair shall also serve as an ex officio member of the Board of Directors of the Utah Republican Veterans' Caucus.
- B. Vice Chair shall plan and execute all Caucus educational, inspirational, service, outreach, and recreational activities for the community and with other organizations; prepare materials, arrange details, and setup facilities meetings for all bodies; and perform any duties assigned by the Chair.
- C. Secretary shall keep all Caucus and Executive Board records; issue notices of all meetings and maintain minutes thereof; maintain a complete roster of members including voting and good standing status; create and maintain Caucus websites and social media accounts; maintain Caucus postings with other organizations; and perform any duties assigned by the Chair.
- D. Treasurer shall track, maintain, and safeguard any Caucus funds and assets; monitor all donations, revenue, and expenses; make purchases and maintain vendor relations; provide financial reports at each regular Caucus and Executive Board meeting or upon request of either body; function as the Caucus historian; serve as liaison between the Executive Board and all committees; and perform any duties assigned by the Chair.
- E. Parliamentarian shall verify quorums in all meetings; oversee all Caucus elections and validate all results; preserve, secure, and maintain the current version of the Bylaws with the assistance of the Secretary; provide Bylaws and Rules of Order interpretations for all Caucus bodies; assist with and receive from Caucus voting members all proposed amendments or revisions to the Bylaws, validating any adoption voting results; and perform any duties assigned by the chair.

The Executive Board shall determine all official Caucus policy, opinions, positions, endorsements, activities, actions, invitations, and membership status for all members within the bounds of the Bylaws, but may be overridden in all matters by a three-fourths (3/4) majority of the Caucus voting membership.

## Section 4: Term Length

Each Elected Officer shall serve for a term of two (2) years or until their successors are elected, whichever occurs later. Terms of service begin upon receipt of validated election results. Incumbent officers are expected to assist with the smooth and orderly transition between office holders.

## Section 5: Accountability to Voting Caucus Members

Any voting member of the Caucus may file with the Executive Board a written and signed complaint containing specific allegations that an Executive Board officer has violated these Bylaws. The Executive



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Board must act upon any such complaint in a timely manner, including the possibility of removal for cause.

## **Section 6: Vacancies**

A vacancy occurs when an Executive Board member dies, moves from Cache County, resigns, fails to maintain good standing, or is otherwise removed from office. In the event of a vacancy on the Executive Board, a quorum of the remaining Executive Board members shall meet within thirty (30) days from the date of vacancy to elect a replacement officer, and such appointment shall be for the remainder of the term for the office vacated.

## **Section 7: Removal**

Any Executive Board officer may be removed by a two-thirds (2/3) majority vote of either the Executive Board or the Caucus voting members. The officer facing removal shall be given no less than ten (10) calendar days advance notice of the intent to remove and the grounds for which removal is sought. Notice to the individual proposed for removal will be given by the Chair, or by the Vice Chair if the Chair is to be removed. Prior to a removal vote, the officer facing removal shall be afforded a fair hearing by the body proposing removal, including an orderly presentation of their defense at a general meeting of the Caucus. The decision of the voting body shall take immediate effect.

## **Section 8: De Facto Resignation**

Upon any officer of the Executive Board missing three Executive Board meetings per year for any reason, that officer shall be considered to have resigned and shall be replaced according to the provision above on filling vacancies.

## **Article VI: Committees**

### **Section 1. Temporary and Standing**

Temporary committees serve as advisory bodies to the Executive Board, submitting reports in regular meetings. They are created for a specific purpose by vote of the Caucus voting membership and are comprised of any willing Caucus members in good standing. Committee Chairs are elected by the Caucus voting membership. They appoint, with the advice and consent of the Executive Board, committee members who assist in achieving committee purposes. Committees serve at the pleasure of the body which created them and are dissolved by the same with a two-thirds (2/3) majority vote, or automatically in the same regular meeting as are held Executive Board elections.

Standing committees differ from temporary committees only in that they are created and dissolved by amendments or revisions to the Bylaws.

### **Section 2. Policy Committee**

The Policy Committee shall be a standing committee purposed to research, discuss, analyze, and provide recommendations regarding policies, legislation, and candidates for elected office. Its Chair shall create position statements for review and potential adoption by the Executive Board.

### **Section 3: Term Length**

The term of Committee Chairs and members shall expire in the same meeting as are held Executive Board elections, at which time Committee Chairs and members shall be elected and appointed, respectively. Committee Chairs and members are subject to the same accountability, vacancy, removal, and resignation procedures as Executive Board officers.