



REPUBLICAN NATIONAL HISPANIC
ASSEMBLY
BYLAWS

September 8, 2018

State RNHA Revised May, 2019

National RNHA September 8, 2018

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PREAMBLE

BE IT RESOLVED, that we, American citizens of Hispanic origin and citizens that support Americans of Hispanic origin, have chosen to incorporate into a legal Republican organization, to be known as the Republican National Hispanic Assembly (hereinafter referred to as the "RNHA"), so that we can demonstrate our commitment to the principles of good government.

That like the Republican Party, the RNHA will have an open door policy. Ours will be a non-discriminating organization of equality and opportunity for all and favoritism for none.

It is the intent and purpose of these Rules to encourage the broadest possible participation of Hispanic voters in Republican Party activities at all levels and to insure that the RNHA is open, accessible to all, and answerable ultimately to its membership in the true American tradition.

These Rules provide for full participation with equal opportunity for men and women and for all Hispanic Americans regardless of age or social or economic status.

These Rules mandate that the RNHA shall be a nationwide organization, purposeful and strong in all sections of the country: North, East, South and West.

BE IT FURTHER RESOLVED, That the following are adopted as the Rules of the RNHA, comprised of the rules for the election and government of the RNHA, the rules under which delegates and alternate delegates shall be allotted to the respective states and the rules under which such delegates and alternate delegates shall be elected and under which contests shall be considered, and the rules of business for any convention, until any amendments shall be made, per the amendment procedures herein set forth.

(a) Purpose:

- (1) To support the Constitution and laws of the United States of America and the Constitution and Laws of every State and Territory to the end that the Government shall be truly and, in fact a Republic, "A government of the people, by the people, for the people;"
- (2) To support the principles, objectives, and platforms of the Republican Party of the United States of America;
- (3) To develop and maintain a strong, effective, informed and educated Republican Hispanic constituency throughout the nation;
- (4) To encourage able and qualified American Hispanics, who are registered Republican voters, to seek office at all levels of government;
- (5) To increase the number of Hispanics voting Republican and proactively get them to the polls;
- (6) To elect Republican candidates to office at all levels of government;
- (7) To develop viewpoints and positions on local, state, and national issues and to seek implementation of these viewpoints through local, state, and national Republican organizations.
- (8) To insure the participation of citizens of Hispanic heritage in the American political process and the Republican Party.
- (9) To advocate the legislative and political interests of Hispanics within local, state and federal governments, as well as in the Republican National Committee.

Membership

- (a) Voting membership shall be made up of Registered Republican American Citizens of Hispanic and non-Hispanic descent, or registered voters in areas where registration is not by party affiliation.
- (b) Honorary membership, composed of non-voting members, shall be available to Hispanic and non-Hispanics, who are not U.S. citizens, hold permanent U.S. residency or a legal permit and support the Republican mission and values.
- (c) The duration of the membership period and renewal cycle shall be set by the RNHA National Executive Committee. The RNHA National Executive Committee sets criteria and process for accepting membership applications. Membership shall be considered complete when an official membership application has been filed with the RNHA National Office along with the required membership dues or pledge of volunteer duties or proof of payment.
- (d) Membership will be for a period beginning upon the receipt and acceptance of a member's application by the National Office with evidence of payment of the required membership dues or a pledge of volunteer duties. Volunteers must be approved by State Chairs.
- (e) Renewal of membership will be automatic upon the National Office's receipt of evidence of payment of required membership dues for the following period or pledge of volunteer duties in lieu of membership dues.
- (f) Each RNHA voting members shall be a member of the State Chapter of the state in which they live and are registered to vote. If there is no state chapter formally organized in the state where the member resides, the member will have national membership benefits.
- (g) The RNHA National Officers Committee has the authority to expel members who are disruptive to the organization's ability to properly function. Such procedure may be set up by the RNHA National Executive Committee.
- (h) Any member may resign by filing a written resignation with the national secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued.
- (i) If a member threatens to resign, it will be considered self-termination and will be left at the discretion of the immediate reporting Chairman/Chairwoman to dismiss member and/or officer.
- (j) Official membership files will be maintained by the RNHA State Executive Committee for each state and submitted to the RNHA National Secretary at the beginning of each month.

Division I – State RNHA Chapters

Article I: Name of Organization

The name of this organization shall be known as the Republican National Hispanic Assembly (State Name) Chapter. This organization shall be referenced hereinafter as “RNHA (State Abbreviation) Chapter”.

Article II: Purpose / Objective

1. See PREAMBLE (a) page 5

Article III: Association

Section 1: Affiliation

The Republican National Hispanic Assembly (State) Chapter is established and is hereby affiliated with the Republican National organization to be known as the Republican National Hispanic Assembly, (hereinafter referred to as the "RNHA"). RNHA (State Initials) Chapter members agree to maintain the integrity of the organization by following the rules and regulations designed by the “National” RNHA governing board.

Article IV: Membership

Section 1: Definition of Membership

1. See MEMBERSHIP page 6

Section 2: Non-discrimination

1. See PREAMBLE page 5

Section 3: Member Benefits/Rights

Member of the RNHA State Charter are entitled to benefits offered by the National RNHA organization, including but not limited:

1. To access to the events of the RNHA State Charter and RNHA National Organization.
2. To participate in elections of State officers.
3. Each member will have one voting right that is not transferable by proxy.
4. Members have the right to defend or appeal decisions of the State Board by contacting the National RNHA Executive Board.

Section 4: Removal of Membership

1. Members may be removed from the organization if they are in violation of the rules and integrity of the RNHA State Bylaws as determined by the State Executive Board. Once the misconduct has been identified and requisitioned for official action, the member in question will be asked to meet with the county/local executive board in a private meeting to discuss her/his offense, as well as to determinate the appropriate actions to be taken.
2. The action discussed and agreed upon by both the county/local state executive board and the member will be documented and signed by all parties; it and the discussion of the meeting will be confidential.
3. Should the members not come to an agreement of the penalty or if the member does not adhere to the agreement made with the board, the member has the right to appeal to the State Executive Board , if not satisfied with the results, and then may appeal to the National RNHA Executive Board for reconsideration of removal.
4. If it has been determined the individual is to be removed then the member forfeits the privilege of membership in the RNHA county/local chapter, without refund of dues or donations, for one full year or time period determined by the final removal board.

Section 5: Resignation

1. See MEMBERSHIP (h)

Section 6: Annual Dues

A. State receipt of Dues

A state recognized bank account must be opened to show records of received or expenditures of any business conducted on behalf of the State or County/Local RNHA organization. If the State or County/Local do not have a functioning bank account, the National RNHA will temporarily collect all dues until a permanent bank account is established. Once a bank account is established, the state and county chapters are required to start sending \$25 dollars for each membership to National. All funds that reach national, including, but not limited to; memberships, donations or contributions will remain in national account, unless mutually agreed otherwise.

1. The amount required for annual dues shall be at the discretion of the state executive committee, unless changed by a majority vote of the members at their odd year Convention meeting of the full membership.
2. Continued membership is contingent upon being up-to-date on membership dues.
3. All members must annually register with the RNHA State, County/Local or National and pay any fees associated with the membership before becoming recognized as a member.
4. Membership due date will be selected by the state executive committee.
5. Treasurer shall collect dues and application information from members on or before due date and provide a receipt of monies received.
6. Each State Charter is responsible for keeping an updated list of membership and submitting the list with \$25 for each annual membership every month.

B. National Receipt of Dues and Contributions

1. Any person who desires to become a member of RNHA may do so at the National RNHA website.
2. If there is no presents of a State RNHA, the accountability will fall under the jurisdiction of the Regional Director of that territory.

3. If a State RNHA is established, the member's name and contact information will be submitted to that State and will be considered in good standing for that year.

Section 7: Convention

1. Timing

A State Convention shall be called at least every two years in every odd numbered year between January and May of that year. In the event a disaster forces cancellation of the convention, a new call to convention shall be issued without prejudice as soon as practically possible in the same year.

2. Call

The State Chairman shall issue the call to convention to all state members of the RNHA in that state with no less than 30 days notice to all members. Every reasonable effort shall be made to notify every voting member. The call to convention shall include the date, the time, the location, the address, any fees, and a general statement of the business to be conducted at the convention.

3. Election of State Officers

The State Executive Committee shall provide a transparent, orderly, fair process for electing officers and shall provide this information to the body of the convention prior to the election. The RNHA State Secretary shall send a list of the officers elected at convention to the RNHA National Secretary no later than 10 days following election on the form provided by the RNHA National Secretary.

4. State Convention Business

The State Officers shall give a general report about the activities of the State Chapter since the last state convention and the general health of the State Chapter to the convention. State Officers are to be elected at State Convention in every odd numbered year.

5. Bylaws

State Bylaws may be reviewed and updated only during convention and by vote of the convention body. Changes to state bylaws may not conflict with the RNHA National Bylaws.

6. Convention Committees

Convention Committees shall be Credentials Committee and Convention Organizing Committee. The Credentials charged with collecting and authenticating the information of members qualified to attend and vote at convention. Only voting members may comprise the body of the convention and vote.

7. National Delegates and Alternates

State Conventions will elect delegates and alternates to represent the State at National Convention. States are entitled to one delegate and one alternate for every ten (10) members. Only voting members may be a delegate or alternate. The RNHA State Executive Committee shall provide a transparent, orderly, fair process of electing delegates and officers and shall clearly communicate the process to the state convention body prior to the election of the delegates and alternates. Once elected, the RNHA State Chairman and the State Secretary shall send the list

of delegates and alternates to the RNHA National Secretary on the form provided by the RNHA National Secretary. The list shall be transmitted no later than 10 days following election of the delegates and alternates. All RNHA State officers shall be delegates and shall be included on the list as a delegate and not counted against the delegate formula.

Article V: General Assembly Meetings

Section 1: Members General Meetings

1. The General Meetings will serve all RNHA state members with purpose to inform and organize membership participation in upcoming events, organized by the state executive board.
2. A meeting can be held by a conference call, inviting all state members.
3. The General Meetings will be directed and headed by the State Chairman, or the State Vice Chairman in case of the Chairman's absence.

Section 2: Executive Meetings

1. RNHA State Executive meetings are to be scheduled once each quarter at least monthly with a consensus of the board for the day and time.
2. Meeting notices shall be made in the manner as set out by each RNHA State Executive Committee.
3. Each member of the RNHA State Executive represents one vote on the committee. No member shall represent more than one voting position and proxy voting is not allowed.
4. Formal votes conducted for RNHA State Executive meetings shall be governed by Robert's Rules of Order, current version, and all votes shall be recorded and made part of the meeting minutes.
5. Meetings may be conducted in person or via conference calls.

[Appendix I](#) [Appendix II](#)

Section 3: Special Meetings

1. Special meetings may be called by the State Chair or the National Executive Committee at any time.

Section 4: Reporting to National RNHA

2. Once a month the State Chair will communicate with the National Regional Director to share the progress of their state.

Section 5: Conferences and Events Etiquette

3. Always acknowledge the dignitaries and National RNHA Leadership if they are present.

Article VI: State Executive Committee

The RNHA State Executive Committee of each state organization shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, Parliamentarian, and the Chairmen of authorized state County/Local subchapters. Each RNHA State Executive Committee member's office is term limited to two (2)

consecutive terms. If there is no one to run for office at the time of state convention, the former office member may stay in as an interim office holder until a new officer is elected by the executive board.

Section 1: Powers and Duties

1. All members of a RNHA State Executive Committee shall be voting members and shall conduct the business of the state RNHA organization including keeping the laws and statutes of political organizations by the type of their filing of the state in which they are filed.
2. RNHA State Executive Committee shall provide oversight and direction for all state members' activities for the RNHA and shall be responsible for the chartering of new state County/Local subchapters.
3. A RNHA State Executive Committee shall fundraise to provide the necessary funds to conduct the activities and to meet the financial obligations of the state chapter, and shall provide oversight of all revenues and expenses, debts and obligation.
4. A RNHA State Executive Committee shall be the only authority to enter into debt obligation and only by vote of Executive Committee.
5. By call to the membership of the State Chairman, the RNHA State Executive Committee shall conduct a State Convention in every odd numbered year between January through May. It must be within a 26-month time frame. With the advice of the RNHA State Executive Committee the RNHA State Chairman may appoint a convention committee chairman.
6. A RNHA State Executive Committee shall direct and conduct necessary political campaign activities to support Republican candidates.
7. A RNHA State Executive Committee shall craft and conduct efforts to identify, recruit, and train qualified Republican Hispanics to run for public and party offices.
8. A RNHA State Executive Committee may work with Republican or conservative affiliate organizations to support Republican causes, candidates and the Republican Party.

Article VII: Duties of RNHA State Officers

Section 1: RNHA State Chairman

1. Shall serve as the official spokesperson of the RNHA State Chapter.
2. Shall represent the chapter and be responsible for all business concerning the chapter.
3. Shall call and conduct meetings and state conventions.
4. Shall appoint ad hoc committee chairmen and standing committee chairmen.
5. Shall appoint necessary assistants and shall keep the RNHA State Executive Committee informed of all appointments.
6. Shall be responsible for assurance of the skill set required for every Committee Director's position.
7. Shall be responsible for crafting a fundraising plan, working with the Executive Committee.
8. Shall present the plan to the RNHA State Executive Committee for approval and for implementation of that plan.
9. Shall make sure the records of the state chapter are current and in good order and that all records are turned over to succeeding officers and within 20 calendar days of succession.

10. Shall work with the RNHA National Officers and RNHA National Executive Committee to provide orderly governance of both organizations in keeping with the national and state bylaws.
11. Shall provide oversight of any ongoing County/Local subchapter process and assign resources as necessary to address subchapter organizing deficiencies.
12. Shall notify the RNHA National Secretary of new county chapters within 10 days of charter and include all new members in their membership list.
13. Shall be responsible for the maintenance of state membership lists, working with the RNHA State Secretary, and for submitting current state membership lists to the RNHA National Secretary at the beginning of each month.
14. Shall be an advisory member of all ad hoc committees.
15. Shall be responsible for the confidential, secure storage and distribution of all voter data and confidential documents.

Section 2: RNHA State Vice-Chairman

1. Shall assist the RNHA State Chapter Chairman in the fulfillment of the chairman's duties.
2. Shall fill the chairman's duties by agreement with the state chapter chairman when the chairman is unable to fill those duties.
3. Shall notify the RNHA State Executive Committee of intent to issue the call and then issue the call to convention in the event the RNHA State Chairman does not issue a call to convention. represent the chapter and be responsible for all business concerning the chapter.
4. Shall assist the chairman with fundraising, political organizing, social media engagement and with event planning.
5. Shall represent the state chairman in ad hoc committee meetings when necessary.

Section 3: RNHA State Secretary

1. Shall be responsible for keeping, and maintain in good order, the original or copies of paperwork, minutes, legal documents, copies of bylaws, copies of charter applications, copies of charter approvals, formal communication by officers or by the RNHA State Executive Committee, recording meeting notes, including votes, and transcribing the notes into formal minutes, and for submitting the minutes to the RNHA State Executive Committee for approval.
2. Shall make notice of meetings in the manner agreed upon by the RNHA State Executive Committee, and shall work with the RNHA State Chairman to draft an agenda for meetings and to provide all members of the RNHA State Executive Committee a copy of the agenda prior to meetings, and shall keep copies of all approved minutes in good order.
3. Shall provide a copy of documents to officers upon request in a reasonable time.
4. Shall work with the treasurer to notify members of lapsing membership terms and dues payable or in lieu of dues of volunteer duties to be pledged and performed.
5. Shall keep an orderly, current list of all members including subchapter members, and working with the RNHA State Chairman, for submitting membership lists to the RNHA National Secretary at the beginning of each month.

Section 4: RNHA State Treasurer

1. Shall be responsible for the maintenance of all state chapter bank accounts and for keeping records of all bank transactions, reports submitted to the RNHA State Executive Committee, fundraising reports and transactions, invoices, bills, in-kind donations and reimbursements.
2. Shall be responsible for keeping track of all donor pledges, volunteer pledges, and membership dues.
3. Shall be responsible for working with the Secretary to maintain current membership lists and to notify the Secretary of expiring membership terms and funds due.
4. Shall be responsible for submitting membership dues to National
5. The RNHA State Treasurer shall pay bills and expend funds as directed by the RNHA State Executive Committee.
6. Shall be responsible to acquiring any training required by state law or policy.
7. Shall be responsible for compiling and submitting finance reports to the RNHA State Executive Committee at scheduled meetings; the reports to include year-to-date summary information, a summary of transactions conducted and donations received since the last monthly meeting, all bank account balances, and updates on legally required financial reporting.
8. Shall be responsible for submitting a quarterly finance report to National
9. Shall be responsible for turning over all records and paperwork to a successive treasurer within 20 calendar days and to then notify the RNHA State Executive Committee that all records have been turned over.
10. Shall not keep personal copies of documents and shall turn over all documents and records.

Section 5: RNHA Parliamentarian

The Parliamentarian is a selected position of the Executive Board and has a voting right when there is a tie vote. The Parliamentarian is to oversee all meetings to assure they are run in a timely professional manner. The Parliamentarian is to assure that all votes are taken properly and accurately as per Robert Rules of Order, current version. [Appendix III](#)

Article VIII: Vacancies and Removals of RNHA State Officers

Section 1: Vacancies

11. If the RNHA State Chair becomes vacant, the RNHA National Officers Committee reserves the sole authority to appoint a new State Chairman.
12. If the RNHA State Vice-Chairman position becomes vacant, the RNHA National Officers Committee reserves the sole authority to appoint a new Vice-Chair to serve as an “interim” or “official” state chair. If the RNHA State Treasurer position becomes vacant, the RNHA State Chairman may appoint an interim Treasurer. If the RNHA State Secretary position becomes vacant, the State Chairman may appoint an interim Secretary.
13. Any RNHA state member in good standing may be nominated or considered to fill a vacant position on the RNHA State Executive Committee. Those wishing to be considered to fill a vacancy shall notify the RNHA State Executive Committee.
14. The RNHA State Chairman shall call a special RNHA State Executive Committee meeting no later than 20 days following the vacancy. At the called special meeting the members of the RNHA State Executive Committee shall consider all nominations and conduct a formal, recorded vote to fill the vacancy. The elected officer shall serve for the remainder of the unexpired term.

Section 2: Removals

1. Officers shall be removed from office for party disloyalty, abandonment of office, disclosure of confidential party information or gross incompetence of such a nature such that the duties of office are not performed. Party disloyalty shall be defined as actively working against the Republican Party or working to benefit a candidate of another political party, or support for another political party. Abandonment of office shall be defined as 60 days of nonparticipation, unless the non-participation has been excused by the RNHA State Executive Committee See MEMBERSHIP page 6 (g)
2. The RNHA National Executive Committee reserves the sole authority to remove a state officer from office. The RNHA National Chairman shall call a special meeting of the RNHA National Executive Committee within 10 days written notice of the date, time, location, and address or details of that meeting will be made through a telephone conference. The meeting shall be conducted in closed session with recorded minutes. The proceedings of the meeting shall remain confidential.
3. A State officer may be removed only by majority vote with a quorum present by the RNHA National Executive Committee. Membership may be cancelled only by a majority vote to cancel membership by the RNHA State Executive Committee. Upon removal of office a former officer may also be under consideration for cancellation of membership under separate consideration and a separate vote as part of the same special meeting. The officer under consider from removal is entitled to resign from office prior to the meeting.
4. The officer under consideration for removal from office or member under consideration for cancellation of membership shall be entitled to written notice delivered via USPS or by email with a read receipt request, to attend the meeting, and to present a defense including documents or witnesses. The officer shall be notified of the special meeting and the charges at the same time that the RNHA National Executive Committee is notified.

Article IX: RNHA State Organizing Requirements

The Organizing Committee shall notify the RNHA National Chairman and the RNHA National Executive Committee of its intent to organize a state chapter.

1. Charter applications require at least ten (10) voting members to organize a state chapter. The State Organizing Committee shall keep minutes of meetings where officers are elected and to record the various organizing votes.
2. The Organizing Committee shall notify the RNHA National Chairman and the RNHA National Executive Committee of its intent to organize a state chapter.
3. The ten members of the Organizing Committee shall conduct a vote to form a state RNHA Chapter. The organizing meeting shall not be more than 60 days from the notification of intent to organize a chapter. The member of the Organizing Committee calling the meeting shall act as the Organizing Chairman. Proxy voting is not allowed. National considers first come first serve basis.
4. The State Organizing Committee must vote to recognize the RNHA National Bylaws and accept the RNHA State Bylaws by the ten voting members.
5. The newly elected officers of the petitioning organization must fill out the RNHA Petition for Recognition as a State Chapter and submit it to the RNHA National Executive Committee. The

Petition shall include the completed petition, a membership form for all members of the Organizing Committee, dues payable, and a copy of the approved state bylaws that include any additions. All changes to the state bylaws must not be in conflict with the RNHA National Bylaws and must be approved by the National RNHA Executive Committee. The petition submission may be made by scanned electronic submission and all scanned documents must be readable.

6. The RNHA National Executive Committee shall within 14 days to consider the application, examine it for completion and accuracy. If the petition meets all requirements the RNHA National Executive Committee shall vote to approve the petition. If the petition has deficiencies, it shall be sent back to the State Organizing Officers for correction or completion.
7. The Organizing Officers will then have 10 days to resubmit the corrected documents. The RNHA National Executive Committee shall then have 10 days to consider the petition and vote to approve the petition. If the petition meets all the requirements and the RNHA National Executive Committee votes by majority vote to recognize the chapter, the RNHA National Chairman shall send or email a letter to the Organizing Chairman notifying the Organizing Officers of the approval of the petition. When the petition is approved the Organizing Officers shall become the State Officers and the organizing members shall become voting members of the RNHA. The RNHA National Secretary and the State Chapter Secretary must each keep copies of the petition package and any relevant communication.

Article X: RNHA State Finance and Auditing Committees

Section 1: State Finance Committee

The RNHA State Executive Committee may form a RNHA State Finance Committee. The duties of the RNHA State Finance Committee are to assist the RNHA State Finance Chairman or State Treasurer if one is not appointed. The State Finance chairman will be the committee chairman. The term of the Finance Committee shall run concurrent with the State Finance Chairman's term.

Section 2: State Auditing Committee

The RNHA State Executive Committee shall form an Auditing Committee in January of every odd year to conduct an audit of the RNHA State Finances and Accounts. The RNHA State Chairman shall appoint the committee chairman. The Auditing committee shall prepare an audit report and submit the report to the RNHA State Executive Committee. The audit and report are due at the last RNHA State Executive Committee meeting prior to the state convention. All copies of Audit Reports are to be maintained as a permanent financial record.

Article XI: RNHA Volunteer Committee Directors

Every state will determine what volunteer RNHA committees are necessary for their state and/or county/local chapters to reach out to the communities at large. All directors will be appointed by the executive committee. The executive committee is responsible in outlining jobs of responsibilities for their positions.

Article XII: RNHA Branding

Section 1: Logo

The RNHA state is responsible for creating its own logo. label or logo must include the words “Republican National Hispanic Assembly” with its state name. The label should be designed in good taste for branding and encouraging others to join the state organization. Final approval of logo shall be submitted to the National RNHA Executive Committee. All copy rights to the logo shall be the ownership of the National RNHA organization. The state will use the logo in any manner that will help benefit to their organization for membership growth and fund raising for their state.

Section 2: Social Media

Any social media outlets that are established for advertising, marketing, and communicating the state RNHA organization in any form will be the ownership of the National RNHA organization. Once an account has been established, the state has the responsibility to submit this information within 20 working days.

Article XIII: RNHA Endorsement and Recognition

Section 1: Candidate Endorsements

The RNHA typically does not endorse candidates during primary elections but they may do exception under certain circumstances when:

1. The candidate serves on the RNHA leadership team and in good standing
2. The candidate is the MOST electable person for the position that is he/she is seeking
3. The candidate is the only candidate in the primary election

In addition, all endorsed candidates must be members of the RNHA and support the RNHA platform.

Section 2: State GOP Recognition

Each state RNHA organization has the responsibility to reach out to the state GOP and follow the requirements set out by the state GOP to be recognized as a viable RNHA organization. If for any reason, the state GOP does not recognize the state RNHA organization, it shall not stop the state RNHA organization from becoming a fully functioning organization to the National RNHA organization.

Division II – County RNHA Chapters

Article I: RNHA County/Local Membership

All members of the County/Local chapter shall follow all rules and guidelines of the RNHA State Bylaws.

Article II: RNHA County/Local Committee Membership

The officers for a RNHA County/Local Chapter shall be a Chairman, Vice Chairman, and Secretary. In those chapters where the membership decides to maintain a bank account and fundraise, the County/Local Board will include a Treasurer.

Section 1: Powers and Duties

1. All officers of a RNHA County/Local Chapter shall be voting committee members and shall conduct the business of the county RNHA organization including keeping the laws and statutes of political organizations by the type of their filing of the state in which they are filed.
2. A RNHA County/Local Committee shall direct and conduct necessary political campaign activities to support Republican candidates.
3. Working with the RNHA State Executive Committee a RNHA County/Local Committee shall craft and conduct efforts to identify, recruit, and train qualified Republican Hispanics to run for public and party offices.
4. A RNHA County/Local Committee may work with Republican or conservative affiliate organizations to support Republican causes, candidates and the Republican Party.
5. A RNHA County/Local Committee shall work with the RNHA State Executive Committee to maintain accurate membership lists. An up-to-date membership list shall be submitted to the RNHA State Executive Committee the second week before the end of every month.
6. A RNHA County/Local Committee shall work with the RNHA State Executive Committee to arrange and help sponsor events, speakers, and fundraisers.
7. In every odd numbered year, the County/Local Committee shall call a meeting between February to May for the purpose to elect County/Local Committee officers. All voting chapter members may participate in the vote. Any voting member in good standing may run for office. Elections must be conducted no more than 26 months apart.
8. Each County/Local Officer carries one voting position on the County/Local Committee. Proxy voting is not allowed. All votes conducted in meetings must be recorded and kept in the minutes by the County Secretary.
9. County/Local Committees may arrange for speakers, host events, engage in community activities and in keeping within the RNHA bylaws perform such activities as allowed to support the RNHA, the Republican Party, and Republican candidates and to educate and communicate with local communities about Republican ideals, the Republican Party, and the RNHA.

Article III: Duties of RNHA County/Local Officers

Section I: County/Local Chairman

1. Shall work with the RNHA State Officers and RNHA National Executive Committee to provide orderly governance in keeping with the national and state bylaws.
2. Shall chair county meetings and is a voting member of the RNHA State Executive Committee.
3. Shall call and conduct meetings and provide an orderly process to elect chapter officers in odd numbered years.
4. Shall inform the RNHA State Executive Committee of all county officer elections and send the RNHA State Executive Committee a list of newly elected officers and their contact information.
5. Shall make sure the records of the chapter are current and in good standing and that all records are turned over to succeeding officers and within 20 calendar days of succession.
6. Shall be for two (2) years running from the end of the election meeting to the end of the next election meeting. If the chair is re-elected, the chair may serve a limit of two (2) consecutive terms. but not to exceed a 26-month term.
7. Shall work with the County/Local Committee to recruit new Republican members for the chapter.
8. Shall represents the chapter and be responsible for all business concerning the chapter.

Section 2: County/Local Vice-Chairman

1. Shall work with the RNHA State Officers and county chairman to provide orderly governance in keeping with the national and state bylaws.
2. Shall represent the county chairman at RNHA State Executive Committee meetings when the county chairman is not present.
3. Shall conduct county meetings and represent the county chairman when the county chairman is not present.
4. Shall assist the chairman with events, event planning, fundraising, with political campaign activities, candidate and member recruitment, and with planning and conducting meetings.

Section 3: County/Local Secretary

1. Shall be is responsible for keeping, and maintain in good order, the original or copies of paperwork, minutes, legal documents, copies of bylaws, copies of charter applications, copies of charter approvals, formal communication from or to the RNHA State Executive Committee or the RNHA National Executive Committee, recording meeting notes, including votes, and transcribing the notes into formal minutes, and for submitting the minutes to the RNHA County Committee for approval.
2. Shall make notice of meetings in the manner agreed upon by the RNHA State Executive Committee, and shall work with the County/Local Chairman to draft an agenda for meetings and to provide all members of the County/Local Committee a copy of the agenda prior to meetings, and shall keep copies of all agendas and approved meeting minutes in good order.
3. Shall keep an orderly, current list of all members, and working with the RNHA County Chairman, for submitting membership lists to the RNHA State Secretary the second week before the end of each calendar month.

Section 4: County/Local Treasurer

1. Shall be responsible for recording all donations and expenses to the organization in keeping with the filing type of the state in which the organization is filed.
2. Shall be responsible for filing all necessary financial reporting paperwork with the state or local filing authority in a timely manner and for keeping records of the filings.
3. Shall be responsible for the maintenance of all chapter bank accounts and for keeping records of all bank transactions, reports submitted to the RNHA County and State Executive Committee, fundraising reports and transactions, invoices, bills, in-kind donations and reimbursements.
4. Shall be responsible for working with the Secretary to maintain current membership lists.
5. Shall pay bills and expend funds as directed by the RNHA County Committee.
6. Shall be responsible to acquiring any training required by state law or policy.
7. Shall be responsible for compiling and submitting finance reports to the RNHA County Committee at monthly meetings; the reports to include year-to-date summary information, a summary of transactions conducted and donations received since the last monthly meeting, all bank account balances, and updates on legally required financial reporting.
8. Shall be responsible for turning over all records and paperwork to a successive treasurer within 20 calendar days and to then notify the RNHA County and State Executive Committee that all records have been turned over. A RNHA County Treasurer may not keep personal copies of documents and shall turn over all documents and records.
9. Shall work with the Secretary to maintain current membership lists and to notify the Administrative Assistance of expiring membership terms and funds due.
10. Shall not keep personal copies of documents and shall turn over all documents and records.
11. Shall create a monthly statement that shall become part of the permanent record to be maintained by the Secretary.
12. Shall not release any financial data to the press or to the public, or posted on social media. Releasing confidential financial information to the public shall be grounds for removal from office or removal from RNHA general membership.
13. If the County/Local Committee elects to conduct in fundraising and elects a Treasurer, working with the other county officers, the Chairman shall be responsible for crafting a fundraising plan and shall present the plan to the RNHA County/Local Committee for approval and for implementation of that plan.

Article IV: RNHA County/Local Chapter Meetings

Section I: Regular Chapter Meetings

1. A RNHA County/Local Chapter shall conduct monthly meetings open to all members. General public notice is to be given for each meeting noting the date, time, location, and address for the meeting. General public notice is defined as social media posting, email, and a combined phone calls and text notification. The County/Local Committee shall conduct closed business meetings at least once per calendar quarter. The County/Local Committee shall define a procedure and implement the procedure for keeping lists of meeting attendees and the County

Secretary shall keep the lists. The list should include the name and contact information for each attendee.

2. The County/Local Committee shall conduct closed business meetings at least once per calendar quarter. The RNHA County/Local Secretary shall keep minutes for the meeting and shall keep the minutes in good order.

Article V: RNHA County/Local Vacancies and Removals

Section I: Vacancies of County/Local Officers

1. If the County/Local chair becomes vacant, the county vice chairman shall become the interim chairman. If the Secretary resigns, the County/Local Committee may select a person in the interim until the County/Local Committee elects a Secretary. If the Treasurer resigns, the county vice chairman shall assume the duties of treasurer until the County/Local Committee elects a Treasurer.
2. The County/Local Committee may meet within 30 days following a resignation to elect a qualified candidate to fill the vacant officer position. Any qualified voting member of the county chapter is eligible for nomination to fill a vacancy. The vacancy must be approved by the County/Local Committee by majority vote.

Section 2: Removal of County/Local Officers

1. Officer removals are to be referred to the RNHA State Executive Committee.
2. Upon approval from National the RNHA State Executive Committee has the authority to remove a county officer from office.
3. The RNHA State Executive Committee shall use the same procedures for notice, removal, and confidentially as for removal of a state officer except that the action shall be conducted by the RNHA State Executive Committee and upon approval from National.
4. The County/Local Officer has the right to be notified, conduct a defense, present documents and call witnesses.
5. The proceedings shall be conducted in closed session and confidentially shall be maintained during the proceedings and afterward.
6. The County/Local Officer has the right to petition before the National Executive Board of preventing from removal.

Article VI: RNHA County/Local Organizing Requirements

Charter applications require at least ten (10) voting members to organize a county chapter. The County Organizing Committee shall keep minutes of meetings where officers are elected and to record the various organizing votes.

1. The Organizing Committee shall notify the RNHA State Chairman of its intent to organize a state chapter.
2. The ten members of the Organizing Committee shall conduct a vote to form a county RNHA Chapter. The organizing meeting shall not be more than 60 days from the notification of intent to organize a chapter. The member of the Organizing Committee calling the meeting shall act as the Organizing Chairman. Proxy voting is not allowed.
3. The County Organizing Committee must vote to recognize the RNHA National Bylaws and accept the RNHA State Bylaws by the ten voting members.
4. The members of the County Organizing Committee shall elect a Chairman, Vice-Chairman, Secretary and, optionally, a Treasurer.
5. The newly elected officers of the petitioning organization must fill out the RNHA Petition for recognition as a County Chapter and submit it to the RNHA State Executive Committee. The petition shall include the completed petition, a membership form for all members of the Organizing Committee, dues payable, and a copy of the approved county bylaws that include any additions. All changes to the county bylaws must not be in conflict with the RNHA National or State Bylaws. The petition submission may be made by scanned electronic submission and all scanned documents must be readable.

Division III – National RNHA Organization

Article 1

A. RNHA National Officers Committee

1. Membership

(a) Membership of the RNHA National Officers Committee are the RNHA National Officers: Chairman, National Vice Chairman, National 2nd Vice Chairman, National Secretary, National Treasurer, National Finance Chairman, and National Congressional Liaison Officer.

2. Powers and Duties

The RNHA National Officers Committee is responsible for making taking short-term actions that necessitate immediate attention or action in keeping with policy as made by the RNHA National Executive Committee such as, but not limited to, writing or approving statements of appreciation, issuing condolences, making payments, entering into RNHA National Executive Committee approved loans or short term debt, and signing contracts approved by the RNHA National Executive Committee, and participate in fundraising activities. The RNHA National Officers Committee, nor any member of the Committee, shall enter into a debt agreement or contract without the approval of the RNHA National Executive Committee. Approval may be in the form of a direct vote, approval of a short-term debt cap, or approval of contingency or discretionary funds. The RNHA National Officers Committee may meet to form policy advisories to submit to the RNHA National Executive Committee. It has the final authority to remove officers, appoint temporary officers, issue debt, conduct conventions, and receives donations. If the National Vice Chair, National Treasurer, or National Secretary offices become open, the RNHA National Officers Committee may make a recommendation to the RNHA National Executive Committee about filling open officer positions.

3. Meetings

The RNHA National Officers Committee shall meet upon call of the RNHA National Chairman as needed. Minutes are to be recorded for each meeting and are to be approved by the committee by vote. The approved minutes are to be made available to the RNHA National Executive Committee upon request to the RNHA National Secretary.

4. Special Meetings

Special meetings may be called by the National Chair or the National Officers Committee at any time.

B. RNHA National Executive Committee

1. Membership

Membership of the Committee shall include the RNHA National Officers, the National Committeeman, the National Committeewoman, Assistant National Secretary, the National Regional Directors, the RNHA State Chairman, and the RNHA State Chapter Vice Chairmen.

Voting membership of the RNHA National Executive Committee shall be the RNHA National Chairman, RNHA National Vice Chairman, RNHA 2nd Vice Chairman, RNHA Secretary, RNHA Treasurer, RNHA Finance Chairman, RNHA Congressional Liaison Officer, RNHA Assistant Secretary, Assistant Congressional Liaison, the RNHA Regional Directors, RNHA National Committeeman, the RNHA National Committeewoman, and the RNHA State Chairman. The RNHA State Vice Chairman shall be non-voting members of the RNHA National Executive Committee and shall represent their State Chairman at meetings when the chairman is not available.

2. Powers and Duties

(a) The RNHA National Executive Committee, hereafter called the Executive Committee, is charged with oversight of the RNHA organization. It shall charter state chapters and have final approval of county, local, or regional RNHA chapters. It shall have the final authority to revoke the charter of all RNHA chapters. The Executive Committee has the responsibility to make sure all legally required forms are filed on time, and that all membership lists, legal documents, reports, minutes, and paperwork are retained and kept in good order and available. The Executive Committee is responsible for making sure all donations and donor information is recorded and properly reported. The Executive Committee has the authority to work with Republican affiliated clubs and approved 527, 502(c)(3), 501(c)(4), PAC and Super PAC organizations. The committee has the authority to consider, make, and implement policy. Except where specified otherwise in the bylaws, votes are approved by majority vote. The Executive Committee has the responsibility, working with the National Chairman and the National Finance Chairman, to craft and implement fundraising strategies and conduct events. The Executive Committee has the authority to conduct necessary political organization work and to participate in political activities with other Republican organizations and with Republican candidates.

3. Meetings

The Executive Committee shall meet at least once every calendar quarter. Minutes shall be kept of all meetings, and all meetings shall be open to RNHA members unless the matters discussed are of a sensitive nature dealing with specific political strategy, dealing with an affiliate organization that requires discretion, a sensitive personnel issue, or with the removal or replacement of an officer on any level of the RNHA. Voting shall be upon majority vote with a quorum present.

4. Duties of Officers

(a) A RNHA National Chairman, hereafter called the National Chairman, shall call and conduct National Executive and National Officers meetings. The National Chairman has the authority to appoint state convention officers. The National Chairman shall serve the official spokesperson of the RNHA. The National Chairman shall appoint ad hoc committee chairmen and standing committee chairmen and shall keep the Executive Committee informed of all appointments.

Working with the National Finance Chairman and the National Treasurer, the National Chairman shall be responsible for directing a fundraising plan and shall present the plan to the Executive Committee for approval and for implementation of that plan. The National Chairman shall make sure the records of the state chapter are current and in good order and that all records are turned over to succeeding officers and within 20 calendar days of succession. The National Chairman shall provide oversight of any ongoing charter process and assign resources as necessary to address organizing deficiencies. National Chairman's term shall be for two (2) years running close of the convention where they were elected to the close of the next national convention. The National Chairman, working with the National Secretary, shall be responsible for calling for and receipt of state membership lists and for submitting current state membership lists to the RNHA National Secretary at the beginning of each calendar month. The National Chairman shall be an advisory member of all ad hoc committees. A RNHA National Chairman shall be responsible for the confidential, secure storage and distribution of all voter data and confidential documents. The National Chairman shall chair all meetings and when not available, the National 1st Vice Chairman shall represent the Chairman at meetings or at ad hoc committee meetings. The National Chairman shall, upon vote of approval by the Executive Committee, make official notice to organizing committees of state charter approval or decision to decline approval. The National Chair position shall, ordinarily, be elected at the RNHA National Convention. The National Chairman's term shall be for two (2) years running close of the convention where they were elected to the close of the next national convention.

b) The RNHA Vice-Chairman, hereafter called the National Vice Chairman, shall assist the National Chairman in the fulfillment of the chairman's duties. The National Vice Chairman may fill the chairman's duties National Chairman is unable to fill those duties. In the event a RNHA National Chairman does not issue a call to convention, the National Vice Chairman shall notify the Executive Committee of intent to issue the call and then issue the call to convention. The Vice chairman shall assist the chairman with fundraising, political organizing, social media engagement and with event planning. In the event the National Chairman's office becomes vacant, the National Vice Chairman shall assume the Chair for the remainder of the unexpired term. The National Vice Chairman shall, ordinarily be elected at the RNHA National Convention. The National Vice Chairman's term shall be for two (2) years running close of the convention where they were elected to the close of the next national convention.

(c) The RNHA 2nd Vice-Chairman, hereafter called 2nd Vice Chairman, shall assist the National Chairman and the National Vice Chairman in the fulfillment of their respective duties. In the event a RNHA National Chairman does not issue a call to convention, the 2nd Vice Chairman shall assist the National Vice Chairman with the call to convention and assist with the notification to the Executive Committee. The 2nd Vice chairman shall assist the chairman with fundraising, political organizing, social media engagement and with event planning. In the event the National Vice Chairman's office becomes vacant, the 2nd Vice chairman shall assume the office of Vice Chair for the remainder of the unexpired term. The 2nd Vice Chairman shall, ordinarily, be elected at the RNHA National Convention. The 2nd Vice Chairman's term shall be for two (2) years running close of the convention where they were elected to the close of the next national convention.

(d) The RNHA National Treasurer, hereafter called the National Treasurer, is responsible for recording all donations and expenses to the organization in keeping with the filing type of the national organization. The National Treasurer is responsible for filing all necessary financial reporting paperwork with the filing authority in a timely manner and for keeping records of the filings. A National Treasurer is responsible for the maintenance of all chapter bank accounts and for keeping records of all bank transactions, reports submitted to the Executive Committee,

fundraising reports and transactions, invoices, bills, in-kind donations and reimbursements and for making sure that all accounts are kept in a transparent manner to members of the Executive Committee. The National Treasurer is responsible for working with the National Finance Chairman to keep track of all donor pledges, volunteer pledges, and membership dues for the National Organization. The Treasurer is responsible for working with the National Secretary to maintain current membership lists and to notify the National Secretary of expiring membership terms and funds due. The RNHA National Treasurer shall pay bills and expend funds as directed by the State Executive Committee. The National Treasurer is responsible to acquiring any training required by federal or state law or policy. The National Treasurer, working with the National Finance Chairman, is responsible for compiling and submitting finance reports to the Executive Committee at monthly meetings; the reports to include year-to-date summary information, a summary of transactions conducted and donations received since the last monthly meeting, all bank account balances, and updates on legally required financial reporting. The National Treasurer is responsible for turning over all records and paperwork to a successive treasurer within 20 calendar days and to then notify the Executive Committee that all records have been turned over. A National Treasurer may not keep personal copies of documents and shall turn over all documents and records. The RNHA National Treasurer shall, ordinarily, be elected at the RNHA National Convention. The National Treasurer's term shall be for two (2) years running close of the convention where they were elected to the close of the next national convention.

(d) The RNHA National Secretary, hereafter called the National Secretary, is responsible for keeping, and maintain in good order, the original or copies of paperwork, minutes, legal documents, copies of bylaws, copies of charter applications, copies of charter approvals, formal communication by officers or by the Executive Committee, recording meeting notes, including votes, and transcribing the notes into formal minutes, and for submitting the minutes to the Executive Committee for approval. The National Secretary shall make notice of meetings in the manner agreed upon by the Executive Committee, and shall work with the National Chairman to draft an agenda for meetings and to provide all members of the Executive Committee a copy of the agenda prior to meetings, and shall keep copies of all approved minutes in good order. The National Secretary shall provide a copy of documents to officers upon request in a reasonable time. The National Secretary shall work with the National Finance Chairman to notify members of lapsing membership terms and dues payable or in lieu of dues of volunteer duties to be pledged and performed. The National Secretary shall keep an orderly, current list of all members including subchapter members, and working with the National Chairman, for acquiring membership lists from the RNHA State Chapters the beginning of each calendar month. The National Secretary shall, ordinarily, be elected at RNHA National Convention. The National Secretary's term shall be for two (2) years running close of the convention where they were elected to the close of the next national convention.

(e) The RNHA National Finance Chairman, hereafter called the National Finance Chairman, shall, working with all other National Officers and the Executive Committee, to craft an annual organization budget, and to craft a fundraising plan and implement that plan. The National Finance Chairman shall, working with the other members of the Executive Committee, measure revenues against goals, and measure expenses against the budget to maintain fiscal discipline. The National Finance Chairman shall compile a finance report to submit to the Executive Committee detailing the financial resources and expenses of the organization. The National Finance Chairman shall keep records of donations received and measure that against fundraising goals. The National Finance Chairman, working with the National Secretary, membership terms up for renewal or volunteer pledges in lieu of membership fees and work to expedite notice to members and membership renewals. The National Finance Chairman shall work with the

Executive Committee, state and subchapter officers in an effort to plan events, implement those plans, identify event sponsors, solicit donations and help to build a robust, sustaining donor base. The National Finance Chairman shall share with the National Treasurer all donation information and required donor data for financial reporting. The National Finance Chairman shall, ordinarily, be elected at the RNHA National Convention. The National Finance Chairman will be appointed over a National Department. The National Finance Chairman's term shall be for two (2) years running close of the convention where they were elected to the close of the next national convention.

(f) The RNHA National Committeeman and the RNHA National Committeewoman hereafter called the National Committeeman and the National Committeewoman shall be voting members of the RNHA National Executive Committee.

(h) In the event that the office of National Vice-Chair, National Secretary, National Assistant Secretary, National Treasurer, Finance Chair and other offices of the National Executive Committee becomes vacant, a special election may be called by the National Officers Committee with the exception of removing National Chairman and Vice Chair.

Article II—Conventions

A. National Conventions

1. Timing

A National Convention shall be called at least every two years in every even numbered year between June and November. In the event a disaster forces cancellation of the convention, a new call to convention shall be issued without prejudice as soon as practically possible before April of the following year.

2. Call

The National Chairman shall issue the call to convention to all RNHA State Chairmen and delegates and alternates with no less than 120 days notice, with the exception of cancelled conventions. In the event of a cancellation, notice requirement of reschedule shall be 45 days. Every reasonable effort shall be made to notify every delegate and alternate. The call to convention shall include the date, the time, the location, the address, any fees, and a general statement of the business to be conducted at the convention.

3. Election of National Officers

The National Executive Committee shall provide a transparent, orderly, fair process for electing officers and shall provide this information to the body of the convention prior to the election. Only delegates shall be entitled to vote at convention. If a delegate drops out, the state chairman will appoint a replacement from the list of alternates.

4. National Convention Business

The National Officers shall give a general report about the activities of the National Organization since the last state convention and the general health of the National Organization to the convention. National Officers are to be elected at National Convention in every odd numbered year.

5. Bylaws

National Bylaws may be reviewed and updated only during convention and by vote of the convention body.

6. Convention Committees

Convention Committees shall be Credentials Committee and Convention Organizing Committee. The Credentials charged with collecting and authenticating the information of members qualified to attend and vote at convention. Only voting members may comprise the body of the convention and vote.

7. Method of Election of the National Committeeman and National Committeewoman

(a) Where the rules adopted by a RNHA state organization provide a method of election of the national committeeman and the national committeewoman, they shall be elected pursuant to such method.

(b) Where the rules adopted by a RNHA state organization do not provide a method of election of the national committeeman and the national committeewoman, and where state laws do not provide such a method of election, they shall be elected pursuant to such a method provide by state laws.

(c) Where neither the rules adopted by a State Republican Party nor state laws provide a method of election of the national committeeman and national committeewoman, the national convention delegation from such state shall elect then by a simple majority vote of its members.

(d) At each national convention, the roll shall be called and the delegation from each state shall report, through the chairman of the delegation, the names of the elected national committee members whose election shall be ratified by the national convention in accordance with these rules.

RNHA Regional Director Description (per Convention request 9/8/2018)

The RNHA Regional Director (RD) purpose is to organize, establish and certify that each state in their region has a viable State RNHA Charter. The National Committee Members are the overseers and to be used as a resource, training, and assist in guiding the Regional Directors towards that purpose. The RNHA RDs have a responsibility of updating National Committee Members and seeking them out to assist when necessary.

RNHA Regional Director's States:

There are four distinct regions each Regional Director is in charge of:

- (i) Western region: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming;
- (ii) Midwestern region: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, and Wisconsin;
- (iii) Northeastern region: Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and the Virgin Islands;
- (iv) Southern region: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia.

Responsibilities and Duties:

1. Oversight of each state in their region.
2. They will oversee the formation and assist where necessary to making valid a State RNHA.
3. They have the permission of the National RNHA to use the title of RNHA Regional Director when introducing themselves to the State GOP for the purpose of outreach in establishing a viable State RNHA.
4. The Regional Director will be responsible for verification and validation of all documents that are submitted to the National RNHA Secretary for the purpose of recognition as a valid State RNHA.
5. The Regional Director will use the State Chapter Guide in organizing, establishing, and for certification of the State Chapter.
6. The Regional Director will inform those State groups who want to be chartered, they must submit their application with a \$500 fee to be considered to be recognized by the National RNHA equivalent to 10 members at the cost of \$50.00.
7. The Regional Director may use methods of Social Media as way of outreach but must submit all ID Codes to the National Secretary RNHA and not claim any private ownership.

8. The National RNHA Chair or Vice Chair will give final approval of any Social Media account that carries the RNHA label.
9. Regional Directors will have full responsibility of monitoring and updating any Social Media formats they have created and releasing all Social Media accounts to the National RNHA Secretary when their term is ended.
10. The Regional Director shall be on the Committee of Credentials and Membership for the purpose of credentialing of delegates at the National RNHA Convention and will submit them to the National RNHA. The National RNHA will make all final certification decisions.

Appendix I

Conducting a Conference Call Board Meeting Rough Draft – RNHA Training

1. **Time is precious:** Every person on your board has volunteered to be there. Promptness from each person and YOU show respect for their time and your own.
2. **Select a time:** Select a regular time that all will commit. Suggest, a week of the month and a day and time. Stay consistent with that time until as a committee you decide to change it.
3. **Notification of a Conference Call:** Send out notices through email, text messaging, phone call or any other method you think is appropriate. Be aware that many people have packed schedules and have every attention to be there, but it slipped their mind. Repeating the notification several times is your best bet that people will remember to attend. Three days prior, two days prior, one day prior, and the day of is the best way as a reminder. You can easily type it in the heading and click away. If you can not attend the meeting yourself, great time to let everyone know you are unable to attend.
4. **Unable to attend meeting:** If for some unforeseen reason you cannot make the Board Meeting, make sure that you respond back to the Chair and Secretary the reason you are unable to attend. It is important to have a valid reason for missing a meeting. YOU are the reason the organization is the best it can be.
5. **No Quorum:** If you do not have enough to have a quorum, you can still discuss your action items and progress. You will not be allowed to vote on any decisions that will require a quorum.
6. **Conference Calls:** Make sure you use the same number every time. Write the number in a safe place that is reachable or save it on your phone so it can be handy to call wherever you are.
7. **Conference Call etiquettes:** The person calling the meeting is the main speaker. Have all those on the line to be on mute, this way you will not hear any distractive sounds. Call out the person's name you want to speak and they will unmute. At the end of the meeting, give every person a moment to share if time permits. Everyone always like to feel they have added to the conference call.
8. **Agenda:** If you are the one calling the meeting, ALWAYS have an Agenda. The Agenda will help keep the meeting focused. Write down on the side how long you allow each subject talked about. Do not allow the meeting to stray away from the purpose you called it. Interrupt those who are long winded, each person needs to respect each person's time, and call back the meeting to what the purpose of the meeting is.
9. **Do not allow people to manipulate the meeting:** It is important that YOU are firm and let the Board know that they can have their side conversation after the Board meeting.
10. **Appreciate every person:** Always let the Board know how much you appreciate their service for being on the call, staying on the call, and their contribution to the organization.
11. **Write it down for yourself:** Do not expect others to take your notes for you like the Secretary. Board members are responsible to make a note of their obligations. The Board Minutes are just to confirm your written notes.
12. **After the Board Meeting:** As soon as you are able, write down your tasks and add it to your schedule for the week or month. If you have any problems in fulfilling your obligation, inform the Board as soon as you know. This is important because your task may hold up others from fulfilling their own or prevent moving forward.
13. **Coming Back on the Call:** Have your documents ready when coming on your next Conference Call. Being prepared saves time and shows respect towards those on your Board.
14. **Meet in person:** Conference Calls help get the work done but there is nothing like meeting each other. Try at your best to meet up once or twice a year. It can be at a home or restaurant. Building healthy relationships is the most important element for your organization to GROW!

Appendix II

Sample Agenda

RNHA Name

Location/Conference Call

Date and Time meeting Started -Ended

I. Call to order

Facilitator Name called to order the regular meeting of the Organization/Committee Name at time on date at location.

II. Roll call

Secretary Name conducted a roll call. The following persons were present: attendee names

III. Approval of minutes from last meeting

Secretary Name read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) Open issue/summary of discussion
- b) Open issue/summary of discussion
- c) Open issue/summary of discussion

V. New business

- a) New business/summary of discussion
- b) New business/summary of discussion
- c) New business/summary of discussion

VI. Adjournment

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name

Role of a Parliamentarian

A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

Drafting and Interpreting Bylaws

Bylaws define the make-up, governance, rights and responsibilities of a given organization and its members. They also define specific rules, which may be unique to an organization, which cannot be suspended, but must be adhered to.

Bylaws must be legislatively compliant with the laws governing the organization.

When a parliamentary authority has been adopted, such as the current edition of Robert's Rules of Order Newly Revised, the parliamentary authority provides clear definition of many of the rules of order and procedures which the organization does not have to try and recreate in the bylaws, except for those specific cases where there is a variance or when the organization does not want the rule to be able to be suspended.

Parliamentarians assist the organization in drafting and interpreting bylaws, specific to the needs of the organization. Working with the organization's legal counsel, the parliamentarian will ensure that the bylaws are legislatively compliant.

Parliamentary Opinions

Parliamentarians are often asked by organizations, "given our current bylaws and rules of order, how do we do this, or, what is the proper procedure to accomplish this objective?" The Parliamentarian will review the organization's governing documents and provide an opinion as to how to proceed within the rules.

Meeting and Convention Planning

Parliamentarians are often called upon to assist organizations in planning meetings or conventions. Most of the items that must be considered are listed on a checklist under the "Meeting Checklist" tab. In the planning for the meeting, the agenda will specify the proper sequence of events, but consideration must also be given to such things as proper protocol, say in the presentation or introduction of various attendees, opening ceremonies, seating, etc. The parliamentarian is of special use in the preparation of scripts for the chair, credentials reports and considerations, election forms and reports, and the processes in the consideration of motions and bylaw amendments.

Serving as Parliamentarian at Meetings

The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.