

Las Cruces TEA Party Standing Rules

Rule 1 Meetings

- Section 1.** The LCTP shall meet on the first Thursday of each month at 6:30 p.m. A second meeting will be held in the second half of each month. The date, time and location of these meetings shall be posted at lcteparty.org and disseminated in a timely manner.
- Section 2.** Unscheduled meetings may be called by the President as long as reasonable notice is given.

Rule 2 Membership

- Section 1.** All memberships will be valid from January 1st to December 31st of each calendar year.
- Section 2.** Voting members will pay annual dues of \$10.00.
- Section 3.** Members whose names appear on the Membership Roster and who have paid their dues will be eligible to vote in elections requiring a written ballot including but not limited to the election of officers.

Rule 3 Standing Committees and Chairs

- Section 1.** Standing Committees shall be Technology and Communications, Public Relations, Education and Training, Research and Publications, Advance Team, Budget and Finance, and Membership. Each committee shall have a Chair, and minutes shall be kept at all committee meetings.
- Section 2.** The Technology and Communications Committee Chair's duties shall include, but are not limited to:
- a. Coordinate and facilitate the operation of LCTP related websites, email lists, membership databases, and other technical matters.
 - b. Oversee any sub-committees developed under the preceding.
 - c. Work in cooperation with other Committee Chairs and the general membership as necessary.
 - d. Serve on the Executive Board.
 - e. Perform such other duties as may be assigned by the President.

- Section 3.** The Public Relations Committee Chair's duties shall include, but are not limited to:
- a. Coordinate and facilitate the promotion of the LCTP and related activities via media interaction and advertisement.
 - b. Oversee any sub-committees developed under the preceding.
 - c. Work in cooperation with other Committee Chairs and the general membership as necessary.
 - d. Serve on the Executive Board.
 - e. Perform such other duties as may be assigned by the President.
- Section 4.** The Education and Training Committee Chair's duties shall include, but are not limited to:
- a. Coordinate and facilitate research of American and World History as it relates to the topics of politics, government, and law, with a special emphasis on the Founding Fathers and Founding Documents of the United States.
 - b. May solicit speakers to address the general membership meetings or other forums as appropriate.
 - c. Oversee any sub-committees developed under the preceding.
 - d. Work in cooperation with other Committee Chairs and the general membership as necessary.
 - e. Serve on the Executive Board.
 - f. Perform such other duties as may be assigned by the President.
- Section 5.** The Research and Publications Committee Chair's duties shall include, but are not limited to:
- a. Coordinate and facilitate the research of local, state, and national political issues that the LCTP may wish to effect via protests, petitions, letter-writing campaigns, etc.
 - b. May solicit speakers to address the general membership meetings or other forums as appropriate.
 - c. Oversee any sub-committees developed under the preceding.
 - d. Work in cooperation with other Committee Chairs and the general membership as necessary.
 - e. Serve on the Executive Board.
 - f. Perform such other duties as may be assigned by the President.
- Section 6.** The Advance Team Committee Chair's duties shall include, but are not limited to:
- a. Coordinate and facilitate to set up of equipment for meetings and events.
 - b. Survey the venues to be used for special events to determine what equipment and permits are required.
 - c. Provide recommendations to the Executive Board of needed equipment.
 - d. Maintain record of resources available for use.
 - e. Oversee any sub-committees developed under the preceding.

- f. Work in cooperation with other Committee Chairs and the general membership as necessary.
- g. Serve on the Executive Board.
- h. Perform such other duties as may be assigned by the President.

Section 7. The Budget and Finance Committee Chair's duties shall include, but are not limited to:

- a. Coordinating with the Treasurer on matters of the budget.
- b. Coordinating and facilitating the raising of funds to support the activities of the LCTP as seemed desirable by the board.
- c. The oversight of the Merchandise Sub-Committee.
- d. The oversight of any other sub-committees developed under the preceding.
- e. Work in cooperation with other Committee Chairs and the general membership as necessary.
- f. Serve on the Executive Board.
- g. Perform such other duties as may be assigned by the President.

Section 8. The Membership Committee Chair's duties shall include, but are not limited to:

- a. Coordinate and facilitate the promotion of the LCTP and related activities via telephone calls, home visits, and/or special promotions.
- b. Maintain a membership list and contact new members.
- c. Notify Committee Chairs of prospective committee members.
- d. Work in cooperation with other Committee Chairs and the general membership as necessary.
- e. Serve on the Executive Board.
- f. Perform such other duties as may be assigned by the President.

Section 9. Ad hoc committees may be authorized by the President as the need arises. The chairs of these committees may be volunteers who are appointed by the President or the Chair of the Standing Committee under which they serve. Ad hoc committee chairs do not serve on the Executive Board.

Rule 4 Appointed Positions

Section 1. The President shall appoint a Sergeant at Arms whose duties shall include, but are not limited to:

- a. Facilitate the invocation and the Pledge of Allegiance at Executive Board and general membership meetings.
- b. Facilitate general order at meetings.
- c. Assist in the coordination of security and safety efforts for LCTP-related events in conjunction with that specific committee.

- d. Oversee any committees developed under the preceding.
- e. Facilitate time tracking at meetings for agenda topics and open microphone opportunities.
- f. The Sergeant at Arms does not vote on matters brought before the Executive Board.

Section 2. The President shall appoint an Archivist whose duties shall include, but are not limited to:

- a. Collecting and maintaining a history of LCTP events through various media.
- b. Work with the Technology and Communications Committee to post photo and video work on the LCTP website.

Rule 5 Solicitations

Section 1. The LCTP will not allow solicitations for donations from outside organizations at general meetings. Executive Board, however, may consider requests for financial donations from organizations.

Rule 6 Sub-Committees and Chairs

Section 1. There will be a Membership Sub-Committee under the Technology and Communications Standing Committee. The Sub-Committee Chair's duties shall include, but are not limited to:

- a. Reporting directly to the Technology and Communications Committee Chair.
- b. Keeping minutes at all committee meetings.
- c. Maintaining a member list.
- d. Making sure that someone from the Committee contacts new members.
- e. Notifying Standing Committee Chairs of prospective committee members.
- f. Performing such other duties as may be assigned by the President or the Technology and Communications Standing Committee Chair.
- g. This chair will not have a seat on the Executive Board.

Section 2. There will be a Merchandising Sub-Committee under the Budget and Finance Committee. The Chair's duties shall include, but are not limited to:

- a. Reporting directly to the Budget and Finance Committee Chair.
- b. Keeping minutes at all committee meetings
- c. Will maintain an inventory of merchandise the LCTP has available for sale.
- d. Will make necessary purchases of merchandise for resale as approved by the Budget and Finance Committee and the Executive Board.
- e. This chair will not have a seat on the Executive Board.

Rule 7
Interim Board Members

Should a vacancy on the Board occur, the President shall appoint an interim board member to fill that position at the earliest possible date. The interim board member will not have a vote on the Executive Board.