

## State College Republican Federations Terms

### 1. Requirements

To be eligible to obtain and retain status as a chartered State College Republican Federation, an organization must:

- (a) Have as affiliates at least two chartered College Republican Chapters affiliated with colleges or universities within the state;
- (b) Be governed by a constitution that:
  - (i) Contains provisions implementing all the requirements of this subsection and contains no provisions in conflict with the CRNC Constitution;
  - (ii) Contains a non-endorsement policy requiring that neither the federation nor any individuals acting in their capacity as officers or members of the federation may endorse any candidate for public office if there is more than one Republican candidate for that office until after the Republican primary (or other official party selection process) for that office; and
  - (iii) Adopts the CRNC's parliamentary authority as its parliamentary authority.

And, comply with the current code of conduct adopted by the Executive Committee.<sup>1</sup>

- (c) Each state federation shall report to the Regional Vice Chairman and National Co-Chairman all changes in federation leadership through succession, appointment, or election, and contact information for the new leaders, within seven calendar (7) days. Each state federation shall timely and fully report to the Regional Vice Chairman and National Co-Chairman any changes in its governing documents, including but not limited to constitutional amendments and bylaw changes, within seven (7) days of their adoption. In cases in which officers or other leaders are chosen, or changes to governing documents are adopted, by a voting body, approved minutes of the session at which the vote was held must be so submitted within 21 calendar days of the adjournment sine die of that session.

### 2. State Conventions

Each state federation shall conduct election of officers and directors, except in the case of filling vacancies, during a state convention. It shall give adequate notice of its properly held convention to its affiliated Chapters, the CRNC Regional Vice Chair of its region and the CRNC Credentials Committee Chair. Notice shall be adequate when either the call to convention, or the date, time, and location of the convention, are sent to them by email in accordance with the federation's constitutional notice requirement and no later than seven (7) days prior to the convention. Each state federation convention shall be conducted in accordance with the state federation constitution and shall either take place in person within the state or be held remotely using a video conference platform authorized by the CRNC Executive Committee.

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<sup>1</sup> The Code of Conduct is appended..

## **Procedures for Chartering, Rechartering, and Recognition of State Federations**

### **1. Chartering and Rechartering**

- (a) The Executive Committee shall adopt and may amend a State College Republican Federation Charter Application Form requiring information and documentation appropriate to demonstrating compliance with the relevant provisions of the CRNC Constitution. It shall be the responsibility of the National Chairman to ensure that on the public portion of the CRNC website the application forms are made available for download and that there is a portal for uploading completed applications and their accompanying documentation.
- (b) To maintain its status as a Federation, a Federation that was chartered or rechartered during a prior calendar year must recharter annually by uploading the documentation required by paragraph (c) or (d) of this subsection no later than February 1 of each calendar year. It shall be the responsibility of the National Chairman to ensure that a portal for uploading such documentation is maintained on a portion of the CRNC website accessible to chartered Federations.
- (c) The documentation required to charter or recharter as a College Republican State Federation shall include:
  - (i) The current mail and email address of the federation;
  - (ii) A list of the federation's officers;
  - (iii) A list of the chapters affiliated with the federation;
  - (iv) A current copy of the federation's constitution.

### **2. Recognition, Suspension, Revocation, and Reinstatement**

The National Chairman shall issue charters upon determining that the application for charter demonstrates compliance with the relevant requirements. Once chartered, an organization shall be deemed to be a recognized State College Republican Federation as long as it complies with the requirements for annual rechartering except as provided below:

- (a) To the extent that recognition of a Federation is relevant to determination of eligibility for or the names of delegates at a biennial convention and the roll of delegates finally adopted following its consideration of the report of the Credentials Committee is predicated upon a determination that a particular federation is or is not in compliance with the requirements for chartering, the organization's charter shall be accordingly deemed thereby in effect or revoked.
- (b) To the extent that recognition of a Federation is relevant to determination of eligibility for or the names of members of the CRNC Board of Directors and the roll of directors finally adopted at a board meeting following its consideration of the report of the Credentials Committee is predicated upon a determination that a particular Federation is or is not in compliance with the requirements for chartering, the organization's charter shall be accordingly deemed thereby in effect or revoked.
- (c) Except as provided in paragraph (d) of this subsection, the National Chairman may, by sending a certified email to the Federation officers on file with the CRNC:
  - (i) Suspend the charter of a State College Republican Federation, stating in writing the grounds for a determination that the organization is substantially out of compliance with the requirements for chartering or remaining chartered, and providing at least seven (7) calendar days for the organization to bring itself into compliance and provide documentation thereof.
  - (ii) Revoke the charter of a State College Republican Federation, stating in writing the grounds for determining either (a) that a suspended

organization has failed to bring itself into compliance within a reasonable time or (b) that the organization has so egregiously acted in a manner that tends to bring the CRNC into disrepute that a suspension is inappropriate.  
**(iii)** Reinstate the charter of a suspended organization upon determining that it has brought itself into compliance within a reasonable time.

- (d) Paragraph (c) of this subsection shall not apply during the periods:
  - (i)** between convening of the Credentials Committee meeting shortly before a National Board meeting and the adjournment sine die of that National Board meeting; and
  - (ii)** between the convening of the Credentials Committee shortly before a Biennial Convention and the adjournment sine die of that Biennial Convention.
- (e) It shall be the responsibility of the National Chairman to ensure that in the year of the Biennial Convention through appropriate software a copy of the documentation uploaded to apply for rechartering (or initial chartering) is automatically forwarded to the auditing firm designated under Article Five, Section One (1).

## **CRNC ETHICS AND CODE OF CONDUCT**

### **Introduction**

All members of the College Republican National Committee (“CRNC”) have an obligation to act in the best interest of the CRNC. For the purposes of this Code, members include Employees, Officers, National Board Members, and members of affiliated or chartered Chapters or Federations (“Members”).

This Ethics and Code of Conduct Agreement (“Code”) helps ensure that Members comply with legal and regulatory requirements. The Code is intended to help Members recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and help foster a culture of honesty and accountability.

No code of conduct policy can anticipate every situation that may arise. Accordingly, this Code is intended to serve as a source of guiding principles for Members. Members are encouraged to bring questions about particular circumstances that may implicate one or more of the provisions of this Code to the attention of the National Chairman or the CRNC’s outside General Counsel. Their information is provided at the end of this document and available on the Members’ area of the CRNC website.

It is unacceptable for Members to behave disloyally to the CRNC, fail to meet their obligations to the CRNC, commit acts of harassment or sexual misconduct, disclose any confidential information, or commit any dishonest or fraudulent acts. Specific details of the Code as it relates to these issues are as follows:

### **Duty of Loyalty**

The Members’ duty of loyalty refers to the responsibility to act in good faith and in the CRNC’s best interests, not the interests of the official, a family member, or an organization with which the official is affiliated. This legal duty exists for all National Board Members by virtue of the fact that they serve on the National Board, as the law imposes this duty on all Board Members of corporations in the United States. The duty of loyalty may be relevant in cases of potential or existing conflicts of interest. Some prohibited conflicts of interest, include, but are not limited to:

- Members of the CRNC Executive Committee receiving a salary from any candidate’s campaign with which the CRNC may be engaged.
- Members of the CRNC Executive Committee serving as paid or unpaid members of the board of directors for competing organizations.
- Members of the National Board endorsing or working directly for candidates that oppose a Republican nominee.

## **Harassment**

It is the CRNC's policy to maintain an environment free of harassment of or by any of our employees, officials, outside vendors, and Members. Any form of harassment, either verbal or physical based on race, color, religion, sex, national origin, ancestry, sexual orientation, age, disability, marital status, or any other status protected by applicable law will not be tolerated. This includes any verbal, written, or physical act that denigrates or shows hostility or aversion towards an individual because of his/her race, color, religion, sex, national origin, ancestry, sexual orientation, age, disability, marital status, or any other status protected by applicable law, or the protected status of a Member or employee's relatives, friends or associates that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Discriminatory harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including e-mail, group messages, and text messages).

The CRNC will not tolerate any form of sexual harassment. Examples of sexual harassment include but are not limited to the following: requests for sexual favors; uninvited physical contact; sexual bantering; off-color language or jokes; sexual flirtations; advances or propositions; verbal abuse of a sexual nature; commentaries about an individual's body; use of sexually degrading words to describe individuals; displays of sexually suggestive objects or pictures; gender-based insults or derogatory references; use of sexually-oriented or degrading gestures or other non-verbal communications; and falsifying allegations of these behaviors.

All reported or suspected occurrences of harassment by or of National Board Members, Officers, Employees, or Vendors should be reported promptly to the National Chairman or the CRNC's Outside General Counsel, and will be promptly and thoroughly investigated in the strictest of confidence; however, complete confidentiality cannot be guaranteed due to the CRNC's commitment to remedial action. Harassment by or of all other Members should be reported to the respective college or university's Title IX office or local law enforcement prior to reporting to the National Chairman, as the CRNC will defer to the authority of local officials. Warranted situations will be resolved with appropriate disciplinary action including but not limited to suspension or termination.

## **Nondisclosure**

CRNC National Board, Executive Committee, and Budget and Finance Committee meetings are confidential, and no member shall disclose the content of these meetings

or any other information obtained from or related to CRNC business matters, including but not limited to written, verbal, and electronic information, to outside parties who are not engaged on behalf of the CRNC. Only parties specifically named by the National Chairman to do so will make disclosures to representatives of the media.

One of the CRNC's core values is the preservation of intellectual property. All members of the National Board shall comply with these policies. To that end, the CRNC has implemented the necessary policies, procedures, and internal controls to keep all Member-related information private and confidential. Likewise, without prior written consent, Chapters and Federations are prohibited from distributing Member information to anyone except college or university officials as required by school policy and as required by law. For example, Chapters may not distribute Member information to a campaign or other organization for profit or favor.

### **Dishonest or Fraudulent Acts**

Any form of fraud or dishonesty on the part of Members in their position as Members is totally unacceptable conduct.

### **Applicability**

Under the Constitution of the College Republican National Committee, this Code of Conduct applies to all Employees, National Officers, Board Members, and Members of affiliated or chartered Chapters and Federations.

### **Suspected Violations And Questions**

Suspected violation of or questions about the meaning of any policies or legal requirements applicable to an individual's membership or position, should be directed to the National Chairman via email at [cbritt@crnc.org](mailto:cbritt@crnc.org). In the alternative, suspected violations of this policy may be reported to the CRNC's outside General Counsel, Craig Engle, by confidential email at [craig.engle@afslaw.com](mailto:craig.engle@afslaw.com).