



Utah Federation of College Republicans Bylaws

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Utah Federation of College Republicans

Bylaws

Section 1: Purpose

These bylaws govern the day-to-day operations of the Utah Federation of College Republicans (UFCR), ensuring efficient and consistent management in alignment with the UFCR Constitution.

Section 2: Membership Procedures

1. **Application:** Prospective members must submit proof of enrollment at an accredited Utah college/university (or intent to enroll in graduate school within two years) and proof of Republican voter registration to the chapter chair or Executive Director via a standardized membership form available on the UFCR website.
2. **Approval:** Membership is approved by the chapter chair or a designated chapter officer within 7 days of submission, subject to verification by the Executive Director. Applicants are notified of their status via email.
3. **Recruitment Campaigns:** Each chapter must conduct at least one membership recruitment drive per semester, coordinated with the Field Director, to attract new members through tabling, social media, or campus events.
4. **Revocation:** Membership may be revoked for failure to adhere to UFCR objectives, disruptive behavior, or violation of bylaws, by a two-thirds vote of the Executive Board. The member must be notified in writing and given 14 days to appeal to the State Leadership Board.
5. **Dues:** Chapters may establish dues with approval from the Executive Board, not to exceed \$20 per academic year. Dues are collected by chapter leadership, reported to the Finance Director, and used for chapter activities.
6. **Membership Database:** The Secretary maintains a centralized membership database, updated monthly with input from chapter chairs, including member names, contact information, and enrollment status.

Section 3: Chapter Operations

1. **Meetings:** Chapters must hold at least one meeting per month during the academic year (September–April), with a minimum of three members present.

Meetings may be in person or virtual, with agendas, when necessary, distributed to members at least 48 hours in advance.

2. **Reporting:** Chapters must submit monthly meeting minutes to the Secretary within 7 days, including attendance, agenda, key decisions, and planned activities. Minutes must be submitted via a standardized form provided by the Secretary.
3. **Events:**
 - Chapters must organize at least one event per semester (e.g., speaker series, volunteer activity, voter registration drive) aligned with UFCR objectives.
 - Event plans, including budget and logistics, must be submitted to the Field Director for approval 14 days in advance.
 - Chapters must submit a post-event report to the Field Director within 7 days, detailing attendance, outcomes, and any funds raised or spent.
4. **Tabling Requirement:**
 - Each chapter must conduct at least two (2) tabling sessions per semester at their respective university during the academic year (September–April) to promote UFCR membership, events, and objectives.
 - Tabling sessions must be held in a high-traffic campus area (e.g., student union, quad) and comply with university policies for student organization activities.
 - Chapters must coordinate with the Communications Director to use standardized UFCR branding materials (e.g., banners, flyers) and submit a tabling plan (including date, location, and staffing) to the Field Director at least 7 days in advance.
 - At least two chapter members must staff each tabling session for a minimum of two hours, engaging students with information about UFCR and collecting contact details for potential members.
 - Chapters must report tabling outcomes (e.g., number of contacts collected, materials distributed) to the Field Director within 7 days, included in the monthly minutes submission.
 - Chapters unable to meet this requirement due to university restrictions or other extenuating circumstances may request a waiver from the Field Director, with approval subject to Executive Board review.
5. **Compliance:** Failure to meet meeting, event, or tabling requirements may result in a written warning from the State Chair or Vice Chair. Persistent noncompliance for 60 days may lead to status review per Article V, Section 5 of the Constitution.
6. **Chapter Officer Training:** Each chapter must conduct an annual officer training session in September, facilitated by the Field Director or Executive Director, covering UFCR objectives, bylaws, and leadership responsibilities. This will include the distribution of a Chapter Leadership Handbook.

7. **Campus Engagement:** In addition to tabling, chapters must maintain a visible presence on campus through at least one additional promotional activity per semester (e.g., chalking, poster campaigns), coordinated with the Communications Director to ensure consistent branding.

Section 4: Board Meetings

1. **Frequency:** The State Leadership Board meets at least quarterly, with additional meetings called by the State Chair or Vice Chair as needed.
2. **Notice:** Members must receive at least two days' notice of meetings, except in emergencies with Vice Chair consent or as authorized by the State Chair's emergency powers.
3. **Agenda:** The Secretary distributes the agenda 24 hours in advance, including items submitted by board members at least 48 hours prior. Board members may request agenda additions during meetings with State Chair approval.
4. **Minutes:** The Secretary records and distributes minutes within 7 days of each meeting, using a standardized template. Minutes are approved at the next meeting by a simple majority vote and archived on the UFCR website.
5. **Virtual Meetings:** Meetings may be conducted via phone, video chat, or group messaging, with votes recorded via the same method if all members are notified.
6. **Attendance Tracking:** The Secretary tracks board member attendance and reports absences to the State Chair. Unexcused absences exceeding 25% of meetings may trigger a review per Article V, Section 7 of the Constitution.

Section 5: Financial Management

1. **Budget:** The Finance Director, with the State Chair, prepares an annual budget by August 15, to be approved by the Executive Board by September 1. The budget includes allocations for chapter activities, state events, and operational costs.
2. **Expenditures:** Expenditures exceeding \$300 require Executive Board approval by a simple majority vote. Per diem expenses require prior approval from the Finance Director and State Chair.
3. **Fundraising:**
 - Chapters must submit fundraising plans (e.g., events, donor outreach) to the Finance Director for approval 14 days in advance.
 - Chapters must report fundraising outcomes to the Finance Director within 7 days of an event.
4. **Reporting:** The Finance Director provides quarterly financial reports to the State Leadership Board, including chapter account statuses and UFCR-wide financial summaries, within 14 days of the quarter's end.

5. **Financial Audits:** The Finance Director conducts an annual internal audit of UFCR and chapter accounts by June 30, with findings reported to the State Leadership Board. External audits may be commissioned with Executive Board approval.

Section 6: Committee Operations

1. **Convention Committee:**
 - Formed by the Executive Committee and State Chair to plan and execute the state convention.
 - Comprises at least three members, including one Executive Board member and one chapter chair, appointed by the State Chair with Executive Committee approval.
 - Responsible for logistics, scheduling, and coordination with the Elections and Credentials Committees.
 - Submits a detailed plan to the Executive Board 60 days before the convention and a post-convention report within 14 days.
2. **Elections Committee:**
 - Formed by the Executive Committee and State Chair to oversee convention voting procedures.
 - Comprises four members, none of whom may be candidates for elected office, appointed by the State Chair with Executive Committee approval.
 - Manages ballot preparation, counting, and result certification, per Article VII of the Constitution.
3. **Credentials Committee:**
 - Formed by the Executive Committee and State Chair to verify delegate eligibility.
 - Comprises four members, none of whom may be candidates for elected office, appointed by the State Chair with Executive Committee approval.
 - Verifies voter and candidate eligibility and submits a credential report per Article VII of the Constitution.
4. **Ad-Hoc Committees:** The State Chair, with Executive Committee approval, may form additional committees for specific purposes (e.g., policy development, outreach campaigns). Committees report to the Executive Board within 30 days of formation and provide updates at each board meeting until dissolved.

Section 7: Officer Responsibilities

1. **Reporting:** Each officer submits a quarterly report to the Executive Board, summarizing activities and progress toward objectives, within 14 days of the quarter's end. Reports are archived by the Secretary.

2. **Accountability:** Officers must attend at least 75% of board meetings, unless excused by the State Chair. Failure to meet this requirement may trigger a review per Article V, Section 7 of the Constitution.
3. **Delegation:** Officers may delegate tasks to chapter leaders or ad-hoc officers with Executive Board approval.
4. **Training:** New officers must complete a training session within 30 days of election or appointment, facilitated by the Executive Director, covering UFCR governance, objectives, and operational procedures.
5. **Communication Protocols:** Officers must use official UFCR email accounts for organizational correspondence and respond to internal communications within 48 hours, unless otherwise excused by the State Chair.

Section 8: Public Statements

1. **Drafting:** Public statements must be drafted by the Communications Director or a designated officer in response to major events, issues, or UFCR activities, ensuring alignment with UFCR objectives and the principles of the Utah Republican Party.
2. **Approval:**
 - Statements require approval by a majority vote of the Executive Board before posting, except in emergencies as authorized by the State Chair under Article VI, Section 5 of the Constitution.
 - Drafts must be submitted to the Executive Board at least 48 hours before the intended release, unless urgency necessitates a shorter timeline, as determined by the State Chair.
 - In emergencies, the State Chair may issue statements unilaterally, with review and ratification by the Executive Committee within 72 hours and the State Leadership Board at the next meeting.
3. **Content Guidelines:**
 - Statements must reflect UFCR's commitment to the U.S. Constitution, liberty, conservatism, and support for Utah Republican Party candidates.
 - Statements must not endorse candidates outside the guidelines of Article VIII of the Constitution or contain personal attacks, inflammatory language, or content that could harm UFCR's reputation.
 - Campaign-related materials (e.g., voter turnout, volunteer recruitment) must include the disclaimer: "THIS IS NOT AN ENDORSEMENT."
4. **Posting:**
 - Approved statements are posted on official UFCR platforms (e.g., website, social media, email) by the Communications Director or their designee.

- Statements must be archived by the Secretary for transparency and future reference.
- 5. **Chapter Statements:**
 - Chapters may issue statements with approval from their chapter chair and the UFCR Communications Director.
 - Chapter statements must comply with UFCR content guidelines and be submitted to the Communications Director at least 24 hours before posting.
 - The Executive Board may revoke or revise chapter statements by a majority vote if they violate UFCR objectives or bylaws.

Section 9: Data Management

1. **Record Keeping:** The Secretary maintains a secure, centralized repository for all UFCR records, including membership data, meeting minutes, financial reports, and public statements, accessible to the Executive Board and chapter chairs upon request.
2. **Data Privacy:** Member and officer personal information (e.g., names, contact details) must be stored securely and used only for UFCR purposes. Sharing data with external parties requires Executive Board approval.
3. **Updates:** Chapters and officers must update contact information and membership status with the Secretary within 7 days of any changes.
4. **Annual Review:** The Secretary conducts an annual review of the membership database by July 31 to ensure accuracy, with discrepancies reported to the Executive Board.

Section 10: Branding and Guidelines

1. **Purpose:** These branding guidelines ensure consistent, professional representation of the Utah Federation of College Republicans (UFCR) across all chapters, events, and communications, reinforcing the organization's identity and alignment with its objectives.
2. **Official Logo:**
 - The UFCR logo, as designated by the Executive Board, must be used on all official materials, including flyers, banners, social media graphics, and merchandise.
 - The logo may not be altered, distorted, or recolored without approval from the Chair, Vice Chair, and Communications Director.
 - Chapters may use the logo at anytime for College Republican purposes only.

3. Color Scheme:

- The primary UFCR colors are Republican Red (HEX #DC1F2D), Navy Blue (HEX #003087), Black (HEX #000000), and White (HEX #FFFFFF).
- All branded materials must adhere to these colors to maintain visual consistency.

4. Typography:

- The official fonts for UFCR materials are Times New Roman (for statements) and Merriweather (for formal documents and headers).
- Alternative fonts may be used for specific campaigns or events with prior approval from the Communications Director, provided they align with the UFCR's professional image.
- Font sizes for body text must be at least 12pt for print and 16px for digital accessibility.

5. Branded Materials Approval:

- All UFCR-branded materials (e.g., flyers, posters, social media posts, merchandise) produced by chapters or officers must be submitted to the Chair, Vice Chair, and Communications Director for approval at least 5 days before distribution or production.
- Submissions must include a digital mock-up and details on intended use (e.g., tabling, event promotion).
- The Communications Director will review materials for compliance with branding guidelines and UFCR objectives, providing feedback or approval within 48 hours.
- Unauthorized materials may be recalled or removed by the Executive Board.

6. Chapter Branding:

- Branding must align with the UFCR and shall include University themes.
- Logos must comply with University rules and regulations.
- Logos and branding must not infringe any applicable copyright laws.
- Chapters are responsible for branded materials unique to their University.
- Changes to chapter branding must be approved by the Chair and Vice Chair of the UFCR after the approval of the respective chapter board.

7. Social Media Branding:

- Social media posts must follow the color scheme and typography guidelines where applicable and include the UFCR website (if available) or contact email (utahcollegereps@gmail.com) for credibility.
- The Communications Director monitors chapter social media for compliance and may request edits to posts that violate guidelines.

8. Merchandise and Apparel:

- Chapters producing UFCR-branded merchandise (e.g., t-shirts, hats, stickers) must submit designs to the Chair, Communications Director and Finance Director for approval at least 14 days before production.
 - Merchandise must prominently feature the UFCR logo and adhere to the color scheme.
 - Chapters must report merchandise sales or distribution outcomes to the Finance Director within 7 days of an event or campaign.
9. **Event Branding:**
- All UFCR events, including tabling sessions, must use branded materials (e.g., tablecloths, banners) provided by the UFCR or approved by the Communications Director.
 - Event signage must include the UFCR logo, event title, and contact information, following the typography and color guidelines.
 - Chapters must coordinate with the Communications Director to access or produce event-specific branded materials at least 7 days in advance.
10. **Non-Compliance:**
- Failure to adhere to branding guidelines may result in a written warning from the Communications Director or State Chair.
 - Persistent non-compliance may lead to a review of chapter status or officer responsibilities per Article V of the Constitution, with potential disciplinary action by a majority vote of the Executive Board.
11. **Updates to Guidelines:**
- The Communications Director, with unanimous Executive Board approval, may update branding guidelines to reflect new design trends or organizational needs.
 - Updated guidelines must be distributed to all chapters and officers within 7 days and take effect immediately, unless otherwise specified.

Section 11: Conflict Resolution

1. **Disputes:** Disputes within chapters or between members are resolved by the chapter chair. If unresolved, disputes are escalated to the Executive Director for mediation within 7 days.
2. **Appeals:** Members may appeal decisions to the State Leadership Board within 14 days. The board's decision, by a simple majority vote, is final.
3. **Decorum:** Members must adhere to Article X of the Constitution during disputes. Violations may result in disciplinary action, including membership revocation by a two-thirds vote of the Executive Board.

Section 12: Amendments to Bylaws

1. Bylaws may be amended by a two-thirds vote of the Executive Board at any official meeting.
2. Proposed amendments must be submitted to the Secretary 14 days in advance and distributed with the meeting agenda.
3. Amendments take effect immediately upon approval, unless otherwise specified.