



# BERKS COUNTY PATRIOTS

## BYLAWS

Amended January 2026

[www.berkscountypatriots.org](http://www.berkscountypatriots.org)

### **THE BERKS COUTNY PATRIOTS BYLAWS**

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## **MISSION STATEMENT:**

**Berks County Patriots** is a 501.c.4, non-profit, non-partisan, educational group committed to addressing, restoring and promoting the conservative values and ideals espoused in America's founding documents; that "we are endowed by our Creator with certain inalienable rights." We feel these include but are not limited to life, liberty, property ownership, free speech, a free market, right to bear arms and the pursuit of happiness. We believe that a limited government is necessary to ensure these rights for "**We the People.**"

## **I MEMBERS**

1. Membership shall consist of those who complete and submit the membership form and are approved. It is our desire to be all-inclusive and encourage all to become members. **However, membership can be denied at the discretion of the board.**
2. All members shall be responsible for: supporting the organization, attending meetings, abiding by the bylaws, and adhering to the guiding principles and values of the organization.
3. Members shall have the right to vote in person at general meetings, serve on committees and receive regular communications from the Board of Directors. Members may be eligible to run for a position on the Board of Directors by meeting the requirements as noted in Section X "ELECTIONS OF BOARD MEMBERS AND OFFICERS."

## **II GUIDING PRINCIPLES AND VALUES**

For the purposes of guiding individual and group conduct, as well as maintaining clear focus on organizational goals, Berks County Patriots adopts and promotes these Principles and Values as guidelines and general beliefs.

Belief in and adherence to all these ideals by individuals is recommended but is not required for membership; however, the membership is encouraged to follow and promote these principles and values.

**We the People of this great Constitutional Republic believe the United States of America has always been and will always be Great. Our beliefs are based on the Judeo-Christian values of human liberties and freedoms. We believe that God created both man and woman as equals and we treat our members accordingly. Our gratitude**

**will always be to our God. We believe that God ought to be at the center of our lives and therefore our families and our country will be better served by this principal.**

**We the Berks County Patriots believe that the United States of America is an unfinished work-in-progress. Our Constitution is a document through which we aspire to improve with lawful amendments. We believe we are a stronger nation because we, the people, have the ability to amend our laws.**

**Berks County Patriots hold strong to the following values: honesty, humility, sincerity, hard work, courage, and taking personal responsibility for one's actions. Our nation must remain under God if we are to stay free!**

**We the Berks County Patriots believe that the power belongs only to its U. S. legal citizens. In order to be properly represented, all legal U.S. citizens should vote in every election. All elected Representatives and officials should govern according to their oath and the Constitution of the United States, and they shall *represent the input* of the people that voted them into office.**

**We, the Berks County Patriots, must continually watch over our government and legislation according to our founding documents and laws.**

**We are the Berks County Patriots.**

### **III BOARD OF DIRECTORS**

1. **Eligibility** – To be eligible members must meet the requirements as outlined in Section X “ELECTIONS OF BOARD MEMBERS AND OFFICERS.”
2. **It is permissible for Board members to hold a Local, State or Federally** elected office but must recuse themselves if a conflict of interest occurs. Whether it be personal, relationships or activities that compromise their ability to act in the organization’s best interest or other.
3. **The Board of Directors shall serve** without pay and shall consist of five to a maximum of thirteen, which shall include the chair. All Directors have voting privileges except the chair, who shall have no voting privileges except as a tie breaker.
4. **All Directors** serve 2-year terms with the terms ending December 31<sup>st</sup>. For board elections the board will consist of two groups (A & B) and stagger the election of the board each year. The appointment or election of new board member’s designation shall be either group “A” or group “B” and shall keep the designation for election purposes of Board members. When possible, group “A” shall consist of

seven members inclusive of the chair while group “B” will consist of six members inclusive of the Vice Chair.

**For example**, group “A” - Chair, Secretary, Website Chair, Membership Chair, Legislative Chair, Director – 11, Director – 13.

**Second example**, group “B” – Vice Chair, Treasurer, Events Chair, Social Media Chair, Volunteer Chair, Director – 12.

Openings on the board shall be filed with the last opening group (A or B).

**However**, if the VC resigns position but still wants to continue serving, no open positions become available to the public and will remain in the same election section and would become Director – 14 or other.

5. **All directors must sign a “Confidentiality Agreement” before taking office or shortly thereafter.**
6. **The Board shall reorganize** each year at the first board meeting in January by electing officers from among its ranks. The Vice Chair will lead the meeting. All members may vote including the chair in the reorganization votes. If all current board members agree to continue in their current position or chair, then a “**Continuance of Position(s)**” from the Vice Chair shall be motioned and second at the first meeting of the year, discussed and voted. Any board member may petition any position with the exception that new board members may not petition to the Chair and Vice Chair position.
7. **If no “Continuance of Position”** is motioned, then **the vice chair** will lead the meeting to elect a chair. If the vice chair is absent from the meeting then the secretary will assume leadership at the meeting. If the vice chair wants to take the position of the chair then the secretary will lead the meeting. After a chair is elected the newly elected chair will then lead the remainder of the meeting.
8. **APPOINTMENTS TO THE BOARD:** No appointments may be made by the board of directors between November 1<sup>st</sup> and the 3<sup>rd</sup> Thursday in November.

**When any individual is considered** as an appointee for the board, a motion shall be made followed by discussion of the appointee occurring at a regular board meeting without the appointee present and vetted.

The vetting of the appointee shall be followed as noted in Section X, “Elections of Board Members and Officers, must have fully completed the designated nomination form. The BOD may vet all nominees/candidates.”

**After a successful background check** (vetting), followed by discussion of the appointee, without the appointee being present, a preliminary vote will be taken and followed at

the next BOD meeting. The preliminary approval and vetting may be held at the same board meeting.

**At the next board meeting the Chair will present the appointee** to the board. The Board may follow up with questions to the candidate. The candidate will then temporarily leave the meeting whereas the chair will call for either a paper ballot vote or hand vote. The results will be tallied. The appointee will then be brought back to the meeting and notified of the results.

9. **At least one normally** scheduled Board meeting shall take place two weeks after every general meeting.
10. **Other Special Meetings** may be called at the discretion of the Chair. The board may call special meetings with a majority vote taken of those present. A quorum will still be needed.

## **IV OFFICES**

**The Board of Directors shall** consist of the offices and job descriptions as written in this section. Additions, changes or deletions of Board offices or chairs and their job descriptions are at the sole discretion of the Board of Directors via a three-fourths vote of the entire board of directors. Approval from the general membership is not required. All chairs shall make periodic reports at the request of the Chair or as noted in their description. The presentation of reports may be communicated at board meetings and/or via email to the entire board preferably before the meeting.

1. **Chair**
2. **Vice Chair**
3. **Secretary**
4. **Treasurer**
5. **Website Chair**
6. **Events Chair**
7. **Membership Chair**
8. **Social Media Chair**
9. **Legislative Chair**
10. **Volunteer Chair**

11. **Director - 11**
12. **Director - 12**
13. **Director - 13**

## OFFICE JOB DESCRIPTIONS

1. **The Chair** shall preside over all Board Meetings and General Membership Meetings. All board members are required to assist the chair.

These meetings are to be conducted according to Roberts' Rules of Order and therefore must be familiar with Roberts' Rules of Order. No voting privileges are afforded to the chair except as a tie breaker. The Chair will assume the duties of the Vice Chair when the Vice Chair is vacant. The Chair should have an agenda for the Board Meetings one week prior to the meeting. The Chair will provide comments via email regarding the previous general meeting soon after the meeting. The Chair SHALL oversee the conduct and efforts of all Board Members. The Chair may recommend to the board of directors the removal of a director. The Chair shall assist when necessary, with all chairs and their assigned duties. The Chair may attend all committee meetings. The Chair is the mediator if conflicts arise between Board Members. The Chair may also assume the position of the Election Chair and appoint committee members if the Vice Chair position is empty or assign another board members.

2. **The Vice Chair** will assist in all the duties of the Chair as requested by the Chair. The Vice Chair will assume the Chair's duties when the Chair is absent and retains the right to vote. If the Chair resigns or is removed the Vice Chair will assume all the Chair's duties and will succeed the Chair. The Vice Chair must make himself familiar with Roberts' Rules of Order. The Vice Chair shall ensure the procedures of the election and/or reelection of board members starting at the August board meeting and concluding after January's board meeting. The Vice Chair may also assume the position as the Election Chair if no other board members are available.
3. **The Secretary** shall prepare the minutes of all Board of Director meetings. The Secretary shall forward the minutes to all Board Members via email no later than 2 weeks after the meeting. For accuracy, an electronic recording device is recommended; the recordings should be achieved for a period of 1 year. Recordings will only be available to the Chair and Secretary and kept confidential unless a discrepancy is motioned by the board. The Secretary shall maintain the domicile for the current Board of Directors and election cycle. The Secretary shall assist with duties as directed by the

Chair of the Board. If both the Chair and Vice Chair are absent the secretary will run the board meeting but retains the right to vote. See section on passwords.

4. **The Treasurer** is responsible for all monies coming into and going out of the organization, auditing the financial records annually, and submitting reports to the Board of Directors. The treasurer collects funds from all revenue sources, prepares bank deposits, and makes deposits as needed. The treasurer maintains the checking account, reconciles bank statements, pays authorized bills incurred by the organization and produces monthly financial reports to the Board. The treasurer is responsible for the preparation and filing of all required Federal, State, and Local reports. The Treasurer must be involved with counting all money collected at events. In absence of the Treasurer the Chair may appoint a board member in place of the Treasurer to deposit and count monies. Bank accounts SHALL be set up in the names of the Treasurer, Vice Chair and if needed another board member designated by the Chair. The Treasurer, Vice Chair and/or other authorized board member may write checks. Only one authorized signature shall be required on a check. The Treasurer's duties will also include serving as the Corresponding Secretary, mailing financial appeal letters, sending thank you notes to guest speakers and benefactors and other correspondence, as necessary or assigned by the chair. The Treasurer will also serve as backup for the Secretary. **See section on passwords.**
5. **The Website Chair (WC)** will work with the Social Media Chair. The Social Media chair (SMC) will work with the Website Chair. The WC is responsible for maintaining the website. The website along with social media may be used to inform members of the organization of the meetings, events, actions, articles, flyers, newsletters, and not limited to. Other information such political, elections, endorsement of candidates, or other organizations as determined by the board. The BCP website may also contain other like-minded groups and links to their events. **See section on passwords.**
6. **The Event Chair (EC)** is responsible for planning and coordinating events, local rallies, bus trips, and cooperative efforts with other like-minded organizations. The EC is not responsible for the BCP General Meetings or Board of Directors' meetings. The EC will oversee the scheduling of events approved by the chair or the board of directors. The EC will coordinate the transportation of bus trips and arrange security, as well as payments for such events. All events sponsored by Berks County Patriots must be approved by the Board of Directors and/or the Chair.
7. **The Membership Chair (MC)** shall maintain an up-to-date list of the membership complete with names, email and home addresses, and phone numbers. This list will be used on a computer(s) during check-in of members at each general

meeting or at any event if appropriate. This complete list will be made available to any member of the Board with approval from the board via a majority vote. The member list must be kept secret and will, at no time, be made available to the public. All directors must sign a “**Confidentiality Agreement**”. This Agreement will be in with respect to the membership list as well as all information discussed as a board that shall be signed by all members of the board. The MC shall develop, maintain, and execute the “**Patriot Caller List**” for those members that do not have email that need to be contacted by phone. The MC will provide new members with a “**Welcome Presentation Folder**” informing them about the BCP, current events, hot topic issues, and other assorted data. The new member should be introduced to the Chair of the Board and/or any Board Members for a heartfelt welcome. The MC is responsible for collecting and dispensing volunteer information and is responsible for collecting and/or developing plans to increase membership. To perform these duties the MC must also be able to use appropriate software such as Mail Chimp, Excel, Word or other current software that the board approves. **See section on passwords.**

8. **The Social Media Chair (SMC)** will work with the Website chair. The Website Chair (WC) will work with the Social Media Chair. The SMC is responsible for maintaining the BCP Social media platforms (i.e. Facebook page) and other social media platforms that the board may authorize. The Social media platforms may be for the dissemination of BCP information such as meetings, events, actions, articles, flyers, newsletters, as well as other information, such as political elections, endorsement of candidates by BCP and/or other organizations, as determined by the board. The BCP Social media platforms can also contain other like-minded groups and links to their events. See the section on passwords.
9. **The Legislative Chair (LC)** will keep track of all federal and state legislation that is of interest in BCP. The LCC will preside over all Legislative meetings as well as meet with elected officials as appropriate for BCP issues. The LC will oversee the development of resolutions and the distribution of those resolutions to appropriate legislators. These resolutions will be of issues the BCP feels need to be pursued by the PA Legislature. The LC will seek out opportunities to testify before PA State House and Senate Committees on legislation or bills. The LC will participate in events and rallies as possible, that are organized by BCP and/or authorized related groups to encourage passage of legislation. The LC will encourage and oversee letter writing campaigns to politicians and Op-eds to the media as appropriate. The LC is responsible for outreach efforts to non-political but like-minded organizations to present our efforts to promote our vision and mission statements.
10. **Volunteer Chair** - The Volunteer Chair (VC) is responsible for coordinating, enlisting,

and overseeing all volunteers from our organization for events, general meetings, rallies and more. The VC shall oversee the newsletter production, video productions and press releases as needed. The VC is responsible for outreach efforts to non-political but like-minded organizations to present our efforts to promote our MISSION STATEMENT and GUIDING PRINCIPLES AND VALUES.

- 11. DIRECTOR – 11** - The Director will be available to assist the other chairs as needed.
- 12. DIRECTOR – 12** - The Director will be available to assist the other chairs as needed.
- 13. DIRECTOR – 13** - The Director will be available to assist the other chairs as needed.

## **ACHIVES & PASSWORDS** – *To be developed.*

## **V COMMITTEES**

- 1. Only members** of the board may serve as the chair on committees.
- 2. All chairs shall make periodic reports** at the request of the Chair. Reports may be written or delivered via email or in other forms of communications as appropriate and shall also periodically provide up to date lists of committee members.
- 3. The Chair may authorize a new committee** or ad-hoc committees as needed. The Board of Directors may authorize a new committee or ad-hoc committee with a majority vote of those present at the board meeting.
- 4. Meetings of committees shall be called** by the chair of said committee and if possible provide a 7-day notice for all members.
- 5. A quorum of all committees** or ad hoc committees shall be a minimum of three.
- 6. All chairs shall make periodic** reports at the request of the Chair. The presentation of reports will be at board meetings via email to the entire board before the meetings take place when practical.



## VI MEETINGS

1. Board Meetings will be held at least one time per calendar month with a minimum notice of at least 3 days and shall be closed unless announced otherwise. A Meeting can be requested with the Board by written request to any Board Member, stating, and explaining subject, length of time required and name and contact information of person requesting the meeting. It is the sole discretion of the Board whether the request will be granted. Special guests attending are also at the discretion of the Board.
2. General Membership meetings will be held on the 3rd Thursday of each month except for December when meetings will be held on the 2nd Thursday, or by the call of the Board.
3. Special meetings may be held anytime the Chairman, or the majority of the Board calls for one.
4. Agendas must be provided at least two days in advance for Board Meetings and the day/night of the General Membership meeting.

## VII Endorsements

The Board can endorse political candidates whose views and platforms support and advance the goals and mission of the Berks County Patriots. The endorsement will only be forthcoming after extensive investigation of the proposed endorsee, due deliberation among the Board Members, and a 3/4 vote to officially endorse a candidate for public office.

## VIII QUORUM & VOTING

1. A majority of all Board members constitutes a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a majority of the Board members present.
3. No Quorum requirements exist for general membership or election meetings.

## IX CONFLICT OF INTEREST, REMOVAL, AND “NO CONFIDENCE”

1. **Members and Board Members** may be removed from the organization as a whole or from the Board for conduct detrimental to the organization and/or gross violations of the bylaws.
2. **The removal process** of a general member or board member shall be initiated by a written petition to the Board of Directors. Upon receiving a petition for removal of a member/board member, the Board of Directors shall send written notification to the member/board member within 15 days. The member/board member shall be heard by the Board of Directors on the petition for removal. Upon review of the petition and hearing the member/board member regarding the petition, the Board of Directors will vote on removal of the member/board member; 3/4 vote by the Board Members present and the required approval from the Chairman of the Board will result in the member’s loss of membership and its privileges in the organization or board member’s loss of board membership.
3. **The Chairman of the Board** can be removed by the Board by a vote of “no confidence” by three-fourths vote. The Chairman cannot cast a vote in, block a motion for, or overrule a “no confidence” motion or decision. The Chairman is immediately removed with the Vice Chairman assuming the responsibilities of the Chairman.
4. **A member can be removed** from a general meeting for disruptive conduct detrimental to the meeting or group by a ruling of the Chair or a majority vote of the Board members in attendance.
5. **Any member of the Board** who has a financial, personal, or official interest in, or conflict (or appearance of conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will refrain from discussion and voting on such item.

## X ELECTIONS OF BOARD MEMBERS AND OFFICERS

1. **The Chairman of Elections** is responsible for all aspects of the election, nomination process and tracking Board changes. The Election Committee shall form and meet at the Chairman of Elections’ discretion, but before the third Thursday in September.
2. **The Election Committee** shall maintain a chart that shows the current Board members, their positions, when they were elected by the membership, and/or when they were appointed by the Board and when their term ends. This chart will serve as our election schedule for November each year.
3. **On the third Thursday** in September at our General Meeting, the Election Committee shall announce that nominations will be open from the first day in

October to the last day in October and shall read aloud the requirements for all nominees to the BOD.

4. **Requirements:**

**ALL NOMINATIONS FOR** the Board of Directors (BOD) of the BERKS COUNTY PATRIOTS (BCP) in the state of Pennsylvania, whether nominated or self-nominated, must fully complete the designated nomination form. The nomination form must be turned in to either the Chair of the Election Committee or the Chair of the Berks County Patriots, no later than October 31st. The BOD may vet all nominees/candidates. All nominees/candidates must be a U. S. citizen and reside in Pennsylvania. Each nominee/candidate must be a current member of the Berks County Patriots and have attended at least six (6) general membership meetings within the previous twelve (12) months. Each nominee/candidate must have served on a committee or have provided service or help to the Berks County Patriots as determined and or approved by the Election Committee or the Board of Directors. Current board members seeking reelection will not be required to submit the nomination form and are exempt from these requirements. The Board of Directors may waive some or all these requirements, at their discretion, by a majority vote of those present at the regularly scheduled board meeting during the open nominations period. If the nominee/candidate returns the nomination form after the October board meeting, no requirements will be waived. The Board of Directors may disqualify any nominee/candidate with or without cause. If a nominee/candidate is disqualified, notification should be transmitted to the candidate indicating they have been disqualified. The nominee/candidate will have no recourse as to the decision by the Board of Directors. All nominees/candidates must agree to their name being displayed on the 'Berks County Patriots' website. Nominations will be accepted in writing, email, or by U.S. Mail accompanied with the nomination form and sent to the Chairman of the Election Committee and posted promptly on the BCP website.

5. **It is the responsibility** of the nominating entity or nominee/candidate to ensure that their intent is communicated to the Election Committee and shall have their name available to be displayed on the BCP website. Self-nominations are permitted.
6. **Members are responsible** for informing themselves about the various candidates.
7. **On the third Thursday in October**, at our General Meeting, the Election Committee shall preannounce the nominating process to the membership.
8. **On November 1<sup>st</sup>** and before the third Thursday in November, via email, phone or text message, the current Board members shall be informed who the new nominees are, and the Election Committee shall prepare the necessary ballots if needed.

9. **Elections will be held** on the third Thursday night in November at 6:30 PM during the meeting. Voting will close by 7:00 PM. The Election Committee will count the ballots and announce the results before the closing of the meeting. Ties shall be managed by a random drawing. The eligible nominees with the highest vote count will assume the vacated position(s) and constitute a new Board of Directors on the New Year's Day following election. Should the number of nominees be equal to or less than the Board positions open, a ballot is not necessary. A hand yes or no vote of all nominees is acceptable, and it will be in the opinion of the Election Chairman if there is a clear majority to ask for a consensus or acclamation by voice vote and have the Secretary record the ballot result in BOD minutes.
10. **Each new Board** is then responsible for deciding the election of Board members to officer positions at their first annual Board meeting after the New Year. At this time, the new Board members shall sign an agreement as determined by the BOD.
11. **On the third Thursday** in January, at our General Meeting, the Election Committee shall present the new Board to the general membership.
12. **For the purpose of staggering** the election cycles of the Board after the first election year (December 31, 2010), the Board members occupying the positions of; Chairman, Vice Chairman, Financial Secretary, Treasurer, IT Chair, and Events Chair will serve their second year on the new Board. All other sitting Board members must seek reelection to the new Board from among the membership.
13. **Should there be a vacancy** on the Board due to resignation or other cause, the Board may appoint an eligible member to fill the vacancy via a majority vote of board members present or may wait until the next available election to fill that open seat on the Board. The appointed or elected replacement shall serve the remainder of the original term to maintain a consistent staggering for future elections to the Board.

## ***XI PROCEDURE TO AMEND BYLAWS***

1. **The bylaws committee** shall consist of a minimum of 3 or more members with a BOD member serving as the Chair. General members may serve on the committee.
2. **A finalized draft** of the proposed bylaw change will be provided to the BOD via email at least two days prior to a regular scheduled BOD meeting.
3. **Proposed changes** require a two-thirds (2/3) majority vote of approval from the BOD voting members that are present.
4. **Bylaw changes** approved by the BOD will be posted as soon as possible on the BCP website along with the date for the general membership voting. The BOD may also send an email to the general membership stating the proposed changes and the date for the general membership voting.

5. **The bylaws committee** chair will read the proposed bylaw changes at the next general membership meeting and a majority voice vote from the general membership will determine approval or denial. Upon adoption by the general membership, the proposed bylaw changes will become effective immediately, updated on the BCP website and documented by the secretary.
6. **A chronological documentation** of bylaw changes and the committee members involved in the said changes will be added on the last page.

## XII PARLIAMENTARY AUTHORITY

**The rules contained** in the most recent edition of Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Committee may adopt.

## XIII SAVINGS CLAUSE

**"If any section, subsection, sentence,** clause, phrase, or portion of these bylaws is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portion thereof. It is hereby declared to be the intent of the Officers of Berks County Patriots that these bylaws would have been adopted had such unconstitutional, illegal, or invalid section, subsection, sentence, clause, phrase, or portion had not been included therein."

## XIV DISSOLUTION

**Upon the dissolution** of this non-profit, non-partisan, educational group, the Board of Directors shall, after paying, or making provisions for payment of all liabilities of the Group, dispose of all the assets of the Committee exclusively for the purpose of the Group in such manner, or to such organization(s) under applicable provisions of the United States Internal Revenue law then in effect as the Board of Directors determine or as shall, at the time, corporation organized exclusively for the aforementioned purposes.

## Bylaws Amended by membership July 18, 2013

**Bylaw Committee;** Chairman Ed Leh

Carol Gardecki

Linda Brancadora

Sam Brancadora

## Bylaws Amended by membership September 18, 2022

**Bylaw Committee;** Chairman Leonard Krug

Carol Gardecki

Kelly Held

Joe Phillips

William Mulgrew

## Bylaws Amended by membership January 19, 2023

**Bylaw Committee;** Chairman Leonard Krug

Carol Gardecki

Kelly Held

Joe Phillips

William Mulgrew

## Bylaws Amended by membership January 15, 2026

**Bylaw Committee;** Chairman Leonard Krug

Mary Jane Wijtyk

Lori Krug



# BERKS COUNTY PATRIOTS

General Meetings on the 3rd Thursday of the month

Doors open at 5:00 for raffles, kitchen, and socializing!

Meeting starts: 6:30 to 8:30

Location: Temple Fire Company Ballroom – 4963 Kutztown Road, Temple, PA 19560

\* In DECEMBER ONLY we meet on the second Tuesday.

## Berks County Patriots

P.O. Box 229

Blandon, PA 19510

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