

**CONSTITUTION AND BYLAWS
OF THE REPUBLICAN CENTRAL COMMITTEE
OF CARROLL COUNTY, MARYLAND**
Amended & Adopted May 28, 2020

ARTICLE I - NAME

The name of this organization shall be The Republican Central Committee of Carroll County, Maryland (the “Committee”); also known as the Carroll County Republican Central Committee (CCRCC).

ARTICLE II- PURPOSE, IMPLEMENTATION, AND SUPERIOR AUTHORITIES

2.1. Purpose.

The purpose of the Republican Party (the “Party”) is to secure our unalienable rights of life, liberty, and the pursuit of happiness given to us by our Creator.

2.2. Implementation.

The purposes of the Committee are to be the governing body of and the official spokesman for the Republican Party in Carroll County, Maryland; to cooperate with the Republican State Central Committee for the State of Maryland and with the Republican National Committee; to establish and operate an effective Republican political organization for Carroll County; to seek to register new voters as Republicans and to encourage those already registered otherwise to change their registration to the Republican Party; to secure the election of all duly nominated Republican candidates; to fill vacancies in, and in nominations for, public office; to coordinate and assist Republican activities in Carroll County; to engage in fund raising to support the activities enumerated above; to promote the principles, objectives, and platform of the Party; and to engage in such other activities as are reasonably necessary and proper to accomplish the foregoing purposes.

2.3. Superior Authorities.

- a. This document is subject to the rules of the Republican State Central Committee for the State of Maryland and the Republican National Committee and may be subject to the laws of the United States and the State of Maryland.
- b. The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the Committee may adopt.

ARTICLE III - MEMBERSHIP

3.1. Membership.

The membership of the Committee shall be regulated in accordance with the applicable sections of Title 4 of the Election Law Article of the Maryland Code and Article IV of the Constitution of the Republican Party of the State of Maryland. Pursuant to §4-203(e) of Title 4 of the Election

Law Article of the Maryland Code, the Committee shall consist of nine (9) members elected at large.

3.2 Qualification.

Both at the time of their elections and throughout their terms of office, all members of the Committee must be residents and registered Republican voters in Carroll County.

3.3 Term of Office.

The term of office of members of the Committee shall be as provided in Title 4 of the Election Law Article of the Maryland Code.

3.4 Party Oath.

a. Every member of the Committee must take the Party Oath.

b. The Party Oath is: I _____ (name) do solemnly swear or affirm that I will uphold and support the Constitution of the United States; be faithful and bear true allegiance to the state of Maryland and uphold the Maryland Constitution and laws thereof; abide by the Constitution and Bylaws of the Maryland Republican Party; and faithfully execute the office upon which I am about to enter with diligence to the best of my skill, abilities and judgment without partiality or prejudice.

3.5 Resignations.

Any member of the Committee may resign for any reason at any time provided that such member provides written notification to the Chair of the Committee of such member's intent to resign and the effective date of such resignation. In the event that no effective date is specified in the written notification, such resignation shall be effective upon receipt of the written notification by the Chair.

3.6 Political Activity of Members.

The Committee shall not publicly sponsor or endorse any candidate of a political party other than the Republican Party in a contest in which there is a Republican candidate that has promised to uphold the principles of the RNC Platform. Failure of any individual member of the Committee to comply with the foregoing standard shall subject such person to such sanctions as may be proposed by the Committee. However, nothing contained herein shall prohibit individual members from respectfully expressing their individual views to the media or public.

3.7 Attendance.

As the duly elected/appointed representatives of all Republicans in Carroll County and the body in charge of party activities, regular attendance to regularly scheduled meetings and state conventions is an obligation. If attendance is not possible, notification to the Chair is required at least one day in advance of the meeting unless extenuating circumstances exist, in which case the member shall provide notice as soon as reasonably possible. The Chair has the discretion to determine whether an absence is excused. The Chair shall notify the Committee whether the absence is excused. After being notified of the Chair's decision, the Committee may overrule the Chair's decision by a two-thirds (2/3) majority of the votes cast. If two or more unexcused absences in a twelve (12) month period would result in a member of the Committee being subject

to removal, the Chair shall notify the member in writing that another unexcused absence may result in the removal of the member.

3.8 Removal from Office.

a. A member of the Committee who is convicted of a felony or who fails to appear at three (3) consecutive regularly-scheduled meetings during a period in excess of 60 days may be removed with prior written notice by return receipt mail by a two-thirds (2/3) vote of the Committee members present at the next regularly-scheduled meeting, after which the member shall be notified in writing by return receipt mail of this action within three (3) days.

b. A member of the Committee who is convicted of a felony or who fails to appear either in person or by proxy at three (3) consecutive conventions of the State Central Committee may be removed with prior written notice by return receipt mail by a two-thirds (2/3) vote of those present at the next regularly scheduled meeting of the State Executive Committee after which the member shall be notified in writing by return receipt mail of this action within seven days.

3.9 Vacancies.

A vacancy shall exist upon the death, removal, or resignation of a member or upon the occurrence of any event provided for in §4-202 of the Election Law Article of the Maryland Code. The Chair shall immediately give notice to the other members of the Committee of a vacancy, and must schedule and hold meetings to begin filling said vacancy within 30 days. Any vacancy on the Committee shall be filled within ninety (90) days after the vacancy occurs by the remaining members of the Committee at a duly called meeting of the Committee. When the Committee considers the matter of filling a vacancy, nominations may be made by any member, and election shall be by a majority of the Committee. If a vacancy has not been filled within the ninety (90) day period commencing on the date of the vacancy, the vacancy may be filled by the Chair. A person elected to fill a vacancy shall serve for the remaining term of the member who created the vacancy.

3.10 Quadrennial Organizational Meeting.

a. Meeting Requirements

(1) The Committee shall hold the Quadrennial Organizational Meeting after the Gubernatorial General Election in order to elect new officers and organize the new Central Committee.

(2) The Quadrennial Organizational Meeting shall be called within 5 days subsequent to the Gubernatorial General Election, and members shall be given at least 5 days advance notice of the meeting.

(3) The Quadrennial Organizational Meeting shall be held prior to the 14th day subsequent to the Gubernatorial General Election, which is the day that new Central Committee members take office.

b. The responsibility to call the Quadrennial Organizational Meeting shall fall to, in order:

- i. The newly elected member who received the highest vote total in the Gubernatorial Primary Election.
- ii. The newly elected member who received the second highest vote total in the Gubernatorial Primary Election.
- iii. The sitting County Chair
- iv. The Chair of the Maryland Republican Party

ARTICLE IV – OFFICERS

4.1 Officers.

The officers of the Committee shall be a Chair, Vice Chair, Secretary and Treasurer. The Chair and Vice Chair shall be members of the Committee. The Secretary and Treasurer shall not be required to be members of the Committee but must be registered Republican voters in Carroll County at the time of their election and throughout their term of office. All officers shall be elected by the Committee.

4.2 Chair.

The Chair shall be the chief executive officer of the Committee for ministerial matters; shall call regular and special meetings of the Committee; may preside and shall promote orderly discussion at all meetings of the Committee; may have general supervision over the affairs, activities and any employees of the Committee; may supervise the expenditures of Committee funds as authorized by the Committee; may be the official spokesman for the Committee; and shall perform such other duties as are required by law and as usually pertain to the office of the Chair.

4.3 Vice Chair.

The Vice Chair shall preside at all meetings in the absence of the Chair and perform such other duties as are required by law or as may be prescribed by the Chair and are incident to this office, and in the event a vacancy occurs in the office of the Chair, the Vice Chair shall exercise all of the powers and perform all of the duties of the Chair until such vacancy has been filled by the Committee.

4.4 Secretary.

The Secretary shall keep complete and accurate minutes (including attendance records) of all meetings of the Committee; shall be responsible for official notices and reports as required by law or by this Constitution and Bylaws; and shall perform such other duties as the Chair shall assign and are incident to this office.

4.5 Treasurer.

The Treasurer shall be responsible for the receipt and, at the direction of the Chair, the disbursement of all monies by and for the Committee; shall maintain the accounts for the Committee and shall maintain complete and accurate records of all receipts and disbursements;; shall render periodic reports of income and expenditures as required by the Chair or the Committee; and shall, upon request, account to and transfer to the successor Treasurer any funds belonging to the Committee at the end of his/her term.

4.6 Advisory Positions.

a. Parliamentarian.

1. The Chair may nominate a Parliamentarian subject to approval by majority vote, who shall perform such duties as are incidental to the office.
2. The Parliamentarian need not but may be a member of the Committee.

b. General Counsel.

1. The Chair may nominate a General Counsel subject to approval by majority vote, who shall serve as legal adviser to the Committee.
2. The General Counsel need not but may be a member of the Committee.

4.7 Election of Officers.

Election of officers shall be held at the organizational meeting provided for in Section 3.9 above and thereafter annually at the first duly called meeting of the Committee following the first Tuesday after the first Monday in November. Officers shall be elected by majority vote. Each officer shall serve for a term of office lasting one year, or until such officer's successor is elected, whichever is later to occur. Officers may stand for reelection, but shall not hold a particular office, except for the office of Treasurer, for more than two (2) consecutive terms. Annually, the Committee members may vote by at least a 2/3 majority to extend the term of a term-limited Secretary by one year.

4.8 Notice of Election of Officers.

Within fifteen (15) days following the election of any officers, the Chair shall notify the State Administrative Board of Election Laws and Republican State Central Committee for the State of Maryland of the names and addresses of the persons elected as officers.

4.9 Removal of Officers.

At any regular or special meeting of the Committee, a vote may be taken to remove any officer from office, provided that at least twenty (20) days written notice has been given to all officers and to all members of the Committee of such intention. Said notice shall specify the reason(s) for removal, and the individual being removed shall have an opportunity to respond in person to said removal action prior to a vote. A two-thirds (2/3) majority of the votes cast shall be required to effect removal.

4.10 Filling of Vacancies.

A vacancy shall exist upon the death, removal, or resignation of an officer. The Chair shall immediately give written notice to the other members of the Committee of a vacancy. If an officer is removed, the vacancy shall be filled by majority vote taken at the same meeting. Except as otherwise provided in the preceding sentence, if a vacancy occurs, an election shall be held to fill the vacancy for the remaining term at the first duly called meeting of the Committee which is held not less than seven (7) days after written notice of the vacancy is given to the other members of the Committee. The Vice Chair shall act as Chair until a new Chair is elected. Election shall be by majority vote.

ARTICLE V– MEETINGS

5.1 Regular Meetings.

Regular meetings of the Committee shall be held at least quarterly. Such meetings shall be held at a location in Carroll County which is convenient to the members of the Committee.

5.2 Special Meetings.

Special Meetings of the Committee may be called by the Chair and shall be called upon a written petition to the Chair by a majority of the members of the Committee. Such meetings shall be held at a location in Carroll County which is convenient to the members of the Committee.

5.3 Notice.

The Chair shall give at least three (3) days written notice of any special meeting of the Committee. The notice shall state the time, place and, insofar as practical, the agenda to the meeting. The notice shall be provided to all officers and members of the Committee.

5.4 Proxies.

Proxies shall not be permitted at any meeting of the Committee.

5.5 Quorum.

Representation from a majority of the then serving members of the Committee shall constitute a quorum of the Committee at any meeting.

5.6 Voting.

Voting must be done in person at any regularly scheduled or special meeting, except that a member may participate remotely via telephone (speakerphone), facetime, or similar videoconferencing media, provided he/she gives 72 hours advanced notice to the chair or parliamentarian that he/she is unavailable for an in-person meeting. Exceptions to the 72 hour rule may be made by the Chair for other exigent circumstances. Notwithstanding the above, a member must be physically present to count toward a quorum for purposes of establishing a meeting.

ARTICLE VI-STANDING COMMITTEES

6.1 In General.

There shall be the following standing committees: the Finance Committee, the Bylaws Committee, and the Events Committee.

6.2 Standing Committee Membership.

Unless otherwise specified in this Article, each standing committee shall have a chair and not less than two (2) additional members, including Ex-Officio members as provided herein. The chair and members, except Ex-Officio Members, of each standing committee shall be appointed by the Chair annually at the Regular Meeting of the Committee in December, and at such other time as the Chair deems appropriate. The chair and members of each standing committee shall not be required to be members of the Committee, but must be registered Republican voters and residents of Carroll County throughout their terms of appointment. The Chair and members of each standing committee, except Ex-Officio Members, shall serve at the pleasure of the Chair and may be subject to removal and/or replacement at any time. The Chair and members of each standing committee, except Ex-Officio Members, may resign at any time in accordance with the provisions for resignation of Committee members as provided in section 3.5 of this Constitution and Bylaws. Ex-Officio Members of the standing committees, as provided herein, shall serve on the designated standing committees automatically throughout their terms as officers of the Committee. Ex- Officio

Members of the standing committees may serve as chair of the respective standing committee at the discretion of the Chair.

6.3 Finance Committee.

The Finance Committee shall be responsible for raising funds for the use of the Committee for general operating expenses and candidate support. The Treasurer shall be an Ex-Officio Member of the Finance Committee.

6.4 Bylaws Committee.

The Bylaws Committee shall be responsible for reviewing, updating, and making recommendations to the Committee of proposed changes to this Constitution and Bylaws. Voting members of the Bylaws Committee shall be members of the Committee. All proposed amendments to the Bylaws shall be referred to the Bylaws Committee which shall make recommendations to the Committee on all proposed amendments to the Constitution and Bylaws, as approved by the Bylaws Committee. The Chair appoints the Chair of the Bylaws Committee and other members of the Bylaws Committee who shall serve at the pleasure of the Chair.

6.5 Events Committee.

The Events Committee shall be responsible for the continuous planning and organization of all community-based and public events and activities in which the Committee decides to participate. Such events may include, but are not limited to: fairs, parades, volunteer coordination efforts, and voter contact and registration drives, etc.

6.6 Ad Hoc Committees.

The Chair may establish ad hoc committees as deemed necessary or proper to advise and aid in conducting the affairs of the Committee. The members of ad hoc committees do not need to be members of the Committee.

ARTICLE VII- AMENDMENTS TO THIS DOCUMENT

7.1 Effective Date.

This Constitution and Bylaws shall take effect and be enforced when adopted by a vote of two-thirds (2/3) of the members present at a duly called or special meeting of the Committee and provided further that a copy of this Constitution and Bylaws in clearly visible markup format, was sent to each member with written notice of its proposed adoption at least seven (7) days prior to the meeting.

7.2 Amendments.

This Constitution and Bylaws may be amended at any meeting by the affirmative vote of two-thirds (2/3) of the members, at a duly called or special meeting and provided further that notice of the proposed amendment in clearly visible markup format, was sent to each member of the Committee at least seven (7) days prior to the meeting.

7.3 Notice of Amendments.

The Chair shall file with the State Administrative Board of Election Laws and with the Republican State Central Committee for the State of Maryland a copy of this Constitution and Bylaws within thirty (30) days after its adoption and shall also file in the same locations a copy of any amendment to this Constitution and Bylaws within thirty (30) days after adoption.

ARTICLE VIII – PROCEDURE FOR FILLING LEGISLATIVE VACANCIES

8.1 Purpose.

Article III, §13 of the Maryland State Constitution provides that a vacancy in the Maryland General Assembly shall be filled by designation of the central committee of the party and district from which the legislator was last elected or appointed within thirty (30) days of the seat becoming vacant. Within 15 days of receiving name(s) from the Central Committee, the Governor shall appoint from among the name(s) received. . The Central Committee is under no obligation, and shall not be required to provide more than one (1) name to the governor, unless stated to the contrary in the Maryland Constitution.

8.2 Announcement of Vacancy.

Upon the occurrence of Legislative Vacancy, the Chair, or his/her designee, shall, within five (5) days, publicly announce the Legislative Vacancy by the following means:

a. by sending written notice, either in the form of standard mail, electronic mail, or other means of written communication to:

(1) all members and officers of the Committee;

(2) all elected public officials who were elected or appointed as Republicans and represent all or part of Carroll County; and

(3) the president of each Republican organization in the Carroll County.

b. by issuing a press release to local media announcing the vacancy and that the vacancy shall be filled pursuant to the Committee's policy on Legislative Vacancies.

8.3 Applications to Fill Legislative Vacancies.

a. Any individual who meets the requirements of the Maryland State Constitution to serve as a member of the Maryland State Senate or Maryland House of Delegates from the district in which the vacancy occurs may apply to be considered as a candidate to fill the vacancy.

b. Any individual wishing to apply to fill the vacancy shall submit a completed application prior to the Application Deadline.

c. The Application Deadline shall be announced along with the Legislative Vacancy in accordance with Section 2 above, and shall in no event, be set less than ten (10) days nor more than fifteen (15) days after the Legislative Vacancy occurs except as prescribed in Section 10 herein.

d. Any individual wishing to apply to fill a Legislative Vacancy shall send his or her application via electronic mail or USPS mail to the officially published address of the Committee. (Read receipt on email and tracking on mail suggested).

e. Any application materials received by email or postmarked by the Application Deadline will be deemed to have been timely filed.

f. The Chair, or his/her designee, shall confirm receipt of an application within three (3) days of receipt by the Committee.

g. Any applications or application materials not timely filed shall not be considered.

h. All committee members shall be sent an electronic copy of all applications within two (2) days following the Application deadline.

8.4 Review of Applications.

a. Each application received in a timely manner shall be reviewed by the Chair, or his/her designee, to verify that applicant meets the constitutional eligibility requirements (*e.g.*, residency in the district, etc.) to occupy the seat in which there is a Legislative Vacancy and that the application is complete.

b. The Chair, or his/her designee, shall report the findings on the submitted applications to the entire Committee. The Chair shall forward copies of all applications to all members of the Central Committee.

8.5 Public Comment Period.

a. Within (3) days after the Application Deadline, the Chair, or their designee, shall announce the identity of all applicants for the Legislative Vacancy along with an invitation for public comments in the same manner as set forth in Section 2 above for originally announcing the Legislative Vacancy.

b. The method and deadline for submission of public comments shall be announced in accordance with subsection (a) above.

c. The deadline for public comments shall be a minimum of seven (7) days after the application deadline.

8.6 Interviews.

a. The Committee shall interview candidates seeking to fill a Legislative Vacancy, and shall notify any candidates who will not be interviewed.

b. The interviews may take place at a Regular or Special Meeting of the Committee as defined in the Constitution and Bylaws of the Committee.

c. Each interview may consist of an opening statement, questions from the committee, and a closing statement.

d. After the interview of applicants is completed, the Committee will discuss the qualifications of the applicants, which may occur in Executive Session.

8.7 Selection of Candidates.

a. There shall be no proxy voting on applicants to fill Legislative Vacancies.

b. If a Committee member is also a candidate, they shall recuse themselves from the vote. A Committee member may recuse themselves from the vote for other conflicts of interest as well. If a Committee member has a conflict of interest, he/she must either (a) recuse himself; or (b) disclose the conflict of interest and seek an opinion from general counsel, as to whether said conflict is substantive enough to require recusal.

c. Voting shall take place in a public session by secret ballot on each position individually, and the ballots tallied and results announced after the completion of the interview of applicants. It may occur during the same session as the interview of candidates or during a subsequent meeting of the Committee provided that it occurs within the time period as provided by Article 3 Section 13 of the Maryland Constitution, and the vacancy exists at the time of the vote.

d. If no individual applicant receives enough votes to constitute a majority of committee members, second and subsequent ballots will be taken until one applicant receives votes of a majority of committee members. The candidate who receives the majority shall have their name sent to the Governor, although the committee may vote to send additional names as well.

8.8 Early Initiation of Process for Anticipated Vacancies.

a. In some cases, when an incumbent member of the State House of Delegates or the State Senate, has announced an intention to resign as of a given date, it may be prudent to initiate the selection process prior to the actual occurrence of a vacancy.

b. When the Committee receives a copy of an official resignation letter of a State Delegate or State Senator, which is dated as of a date certain occurring no more than thirty (30) days in the future, the Committee may proceed with the process for filling a Legislative Vacancy as if the Legislative Vacancy had occurred on the date the letter was received. However, in no event, shall the Public Hearing or any Vote take place prior to the actual occurrence of the Legislative Vacancy.

c. If the process for filling a Legislative Vacancy is initiated early due to an anticipated vacancy, the Application Deadline may be set no earlier than ten (10) days prior to the receipt of the copy of an official resignation letter.

d. Should the process have been initiated early, but for some reason the Legislative Vacancy never actually occurs, the process will terminate immediately.

8.9 Short-term Vacancies.

In the event of a Short-term Vacancy (meaning a vacancy occurring within sixty (60) days prior to the expiration of the vacating member's term in the General Assembly), the Committee may act to fill the Legislative Vacancy at a Regular or Special Meeting with voting taking place in accordance with Section 7 herein except that no timeframes specified in these policies shall apply to filling the Short-term Vacancy. In addition, the Committee shall not be required to announce, take applications for, or interview applicants for a Short-term Vacancy. The requirements of Sections 4 through 7 of this policy shall not apply. Any selection to fill such a Legislative Vacancy, however, must still be made within thirty (30) days after the occurrence of such a vacancy as set forth by the Maryland State Constitution.

8.10 Notification to the Governor.

The Chair, or his/her designee, shall notify the Governor of the Committee's decision within one (1) day after the final selection is made. Pursuant to the Maryland State Constitution, the Governor

must be notified no later than thirty (30) days after the occurrence of the Legislative Vacancy.

ARTICLE IX– MISCELLANEOUS

9.1 Notices.

Any notice required by this Constitution and Bylaws will be satisfied when (i) deemed to have been given when orally received by the person to whom directed; or if written notice is required when (ii) deposited in the mail, postage prepaid, to be delivered by first-class mail, provided that such mailed notice is addressed to the person at the most recent address provided to the Committee by such person or sent via electronic mail to the most recent e-mail address provided to the Committee by such person and delivery of the e-mail is confirmed or acknowledged.

9.2 Social Media.

- a. Official postings on social media websites (Facebook, Twitter, etc.) about or on behalf of the Committee shall be made only by the Chair or a person or persons designated by the Chair.
- b. The Chair, with approval of the Committee, may appoint a Social Media Committee (“SMC”) and the chair thereof.
- c. Someone who wishes to have an event or issue publicized on the official social media of the Committee shall contact the Chair or the SMC.
- d. The Chair or the SMC will review all comments before they are posted, and those that are off-topic or clearly promoting a commercial product or of a non-civil attitude, will not be published;
- e. Video Recording, Audio Recording and Photography. To protect the safety, privacy and intellectual property of the Committee and third parties participating in Committee events, no video recording, audio recording or photography of Committee meetings or events may be posted on social media sites without the prior permission of the Chair or the SMC.
- f. Additional Social Media policies or guidelines may be created by the Chair or a person or persons designated by the Chair.
- g. Ownership of Social Media Content and Accounts. All social media accounts, developments, and intellectual property (including computer programs, blogs, copyrighted works, online journals, and profiles on social networking sites such as Twitter, Facebook, LinkedIn, YouTube, MySpace, etc.) created or used by Members for the Committee or to promote the Committee, including accounts featuring or displaying the Committee’s name (collectively “Committee Work Product”), belong solely to the Committee. The Committee shall own and have the right to control all Committee Work Product whether a Member opens the account or uses, manages, or accesses it. Committee Work Product includes any and all log-in information, data, passwords, trademarks, and content related to the account, including all followers, subscribers, and contacts. Committee Work Product shall not include social media accounts that are created or used by a Member exclusively for a Member’s own personal use. A Member shall not create, develop, or maintain any Committee Work Product without the Committee’s express prior authorization. All approved Committee Work Product shall where possible be registered, in whole or in part, using the

Committee's name and contact information. After registration, the log-in and password information for all Committee Work Product shall be promptly reported to the Chair and his or her designee and the SMC, and shall not be changed without prior written authorization from the Chair. Upon the Chair or SMC's request during a Member's term or immediately after a Member resigns, is removed, or his or her term expires, a Member will cease accessing, using, updating, or modifying the Committee Work Product. The Members understand that the Committee will retain ownership and control of all Committee Work Product created or used during the Member's term, including all related data and information. Prior to the end of a Member's term, whether by removal, resignation, expiration or otherwise, each Member agrees to provide to the Committee the log-in information, including the usernames and passwords, for Committee Work Product a Member created, modified, or used. Members also agree to assist the Committee, both during and after the Member's term, with the transition of Committee Work Product created or used by a Member during his or her term, including providing information that may be necessary to ensure the Committee can access the Committee Work Product. Immediately after a Member resigns, is removed, or his or her term expires, or at any other time the Chair or SMC so requests, the Member shall deliver to the Chair or SMC all property, including but not limited to, documents in any form including electronic, software, records, reports, data, passwords, memoranda, notes, models, drafts and equipment of any nature prepared or acquired during Member's term.