

BYLAWS of the CAMPBELL COUNTY REPUBLICAN COMMITTEE

Revised July 27, 2021

Article I - General Provisions

Section A. Name

The Unit Committee of the Campbell County Republican Party (CCRP) shall be known as the Campbell County Republican Committee (CCRC) and shall serve as the administrative body of the CCRP. The CCRC is hereinafter referred to as the "Unit Committee".

Section B. Purpose, Powers, and Duties

Part 1. Purpose

The purpose of the Unit Committee is to promote the principles of the Republican Party, to encourage qualified candidates to run for public office, to elect Republican candidates to public office, and to inform and assist elected Republican officials.

Part 2. Powers and Duties

All powers and duties of the CCRP and the Unit Committee are derived from the "Plan of Organization of the Republican Party of Virginia, Inc.", hereinafter referred to as the "State Party Plan". No actions or Bylaws of the Unit Committee shall conflict with Federal or State law or with the current State Party Plan or subsequent amendments thereto.

Section C. Parliamentary Authority and Procedures

In decreasing order of authority, the State Party Plan, the Bylaws of the Fifth District Republican Committee, these Unit Committee Bylaws, special rules adopted by the Unit Committee, and the then current Robert's Rules of Order, Newly Revised shall govern all actions and proceedings of: the Unit Committee; its various committees and subcommittees; and Mass Meetings, Party Canvasses, and Conventions called by the Unit Committee.

Section D. Definitions

Part 1. The term "two-thirds vote" when used in these Bylaws without further qualification shall mean at least two-thirds of those voting members present and voting at a duly called meeting with a quorum present. The term "majority vote" without further qualification shall mean a majority of those voting members present and voting at a duly called meeting with a quorum present.

Part 2. Other parliamentary terms used in these Bylaws shall be as defined herein, otherwise as in the then-current Robert's Rules of Order, Newly Revised, unless defined in the State Party Plan.

Article II - Membership

Section A. Qualifications for Participation in Party Actions

Part 1. Qualifications: All legal and qualified voters of Campbell County under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin, or gender, who are in accord with the principles of the Republican Party and who, if requested, express in open meeting, either orally or in writing if required, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the CCRC in its Mass Meetings, Party Canvasses, Conventions, or Primaries encompassing their respective election districts – subject to the qualifications expressed in Article I, Section A of the State Party Plan of Organization. A person who has made application for registration and meets all other requirements of this paragraph, but whose name does not appear on the local registration books solely because the books have been closed in connection with a local election, will nevertheless be deemed a legal and qualified voter.

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Part 2. Participation: Delegates to Conventions and voters in Mass Meetings or Party Canvasses called by the Unit Committee, the Unit Chairman, and members of the Unit Committee shall meet the qualifications of Article II Section A Part 1 above and each must be a legally qualified voter within a Supervisory District in Campbell County.

Section B. Membership of the Unit Committee

The membership of the Campbell County Republican Committee shall consist of the following:

1. Unit Chairman
2. Precinct Members – The number from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct.
3. At-Large Members – Additional At-Large Memberships may be created which shall not exceed in number 30 percent of the members of the Committee.
4. A Vice-Chairman, Secretary and/or Treasurer may be elected by the Unit Committee. If elected these officers shall be chosen from among the Precinct and/or At-Large Members, but they shall not otherwise be entitled to vote solely by virtue of holding any such offices.

Section C. Election & Term

Part 1. Election to membership requires pre-payment of biennial dues (as set by the Unit Committee) and an application on which the applicant attests to his satisfying the qualifications of Article II, Section A. If an individual applies for membership more than halfway between biennial mass meetings, that individual may be elected to membership with payment of one year's dues.

Part 2. The Unit Chairman, Precinct Members, and At-Large Members shall be elected for a term of two years or until their successors are elected by the Mass Meeting, Party Canvass, Convention, or Primary called by the Unit Committee to elect delegates to the Biennial District Convention (hereinafter called the Biennial Meeting).

Part 3. A Vice-Chairman, Secretary, and/or Treasurer may, at the discretion of the Unit Committee, be elected at any Unit Committee meeting subsequent to the Biennial Meeting. Any of these officers so elected shall serve for a term of two years or until their successors are elected.

Part 4. In the event of a postponement of the Mass Meeting, the unit may move forward with the election of the other executive committee members.

Section D. Vacancies, Resignations, and Removal

Part 1. Any member of the Unit Committee may resign his membership or position as an officer by notifying the Unit Chairman or Secretary. If the member does not specify an effective date for his resignation, it will be effective upon receipt of the notification. Otherwise, the effective date of such resignation shall be the earlier of (i) that stated in his resignation and (ii) the effective date of any resignation or removal due to imposition of other Parts of this Section. If the Unit Chairman, Vice-Chairman, Secretary, or Treasurer resigns only his position as an officer, he will be automatically assigned a vacant Precinct Membership (or an At-Large Membership if such a Precinct Membership is not available).

Part 2. A Precinct Member who moves his residence from one precinct to another within the county immediately vacates his Precinct Membership but will be automatically assigned a vacant Precinct Membership in his new voting precinct (or an At-Large Membership if such a Precinct Membership is not available).

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Part 3. Any member is deemed to have forfeited his status as a member of the Unit Committee, including any position as an officer, when he no longer satisfies the qualifications of Article II, Section A such as when: he is no longer a legally qualified voter of Campbell County; he makes a reportable contribution, cash or in-kind, to any candidate who opposes a Republican nominee on the ballot in Campbell County; he participates in the nomination process of another party; and/or he publicly endorses or lets his name be used as supporting someone opposing the candidacy of any certified Republican nominee. Unless the member appeals such forfeiture under the terms of Part 6 of this Section, his forfeiture is deemed effective as of the date of the disqualifying action(s).

Part 4. When information comes to the attention of the Unit Chairman that would justify suspension or forfeiture under one or more of Parts 3 through 5 of this Section, the Chairman shall submit that information to the Executive Committee for its review. Upon a two-thirds vote of the Executive Committee, the Secretary shall then notify the member in writing (mailed to the member's most recent address of record), mentioning the grounds for the suspension or forfeiture, the effective date thereof, and the member's right to appeal the decision. The member's right to appeal requires written notice to the Chairman or Secretary within 30 days of the mailing of that letter that the member will seek an appeal at the next duly called special or regular Unit Committee Meeting. If the member appeals the ruling, the suspension or forfeiture can be rescinded only by a two-thirds vote at the Unit Committee Meeting in question.

Part 5. Any member or officer of the Unit Committee may be removed from office and/or membership by a vote of two-thirds of the other members of the Unit Committee on grounds other than those given elsewhere in this Section, after being furnished with written notice that: states such removal will be sought, lists the charges (in writing, signed by not less than one-third of the members of the Unit Committee), and informs him he has thirty days within which to appear and defend himself.

Part 6. Any member of the Committee that has missed three consecutive meetings will be deemed to have automatically forfeited their membership. Any member will be eligible to rejoin the committee only after attending one meeting and requesting reinstatement. The member will not be eligible to vote on CCRC business until the second meeting. Members will only be eligible for readmittance to the committee one time during the two-year unit cycle. If a person fails to attend meetings to keep their membership active they will no longer be eligible to join until the next mass meeting cycle.

Section E. Filling Vacancies

Part 1. Vacancies for Vice-Chairman, Secretary, and/or Treasurer shall be filled by the Unit Committee.

Part 2. Any vacancies among other elected members or officers of the Unit Committee may be filled by the Unit Committee for the remaining unexpired portion of the term.

Part 3. Nominations may be made at any duly called Unit Committee meeting.

Part 4. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

Article III - Officers

Section A. Elected Officers

Part 1. The elected officers of the Unit Committee shall be Unit Chairman and, at the discretion of the Unit Committee, Vice-Chairman, Secretary, Treasurer, and Supervisory District Representatives. Such officers shall not otherwise be qualified to vote solely by virtue of holding such office.

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Section B. Appointed Officers

Part 1. The appointed officers of the Unit Committee shall be Parliamentarian and Sergeant-At-Arms.

Part 2. The appointed officers shall be appointed by the Chairman at a Unit Committee meeting, and shall serve at the pleasure of the Chairman, but not beyond the tenure of the Chairman.

Section C. Nomination, Election, and Term

Part 1. No person may hold more than one position as an officer at the same time.

Part 2. The elections and terms for Chairman, Vice-Chairman, Secretary, and Treasurer shall be as specified in Article II. Section C above.

Part 4. Supervisory District Representatives may, at the discretion of the Unit Committee, be elected at any Unit Committee meeting subsequent to the Biennial Meeting. Any such Supervisory District Representatives elected shall be elected from among the Precinct and At-Large Members for a term of two years or until their successors are elected. There shall be no more than one Supervisory District Representative for each of the Supervisory Districts in Campbell County, with each being a resident in the Supervisory District he is to represent. His election shall be by Unit Committee. Each shall retain the Precinct or At-Large Membership he occupied before his election. A Supervisory District Representative who moves his registration and/or residence out of the Supervisory District he represents automatically vacates his position as Supervisory District Representative. He will be automatically assigned a vacant Precinct Membership in his new voting precinct (or an At-Large Membership if such a Precinct Membership is not available).

Section E. Duties

Part 1. Chairman: The Unit Chairman shall be the Chairman of the Unit Committee. The duties of the Chairman shall be in accordance with the State Party Plan. If any other officer becomes incapacitated or unavailable or vacates his position the Chairman may designate himself or another voting Unit Committee member to perform the required duties of that officer temporarily until the earlier of (a) when the officer is again able to perform his duties or (b) his successor is elected. In addition, the Chairman may annually appoint a temporary Financial Committee to review the Unit Committee financial records, and report the findings of the Financial Committee to the Unit Committee.

Part 2. Vice-Chairman: The general duties of the Vice-Chairman are to provide assistance and advice to the Unit Chairman and serve as acting Chairman in the absence or disability of the Chairman.

Part 3. Secretary: The Secretary shall take the minutes and maintain the records and copies of official correspondence of the Unit Committee and the Executive Committee meetings. He shall maintain the attendance record of Unit Committee members. At the request of the Chairman, he shall issue calls for regular and special Unit Committee and Executive Committee meetings upon receipt of the call (including agenda) for each such meeting. He shall call a Unit Committee meeting to elect a new Chairman upon the Chairman's death, resignation, or inability- to act within thirty (30) days of such occurrence; He shall serve as the temporary Secretary for Mass Meetings, Party Canvasses, or Conventions until a permanent organization is effected. As requested, he shall prepare official letters for the Chairman's signature.

Part 4. Treasurer: The primary duties of the Treasurer shall be to: serve as custodian of the Unit Committee operating funds, which shall include their receipt, safekeeping, disbursing, and recording. He shall present a current financial report at each Unit Committee meeting. He shall also coordinate with the Secretary to help determine who is eligible to cast votes at Unit Committee meetings.

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Part 5. Supervisory District Representatives: The general duties of a Supervisory District Representative shall be those associated with coordinating activities within his Campbell County Supervisory District needed to enhance the election of Republican candidates (and other candidates endorsed by the Unit Committee) to public office and to promote Republican Party interests in that District.

Part 6. Parliamentarian: The duties of the Parliamentarian shall be to advise the Chairman on matters of parliamentary procedure.

Part 7. Sergeant-At-Arms: The duties of the Sergeant-At-Arms shall be to assist the Chairman in ensuring orderly conduct of business at Unit Committee meetings.

Part 8. General: In addition to the duties listed above, each officer shall perform those duties delineated elsewhere in these Bylaws (e.g., in Article IV, Section B, Parts 1 and 2), other parliamentary authorities cited in Article I, Section C, and as directed by majority vote of the Unit Committee.

Article IV - Committees of the Unit Committee

Section A. General

Part 1. The Executive Committee shall be a standing committee of the Unit Committee. Other standing committees may be formed by a two-thirds vote of the Unit Committee if notice of intent has been included in the call.

Part 2. Any Standing Committee shall be available to serve as advisory boards to the Unit Chairman.

Part 3. The Unit Committee has the authority to form special committees by majority vote.

Part 4. A Standing Committee, by majority vote, may form subcommittees.

Part 5. A quorum for all committees of the Unit Committee is defined as a majority of voting members of that body.

Part 6. An absent member of a committee may be represented by a person holding a proxy provided the holder of the proxy is a member of the Unit Committee, (but not a member of the committee in question) and the proxy letter includes the information necessary for the matters of business being conducted. In no case may any person cast more than one vote on a given issue.

Section B. Executive Committee

Part 1. Membership: The Executive Committee shall consist of the following: Unit Chairman (as committee chairman), Vice-Chairman, Secretary, Treasurer, and Supervisor District Representatives.

Part 2. The Chairman or the Secretary, at the direction of the Chairman, may issue a call for a meeting of the Executive Committee. All meetings of the Executive Committee shall be open to other voting members of the Unit Committee unless the Executive Committee, for the purpose of advising the chairman on sensitive issues, elects by majority vote to go into closed session, excluding all but its own members and designated invitees.

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Part 3. Duties: The Executive Committee shall act for and have the general power to administer the affairs of the Unit Committee between Unit Committee meetings. All its actions shall conform to the policies and instructions of the Unit Committee. It shall report its actions at the next Unit Committee meeting. It shall also advise the Chairman on any issues concerning the Republican Party in Campbell County. The Unit Committee or the Unit Chairman may assign additional duties to the Executive Committee.

Article V - Meetings Called by the Unit Committee

Section A. Unit Committee Meetings

Part 1. Meetings of the Unit Committee shall be held upon written notice (including the agenda) of not less than seven (7) days on the call of the Chairman, upon the call of one-third of the voting members of the Unit Committee, or upon the call by a majority of the voting members of the Executive Committee.

Part 2. A quorum at any duly called Unit Committee meeting shall be those members present when at least seven (7) days notice (with agenda) has been given.

Part 3. A member may be represented at a duly called Unit Committee meeting by proxy subject to the following:

- a. No individual may have more than one vote at any meeting he attends.
- b. The proxy holder must meet the requirements of Article I, Section A of the State Party Plan but shall not be a dues-paying member of the Unit Committee.
- c. All proxies must be in writing, signed by the maker, and in accordance with Article VII, Section A of the State Party Plan of Organization.
- d. A proxy in proper form shall be presented to the Chairman before the proxy holder is permitted to vote.

Part 4. All Unit Committee meetings shall be held in a building appropriate for public use and shall be open to the public. Upon a majority vote, the Unit Committee may declare a closed session to discuss sensitive issues and exclude all but members and designated invitees from its deliberations.

Section B. Mass Meetings, Party Canvasses, Conventions and Primaries

Part 1. A Campbell County Republican Mass Meeting, Party Canvass, Convention, or Primary shall be held in each year in which there is to be an election for local or constitutional offices for nominating candidates for the applicable offices, and for other proper purposes (such as the Biennial Meeting called to elect delegates to the Biennial District Convention). The Unit Committee shall determine, consistent with State Election Laws, whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether Unit Chairman and Unit Committee members shall be elected by Mass Meeting, Party Canvass, Convention, or Primary. It shall issue the calls for all such events, make all arrangements for them, and determine the basis of representation, if for a Convention. In the event of an emergency situation whereby a traditional in person Mass Meeting is not possible, and the Party Plan of the Republican Party of Virginia so allows, the committee is authorized to explore other nontraditional means by which to hold a Mass Meeting, including but not limited to a drive-through or walk-through Mass Meeting. If other nontraditional Mass Meeting methods are determined by the unit committee to not be reasonably feasible, the unit committee may postpone the Mass Meeting until such a time as the emergency situation has been lifted. Postponements will be voted on by the unit committee for no more than 90 days at a time. If the emergency is lifted during the postponement the unit committee will meet within 30 days in order to discuss and make arrangements for the Mass Meeting.

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Part 2. All calls for Mass Meetings or Party Canvasses shall be published in accordance with Article VIII Section A Part 2 of the State Party Plan. This bylaws provision – approved by a two-thirds vote – constitutes the two-thirds vote required by Article VIII, Section A Part 2 of the Plan of Organization to eliminate the requirement for publication of calls in a newspaper of general circulation.

Part 3. Any pre-filing requirement for election by a Mass Meeting, Party Canvass, or Convention shall be approved by the Unit Committee and the pre-filing requirement included in the call.

Part 4. Whenever candidates, convention delegates, or alternates have been duly nominated or elected by a Mass Meeting, Party Canvass, Convention, or Primary and a vacancy occurs, the Unit Committee is authorized to fill such vacancy in a formal meeting by majority vote after due notice of such intent has been included in the call of the meeting. Convention delegate vacancies may only be filled from the ranks of alternates. Such a meeting shall require at least seven days written notice.

Part 5. Whenever a Mass Meeting, Party Canvass, Convention, or Primary called by the Unit Committee fails to nominate a candidate or candidates for public office, in the absence of an instruction to the contrary by the Convention or Mass Meeting, the Unit Committee is authorized to endorse such candidate or candidates by two-thirds (2/3) vote of those voting members present in a Unit Committee meeting after timely notice of such intent has been included in the call of the meeting. Such endorsement will entitle the endorsee to use the term REPUBLICAN in their advertising material for the office for which they are seeking and to be listed among Republicans on Campbell County Republican sample ballots.

Part 6. A proxy may not be used in any Mass Meeting, Party Canvass, Convention, or Primary called by the Unit Committee.

Article VI Fiscal Issues

Section A. Policy

Part 1. The Unit Committee shall operate on a "pay as you go" basis and not incur debts that would result in a deficit.

Part 2. The Unit Committee shall not be responsible for the campaign debts of any candidate.

Part 3. The Unit Committee may, by a majority vote, authorize contributions from its operating funds to any Republican campaign or other worthwhile Republican endeavor except that it shall not authorize contributions to (a) any candidate for Party office or (b) any candidate for public office prior to that individual's either being selected as the Republican nominee or being endorsed by the Unit Committee for that public office.

Section B. Procedures

Part 1. The Fiscal year shall be April 1 - March 31.

Part 2. All operating funds shall be maintained in a checking account with the Treasurer and the Chairman, each individually, authorized to sign checks.

Part 3. The Treasurer shall be authorized to disburse operating funds according to the following:

- a. By his discretion for an amount up to \$300.00 per calendar quarter for routine items such as postage, stationery, and similar items.

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- b. By Executive Committee authorization for an amount up to \$300.00 per calendar quarter for nonroutine items.
- c. By Unit Committee authorization for all other items.

Part 4. The Unit Chairman is empowered to disburse funds as specified in Article VI, Section B, Part 3 if the Treasurer is unavailable to do so in a timely manner.

Article VII - Amendments

These Bylaws may be amended by a two-thirds vote, provided the proposed amendment received its initial reading at the immediately preceding duly called Unit Committee meeting, the call for which shall have included notice that the proposed amendment would be introduced.