

BYLAWS OF THE SIXTH CONGRESSIONAL DISTRICT OF VIRGINIA REPUBLICAN COMMITTEE

ARTICLE I – NAME

The name of this organization shall be "Sixth Congressional District of Virginia Republican Committee," hereinafter called the "District Committee" or "the Committee."

ARTICLE II- PURPOSE

The Sixth Congressional District Committee shall promote the principles of the Republican Party as expressed in the Creed of the Republican Party of Virginia (RPV); encourage qualified candidates to run for public office; elect Republican candidates to public office; assist generally the citizens composing the units served by the District Committee; assist elected Republican officials in the execution of their responsibilities; and any other purpose permitted by law.

ARTICLE III - MEMBERSHIP AND VOTING RIGHTS

A. Membership

1. The membership of the Committee shall be as follows:
 - a. District Chairman. This seat carries the right to vote.
 - b. District Vice Chairman, Secretary, and Treasurer. These seats shall have the right to vote.
 - c. Three Regional Vice Chairmen, one from each region as defined by Article IV, Section A,3. These seats carry the right to vote.
 - d. Chairman of each Unit within the District. This seat is *ex officio* with the right to vote.
 - e. State Central Committee Representatives
 - i. Three State Central Committee members elected by Quadrennial District Convention for a term of four (4) years or until their successors are elected. These seats are *ex officio* with the right to vote.
 - ii. A member of the State Central Committee elected by the District Committee following an election in which the populace of the district voted by a plurality for the Republican Presidential nominee in the preceding Presidential election. The member shall be elected at the first Committee meeting following the Presidential election and shall serve concurrently with the Presidential term. This seat is *ex officio* with the right to vote.

- iii. A member of the State Central Committee elected by the District Committee following an election in which the populace of the district voted by a plurality for the Republican as the District's representative to the United States Congress. The member shall be elected at the first Committee meeting following the Congressional election and shall serve concurrently with the Congressional term. This seat is *ex officio* with the right to vote.
 - iv. Members of the State Central Committee who reside and vote in the Sixth District but are not elected directly by the Sixth District Convention or the Sixth District Committee. Such members shall not have voting rights unless the most recent Biennial District Convention determines to provide them with that privilege by majority vote. Such seats are *ex officio*.
 - f. Sixth District Representative of the Virginia Federation of Republican Women. This seat is *ex officio* with the right to vote.
 - g. Sixth District Representative of the Young Republican Federation of Virginia. This seat is *ex officio* with the right to vote.
 - h. Sixth District Representative of the College Republican Federation of Virginia. This seat is *ex officio* with the right to vote.
2. When a Unit Chairman is elected to serve as a Congressional District Chairman, Congressional District State Central Representative, or a Regional Vice Chairman, the Unit Chairman shall serve and vote on the Congressional District Committee only as the District Chairman, as a State Central Representative, or a Regional Vice Chairman. In his capacity as a Unit Chairman he shall designate a person residing in that part of the unit located in the Sixth Congressional District to serve at the pleasure of the Unit Chairman as the Unit's representative on the Congressional District committee with the authority and vote of a Unit Chairman. This provision shall apply whether the Unit Chairman shall have been elected to serve as District Chairman, as a State Central Representative, or as a Regional Vice Chairman, either prior to or subsequent to his election as Unit Chairman.
 3. When a Unit Chairman is elected to serve as a Federation Representative, the Unit Chairman shall serve and vote on the Congressional District Committee only as a Federation Representative. In his capacity as a Unit Chairman he shall designate a person residing in that part of the unit located in the Sixth Congressional District to serve at the pleasure of the Unit Chairman as the Unit's representative on the Congressional District committee. This provision shall apply whether the Unit Chairman shall have been elected to serve as a Federation Representative either prior to or subsequent to his election as Unit Chairman.
 4. When a District Vice-Chairman, Secretary, or Treasurer is elected from among the voting members of the Committee, he shall serve and vote on the Committee only as the elected officer. He shall designate from among the constituency that originally elected him to the Committee an individual, at his discretion, to represent that constituency. This provision

shall apply whether the Committee member shall have been elected to serve as an officer either prior to or subsequent to his election as an officer.

5. No person shall hold more than two (2) voting positions on the District Committee.

B. Qualifications and limitations

1. All members of the District Committee shall meet the Qualifications for Participation as outlined in Article 1 of the Republican Party of Virginia Plan of Organization (“Party Plan”).
2. Members must reside within Virginia’s Sixth Congressional District throughout their term.
3. Any person elected to a position by the District Committee must be a member in good standing with their local Unit Committee at the time of their election.
4. No person shall be entitled to vote more than one seat on the District Committee.

C. Attendance and Proxies

1. Members are required to attend District Committee meetings and are subject to removal for excessive absences as specified in Article III, Section D.
2. Not more than once per calendar year, a member who is unable to attend a meeting in person may attend that meeting by electronic means, if the meeting site has appropriate technological capacity.
3. A member of the District Committee may be represented at any meeting by a proxy, subject to the following conditions:
 - a. A proxy holder must be a person registered to vote in Virginia who is in accord with the principles of the Republican Party and who is from the same constituency represented by the absent member.
 - b. All proxies shall be in writing, signed by the maker of the proxy and substantially in the form as set out in the Party Plan.

D. Removal and Vacancies

1. Any non *ex officio* member of the District Committee may be removed from office for cause by the vote of two-thirds ($\frac{2}{3}$) of the other voting members of the Committee in attendance at a duly convened meeting. A statement of the causes for removal must be

signed by not less than one-third ($\frac{1}{3}$) of the voting members of the Committee. Such member proposed to be removed shall receive a minimum of thirty (30) calendar days notice (as notice is otherwise defined herein) of a duly called Committee meeting. The member may appear at the meeting and shall be given an adequate opportunity to address the Committee regarding his proposed removal.

2. A member of the District Committee other than an *ex officio* member automatically loses his Committee position if he is absent three (3) consecutive meetings without representation by a person holding a proxy.
3. A vacancy on the Committee shall be filled in accordance with the Party Plan.
4. If an *ex officio* member of the Committee is absent for three (3) consecutive meetings without sending a proxy, his membership on the Committee shall be suspended automatically. . Suspension means that the member shall not take part in meetings of the Committee nor shall his vote in person or by proxy be counted. The District Chairman shall notify the *ex officio* member and the organization the member represents of the suspension and the reason for it.
5. The privileges of an *ex officio* member that have been suspended may be restored by a two-thirds vote of the voting members of the Committee present at a duly called meeting.

ARTICLE IV - OFFICERS AND THEIR ELECTION

A. Officers

1. District Chairman

- a. The District Chairman shall be Chairman of the District Committee.
- b. He shall issue calls for District Conventions and Party Canvasses.
- c. He shall convene the District Committee when the needs of the Party so demand, but in no event less than once during each calendar quarter, with no more than four (4) months between each meeting, and shall preside at the meetings of the Committee. He shall be responsible for sending written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.
- d. He shall be responsible for the operation of the District Headquarters, hiring such personnel as he shall deem necessary and for which funds are budgeted and shall be accountable therefore to the District Committee.
- e. He shall be responsible for providing a prescribed time and place, for filing declarations of candidacy and petitions as may be required by state law of a candidate in any primary election which shall be supervised by the District Chairman, or a designated representative.

2. District Vice-Chairman

The District Vice Chairman shall preside at meetings in the absence of the District Chairman, supervise the work of the Regional Vice-Chairmen and perform other duties as requested by the District Chairman.

3. Regional Vice Chairmen

- a. Three Regional Vice Chairmen (one from each region) shall provide organizational assistance to the Unit Committees within their jurisdictions and under the supervision of the District Vice-Chairman perform other services as requested by the District Committee or District Chairman.
- b. The regions of the District, for the selection of Regional Vice Chairmen and other purposes shall be as follows:
 - Northern Region-Harrisonburg, Page, Rockingham, Shenandoah and Warren;
 - Central Region-Amherst, Augusta, Bath, Lynchburg, Buena Vista, Highland, Lexington, Rockbridge, Staunton and Waynesboro;
 - Southern Region-Bedford County, Botetourt County, Roanoke City and Roanoke County.

4. Secretary

The Secretary shall keep the minutes and other official records of the Committee, including attendance records, maintain the official District membership list including addresses for each member, notify Committee members when they have missed two consecutive meetings, inform the Chairman when such notice is sent, assist the Chairman with official correspondence and the filing of documents, and facilitate communication between committee members and throughout the District as required by the Committee and convention resolutions, and other duties as assigned by the Chairman.

5. Treasurer

The Treasurer shall receive all funds and disburse all funds as approved by the Committee, shall submit a written report of financial transactions and conditions at each District Committee meeting, shall file all required financial reports, and shall issue notices of assessments to all units.

B. Election of Officers

1. The District Chairman and the three Regional Vice-Chairmen shall be elected by the Biennial District Convention to serve until their successors are elected at the next Biennial District Convention.
2. The Vice Chairman, Secretary, and Treasurer shall be elected by the District Committee at the first meeting following the Biennial District Convention to serve until their successors are elected at the first meeting following the next Biennial District Convention.
3. Individuals who are otherwise members of the District Committee may be elected as Vice Chairman, Secretary or Treasurer.

C. Appointed Positions

The District Chairman may appoint a General Legal Counsel, Parliamentarian, and Assistant Treasurer, and shall fill all other such offices as the District Committee may create. Persons appointed under this Section shall serve at the pleasure of the District Chairman. Unless person so appointed is also a member of the Committee, he shall not have the right to participate in meetings of the District Committee except to make reports and render advice as called for by the District Chairman or the Committee.

The Assistant Treasurer shall assist the Treasurer as requested by the Treasurer or as directed by the Chairman, maintain full knowledge of the financial situation of the Committee such that he would be able to step in and carry out the duties of the Treasurer should the Treasurer become unwilling or unable to fulfill such duties, and step in to fulfill the duties of the Treasurer until such time as the Treasurer (or his successor) resumes those duties.

D. Vacancies

1. A vacancy in the office of District Chairman shall be filled by the District Committee for the remaining unexpired portion of the term.
2. A District Committee Officer may be removed from office by the same procedure for removing members in Article III, Section D, Paragraph 1.
3. Vacancies in any District Committee Office shall be filled by a vote of the members of the District Committee at the first meeting following the occurrence of the vacancy in which notice of the intent to fill the vacancy has been included in the call of the meeting. The District Chairman may make an interim appointment to an office until the District Committee fills the vacancy.

4. An officer or member may resign by submitting a letter of resignation to the Chairman, who shall duly notify the Committee. The Chairman may resign by submitting a letter of resignation to the Secretary who shall duly notify the Committee.

ARTICLE V- MEETINGS

The District Committee shall meet at least once each calendar quarter, with no more than four (4) months between each meeting, at a location within the District to be designated by the Chairman. Additional meetings may be called by the Chairman or by one-third of the members of the District Committee.

Written notice of meetings of the District Committee, including time, location, and agenda, shall be sent to each member of the District Committee no less than fourteen (14) days in advance of the meeting, to the address provided by the member to the Secretary for placement in the official District membership list.

For a resolution to be considered at a meeting, it must be included in the Official Call unless 2/3 majority of the voting members present vote to consider the Resolution.

Notice by e-mail to each member's e-mail address on the official District Committee membership list constitutes written notice as required by any provision of these bylaws. Any member may opt for notification under these bylaws by regular mail through the U.S. Postal Service by giving written notice to the Secretary; however, when a member elects for notice by regular mail, such notice is sufficient if placed into regular mail (not necessarily delivered) at least fourteen (14) days in advance of the meeting. In the event any member opts for notice by regular mail, mailing itself constitutes notice regardless of when or if the notice is actually received by the member.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary, Treasurer, General Counsel, Regional Vice Chairmen and Chairmen of standing committees. Only Executive Committee members having voting privileges on the District Committee may vote as members of the Executive Committee.

The Executive Committee shall meet upon call of the District Chairman who shall be its chairman. The Executive Committee shall act for the District Committee when the latter is not in session, shall be subject to the direction of the District Committee, and shall have all actions reported at the next meeting of the District Committee.

ARTICLE VII - STANDING AND SPECIAL COMMITTEES

A. Standing Committees

1. The District Committee shall have the following standing committees:
 - a. Finance
 - b. Issues and Resolutions
 - c. Elections
 - d. Recruitment
 - e. Technology
 - f. Standardization and Bylaws
2. The District Chairman shall appoint the chairman of each standing committee at the beginning of his term. Each standing committee chairman shall select members of his committee, subject to veto by the District Chairman.
3. As required to meet the requirements of Article IX, the Chairman shall appoint a financial examination committee to complete the functions described therein.

B. Special Committees

1. The District Chairman may establish *ad hoc* committees for specific purposes. The Chairman shall appoint the *ad hoc* committee chairman and members. The District Committee may also appoint an *ad hoc* committee for a specific purpose by a three-fifths (3/5ths) vote of the members in attendance at a duly convened meeting.
2. *Ad hoc* committees shall cease to exist when they have fulfilled the purpose for which they were established or after one year from their inception, whichever comes first.

ARTICLE VIII- AUTHORITY

The District Committee is organized under and governed by the Party Plan, these bylaws, and Robert's Rules of Order, Newly Revised. No action of the District Committee shall conflict with the Party Plan, as amended from time to time. To the extent that there shall be a conflict between these bylaws and the relevant provisions of the Party Plan, the provisions of the Party Plan shall prevail. Where neither the Party Plan nor these bylaws regulate the conduct of this Committee, Robert's Rules of Order shall apply. In these bylaws, a word used in the masculine includes the feminine and neuter.

ARTICLE IX-FINANCES

A. Assessments

1. Each Unit Committee shall pay an annual assessment to the District Committee in proportion to Republican voting strength in the unit, the amount to be determined by

majority vote of the District Committee at the first meeting following the Biennial District Convention in even numbered years and no later than June 30 in odd numbered years. The Treasurer shall provide to each Unit Chairman notice of the assessment in accordance with the requirements for notice under these bylaws no later than 14 calendar days after the Committee meeting at which the assessment is determined.

2. If an annual assessment is not paid by December 1 of that year, an additional assessment of 1.5% per month on the amount of the annual assessment shall accrue from August 1 of that year, continuing until the amount of the entire assessment is paid, including any additional assessments for late payment.
3. The Treasurer shall provide the Unit Chairman with notices of assessments due at monthly intervals starting 90 days following the first notice. The District Committee may waive these penalties for any unit that presents a satisfactory plan for payment of its delinquent assessments that is satisfactory to the Treasurer.

B. Disbursement of Funds

1. The Treasurer shall be authorized to disburse funds normal and customary to the conduct of the business of the District Committee, including postage, stationery, and room rental. All other expenditures shall be authorized by the District Committee, either through an adopted budget, by approval of a specific request, or upon the determination of a committee appointed for a specific purpose, consisting of members approved by the District Committee.
2. An annual budget shall be prepared and adopted no later than June 30 of each year. The fiscal year of the District Committee shall be from July 1 through June 30.
3. The District Committee shall operate on a “pay as you go” basis and shall not incur debts that would result in a deficit.
4. All funds shall be maintained in a checking account with the Treasurer, the Assistant Treasurer, and the Chairman authorized to sign checks.

C. The Examination Committee

1. The examination committee shall be appointed by the Chairman, subject to confirmation by the Committee. No one shall serve on the examination committee more than two consecutive years, and no member of the examination committee shall concurrently be a member of the Finance Committee.
2. The Treasurer’s books and records shall be examined when a serving Treasurer leaves office . They shall also be examined at least once each fiscal year.
3. Such examination is to be certified to the Committee with a copy to the Treasurer.

ARTICLE X- AMENDMENT AND EFFECTIVE DATE

These bylaws may be amended by a three-fourths (3/4) roll call vote of the voting members of the District Committee present at any meeting duly noticed for that purpose, but not less than a majority of the total members. These bylaws and any amendments shall become effective immediately upon their adoption.

Adopted June 19, 1976
Revised April 16, 1977
Revised August 16, 1980
Revised December 19, 1981
Revised April 6, 2002
Revised August 23, 2003
Revised February 26, 2011
Revised September 7, 2013
Revised April 11, 2014
Revised October 29, 2016
Revised May 6, 2017
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