

# **AUGUSTA COUNTY REPUBLICAN COMMITTEE BYLAWS**

Effective October 16, 2018

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## **Article I. Name**

The name of this organization shall be “Augusta County Republican Committee,” hereinafter referred to as the “ACRC.”

## **Article II Purpose**

The purpose of the ACRC is to promote the principles of the Republican Party, to elect Republican candidates to public office, and to inform, advise, and assist elected Republican officials, and to generally assist the citizens composing the districts served by the ACRC.

## **Article III Organization and Duties**

1. All organizational powers and duties of the ACRC are derived from the “PLAN OF ORGANIZATION of the REPUBLICAN PARTY OF VIRGINIA,” hereinafter referred to as the “State Party Plan.” No actions or the Bylaws of the ACRC shall conflict with the State Party Plan or amendments thereto.
2. The ACRC shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether County Chairman and Committee members shall be elected by Mass Meeting, Party Canvass, Convention or Primary.
3. The ACRC shall hold regular Mass Meetings, Party Canvasses, and Conventions and such special Mass Meetings, Party Canvasses, or Conventions, as it deems necessary.
4. The ACRC shall cooperate with the State Central Committee, its District Committee, and the Legislative District Committee within its boundaries in conducting all elections and fundraising activities.

## **Article IV. Membership**

### **Section A. Qualifications/Loss of Membership**

1. All legal and qualified voters regardless of race, religion, color, national origin, or sex, under the laws of the Commonwealth of Virginia, who are residents of Augusta County, have submitted a membership application, are in accord with the principles of the Republican Party, renounce any existing or past affiliation with any other political party, and who, if requested, express in open meeting either orally or in writing as may be required their intent to support all of its nominees for public office in the ensuing election, shall be eligible for membership on the ACRC.
2. A voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee shall not qualify for participation in party actions as defined in this article for a period of four years.
3. Subject to Paragraph 1 of this Section and Section B, Paragraphs 2 and 3, membership for a period of two (2) years is established at the biennial mass meeting and thereafter any prospective

members shall present themselves for membership at one meeting and then, subject to appearance at the next, be approved for membership by a majority of the members at that second meeting.

4. A member who publicly support, makes a monetary contribution, or works on behalf of a candidate in opposition to a Republican nominee shall have their ACRC membership removed for a period of 4 years. Such member may be re-instated by a majority vote of the other members of the ACRC, prior to said 4 years, if so requested in writing.

5. A person who has made application for registration and who meets all other requirements of Section A of this Article, 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.

6. A member who does not pay Annual Dues, the amount established by the ACRC, to the ACRC Treasurer within 30 days of April 1 loses their membership.

7. A member of the ACRC shall automatically lose their committee positions, speaking, and voting privileges if they are absent three consecutive meetings without representation by a valid proxy for at least one of those meetings. (The Committee Secretary shall notify the member in writing after the third meeting. A member can restore their privileges by attendance of two following consecutive meetings, subject to approval by a majority of the members attending the second meeting.)

8. A member shall be entitled to the use of valid proxy representation for not more than 2 meetings in any one fiscal year.

9. Any member of the ACRC may be removed from membership on the ACRC by a vote of two-thirds of the Committee members, present and voting, at a duly convened meeting and after being furnished with notice that such removal will be sought, with the charges, in writing, signed by not less than one-third of the voting members of the Committee; and allowing him thirty days within which to appear and defend himself.

10. The provisions of Paragraphs 3 - 8 of this Section shall not apply to elected Republican officials, unless any such official has indicated a party status change.

11. If the boundaries of any precincts shall be changed, the County Committee, at the quarterly meeting for the first quarter of the subsequent calendar year, shall specify the precinct membership for such precincts until the next election following a presidential or gubernatorial election.

12. All currently elected Republican State and Local officials who represent Augusta County residents shall be ex officio members. They shall each hold speaking and voting privileges in regular and special ACRC Meetings that is not subject to Section A, Paragraphs 4 and 5 of this Article. They shall not hold an elected ACRC position. They shall not be required to pay dues.

## Section B. Composition/Vacancies

Membership of the ACRC shall consist of

### 1. Precinct Membership

a. See Article IV.

b. Precinct members of the County Committee shall represent the precincts in which they reside.

2. Vacancies in precinct and at-large memberships shall be filled as needed at regular monthly meetings by the Membership.

## **Article V. Elected Officers**

### Section A. Composition\*

1. Chairman

2. Vice-Chairman of Programs

3. Vice-Chairman of Precinct Organization and Membership

4. Vice-Chairman of Communications

5. Secretary

6. Treasurer

7. Magisterial District Chairmen

\* The words "Chairman," "Chairmen," or "he" in this document is to be considered gender neutral

\* Elected Officers are listed in their order of ranking.

### Section B. Election and Terms

1. The Chairman shall be elected by the Mass Meeting, Party Canvass, Convention, or called for the purpose of electing delegates to a Biennial District Convention for a term of two (2) years or until his successor is elected. He shall not serve more than three (3) consecutive terms.

2. The Vice-Chairmen, Secretary, Treasurer, and Magisterial District Chairs shall be elected for a term of two (2) years at the next regularly called meeting following the Mass Meeting, Party Canvass, Convention, or Primary at which the ACRC Chairman was elected. Precinct members of that district shall elect Magisterial District Chairs. There is no restriction on the number of consecutive terms for any of these positions.

## Section C. Vacancies and Removal

1. A vacancy in the office of the ACRC Chairman shall be filled at a Special ACRC Meeting within 30 days by the Membership for the remaining unexpired portion of the term. The Special Meeting shall be called by the Secretary and conducted by the Elected Officer in the next ranking occupied position.
2. A vacancy in the office of other Elected Officers is to be filled within a period no longer than 35 days.
3. Elected Officers may be removed from their elected positions by a vote of two-thirds of the Committee members, present and voting, at a duly convened meeting and after being furnished with notice that such removal will be sought, with the charges, in writing, signed by not less than one-third of the voting members of the Committee; and allowing him thirty days within which to appear and defend himself.

## Section D. Duties

### 1. Chairman:

- a. He shall issue calls for and preside over Regular and Special ACRC Meetings, County Mass Meetings, Party Canvasses, or Conventions as the county committee may decide, and shall preside until a temporary organization is effected.
- b. He shall issue calls for ACRC Mass Meetings, Party Canvasses, or Conventions as the county committee may decide and shall preside until a temporary organization is effected.
- c. He shall serve as the Augusta County representative on the Congressional and Legislative District Committees encompassing his residence.
- d. He shall designate a person residing in each of the other Congressional and Legislative districts of Augusta County, to serve at the pleasure of the ACRC Chairman, as the Augusta County representative on the respective Legislative and Congressional District committees with the authority and vote of the County Chairman.
- e. The Chairman shall be an ex-officio member of all standing and ad hoc committees.
- f. The Chairman with the Secretary, shall certify delegates and alternates to a convention, prepare a roll of all such certificates, deliver a copy of the roll to the Official Committee calling the Convention as prescribed by that committee.

He shall appoint a Parliamentarian who shall serve at his pleasure but otherwise not be entitled to a vote.

### 2. Vice-Chairmen and Order of Succession:

- a. Vice-Chairman of Programs: Organizes and oversees special events and serves in the place of the Chair. He shall chair the Candidates and Nominating Committee, prepare a Unit Political plan to be submitted to the Executive Committee prior to the Annual Meeting, coordinate the activities of other Republican Organizations within the county, conduct those programs and special projects as assigned by the Executive Committee, and in the event of an inability of the Chairman to serve, act as Proxy or Temporary Chairman until such time that the condition is corrected or a new Chairman is elected.
- b. Vice-Chairman of Precinct Organization and Membership: Serves to grow precinct membership, organize campaign strategies, and Election Day participation. He shall chair the Precinct Organization Committee and work with the Magisterial District Chairmen to properly train, instruct and supply them. He shall coordinate the activities of the Magisterial District Organizations, be responsible for recruiting Party members, and perform such other functions as the Executive Committee may assign. He shall appoint a recorder of attendance and dues payments.
- c. Vice-Chairman of Communications: Is responsible for official notices, calls, and press releases, and shall maintain lists of members, past supporters, contributors, and volunteers and friends of the ACRC. He is responsible for such correspondence as directed by the Executive and ACRC, maintain a file of all correspondence sent and received. He shall serve on the Precinct Organization Committee with particular attention upon public relations.
- d. The Vice-chairmen shall deliver all lists and files to a successor within ten (10) days of succession. Files and lists shall be retained for a period of three (3) years.

3. The ACRC Secretary:

- a. Shall maintain the membership list, an up-to-date copy of which shall be sent to the Chairman and the Vice-Chairman of Communications.
- b. Shall record the Minutes of all ACRC meetings and shall begin recording the minutes of mass meetings and conventions until a temporary organization is effected.
- c. He shall have available at all meetings, current copies of the State Party Plan, these Bylaws, and the current edition of "Robert's Rules of Order."
- d. He shall keep and maintain an accurate list of the membership's attendance.
- e. The Secretary shall deliver all minutes, lists, records and files to a successor within ten (10) days of succession. Such records shall be retained for a period of three (3) years.
- f. The Rules and Resolutions Committee shall consist of the ACRC Secretary, who will serve as Chairman of the Rules and Resolutions Committee, the Parliamentarian elected by the County Committee, and such other members as the Chairman may appoint. The Committee shall prepare Rules and Order-of-Business, as required for the conduct of

Mass Meetings, Party Canvasses, or Conventions. It shall keep and compute the Voting Strength of the districts and Precincts of Augusta County. The Committee shall accept and consider all Resolutions submitted that are requesting to be presented for a vote at all ACRC Meetings, Mass Meetings, or Conventions. The Committee shall receive and review all controversies and contests and report to the County Committee at the next called meeting, provide that ten (10) days are available for review. It shall as appropriate review these By-Laws and recommend changes when required.

4. The ACRC Treasurer:

- a. Shall serve as the ACRC chief financial officer in accordance with these Bylaws and any other financial policies determined by the ACRC.
- b. Shall ensure that funds raised by the Committee for election campaigns or other non-operating purposes shall also be handled in accordance with applicable law.
- c. Shall present at each ACRC meeting a report covering the period since the preceding meeting.
- d. Shall present an annual report to ACRC at the end of the fiscal/budget year.
- e. Shall insure that all required reports are made.
- f. Shall be authorized to distribute funds under the following conditions
  - i. In accordance with an annual budget approved by ACRC at a regularly called meeting, provided adequate funds are available to meet any priority obligations as established by such a budget.
  - ii. By written authority of the Executive Committee at a duly called meeting provided a source of funds to meet other obligations is clearly available.
  - iii. By written authority of the Chairman or two (2) Vice Chairmen, provided the amount does not exceed \$100.00 and a source of funds to meet other obligations is clearly available.
  - iv. The Chairman and Treasurer are empowered to open a bank account in the name of the Augusta County Republican Committee and to make deposits and withdrawals from that account;
- g. The Treasurer shall deliver all books and records to the successor within ten (10) days of succession. Such materials are to be retained for seven (7) years.

5. The Magisterial District Chairs shall work to ensure an active precinct organization throughout their districts.

## **Article VI. Executive Committee**

### Section A. General Power

The Executive Committee shall act for and have the general power to administer the affairs of the ACRC between meetings provided that all of its actions shall be in conformity with the policies, programs and instructions of the ACRC. It shall report its actions at the next unit meeting. No more than two immediate family members (spouses, parent/child, siblings) shall serve on the Executive Committee simultaneously.

### Section B. Composition

1. Elected Officers (With Voice and Vote)
2. Preceding Chairman (With Voice only)
3. Elected Public Officials as defined in Article IV, Section A, Paragraph 12 (With Voice only)

## **Article VII. Meeting Frequencies, Calls, Quorums, and Proxies**

### Section A. Frequencies

1. Regular Membership meetings shall be held monthly or as decided, but no less than once a quarter
2. Special Membership meetings shall be held as needed as determined by the Chairman or, upon petition to the Secretary, by one-third (1/3) of the ACRC Membership or the Secretary in the case of filling a Chairman vacancy.
3. Executive Board Meetings shall be held monthly at the call of the Chairman or by four (4) or more Executive Board Members.

### Section B. Calls

1. The Chairman, by way of the Vice-Chairman of Communications, shall issue Calls or any notices.
2. Calls shall be issued no less than seven (7) days prior to the date of the meeting and shall include an Order of Business (agenda.)
3. Calls, or any notice otherwise, shall be deemed as sufficiently made by issuing to email addresses provided to the Secretary by the ACRC Members.

### Section C. Quorum

1. A quorum for a Regular or Special membership Meeting shall be twenty (20) percent of the Membership that possess Voice and Vote Privileges.

2. A quorum for an Executive Board Meeting shall be fifty-one (51) percent of the voting members of the Executive Board.

Section D. Proxies

1. All proxies shall be in writing, signed by the maker and cosigned by a witness.
2. A proxy holder for an ACRC Member must be a registered voter from the same magisterial district as the Member and willing, if requested by the membership, to swear their intent to support all of its nominees for public office in the ensuing election.
3. All proxies shall substantially be in the following form.

“KNOW ALL MEN BY THESE PRESENTS, that I \_\_\_\_\_ of \_\_\_\_\_ do hereby constitute and appoint \_\_\_\_\_ my true and lawful attorney, to vote as my proxy (with full power of substitution)\* at a meeting of the Augusta County Republican Committee, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or at any adjourned meeting thereof and for me and in my name, place and stead to vote upon any question that properly may come before such meeting, with all the power I should possess if personally present, hereby revoking all previous proxies.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_(SEAL)

Witness \_\_\_\_\_(Seal)

\* Inclusion of the power of Substitution is discretionary with the member. Its omission shall preclude substitution.

**Article VIII. Financial**

Section A. Debt

The ACRC shall operate on a “pay as you go” basis and shall not incur debts that would result in a deficit.

Section B. Fiscal Calendar, Adoption of the Budget

The fiscal year shall be April 1st to March 31st. The Treasurer shall present an operating budget to the Executive Committee during the 1st quarter of the fiscal year. The Executive Committee shall present the budget to the unit for approval.

Section C. Maintenance of Funds

All funds shall be maintained in a checking account with the Treasurer or the ACRC Chairman authorized to sign checks.

Section D. Expenditure of Funds

The Treasurer shall be authorized to spend operating funds as adopted by the operating budget. The Chairman shall be authorized to spend operating funds, not to exceed \$200 between meetings.

Section E. Annual Financial Review

A three-person audit committee appointed by the ACRC Chairman shall examine the Treasurer's books and records each fiscal year. Their report shall be presented to the members of the ACRC for their action no later than the May meeting, and approved report shall be filed with the Secretary. No one shall serve on the audit committee for more than two consecutive years.

**Article IX. Parliamentary Authority, Amendments, Effective Date**

Section A. Parliamentary Authority

The Republican Party of Virginia's Plan of Organization, these Bylaws, and Robert's Rules of Order, Newly Revised, (latest edition), in that order, shall govern all proceedings conducted by the ACRC.

Section B. Amendments

These Bylaws may be amended by a two-thirds vote of those voting members of the Committee who are present at any duly called meeting, or a majority of the entire membership, provided the wording of the Amendment and the notice of an intent of making the Amendment has been given in writing to all members at least seven days prior to such meeting.

Section C. Effective Date

These Bylaws, to be known as the 2018 Augusta County Republican Party Bylaws, shall become effective immediately upon their adoption.

ADOPTED this 16<sup>th</sup> day of October 2018.

AMENDED this 13<sup>th</sup> day of December 2018.