



Republican Party of Buchanan County

BYLAWS

Adopted on Tuesday, April 19, 2016

ARTICLE I – NAME

The name of this organization shall be “Republican Party of Buchanan County,” hereafter called the “Unit Committee.”

ARTICLE II – ORGANIZATION

The Unit Committee is organized under and governed by the “Plan of Organization of the Republican Party of Virginia.” No action of the Unit Committee or these bylaws shall conflict with the State Party Plan, as amended from time to time; and to the extent that there shall be a conflict, the provisions of the State Party Plan shall prevail.

ARTICLE III – OBJECTIVES

The purpose of the Unit Committee is to promote and promulgate the principles of the Republican Party, to encourage qualified candidates to run for public office, to elect Republican candidates to public office, to assist generally the citizens composing the seven magisterial districts served by the officials in the execution of their responsibilities.

ARTICLE IV – MEMBERSHIP

Section A: Qualifications:

All legal and qualified voters regardless of race, religion, color, national origin or sex, under the laws of the Commonwealth of Virginia, who reside in the County of Buchanan, who are in accord with the principles of the Republican 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 may participate as members of the Republican Party of Buchanan County in its meetings, party canvasses, conventions or primaries in their respective election districts and are eligible for membership on the County Committee.

Section B: Dues:

Each member of the Unit Committee shall be required to pay reasonable dues in the amount ten dollars (\$10.00). Dues of Unit Committee members are payable at the time they are elected or re-elected at a mass meeting, or at such time as the Unit Committee votes to accept their membership. In the years in which no mass meeting election of members is held, dues are payable at the first Unit Committee meeting of the calendar year or no later than March 1st. Unit Committee members shall automatically be dropped from membership if dues have not been paid after two Unit Committee meetings since the time the dues were payable.

Section C: Composition:

The Unit Committee shall consist of:

- (1) Unit Chairman
- (2) Vice Chairmen. The Unit Committee authorizes the election of two vice chairmen to assist the chairman in his or her duties as deemed appropriate.
- (3) Secretaries. The Unit Committee authorizes the election of one (1) Recording and one (1) Corresponding Secretary.
- (4) Treasurer
- (5) Parliamentarian
- (6) Precinct Membership – The number of Unit Committee members from each precinct in Buchanan County shall be determined by the Unit Committee on the basis of votes cast for the Republican Candidate for Governor in the last election held for Governor of Virginia, but not less than one (1) member from each precinct. The formula shall be one member per every one (1) vote cast for the Republican Candidate for Governor.
- (7) At-large Membership: Additional, At-large membership may be created, which shall not exceed in number 30% of the precinct membership as determined by the preceding paragraph.
- (8) Principles of equal distribution of membership between men and women, as well as representation from all segments of the party, are to be encouraged.
- (9) Associate Members. Non-voting members of the Unit Committee. Associate members do not need to be registered voters of Buchanan County.

Section D: Election:

- (1) Party officers. The Chairman, Vice Chairmen, Secretaries, Treasurer, and Parliamentarian shall be elected at a mass meeting for a two-year term. Officers may be re-elected a future meetings to serve additional two-year terms.
- (2) The members of the Unit Committee shall be elected at the county mass meeting, party canvass, convention or primary called for the purpose of electing delegates to the biennial district convention in the Ninth Congressional District of Virginia and they shall hold office for two years from the time of their election, until successors are selected, or unless sooner removed. At any time during the term of the Unit Committee, it may elect new members at any duly called meeting of the Unit Committee.

Section E: Removal:

- (1) Any member shall automatically lose his or her status as a voting member of the Unit Committee who:
 - (a) Fails to pay his annual dues.

- (b) Fails to honor the qualifications of participation in the Republican Party of Virginia to “support all the party nominees in the ensuing election.”
- (2) The recording secretary shall notify in writing any such member of his or her failure to comply with the provisions of paragraphs (1a), (1b), or (1c) within thirty days of such failure.
 - (3) The Chairman and any other officer or member of the Unit Committee may be removed for cause from office by a two-thirds (2/3) vote of the membership of the Unit Committee; provided, however, that such person shall be given thirty days notice in writing that such removal shall be sought and the grounds upon which such action is based and signed by not less than one-third (1/3) of the membership of the Unit Committee. Such persons shall be given reasonable opportunity to appear and respond to the allegations.

Section F: Appeal:

Any person having been removed from the Unit Committee pursuant to the Provisions of the preceding Section E (1a), 1(b), or 1(c) may appeal to the Executive Committee for reinstatement and such appeal may be granted for good and sufficient reason.

ARTICLE V – OFFICERS

Section A: General: The officers of the Unit Committee shall be a Chairman, First Vice Chairman, Second Vice Chairman, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian all elected at the mass meeting, party canvass, convention or primary.

Section B: Magisterial District Chairman:

- (1) A Magisterial District Chairman for each magisterial district shall be elected by members of the Unit Committee who reside in the respective magisterial district. Such chairmen shall be responsible for the activities of the magisterial district they represent.
- (2) In the event of the removal, resignation, death, or removal from residence from the respective magisterial district, such Magisterial District Chairman shall be replaced by appointment of their chairman of the Unit Committee on a temporary basis until a permanent replacement can be elected by a caucus of the Committee members within such magisterial, which caucus shall be called by appropriate notice to accompany the call for the Unit Committee meeting at which such caucus shall act.

Section C: Precinct Chairman:

- (1) A Precinct Chairman for each precinct shall be elected by the members of the Unit Committee who reside in the respective precincts.
- (2) In the event of the removal, resignation, death or removal from residents from the respective precinct, which Precinct Chairman of the Unit Committee on a temporary basis until a permanent replacement can be elected by a caucus of the Committee members within such precinct, which caucus shall be called by appropriate notice to accompany the call for the Unit Committee meeting at which such caucus shall act.

Section D: Duties of Officers:

- (1) The Unit Chairman (Unit Committee Chairman) shall be responsible for the general execution and implementation of the programs and policies of the Unit Committee, commensurate with achieving the goals of the party plan. In addition, the Unit Chairman shall:
 - (a) call mass meetings for conventions in accordance with the Party Plan and preside over the same until a temporary organization is effected;
 - (b) represent the Unit Committee on the Republican Ninth District Committee;
 - (c) convene the Unit Committee no less than once each three month period and more frequently when the needs of the Party so demand;
 - (d) appoint two qualified persons to make an annual audit of the books and financial records of the Committee at the end of each fiscal year, which persons shall report to the Unit Committee.
- (2) The First-Vice Chairman shall be in charge of programs and special projects as assigned by the Executive Committee and assist the Unit Chairman in any assigned task. The First Vice Chairman, in absence of the Chairman at any meeting shall act in the capacity of the Chairman. In the event of the death or disability of the Chairman, the First Vice Chairman shall act as temporary Chairman until the Secretary shall call a meeting as set forth in Section D (5) BELOW.
- (3) The Second Vice Chairman of Membership and Precinct Organization shall be in charge of the organization of all precincts in Buchanan County. He shall work with the Magisterial District Chairmen to see that the Precinct Chairmen are properly trained and supplied. He shall also be responsible for recruiting party members and shall perform such functions as shall be assigned by the Executive Committee.
- (4) The Recording Secretary shall take minutes of ALL meetings of the Unit Committee and ALL meetings of the Executive Committee and keep them in his custody. He shall have ready at all meetings copies of all minutes of previous meetings of the Unit Committee and Executive Committee. He shall have available for reference at all meetings, current copies of the Unit Committee Bylaws and the State Party Plan. The Recording Secretary shall keep an accurate list of the attendance of the membership and shall notify the Chairman when a member becomes delinquent pursuant to Article IV, Section E of these bylaws. The Recording Secretary shall deliver all official records in his custody to his successor within ten days of the expiration of his term of office. In the event of the Unit Chairman's death, resignation, removal or inability to act, the Recording Secretary shall call a special meeting of the Executive Committee within ten days to act on setting a date for the meeting of the Unit Committee, to be held within thirty days of such Executive Committee meeting for the purpose of electing a new Chairman for the unexpired term.
- (5) The Corresponding Secretary shall be responsible for such correspondence as directed by the Unit Chairman and the Executive Committee. The Corresponding Secretary shall be responsible for mailing all meeting notices at the direction of the Unit Chairman or upon petition of one-third (1/3) of the members of the Unit Committee and for stimulating attendance at those meetings as well as all special functions. He shall keep on file all incoming communications and copies of all

outgoing letters. The Corresponding Secretary shall keep an accurate list of all members (Republicans in Buchanan County) and shall provide all members of the Unit Committee with a copy of the same. In the case of death, removal, or resignation of the Chairman, the Corresponding Secretary shall, at the direction of the Executive Committee, issue a call for a meeting for the purpose of electing a new Chairman to fill the unexpired term. The Corresponding Secretary shall deliver all official records in his possession to his successor within ten days of the expiration of his term.

- (6) The Treasurer shall be responsible for the safekeeping and disbursement of all Unit Committee funds. The Treasurer shall be authorized to distribute funds under the following conditions:
 - (a) in accordance with an annual budget approved by the Unit Committee at a regularly called meeting, provided adequate funds are on hand to meet any priority obligations as established by such a budget;
 - (b) by authority of the Executive Committee at a duly called meeting, provided a source of funds to meet other obligations is clearly identified;
 - (c) upon the authority of the Chairman or two of the Vice Chairmen, the Treasurer shall have authority to make proper expenditures up to a total not to exceed \$100.00 per quarter;
 - (d) the treasurer and the Unit Chairman are empowered to open bank accounts in the name of THE REPUBLICAN COMMITTEE OF BUCHANAN COUNTY; such account will require the signature of the Treasurer and the County Chairman for the purpose of making withdrawals from the account. The Treasurer or Chairman may make deposits to any such accounts;
 - (e) the Treasurer shall present at each county Committee meeting a report covering the period since the preceding meeting; the Treasurer shall present an annual report to the Unit Committee at the end of each calendar year. The Treasurer's books are to be audited at the end of the year by two persons designated by the Chairman. The audit is to be certified as to the correctness to the Unit Committee, with a copy to the Treasurer;
 - (f) the Treasurer shall keep proper records, which shall be open to inspection by, any member of the Unit Committee at all reasonable times and upon reasonable notice. The Treasurer shall deliver all official records in his possession to his successor within ten days of the expiration of his term;
 - (g) The Treasurer shall be a member of the Finance Committee as herein provided.
 - (h) The Treasurer shall file quarterly financial statements with the State Board of Elections, as required by state law.

- (7) The Parliamentarian shall observe all meetings to insure that proper parliamentary procedure is used according to the most recent edition of Robert's Rules of Order, which shall govern all meetings except where there is a conflict between Robert's and the State Party Plan or these bylaws. The Parliamentarian shall be familiar with the State Party Plan, these bylaws, and Robert's Rules of Order. He shall have a copy of each of these in his possession at all meetings and shall rule on all points of order raised to insure that proper procedure is followed. He shall also serve as consultant to the officers and all committees to insure that all motions and

resolutions brought before the county mass meeting, the Unit Committee or the County Executive Committee shall be in due form and properly presented.

- (8) The Magisterial District Chairmen shall be responsible for organizing the Republican Party Members within their respective districts and to assist and coordinate district activities with the Precinct Chairman. To include but not limited to the education, training, recruitment, and motivation of all Republicans in his respective district.
- (9) The Precinct Chairmen shall be responsible for organizing the Republican Party members within their precinct, including recruitment and education. He shall familiarize himself with all Republicans who reside in his precinct. He shall be responsible for recruiting Republican workers from his precinct to work in special events, conduct favorable voter identification surveys, and to recruit and train election officials and poll watchers in accordance with the state law. These activities shall be coordinated with the Magisterial District Chairman and the Vice Chairman of Membership and Precinct Organization.

Section E: Vacancies:

- (1) In the event of the death, resignation, removal, or inability to act of the Unit Chairman, the Executive Committee shall call a special meeting of the Unit Committee to be held within thirty (30) days for the purpose of electing a new Unit Chairman to fill the unexpired term.
- (2) In the event of the removal, resignation, death, or removal from residence from the respective magisterial district or precinct, such Magisterial District or Precinct Chairman shall be replaced by appointment of their chairman of the Unit Committee on a temporary basis until a permanent replacement can be elected by a caucus of the Committee members within such magisterial district or precinct, which caucus shall be called by appropriate notice to accompany the call for the Unit Committee meeting at which such caucus shall act.
- (3) In the event of the death, resignation, or removal of all other officers, the Unit Chair shall place the election to fill the vacated seat on the agenda of the first Unit Committee Meeting following the vacancy to fill the unexpired term of the office vacated.

ARTICLE VI – MEETINGS

Section A: General:

The Unit Committee shall meet at least once each quarter year. The spring meeting shall be the ANNUAL MEETING. Additional meetings, as may be required, shall be called by the Unit Chairman or upon petition of one-third (1/3) of the members of the Unit Committee.

Section B: Notice:

Meetings of Unit Committee shall be held upon seven (7) days notice, with agenda enclosed, mailed to the membership as recorded on the official membership list prepared and maintained by the Corresponding Secretary. Written notice will be sent via electronic communication by which the member has agreed to receive notice. In the

event that the member cannot receive electronic communication, notice will be sent via postal mail to the member's last known address.

Section E: Quorum:

A quorum for official action to be taken at a Unit Committee meeting shall consist of eight (8) voting members, either in person or by proxy.

ARTICLE VII – SUBCOMMITTEES OF THE UNIT COMMITTEE

Section A: Subcommittee Names

There shall be the following subcommittees appointed to serve the Unit Committee: (1) Executive, (2) Finance, (3) Communications and Public Relations, (4) Precinct Organization, (5) Candidate Recruitment, and (6) Activities.

Section B. Subcommittee Organization

(1) The Executive Committee shall consist of the following voting members:

- (a) Chairman:
- (b) First Vice-Chairman
- (c) Vice-Chairman of Membership and Precinct Organization
- (d) Recording Secretary
- (e) Corresponding Secretary
- (f) Treasurer
- (g) Parliamentarian

(2) The Finance Committee shall consist of a Chairman, the Treasurer and at least one other member of the Unit Committee.

(3) The chairs and members of all remaining subcommittees shall be appointed by the Unit Committee Chairman. They shall all serve at the pleasure of this chairman, and their terms shall run concurrently with the chairman.

Section C: Subcommittee Duties:

Subcommittees are responsible for the following duties, as well as other duties assigned by the Unit Committee Chairman.

(1) The Executive Committee shall carry on the business of the Unit Committee in conformity with the policies and programs of the Republican Party. It shall have the general power to administer the affairs of the Unit Committee between business meetings and shall report its actions to the Unit Committee at each meeting of the Unit Committee.

(2) The Finance Committee shall be responsible for the overall planning and supervision of the financial affairs of the Unit Committee. It shall plan, organize, and supervise fundraising efforts for the County Committee, and shall prepare an annual budget.

- (3) The Communications and Public Relations Committee shall consist of a Chairman and such other members as shall be deemed advisable. The committee shall plan and manage the public relations function of the Unit Committee.
- (4) The Precinct Organization Committee shall consist of the 2nd Vice-Chairman of Membership and Precinct Organization, the Magisterial District Chairman and the Precinct Chairman. This committee is responsible for establishing and maintaining an organization for effective communication between individual voters the leadership of the Republican Party, as well as a mechanism for accomplishing the objectives of the Republican Party. This committee shall also be responsible for the organization of training programs for Republican volunteers in Buchanan County.
- (5) The Candidate Recruitment Committee shall consist of the Chairman, elected Republican officials, and other appointed unit members. It shall be the duty of this committee to actively seek out and encourage potential qualified candidates for public office, to acquaint all potential candidates with the requirements and duties of the office, to ascertain whether or not each potential candidate has means of raising the necessary funds for a successful campaign and to present the names of all potential candidates to the Unit Committee. The Candidate Recruitment Committee is not a Selection Committee, but rather shall encourage candidates for office from among all segments of the Party and shall not reject any nomination.
- (6) The Activities Committee shall coordinate and staff the Unit Committee's participation in such events as SpiritFest, Buchanan County Fair, Council Octoberfest, parades, and other social events, as well as the Unit Committee's annual Republican Dinner.

ARTICLE IX – CONSTRUCTION

The use of nouns and pronouns within these bylaws shall be construed to denote either gender.

ARTICLE X – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of those members of the Unit Committee who are present and voting at a duly called meeting; provided that a copy of such proposed amendment(s) shall be mailed to the membership along with the official notice of such meeting.