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# **SPOTSYLVANIA COUNTY**

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## **REPUBLICAN COMMITTEE**

### **Bylaws of the Republican Party of Spotsylvania County, Virginia**

**Adopted as amended**

**January 11, 1994**

**Further Amended**

**May 9, 1994**

**April 26, 1999**

**February 25, 2002**

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# **Bylaws of the Republican Party of Spotsylvania County, Virginia**

## **ARTICLE I - NAME**

The name of this organization shall be the "Republican Party of Spotsylvania County, Virginia."

## **ARTICLE II - ORGANIZATION**

The Republican Party of Spotsylvania County is organized under and governed by the Plan of Organization of the Republican Party of Virginia. The governing body of The Republican Party of Spotsylvania County shall be the Spotsylvania County Republican Committee (hereinafter referred to as the County Committee). No action of this organization, nor these bylaws, shall conflict with the State Party Plan as amended from time to time; and if there shall be a conflict, the provisions of the State Party Plan shall prevail.

The County Committee shall have general authority over all Republican Party activities in Spotsylvania County, Virginia. The County Committee shall fix the basis of representation by delegates to local conventions and the time and place for holding local conventions. The County Committee shall decide all controversies and contests arising within the County concerning Party affairs, and it shall have the power to nominate a candidate or candidates for public office by a two-thirds (2/3) vote of those members present in the meeting after due notice of a meeting for such purpose is given to all members of the committee; to remove from office any member of the committee under the provisions of Article V, Section D; to approve in advance, either upon specific request or by adoption of a budget, expenditures of money for which it is responsible; and to establish an aggregate sum of money that may be borrowed in the name of the County Committee any fiscal year.

## **ARTICLE III - OBJECTIVES**

The purpose of this organization is to promote the principles and achieve the objectives of the Republican Party; to seek and encourage qualified candidates to seek public office; to elect Republican officials; and to otherwise carry out the Plan of Organization of The Republican Party of Virginia.

## **ARTICLE IV - MEMBERSHIP**

### **SECTION A: QUALIFICATIONS**

All legal and qualified voters, under the laws of the Commonwealth of Virginia, regardless of race, religion, color, national origin, disability, or sex, who reside in the County of Spotsylvania, who are in

accord with the principles of the Republican Party, and who express in open meeting, or in writing, if requested, their intent to support all of its nominees for public office in the ensuing election, may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions, or primaries in their respective election districts, and be eligible for election to the County Committee.

#### SECTION B: ELECTION OF MEMBERS

Candidates for membership, vacant precinct allocations, or any other vacancy of the County Committee, other than chairman, shall meet the Qualifications of Article IV Section A, with the additional qualification of having attended three committee meetings within the term of the current board. They may be nominated at the second such meeting and voted on the third. They may also be nominated, sponsored and voted on at the third such meeting, at the discretion of the Chairman. These candidates shall provide the secretary written declaration of this candidacy, signed by two sponsors, who are members of the committee. The secretary will report the candidate's name into nomination, along with the sponsors. The candidate is then duly nominated, and will be eligible for election to membership at the third attended committee meeting. A majority vote of the committee members present shall elect to membership.

#### SECTION C: DUES

1. Each member of the County Committee whether elected or appointed, shall be required to pay reasonable annual dues, the amount of which shall be determined by a majority vote of the County Committee at a duly called meeting.
2. Any member who fails to pay his dues within sixty (60) days of his election to the Committee shall lose his status as an "active" and "voting member" until such dues are paid.
3. The Secretary shall notify, via electronic or first-class mail, each member of his failure to pay dues together with the amount of said dues. If the said dues are not paid within thirty (30) days of this notice, together with a five dollar (\$5.00) delinquency charge, the member shall be removed as a member of the Committee.

### **ARTICLE V - OFFICERS**

#### SECTION A: ELECTION OF OFFICIALS

1. The Republican Party of Spotsylvania County, Virginia shall elect a Chairman. The Chairman and Committee members shall be elected by mass meeting, party canvass, convention or primary called for the purpose of electing delegates to the biennial District Convention. The term of office will be for two (2) years or until their successors are elected or appointed, unless sooner removed or resigned.
2. The following officers shall be elected from the membership of the County Committee for two-year terms at the first meeting of the County Committee following the election of the Chairman and Committee members. Nominations for these offices will be taken from the floor at a regular Committee meeting, and nominees must receive a majority vote of those committee members present. If no

candidate receives a majority on the first ballot, a run-off election between the two candidates receiving the most votes will immediately follow. These officers along with the chairman shall constitute the Executive Board of the County Committee, with the chairman serving as the Executive Board chairman.

- a. Vice Chairman - Programs and Finance
- b. Vice Chairman - Membership
- c. Vice Chairman - Precincts
- d. Secretary
- e. Treasurer

3. The term of office will expire at the next mass meeting, party canvass, convention or primary called for the purpose of electing delegates to the biennial District Convention.

4. Any officer who has two (2) unexcused absences from Executive Board meetings shall be deemed to have resigned that Officer position.

#### SECTION B: PRECINCT MEMBERS AND AT-LARGE MEMBERS

The committee may elect a requisite number of Precinct Members to fill the allocated number of vacant precinct slots. The maximum number of members from each precinct shall be determined by the County Committee on the basis of one precinct member for each 100 votes, or major fraction thereof, cast for Republican candidates for President of the United States and the Governor of Virginia in the last preceding elections, but not less-than one (1) member from each precinct. The Chairman and each Committee member shall be entitled to one vote at County Committee meetings.

At-Large members may be elected by the Committee, but the total At-Large committee memberships shall not exceed in number thirty (30) percent of the precinct Committee members.

#### SECTION C: EX-OFFICIO MEMBERS

All public officials elected as Republicans residing in Spotsylvania County shall be members of the County Committee and entitled to vote-provided they have completed an application and paid dues.

#### SECTION D: VACANCIES

A vacancy in any office of the County Committee, other than Chairman, shall be filled by the County Committee for the remaining unexpired portion of the term. Vacancies shall be filled after notice of intent has been included in the call of a regular County Committee meeting.

In the event of death, resignation, removal, or inability to act of the County Chairman, the Executive Board shall call a special meeting of the County Committee within forty-five (45) days for the express purpose of electing a new County Chairman to fill the remainder of the unexpired term.

Voting will be conducted in accordance with Article V, Section A.2 of these by-laws.

## SECTION E: REMOVAL FROM OFFICE

### 1. Automatic Removal

A member of an Official Committee is held to a higher standard of support for nominees of the Republican Party than an individual who merely participates in a mass meeting, party canvass, convention or primary. Therefore, a member of the Committee is deemed to have resigned his position on the Committee, and shall be automatically removed from the Committee if the member:

- a. Files as a candidate for partisan public office as other than a Republican, or as a Republican when not duly nominated by the Committee; or
- b. Makes a reportable contribution to any candidate in opposition to a Republican nominee in any General or Special Election; or
- c. Allows his name to be publicly used by any candidate in opposition to a Republican nominee in any General or Special Election; or
- d. Makes a written or other public statement in support of a candidate in opposition to a Republican nominee in a General or Special Election; or
- e. Fails to pay dues to the Committee as specified in Article IV, Section C above.

### 2. Removal for Lack of Attendance

Committee membership shall be automatically terminated when a member misses three (3) consecutive regular business meetings of the County Committee, without representation at the meetings by a qualified person from his precinct holding a proxy (see Article VII Section E). The Secretary of the County Committee shall in writing or via e-mail, notify the member of the pending loss of membership prior to the meeting at which the loss of membership would be effective.

### 3. Removal for Cause

The Chairman or any other member of the County Committee may be removed from office by the vote of two-thirds (2/3) of the other members of the County Committee after being furnished thirty (30) days notice that such removal will be sought, with charges in writing signed by not less than one-third (1/3) of the members of the Committee, and allowing him thirty (30) days within which to appear and defend himself.

### 4. Reinstatement

Any person having his Committee membership terminated for any reason may appeal to the Executive Board for reinstatement, and such appeal may be submitted to the Committee. The County Committee may re-instate a member by a majority vote.

## **ARTICLE VI RESPONSIBILITIES OF OFFICERS**

### **SECTION A: CHAIRMAN**

The Chairman of the County Committee shall preside at meetings of the County Committee; shall appoint all temporary and special committees as needed; shall act as official spokesman for the Committee and the Republican Party of Spotsylvania County, Virginia; shall provide leadership, direction, and management necessary to ensure that the unit's functions, business, duties, and responsibilities are in accord with the "Party Plan" and other documents issued by the Republican Party of Virginia and the Chairman of the Congressional and State legislative districts; shall maintain a healthy and viable Republican organization; shall coordinate and conduct Republican business with district and state Republican groups and organizations; shall support all candidates running for office on the Party ticket; shall attend all Congressional District meetings and attend State Central Committee meetings; shall support and work closely with the Party's auxiliary groups and encourage the establishment of auxiliary groups within the county, if they do not presently exist; shall organize caucuses, mass meetings and conventions, and ensure that the unit is in compliance with the "Party Plan" for nomination of candidates and the calling of unit meetings, conventions, or party canvasses; shall disseminate information from State and congressional District meetings to the county Committee and other such duties as may be stipulated in these by-laws, the Plan of Organization of the Republican Party of Virginia and in the parliamentary authority specified in Article X of these bylaws.

### **SECTION B: VICE CHAIRMAN - PROGRAMS AND FINANCE**

The Vice Chairman for Programs and Finance shall be in charge of fund-raising programs and special projects as assigned by the Executive Committee; He shall act as Committee Chairman in the Chairman's absence at scheduled meetings and act as Temporary Chairman if the Chairman is incapacitated or otherwise cannot fulfill his duties. The Vice Chairman is automatically a member of the Finance Committee and shall be responsible for chairing the Finance Committee.

### **SECTION C: VICE CHAIRMAN - MEMBERSHIP**

The Vice Chairman for Membership shall be responsible for recruiting party members and shall maintain an accurate roster of identified Republican voters within Spotsylvania County by precinct for use of the Committee and candidates nominated for office. The roster shall not be made available to anyone other than the Chairman and the Vice-Chairman for Precincts without the express written consent of the Chairman. He shall perform other duties as assigned by the Executive Committee.

### **SECTION D: VICE CHAIRMAN - PRECINCTS**

The Vice Chairman for Precincts shall be responsible for the organization of all precincts within Spotsylvania County. He shall ensure that a Precinct Captain is appointed for each Precinct and shall ensure that these precinct captains are properly trained, instructed, and supplied. In addition, he shall assist the precinct captains to recruit precinct workers and properly supply them with materials and instructions concerning election regulations. Following each election, he shall record the Republican votes cast in each precinct for use in determining authorized membership and delegate numbers. The Vice Chairman is automatically a member of the Precinct Organization Committee and shall act as its Chairman.

## SECTION E: SECRETARY

The Secretary shall take and maintain the minutes of all meetings of the County Committee; shall make the minutes available to the Executive Board or County Committee upon request; shall maintain an official roster of the officers of the County Committee; shall maintain a record of each member's attendance at all meetings of the County Committee and shall notify any Committee member in writing if they miss two (2) successive meetings; shall perform such other secretarial duties as the County Committee may determine to be within the scope of the office of the Secretary and as set forth in the parliamentary authority adopted in these by-laws. The Secretary shall be responsible for all correspondence as directed by the County Chairman or Executive Board.

## SECTION F: TREASURER

The Treasurer shall receive and disburse all funds of the County Committee as authorized by the Committee. He shall maintain records of all monetary transactions: shall report the financial status at regular or special meetings; shall make his records available for periodic audit; shall provide for the timely transfer of records to his successor; and serve as a member of the Finance Committee.

The Treasurer shall also serve as agent of record for the County Committee in all matters pertaining to the State Board of Elections.

The Treasurer and the Committee Chairman are authorized to open a bank account in the County Committee's name and to make deposits and withdrawals from said account.

The Treasurer shall be authorized to distribute funds under the following two conditions only:

1. As authorized by the County Committee or Executive Board
2. Upon the authority of the County Chairman and only to the extent that the expenditure is five hundred dollars (\$500) or less

The Treasurer shall coordinate with the Secretary to send a dues notice to each member prior to the annual renewal date each year. He shall coordinate with the Vice Chairman for Membership and the Secretary to identify those individuals that have failed to pay their dues within sixty (60) days of their election or annual renewal date.

## SECTION G: RESPONSIBILITY OF PRECINCT MEMBERS

Precinct Members shall work with the Vice Chairman for Precincts to provide the leadership, direction, and coordination necessary to establish and maintain an efficient and effective precinct organization within the precinct in which they reside. To accomplish this, the precinct members shall be familiar with their precinct area; shall recruit workers where vacancies exist; shall know their workers and supervise their activities; shall provide absentee ballot information to invalids and other eligible voters who will be out of town on election day; and otherwise get out the favorable vote on election day.

At-Large Members shall be assigned a precinct area for which they will be responsible, and in such instances, shall perform the duties specified above for precinct members.

## **ARTICLE VII - MEETINGS**

### **SECTION A: TIME AND PLACE**

1. Regular business meetings of the County Committee shall be held at least once in each quarter of the year and no less than eight (8) times each year. Members are to be notified seven days in advance with an agenda attached by the Chairman and/or Secretary of the Committee. The first meeting after the election of the Chairman and County Committee shall be the annual meeting and all other officers shall be elected at such meeting.

2. Meetings shall be held at the same location unless circumstances require a temporary change of venue. Any permanent change of location shall require the approval of a 2/3 majority of the Committee at a duly called meeting.

### **SECTION B: SPECIAL MEETINGS**

Special meetings of the County Committee shall be held upon written notice of not less than one week on the call of the Chairman, or on the call of one fourth (1/4) of the members, which shall include the agenda for the meeting.

### **SECTION C: ABSENCE OF CHAIRMAN**

The Vice Chairman - Programs and Finance shall act for the Chairman in his absence and shall at such times have the duties of the Chairman and the right to exercise any authority specifically granted to the Chairman.

### **SECTION D: QUORUM**

Twenty-five (25) percent or 15 of the voting members, whichever is less, of the County Committee in attendance at a called meeting shall constitute a quorum.

### **SECTION E: PROXIES**

Members of the committee may be represented in meetings by proxies subject to the following conditions:

1. No Individual may cast more than one vote for any one item of business.
2. The proxy holder must be a member of the Republican Party from the same election district as the absent member of the committee. Because an individual may not cast more than one vote, a Committee member may not carry a proxy, only non-members may do so.
3. The proxy holder must reside in the same Election District as the absent member whose proxy he or she carries.

4. The absent member granting the proxy must have his/her dues paid up to date in order to be valid.
5. Proxies will be reviewed by a credentials committee prior to presentation. The credentials committee will be appointed by the Chairman or his/her designee for review and/or approval.
6. All proxies shall be in writing and signed by the maker of the proxy and shall be substantially in the following form:

**PROXY**

I, \_\_\_\_\_ of \_\_\_\_\_ district do hereby appoint \_\_\_\_\_ to vote as my proxy at a meeting of the Spotsylvania County Committee of the Republican Party to be held at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, or at any adjourned meeting thereof, with all the power that I should possess if personally present, hereby revoking all previous proxies.

Signed \_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_  
 Witnessed by \_\_\_\_\_,  
 \_\_\_\_\_ 20\_\_\_\_

**SECTION F: MEETING OF THE EXECUTIVE BOARD**

The Executive Board shall meet nominally once per month at the direction of the chairman. Special meetings of the Executive Board may be called by the Chairman of the County Committee or upon the written request of one-third (1/3) of the members of the Board.

**ARTICLE VIII - EXECUTIVE BOARD**

**SECTION A: COMPOSITION**

The membership of the Executive Board shall consist of the Chairman, the split congressional district Co-chairman (if any), the three Vice Chairmen, Secretary, and Treasurer of the Republican Party of Spotsylvania County.

**SECTION B: RESPONSIBILITY**

The Executive Board shall have general supervision of the affairs of the County Committee between its regular business meetings; shall fix the hour and place of its meetings; and make recommendations to the County Committee. The Board shall be subject to the orders of the County committee and none of its acts shall conflict with actions taken by the County Committee, District Committee, or State Central Committee.

## **ARTICLE IX - COMMITTEES**

### **SECTION A: SPOTSYLVANIA COUNTY REPUBLICAN COMMITTEE**

There shall be a permanent committee designated as the Spotsylvania County Republican Committee. The Plan of Organization of the Republican Party of Virginia refers to this as the "Unit Committee". Members of the County Committee consist of those officers and members listed in Article V. The County Chairman shall be an ex-officio member of all committees.

### **SECTION B: FINANCE COMMITTEE**

There shall be a Finance Committee composed of the Vice Chairman - Programs and Finance, the Treasurer, and two other members who shall be appointed by the County Chairman promptly after his election. It shall be the duty of this committee to prepare a budget for the fiscal year which shall begin the first day of June, and to submit it to the County Chairman at its regular meeting in May. The Finance Chairman can from time to time submit supplements to the budget for the Current fiscal year. This Committee shall also prepare and present for approval a plan for acquiring moneys set forth In the annual budget.

### **SECTION C: PRECINCT ORGANIZATION COMMITTEE**

A Precinct Organization Committee composed of the Vice Chairman - Precincts, and a precinct captain from each voting precinct as appointed by the County Chairman, shall be established to develop and implement an effective canvass and voter turn-out programs.

All precincts shall have one Precinct Captain. All precincts in which there is only one member of the Committee, that member shall automatically be the Precinct Captain for that respective precinct. In all precincts that have two or more members, the Captain will be the member appointed by the Vice Chairman – Precincts as soon as possible after his election to Vice-Chairman – Precincts. In the event no member of a precinct is able to perform as precinct captain, the Vice Chairman – Precincts may appoint an individual who resides outside that precinct to perform as Precinct Captain. Precinct Captains shall serve at the pleasure of the Vice Chairman – Precincts.

### **SECTION D: MISCELLANEOUS COMMITTEES**

Such other committees, standing or special, shall be appointed by the County Chairman as the County Committee or the Executive Board shall from time to time deem necessary to carry on the work of the Republican Party of Spotsylvania County.

### **SECTION E: AUDIT COMMITTEE**

An Audit Committee of no less than two members shall be appointed by the Chairman to review the Treasurer's records and report its findings annually to the County Committee.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

All official Committee meetings shall, to the extent applicable, be governed by and conducted in accordance with the following, giving precedence as listed: the State Party Plan, County Committee bylaws, and otherwise in accordance with the then current edition of Robert's rules of Order.

## **ARTICLE XI - DEFINITIONS**

The definitions set forth in the Plan of Organization of the Republican Party of Virginia shall apply wherever used in these bylaws. The use of nouns and pronouns within these bylaws shall be construed to denote either gender.

## **ARTICLE XII - AMENDMENT OF BYLAWS**

These by-laws may be amended at any regular meeting of the County Committee by a two-thirds (2/3) vote of those members of the County Committee in attendance provided that the amendment has been submitted in writing at the previous regular meeting, or a copy of the proposed amendment is mailed with the official call of the meeting seven days in advance.

## **ARTICLE XIII - STANDING RULES**

A set of rules, known as the rules of the committee, not in conflict with the bylaws, shall be passed by majority vote of the committee. An up to date copy of these rules shall be kept by the secretary. The secretary shall supply a copy of these rules as an attachment to the bylaws to new members and to any committee member requesting them.

## **ARTICLE XIV - ASSOCIATE MEMBERSHIP**

Any person who is in accord with the principles of the Republican Party, and who expresses in open meeting, if requested, their intent to support all of its nominees for public office in the ensuing election, may be elected by the County Committee as an Associate Member of the Spotsylvania Republican Party. Associate Members may debate and discuss business at County Committee meetings, offer and second motions, and serve on Committees constituted under Article IX (Committees), but will have no vote on County Committee matters. Associate Members shall be assessed dues of \$15.00 or in the case of students, \$10.00.

## **ARTICLE XV - VOTING RULES IN A PARTY CANVASS**

In conducting a party canvass in which there are more than two (2) candidates for one position, the voting rules shall allow for any process described by way of illustration under *Preferential Voting* in Section 44 of Robert's Rules of Order, Newly Revised, 10th Edition.

## **ARTICLE XVI - WEBSITE**

The Committee shall cause to be established and maintained an official Committee website. The purpose of this website is to publish official information about the activities of the Committee, documentation about the Committee, and forms for use in conducting Committee business. The website shall be open for viewing by anyone. However, some documents shall be restricted to just members of the Committee. The method for ensuring this restriction shall be determined by the Webmaster.

The Committee shall own the website domain name (internet address), which is currently "Spotsyrepublikans.com". The domain name shall be registered to the Treasurer of the Committee as agent to the State Board of Elections for the Committee.

The contents of the website shall be determined by the Executive Board as a whole. The website shall be developed and maintained by a Webmaster. The Webmaster may perform these functions as a volunteer or be compensated by the Committee, as the Committee chooses. However, in either case, the Webmaster shall do so via a contract that establishes responsibilities and costs. All costs shall be paid by the Committee and approved using an annual budget to be submitted to the Chairman.

The website may provide a means to electronically collect dues, fees for activities, donations and charges for admission to sponsored events (eg. mass meeting, fundraiser, delegate and candidate fees, etc.) as determined by the Executive Board. The Treasurer will ensure proper accounting, control and reporting for such monies as may be collected in this manner.

## **Attachment 1- Standing Rules**

Note:

These standing rules are established in accordance with Article XIII of the Spotsylvania Republican Party bylaws. They are not an included part of the bylaws and revisions require only a majority vote for approval.

### 1. Dues

The dues for membership in the County Committee shall be \$40.00 for the biannual term.