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**Proposed New 2003 PLAN OF ORGANIZATION
OF THE
REPUBLICAN PARTY OF THE CITY OF HARRISONBURG**

HRP90planRV01.doc (revised to update to 2003)

ARTICLE ONE

QUALIFICATIONS FOR PARTICIPATION IN PARTY ACTIONS

All legal and qualified voters, regardless of race, religion, color, national origin or sex, under the laws of the Commonwealth of Virginia, who are in accord *with* the principles of the Republican Party and who express in open meeting, 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 the City of Harrisonburg in its mass meetings, party canvasses, conventions or primaries.

ARTICLE TWO

DEFINITIONS

The following definitions shall apply wherever used:

- A. "State Party" or "Party" means Republican Party of Virginia.
- B. "State Party Plan" means Plan of Organization of the Republican Party of Virginia.
- C. "State Central Committee" means State Central Committee of the Republican Party of Virginia.
- D. "City Committee" means City Committee for the Republican Party of the City of Harrisonburg, Virginia.
- E. "Unit" means City
- F. "Unit Committee" means City Committee.
- G. "Biennial District Convention" means District Convention held in Congressional election years and is the same as the Quadrennial District Convention in Presidential election years.
- H. "Chairman", "Chairmen", "He", and "His" shall, not be construed to denote gender.
- I. "Mass Meeting" is as defined in Robert's Rules of Order Newly Revised (1970), subject to the provisions of the State Party Plan.
- J. "Convention" is as defined in Robert's Rules of Order Newly Revised (1970) subject to the provisions of the State Party Plan.
- K. "Joint" activity is defined as combined activity of the City Unit with one or more other adjacent Republican Units.

ARTICLE THREE

POWERS AND DUTIES

All the powers and duties of the Unit Committee of the Republican Party for the City of Harrisonburg are derived from the "Plan of Organization of the Republican Party of Virginia". No action of the Unit Committee or the bylaws or Plan of Organization of the Unit Committee shall conflict with the State Party Plan or any amendments thereto, and in such case the Plan of Organization of the Republican Party of Virginia shall prevail.

ARTICLE FOUR

PURPOSE

The purpose of the Unit Committee is to promote and promulgate the principles of the Republican Party, to elect Republican candidates to public office, to generally assist the citizens composing the precincts served by the Unit Committee, and to assist elected Republican officials in the execution of their responsibilities. The Plan of Organization of the Republican Party of the City of Harrisonburg sets forth the basic organization and mode of operation of the Unit Committee in the interest of facilitating and encouraging active participation by all persons of Republican persuasion residing within the City.

ARTICLE FIVE

CITY COMMITTEE MEMBERSHIP

- A. Membership on the City Committee shall require a contribution of [Twenty Dollars (\$20.00) ^] for annual dues per member, with the time and manner of payment to be agreed upon by majority vote of the City Committee members present in person or by proxy at a regular meeting of the City Committee.
- B. The membership of the City Committee shall consist of the following:
1. Unit chairman
 2. Precinct membership: The number for each precinct shall be determined biennially by the Unit Committee on the basis of the Republican candidates' votes in said precinct in the most recent Presidential and Gubernatorial elections, but not less than one (1) member for each precinct.
 3. The vice-chairman(men), a treasurer, a budget director, and a secretary shall be elected by the City Committee and if they are not elected members of the City Committee, then they shall have a vote by virtue of the office they are elected to hold, and their position on the City Committee shall not count against a precinct's allocation of membership on the City Committee.
 4. At-large memberships: Additional at-large memberships may be created which shall not exceed in number thirty (30) percent of the actual members of the City-Committee.
 5. Elected public officials: All publicly-elected Republican officials residing within the City shall be additional members of the City Committee, but shall not count against a precinct's allocation of membership on the Committee.
 6. Immediate Past Chairman
 7. Joint Activities Chairmen: The official representative of the City Committee assigned to each Joint program shall be a member of the City Committee, by virtue of the office held.
- C. Election and Terms.
1. The Unit Chairman shall be elected by the Mass Meeting called for the purpose of electing delegates to the Biennial District Convention. The Unit Chairman's term shall be for two (2) years or until his successor is elected, unless sooner removed or resigns.
 2. Except for public of officials, all precinct members and members-at-large of the City Committee shall be elected at the same time and for the same term as that hereinabove prescribed for the Chairman.
 3. All other City Committee officers shall be elected at the regularly called City Committee meeting following the Biennial Mass Meeting, for the same term as that hereinabove prescribed for the Chairman.
- D. Vacancies
- All vacancies in the offices of Unit chairman, vice-chairman, treasurer or secretary, or in precinct and at-large memberships on the City Committee shall be filled by the City Committee, for the unexpired portion of such term.
- E. Absences, loss of membership, proxies and removal from office
1. Members of the City Committee may lose their committee positions and membership if they are absent from three (3) consecutive meetings without representation by a person holding a proxy or without prior notification to the Unit Chairman that such an absence will be necessary due to health or business beyond the member's control.
 2. The proxy holder must meet the qualifications for participation in Party actions, as hereinabove set out in ARTICLE ONE, and must be a resident of the City of Harrisonburg, and a resident of the precinct in which the absent member resides if he be a precinct representative.
 3. No individual may cast more than one (1) vote by proxy at any meeting.
 4. All proxies shall be in writing and shall be signed by the maker of the proxy.

5. The Unit secretary shall notify any member in writing. of a pending loss of membership prior to the meeting at which the loss of membership would be effective if that member were not properly represented.
6. A member who has lost his membership on the City Committee may appeal to the entire City Committee for reinstatement if absences were due to health or business beyond his control.

F. :Participation

The Unit chairman, vice-chairmen, treasurer, budget director, and secretary, and all members of the City Committee shall meet the qualifications for participation in Party actions, as hereinabove set out in ARTICLE ONE, and must be legally qualified voters of the City of Harrisonburg and, in the case of precinct members on the City Committee: they must be legally qualified voters of the respective precincts which they represent as members.

ARTICLE SIX

CITY COMMITTEE MEETINGS

- A. Meetings of the City Committee shall be held upon written notice of not less than one (1) week on the call of the Chairman, and shall include the agenda of the meeting.
- B. A majority of the members of the City Committee shall constitute a quorum for the transaction of business.
- C. All City Committee meetings shall be held in a building appropriate for public use and shall be open to the public.
- D. Regular meetings of the City Committee shall be convened when the needs of the Party so demand, but in no event less than once during each three (3) month period.
- E. The State Party Plan, the Plan of Organization of the Republican Party of the City of Harrisonburg and Robert's Rules of Order, Newly Revised, shall govern all proceedings conducted by the City Committee and its subcommittees.

ARTICLE SEVEN

RESPONSIBILITIES OF CITY COMMITTEE, OFFICERS AND STANDING COMMITTEES

A. City Committee

In carrying out the purposes outlined hereinabove in ARTICLE FOUR, members of the City Committee shall have the following responsibilities:

1. The City Committee shall determine whether candidates for local and constitutional public offices shall be nominated by a Mass Meeting, or other method in accordance with the State Party Plan.
2. It shall call regular mass meetings and such special Mass Meetings or Conventions as it deems necessary, and make arrangements therefore, including the time and place and, if a Convention, the basis of representation.
3. It shall cooperate with the State Central Committee, its District Committee, and the Legislative District Committee in conducting all elections and fundraising activities.
4. It shall elect its officers, other than Chairman, and be responsible for the filling of the vacancies among its officers.
5. The City Committee may establish such committees within its structure of organization to carry out its responsibilities and the membership on such committees may include persons who are not members of the City Committee. Such additional committees shall be instructed in their responsibilities by the Unit Chairman.
6. In accordance with the provisions of the State Party Plan, such committees are not to be construed as "Official Committees" for the purpose for which that term is used throughout the State Party Plan and the Plan of Organization of the Republican Party of the City of Harrisonburg.

B. Officers

1. Unit Chairman

- a. The Unit Chairman shall be Chairman of the City Committee.
- b. He shall have general executive authority over the activities of the Republican Party in the City of Harrisonburg and shall be responsible for the general execution and implementation of the programs and policies of the City Committee, commensurate with achieving the goals of the Party.
- c. He shall issue calls for Unit Mass Meetings, Party Canvasses, or Conventions, and as provided in the State Party Plan, he shall preside until a temporary organization is effected.
- d. He shall convene the City Committee in accordance with the provisions hereinabove outlined in ARTICLE SIX and shall preside at the meetings of the Committee. He shall, with the assistance of the Secretary, be responsible for sending written notice of the call for a Committee meeting to all members of the Committee, in accordance with the provisions hereinabove outlined in Paragraph A. of ARTICLE SIX.
- e. He may appoint a member of the City Committee to assist him as parliamentarian.

2. **Vice Chairman(men)** as necessary will be proposed to the Unit Committee by the Unit Chairman at the first Committee meeting after his election. Such proposal will be adopted and amended in accordance with the provisions hereinafter set forth in ARTICLE NINE, and the Committee shall then proceed with election of such Vice-Chairman (men) in accordance with the provisions hereinabove prescribed in Paragraph C. of ARTICLE FIVE.

3. **Treasurer** The Treasurer will be the custodian of all funds and financial records of the Republican Party of the City of Harrisonburg. The Budget Coordinator and the Treasurer shall jointly establish the Party's Chart of Accounts.

4. **Secretary**

The Secretary shall keep the minutes of the City Committee, and other such meetings as may be requested by the Unit Chairman. The Secretary shall maintain the Master Calendar of Events Listing. The Secretary shall maintain the current roll of City Committee members and shall assist the Unit Chairman in preparing the written call for Committee meetings in accordance with the provisions hereinabove outlined in Paragraph A. of ARTICLE SIX.

5. **Budget Coordinator**

The Budget Coordinator, in cooperation with the various committee chairmen, shall prepare budgets as appropriate for the needs of each committee for the remainder of the year, and will provide such information to the Treasurer for incorporation in the Treasurer's periodic reports. The Budget Coordinator and the Treasurer shall jointly establish the Party's Chart of Accounts.

C. Standing Committees:

1. **Operations Committee**

- a. The Operations Committee shall consist of the Unit Chairman, appropriate Vice-Chairman or Vice Chairmen, and each precinct captain or co-captain or their designate.
- b. The Operations Committee shall meet as necessary for the conduct of its business.
- c. The Operations Vice-Chairman shall serve as chairman of the Operations Committee and shall preside over its meetings.
- d. The Operations Committee shall be responsible for coordination of Precinct Organization activities (See Article Eight), election activities of the Party, with its procedures, plans and goals subject to the approval of the Executive Committee and the City Committee. The Operations Committee has the responsibility of promoting the Party through community service, registration drive assistance and overall coordination of precinct operations assistance.

2. **Finance Committee**

- a. The Finance Committee shall consist of the Unit Chairman, the Finance Vice-Chairman, the Treasurer, the Budget Coordinator, and other such members who may or may not be members of the City Committee and who shall be appointed by the Finance Vice-Chairman.
- b. The Finance Committee shall meet as necessary for the conduct of its business.
- c. The Finance Vice-Chairman shall serve as chairman of the Finance Committee and shall preside over its meetings, but in his absence either the Treasurer or the Budget Coordinator may preside.
- d. The Finance Committee shall be responsible for the fundraising activities of the Party and for the overall planning and supervision of the financial affairs of the City Committee, subject to the approval of the City Committee.

3. **The Executive Committee:**

- a. The Executive Committee shall consist of the officers identified in Section B. Officers, above, plus the chairmen of each of the standing committees identified in Section C. Standing Committee.
- b. The Executive Committee may meet as needed, by the call of the Unit Chairman.
- c. The Unit Chairman shall serve as chairman of the Executive Committee, but in his/her absence, the Operations Committee Chairman may serve.
- d. The Executive Committee shall be responsible for over all coordination of Party activities, including coordination of all Republican candidate campaigns; establishing, approving, and revising the official Party Budget; approving the establishment of any formal joint activities with other Party Units; approving the establishment of additional Standing or temporary committees; and such other plans and activities as deemed appropriate by the Committee.

ARTICLE EIGHT

PRECINCT ORGANIZATION

- A. **The Precinct Captain or Co-Captains** for each of the several voting precincts shall be appointed by the Unit Chairman.
- B. Each Precinct Captain or Co-Captain shall meet the qualifications for participation in Party actions, as hereinabove set out in ARTICLE ONE, and must be a legally qualified voter of the City of Harrisonburg or a member in good standing of the College Republican Club of James Madison University.
- C. The Precinct Captains and Co-Captains shall serve as members of the Operations Committee.
- C. The Precinct Captain or Co-Captain shall have general executive authority over all activities of the Party in his precinct and shall be among those invited to participate in all Party appointments of persons residing in his precinct. The Precinct Captain or Co-Captain shall be responsible for maintenance of voter records; supervision of canvassing in his precinct; assisting the appropriate Vice-Chairman in the recruitment and supervision of poll workers on election day and other volunteers needed for campaign activities within his precinct or at the local campaign headquarters; assisting the appropriate Vice-Chairman in supervision of finance drives within his precinct; recommendation of election officials and candidates for vacancies on the City Committee to the Unit Chairman; and generally assisting the Unit Chairman and Vice Chairman (men) and his fellow Precinct Captains and Co-Captains in coordinating precinct operations.

ARTICLE NINE

ADOPTION AND AMENDMENT

This Plan of Organization of the Republican Party of the City of Harrisonburg shall become effective upon its adoption by a majority of those members present either in person or by proxy, at a meeting of the City

Committee. Thereafter, this Plan may be amended by any Harrisonburg City Republican Mass Meeting or Convention by majority roll call vote; or by the City Committee by a majority vote of its members present either in person or by proxy; and in either event, after due notice of such intent has been served in the call for such meeting or convention.