

BYLAWS

LYNCHBURG REPUBLICAN CITY COMMITTEE

23, April 2015

Article I - Powers

All powers and duties of the Lynchburg Republican City Committee, hereinafter referred to as “the Committee”, “Lynchburg Republican Party” or “LRP”, are derived from the “Plan of Organization [of the] Republican Party of Virginia (RPV)”, hereinafter referred to as the “Party Plan”.

Article II - Purpose

The purposes of the Lynchburg Republican Party shall be to:

1. Promote the principles of the Republican Party.
2. Support and elect to public office Republican candidates who support and abide by the principles of the Republican Party.
3. Hold elected officials accountable to the principles enumerated in the Virginia Republican Creed.

Article III - Members

Section A. Qualifications

1. Any legally qualified voter living within the City of Lynchburg, under the laws of the Commonwealth of Virginia, who is in agreement with the principles of the Republican Party, and who, if requested, expresses in open meeting either orally or in writing as may be required, his or her intent to support all of its nominees for public office in the ensuing election, is eligible for membership in the LRP.
2. Unless otherwise provided herein, membership in the LRP shall require the payment of dues. Dues shall be paid at the time of induction to the LRP and then annually by April 1.
3. Any membership dues paid between January 1 and the November General Election Day of each year shall be considered payment for the current year. Membership dues paid after the November Election Day and before the last day of December will be considered dues for the following year.

Section B. Membership

The membership of the Lynchburg Republican Party shall consist of the following:

1. Chairman and elected officers.
2. Members: Qualifications for general membership are defined under Article: III Section A. Subsections 1, 2 and 3. Applicants for membership must be voted into the LRP by a simple majority of the LRP members present.
 - a. Precinct Members - the number from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct
 - b. At-Large Members - additional At-Large Memberships may be created which shall not exceed in number 30 percent of the members of the Committee
3. Associate Member: Any individual who chooses to support the LRP financially but does not officially join the LRP may be classified as an Associate Member. Associate members are entitled to an invitation to attend and participate in meetings, events and party functions. Associate members are not entitled to a vote, but may carry a proxy for another member as defined in Section B, Subsection 4, and shall not be classified as At-Large or Precinct Members.
4. Elected Public Officials: Any Republican elected official who ran as the party's nominee and whose district includes all or part of the City of Lynchburg shall be an Ex-Officio Member of the Lynchburg Republican Party through the end of the organizational year in which they leave office. They shall be entitled to all rights and privileges of membership not otherwise reserved herein, but shall not be required to be a "voter(s) of Lynchburg City" as described in Article III, Section A, Subsection 1, Line 1.
 - a. Republican officials who are not residents of Lynchburg are not entitled to vote in a LRP mass meeting, regular membership meetings, or to attend any conventions as an LRP delegate, alternate or proxy.
 - b. Republican elected officials are excused from attendance requirements.
 - c. Elected officials shall not be classified as At-Large Members.

Section C. Membership Retention

1. A member retains his or her membership status upon payment of annual dues no later than April 1. A member who is unable to pay may be permitted to retain membership status upon submission of a confidential statement of hardship.

2. Submitting a statement of hardship does not guarantee continued membership. The letter will be examined by the Treasurer and the Vice Chair of Finance, who will in confidence seek a sponsor for the member's dues. The records will be submitted to the Secretary for holding. The accommodation of persons who submit a statement of hardship will be contingent upon approval by the Treasurer and Vice Chair of Finance and the availability of sponsor funds for the delinquent dues.
3. A member who misses three consecutive duly called LRP meetings without sending a proxy automatically loses membership status per the RPV Party Plan. A member who has lost his or her membership status in this way who wishes to rejoin may complete a new membership application, pay the annual dues and be voted back into the membership at the next meeting at which he or she is present.
4. A member may be removed from the LRP by a vote of two-thirds of the voting members present, but only after having been furnished with written notice that such removal will be sought, along with the reasons, signed by not less than one-third of the members and after allowing the member 30 days within which to respond in writing. This does not apply to members who automatically drop from the membership as described in Article III, Section C: Subsection 3 and 5.
5. A member shall be deemed to have been terminated in the event of any of the following:
 - a. Proof of a reportable contribution, cash or in-kind, by that member to any candidate opposing a Republican nominee on the ballot in Virginia; or
 - b. Publicly endorsing a candidate of another party or,
 - c. Permitting the member's name to be used in opposition to the candidacy of any certified Republican nominee or Republican endorsed candidate within the Commonwealth of Virginia; or
 - d. A record of delinquency in attendance or in the payment of dues in accordance with Part 2 of this Section.
6. The Secretary, after informing the Executive Board, shall notify the member of his or her termination. The terminated member may, within ten days of notification contest the termination by requesting in writing a hearing to be held at the next immediate regularly scheduled LRP. The member shall remain a member during this appeal process.
7. Dues may be set by a majority vote of the Executive Committee at a board meeting to be held after the bi-annual mass meeting and election of officers. A majority of the general members may overrule this decision of the Executive Committee at the next regular LRP meeting. Dues may be changed more than once in a calendar year by a majority vote of

the members present at a duly called Committee meeting.

8. The dues shall not exceed fifty dollars (\$50.00) per member and shall be no less than ten dollars (\$10.00) per member.
9. The Committee has the authority to reduce the dues required by students who meet the qualifications of membership.

Article IV – Officers

Section A. Elected Officers

1. The Elected Officers of the LRP shall be as follows: Chairman, Vice Chair of Precinct Organization, Vice Chair of Finance, Vice Chair of Outreach and Recruitment, Treasurer, Secretary, and Political Director.
2. Elected Officers shall regularly attend general membership meetings and Executive Committee meetings. Elected Officers may not miss three (3) Executive Committee meetings in a year without sending a proxy, except under extenuating circumstances, or as determined by a majority vote of the Executive Committee.
3. An Elected Officer who fails to meet the requirements of the previous subsection shall be considered automatically resigned unless extenuating circumstances are provided and accepted by a majority of the remaining Executive Committee.

Section B. Election, Term and Recall

1. The Chairman shall be elected at the Mass Meeting for a term of two (2) years.
2. The Vice Chair of Precinct Organization, Vice Chair of Finance, Vice Chair of Outreach and Recruitment, Treasurer, Secretary, and Political Director shall be elected at the first LRP meeting following the mass meeting by a majority of the members present who were elected at the mass meeting.
3. The election, term and recall of all elected officers shall be in accordance with the State Party Plan and Roberts Rules of Order, Newly Revised.

Section C. Appointed Officers

1. Appointed officers shall be appointed by the Chairman subject to confirmation by a majority of the members present and voting. Appointed officers shall serve at the pleasure of the Chairman for the same term.
2. The following positions are recommended for appointment:
 - a. Sub-Committee Chairmen
 - b. Absentee Ballot Officer, Sign Director, Director of Communications, Director of Recruitment and Outreach, Events Director, Young/College Republican Liaison(s), Republican Women Liaison, Veterans and Armed Forces Liaison(s), Letter Writing Superintendent, and Hospitality Director.
3. Officers appointed through this process shall not be entitled to a vote on the Executive Committee but may be invited to attend Executive Committee meetings at the discretion of the Chairman.
4. The appointed officers shall serve on the Leadership Committee.

Section D. Vacancies

1. A vacancy in the office of Chairman shall be filled by the Committee. Until the Committee acts, the Vice-Chair of Precinct Organization shall serve as acting Chairman.
2. A vacancy of an Elected Officer other than Chairman shall be filled by a majority vote of the remaining Executive Board for the remaining unexpired portion of the term, subject to a majority approval of the LRP members present at the next committee meeting.
3. Vacancies shall be filled after notice of such intent has been included in the call of the board and committee meeting(s).

Section E. Duties

- 1. The Chairman shall:**
 - a. Guide the organization in an organized and principled manner, looking out for the best interests of the Lynchburg Republican Party according to the organization's purpose as outlined in Article II.
 - b. Call Committee meetings as required by these bylaws and as necessary.
 - c. Send written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.

- d. Present an agenda for the Committee by the end of the first quarter of every year to the Executive Committee.
- e. Serve as ex-officio member on all committees except the nominating committee for mass meetings for party Chairman.
- f. Lead in accordance with the State Party Plan.
- g. Serve as the chief spokesperson of LRP, unless otherwise assigned.
- h. All external written communications representing the LRP's views and/or policies shall be signed or approved by the Chairman, unless otherwise assigned.

2. The Vice Chair of Precinct Organization shall:

- a. Be responsible for all precinct related items, including poll workers, poll watchers, precinct officials, sample ballots and all other Election Day duties as instructed by the Chairman, unless assigned to another officer.
- b. Organize and executive the training and assigning of volunteers.
- c. Oversee the operations of the Ward Chairmen and Precinct Captains.
- d. The following positions are recommended for appointment by this Vice Chair subject to approval by the Chairman.
 1. Four (4) Ward Chairmen; or One (1) Ward Chairman per Lynchburg City Ward.
 2. Eighteen (18) Precinct Captains; or One (1) Precinct Captain per Lynchburg City Precinct.
 3. Ward Chairmen shall be responsible for the recruitment of Precinct Captains for their respective Wards and provide assistance to their Precinct Captains in recruiting all necessary volunteers for Election Day.
- e. Perform other such duties as assigned by the Chairman.

3. The Vice Chair of Finance shall:

- a. Regularly solicit contributions for the Lynchburg Republican Party.
- b. Work with the Chairman and Treasurer to assemble a budget for each year.
- c. Work with the Chairman and Treasurer to hold an annual fundraiser.
- d. Work with the Treasurer to ensure the financial integrity of the Committee.
- e. Perform other such duties as assigned by the Chairman.

4. The Vice Chair of Outreach and Recruitment shall:

- a. Actively work to grow the membership of the LRP.
- b. Plan, organize and execute community service projects.
- c. Facilitate participation in community events.
- d. Assist with public relations matters.
- e. Work with the Secretary and Treasurer to ensure membership renewals.
- f. Perform other such duties as assigned by the Chairman.

5. The Political Director shall:

- a. Work with the Vice Chair of Outreach and Recruitment to recruit and engage volunteers for voter registration, voter identification, and canvassing.
- b. Possess the primary responsibility of organizing canvassing operations.
- c. Work with the Candidates for Elective Office Committee to recruit new candidates.
- d. Serve on the Issues and Accountability Committee.
- e. Perform other such duties as assigned by the Chairman.

6. The Secretary shall:

- a. Maintain accurate member records, volunteer lists, sign lists and other such lists as may be necessary, and make the same available to the executive committee regularly and upon request.
- b. Record minutes at all business, member, and executive committee meetings.
- c. Submit LRP meeting minutes to the members by the following LRP meeting for approval.
- d. Submit Executive Committee meeting minutes to the executive officers by the following meeting for approval or amendments.
- e. Assist in providing the Director of Communications with content for mass distribution.
- f. Bring to each meeting the minutes, bylaws, rules, membership list, a list of committees and their membership, the agenda, records, ballots, and any other necessary supplies.
- g. Except those required of the Treasurer, maintain the official documents of the organization, including the bylaws, rules of order, standing rules, official committee correspondence, and minutes.
- h. Notify members of election or of appointment as a delegate at a convention, and furnish him or her with credentials.
- i. Notify members of their election to office or appointment to committees, and furnish him or her with the proper LRP documents.
- j. Perform other such duties as assigned by the Chairman.

7. The Treasurer shall:

- a. Receive for safe keeping, disbursement, and recording all funds of the LRP.
- b. Co-sign all checks on behalf of the LRP.
- c. Maintain receipts and copies of membership forms.
- d. Remit all LRP records to the Department of Elections, as required.
- e. Send an annual renewal notice to all current members.
- f. Prepare other such reports as described in these bylaws.
- g. Perform other such duties as assigned by the Chairman.

ARTICLE V - Executive Committee

Section A. Membership

The membership of the Executive Committee shall consist of the Elected Officers.

Section B. General Duties

The Executive Committee shall act for, and have the general power to administer the affairs of the LRP between meetings, provided that all of its actions shall be in conformity with these Bylaws and the policies, programs and instructions of the LRP.

Section C. Rules

1. Meetings shall be called at the pleasure of the Chairman, who must generally give members one week's notice, except as circumstances otherwise reasonably require.
2. Upon the showing of good cause, the Executive Committee may vote to remove another Elected Officer from his or her position by a 2/3 majority vote. Good cause may include, but is not limited to, an officer's persistent neglect of his or her duties and/or failure to perform duties as prescribed. Such removal requires fourteen (14) days' notice to appear before the Executive Committee for an opportunity to offer a defense of the charges outlined by the Executive Committee. In order to be effective such decision shall be ratified by a majority of the LRP members present at the next official meeting.

ARTICLE VI – Leadership Committee

Section A: Membership

The Leadership Committee shall consist of all elected and appointed LRP officers.

Section B: General Duties

The Leadership Committee shall:

1. Work collaboratively to guide the LRP in a principled and effective manner.
2. Perform all duties as assigned by the Chairman or as otherwise instructed.

ARTICLE VII- Meetings

Section A. Membership Meetings

1. The Lynchburg Republican Party shall meet no less than once during each calendar quarter, with no more than four (4) months between each meeting, The Chairman, acting Chairman or one-third (1/3) of the LRP members may call any additional meetings.
2. All official LRP membership meetings shall be held in a building appropriate for public use and shall be open to the public.
3. All official LRP membership meetings shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence in the order listed): the State Party Plan, District or Unit Plan or Bylaws, and otherwise in accordance with the then current edition of Robert's Rules of Order, Newly Revised.
4. All official LRP membership meetings require seven (7) days' notice.

Section B. Purpose

The purpose of LRP meetings shall be to conduct all LRP business as outlined in the agenda set forth by the Chairman, the RPV Bylaws and/or these Bylaws.

Section C. Executive Committee Meetings

1. Executive Committee meetings shall be called by the Chairman or upon petition of one-third of its members and may be held anywhere reasonably accessible to participants.
2. Meetings shall be held at the call of the Chairman, who must generally give members one week's notice, except as circumstances otherwise reasonably require.

Section D. Leadership Committee Meetings

The Leadership Committee shall meet at the pleasure of the Chairman.

Section E. Proxies

Proxies may be used in accordance with the State Party Plan. (See Appendix A for Recommended Proxy form)

Section F. Quorum

At a membership meeting, one-third of the members shall constitute a quorum. At meetings of all committees, a majority of the members shall constitute a quorum.

Section G. Electronic Meetings

The Executive Committee may hold electronic meetings so long as all members may speak and hear as though they were meeting in person.

ARTICLE VIII -Finance

Section A. Policy

1. The LRP shall operate on a “pay as you go” basis and shall not incur debts which would result in a deficit. It shall maintain a Petty Cash Fund of not more than \$300.
2. The LRP may, by a majority of those present and voting, contribute from its operating funds to any Republican campaign or other worthwhile Republican endeavor. Note: As of the passage of these bylaws, it is permissible to contribute up to \$1,000 to a Federal campaign without having to file a report with the Federal Elections Commission.
3. The Chairman and Treasurer must sign all receipts and checks.

Section B. Financial Procedures

1. The Fiscal year shall be January 1- December 31.
2. All operating funds shall be maintained in a checking account with a bank chosen by the Executive Committee.
3. The Treasurer and the Chairman shall co-sign all checks used to disburse operating funds. A debit card may be used by the Chairman and/or Treasurer; however, both must co-sign the receipt(s).
4. At each LRP meeting, the Treasurer shall present a report summarizing dollar amounts of all receipts and expenditures made since the last meeting and the current account balance.
5. The Treasurer shall prepare and submit to the Executive Committee a financial statement of receipts and disbursements for each organizational year on or before February 15 of each succeeding year. The financial statement must be reviewed in manner determined appropriate by the Executive Committee.
6. A review and subsequent report shall be submitted to the Executive Committee by March 30 and certified to the members at the subsequent LRP meeting.

7. At the election of a new Treasurer, the out-going Treasurer shall turn over all financial records and reports, and in return shall receive a receipt.

Article IX - Committees and Special Positions

Section A. Nominating Committee

A Nominating Committee of at least three LRP members shall be appointed by the Chairman in the calendar year in which officers are to be elected. It shall present to the Mass Meeting or Convention called for the election of officers the names of all qualified candidates who have indicated their desire to stand for election, and shall use its best efforts to present at least one candidate for each office.

Section B. Elective Office Committee

The Elective Office Committee shall consist of a chairman and four additional members appointed by the LRP Chairman. The LRP Chairman shall be an ex-officio member of the Committee, and he may appoint as ex-officio members any Republican elected official from the City of Lynchburg. This Committee shall lead the recruitment of Republican candidates in the City, and shall screen potential candidates to insure that they meet both legal requirements and the standards of the Republican Party in the City. This Committee should recruit and encourage suitable candidates as early as possible, keeping in mind the time required to develop a good candidate. The Committee must provide reports to the Executive Board for review.

Section C. Other Committees and Positions

Other committees and special positions may be created and/or appointed by the Chairman for such functions as Registration, Canvassing, Headquarters Staff, etc. as are deemed advisable by the Chairman.

Section D. Committee Communications

All external written communications representing the LRP's views and/or policies shall be signed or approved by the Chairman, unless otherwise assigned.

Article X - Parliamentary Authority and Procedures

The State Party Plan, The Lynchburg Republican City Committee's By-Laws, and Robert's Rules of Order, Newly Revised shall govern all proceedings of all Committees, Conventions and Mass Meetings conducted by the Lynchburg Republican City Committee, giving precedence in the order listed above.

Article XI - Amendments

The By-Laws may be amended by a two-thirds (2/3) vote of those paid members of the City Committee who are present and voting at any duly called meeting, provided notice of the general character of the Amendment(s) has been given in writing to all members at least thirty days prior to such meeting or has been given at the preceding duly called City Committee meeting.

Article XII - When Effective

An amendment to these bylaws shall become effective at the close of the meeting at which it is adopted.

END

Adopted By The Lynchburg Republican City Committee on 04/23/2015.

Appendix A:

Lynchburg Republican Party Proxy form

**KNOW ALL MEN BY THESE PRESENTS, That I, [_____]
of the [Lynchburg Republican Party], do hereby constitute and appoint
[_____] (Name of Proxy) my true
and lawful attorney, to vote as my proxy (with full power of substitution) at a meeting of
the Lynchburg Republican Party on the [_____] day of [_____] Month,
[_____] Year, 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 [_____] Month, [_____] Year.**

(Signature)

WITNESS:

(Signature)

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

Disclaimer: This proxy form is from RPV's Party Plan and any changes thereto shall be considered an automatic amendment to this Appendix: A.

Paid For And Authorized By The Lynchburg Republican Party