

**BYLAWS
of the**

**WARREN COUNTY REPUBLICAN COMMITTEE
Approved November 19, 2015**

ARTICLE I: QUALIFICATIONS FOR PARTICIPATION IN PARTY ACTIONS

Section A: All legal and qualified voters of Warren County, 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 in its Mass Meetings, Party Canvasses, Conventions, or Primaries in their respective Election Districts.

Section B: A person who has made application for voter registration and meets all other requirements of Section A, Article 1, but whose name does not appear on the Warren County voter registration books solely because of the books having been closed in connection with a local election, will nevertheless be deemed a legal and qualified voter.

ARTICLE II: POWERS, DUTIES, AND GOVERNING AUTHORITY

All powers and duties of the Warren County Republican Committee are derived from the "PLAN OF ORGANIZATION" of the REPUBLICAN PARTY OF VIRGINIA hereinafter referred to as the "State Party Plan." Neither actions of this Committee nor provisions of these By-Laws shall conflict with the State Party Plan or amendments thereto. The rules contained in the most recent edition of Robert's Rules of Order shall govern the County Committee in all cases to the extent they are not inconsistent with these By-Laws or the State Party Plan.

ARTICLE III: WARREN COUNTY REPUBLICAN COMMITTEE

Section A: There shall be a Warren County Republican Committee.

Section B: The purpose and objectives of the Warren County Republican 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 all residents of the five Magisterial Districts served by the Warren County Republican Committee, and to promote political education and activity. A primary objective shall be that of encouraging all citizens of Warren County to exercise their right to vote in all elections.

Section C: Membership

The composition of the Warren County Republican Committee shall be as set forth below:

1. Committee Chairman, Vice-Chairman, Secretary, and Treasurer
2. Five Magisterial District Chairmen
3. Members from each Precinct: The total number of members from each Precinct shall be

determined by the Warren County Republican Committee based on the average number of Republicans who cast votes in the most recent Federal, Gubernatorial, and County elections but not less than one member from each District.

The total membership of the Committee shall be set at 250 Members. Based on the results of the 2012 Presidential Election Republican votes, membership shall be allotted as follows: 101 Fork Town, 15 Members; 102 Otterburn, 35 Members; 201 Happy Creek, 27 Members; 202 Linden, 23 Members; 301 North River, 22 Members; 302 Riverton, 28 Members; 401 East Shenandoah, 34 Members; 402, West Shenandoah, 16 Members; 501 South River, 28 Members; 502 Bentonville, 12 Members; 504 Browntown, 10 Members.

4. Memberships:

a. At Large Memberships: Additional at-large memberships may be created which shall not exceed in number thirty percent (30%) of the actual members of the County Committee.

b. Associate Memberships: Additional Associate memberships may be created by registered voters who pay the yearly membership fee but who are exempt from attending the required number of meetings, but agree to participate in Warren County Republican Committee events, and in working the polls. Associate Members shall not be entitled to a vote, nor shall they be counted when establishing a quorum.

5. All publicly elected Republican officials in Warren County shall automatically be members of the Warren County Republican Committee. They shall not be classified as at-large members.

6. **Membership Fee:** Every member elected to the Committee shall pay a membership fee of twenty dollars (\$20.00) per year, or such other amount as shall be adopted by the Committee, to pay for the general operating expenses of the Committee.

7. **Committee Qualifications:** An individual nominated to become a member of the Warren County Republican Committee must be present when his name is placed into nomination to accept said election. A newly-elected member may not cast a vote on any issue before the Committee until the next meeting of the Committee.

Section D: Election and Term

1. Chairman: The Warren County Republican Committee Chairman 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 6th Congressional District of Virginia. He shall hold office for two years from the time of his election, until a successor is elected, or unless sooner removed. Any candidate for Chairman of the WCRC must have been a member of the Committee in good standing for at least two years prior to his prospective election. Said provision shall be inserted in the official call for election of Chairman.

2. Officers: The WCRC Vice Chairman, Secretary, and Treasurer shall be elected at the next regularly scheduled meeting following the Mass Meeting, Party Canvass, Convention, or Primary, and shall hold office for two years from the time of their election until successors are chosen or unless sooner removed.

3. Committee Members: The members shall be elected at the bi-annual County Reorganization Mass Meeting, Party Canvass, Convention, Primary, or regularly scheduled Committee

Membership Meeting, and shall hold membership until the next bi-annual County Reorganization Mass Meeting, Party Canvass, Convention, Primary, or regularly scheduled Committee Membership Meeting, no matter when an individual member joined the Committee. A member may also be elected at any regularly scheduled Committee Meeting.

Section E: Removal

1. Any member, except all publicly elected Republican officials, shall automatically lose his or her status as a voting member of the Warren County Republican Committee who fails to attend, either in person or by proxy, three consecutive duly-called Committee meetings.
2. The Chairman may be removed from office by a two-thirds vote of other members of the Committee present at a regularly called meeting when such item is included in the agenda and that agenda is mailed or emailed to each member of the County Committee at least seven (7) days in advance of such meeting provided, however, that such Chairman shall be given thirty days notice in writing that such removal will be sought and the grounds for such removal. The charges must be in writing, signed by not less than one-third (1/3) of the members of the County Committee. Such Chairman must be given written notice of the charges and shall be allowed thirty (30) days within which to appear and to defend himself.

Section F: Vacancies

1. A vacancy in the office of the County Committee Chairman shall be filled by the County Committee for the remaining unexpired portion of the term. The Executive Committee shall include in the Call for a regularly scheduled monthly Committee meeting that there will be a special election which shall be held within thirty days and will include electing a new Warren County Republican Committee Chairman to fill the unexpired portion of the term. (See Article VII, Section A)
2. Vacancies in the office of Vice Chairman, Secretary, and Treasurer, and any other elected members of the Committee, shall be filled by the County Committee for the remaining unexpired portion of the term, during a duly called meeting of the Warren County Republican Committee.
3. Except as set forth in 1 above, vacancies shall be filled after notice of such intent has been included in the Call for the meeting.

ARTICLE IV: ELECTED OFFICERS

Section A: General

The officers of the Warren County Republican Committee shall be a Chairman, Vice Chairman, Secretary, and Treasurer. The Chairman shall be elected at a duly called Mass Meeting, Party Canvass, Convention, or Primary Election. The Vice Chairman, Secretary and Treasurer shall be elected by the Warren County Republican Committee at the regularly called meeting of the Warren County Republican Committee following the Mass Meeting.

Section B: Magisterial District Chairman

1. A Magisterial District Chairman for each Magisterial District shall be elected by the members of the Warren County Republican Committee residing in the respective Magisterial

District. Such Chairman shall be responsible for the activities of the Magisterial District, including precinct organization and appointment of precinct captains who preferably reside in the precincts within his Magisterial District.

2. In the event of the removal, disqualification, resignation, death, or change in residence within the respective Magisterial District, such Magisterial District Chairman shall be replaced by appointment of the Warren County Republican Committee Chairman until a permanent replacement can be elected by a caucus of the Committee members within such Magisterial District. Such caucus shall be called by appropriate notice to accompany the Call for the Warren County Republican Committee meeting at which such caucus shall act.

3. Each Magisterial District shall have a Vice-Chairman and a Secretary, to be elected by members of that Magisterial District at a separate caucus of the regular Warren County Republican Committee. In the event of a Vice-Chairman or Secretary vacancy in a Magisterial District, the Magisterial District Chairman may appoint a temporary Vice-Chairman or Secretary to serve until the election process occurs.

Section C: Duties of Warren County Republican Committee Elected Officers.

1. Chairman: The County Chairman shall be responsible for the general execution and implementation of the programs and policies of the County Committee, commensurate with achieving the goals of the State Party Plan.

The Warren County Republican Committee Chairman shall in addition:

a. Call Mass Meetings or Conventions in accordance with the State Party Plan, and preside over the same until a temporary organization is put in place for the meeting. The Chairman may, with the approval of a majority of the Executive Committee, amend any Call for a Mass Meeting adopted by the County Committee for the purpose of correcting any errors or any omissions required by the RPV.

b. Represent the County Committee on the Republican 6th District Committee.

c. Convene the County Committee every month except December, and more frequently when the needs of the Republican Party so demand.

d. Appoint two qualified persons from the County Committee to perform an annual audit of the books and financial records of the County Committee at the end of each full year of the Treasurer's term. Such persons shall report their findings to the County Committee.

2. Vice Chairman: The Vice Chairman shall, in the absence or disability of the County Committee Chairman, preside at the meetings of the County Committee and exercise the powers of the Chairman. The Vice-Chairman shall otherwise assist the Chairman in the performance of his duties.

3. Secretary: The Secretary shall be responsible for:

a. Keeping a record of minutes: The County Committee Secretary shall keep a record of all the proceedings of the meetings of the County Committee and of the Executive Committee.

b. Email: The Call and the Minutes of the previous Committee meeting shall be sent by email to paid members. The Call and Minutes of the Executive Committee shall be sent to the Executive

Committee members.

c. The Secretary shall sign, together with the County Committee Chairman, all official documents and shall otherwise assist the other officers in the performance of their duties.

d. Keeping the applications for membership to the County Committee, and for the 6th District Delegates, and for the State Convention Delegates.

e. Keeping copies of Calls, Minutes, and applications for the immediate past secretarial term, as well as for the present term.

4. Treasurer: The Treasurer shall be responsible for the safekeeping and disbursement of all Warren County Republican Committee funds.

a. The Treasurer shall be authorized **to distribute funds** in accordance with an annual budget duly approved by the County Committee at a regularly called meeting providing that adequate funds are available to meet any priority obligations as established by said budget.

b. The Treasurer shall be authorized **to disburse funds** when so authorized by the County Committee at a duly called meeting, providing that funds to meet other obligations is clearly established.

c. When so authorized by the County Committee Chairman or Vice Chairman, the Treasurer shall have the authority **to make expenditures** up to a total of two hundred dollars (\$200.00).

d. The Treasurer is empowered and required **to open a bank account** in the name of the Warren County Republican Committee, and to make deposits and withdrawals in said account.

e. The Treasurer shall **present a report at each County Committee meeting** covering all transactions occurring during the period since the preceding meeting.

f. The Treasurer shall also **present an annual report** to the County Committee, covering transactions during said year, at the end of each full year of his term.

g. The Treasurer's books and **records are to be audited annually** in the same manner by two members designated by the Chairman. The audit shall be certified as to correctness and delivered to the County Committee, with a copy being furnished to the Treasurer.

h. The Treasurer shall **keep proper records, and make them available for inspection** by any member of the County Committee at all reasonable times, and upon reasonable notice.

i. The Treasurer shall **deliver all official records in his possession to his successor** within ten (10) days after the expiration of his term.

j. The Treasurer **shall be a member of the Finance Committee** as provided herein.

k. The Treasurer shall **keep a record of all membership dues** and a list of all current paid members.

5. Magisterial District Chairman: The Magisterial District Chairman shall be responsible for organizing the Republican Party members within his respective district.

a. The Magisterial District Chairman should have an updated list of voters who have voted in the last County Republican Mass Meeting or Primary. Voters who are not members of the Committee can be called upon to help with events and elections when they are needed.

b. The Magisterial District Chairman should be responsible for alerting District members about regular meetings and for encouraging members to be involved in Committee events, such as the Family Picnic and the Pig Roast.

c. Duties of other Magisterial District officers:

1) Magisterial Vice Chairman Duties: The Vice Chair should take the place of the Magisterial District Chairman whenever the Chairman is not available to fulfill the duties.

2) Magisterial Secretary Duties: The Secretary should help fulfill the duties of the Chairman and Vice Chair as well as to take notes for any Magisterial District meetings.

ARTICLE V: APPOINTED OFFICERS

Section A: Parliamentarian

The Parliamentarian shall be a duly appointed officer by the Chairman at each Warren County Republican Committee Meeting. The Parliamentarian shall serve at the Chairman's pleasure.

Section B: Finance Chairman

The Chairman shall appoint a Finance Chairman who will serve as a member of the Executive Committee.

Section C: Sergeant at Arms

The Chairman shall appoint a Sergeant at Arms at each Committee Meeting. The Sergeant at Arms shall be responsible for enforcing the Order of the Chairman and for the distribution and collection of paper ballots during any vote by secret ballot.

ARTICLE VI: MEETINGS

Section A: General

The County Committee shall meet at least once a month except for December. Additional meetings shall be called by the County Chairman to address a specific issue or issues at a time and place determined by the Chairman upon petition by one-third of the members of the County Committee. Such meeting shall be held within 30 days of receipt by the Chairman of such petition.

Section B: Notice

Meetings of the County Committee shall be held upon seven (7) day's notice of the Call with minutes of the preceding meeting. Such Notice, Minutes, and Agenda should be made available on the Warren County Republican Committee website. The Call, the Minutes, and the Proxy Form shall be sent to paid members electronically unless otherwise requested by a member for them to be sent by U.S. mail. The Proxy Form also should be available on the County Committee website.

Section C: Proxy

A proxy, subject to the following conditions, may represent a member of the County Committee at any County Committee meeting:

1. No individual may cast more than one vote at any meeting he attends.
2. Any person who acts as a proxy for another must meet the qualifications for membership on the County Committee as set forth in Article I of these By-Laws and meet the requirements as stated in Article VII, Section A2 of the State Party Plan. Therefore, the proxy holder must be a registered voter from the same Election District represented by the absent member of the committee.
3. All proxies shall be in writing, signed by the maker, substantially in the following format: "I, (Name of Committee Member) of (address) do hereby appoint (Name of Proxy) of (address) my attorney to vote as my proxy at a meeting of the Warren County Republican Committee to be held on the ___day of _____, 20___, or at any adjournment thereof, upon any question that may come before the meeting, with all the power I should possess if personally present. Signed this _____day of _____, 20___. (Signature)_____ (Witness)_____ (Address)_____
4. Any proxy may be withdrawn by the County Committee member giving it at any time prior to its being exercised.

Section D: Voting by Ballot

1. At any election when there is more than one candidate for a Warren County Republican Committee office, the vote shall be taken by paper ballot.
2. If a member of the Committee asks for a secret ballot on an issue before the Committee, the Committee shall use a paper ballot.

Section E: Quorum

A simple majority of the voting members of the County Committee Present shall constitute a quorum for the transaction of business brought before the Committee. A majority of the voting members of a Committee shall constitute a quorum for the transaction of business.

Section F: Mass Meetings

If the number of persons pre-filing as candidates in a Mass Meeting, Party Canvass, or Convention does not exceed the number of nominations to be made for a particular office, then the pre-filed candidate shall be declared the nominee of the WCRC. If candidates for the nomination for all offices to be decided upon by any Mass Meeting, Party Canvass, or Convention are unopposed, then the candidates shall be declared the nominees of the WCRC, and the Mass Meeting, Party Canvass, or Convention shall be cancelled IF provided for in the Call.

ARTICLE VII: EXECUTIVE COMMITTEE

Section A: Membership

The Executive Committee shall consist of the following members; however only one (1) member of a family household is permitted to serve on the Executive Committee at the same time:

1. Voting members:

County Committee Chairman
County Committee Vice-Chairman
County Committee Secretary
County Committee Treasurer
Finance Committee Chairman
Magisterial District Chairmen
Immediate past chairman (if still a resident of Warren County and a current Committee member)

2. Nonvoting members:

Chairmen of the Standing Committees, except for the Finance Chairman
All publicly elected Republican officials in Warren County

Section B: Duties of the Executive Committee

The Executive Committee shall carry on the business of the Warren County Republican Committee in conformity with the policies and programs of the Republican Party. It shall have the general authority to administer the affairs of the County Committee between business meetings, and shall report its actions to the County Committee at the regular scheduled meetings.

Section C: Voting

A simple majority of the voting members of the Executive Committee present at an Executive Committee Meeting shall constitute a quorum for the purpose of transacting business.

Section D: Meetings

Meetings of the Executive Committee will, if practical, be held monthly upon the prior Call of the Chairman for the County Executive Committee meeting, or a Call of two voting members of the Executive Committee.

Section E: The Call

The Call for the Executive Committee shall be sent with seven days notice to all Executive Committee members, if practical, as well as to paid-up County Committee members who are invited as non-voting guests.

ARTICLE VIII: COMMITTEES

Section A: Standing Committees

1. Unless otherwise provided, the following Standing Committees may be established. The Chair of Standing Committees shall be appointed by the County Committee Chairman as soon as practical after his election. The Chairman of each Standing Committee shall report members' names to the County Committee.

2. Members of the Standing Committees may be appointed by the County Committee Chairman and by the Chair of the Standing Committee.

3. The following are suggested Standing Committees:

Finance
Magisterial Organization
Candidates
Research and Issues
Election Technology

4. There may be such additional Standing Committees as may be deemed advisable by the Warren County Republican Committee Chairman or the Executive Committee. The County Chairman shall be an ex-officio member of all such Standing Committees as are established, except the Nominating Committee. The Chairman of the Warren County Republican Committee shall fill any vacancy of a Chairman of a Standing Committee as it occurs.

Section B: Duties of Standing Committees

1. The Finance Committee:

a. The Finance Committee shall consist of a Finance Chairman, the Treasurer, and a minimum of one other member of the County Committee from each Magisterial District insofar as possible.

b. This Committee shall be responsible for the overall planning and supervision of the financial affairs of the County Committee.

c. The Committee shall plan, organize, and supervise the raising of funds for the County Committee.

d. It shall prepare an annual budget to be presented by the Treasurer to the Executive Committee prior to the annual meeting and shall perform such other duties as shall be assigned by the County Chairman.

2. The Magisterial Organization Committee:

a. The Magisterial Organization Committee shall consist of the County Committee Vice-Chairman and the Magisterial District Chairmen.

b. This Committee is responsible for establishing and maintaining an organization for effective communications between individual voters and the leadership of the Republican Party.

c. It is also established as a mechanism for accomplishing the objectives of the Republican Party.

3. The Candidate Search Committee:

a. The Candidate Search Committee shall consist of a Chairman to be appointed by the Chairman of the County Committee and at least one other member of the County Committee from each Magisterial District if practical.

b. It shall be the duty of this Committee to actively seek out and encourage potential qualified candidates for all public offices; to acquaint such candidates with the requirements and duties of the office; to determine whether each prospective candidate has the means to raise the funding necessary for a successful campaign; and to present the names of all potential candidates to the County Committee.

c. The Candidate Search Committee is not a selection committee, but rather its purpose is to encourage candidates for public office from among all segments of the party.

d. It shall not reject any nomination.

e. This Committee shall perform such other duties as may be assigned by the County Committee Chairman.

4. The Research and Issues Committee:

a. The Research and Issues Committee shall consist of a Chairman and such other members as is deemed advisable.

b. The Committee shall conduct continuing research on current issues that may be of interest and assistance to the County Committee and to all candidates.

c. It shall maintain files setting forth the results of such research and shall make them available to all members of the County Committee.

d. It shall keep generally abreast of current issues.

e. The Committee shall perform such other duties as may be assigned by the County Committee Chairman.

5. Election Technology Committee:

a. The Election Technology Committee shall consist of a Chairman and such other members as is deemed advisable.

b. The Committee shall implement and maintain a database of voters in the County.

c. It shall train the Magisterial District Chairmen and members of the County Committee in proper use of the voter database and voter outreach technology and techniques.

d. It shall coordinate with the County Committee Chairman and Republican campaigns and political organizations to export and import voter data from the database.

e. The Committee shall perform such other duties as may be assigned by the County Committee Chairman.

Section C: Nominating Committee

1. Prior to the Mass Meeting, the Chairman of the County Committee shall appoint a Nominating Committee consisting of at least three (3) current members of the County Committee. The duties of said Committee shall be to present pre-filed candidates for the position of Chairman of the County Committee. All persons who wish to be nominated for the position of Chairman of the Warren County Republican Committee must prefile.

2. Committee Members to be considered for election shall be present at the Mass Meeting of the County Committee.

3. The Chair of the County Committee shall not be a member of the Nominating Committee.

ARTICLE IX: CONSTRUCTION

The use of nouns and pronouns set forth in this Party Plan shall be construed to denote either gender.

ARTICLE X: AMENDMENTS

These By-Laws may be amended by a two-thirds vote of those members of the County Committee who are present and voting at a duly called County Committee meeting, providing that a copy of such proposed Amendment(s) shall be made available to the membership sixty (60) days prior to the meeting.

END of Bylaws