

**TAZEWELL COUNTY
REPUBLICAN
COMMITTEE**

**PLAN OF ORGANIZATION
AND BYLAWS**

April 25, 2009

As Approved

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TAZEWELL COUNTY REPUBLICAN COMMITTEE
PLAN OF ORGANIZATION

ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be the "Tazewell County Republican Committee" hereinafter called the "County Committee."

ARTICLE II STATEMENT OF PURPOSE

This Plan sets forth the basic organization and code of operation for the County Committee in the interest of encouraging active participation of all persons supporting Republican ideals and residing within the established unit boundaries.

ARTICLE III OBJECTIVES

The objectives of the County Committee are to promote the principles of the Republican Party, elect Republican candidates to public office, and to assist, upon request, elected Republican officials in the execution of their duties.

ARTICLE IV POWERS AND DUTIES

All the powers and duties of the County Committee are derived from the "Plan of Organization of the Republican Party of Virginia." No action of the County Committee or the Plan of Organization of the Tazewell County Republican 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. The business of the County Committee will be conducted in accordance with *Roberts Rules of Order*.

ARTICLE V DEFINITIONS

The following definitions apply wherever used:

1. "State Party" means Republican Party of Virginia.
2. "State Party Plan" means the latest revision of the Plan of Organization of the Republican Party of Virginia.
3. "State Central Committee" means State Central Committee of the Republican Party of Virginia.
4. "County Committee" means the governing body of the Tazewell County Republican Committee.
5. "Biennial District Convention" means the District Convention held in Congressional election years and is the same as the Quadrennial District Convention of Presidential election years.
6. "Chairman", "Chairmen", "He", and "His", shall not be construed to denote gender.
7. "Mass meeting" is as defined in Robert's Rules of Order – Newly Revised subject to the provisions of the State Party and this Party Plan.
8. "Precinct Caucus" means a meeting of Republican voters from one of Tazewell County's election precincts.
9. "Executive Committee" means the officers of the Committee.
10. "Primary" is as defined in and subject to the State Election Laws.
11. "County" means Tazewell County, Virginia.

ARTICLE VI TAZEWELL COUNTY REPUBLICAN COMMITTEE

All legal and qualified voters, regardless of race, religion, age, gender, or national origin, under the laws of the Commonwealth of Virginia, who are in accord with the principles of the Republican Party and who are willing to express in open meeting, if requested, their intent to support its nominees for public office in the ensuing election, may participate as members of the Tazewell County Republican Committee in its Mass Meetings, Party Canvasses,

Conventions, or Primaries in their respective Election Districts, provided said voters' place of residence and voter registration are recorded in Tazewell County, Virginia.

ARTICLE VII COUNTY COMMITTEE GENERAL ORGANIZATION AND OPERATIONS

Section A: Membership Qualifications

1. The members of the County Committee shall be elected at the County Mass Meeting, Party Canvass, Convention or Primary called for the purpose of electing delegates to the Biennial District Convention in the 9th Congressional District of Virginia, and they shall hold office for two years from the time of their election, until successors are selected, or unless sooner removed. An *Application for Membership* must be submitted at any other business meeting.
2. A member in good standing is one who attends at least four business meetings per year, does not miss three consecutive business meetings, and who pays yearly dues on time. A member is no longer in good standing if any of these criteria have not been met. Any question as to whether a member is in good standing shall be determined by a vote of the County Committee.
1. New members will be voted on for membership at the conclusion of the regular business during the regular Executive Committee meeting.

Section B: Dues

1. Each member of the County Committee shall be required to pay reasonable annual dues, the amount of which shall be determined by majority vote of those members who are present and voting at a duly called meeting.
1. Dues are payable upon application for membership.
1. Annual dues are payable no later than 12 months from the application of membership, at which point membership expired and must be renewed by the payment of dues. Any person who has not paid their dues are stated to be inactive members until those dues are paid. A person whose membership has moved to the inactive status will remain on file for 6 months and which point their name is dropped from the contact list of the County Committee.

Section C: County Committee

The Tazewell County Republican Committee shall be administered by the County Committee and its duly elected Officers, which shall be composed of members who meet the requirements of VI and who are elected as follows:

1. Party Officers
1. Precinct members who shall consist of persons from each precinct as provided by the State Party Bylaws. Precinct members shall be elected in conjunction with the County Mass Meeting in each even year.
1. All Public officials elected as Republicans whose place of voting residence is Tazewell County, Virginia

Section D: Elections

The County Committee shall determine whether candidates for local and constitutional public offices shall be nominated by Mass Meeting, Party Canvass, Convention, or Primary and whether County Chairman and Committee members shall be elected by Mass Meeting, Party Canvass, Convention, or Primary. It shall call all regular and all special Mass Meetings, Party Canvasses, Conventions, and make all arrangements thereto and, if a Convention, determine the basis of representation. Authority to make such arrangements (other than the date, time, and whether there shall be, and the requirements for, any pre-filing) may, at the discretion of the County Committee, be delegated to the County Chairman. It shall cooperate with the State Central Committee, 9th Congressional District Committee, and the 3rd Legislative District in conducting all elections.

Section E: Removal

1. Any member shall automatically lose his/her status as a voting member of the County Committee upon failing to attend three consecutive business meetings or upon failing to pay annual dues on time.
1. The secretary shall notify such member, in writing, of his/her failure within thirty days of such failure.
1. The Chairman, other officer or member of the County Committee may be removed from office for cause by two thirds vote of the membership of the County Committee; provided, however, that such

person shall be given thirty days notice in writing that such removal will be sought and the grounds upon which such action is based and signed by not less than one third of the membership of the County Committee. Such person shall be given reasonable opportunity to appear and respond to the allegations.

Section F: Appeal

Any person having been removed from the County Committee may appeal to the County Committee for reinstatement and such appeal may be granted for good and sufficient reason. A vote to reinstate members will be conducted at the end of the regular business during of a County Committee meeting.

Section G: Vacancies

Members may be elected to fill any vacancy at any regularly called meeting of the County committee provided that notice of such existing vacancy shall be given with the Call for the meeting.

Section H: Business Meetings

Business meetings of the County Committee shall be held at least quarterly.

Section I: Quorum

A quorum shall consist of at least 1/2 or greater of the elected, active members of the county committee.

Section J: Proxy

A member of the County Committee may be represented in the meeting by a proxy, subject to the following conditions:

1. No individual may cast more than one proxy vote at any meeting.
1. The proxy holder can be any registered voter who meets the qualifications of Article I in the RPV plan (*from the same Election District or organization represented by the absent member of that committee*).
1. All proxies shall be in writing and shall be signed by the maker of the proxy and shall be substantially in the following form:
I [NAME] do hereby constitute and appoint [NAME OF PROXY] to vote as my proxy (with full power of substitution) at a meeting of the Tazewell County Republican Committee 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.

Signature: _____ *Witness:* _____

Section K: Electoral Board Vacancies

Party members in good standing who desire to seek a position on the Electoral Board shall submit an application for consideration. Applications shall be submitted to the Party Chairman. The Party Chairman shall be responsible for setting a deadline for the submission of applications. Once all applications have been received by the Party Chairman, the Party Chairman shall make recommendations to the party membership, and the entire party membership shall vote.

ARTICLE VIII OFFICERS

Section A: General

1. The Officers of the County Committee shall be a Chairman, First Vice Chairman, Secretary and Treasurer elected at the Mass Meeting, Party Canvass, Convention or Primary and a Second Vice Chairman appointed by the chairman immediately following the election.
 1. First Vice Chairman
 1. Second Vice Chairman (appointed by the Chairman)
 1. Secretary
 1. Treasurer
 2. Honorary Prior Chairman (ad-hoc member)

Section B: Duties of Officers

County Chairman: Responsible for the overall administration of the Tazewell County Republican Committee and the general execution and implementation of the programs and policies of the County Committee, commensurate with achieving the goals of the Republican Party Plan of Virginia. In addition the Chairman shall:

- a. Call mass meetings or conventions in accordance with the Republican Party Plan of Virginia and preside over the same until a temporary organization is effected.
- a. Represent the County Committee on the Republican 9th Congressional District Committee, 3rd Legislative District, the Virginia Republican Party, and to duly elected public officials.
- a. Convene the County Committee no less than once each three month period and more frequently when the needs of the County Committee so demand.
- a. Appoint two qualified persons to make an annual audit of the books and financial records of the County Committee at the end of each fiscal year, which persons shall report to the County Committee.
- a. Preside over all meetings of the County Committee and other official meetings and/or functions of the Party.
- a. Ensure that written notice of the Call for a County Committee meeting is sent to all members of the County Committee, which shall include the agenda for the meeting.
- a. Provide a prescribed time and place, which shall be supervised by the County Chairman, or a designated representative, for filing such declaration of candidacy and petitions as may be required by state law of a candidate in any primary election.
- a. Be responsible for overseeing the activities of all standing committees and to serve as liaison between the County Party and multi-jurisdictional Republican campaigns, and shall serve on all special and standing committees of the Party ex-officio.
- a. Be responsible, along with the Treasurer, for administering the expenditure of County Party funds subject to the advice and consent of the Executive Committee.
 - Individual expenditures of less than one hundred dollars require only the concurrence of the Chairman and Treasurer. Expenditures of over one hundred require prior approval of the County Executive Committee.

First Vice Chairman: Responsible for assisting the Chairman in the overall administration of the Tazewell County Republican Committee and the general execution and implementation of the programs and policies of the County Committee, commensurate with achieving the goals of the Republican Party Plan of Virginia. In addition the Vice Chairman shall:

- a. Preside over all meetings in the absence of the Chairman and shall assist the Chairman by attending committee meetings (state, district, and local) which the Chairman cannot attend and which he is designated to attend by the Chairman as his representative.
- a. Be in charge of programs and special projects as assigned by the Executive Committee.
- a. Be in charge of the organization of all of the precincts in Tazewell County.
- a. Work with the Precinct Organization Chairman to see that a precinct captain is appointed for each precinct and work with the Precinct Organization Chairmen to see that they are properly trained, instructed and supplied.
- a. Perform such functions as shall be assigned by the Executive Committee.
- a. In the event of the County Chairman's death, resignation, removal or inability to act, the Vice Chairman shall act as temporary Chairman until a meeting for the purpose of electing a new Chairman has been called.

Second Vice Chairman: Serves at the pleasure of the Chair and is not voted on by the Executive Committee or County Committee. Responsible for assisting the Chairman in the overall administration of the Tazewell County Republican Committee and the general execution and implementation of the programs and policies of the County Committee, commensurate with achieving the goals of the Republican Party Plan of Virginia. In addition the Vice Chairman shall:

- a. Preside over all meetings in the absence of the Chairman and First Vice Chairman and shall assist the Chairman by attending committee meetings (state, district, and local) which the Chairman cannot attend and which he is designated to attend by the Chairman as his representative.

- a. Provide organizational assistance to the Official Committees in their respective responsibilities and to discharge such other duties as may be assigned by the County Chairman.
- a. In the event of the County Chairman's or Vice Chairman's death, resignation, removal or inability to act, the Vice Chairman shall act as temporary Chairman until a meeting for the purpose of electing a new Chairman has been called.

Secretary: Responsible for assisting the Chairman in the overall administration of the Tazewell County Republican Committee and the general execution and implementation of the programs and policies of the County Committee, commensurate with achieving the goals of the Republican Party Plan of Virginia. In addition the Secretary shall:

- a. Take minutes of all meetings of the County Committee and Executive Committee and keep them in his/her custody.
- a. Have available for reference at all meetings current copies of the county committee Bylaws and the Party Plan.
- a. Prepare and maintain an accurate list of the attendance of the membership and shall notify the Chairman when a member becomes delinquent pursuant to Article VI, Section E of these Bylaws.
- a. Deliver all official records in his custody to his successor within ten days of the expiration of his terms of office.
- a. In the event of the County Chairman's death, resignation, removal or inability to act, the secretary shall send out the Call for a special meeting of the Executive Committee within ten days to act on setting a date for the meeting of the County Committee to be held within thirty days of such Executive Committee meeting for the purpose of electing a new Chairman for the un-expired term.
- a. Prepare and maintain such correspondence as directed by the County Chairman and the Executive Committee.
- a. Maintain files of all communications received and copies of all letters sent out
- b. Maintain a contact list of all membership applications and mass email distribution list.
- a. Mail all meeting notices at the direction of the County Chairman or upon petition of one third of the members of the County Committee and for encouraging attendance at those meetings as well as special functions.
- a. Keep an accurate list of the names and addresses of all members and shall provide all members of the County Committee with a copy of same.

Treasurer: Responsible to assist the Chairman in the overall administration of the Tazewell County Republican Committee and the general execution and implementation of the programs and policies of the County Committee, commensurate with achieving the goals of the Republican Party Plan of Virginia. In addition the Treasurer shall:

- a. Be responsible for the safekeeping and disbursement of all County Committee funds; for properly accounting for all expenses and income; for keeping accurate records of contributions and contributors; and seeing that contributors are properly thanked.
- a. Ensure that lists of all contributors are made available to the Executive Committee on at least a quarterly basis and for fully complying with all State and Federal laws relating to campaign expenses.
- a. The Treasurer and the County Chairman are empowered to open up to two bank accounts in the name of the Tazewell County Republican Committee, one for operations and one for campaign activities, or whatever other accounts are required by the Federal Election Commission, or as directed by the Executive Committee, and to make deposits and withdrawals from such accounts.
- a. The Treasurer shall present at each County Committee meeting a report covering the period since the preceding meeting; the Treasurer shall present an Annual Report to the County Committee at the end of the calendar year. The Treasurer's books are to be audited at the end of the year by two persons designated by the Chairman. The audit is to be certified as to correctness to the County Committee, with a copy to the Treasurer.
- a. The Treasurer shall keep proper records, which are to be open to inspection by any member of the County Committee at all reasonable times and upon reasonable notice. The Treasurer shall deliver all official records in his possession to his successor within ten days of the expiration of his term.
- a. The Treasurer shall be a member of the Finance Committee as herein provided.
- a. The Treasurer shall be authorized to distribute funds under the following conditions:

1. In accordance with an annual budget approved by the County Committee at a regularly called meeting, provided adequate funds are on hand to meet any priority obligations as established by such a budget;
2. By authority of the Executive Committee at a duly called meeting, provided a source of funds to meet other obligations is clearly identified.
3. Upon the authority of the Chairman or Vice Chairman, the Treasurer shall also have the authority to make expenditures up to the amounts authorized.

ARTICLE IX EXECUTIVE COMMITTEE

Section A: Executive Committee Membership

The Executive Committee shall consist of:

Voting Members:

1. County Chairman
1. First Vice Chairman
1. Second Vice Chairman
1. Secretary
1. Treasurer

Non-voting Members:

1. Precinct Organization Chair
1. Committee Chairs as applicable
1. Communication Director
1. Ad hoc members as requested by the Chairman
2. Previous County Chairman – Honorary Member

Section B: Duties of the Executive Committee

The Executive Committee shall carry on the business of the County Committee in conformity with the policies and programs of the Republican Party of Virginia. It shall have the general power to administer the affairs of the County Committee between business meetings and shall report its actions to the County Committee.

Section C: Vacancy on the Executive Committee

In the event of the death, resignation, removal, or inability to act of the County Chairman, the Executive Committee shall call a special meeting of the County Committee to be held within thirty days for the purpose of electing a new County Chairman to fill the unexpired term.

Section D: Voting by the Executive Committee

A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business.

Section E: Meetings of the Executive Committee

Meetings of the Executive Committee will be held bi-monthly, insofar as practical, upon the prior Call of the Chairman or of two voting members of the Executive Committee.

ARTICLE X STANDING COMMITTEES

Standing Committee Chairmen shall be appointed by the County Chairman, subject to the approval of the County Committee, and shall serve for a two (2) year term.

Section A: Finance Committee

The Finance Committee, which shall not be chaired by the Treasurer, shall be responsible for the overall planning and supervision of the financial affairs of the Tazewell County Republican Committee. It shall plan, organize, and supervise the raising of funds for operational purposes as well as the raising of funds to support candidates seeking elected office in national, state, or local elections in accordance with the decisions of the County Committee. The Finance Committee shall meet at the Call of its Chairman.

Section B: Precinct Organization Committee

The Precinct Organization Committee shall consist of the Precinct Organization Chairman and precinct captains for each voting district. This committee is responsible for establishing and maintaining an organization for effective communication between individual voters and the leadership of the Republican Party. It serves as the principal organizational structure for facilitating Republican Party-related activities on Election Day (i.e., manning polls, both inside and outside, obtaining results, etc). It shall perform other duties as assigned by the County Chairman or County Committee. The Precinct Organization Committee will meet at the Call of its Chairman.

Section C: Other Committees

The County Chairman may establish such other committees as may be deemed appropriate.

ARTICLE XI MASS MEETINGS

Section A: General Requirements

All Calls for Mass Meetings of the Tazewell County Republican Committee shall be published at least once in a newspaper of general circulation in Tazewell County not less than seven (7) days prior to the Mass Meeting. Each Call shall include:

- 1. The qualifications for membership in the Republican Party of Tazewell as stated in Article VI.
- 1. The time, place, and purpose of the Mass Meeting.
- 1. In the event the purpose is to elect delegates to a convention(s), the purpose of the convention shall be included.
- 1. The amount of the registration fee, if any.
- 1. The following general format is to be used as the basis of said Calls:

CALL FOR A MASS MEETING OF THE TAZEWELL COUNTY REPUBLICAN COMMITTEE

I, _____, Chairman of the Tazewell County Republican Committee, do hereby issue a Call for a Mass Meeting of all members of the Tazewell County Republican Committee to be held at _____, on _____, at _____ a.m./p.m.. The purpose(s) of the meeting are: _____.

All legal and qualified voters of Tazewell County, Virginia, 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 Tazewell County Republican Committee in this Mass Meeting.

Section B: Time of Mass Meetings

- 1. Mass meetings shall be called by the County Chairman as required by the laws of the Commonwealth of Virginia and the State Party Plan.
- 1. Mass Meetings shall be called at such times as the County Chairman deems it necessary or upon written application of one third of the members of the County Committee of Tazewell County, Virginia.

Section C: Rules for Mass Meeting

- 1. All Mass Meetings shall be conducted pursuant to the rules of the State Party Plan in Article 8 section i.
- 1. Other committees for the Mass Meeting may be established by the County Chairman with the advice and of the Executive Committee.

ARTICLE XII RULINGS AND APPEALS

1. All controversies and contests arising within Tazewell County, Virginia, pertaining to this Plan shall be decided by a majority vote of the members present and voting at a duly called meeting of the County Committee.
1. Any person deemed adversely affected by the decision of the County Committee shall have the right of appeal to the 9th District Republican Congressional Committee. Further appeals shall be governed by the *Plan of the Republican Party of Virginia*.
1. Controversies and contests arising under this Plan shall be adjudicated by the County Committee after a written statement describing said controversy or contest has been presented to the County Chairman. Said adjudication shall be made within twenty (20) days of presentment of said written statement.

ARTICLE XIII NOTICE OF MEETINGS

Meeting notices of the County Committee shall be sent by mail and email. Additional notice of the meetings maybe placed in the local newspaper at the discretion of the Executive Committee.

ARTICLE XIV ENDORSEMENTS

The County Committee, as a body, will consider giving official endorsements to individuals running for office in a General Election. In the event that the county committee has made no endorsement, all members and officers of the Committee are free to, in their private capacity as a citizen/voter, publicly endorse candidates of their choosing,

ARTICLE XV AMENDMENTS

This *County Party Plan* may be adopted or amended at any Mass Meeting by two-thirds majority roll call vote; or by the County Committee by a two thirds (2/3) vote of its members present, but not less than a majority of the total County Committee members, after notice of such intent has been included in the Call of the meeting.

ARTICLE XVI SURVIVABILITY

Any provision of these Bylaws, or portions thereof, that conflict with the State Plan of the Republican Party of Virginia, or conflict with federal or state laws or court decisions is hereby null and void.

ADOPTED: 25 April 2009

_____ Chairman, Tazewell County Republican Committee

_____ Secretary, Tazewell County Republican Committee