

# York County Republican Committee

## YORK COUNTY REPUBLICAN COMMITTEE BYLAWS

Adopted August 28, 1990  
Amended May 28, 1996  
Amended January 28, 1997  
Amended October 24, 2000  
Amended March 13, 2003  
Amended March 4, 2004  
Amended May 4, 2006  
Amended February 7, 2008  
Amended May 1, 2008  
Amended March 4, 2010  
Amended March 1, 2012  
Amended March 6, 2014  
Amended June 2, 2016

### **ARTICLE I – NAME**

The name of this organization shall be the York County Republican Committee, hereinafter called the “Committee” and, along with the Republican Party of Virginia through its duly elected officers, is the only official body authorized to act in the name of the Republican Party within the County of York, Virginia.

### **ARTICLE II – ORGANIZATION**

The Committee is organized under and governed by the “Plan of Organization of the Republican Party of Virginia” hereinafter known as the “State Party Plan,” Robert’s Rules of Order (Newly Revised), and these bylaws. No action of the Committee or these bylaws shall conflict with the State Party Plan, as amended from time to time; and to the extent there shall be a conflict, the provisions of the State Party Plan shall prevail.

### **ARTICLE III – OBJECTIVES**

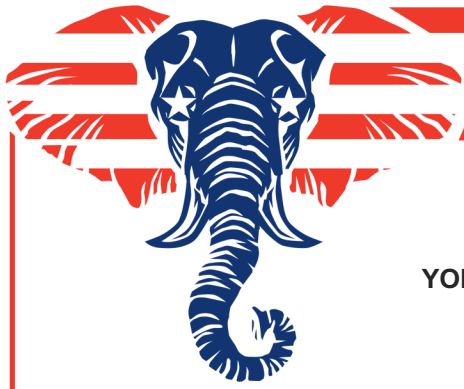
The purpose of the Committee is to promote and promulgate the principles of the Republican Party, to encourage qualified Republican candidates to run for public office, to conduct mass meetings of Republican voters as required from time to time, to elect Republican candidates to public office, and to encourage Republican candidates and Republican elected officials to follow the Republican Creed of Virginia. To this end, all members are expected to provide active support to these objectives.

### **ARTICLE IV – DUTIES**

The duties of the Committee shall be as set forth for County and City Committees in the State Party Plan.

### **ARTICLE V – MEMBERSHIP**

**SECTION A – Qualifications:** All legal and qualified voters in the County of York, Virginia, regardless of race, religion, national origin, or sex who reside in the County of York, Virginia, who indicate by their signature on their application form for membership that they are in accord with the principles of the Republican Party as expressed in the Republican Creed and that they intend to support all of the nominees of the Republican Party for public office in the ensuing election are eligible to be considered as members of the Committee. An applicant for membership in the Committee shall attend a duly-called meeting of the Committee as a guest and be introduced to the members present as an applicant for membership. Thereafter, the applicant’s name shall be published in the call for a subsequent meeting at which a vote will be taken on that applicant’s membership in the Committee provided that individual is present at such meeting, identifying the applicant as an applicant for membership and



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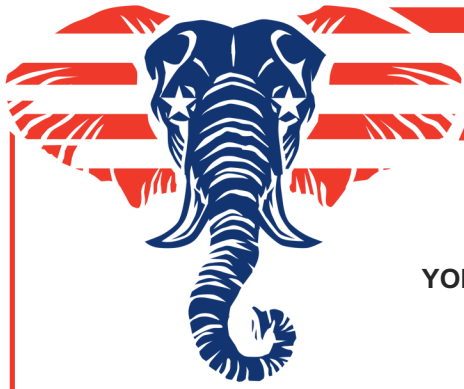
noting that such a vote will be taken at the meeting thus called. The applicant must be physically present at the meeting at which a vote is taken on the applicant's membership, but the applicant shall be excused from the meeting for any debate on the applicant's membership and for the vote taken on that applicant's membership.

**SECTION B – Dues:** The dues shall be established by the Committee and may be altered from time to time by a majority vote of the Committee. With the exception of ex-officio members, dues shall be paid in full for the term of election at the time of election to membership. Pro-rated dues amounts for each month of the term shall be noted on the application form. The Chairman and/or Executive Board may waive dues for a member in a case of financial hardship.

**SECTION C – Composition:**

The Committee shall consist of:

1. A Chairman
2. Members duly elected at a mass meeting called for that stated purpose (the Biennial Mass Meeting at which Delegates are elected to the Congressional District Convention) and shall serve for a term of 2 years, ending at the next Biennial Mass Meeting or its pre-file date/time if it is determined that no Mass Meeting is required per the Call's instructions regarding uncontested election of the new Chairman, Members, and/or Delegates.
3. Members duly elected by the Committee to fill existing vacancies on the Committee at a meeting called for that stated purpose.
4. All publicly elected Republican officials either residing in York County, or representing York County shall be ex-officio, non-voting members. All publicly elected Republican officials residing in York County who otherwise meet the requirements for membership and who shall have paid dues as regular members of the Committee shall be regular, voting members of the Committee.
5. All Chairmen of auxiliary Republican organizations residing in York County shall be ex-officio, non-voting members. All Chairmen of auxiliary Republican organizations residing in York County who otherwise meet the requirements for membership and who shall have paid dues as regular members of the Committee, shall be regular, voting members of the Committee.
6. The Committee shall consist of a total of 250 voting members, exclusive of the Chairman. The aforementioned 250 members shall consist of a total of 175 members representing the respective precinct in which they are registered to vote and 75 members at-large. That portion of the Committee's membership representing precincts shall be apportioned among the various precincts of the County of York in proportion to each such precinct's percentage of the total votes cast in all of the precincts of the County of York for the Republican candidates for Governor and for President of the United States in the most recent election(s) at which ballots were cast for each of those two offices, but in no event shall any precinct be eligible for representation by less than one member on the Committee. Furthermore, at no time shall that portion of the Committee's membership elected at-large exceed thirty percent (30%) of the total Committee membership representing precincts.
7. In order to efficiently conduct committee business and quickly share information, a valid mailing address, with email address and/or telephone number, is required for each committee member. This



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contact information will comprise a directory and will be used for official Republican Party business. The Secretary shall keep the roster current and up-to-date and publish it to the Committee within two (2) weeks of when significant changes occur, such as addition and/or removal of members, change of contact information, etc.

### SECTION D – Removal

1. The Chairman, any other officer, or member of the Committee may be removed for cause by a two-thirds vote of the membership present and voting at such meeting; provided, however, that said person shall be given 30 days notice in writing that such removal shall be sought and the grounds upon which such action is based, and signed by no less than one third of the membership. Such person shall be given 30 days to appear before the Committee and respond to the allegations.
2. Any Committee member, other than ex-officio, shall automatically be considered as having resigned their Committee membership if he fails to attend, either in person or by proxy, three (3) consecutive duly called meetings.

### SECTION E – Re-Apply

Any Committee member having resigned their Committee membership under SECTION D, PARAGRAPH 2 above, may re-apply to the Committee for reinstatement of their membership at the next duly called Committee meeting they attend, following the same procedures for membership as stated in ARTICLE V, SECTION A. Their previous dues payment for the full term of membership will remain valid, with no additional dues to be collected when re-applying, unless they requested and received reimbursement of remaining dues at the time of their resignation.

### SECTION F – Vacancies (Chairman or Membership)

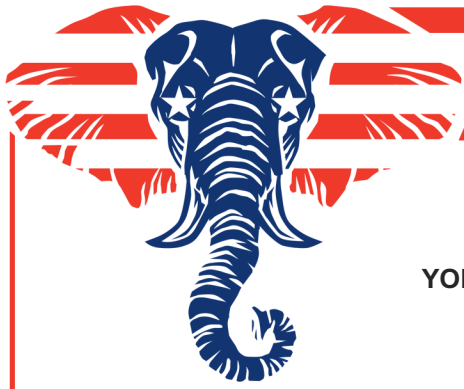
In the event of death, resignation, removal, or inability to act as the Chairman, the Executive Vice Chairman shall call a special meeting of the Committee to be held within 30 days for the purpose of electing a new Chairman to fill the unexpired term. Members may be elected to fill any membership vacancy at any regularly scheduled meeting of the Committee provided that notice is given in the call for that meeting. SECTION G – Member Responsibilities: Membership on the York County Republican Committee is not an honorary but a working position. Each member assumes an obligation and duty to assist in building the party at the local, state, and national levels; each member is responsible for recruiting committee members; each member is expected to work at least 6 hours per year to assist in the achievement of these goals.

## ARTICLE VI – OFFICERS

### SECTION A – General

The officers (other than the Chairman) shall be elected from the membership of the Committee at the first meeting following the biennial mass meeting. They shall consist of:

1. Chairman
2. Executive Vice Chairman – Programs
3. Vice Chairman – District & Election Day Operations
4. Vice Chairman - Membership
5. Secretary
6. Treasurer



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### SECTION B – Duties

Chairman – shall be responsible for the general execution and implementation of the policies and programs of the Committee and the Party. In addition, the Chairman shall:

1. Call meetings as provided for in the State Party Plan and preside over the same or until a temporary organization (e.g. Mass Meetings) is effected.
2. Represent York County on the District Republican Committee.
3. Convene the Committee no less than once each calendar quarter, with no more than four (4) months between each meeting, and more often if the needs of the Party so demand.
4. Appoint an Audit Committee to report on the financial records and condition of the Committee within 60 days of the end of his term or any other such time as the need arises.
5. In accordance with Robert's Rules of Order Newly Revised, the Chairman may appoint a Parliamentarian, who is not required to be a Committee member, to serve at Committee meetings and as otherwise needed.
6. He shall have available for reference copies of these Bylaws and the State Party Plan at all meetings.

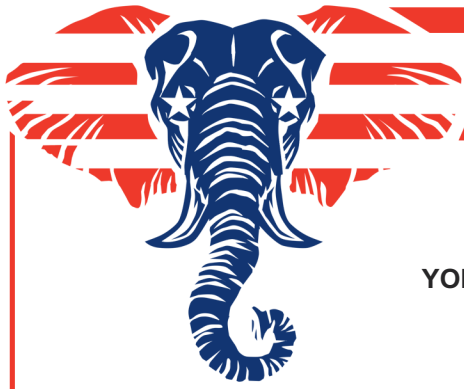
Executive Vice Chairman – Programs shall be in charge of programs for Committee Meetings and special events as assigned by the Executive Board and/or Committee. He shall act as temporary Chairman in the absence of the Chairman.

Vice Chairman – District & Election Day Operations shall be in charge of organizing the various voting districts of York County, and shall ensure the District Leaders for those districts are properly trained, instructed, and supplied. He shall be responsible for the recruitment of all District Leaders. He shall coordinate all supplies needed for the District Leaders and Precinct Captains to do their jobs and maintain volunteers. He shall maintain contact with Republican nominees throughout their campaigns and keep the Chairman and Committee informed of plans and needs. He shall act as temporary Chairman in the absence of both the Chairman and the Executive Vice Chairman.

Vice Chairman – Membership shall be in charge of organizing the Membership Standing Committee to receive and record new member applications at Committee meetings, introduce prospective members at Committee meetings, record attending members or their proxies upon arrival, and make and maintain nametags for use at all meetings and events. In addition, the Vice

Chairman – Membership shall:

1. Coordinate collection and recording of dues and the use of the Committee cash box for change and cash receipt book at meetings with the Treasurer.
2. Vet each new member application with the York County Voter Registrar to verify York County residency, voting status, and Precinct assignment prior to the next Committee meeting.
3. Supply the Chairman with a copy of each membership application within one week of introduction at the Committee meeting.



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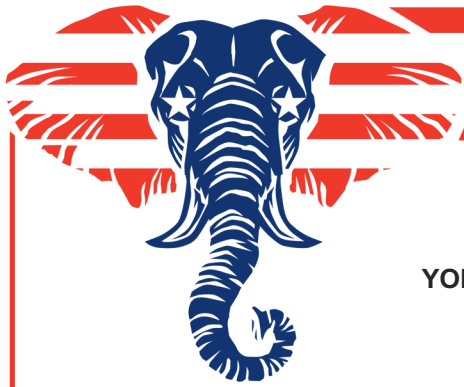
4. Supply the Secretary with a copy of each membership application upon the Committee's affirmative membership vote, to be added to the YCRC Member Directory for distribution.
5. Report check-in attendance of members, guests, proxy holders, prospective members, and new applicants in attendance to the Chairman at the beginning of each meeting.
6. Work closely with the Secretary to maintain accurate attendance records to track consistent attendance for membership per ARTICLE V, SECTION D, PARAGRAPH 2 above and give copies to the Chairman and Secretary within one week of the Committee meeting.

Secretary - shall take minutes of all York County Republican Committee meetings and Executive Board meetings and keep them in custody and provide copies of such minutes to the Chairman for distribution with the subsequent call. Minutes shall be complete with exact wording of motions and full resolutions in both digital and printed copies for distribution to members and records. He shall report the actions of the Executive Board to the Committee at its next meeting. He shall conduct any and all correspondences of the Committee as directed by the Chairman and/or Executive Board. It is the Secretary's responsibility to validate attendance at meetings and assist the Chairman in determining quorum per the official roll call. In addition, the Secretary shall:

1. Work closely with the Vice Chairman – Membership to maintain accurate attendance records to keep the membership roster current and up-to-date, and publish it to the Committee when significant changes occur, such as any addition and/or removal of members, change of contact information, etc. He shall send a printed, hard copy of the roster, minutes, and meeting call via US Postal Service or hand-delivery if a member is unable to receive the digital correspondence via email.
2. When directed by the Chairman, call the roll orally using the up-to-date official membership roll, and report the results to the Chairman who will determine the presence of a quorum for conducting official business.
3. Contact those who have resigned their membership under ARTICLE V, SECTION D, PARAGRAPH 2 above to inform them of membership status change and how to reinstate their membership, per ARTICLE V, SECTION A above, if they so choose. He shall remove all resigned members from the official roster as soon as that determination has been made per meeting attendance records and verification from the Vice Chairman – Membership.
4. Deliver to the Chairman all official records and correspondence of the Committee within 10 days of the expiration of his term or immediately upon his resignation.

Treasurer - shall be responsible for the safekeeping and disbursement of all Committee funds. He shall provide the Vice Chairman – Membership with a cash box at Committee meetings to provide change, as needed, for prospective members who pay Committee dues in cash when applying. The Treasurer is authorized to disburse funds under any of the following conditions:

1. In accordance with the annual budget as approved by the Committee or as from time to time altered by the Committee.
2. Non-budgeted disbursement by authority of the Executive Board at a duly called meeting up to a



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maximum of \$500.00 between any meetings of the Committee for unforeseen emergency situations that cannot wait until the next Called meeting for approval by the Membership.

3. The Treasurer, with concurrence of the Chairman, is empowered to open bank accounts in the name of the York County Republican Committee. He is to make deposits, disbursements, and withdrawals from said accounts in conformity with these Bylaws. The Treasurer shall keep proper records, which are open to inspection by any Committee member at any reasonable time and upon reasonable notice. The Treasurer shall maintain an updated line-item budget report identifying each line's income and expenditures to track alignment with the approved budget and any additional expenditures approved by the Committee or emergency expenditures approved by the Executive Board and report such activity \ monthly to the Committee. The Treasurer shall deliver all official records in his possession to the duly appointed Audit Committee either upon request of the Chairman, or within 10 days of the expiration of his term, whichever comes first. The Audit Committee shall, in turn, deliver the records to the next duly elected Treasurer of the Committee.

### ARTICLES VII – MEETINGS

#### SECTION A – General

The Committee shall meet no less than once during each calendar quarter, with no more than four (4) months between each meeting. Additional meetings as required shall be called by the Chairman or upon petition of one-third of the members of the Committee.

#### SECTION B – Notice

Regular meetings of the Committee shall be held upon 7 days written or e-mailed notice, with agenda enclosed, to the membership. An emergency meeting may be called at any time by the Chairman should a bona-fide emergency exist.

#### SECTION C – Proxy

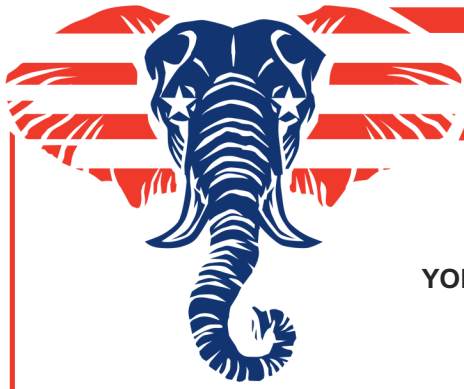
Any York County Republican Committee member may be represented at any Committee meeting by proxy as provided by the State Party Plan; i.e., a proxy holder must be from the same York County Election District as represented by the absent Committee member. Each proxy holder may have only one vote in any Committee matter. All proxies shall be in writing, signed by the maker, substantially in the following form (notary seal not required):

KNOW ALL MEN BY THESE PRESENTS, That I \_\_\_\_\_ do hereby constitute and appoint \_\_\_\_\_ my true and lawful attorney, to vote as my proxy with full power of substitution\*, at a meeting of the York County Republican Committee to be held on the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, or 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 \_\_\_\_\_, 20\_\_\_\_.

Witness: \_\_\_\_\_

(\* ) Inclusion of the power of substitution is discretionary with the member. Its omission shall preclude substitution. A proxy may not be given to another Committee Member.



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### SECTION D – Voting By Ballot

At any election when there is more than one candidate for Committee office, the vote shall be held by secret ballot, accomplished by roll call of the membership of the Committee with each member of the Committee coming forward to cast a paper ballot when his name is called.

### SECTION E – Quorum

Twenty-five percent of the voting members of the Committee shall constitute a quorum for the transaction of business.

### SECTION F – Rules

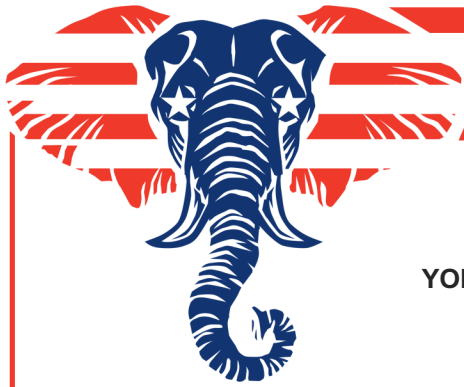
These bylaws, Robert's Rules of Order (Newly Revised), and the State Party Plan shall govern all meetings.

## ARTICLE VIII – EXECUTIVE BOARD

### SECTION A – Membership

The Executive Board shall consist of:

1. Chairman
2. Executive Vice Chairman – Programs
3. Vice Chairman- District & Election Day Operations
4. Vice Chairman - Membership
5. Secretary
6. Treasurer
7. One representative from (and elected by) the publicly-elected officials, who shall have paid dues as a regular member of the Committee.
8. The Immediate Past Chairman, if appointed by the Chairman, (who is vested with sole discretion as to whether to make any such appointment), who may serve for no more than the one term immediately following the Immediate Past Chairman's last term as Chairman. The Immediate Past Chairman serves at the discretion of the Chairman. If the Immediate Past Chairman is no longer a member of the York County Republican Committee, the Immediate Past Chairman shall be an ex-officio, non-voting member.
9. The president of the York Republican Women's Club, provided she meets the requirements for membership to the Committee and shall have paid dues as a regular member of the Committee.
10. Any member of the State Central Committee who meets the requirements for membership to the Committee and shall have paid dues as a regular member of the Committee shall be an ex-officio, non-voting member of the Executive Board.
11. Chairmen of active Standing Committees and Special Committees shall be non-voting members of the Executive Board.
12. District Leaders, as identified in ARTICLE IX below, shall be non-voting members of the Executive Board.



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13. TERM: The Chairman's term of office shall coincide with the Committee term. Other Executive Board members' terms shall commence with election by the YCRC membership as provided in Article VI Section A above and terminate immediately upon resignation or when the new Committee is elected at the next Mass Meeting or its pre-file date if it is determined that no Mass Meeting is required per the Call's instructions regarding uncontested election of the new Chairman, Members, and Delegates, whichever occurs first.

### SECTION B –Duties

1. The Executive Board shall carry on the duties of the York County Republican Committee in conformity with its policies and programs. It shall have the general power to administer the affairs of the Committee between business meetings if said business is time sensitive before the next Committee meeting for member approval and shall report, through the Secretary, its actions to the Committee by means of accurate and complete minutes.

2. The Executive Board shall meet at the call of the Chairman.

3. The Executive Board shall prepare a biennial budget listing operating expenses, program costs, and fund raising targets to provide the revenue to cover the costs of proposed activities. The Executive Board shall submit the budget for approval by Committee members at the second meeting following the biennial election of the Chairman and members of the Committee.

4. All YCRC official records and property are to be turned over immediately upon resignation or the end of the term, whichever occurs first, to the current Chairman upon mid-term resignation or to the newly elected Chairman upon the determination of his election at the Biennial Mass Meeting or its pre-file date as noted in Art. VIII Sec.A #13 or per other instructions in these Bylaws (e.g. Treasurer).

### ARTICLE IX – DISTRICT OPERATIONS

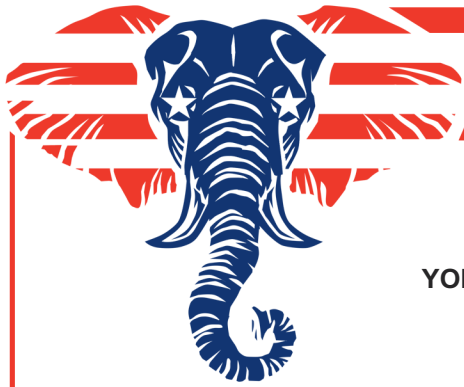
1. The Vice Chairman of District & Election Day Operations, working with the YCRC Chairman and the District Leaders, is responsible for Election Day poll staffing and training. Polling activities are separated into the five York County electoral districts, each with a designated District Leader. The District Leaders are recruited and trained by the Vice Chairman for District & Election Day Operations and are the focal point for district polling activities. The Vice Chairman – District & Election Day Operations will inform the Chairman and Committee regularly of plans and coordination before and throughout Election Day.

2. The District Leaders are responsible for recruiting and training Precinct Captains for Election Day voting and working closely with the Vice Chairman – District & Election Day Operations. The District Leaders are to maintain contact with all of their Precinct Captains and be available to travel between them as needed throughout Election Day.

3. Precinct Captains are responsible for recruiting, training, and scheduling of outside poll workers for Election Day voting and reporting voting numbers at the requested times throughout the day to the Vice Chairman – District & Election Day Operations and/or the Chairman. Poll workers may be recruited from within or outside the respective district in which they reside.

4. The Vice Chairman and/or District Leaders should coordinate with the Republican candidates





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for poll staffing and material handouts to ensure the voting locations have Republican presence during Election Day. District Leaders will report to the Vice Chairman for District & Election Day Operations any issues that negatively impact outside poll operations to ensure problem resolution.

5. Committee members are expected to participate in supporting Election Day operations.

### ARTICLE X – STANDING COMMITTEES

The following standing committees may be established at the direction of the Committee or the Executive Board:

1. Finance
2. Public Relations
3. Candidate Recruitment
4. Research and Issues
5. Nominating
6. Rules, Resolutions, and Bylaws
7. Membership
8. District & Election Day Operations

The Chairman shall be an ex-officio, voting member of all such committees except Nominating. The Chairman shall appoint all Standing and Special Committees and Standing and Special Committee Chairs.

### ARTICLE XI – CONSTRUCTION

The use of nouns or pronouns within these bylaws shall be construed to denote either gender.

### ARTICLE XII – ENDORSEMENTS

The Committee shall not endorse one Republican candidate over another in any contested nomination process. The official Committee name (York County Republican Committee), its initials (YCRC), and its logo shall not be used in/on any publicity without the approval of the Committee Membership.

### ARTICLE XIII– AMENDMENTS

These bylaws may be amended by a two-thirds vote of those members of the Committee who are present and voting at a duly called meeting, provided that the amendments are formally introduced at a previously called regular monthly meeting and a copy of such proposed amendments shall be mailed or e-mailed to the membership along with the official call of such meeting.