



PLAN OF ORGANIZATION

REPUBLICAN PARTY OF BOTETOURT COUNTY

AN INTRODUCTION

The Republican Party of Botetourt County has adopted this Plan of Organization to supplement the Plan of Organization of the Republican Party of Virginia.

Nothing in the Plan of Organization of the Republican Party of Botetourt County shall take precedence over any provision or restriction of the Party Plan of the Republican Party of Virginia.

This plan sets forth the basic organization and code of operation for the Republican Party of Botetourt County in the interest of facilitating and encouraging active participation by all persons of Republican persuasion residing in our established unit. It shall be used, therefore, in a manner commensurate with the continued growth of the Republican Party of Botetourt County and consistent with the nomination and election of the most qualified Republican candidates to represent Botetourt County.

This is the kind of party that we are and that we shall be in the years ahead.

Our party has great principles; principles far bigger than the Republican Party. They are as big as all of America; but our party will not grow unless it is a party of the open door. Open to all people; all people who share the same principles. People who want to work with us for the betterment of Botetourt County; Virginia; and the United States of America - even the whole world. These general principles are as follows:

- ***That the free enterprise system is the most productive supplier of human needs and economic justice.***
- ***That all individuals are entitled to equal rights, justice and opportunities; and should assume their responsibilities as citizens in a free society.***
- ***That fiscal responsibility and budgetary restraints must be exercised at all levels of government.***
- ***That the Federal Government must preserve individual liberty by observing constitutional limitations.***
- ***That peace is best preserved through a strong national defense.***
- ***That faith in God, as recognized by our Founding Fathers, is essential to the moral fiber of our Nation.***

BY - LAWS
of the
COUNTY COMMITTEE
of the
REPUBLICAN PARTY
of
BOTETOURT COUNTY, VIRGINIA

ARTICLE I
POWERS AND DUTIES

All powers and duties of the COUNTY COMMITTEE of the REPUBLICAN PARTY of BOTETOURT COUNTY, VIRGINIA, also known as the BOTETOURT COUNTY REPUBLICAN COMMITTEE, and hereinafter referred to as the "COUNTY COMMITTEE", are derived from the "PLAN OF ORGANIZATION of the REPUBLICAN PARTY OF VIRGINIA", hereinafter referred to as the "STATE PARTY PLAN". No actions of the By-Laws of the County Committee shall conflict with the State Party Plan or amendments thereto.

ARTICLE II
PURPOSE

The purpose of the County Committee is to promote the principles of the Republican Party, to elect Republican candidates to public office, and to inform and assist elected Republican officials.

ARTICLE III
MEMBERSHIP

SECTION A – Qualifications

1. All qualified voters of Botetourt County under the laws of the Commonwealth of Virginia, who are fully in accord with the principles of the Republican Party and who express in open meeting, orally or in writing as may be required, their intent to support all of its nominees for public office, shall be eligible for full membership on the County Committee.
2. Individuals eligible for full membership but who are under the age of 25 will be eligible for membership as Youth Members, and will thereby be entitled to the benefits and privileges of full membership but will be required to pay dues at a rate of 50% that for full membership.
3. Individuals who are not yet of voting age but who are otherwise eligible for membership shall be eligible for Junior membership on the County Committee. Junior Members will be non-voting members not eligible to serve as officers but will be not be required to pay dues.
4. Individuals who are full, voting members of another local republican Committee, but who are otherwise eligible for full membership in the County Committee, shall be eligible for membership as

Associate Members. Associate Members will be non-voting members, not eligible for service as officers, and will be required to pay dues at a rate of 50% that for full membership.

5. Members in good standing of the Botetourt County Republican Womens' Club shall be by virtue of that membership, Joint Members of the County Committee and will thereby be entitled to the benefits and privileges of full membership but will be required to pay dues at a rate of 20% that for full membership.

6. Full membership on the County Committee shall require the payment of Biennial Dues as established by the County Committee, which shall be payable to the Committee Treasurer at the Biennial Mass Meeting; except that those members newly elected at any time during the calendar year shall pay, at the time of such election, pro-rata dues for the remaining months of the calendar year in which they are elected, with any fraction of any month being treated as a whole month. The Executive Committee may waive annual dues for any member of for any cause.

SECTION B - Membership

The membership of the County Committee shall consist of the following:

* Any use of the word "Chairman" or "he" in this document is to be considered gender neutral.

1. Chairman, Vice Chairman, Secretary, Treasurer, County Precinct Coordinator, Five (5) Magisterial District Chairmen, Standing Committee Chairmen, Precinct Captains, Legal Advisor, Parliamentarian, and Director of Public Relations.
2. Members of the County Committee shall be elected at the county mass meeting, party canvass, or convention called for the purpose of electing delegates to the Biennial District Convention in the 6th Congressional District of Virginia. An *Application for Membership* may also be submitted at a business meeting for nomination and election by a majority vote of the County Committee present and voting.
3. Elected Republican Officials: All currently elected Republican county officials shall be ex officio members.

SECTION C - Election, Term and Removal

1. The Chairman and members of the County Committee shall be elected at the county mass meeting, party canvass, or convention called for the purpose of electing delegates to the Biennial District Convention for a term of two (2) years or until their successors are elected, unless sooner removed or resigned. The two (2) year term of all those hereby elected shall begin with the adjournment of the mass meeting.
2. No person may hold the office of Chairman of the County Committee for more than three (3) consecutive terms of two (2) years each.
3. There shall be no restriction on the number of years of office for all other members of the County Committee.
4. Five Magisterial District Chairmen and all remaining officers shall be elected by the County

Committee at the first regularly scheduled County Committee meeting following the election of the County Committee.

5. The County Chairman or any other member of the County Committee may be removed from office by the vote of two-thirds (2/3) of the other members of the County Committee after being furnished with notice that such removal will be sought, with the charges, in writing, signed by not less than one-third (1/3) of the members of the County Committee; and allowing the member thirty (30) days within which to appear and defend him/herself before the County Committee, prior to the County Committee vote.

SECTION D – Vacancies and Transfers

Vacancies and transfers on the County Committee can be filled by a majority vote of the County Committee present and voting.

1. An *Application for Membership* must be submitted at a business meeting.
2. New members shall be nominated and their elections voted upon individually.

SECTION E - Loss of Membership

1. Members of the County Committee shall automatically lose their Committee membership if they are absent from three (3) consecutive County Committee meetings, without an acceptable reason, unless represented by proxy.
2. Members who fail to pay their biennial dues as specified in Article VII, FINANCIAL, Section A – Policy, Paragraph 4, shall automatically lose membership on the County Committee.
3. The County Committee Secretary shall notify the member, in writing, of the pending loss of membership prior to the meeting at which the loss of membership would be effective.
4. A person having lost membership on the County Committee for failure to attend three (3) consecutive meetings may appeal to the Executive Committee for reinstatement if the absences were due to health or other reasons beyond the member's control.
5. Moreover, any member who fails to adhere to the Bylaws and Principles of the County Committee is subject to losing membership in the County Committee. A majority vote by the County Committee is required and the person to be voted off must be given written notice, with cause, by the Committee Secretary of the meeting when the vote will take place.
6. The provisions of this Section E, pertaining to the loss of membership, shall not apply to elected Republican officials, unless any such official has indicated a party status change.

APPLICATION FOR MEMBERSHIP

TO THE BOTETOURT COUNTY REPUBLICAN COMMITTEE:

I would like to express my desire to join the Botetourt County Republican Committee. I have read the "Introduction" to the "Plan of Organization" of the "Republican Party of Botetourt County" and am in full agreement with the principles set forth and the Principles of the Republican Party of Virginia, without reservation:

- ***That the free enterprise system is the most productive supplier of human needs and economic justice.***
- ***That all individuals are entitled to equal rights, justice and opportunities; and should assume their responsibilities as citizens in a free society.***
- ***That fiscal responsibility and budgetary restraints must be exercised at all levels of government.***
- ***That the Federal Government must preserve individual liberty by observing constitutional limitations.***
- ***That peace is best preserved through a strong national defense.***
- ***That faith in God, as recognized by our Founding Fathers, is essential to the moral fiber of our Nation.***

Name: _____

Voting Precinct: _____

Resident Address: _____

Mailing Address: _____

Telephone No.: _____

E-mail address: _____

Membership: Regular Youth (18 -25 Yrs) Junior (<18 Yrs) Associate Joint w/ BCRW

My Political Experience:

How would you like to help our local County Committee?

Nominated by: _____

Signature Date: _____

ARTICLE IV

OFFICERS

SECTION A - Elected Officers

The elected officers of the County Committee shall be as follows:

Chairman	Secretary
County Precinct Coordinator	Vice Chairman
Treasurer	Legal Advisor

Five (5) Magisterial District Chairmen

SECTION B - Election, Term and Removal

1. The Chairman of the County Committee shall be elected as set forth in Article III, Section C, above.
2. All remaining officers shall be elected by the County Committee at the first regularly scheduled County Committee meeting following the election of the County Committee.
3. The term and removal of all elected officials shall be the same as provided for the Chairman.

SECTION C - Appointed Officers

The appointed officers by the County Chairman of the County Committee shall be as follows:

1. Standing committee chairmen and members
2. Parliamentarian
3. Director of Public Relations

SECTION D - Appointment and Term

The appointed officers shall be appointed by the County Chairman, subject to the confirmation of the County Committee and shall serve at the pleasure of the Chairman.

SECTION E – Duties

1. The Duties of the **County Committee** shall be:
 - a. 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 the County Committee Chairman and County Committee members shall be elected by Mass Meeting, Party Canvass, Convention or Primary.

b. It shall call all regular and all special Mass Meetings, Party Canvasses, or Conventions and make all arrangements therefore 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 Committee Chairman.

c. It shall cooperate with the State Central Committee, its District Committee and the Legislative District Committees within its boundaries in conducting all elections and fundraising activities.

2. The Duties of the **County Chairman** shall be:

a. The County Chairman shall be Chairman* of the County Committee. He* shall preside over all County and Executive Committee Meetings.

b. He* shall preside over and be spokesperson for our county unit at all district and state conventions and express the views of the majority of the County Committee.

c. He* shall issue calls for the county mass meetings, party canvasses or conventions and shall preside until a temporary organization is effected.

d. He* shall convene the County Committee when the needs of the party so demand, but in no event less than once during each three (3) month period. He shall be responsible for the sending of written notice of the call for the County Committee meetings to all members of the Committee, which shall include the agenda for the meeting.

e. He* shall act as the official spokesman for the County Committee.

f. He* shall perform such other duties as are required in the By-Laws.

g. He* shall perform all duties in accordance with the State Party Plan.

3. The general duties of the **Vice Chairman** shall be to provide assistance and direction to the various subcommittees such as Finance, etc. He shall serve in the absence of the Chairman. He may attend all District and special meetings.

4. The general duties of the **Secretary** shall be to take the minutes and maintain the records of the County Committee and Executive Committee meetings; and maintain the roster and attendance record of the County Committee members. He shall sign, together with the Chairman, all official documents; call a County Committee or Executive Committee meeting upon petition of one-third (1/3) of the members; and call a County Committee Meeting upon the Chairman's death, resignation, recall or inability to act within thirty (30) days of such occurrence for the purpose of electing a new chairman.

5. The duties of the **Treasurer** shall be custodian of the County Committee funds, which shall include the receiving, safekeeping, disbursing and recording.

6. The duties of the **Precinct Coordinator** shall be to provide assistance and direction of precinct work. For example: he will coordinate with the appointed precinct captains and the District Chairman to arrange for poll workers for election day, and provide a leadership role in the election of Republican candidates within the County.

7. The duties of the **Magisterial District Chairmen** shall be to appoint all precinct captains in their district and to provide assistance and direction for their work, to communicate developments and events, and to solicit participation of all County Committee members in that Magisterial District.

8. The duties of the **Legal Advisor**, who shall be an attorney-at-law, shall be to advise the County Committee on legal matters relating to party business.

9. The duties of **Parliamentarian** shall be to advise the County Committee in matters relating to parliamentary rules, practices and procedures.

10. The duties of the **Director of Public Relations** shall be to prepare press releases and advertising, and submit all applicable unit information to television, radio and the Press. The Director may also exercise the use of the Internet in disseminating information to the County Committee, as well as the general public, under the direction of the Chairman.

11. The **Standing Committee Chairmen** shall preside over all their respective committee meetings and oversee their respective committees' work. The duties of the various standing committees are set forth in Article VIII, Section E, below.

ARTICLE V EXECUTIVE
COMMITTEE

SECTION A – Membership

The membership of the Executive Committee shall consist of the following:

Chairman	Precinct Coordinator	Director of Public Relations
Vice Chairman	Five (5) Magisterial District Chairman	Ways and Means Chairman
Secretary	Legal Advisor	Parliamentarian
Treasurer	Immediate Past Chairman (ex officio)	Current Republican County Elected officials as non-voting members
President, BCRW Club		

SECTION B – Duties

1. The Executive Committee shall act for and have the general power to administer the affairs of the County Committee between meetings of the County Committee; provided that all of its actions are in conformity with the policies, programs and instructions of the County Committee and the By-Laws. It shall report its actions at the next County Committee meeting.
2. It shall recommend the member(s) of the Electoral Board; also, shall recommend Officers of Election for each precinct to the Electoral Board.

ARTICLE VI

MEETINGS

SECTION A - County Committee

1. County Committee meetings shall be held at least once a quarter and shall be called upon written notice of not less than one week, which shall include the agenda for the meeting.
2. Special meetings of the County Committee shall be called upon written notice of not less than one week on the call of the Chairman, and shall include the agenda for the meeting.

SECTION B - Executive Committee

Executive Committee meetings shall be called by the Chairman upon petition of one-third (1/3) of its members or at the discretion of the Chairman.

SECTION C - Proxies

A member of the County Committee may be represented in meetings by proxies, subject to the following conditions:

1. No individual may cast more than one vote at any meeting.
2. The proxy holder must be a qualified voter of Botetourt County under the laws of the Commonwealth of Virginia and fully in accord with the principles of the Republican Party
3. All proxies shall be in writing, shall be signed by the maker of the proxy and shall be substantially in the following form:

PROXY

KNOW ALL MEN BY THESE PRESENT, that I, _____, of _____ Precinct do hereby constitute and appoint _____, to act as my proxy at a meeting of the Botetourt County Republican Committee on the _____ day of _____, 20____ or at any adjourned meetings thereof and for me and in my name, place and stead to vote any question that properly may come before such meeting, with all the power I should possess if I were personally present, hereby revoking all previous proxies.

Signed _____

Date _____

Witnessed by _____

Date _____

SECTION D - Quorum

One-fourth (1/4) of the County Committee, or a minimum of ten (10) members, if so declared by the Chairman, shall constitute a quorum for the transaction of business. Elected Republican officials shall not be counted against a quorum.

A minimum of one-third (1/3) of the Executive Committee, or a minimum of five (5) members, if so declared by the Chairman, shall constitute a quorum for the transaction of business. Elected Republican officials shall not be counted against a quorum.

ARTICLE VII

FINANCIAL

SECTION A – Policy

1. The County Committee shall operate as a "pay as you go" basis and shall not incur debts, which would result in a deficit, and shall operate in a manner consistent with the Financial Policy as most recently adopted by majority vote of those members of the County Committee who are present and voting at any duly called meeting.
2. The County Committee shall not be responsible for the campaign debts of any candidate.
3. The County Committee may, by majority vote, contribute from its operating funds to any Republican campaign or other worthwhile Republican endeavor.
4. Dues for County Committee membership are payable at the Biennial Mass Meeting or at time of acceptance to membership on the County Committee.

SECTION B – Procedures

1. The Treasurer shall be authorized to disburse operating funds according to the following:
 - a. By his discretion, for postage, stationery, regular assessments and similar routine items.
 - b. By County or Executive Committee authorization for such items as meeting place rental, flowers, etc.
 - c. By County Committee authorization for non-routine items such as campaign and other contribution.
2. The Treasurer shall be authorized to disburse campaign or other non-operating funds upon the authorization of the Chairman, Finance Chairman and /or Chairman of the special committee for which funds were collected. The Treasurer's books and records shall be audited for each fiscal year. The auditor(s) shall be designated by the Chairman, subject to confirmation by the County or Executive Committee, with a copy to the Treasurer. The Treasurer shall make a detailed financial report of

receipts and disbursements at each of the County Committee meetings. The Chairman shall make a detailed financial report of receipts and disbursements at the first organizational County Committee meeting following the biannual Mass Meeting.

3. Refer to the Botetourt County Republican Committee's Financial Policy for detailed financial procedures.

ARTICLE VIII
STANDING COMMITTEES AND SPECIAL POSITIONS

SECTION A - Precinct Captains

Individual precinct captains shall be appointed by their magisterial district chairman, and they shall recruit and maintain active precinct workers with the assistance of the County Precinct Coordinator.

SECTION B - Campaign Coordinator

A Campaign Coordinator shall be appointed by the Chairman for each general election to coordinate the campaigns of various candidates. The County Precinct Coordinator may fill this position, in the event that a Campaign Coordinator is not appointed.

SECTION C - Standing Committees

The following shall constitute standing committees:

1. Ways and Means Committee
2. Finance Committee
3. Committee on Nominations
4. Public Relations/Public Affairs Committee
5. Candidate Recruitment Committee

SECTION D - Standing Committee Membership and Appointments

1. Election and appointments shall be made at the first meeting of the County Committee following the election of the County Chairman.
2. Committee on Nominations shall consist of one (1) member from each of the magisterial districts, whenever possible, and shall be elected by the County Committee.
3. The Finance Committee, Public Relations/Public Affairs Committee, Candidate Recruitment Committee and Ways and Means Committee shall consist of one (1) member from each of the

magisterial districts, whenever possible, on each committee. Appointments to these committees shall be made by the County Chairman, subject to the confirmation of the County Committee.

SECTION E - Duties of the Standing Committees

1. The duties of the Ways and Means Committee shall be to devise and execute plans to raise sufficient funds to operate the County Committee.
2. The duties of the Finance Committee shall be to assist the Ways and Means Committee in raising funds for the County Committee at its various activities and assist the Treasurer in the collection of dues and funds from the various activities that the Committee shall engage in. They shall prepare the County Committee's budget.
3. The Committee on Nominations shall present a slate of candidates, each of whom shall have previously agreed to fulfill the office, if elected, on such occasions as the County Committee deems necessary. The Committee shall prepare paper ballots for each election.
4. The Public Relations/Public Affairs Committee shall be responsible for keeping the County Committee briefed on important public affairs, which may properly call for a political response or other action by the County Committee. In addition, they shall prepare plans of action designed to enhance the image of the Republican Party of Botetourt County; and, during periods of active campaigning, shall assist those various individuals connected with county, district, state or national candidates to determine those issues most vital and meaningful to the future of the Republican Party of Botetourt County. The Public Relations Director shall be the Chairman of this committee.
5. The Candidate Recruitment Committee shall seek out qualified Republicans to run for public office in those elections falling under the jurisdiction and/or concern of the Republican Party. In addition, they shall sponsor programs designed to make Republican Party philosophy and goals available to all citizens, in an effort to stimulate the growth of the party; and as a result, bring forth more potential Republican candidates.

SECTION F - Others

Other sub-committees and special positions may be appointed by the County Chairman as deemed advisable by the County Chairman and Executive Committee.

ARTICLE IX

PARLIAMENTARY AUTHORITY AND PROCEDURES

The State Party Plan, the County Committee By-Laws, and Robert's Rules of Order, Revised, shall govern all proceedings of the County Committee meetings, the Executive Committee, all committees, mass meetings, conventions and party canvasses conducted by the County Committee.

ARTICLE X
AMENDMENTS AND REVISIONS

These By-Laws may be amended and/or revisions by two-thirds (2/3) of those members of the County Committee who are present and voting at any duly called meeting, provided notice of the character of the amendment(s) and/or revision(s) have been given in writing to all members at least seven (7) days prior to such meeting or has been given at the preceding duly called County Committee meeting.

ARTICLE XI
WHEN EFFECTIVE

These By-Laws, to be known as the 2017 By-Laws, shall become effective immediately following adoption.

Adopted March 17, 1972

Amended August 12, 1976

Revised February 19, 1986

Revised September 21, 1995

Revised April 28, 2005

Revised February 20, 2014

Revised March 14, 2017