

**BY-LAWS of the
WARREN COUNTY REPUBLICAN COMMITTEE**

Amended and Approved January 23, 2025

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 Article 1, Section A of the Plan of Organization of the Republican Party of Virginia ("State Party Plan"), 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 ("WCRC") are derived from 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 WCRC 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 WCRC 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 endorse candidates for Front Royal Town Council and Warren County School Board, 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 WCRC 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 WCRC 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 magisterial district. The total membership of the WCRC shall be set at 250 members and reapportioned annually by precinct according to the State Party Plan.
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 WCRC.
 - 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 WCRC 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 – only nominated candidates (does not include endorsed candidates) who ran in a partisan election – in Warren County shall automatically be members ex officio of the Warren County Republican Committee and shall not need to complete an application, get voted into the Committee, nor pay the annual membership fees. They shall not be classified as at-large members.
6. Membership Fee: Every member elected to the Committee – other than a publicly elected Republican official – shall pay a membership fee of fifty dollars (\$50.00) per year – at the March or April meeting, or other amount as shall be adopted by the Committee, to pay for the general operating expenses of the Committee. If someone joins the Committee between the months of October and February inclusive, he shall pay a reduced membership fee of twenty-five dollars (\$25.00).
7. Committee Qualifications: An individual nominated to become a member of the WCRC 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 WCRC 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.
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. WCRC Members: The members shall be elected at the bi-annual WCRC Reorganization Mass Meeting, Party Canvass, Convention, Primary, or regularly scheduled Committee Membership Meeting, and shall hold membership until the next bi-annual WCRC 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. (See Section C above).

Section E: Absences & Removal

1. A member, except all publicly elected Republican officials, automatically loses his committee membership if he is absent from three (3) consecutive WCRC meetings. Any member may elect to send someone as an official proxy in his place to ensure representation and attendance. Members who miss three consecutive meetings who wish to rejoin the WCRC may do so at any time by filling in a new application and paying the \$50 membership dues (this fee may be waived at the Chairman's request). Any member who is voted in to the WCRC is unable to vote on anything until the following meeting.
2. Any member may be removed from office by the vote of two-thirds (2/3) of the other members of the WCRC, 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 WCRC; and allowing the member thirty (30) days within which to appear and defend himself. A copy of the original signatures or evidence of the electronic signatures may be furnished in lieu of the original signatures.
3. Members of the WCRC are held to a higher standard of support for nominees of the Republican Party than an individual who merely participates in a mass meeting, party canvass, convention or primary. Therefore, a member of the WCRC is deemed to have resigned his membership for the balance of their term if he (a) makes a reportable contribution to and/or (b) knowingly allows his name to be publicly used by and/or (c) makes a written or other public statement supporting the election of a candidate in opposition to a Republican nominee or endorsed candidate for School Board or Town Council, and/or (d) becomes a member or an officer of or makes a reportable contribution to any other political party. A majority of the elected officers of the WCRC are charged with recognizing when this provision is in effect.
4. For the purposes of this section, "allows" shall mean that a member has either (i) affirmatively given permission for his name to be publicly used, or (ii) refused to publicly disavow the use of his name upon receiving notification by the WCRC Chairman that it is being used.

Section F: Vacancies

1. A vacancy in the office of the WCRC Chairman shall be filled by the WCRC for the remaining unexpired portion of the term. The Executive Committee shall include in the Call for a regularly

scheduled monthly WCRC meeting that there will be a special election which shall be held within thirty days and will include electing a new WCRC Chairman to fill the unexpired portion of the term.

2. Vacancies in the office of Vice Chairman, Secretary, and Treasurer, and any other elected members of the WCRC, shall be filled by the WCRC for the remaining unexpired portion of the term, during a duly called meeting of the WCRC.
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 WCRC 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 WCRC at the regularly called meeting of the WCRC following the Mass Meeting.

Section B: Duties of WCRC Elected Officers.

1. **Chairman:** The WCRC Chairman shall be responsible for the general execution and implementation of the programs and policies of the WCRC, commensurate with achieving the goals of the State Party Plan. The WCRC 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 WCRC for the purpose of correcting any errors or any omissions required by the RPV.
 - b. Represent the WCRC on the Republican 6th District Committee.
 - c. Convene the WCRC every month except December, and more frequently when the needs of the Republican Party so demand.
 - d. Appoint two qualified persons from the WCRC to perform an annual audit of the books and financial records of the WCRC at the end of each full year of the Treasurer's term. Such persons shall report their findings to the WCRC.
 - e. The Chairman or his designee will ensure all new members receive information concerning the WCRC Bylaws, Standing Committees, and other duties, training and education as deemed necessary by the WCRC Chairman or his designee.

- f. The Chairman will manage and approve all of the Committee's marketing efforts, including management of social media sites, official WCRC website, creation of sample ballots and postcards, banners, flyers, and text messages during election season.
2. **Vice Chairman:** The Vice Chairman shall, in the absence or disability of the WCRC Chairman, preside at the meetings of the WCRC 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 WCRC Secretary shall keep a record of all the proceedings of the meetings of the WCRC and of the Executive Committee.
 - b. Email: The Call, the Minutes of the previous WCRC meeting and a Proxy form 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 WCRC 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 WCRC, 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.
 - f. Ensure paper ballots are available at all meetings.
4. **Treasurer:** The Treasurer shall be responsible for the safekeeping and disbursement of all WCRC funds.
 - a. The Treasurer shall be authorized to distribute funds in accordance with an annual budget duly approved by the WCRC at a regularly called meeting provided 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 WCRC at a duly called meeting, providing that funds to meet other obligations is clearly established.
 - c. When so authorized by the WCRC 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 WCRC meeting covering all transactions occurring during the period since the preceding meeting.
- f. The Treasurer shall also present an annual report to the WCRC, 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 WCRC, 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 WCRC 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:

- a. A Magisterial District Chairman for each Magisterial District shall be elected by the members of the WCRC 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.
- b. 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 WCRC 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 WCRC meeting at which such caucus shall act.
- c. Each Magisterial District shall have a Vice-Chairman and a Secretary, to be elected by members of that Magisterial District immediately after the election of the Magisterial District Chairman. 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.

- d. The Magisterial District Chairman shall be responsible for organizing the Republican Party members within his respective district.
- e. The Magisterial District Chairman should have an updated list of voters who have voted in the last County Republican Mass Meeting, Party Canvass, Convention or Primary. Voters who are not members of the Committee can be called upon to help with events and elections when they are needed.
- f. 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.
- g. Duties of other Magisterial District officers:
 - i. 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.
 - ii. 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 WCRC 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 WCRC 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 WCRC. Such meeting shall be held within 30 days of receipt by the Chairman of such petition.

Section B: Notice

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Meetings of the WCRC shall be held upon seven (7) days' notice of the Call with minutes of the preceding meeting. Such Notice, Minutes, and Agenda should be made available on the WCRC 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 WCRC website.

Section C: Proxy

A proxy, subject to the following conditions, may represent a member of the WCRC at any WCRC 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 WCRC 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 Magisterial 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 WCRC 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 WCRC office, nomination or endorsement, the vote shall be taken by paper ballot.
2. If one third (1/3) of the members of the WCRC present ask for a secret ballot on an issue before the Committee, the Committee shall use a paper ballot.

Section E: Quorum

One third (1/3) of the voting members of the WCRC, when present, shall constitute a quorum.

Section F: Mass Meetings

If the number of persons prefiling 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:

- a. WCRC Chairman
- b. WCRC Vice-Chairman
- c. WCRC Secretary
- d. WCRC Treasurer
- e. WCRC Finance Chairman
- f. Magisterial District Chairmen
- g. Immediate past chairman (if still a resident of Warren County and a current Committee member)

2. Nonvoting members:

- a. Chairmen of the Standing Committees, except for the Finance Chairman
- b. 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 WCRC in conformity with the policies and programs of the Republican Party. It shall have the general authority to administer the affairs of the WCRC between business meetings, and shall report its actions to the WCRC at the regular scheduled meetings.

Section C: Quorum

One third (1/3) of the voting members of the Executive Committee present at an Executive Committee Meeting shall constitute a quorum.

Section D: Meetings

Meetings of the Executive Committee will, if practical, be held monthly upon the prior Call of the Chairman for the WCRC 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 WCRC members who are invited as non-voting guests.

ARTICLE VIII: FINANCE COMMITTEE

Section A: Membership

1. Voting Members

- a. Finance Committee Chairman
- b. WCRC Treasurer
- c. WCRC Magisterial Chairmen, or their designee
- d. Other members as may be determined by the WCRC Chairman

Section B: Duties of the Finance Committee

- a. The Finance Committee shall be responsible for the overall planning and supervision of the financial affairs of the WCRC.
- a. The Committee shall plan, organize, and supervise the raising of funds for the WCRC.
- b. 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 WCRC Chairman.

Section C: Voting

One third (1/3) of the voting members of the Finance Committee present at a Finance Committee Meeting shall constitute a quorum.

Section D: Meetings

The Finance Committee shall meet and needed in order to provide a report to the WCRC no later than the last WCRC called meeting prior to the WCRC reorganization.

Section E: The Call

The Call for the Finance Committee shall be sent with seven days' notice to all Finance Committee members, if practical, as well as to WCRC members in good standing who are invited as non-voting guests.

ARTICLE IX: OTHER 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 WCRC Chairman as soon as practical after his election. The Chairman of each Standing Committee shall report members' names to the WCRC.
2. Members of the Standing Committees may be appointed by the WCRC Chairman and by the Chair of the Standing Committee.
3. The following are suggested Standing Committees:
 - a. Candidate Search
 - b. Research and Issues
 - c. Election Technology

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

Section B: Duties of Standing Committees

1. The Candidate Search Committee:

- a. The Candidate Search Committee shall consist of a Chairman to be appointed by the Chairman of the WCRC and at least one other member of the WCRC 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 WCRC.
- 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 WCRC Chairman.

2. 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 WCRC 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 WCRC.
- d. It shall keep generally abreast of current issues.
- e. The Committee shall perform such other duties as may be assigned by the WCRC Chairman.

3. 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 WCRC in proper use of the voter database and voter outreach technology and techniques.
- d. It shall coordinate with the WCRC 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 WCRC Chairman.

Section C: Nominating Committees

1. Prior to the Mass Meeting, the Chairman of the WCRC shall appoint a Nominating Committee consisting of at least three (3) current members of the WCRC. The duties of said Committee shall be to present pre-filed candidates for the position of Chairman of the WCRC. All persons who wish to be nominated for the position of Chairman of the WCRC must prefile.
2. Committee Members to be considered for election shall be present at the Mass Meeting of the WCRC.
3. The Chair of the WCRC shall not be a member of the Nominating Committee.

Section D: Ad Hoc Committees

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

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 WCRC who are present and voting at a duly called WCRC meeting, providing that a copy of such proposed Amendment(s) shall be emailed to all WCRC members forty-five (45) days prior to the meeting.

END OF BYLAWS