

BYLAWS

of the

PAGE COUNTY REPUBLICAN COMMITTEE (PCRC)

Approved June 2024

ARTICLE I: QUALIFICATIONS FOR PARTICIPATION IN PARTY ACTIONS

Section A: All legal and qualified voters of Page County, regardless of race, religion, color, national origin, or gender, under the laws of the Commonwealth of Virginia, who are in accord with the principles of the Republican Party and creed, as stated in the Plan of Organization of the Republican Party of Virginia (State Party Plan), 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 precincts .

Section B: A person who has made application for voter registration and meets all other requirements of Article 1, Section A of the State Party Plan, but whose name does not appear on the Page 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 Page County Republican Committee ("PCRC") 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 Robert's Rules of Order Newly Revised edition shall govern the PCRC in all cases to the extent they are consistent with these By-Laws or the State Party

Page County Republican Committee Bylaws

Amended & Adopted June 2024

Plan.

ARTICLE III: PAGE COUNTY REPUBLICAN COMMITTEE

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

Section B: The purpose and objectives of the PCRC are to: (1) promote and promulgate the principles of the Republican Party; (2) to encourage qualified candidates to run for public office; (3) to elect Republican candidates to public office; (4) to endorse candidates for Luray, Stanley, and Shenandoah Town Councils, Page County Board of Supervisors, county constitutional officers (Commonwealth Attorney, Sheriff, Commissioner of Revenue, Clerk of Court, County Treasurer), and Page County School Board and; (5) to promote political education and activity. A primary objective shall be that of encouraging all citizens of Page County to exercise their right to vote in all elections. Our committee shall support only candidates for public office who reside in our county and are registered to vote within Page County.

Section C: Membership

The composition of the PCRC shall be as set forth below:

1. Committee Chairperson
2. Members from each Precinct: The total number of members from each precinct shall be set at twenty (20). Each precinct shall consist of its Chair and 20 members. The total membership of the PCRC shall be set at 125 members and can be reapportioned in advance of the biennial reorganization by precinct according to the State Party Plan. Members of the EXCOM nor elected county officials shall not count against this number.
3. Memberships:
 - a. At Large Memberships: Additional at-large memberships may be

created but will not exceed twenty-five (25) in number of the actual members of the PCRC.

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 PCRC events, and in working the polls. Associate Members shall not be entitled to a vote, nor shall they be counted when establishing a quorum.

5. All publicly elected Republican officials in Page County who are in good standing with the PCRC shall automatically be members of the Page County Republican Committee. They shall not be classified as at-large members or count against the total of 125.

6. Membership Fee: All members shall pay annual dues in an amount to be determined by the committee in advance of each biennial reorganization not to exceed \$50.00 per year, to defray the general operating expenses of the Committee.

7. Committee Qualifications: An individual nominated to become a member of the PCRC must be present when his/her name is placed into nomination to accept said election. The vote for all potential new members will be taken as the last item of business at each committee meeting.

Section D: Election, Officers, and Term

1. Chairperson: The PCRC Chairperson shall be elected at the County Mass Meeting, Party Convention, Reorganization meeting, or Primary called for the purpose of election of new officers and reorganization as well as electing delegates to the Biennial District Convention in the 6th Congressional District of Virginia. He/she shall hold office for two years from the time of his/her election, until a successor is elected, or unless sooner removed.

2. PCRC Members: The members shall be elected at the bi-annual PCRC Reorganization meeting, Mass Meeting, Party Canvass, Convention, Primary, or regularly scheduled Committee Membership Meeting, and shall hold membership until the next bi-annual PCRC Reorganization meeting, 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.

3. PCRC shall have two vice-chairs, a secretary, and a treasurer who shall be elected at the next regularly scheduled meeting following the Mass Meeting, Party Canvass, Reorganization meeting, Convention, or Primary, and shall hold office for two years from the time of their election until successors are chosen or unless sooner removed.

Section E: Removal

1. Any member shall automatically lose his/her status as a voting member of the PCRC who fails to attend, either in person or by proxy, three consecutive duly called Committee meetings and said reason for his/her absence is not approved by the EXCOM, e.g. illness or natural disaster.

2. Any member may be removed from office by the vote of two-thirds (2/3) of the PCRC members, 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 PCRC; 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 PCRC 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 PCRC is deemed to have resigned his/her membership for the balance of their term if he (a) makes a reportable contribution to and/or (b) knowingly allows his/her 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, (d) becomes a member or an officer of or makes a reportable contribution to any other political party, and/or runs for office in opposition to a PCRC nominee. A majority of the elected officers of the PCRC are charged with recognizing when his/her provision is in effect. The above is in accordance with the language of the Virginia Republican Plan as outlined below:

Art. I, Sec. A., para. 2 amended to exclude candidates who have filed for the Republican nomination from party activity for four years if they subsequently support the opponent of a Republican nominee. • Art. III., Sec. E, para. 1 was amended to make changes to the non-voting membership of the executive committee and its meeting rules, including authorizing electronic meetings. The Plan, as amended, is available at the RPV website under "Our Party -> Party Plan" - <https://virginia.gop/>

4. For the purposes of this section, "allows" shall mean that a member has either (i) affirmatively given permission for his/her name to be publicly used, or (ii) refused to publicly disavow the use of his/her name upon receiving notification by the PCRC Chairperson that it is being used.

Section F: Vacancies

1. A vacancy in the office of the PCRC Chairperson shall be filled by the PCRC for the remaining unexpired portion of the term. The Executive Committee shall include in the Call for a regularly scheduled monthly PCRC meeting that there will be a special election which shall be held as soon as practical, e.g. when a viable candidate is identified and nominated for the position and will include electing a new PCRC Chairperson to fill the unexpired portion of the term.

2. Vacancies in the office of either of the two Vice Chairpersons, Secretary, and Treasurer, and any other elected members of the PCRC, shall be filled by the PCRC for the remaining unexpired portion of the term, during a duly called meeting of the PCRC.

3. Except as set forth in 1 above, all other 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 PCRC shall be a Chairperson, two Vice Chairperson, Precinct Chairpersons, Secretary, and Treasurer.

Section B: Duties of PCRC Elected officers.

1. **Chairperson:** The PCRC Chairperson shall be responsible for the general execution and implementation of the programs and policies of the PCRC, commensurate with achieving the goals of the State Party Plan. The PCRC Chairperson 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 Chairperson may, with the approval of a majority of the Executive Committee, amend any Call for a Mass Meeting adopted by the PCRC for the purpose of correcting any errors or any omissions required by the RPV.
- b. Represent the PCRC on the Republican 6th District Committee.
- c. Convene the PCRC every month except December, and more frequently when the needs of the Republican Party so demand.
- d. Appoint a qualified, disinterested person to perform an annual audit of the books and financial records of the PCRC at the end of each

full year of the Treasurer's term and report their findings to the PCRC.

e. The Chairperson or his/her designee will ensure all new members receive information concerning the PCRC Bylaws, Standing Committees, and other duties, training and education as deemed necessary by the PCRC Chairperson or his/her designee.

f. The Chairperson, in the conduct of his/her duties, will be allowed to expend funds, not to exceed \$200.00, to support the PCRC without prior approval of EXCOM. Receipts and information regarding such expenditures must be presented at the next regularly scheduled PCRC meeting.

g. The Chairperson shall be listed on the PCRC bank account as a legitimate and legal signatory official.

2. Vice Chairperson: A Vice Chairperson shall, in the absence or disability of the PCRC Chairperson, preside over the meetings of the PCRC and exercise the powers of the Chairperson. The Vice-Chairperson, 1st, or 2nd VC shall otherwise assist the Chairperson in the performance of his/her duties.

3. Secretary: The Secretary shall be responsible for:

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

b. Email: The Call, the Minutes of the previous PCRC meeting and a Proxy form shall be sent by email to members in good standing. The Call and Minutes of the Executive Committee shall be sent to the Executive Committee members.

c. The Secretary shall have the ability to sign, in coordination and approval of the PCRC Chairperson, official documents and shall

otherwise assist the other officers in the performance of their duties.

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

e. Keeping copies of Calls, Minutes, and applications for a period of five (5) calendar years.

f. Ensure paper ballots are available at all meetings.

4. Treasurer: The Treasurer shall be responsible for the safekeeping and disbursement of all PCRC funds.

a. The Treasurer shall be authorized to distribute funds in accordance with an annual budget duly approved by the PCRC 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 PCRC at a duly called meeting, providing that funds to meet other obligations are clearly established.

c. When authorized by the PCRC Chairperson or Vice Chairperson, the Treasurer shall have the authority to make expenditures up to a total of two hundred dollars (\$200.00) without approval of the unit committee or Executive committee.

d. The Treasurer is empowered and required to open a bank account in the name of the Page County Republican Committee, and to make deposits and withdrawals in said account. Both the treasurer and the Chairman must be on listed on the financial institution's signature form.

e. The Treasurer shall present a report at each PCRC meeting covering all transactions occurring during the period from the preceding meeting.

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

g. The Treasurer's books and records are to be audited annually by a qualified and disinterested party person designated by the Chairperson and or the EXCOM. The audit shall be certified as to correctness and delivered to the PCRC, with a copy being furnished to the Treasurer.

h. The Treasurer shall keep proper records and make them available for inspection by members of the PCRC upon reasonable notice.

i. The Treasurer shall deliver all official records in his/her possession to his/her successor within ten (10) days after the expiration of his/her term, or to the PCRC Chairperson if a successor to the office of Treasurer has not been elected.

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 Precinct Person

a. A Magisterial Precinct Chairperson for each Magisterial Precinct shall be elected by the members of the PCRC residing in the respective Magisterial Precinct. Such Chairperson shall be responsible for the activities of the Magisterial Precinct, including precinct organization and appointment of precinct captains who preferably reside in the precincts within his/her Magisterial Precinct.

b. In the event of the removal, disqualification, resignation, death, or change in residence within the respective Magisterial Precinct,

Magisterial Precinct Chairperson shall be replaced by appointment of the PCRC Chairperson until a permanent replacement can be elected by a caucus of the Committee members within such Magisterial Precinct. Such caucus shall be called by appropriate notice to accompany the Call for the PCRC meeting at which such caucus shall act.

c. Each Magisterial Precinct shall have a Vice-Chairperson and a Secretary, to be elected by members of that Magisterial Precinct immediately after the election of the Magisterial Precinct Chairperson. In the event of a Vice-Chairperson or Secretary vacancy in a Magisterial Precinct, the Magisterial Precinct Chairperson may appoint a temporary Vice-Chairperson or Secretary to serve until the election process occurs.

d. The Magisterial Precinct Chairperson shall be responsible for organizing the Republican Party members within his/her respective precinct.

e. The Magisterial Precinct Chairperson 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 Precinct Chairperson shall assist in alerting Precinct members about regular meetings and encouraging members to be involved in Committee events.

g. Duties of other Magisterial Precinct officers:

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

2) Magisterial Secretary Duties: The Secretary should help fulfill the duties

of Page County Republican Committee the Chairperson 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 Chairperson at each PCRC Meeting, if so appointed. The Parliamentarian shall serve at the Chairperson's pleasure.

Section B: Sergeant at Arms

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

Section C: Communications Officer

The Chairperson shall appoint a Communications Officer. The communications officer shall be responsible for managing the PCRC email traffic and advertising/marketing announcements, and the PCRC Facebook page. The communications officer will receive assistance from EXCOM in the development of any email communication.

ARTICLE VI: MEETINGS

Section A: General

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

Section B: Notice

Meetings of the PCRC 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 to the PCRC membership. 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 shall be available on the PCRC website.

Section C: Proxy

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

1. No individual may cast more than one vote at any meeting he attends.
2. Proxy is a member in good standing with the PCRC. Any person who acts as a proxy for another must meet the qualifications for membership on the PCRC as set forth in Article I of these By-Laws and meet the requirements as stated in Article VII, Section A2 (need to cross reference this reference) 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 designated representative to vote as my proxy at a meeting of the Page 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____

(Witness) (Signature) _____

(Address) _____

4. Any proxy may be withdrawn by the PCRC 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 PCRC office, nomination or endorsement, the vote shall be taken by paper ballot.
2. If one third (1/3) of the members of the PCRC 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 PCRC, when present, shall constitute a quorum.

Section F: Mass Meetings

If the number of persons pre-filing as candidates in a Mass Meeting, Party Canvass, or Convention does not exceed the number of nominations to be made for a particular office, then the pre-filed candidate shall be declared the nominee of the PCRC. 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 PCRC, 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. PCRC Chairperson

b. PCRC Vice-Chairpersons (2)

c. PCRC Secretary

d. PCRC Treasurer

e. Precinct Chairs (5)

2. Nonvoting members: a. Chairpersons of the Standing Committees – when invited to attend.

b. All publicly elected Republican officials in Page County who are in good standing with the PCRC.

Section B: Duties of the Executive Committee

The Executive Committee shall carry on the business of the PCRC in conformity with the policies and programs of the Republican Party. It shall have the general authority to administer the affairs of the PCRC between business meetings and shall report its actions to the PCRC 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 Chairperson for the PCRC 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 PCRC members who are invited as non- voting guests.

ARTICLE VIII: FINANCE COMMITTEE

Section A: Membership

1. Voting Members

- a. Finance Committee Chairperson
- b. PCRC Treasurer
- c. PCRC Magisterial Chairpersons, or their designee
- d. Other members as may be determined by the PCRC Chairperson

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 PCRC.
- b. The Committee shall plan, organize, and supervise the raising of funds for the PCRC.
- c. 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 PCRC Chairperson.

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 PCRC no later than the last PCRC called meeting prior to the PCRC 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 PCRC 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 PCRC Chairperson as soon as practical after his/her election. The Chairperson of each Standing Committee shall report members' names to the PCRC.

2. Members of the Standing Committees may be appointed by the PCRC Chairperson and by the Chair of the Standing Committee.

3. The following are suggested Standing Committees:

a. Candidate Search

b. The Research and Issues Committee

c. Election Technology

4. There may be additional Standing Committees as may be deemed advisable by the PCRC Chairperson or the Executive Committee. The PCRC Chairperson shall be an ex-officio member of all such Standing Committees as are established, except the Nominating Committee. The Chairperson of the PCRC shall fill any vacancy of the Chairperson 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 Chairperson to be appointed by the Chairperson of the PCRC and at least one other member of the PCRC from each Magisterial District if practical.

b. It shall be the duty of this/her 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 PCRC.

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 PCRC Chairperson.

2. The Research and Issues Committee

a. The Research and Issues Committee shall consist of a Chairperson 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 PCRC 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 PCRC.

d. It shall keep generally abreast of current issues.

e. The Committee shall perform such other duties as may be assigned by the PCRC Chairperson.

3. Election & Technology Committee:

a. The Election Technology Committee shall consist of a Chairperson 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 Chairpersons and members of the PCRC in proper use of the voter database and voter outreach technology and techniques.
- d. Assist in the training of Election Officials and Poll Watchers.
- e. It shall coordinate with the PCRC Chairperson 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 PCRC Chairperson.

Section C: Nominating Committee

- 1.** Prior to the Mass Meeting, the Chairperson of the PCRC shall appoint a Nominating Committee consisting of at least three (3) current members of the PCRC. The duties of said Committee shall be to present pre-filed candidates for the position of Chairperson of the PCRC. All persons who wish to be nominated for the position of Chairperson of the PCRC must prefile.
- 2.** Committee Members to be considered for election shall be present at the Mass Meeting of the PCRC.
- 3.** The Chair of the PCRC 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 PCRC Chairperson or the Executive Committee. The PCRC Chairperson shall be an ex-officio member of all such Ad Hoc Committees as are established, except the Nominating Committee. The Chairperson of the PCRC shall fill any vacancy of a Chairperson of an Ad Hoc Committee as it occurs. The PCRC Chair shall appoint the committee chair and approves or selects all members. The PCRC chair may remove any member of the Ad Hoc committee and replace them.

ARTICLE IX: AMENDMENTS

These By-Laws may be amended by a two-thirds vote of those members of the PCRC who are present and voting at a duly called PCRC meeting, providing that a copy of such proposed Amendment(s) shall be emailed to all PCRC members forty-five (45) days prior to the meeting.

END OF BYLAWS