

BYLAWS/PLAN OF ORGANIZATION ALBEMARLE COUNTY REPUBLICAN COMMITTEE

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Revised ByLaws approved June 24, 2023
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Amendment approved June 8, 2024
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STATEMENT OF PURPOSE

This plan sets forth the basic organization and code of operation for the Albemarle County Republican Committee, in the interest of facilitating and encouraging active participation by all persons of the Republican persuasion residing in Albemarle County. It shall be used, therefore, in a manner commensurate with the continued growth of the Albemarle County Republican Committee, and consistent with the nomination and election of the most qualified candidates to represent Albemarle County. Our party has great principles, principles that are far greater than the Republican Party. They are as big as all America itself. Our party will not grow unless it is a party of the open door, open to all people who share our principles, who want to work for the betterment of America and the betterment of the world. Nothing in these ByLaws of the Albemarle County Republican Committee, shall take precedence over any provision of restriction of the Republican Party of Virginia Plan of Organization.

ARTICLE 1 – NAME

The name of this organization shall be “Albemarle County Republican Committee”, hereinafter called “ACRC”.

ARTICLE 2 – ORGANIZATION

No action of the Albemarle County Republican Committee nor these ByLaws shall conflict with the Republican Party of Virginia Plan of Organization, as amended from time to time, and to the extent there shall be a conflict, the provisions of the Republican Party of Virginia shall prevail and the “Republican Party of Virginia Plan of Organization” is incorporated as is fully set forth in these ByLaws. In the event any ByLaws conflict with the Republican Party of Virginia Plan of Organization, those provisions shall be null and void and the

Republican Party of Virginia Plan of Organization will control.

ARTICLE 3 – OBJECTIVES

The purpose of ACRC 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 assist generally the citizens composing the districts served by ACRC, and may assist elected Republican officials in the execution of their responsibilities by mutual agreement of both parties.

ARTICLE 4 – MEMBERSHIP

Section A: Qualifications. All Albemarle County legally qualified voters regardless of race, religion, color, national origin or sex, under the laws of the Commonwealth of Virginia and who are in accord with the principles of the Republican Party, and who express in writing or in open meeting, if requested, their intent to support all of the Republican nominees for public office, while they are members, are eligible for membership on ACRC. ACRC shall require each potential member to submit a membership application form to the Treasurer along with an annual dues payment.

Section B: Composition.

1. *ACRC Chairman.*

2. *Precinct Membership.* There shall be not less than one member of ACRC from each voting precinct, if practicable, with the exact number of members for each precinct to be determined on the basis of the combined Republican votes cast in the last preceding Presidential and Gubernatorial elections according to the following formula: one Committee member for each two hundred fifty votes or major factor thereof (rounded up).

3. *At-Large Membership.* ACRC may elect additional members at-large, who shall not exceed in number thirty percent (30%) of the membership of ACRC.

4. *Associate Membership.* Non-residents of Albemarle County who are in accord with the principles of the Republican Party, and who express, in writing or in open meeting, if required, their intent to support all of the Republican nominees for public office, are eligible for Associate Membership in ACRC. Because this Membership applies to non-residents, an Associate Member shall not have any voting authority, nor serve as any Officer, nor Chair any Committee, nor shall they be counted when establishing a quorum.

5. *Vacancies.* Until the membership of ACRC reaches the maximum numbers as authorized in Section B, Paragraph 2 and 3 above, vacancies shall be deemed to exist and may be filled as provided in Section D, Paragraph 4 below.

Section C: Dues.

Each member of ACRC shall be required to pay a reasonable annual dues, the amount of which shall be determined by a majority vote of those members who are present and voting at a duly called meeting. Dues are due March 31 and must be paid no later than the Mass Meeting in order to participate and vote in that meeting. Dues for Associate Members (Section B, Paragraph 4 above) shall be the same as resident member dues. Dues should be forwarded to the Treasurer. Payment for annual dues may be waived by approval of the executive committee for specific in-kind donation or scholarship.

Section D: Election.

- 1. ACRC Chairman.* The Chairman shall be elected at an ACRC mass meeting, party canvass, convention or primary called for the purpose of electing delegates to the biennial district convention in the Fifth Congressional of Virginia and shall hold office for two years from his/her time of election, until a successor is selected, or unless sooner removed. Election will be determined by a majority vote of those present and determined qualified to vote by a Credentials Committee, appointed by the existing ACRC Chairman prior to the vote, and consisting of not less than two members and not more than three members who will then register those persons who offer to vote and count the ballots once the polls are closed. The members of the Credentials Committee shall remain inside the room in which voting is conducted during the period in which voting takes place and until the ballots are counted.
- 2. Other Officers.* Other officers shall be elected from ACRC membership at the first duly called County Committee meeting after the election of the County Chairman and members of ACRC.
- 3. Members.* The members of ACRC 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 Fifth Congressional District of Virginia and shall hold office for two years from the time of their election, until successors are selected, or unless sooner removed.
- 4. Vacancies.* Vacancies as determined in Section B, Paragraph 5 above, may be filled at any regular meeting of ACRC upon the completion of a current application, payment of dues, and election by a majority vote of ACRC. They shall hold office until the next county mass meeting, party canvass, convention or primary called for the purpose of electing delegates to the biennial district convention in the Fifth Congressional District of Virginia or until successors are selected, unless removed sooner.

5. *Voting by Ballot.* Elections where there is more than one (1) candidate for office shall

be conducted using paper ballots. Acclamation may be made when there is a single candidate.

Section E: Removal.

1. Any member of ACRC is deemed to have resigned his Committee position if he (a) makes a reportable contribution to and/or (b) allows his name to be publicly used by and/or (c) makes a written or other public statement in support of a candidate in opposition to a Republican nominee in a Virginia General or Special Election. Such member may be re-instated by a majority vote of the other members of ACRC.

2. Members may lose their status as voting members of ACRC if they fail to attend either in person or by proxy three (3) consecutive duly called meetings. Voting status shall not be removed without a majority vote of ACRC at a duly called meeting. Removal must be initiated by the Chairman.

3. Members shall automatically lose their status as voting members of ACRC if they fail to pay their dues. Voting status shall automatically be restored upon subsequent payment of said dues.

4. The Chairman and any other officer or member of ACRC may be removed from office for cause by a two-thirds vote of the membership of ACRC; provided, however, that such person shall be given thirty days' notice in writing that such removal will be sought and the grounds upon which such action is based. The notice must be signed by not less than one-third of the membership of ACRC. Such person shall be given reasonable opportunity to appear and respond to the allegations. Examples of cause include the following, but are not limited to them: Working to elect candidates in opposition to Republican candidates and publicly attacking Committee officers or members in lieu of using remedies prescribed in these bylaws.

Section F: Appeal. Any person having been removed from ACRC pursuant to the provisions of Section E, Paragraph 2 may appeal to the Executive Committee for reinstatement and such appeal may be granted for good and sufficient reason.

Section G: Vacancies.

1. In the event of the death, resignation, removal, or inability to act of the County Chairman, the Vice Chairman shall call an Executive Committee meeting within ten days. The Vice Chairman shall then call a special meeting of ACRC to be held within thirty days for the purpose of electing a new county chairman to fill the unexpired term.

2. Members may be elected to fill any vacancy at a duly called meeting of ACRC provided

that notice of such existing vacancy shall be given with the call of the meeting.

ARTICLE 5 – MEETINGS

Section A: General.

The Chairman shall convene the ACRC when required, but in no event less than once during each calendar quarter, with no more than four (4) months between each meeting, and shall preside at the meetings of ACRC. He shall be responsible for sending written notice of the call for an ACRC meeting to all members of ACRC, which shall include the agenda for the meeting. Such notice may be sent in writing, by email, or by posting the meeting notice on the ACRC website (albemarlegop.org).

Section B: Notice.

Notices of the meetings of ACRC shall be given not less than one week prior to each meeting.

Section C: Proxy.

A member of ACRC may be represented at any ACRC meeting by a proxy, subject to the following conditions:

1. No individual may cast more than one proxy vote at any meeting they attend.
2. Any person who acts as a proxy for another must meet the qualifications for membership in ACRC, as stated in Article 4 of these bylaws, and meet the requirement of Article 7 of the Republican Party of Virginia Plan of Organization.
3. All proxies shall be in writing, signed by the maker, substantially in the following form:

I, _____
of _____
Address

do hereby appoint

Name of proxy

of _____
Address

as my attorney, to vote as my proxy at a meeting of ACRC to be held on

the _____ day of _____, 20____, or at any adjournment thereof, upon any question that has come before the meeting, with all the power I should possess if personally present.

Signature_____

Witness_____

Witness Address_____

4. Any proxy may be withdrawn by the committee member giving it at any time prior to its exercise.

Section D: Quorum.

A minimum of fifteen (15) percent of the voting members of ACRC shall constitute a quorum for the transaction of business.

ARTICLE 6 – DUTIES OF OFFICERS

Section A: ACRC Chairman.

The Chairman shall:

1. Be responsible for the general execution and implementation of the programs and policies of ACRC, commensurate with achieving the goals of the Republican Party of Virginia Plan of Organization.
2. Call mass meetings or conventions in accordance with the Republican Party of Virginia Plan of Organization and preside over the same until a temporary organization is affected.
3. Represent ACRC on the Republican Fifth District Committee.
4. Convene ACRC as stated in Article 5 section A and more frequently when the needs of ACRC so demand.
5. Appoint two qualified persons to make an annual audit of the books and financial records of ACRC at the end of the fiscal year, which persons shall report to ACRC.
6. Appoint standing committee and special committee members.

Section B: First Vice-Chairman.

The First Vice-Chairman shall:

1. Assist the Chairman in the execution and implementation of the programs and policies of ACRC.

2. Serve as temporary Chairman in the absence of the Chairman.
3. Coordinate committees, programs and projects as assigned by the Chairman.

4. In the event of the Chairman's death, resignation, removal or inability to act, take action as required by Article 4, Section G.

5. Oversee all Public Relations
 - a. Coordinate the development of the Albemarle County Committee website (albemarlegop.org)
 - b. Continued oversight for website, social media and printed materials

6. Oversee the Candidate Search and Support Committee

7. Oversee the Election Integrity Committee

Section C: Second Vice-Chairman

The Second Vice-Chairman shall:

1. Oversee the duties of the six Magisterial District Chairs to ensure that voters in all districts are hearing a message from ACRC that resonates with their local concerns.

2. Maintain a Database of All ACRC members and potential members based on a propensity to vote for Republican Candidates. The Second Vice Chair shall provide database lists to Officers, Magisterial Chairs and endorsed or Republican nominated Candidates, when requested.

3. Work with Magisterial District Chairs to make sure they can provide precinct Captains with training and supplies.

4. Serve as temporary Chairman in the absence of the Chairman and the First Vice-Chairman.

Section D: Secretary

The Secretary shall:

1. Record and retain the minutes of all meetings of ACRC. Submit the meeting minutes to the Chairman for approval.

2. Keep an accurate list of attendance of all ACRC meetings.
3. Deliver all official records in their custody to their successor within ten days of the expiration or ending their term of office.

4. Be responsible for such outgoing correspondence and mailings as may be directed by the Chairman, the Executive Committee or as required for any duly authorized meeting.
5. Be repository for all incoming and outgoing correspondence.
6. Deliver all official records in their custody to their successor within ten days of the expiration or ending of their term of office.

Section E: Treasurer.

The Treasurer shall perform his duties as follows:

1. As a member of the Finance Committee, assist in the preparation of the annual budget for ACRC and present it to ACRC for approval prior to March 31 of the coming year.
2. Maintain a record system for all collections and disbursements with their supporting documentation for all ACRC financial transactions in accordance with the generally accepted accounting principles. Present a financial report to members at each ACRC meeting.
3. When directed by the Chairman or by a majority of the Executive Committee, the Treasurer will open the financial records to specified Committee members or to appropriate governmental authorities.
4. Receive membership applications, record dues payments, and deposit dues payments in the ACRC designated bank. Update the ACRC database with new member information.
5. Deliver all official records in their custody to their successor within ten days of the expiration or ending of their term of office.

Section F: Magisterial District Chairs.

Magisterial District Chairs shall:

1. Serve as a communication link between the Officers and ACRC members.
2. Recruit new ACRC members.
3. Organize the physical location of ACRC tents/tables at each polling place and recruit members to staff the polls at all times the polls are open.

ARTICLE 7 – EXECUTIVE COMMITTEE

Section A: Membership.

The Executive Committee shall consist of the following members:

1. Chairman
2. Vice-Chairmen
3. Secretary
4. Treasurer
5. Magisterial District Chairs
6. Immediate past chairman (if still a member of ACRC)

Section B: Duties.

1. The Executive Committee shall carry on the business of ACRC conformity with the policies and procedures of the Republican Party of Virginia Plan of Organization. It shall have the general power to administer the affairs of ACRC between regular meetings of ACRC and shall report its actions to ACRC.

2. The Executive Committee shall vote to decide the 3 Electoral Board candidates for the judicial appointment. The chair shall file the Electoral Board candidate nominations with the judge no later than December 15th of the expiring term, or within 30 days of a death or resignation of an Electoral Board member.

Section C: Quorum.

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

Section D: Meetings. Meetings of the Executive Committee will be held upon the prior call of the Chairman or of two voting members of the Executive Committee.

ARTICLE 8 – COMMITTEES

Section A: Standing Committees.

There may be the following Standing Committees, the members of which shall be appointed by the Chairman, with the approval of the majority of ACRC, unless otherwise provided:

1. *Finance*
2. *Public Relations*
3. *Magisterial District Committee*
4. *Research and Issues*
5. *Election Integrity*

Election Integrity Committee Bylaws

The purpose of the Election Integrity Committee (EIC) is to work to ensure the integrity of election processes in Albemarle County. Members of the EIC will be registered voters in the Commonwealth of Virginia and members of the Albemarle County Republican Committee (ACRC).

The EIC will meet monthly, and more frequently as needed during the runup to elections, to discuss the duties and activities of the EIC subcommittees.

EIC Subcommittees

Subcommittee on Election Officers. Responsible for the recruitment of citizens who will apply to the Albemarle County Electoral Board to serve as Election Officers (EO).

The EIC will recruit new EOs. The Subcommittee on EOs is responsible for providing the ACRC Unit Chair a list of EOs no later than 20 January to be submitted to the Electoral Board for review for reappointment at its meeting in February each year. The Subcommittee must verify that names on the list are Republican. This verification will include, but is not limited to, research in the GOP Database, voting in past primaries, and review of social media. The Subcommittee will seek assistance within the EIC with the research as needed.

As the Electoral Board appoints new EOs during the year, the Subcommittee on EOs will secure from the ACRC Unit Chair, the Electoral Board, or General Registrar the list of newly appointed EOs. The Subcommittee will review those listed to verify that these EOs are indeed Republicans. This vetted list will be provided to the ACRC Unit Chair for submission to the EB within five business days of receipt from General Registrar, if practicable.

When the General Registrar makes available the EO roster for each voting precinct, the Subcommittee on EOs will review it to verify party parity among EOs, Chiefs, and Assistant Chiefs. (Each voting precinct is entitled to have equal numbers of EOs who are identified as either Republican or Democrat, with no more than one-third of the EOs identified as Independent, according to the Code of Virginia.) This review should also include the roster for EOs serving at the

Central Absentee Precinct (CAP) and the Preprocessing of Absentee Ballots. The ACRC Unit Chair will contact the General Registrar and the Republican member(s) of the Electoral Board to request adjustments to the rosters to ensure party parity.

The Subcommittee on EOs, with assistance from other EIC members, will remind EOs that they must attend the mandatory Albemarle County training for EOs and will provide other guidance to the EOs as needed.

Subcommittee on Poll Watchers. Responsible for recruitment, education, and scheduling of Poll Watchers (PW) (referred to as Authorized Party Representatives in the Code of Virginia).

The EIC will recruit volunteers to serve as PWs for Logic and Accuracy Testing of tabulator machines, CAP, the Preprocessing of Absentee Ballots, Early Voting, all precincts on Election Day, post-election Canvass, and provisional ballot Canvass, as well as aid Republican candidates to recruit PWs for primaries. The Subcommittee on Poll Watchers will provide educational materials for PWs. The Subcommittee will provide the ACRC Letter of Authorization signed by the ACRC Unit Chair to all PW.

The Subcommittee on PWs will assist PWs to schedule their shifts to observe the electoral processes. The Subcommittee will provide PWs the Poll Watcher Observation Report and ask that PWs submit this form after their respective shifts.

Subcommittee on Voter Roll Maintenance. Responsible for research, data analysis, and outreach to the General Registrar and Electoral Board about issues related to maintaining the accuracy of the voter rolls.

The Subcommittee on Voter Roll Maintenance will use registered voter lists and other public data sets to perform its work.

Additional Responsibilities

At least one member (and additional members if they choose) of the EIC will attend the Albemarle County Electoral Board meetings, either in person or remotely, to observe and ask questions as needed and will report on the meetings to the full EIC.

Having subject-matter expertise about electoral processes in Albemarle County, the EIC will recommend to the ACRC Executive Committee candidates to the Albemarle County Electoral Board, as well as making other electoral process recommendations.

6. Candidate Search and Support Committee

7. Social Media and Website

Section B: Ad Hoc Committees.

There may be additional special committees as are deemed advisable by the Chairman or the Executive Committee. The Chairman shall be an ex-officio member of all such committees. Section C: Standing Committee Organization and Duties

1. Finance Committee.

The Finance Committee shall consist of the Finance Chairman and the Treasurer. They shall carry out the overall planning and supervision of the financial affairs ACRC. It shall

plan, organize and supervise the raising of funds. It shall prepare an annual budget and a projection of expenses to be presented by the Treasurer at the annual meeting of ACRC. It shall perform such other duties as shall be assigned by the Chairman.

2. Public Relations Committee.

The Public Relations Committee shall consist of a chairman and such other members as may be deemed advisable. This committee will plan and manage the public relations functions of ACRC and shall perform such other duties as assigned by the Chairman.

3. Magisterial District Committees.

Are composed of the magisterial district chair, deputy chair, and precinct captains. The committees are responsible for Republican activities in each of their districts. The magisterial chair will call a minimum of one meeting in the first quarter of every year, or within one month of assuming the duty of magisterial district chair, if duties are assumed outside of the first quarter. The committees will build and maintain a support operation through active election day participation and focused related events. The mission of the Magisterial District Committees is to deliver the maximum number of Republican votes in Albemarle County, precinct by precinct.

4. Research and Issues Committee.

The Research and Issues Committee shall consist of a chairman and such other members as deemed advisable. The committee shall conduct continuing research on current issues to include local, state and national. Information will be furnished to ACRC, to all Republican candidates, and files will be maintained. Other duties may be assigned by the County Chairman.

5. Election Integrity Committee.

The Election Integrity Committee shall consist of a chairman and other such members as deemed advisable. The committee shall work to insure the integrity of operations of elections in Albemarle County through recruitment and training of Election Officers and Poll Watchers. Further definition of duties is posted on the ACRC website, <http://albemarlegop.org> immediately following the By-Laws in the "About" tab.

6. Candidate Search and Support Committee.

The Candidate Search and Support Committee shall actively seek, train and support the campaigns of potentially qualified candidates for all public offices.

7. Social Media & Website Committee.

The Social Media and Website Committee is responsible for taking the ACRC message to the public in the most efficient and effective means possible, via social media and the website, <https://albemarlegop.org/>.

ARTICLE 9 – CONSTRUCTION

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

ARTICLE 10 – ENDORSEMENTS

Endorsements for Local, State and Federal Offices ACRC may endorse candidates for Local, State and Federal offices with a two-thirds majority vote of those present and voting in favor of such endorsement. It is understood that these candidates are not nominated by any political party but are running as Independents. Notice of all such endorsement votes must be included in the agenda sent with the call. If there is a candidate running as a Republican in a race, no other candidate can be endorsed for that race.

ARTICLE 11 – ELECTRONIC MEDIA

All Albemarle County Republican Committee websites, social media sites, and email are the sole property of ACRC. There should be at least three people who have access to the associated passwords, and at least one of these individuals must be an officer of the committee (Chair, Vice-Chair, Secretary, or Treasurer).

ARTICLE 12 – PARLIAMENTARY AUTHORITY AND PROCEDURES

The Republican Party of Virginia Plan of Organization, ACRC ByLaws, and Robert's Rules of Order, revised, shall govern all proceedings of all committees and conventions and mass meetings conducted by ACRC.

ARTICLE 13 – AMENDMENTS

These ByLaws may be amended by a two-thirds vote of those ACRC members who are present and voting at a duly called meeting, provided a copy of such proposed amendment shall be mailed to the membership along with the official notice of such meeting.

APPROVED 6/24/2023; Added EIC, Exec Committee 3/8/2025