

Bylaws of the Roanoke City Republican Committee

ARTICLE I

Powers and Duties

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

ARTICLE II

Purpose

The purpose of the Committee is to promote the principles of the Republican Party, to elect Republican candidates to the public office, to inform, and advise elected Republican officials, and to hold all elected officials accountable.

ARTICLE III

Membership

SECTION A. Qualifications

1. All qualified voters of the City of Roanoke under 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, shall be eligible for membership on the Committee.

2. Membership on the Committee shall require the payment of Annual Dues as established by the Committee. Annual Dues shall be payable by each member to the Committee Treasurer in January of each year, or for newly elected members, immediately upon being elected. The Executive Committee may waive annual dues for any members for any cause.

SECTION B. Membership

The membership of the Committee shall consist of the following:

1. **Chairman;**

2. **Precinct Members**

- a. Each precinct shall have one member. Each precinct shall be given an additional membership for each 200 votes or major fraction thereof from the combined vote total for Republican candidates in the most recent elections for the President of the United States and the Governor of Virginia. These calculations will be set prior to the call of the biennial mass meeting.
- b. Precinct members of the Committee shall represent the Precincts in which they reside.
- c. If the boundaries of any Precincts shall be changed, the Committee, at the quarterly meeting for the first quarter of the subsequent calendar year, shall specify the Precinct membership for such Precincts until the next election following a presidential or gubernatorial election.

3. **At Large Members**

Memberships not exceeding 30% in number of the total members of the Committee.

4. **Elected Republican Officials**

All publicly elected Republican officials representing Roanoke City shall be additional members, ex officio, of the Committee, but shall have no vote unless they have been elected to the Committee under precinct or at large members. Their membership shall not count against a Precinct or At-Large membership limit, nor against a quorum.

SECTION C. Election, Term and Removal

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

SECTION D. Vacancies and Transfers

Vacancies on the Committee shall be filled by a majority of the Committee subject to the following:

1. Notice of such intent has been included in the call of the meeting wherein a vacancy is filled.
2. New members shall be nominated by an existing member.
3. The name and address of nominees and the name of their nominators shall be presented in writing at any committee meeting, and their election shall be held at that meeting.
4. Transfers on the committee from Precinct membership to At-Large membership, from At-Large membership to Precinct membership, and from a Precinct to another precinct can be made by a majority vote of the Executive Committee.

SECTION E. Loss of Membership

1. A member who fails to pay annual dues within thirty (30) days of receipt of the bill therefore shall automatically lose membership on the Committee.

2. Members of the Committee shall automatically lose their Committee positions if they are absent three (3) consecutive meetings without representation in person or by proxy. The Committee Secretary shall notify the member in writing of the pending loss of membership no less than seven days prior to the third meeting missed at which the loss of membership would be effective.
3. A person having lost membership on the Committee for failure to attend three 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.
4. The provisions of this Section III pertaining to the loss of membership shall not apply to elected Republican officials.

ARTICLE IV

Officers

SECTION A. Elected Officers

The elected officers of the Committee shall be as follows:

1. Chairman;
2. Secretary; and
3. Treasurer.

SECTION B. Appointed Officers

The appointed officers of the Committee shall be as follows:

1. One Regional Vice Chairman per region who shall reside in the region for which he is to serve; and
2. Such other Vice Chairmen as the Chairman shall deem appropriate.

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

SECTION C. Election, Term, and Removal

1. All elected officers, other than the Chairman, shall be elected by the Committee at the first regular meeting following the election of the Committee.
2. The term and removal of all other elected officers shall be the same as provided for the Chairman.

SECTION D. Committees

All committees and sub-committees shall be appointed by the Chairman subject to confirmation by the Committee and shall serve at the pleasure of the Chairman.

SECTION E. Duties

1. The duties of the Chairman shall be in accordance with the State Party Plan. The Chairman shall be responsible for grouping the precincts of the City into no less than three, and no more than six, regions. The Chairman shall designate the order in which the Vice-Chairmen shall serve in the absence of the Chairman.
2. The general duties of the Regional Vice-Chairmen shall be to organize election day activities for their region, to organize recruitment efforts for new members from their region, to organize community outreach in their region, and to otherwise organize the committee in their region.
3. The general duties of the other (non-regional) Vice-Chairmen shall be to provide assistance and direction to the various sub-committees and to otherwise assist the Chairman with the organization of the committee as deemed necessary.
4. The general duties of the Secretary shall be to take minutes and maintain the records of the Committee and Executive Committee meetings and to maintain the roster and attendance record of Committee members.
5. The duties of the Treasurer shall be custodianship of the Committee funds, which shall include the receiving, safekeeping, disbursing, recording, and reporting thereof.

ARTICLE V

Executive Committee

SECTION A. Membership

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

1. Chairman;
2. All Vice Chairmen;
3. Secretary; and
4. Treasurer.

SECTION B. Duties

The Executive Committee shall act for and have general power to administer the affairs of the Committee between meetings of the Committee; provided, that all of its actions shall be in conformity with the policies, programs, and instructions of the Committee. It shall report its actions at the next succeeding Committee meeting.

ARTICLE VI

Meetings

SECTION A. The Committee

1. Regular Committee meetings shall be held at least once quarterly 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 Committee shall be held upon written notice of not less than one week on the call of the Chairman, or on the call of one-third (1/3) of the members, and shall include the agenda for the meeting.

SECTION B. Proxies

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

1. No individual may cast more than one vote at any meeting;

2. The proxy holder must be a member of the Republican Party from the City (all legal and qualified voters under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party, and who, if requested, express in open meeting either orally or in writing as may be required their intent to support all of its nominees for public office in the ensuing election may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions, or primaries encompassing their respective election districts.) of Roanoke.
3. All proxies shall be in writing and shall be signed by the maker of the proxy and shall be substantially in the following form:

“KNOW ALL MEN BY THESE PRESENTS, that I _____ of _____ do hereby constitute and a appoint _____ my true and lawful attorney, to vote as my proxy at a meeting of the Roanoke City Committee of he Roanoke Republican Party, the _____ day of _____, 20____, or at any adjourned meeting thereof and for me and in my name, place and stead to vote upon any question that properly may come before such meeting, with all the power I should possess if personally present, hereby revoking all previous proxies.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, this _____ day of _____, 20____.
 _____(SEAL)

Witness:
 _____(SEAL)

NOTE: The proxy may provide for power of substitution.

SECTION C. Quorum

One-quarter (1/4) of the membership of the Committee shall constitute a quorum for the transaction of business and Elected Republican Officials shall not be counted against a quorum.

ARTICLE VII

Financial

SECTION A. Policy

1. The Committee shall operate on a “pay as you go” basis and shall not incur debts which would result in a deficit.
2. The Committee shall not be responsible for the campaign debts of any candidate.
3. The Committee may, by majority vote, contribute from its operating funds to any campaign or other worthwhile Republican endeavor.
4. Requests that operating fund money be contributed to any campaign or other worthwhile Republican endeavor shall be presented to the Executive Committee, which will study the request and bring forth a recommendation to the full Committee. The Committee then may, by majority vote, contribute from its operating funds to any campaign or other worthwhile Republican endeavor.

SECTION B. Procedure.

1. The fiscal year shall be the calendar year.
2. All funds shall be maintained in an account with the Treasurer and the Chairman authorized to sign checks.
3. Funds raised by the Committee for election campaigns or other non-operating purposes shall also be handled by the Treasurer. Such funds may be deposited in the account, but shall be recorded separately in the Treasurer’s books.
4. The Treasurer shall be authorized to disburse operating funds according to the following:
 - a. By his discretion for postage, stationary, regular assessments, rent, and similar routine items;

- b. By Committee authorization for non-routine items such as campaign and other contributions.
5. The Treasurer's books and records shall be reviewed for each fiscal year. The reviewer shall be designated by the Chairman, subject to confirmation by the Executive Committee, and such review shall be certified by the Committee with a copy to the Treasurer.

ARTICLE VIII

Parliamentary Authority and Procedures

The State Party Plan, the Committee By-Laws, and the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of all Committees, Conventions and Mass Meetings conducted by the Committee.

ARTICLE IX

Amendments

The By-Laws may be amended by a two-thirds vote of those members of the Committee who are present and voting at any duly called meeting provided notice of the character of the amendment has been given in writing to all members at least seven days prior to such meeting.

ARTICLE X

When Effective

These By-Laws, to be known as the 2012 By-Laws, shall become effective immediately following adoption, except as otherwise provided herein.