

**BYLAWS
LYNCHBURG REPUBLICAN CITY COMMITTEE**

ARTICLE I – Powers

All powers and duties of the Lynchburg Republican City Committee, hereinafter referred to as “the Committee”, “Lynchburg Republican Party” or “LRCC”, are derived from the “Plan of Organization [of the] Republican Party of Virginia (RPV)”, hereinafter referred to as the “Party Plan”.

ARTICLE II – Purpose

The purposes of the Lynchburg Republican Party shall be to:

1. Promote the principles of the Republican Party.
2. Support and elect to public office Republican candidates who support and abide by the principles of the Republican Party.
3. Hold elected officials accountable to the principles enumerated in the Virginia Republican Creed.

ARTICLE III - Members

Section A. Qualifications

1. Any legally qualified voter living within the City of Lynchburg, under the laws of the Commonwealth of Virginia, who is in agreement with the principles of the Republican Party, and who, if requested, expresses in open meeting either orally or in writing as may be required, his or her intent to support all of its nominees for public office in the ensuing election, is eligible for membership in the LRCC.
2. Unless otherwise provided herein, membership in the LRCC shall require the payment of dues. Dues shall be paid at the time of induction to the LRCC and then annually by April 1.
3. Any membership dues paid between January 1 and the November General Election Day of each year shall be considered payment for the current year. Membership dues paid after the November Election Day and before the last day of December will be considered dues for the following year.

Section B. Membership

The membership of the Lynchburg Republican Party shall consist of the following:

1. Chairman and elected officers.
2. Voting Members: Qualifications for membership are defined under Article III, Section A, Subsections 1, 2 and 3. Applicants for membership must be voted into the LRCC by a simple majority of the LRCC members present.
 - A. Precinct Members - the number of members from each Precinct shall be determined by the Unit Committee on the basis of Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct.
 - B. At-Large Members - additional At-Large Memberships may be created which shall not exceed in number thirty percent (30%) of the members of the Committee.

Applications must be presented at a meeting at which the applicant is present and voted upon for membership at the next meeting at which the applicant is present.

3. Associate Member: Any individual who chooses to support the LRCC financially or who wishes to be regularly involved in Republican activities but does not officially join the LRCC may be classified as an Associate Member. Associate members are entitled to an invitation to attend and participate in meetings, events, and party functions. Associate members are not entitled to a vote but, provided they are registered to vote in the City of Lynchburg, may carry a proxy for another member (as defined in this Section), and shall not be classified as At-Large or Precinct Members.
4. Elected Public Officials: Any Republican elected official who ran as the party's nominee and whose district includes all or part of the City of Lynchburg shall be an *Ex Officio* Member of the Lynchburg Republican Party through the end of the organizational year in which they leave office. They shall be entitled to all rights and privileges of membership not otherwise reserved herein but shall not be required to be a "voter living within the City of Lynchburg" as described in Article III, Section A, Subsection 1, Line 1.
 - A. Republican officials who are not residents of Lynchburg are not entitled to vote in a LRCC mass meeting, regular membership meetings, or to attend any conventions as a LRCC delegate, alternate or proxy.
 - B. Republican elected officials are excused from attendance requirements.
 - C. Elected officials shall not be classified as At-Large Members.

Section C. Membership Retention

1. A member retains his or her membership status upon payment of annual dues no later than April 1. A member who is unable to pay may be permitted to retain membership status upon submission of a confidential statement of hardship.
2. Submitting a statement of hardship does not guarantee continued membership. The letter will be examined by the Treasurer and the Vice Chair of Advancement, who will in

confidence seek a sponsor for the member's dues. The records will be submitted to the Secretary for holding. The accommodation of persons who submit a statement of hardship will be contingent upon approval by the Treasurer and Vice Chair of Advancement, and the availability of sponsor funds for the delinquent dues.

3. A member who misses three consecutive duly called LRCC meetings without sending a proxy automatically loses membership status per the RPV Party Plan. A member who has lost his or her membership status in this way who wishes to rejoin may complete a new membership application, pay the annual dues and be voted back into the membership at the next meeting at which he or she is present.
4. A member may be removed from the LRCC by a vote of two-thirds (2/3) of the voting members present, but only after having been furnished with written notice that such removal will be sought, along with the reasons, signed by not less than one-third (1/3) of the members and after allowing the member 30 days within which to respond in writing. This does not apply to members who automatically drop from the membership as described in Article III, Section C: Subsections 3 and 5.
5. A member shall be deemed to have resigned his Committee position 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 in a Virginia General or Special Election and/or (d) becomes a member or an officer of or makes a reportable contribution to any other political party, or (e) has accrued a record of delinquency in attendance or in the payment of dues in accordance with Paragraph 3 of this Section.
6. The Secretary, after informing the Executive Board, shall notify the member of his or her termination. The terminated member may, within ten days of notification contest the termination by requesting in writing a hearing to be held at the next regularly scheduled LRCC meeting. The member shall remain a member during this appeal process.
7. Dues may be set by a majority vote of the Executive Committee at a board meeting to be held after the biennial mass meeting and election of officers. A majority of the general members may overrule this decision of the Executive Committee at the next regular LRCC meeting. Dues may be changed no more than once in a calendar year by a majority vote of the members present at a duly called Committee meeting.
8. The dues shall not exceed fifty dollars (\$50.00) per member and shall be no less than ten dollars (\$10.00) per member.
9. The Committee has the authority to reduce the dues required from students who meet the qualifications of membership.

Section D – Member Ethics

Members shall exercise their best efforts to conduct the business of the Party in good faith, with reasonable care, skill, and diligence. They shall hold as confidential all party information,

documents, and communications clearly designated as confidential or for limited dissemination or use by adopted policy of the committee. They shall refrain from participating in unethical activity, diminishing the dignity and credibility of the Party.

Members of the LRCC shall recuse themselves from the consideration of any question in which a conflict of interest exists due to compensation by an elected official or a candidate. Compensation includes payment to a member, a member's immediate family, or a business concern in which the member or member's immediate family is a director, officer, member, stockholder, shareholder, partner, manager, or trustee. Elected official or candidate includes the office of an elected official and any campaign committee or political action committee established, maintained, or controlled by an elected official or a candidate for elective office in Virginia. Members may not be represented by a proxy for purposes of voting on a question from which they recuse themselves. [See Party Plan Article VII, Section J]

ARTICLE IV – Officers

A. Elected Officers

1. The Elected Officers of the LRCC shall be as follows: Chairman, Vice Chair of Election Transparency, Vice Chair of Strategic Initiatives, Vice Chair of Advancement, Director of Voter Awareness, Treasurer, Secretary, and Political Director.
2. Elected Officers shall regularly attend general membership meetings and Executive Committee meetings. Elected Officers may not miss three (3) Executive Committee meetings in a year without sending a proxy, except under extenuating circumstances, or as determined by a majority vote of the Executive Committee.
3. An Elected Officer who fails to meet the requirements of Paragraph 2 shall be considered automatically resigned unless extenuating circumstances are provided and accepted by a majority of the remaining Executive Committee.

Section B. Election, Term and Recall

1. The Chairman shall be elected at the Biennial Mass Meeting for a term of two (2) years.
2. The Vice Chair of Election Transparency, Vice Chair of Strategic Initiatives, Vice Chair of Advancement, Director of Voter Awareness, Treasurer, Secretary, and Political Director shall be elected at the first LRCC meeting following the mass meeting by a majority of the members present who were elected at the mass meeting.
3. The election, term and recall of all elected officers shall be in accordance with the Republican Party of Virginia (RPV) Party Plan and Roberts Rules of Order, Newly Revised.

Section C. Appointed Officers

Appointed officers shall be appointed by the Chairman or by the specific Executive Board member under whose supervision the appointed officer would work, such appointments being subject to approval of the Chairman. Appointed officers shall serve at the pleasure of the Chairman for the same term.

Officers appointed through this process shall not be entitled to a vote on the Executive Committee but may be invited to attend Executive Committee meetings at the discretion of the Chairman.

Section D. Vacancies

1. A vacancy in the office of Chairman shall be filled by the Committee. Until the Committee acts, the Vice Chair of Election Transparency shall serve as acting Chairman.
2. A vacancy of an Elected Officer other than Chairman shall be filled by a majority vote of the remaining Executive Board for the remaining unexpired portion of the term, subject to a majority approval of the LRCC members present at the next committee meeting.
3. Vacancies shall be filled after notice of such intent has been included in the calls of the board and committee meetings.

Section E. Duties

- 1. The Chairman shall:**
 - A. Guide the organization in an organized and principled manner, looking out for the best interests of the Lynchburg Republican Party according to the organization's purpose as outlined in Article II.
 - B. Call all meetings as required by these bylaws and as otherwise necessary.
 - C. Send written notice of the call for a Committee meeting to all members of the Committee, which shall include the agenda for the meeting.
 - D. Present a twelve-month plan of action for the Committee by the end of the first quarter of every year (or within 90 days of taking office) to the Executive Committee.
 - E. Shall create in consultation with the Treasurer and Vice Chair of Advancement a budget that covers the upcoming fiscal year. Such budget must be presented for approval to the Committee prior to the beginning of the next fiscal year.
 - F. Serve as *ex officio* member on all committees except the nominating committee for mass meetings for party Chairman.
 - G. Fulfill all duties of the Chair as noted in the RPV Party Plan.
 - H. Serve as the chief spokesperson of LRCC, unless otherwise assigned.
 - I. All external written communications representing the LRCC views and/or policies shall be signed or approved by the Chairman, unless otherwise assigned.
 - J. Oversee all candidate recruitment and selection activities.

2. **The Vice Chair of Election Transparency shall:**
 - A. Be responsible for the recruitment, training and deployment of all Republican Election officers and all Authorized Representatives accredited by the LRCC.
 - B. Shall attend, when requested by the Chairman, meetings of the Lynchburg Electoral Board, and shall provide a report to the Chair about the activities and decisions of the Board
 - C. Shall identify and recommend to the Chairman Republicans to be presented to the Circuit Court for appointment to the Lynchburg Electoral Board as Republican seats come open.
 - D. Shall upon the Committee Chairmanship becoming vacant, serve as Chair until the Committee appoints a new chairman as described elsewhere in these bylaws.
 - E. Perform other such duties as assigned by the Chairman.

3. **The Vice Chair of Advancement shall:**
 - A. Regularly solicit contributions for the Lynchburg Republican Party.
 - B. Work with the Chairman and Treasurer to assemble a budget for each year.
 - C. Work with the Chairman and Treasurer to hold periodic (but no less than annual) fundraising events.
 - D. Work with the Treasurer to ensure the financial integrity of the Committee.
 - E. Perform other such duties as assigned by the Chairman.

4. **The Vice Chair of Strategic Initiatives shall:**
 - A. Actively work to grow the membership of the LRCC.
 - B. Plan, organize and execute community service projects and facilitate LRCC participation in community events for the purpose of improving positive response to the Republican image in the City of Lynchburg.
 - C. Facilitate voter registration drives.
 - D. Assist the Chair with public relations matters.
 - E. Work with the Secretary and Treasurer to ensure membership renewals.
 - F. Perform other such duties as assigned by the Chairman.

5. **The Political Director shall:**
 - A. Work with the Vice Chair of Strategic Initiatives to develop a team of Committee members (and other Republicans as appropriate) to engage in voter registration.
 - B. Have primary responsibility for recruiting, training, and deploying all Ward and Precinct Captains and overseeing their work.
 - C. Possess the primary responsibility of organizing canvassing operations including door-to-door, phone banking, and other associated activities.
 - D. Chair the Elective Office Committee.
 - E. Oversee all social media communications of the Committee.
 - F. Perform other such duties as assigned by the Chairman.

6. **The Director of Voter Awareness shall:**
 - A. Work with the Political Director and the Ward and Precinct Captains to identify individuals who can serve on election day handing out Republican candidate literature at polling locations.

- B. Organize, train, and deploy Poll Greeting volunteers to all precincts without adversely affecting the Vice Chair of Election Transparency's efforts to recruit and deploy Election Officials and Authorized Representatives.
- C. Keep an up-to-date knowledge base of which precincts contain the most voters who might be swayed by the literature being distributed so that the LRCC can focus on those precincts.
- D. Arrange for campaign signs to be placed at all polling locations prior to the polls opening and for these same signs to be retrieved after the polls close.
- E. Work with the Political Director to 1) identify voters who wish to have yard signs placed in their yards and/or at their businesses, 2) create a list of locations where LRCC volunteers can place large campaign signs (4x4, 4x8, etc.), and 3) identify, organize, and deploy volunteers who are willing and able to place requested yard signs and large campaign signs in the days prior to an election.
- F. Perform other such duties as assigned by the Chairman.

7. The Secretary shall:

- A. Maintain accurate member records, volunteer lists, sign lists, and other such lists as may be necessary and make the same available to the executive committee upon request.
- B. Record minutes at all business, member, and executive committee meetings.
- C. Submit LRCC meeting minutes to the members by the following LRCC meeting for approval.
- D. Submit Executive Committee meeting minutes to the executive officers by the following meeting for approval or amendments.
- E. Assist in providing the Director of Communications with content for mass distribution.
- F. Bring to each meeting the minutes, bylaws, rules, membership list, a list of committees and their membership, the agenda, records, ballots, and any other necessary supplies.
- G. Except those required of the Treasurer, maintain the official documents of the organization, including the bylaws, rules of order, standing rules, official committee correspondence, and minutes.
- H. Notify members of their election to office or appointment to committees and furnish him or her with the proper LRCC documents.
- I. Perform other such duties as assigned by the Chairman.

8. The Treasurer shall:

- A. Receive for safe keeping, disbursement, and recording all funds of the LRCC.
- B. Cosign all checks on behalf of the LRCC.
- C. Maintain receipts and copies of membership forms.
- D. Maintain separate accounts for Federal election funds and State/Local election funds.
- E. Remit all appropriate records to the Department of Elections, as required.
- F. Send an annual renewal notice to all current members.
- G. Prepare other such reports as described in these bylaws.
- H. Perform other such duties as assigned by the Chairman.

The order in which these officer positions are presented does not coincide with any rank order of authority other than as noted for the Vice Chairman of Election Transparency.

ARTICLE V - Executive Committee

Section A. Membership

The membership of the Executive Committee shall consist of the Elected Officers.

Section B. General Duties

The Executive Committee shall act for and have the general power to administer the affairs of the LRCC between meetings, provided that all of its actions shall be in conformity with these Bylaws and the policies, programs and instructions of the LRCC.

Section C. Rules

1. Meetings shall be called at the pleasure of the Chairman, who must generally give members one week's notice, except as circumstances otherwise reasonably require.
2. Upon the showing of good cause, the Executive Committee may vote to remove another Elected Officer from his or her position by a 2/3 majority vote. Good cause may include, but is not limited to, an officer's persistent neglect of his or her duties and/or failure to perform duties as prescribed. Such removal requires fourteen (14) days' notice to appear before the Executive Committee for an opportunity to offer a defense of the charges outlined by the Executive Committee. In order to be effective, such decisions shall be ratified by a majority of the LRCC members present at the next official meeting.

ARTICLE VI - Meetings

Section A. Membership Meetings

1. The Lynchburg Republican Party shall meet no less than once during each calendar quarter, with no more than four (4) months between each meeting, The Chairman, acting Chairman or one-third (1/3) of the LRCC members may call any additional meetings.
2. All official LRCC membership meetings shall be held in a building appropriate for public use and shall be open to the public.
3. All official LRCC membership meetings shall, to the extent applicable, be governed by and conducted in accordance with the following (giving precedence in the order listed): the State Party Plan, District or Unit Bylaws, and otherwise in accordance with the then current edition of Robert's Rules of Order, Newly Revised.
4. All official LRCC membership meetings require seven (7) days' notice.

Section B. Purpose

The purpose of LRCC meetings shall be to conduct all LRCC business as outlined in the agenda set forth by the Chairman, the RPV Party Plan and/or these Bylaws.

Section C. Executive Committee Meetings

1. Executive Committee meetings shall be called by the Chairman or upon petition of one-third of its members and may be held anywhere reasonably accessible to participants.
2. Meetings shall be held at the call of the Chairman, who must generally give members one week's notice, except as circumstances otherwise reasonably require.

Section D. Proxies

Proxies may be used in accordance with the State Party Plan. (See Appendix A for Recommended Proxy form)

Section E. Quorum

At a membership meeting, one-third of the members shall constitute a quorum. At meetings of all committees, a majority of the members shall constitute a quorum.

Section F. Electronic Meetings

The Executive Committee may hold electronic meetings so long as all members may speak and hear as though they were meeting in person.

ARTICLE VII - Finance

Section A. Policy

1. The LRCC shall operate on a "pay as you go" basis and shall not incur debts which would result in a deficit. It shall maintain a Petty Cash Fund of not more than \$300.
2. The LRCC may, by a majority of those present and voting, contribute from its operating funds to any Republican campaign or other worthwhile Republican endeavor.
3. The Chairman and Treasurer must sign all receipts and checks.

Section B. Financial Procedures

1. The Fiscal year shall be July 1 – June 30.
2. All operating funds shall be maintained in a checking account with a bank chosen by the Executive Committee.

3. The Treasurer and the Chairman shall cosign all checks used to disburse operating funds. A debit card may be used by the Chairman and/or Treasurer; however, both must co-sign the receipt(s).
4. At each LRCC meeting, the Treasurer shall present a report summarizing dollar amounts of all receipts and expenditures made since the last meeting and the current account balance. Specific financial information shall be kept separately from the official minutes.
5. The Treasurer shall prepare and submit to the Executive Committee a financial statement of receipts and disbursements for each organizational year on or before August 15 of each succeeding year. The financial statement must be reviewed in a manner determined appropriate by the Executive Committee.
6. A review and subsequent report shall be submitted to the Executive Committee by September 30 and certified to the members at the subsequent LRCC meeting.
7. When a treasurer leaves office, the outgoing Treasurer shall turn over all financial records and reports to the Vice Chair of Advancement within five business days of leaving office, and in return shall receive a receipt. The Vice Chair shall appoint no less than four members in addition to himself, with concurrence of the Chair, to a Financial Review Committee, which will within seven days of receiving them examine the outgoing Treasurer's records to verify that all is in order. Following the verification process all of the outgoing Treasurer's records shall be turned over to the incoming Treasurer.

ARTICLE VIII - Committees and Special Positions

Section A. Nominating Committee

A Nominating Committee of at least three LRCC members shall be appointed by the Chairman in the calendar year in which officers are to be elected. It shall present to the Mass Meeting or Convention called for the election of officers the names of all qualified candidates who have indicated their desire to stand for election and shall use its best efforts to present at least one candidate for each office.

Section B. Elective Office Committee

The Elective Office Committee shall consist of the Political Director, serving as chairman, and four additional members appointed by the LRCC Chairman. The LRCC Chairman shall be an *ex officio* member of the Committee, and he may appoint as *ex officio* members any Republican elected official from the City of Lynchburg. This Committee shall identify and develop new candidates for public office and for boards that may be appointed by public officials. The committee shall screen potential candidates to ensure that they meet both legal requirements and the standards of the Republican Party in the City. The Committee must provide periodic reports to the Executive Board for review.

Section C. Other Committees and Positions

Other committees and special positions may be created and/or appointed by the Chairman for such functions as Registration, Canvassing, Headquarters Staff, etc. as are deemed advisable by the Chairman.

Section D. Committee Communications

All external written communications representing the LRCC's views and/or policies shall be signed or approved by the Chairman, unless otherwise assigned.

ARTICLE IX - Parliamentary Authority and Procedures

The State Party Plan, The Lynchburg Republican City Committee's By-Laws, and Robert's Rules of Order, Newly Revised shall govern all proceedings of all Committees, Conventions and Mass Meetings conducted by the Lynchburg Republican City Committee, giving precedence in the order listed above.

ARTICLE X – Amendments

These bylaws may be amended by a two-thirds (2/3) vote of those paid members of the City Committee who are present and voting at any duly called meeting, provided notice of the general character of the Amendment(s) has been given in writing to all members at least thirty days prior to such meeting or has been given at the preceding duly called City Committee meeting.

An amendment to these bylaws shall become effective at the close of the meeting at which it is adopted.

END

Adopted By the Lynchburg Republican City Committee on 04/19/2022.