

**AMENDED AND RESTATED BY-LAWS
OF THE
CULPEPER COUNTY REPUBLICAN PARTY
(AS AMENDED August 22, 2019)**

ARTICLE I - Powers and Duties

All powers and duties of the Culpeper County Republican Party and the Culpeper County Republican Committee are derived from those qualified voters of Culpeper County who are in accord with the principles of the Culpeper County Republican Party as enumerated in ARTICLE III of these By-laws (the "**Principles**").

ARTICLE II - Purpose

The purpose of the Culpeper County Republican Party ("**Party**") and the Culpeper County Republican Committee ("**Committee**") is to encourage better government through the selection, nomination, and election to public office of Republican candidates who support and uphold the Republican Principles, the Republican Party Creed and their oath to the Virginia and US Constitutions; and to exercise leadership and responsible action on public issues.

ARTICLE III - Principles

The aforesaid Principles of the Party are as follows:

- A. The primary and essential functions of any government are to preserve law and order and to provide for the common defense;
- B. Uphold the Constitution of the United States of America;
- C. The law must be applied equally to all persons, with preference to none;
- D. Government functions best at local level where citizens have an effective measure of control over their own problems;
- E. Each individual is responsible for his or her own actions and place in society;
- F. Each individual is entitled to the fullest possible freedom in speech and action as long as he or she does not violate the rights of others;
- G. Free enterprise, is the only proper basis for individual and national prosperity; individuals should be free from unconstitutional governmental regulation;
- H. Government must be fiscally responsible; unnecessary and overlapping programs should be avoided or eliminated at all levels of government; and

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- I. The Culpeper Republican Creed: We Believe:
- a. That faith in God, as recognized by our Founding Fathers is essential to the moral fiber of the Nation
 - b. That all individuals are entitled to equal rights, justice, and opportunities and should assume their responsibilities as citizens in a free society,
 - c. That the free enterprise system is the most productive supplier of human needs and economic freedom
 - d. That fiscal responsibility and budgetary restraints must be exercised at all levels of government
 - e. That the Federal Government must preserve individual liberty by observing Constitutional limitations
 - f. That peace is best preserved through a strong national defense

The Culpeper Republican Creed is an adaption of the Virginia Republican Creed. "Faith in God" is now first as the reordering of the concepts move from the individual outward to the nation. It also adjusts the compromised phrase "economic justice" to "economic freedom".

ARTICLE IV - Culpeper County Republican Party

SECTION A - Qualifications: All legal and qualified voters, regardless of race, religion, color, national origin, disability, or sex, under the laws of the Commonwealth of Virginia, who reside in the County of Culpeper, who are in accord with the Principles, and who express in open meeting, if requested, their intent to support all of its official nominees in or for public office in the ensuing election, may participate as members of the Culpeper Republican Party in its mass meetings, party caucuses, conventions, or primaries in their respective election districts, and are eligible for election to the Culpeper County Committee.

SECTION B - Donations: Each member of the Culpeper Republican Party will be encouraged to make an annual donation of twenty dollars (\$25.00). The sole purpose of any such donations is for the benefit of the Party.

SECTION C - Voting Privileges: As called for by the Plan of Organization of the Republican Party of Virginia, members of the Party will elect the Culpeper Committee and the Chairman of the Committee by mass meeting, party canvas, convention, or primary called for the purpose of electing delegates to the Biennial District Convention for a period of two (2) years or until successors are elected.

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ARTICLE V - Culpeper County Republican Committee

SECTION A - Qualifications: Any member of the Party in good standing, subject to those requirements in SECTION B(2) below and who has been actively involved in the party in the preceding three months prior to election by attending Committee meetings or party functions, may be elected to and serve on a committee of the Party officially designated as the Culpeper County Republican Committee. The Committee will conduct all business of the Party not specifically reserved to the Party by the Plan of Organization of the Republican Party of Virginia or these By-laws.

SECTION B - Membership: The Committee will be constituted of members elected by the Party at a mass meeting or Canvass in even-numbered years as follows:

- (1) Chairman (not counted against precinct representation below);
- (2) Precinct Representation:
 - (a) A high priority goal of one member for each precinct; and
 - (b) An optional, additional member for each precinct for each 200 votes or major fraction thereof cast for the Republican candidates for President of the United States and Governor of the Commonwealth (combined) in the last preceding elections for such offices not to exceed the limits established by the Committee for each precinct prior to the advertisement of the mass meeting or Canvass held in even-numbered years;
- (3) At-Large Membership: In addition to precinct representation, members may be elected to the Committee as at-large members in an amount not exceeding 30% of the total precinct membership; and
- (4) Elected Officials: Elected Republican officials who are qualified voters of Culpeper County will be additional members of the Committee and will not be considered as at-large members.
- (5) Member Emeritus: The Executive Committee may appoint individual members as "Member Emeritus" for outstanding service to the CCRC. Such designation shall be approved by the general membership at a duly called meeting. This designation shall afford the member voting rights (shall not be counted for quorum requirements) and wavier of yearly CCRC dues. There shall not be more that 5 Member Emeritus designations at any given time.

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SECTION C - Dues: Each member of the Committee will pay annual dues of twenty dollars (\$20.00) within ninety (90) days from January 1; provided, however, that this amount may be changed at any time for any subsequent year by a majority vote of the Committee and further provided that failure to pay such dues will not prohibit a qualified voter from voting as hereinafter provided in mass meetings, party canvasses, conventions, or primaries.

SECTION D - Vacancies and Transfers: Vacancies and transfers will be handled as follows:

- (1) Vacancies to the elected Committee may be filled by a majority vote of the Committee subject to (i) submission of a new candidate's application form and dues payment, (ii) including in the nomination a written submission of the candidate's full name, address, precinct, email, and telephone number, and (iii) the candidate's presence at the next meeting of the Committee at which time his or her nomination will be moved to a vote.
- (2) Transfers from one precinct to another or from the status of precinct member to at-large member, or vice versa, will be made, by majority vote of the Committee.

SECTION E - Loss of Membership: An elected member will automatically lose his or her membership in the event that:

- (1) He or she is absent from three (3) consecutive officially called meetings of the Committee, unless represented by proxy or excused by the Chairman;
- (2) He or she does not pay annual dues as provided in these By-laws; or
- (3) He or she publicly supports a candidate opposing a Republican nominee of the Committee or the Republican Party of Virginia or the Republican National Committee.

SECTION F - Process for Removal:

- (1) The Secretary will notify any member in writing after the second consecutive missed meeting that voting membership will be lost at next meeting per Section E (1) above, if that meeting is missed.
- (2) The Secretary will notify any member in writing of the pending loss of membership under Section E(1) or (3) above prior to the meeting at which the loss of membership will become effective on or about April 1 (91 days from January 1) if no dues payment is received.

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- (3) The Treasurer will notify any member in writing of the pending loss of membership under Section E(2) above on or about March 1 of each year, and loss of membership will become effective on or about April 1 (91 days from January 1) if no dues payment is received.
- (4) The loss of membership of any member will be reported at the meeting at which it becomes effective by the chairman or his designee and will be recorded in the minutes.
- (5) A person who has lost voting membership on the Committee under the provisions of this Section will become an Affiliate member if dues are current and may appeal to the Chairman for reinstatement explaining the reasons of health or other matters beyond his control, and the Chairman may reinstate such member for good cause shown.
- (6) A person who has lost voting membership on the Committee under the provisions of Section (E) (2) may appeal to the Chairman for reinstatement explaining the reasons of financial difficulties or other matters beyond his control, and the Chairman may reinstate such member for good cause shown if dues for that calendar year are paid in full.
- (7) A person who has lost voting membership on the Committee under the provisions of Section (E) (3) may appeal to the Committee for reinstatement explaining the evidence he or she publicly supported a candidate opposing a Republican nominee is inaccurate or misunderstood. The Committee may reinstate such member for good cause shown by a majority vote.

SECTION G – Affiliate Membership: Residents and non-residents of Culpeper 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 Affiliate Membership on the Culpeper County Republican Committee.

- (1) Affiliate Membership generally applies to persons that wish to more actively support the Committee, but are either non-residents or residents that do not wish to meet the attendance and other requirements for maintaining full Committee membership. As a result of the lesser requirements, Affiliate Members shall not have any voting authority, nor serve as any Officer, nor Chair any sub-committee.
- (2) The Committee shall require each potential Affiliate Member to submit a membership application form to the Secretary along with an annual dues payment of twenty dollars (\$20). The Committee must approve each Affiliate Membership by a majority vote.

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ARTICLE VI – Officers

SECTION A - Elected Officers: The elected officers of the Committee will be Chairman, Vice Chairman, Recording Secretary, and Treasurer.

SECTION B - Appointed Officers: The appointed officers of the Committee will include a Finance Chairman and Corresponding Secretary and may include Precinct Coordinator; Chairmen for Voter Registration, Canvassing, Women's Organization, Youth Organization, Public Relations; and others for which a need may arise. The appointed officers will be appointed by the Chairman subject to confirmation by a majority of the Committee or Executive Committee in the absence of a quorum.

SECTION C - Duties:

- (1) Chairman - as specified in the State Party Plan; ex officio of all committees. The Chairman is encouraged to promote communication with other Republican Committees within the Congressional District.
- (2) Vice Chairman - provide assistance and direction to the several subcommittees and act in absence of the Chairman and recruit party members.
- (3) Recording Secretary - take the minutes and maintain the records of the Committee and Executive Committee meetings; maintain the roster and attendance record of Committee members, sign with the Chairman official documents as required; call a Committee or Executive Committee meeting upon receipt of a petition in writing signed by at least one-third (1/3) of the members; and call a Committee meeting upon the disability of the Chairman within thirty (30) days of any such occurrences for the purpose of electing a new Chairman.
- (4) Treasurer - serve as custodian of Party funds which will include the receiving, safekeeping, disbursing, and recording of all funds and expenditures; report same to each meeting of the Committee and Party.
- (5) Finance Chairman - raise funds for the administration and activities of the Party; prepare and present the Party's budget annually; maintain a record of all contributors.
- (6) Precinct Coordinator - select and maintain active Precinct Captains (for appointment by Chairman) and provide direction of and assistance to precinct work.

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- (7) Precinct Captain - maintain a file showing a name, address, telephone number of all registered voters in the precinct; identify Republican and other favorable voters, canvass to see that favorable voters are registered, establish and maintain election day organization plans to see that all favorable voters go to the polls and vote.

ARTICLE VII - Executive Committee

SECTION A - Membership: The Executive Committee will include Chairman, Vice Chairman, Recording and Corresponding Secretaries, Treasurer, Finance Chairman, immediate Past Chairman - ex officio, and not more than three additional members appointed by the Chairman.

SECTION B - Authority and Duties: The Executive Committee will act for and have the general power to administer the affairs of the Committee between meetings of the Committee; provided its actions are in accord with the policies, programs, and decisions of the Committee. Record will be made of its decisions and actions and reported at the next meeting of the Committee.

ARTICLE VIII – Meetings

SECTION A - Committee Meetings: Such meetings will be called in accordance with the State Party Plan of Organization and will be held at least once in each calendar quarter.

SECTION B - Executive Committee: Such meetings will convene at the call of the Chairman or upon petition of one-third (1/3) of its members with at least three meetings annually.

SECTION C - Quorum: A majority of each committee will constitute a quorum for the transaction of business. If a quorum is not present (in person or by proxy) at a called meeting of the Committee, the members of the Executive Committee present (in person or by proxy) are authorized and empowered to transact all necessary business on behalf of the Committee.

SECTION D - Proxies: Members may be represented in official meetings (other than mass meetings or party canvasses) by proxies in accordance with the State Party Plan as follows:

- (1) No individual may cast more than one vote at a Committee meeting, regardless of the number of proxies held;

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- (2) Proxies may not be used more than once per year to maintain membership on the Committee; and
- (3) Proxies shall be in writing, dated and signed. (See Appendix A: Form of Proxy.)

ARTICLE IX – Finances

SECTION A - Policy:

- (1) The Committee will operate on a "pay as you go" basis and will not incur debts or obligations which cannot be paid from funds on hand upon receipt of bills.
- (2) Funds will be raised and expended by or on behalf of the Committee first for the necessary expense of maintaining and operating the Committee; thereafter, by majority vote of the Committee for campaign expenses either generally or on behalf of a specified candidate or candidates; or for other worthwhile Republican endeavors.
- (3) Funds designated to a specified purpose will be expended to that purpose unless permission is obtained from the donor to redirect. Otherwise, funds will be returned to donor.
- (4) The Committee will not be responsible for the campaign debts of any candidate.

SECTION B - Procedures:

- (1) The fiscal year of the Committee will begin January 1 of each year.
- (2) The proposed County Committee Administrative and Operating Budget will be presented at the first meeting of the fiscal year.
- (3) All funds will be maintained in a bank account with the Treasurer and the Chairman, individually, authorized to sign checks.
- (4) The Treasurer is authorized to disburse funds as follows:
 - (a) Up to three hundred dollars (\$300.00) per month total for usual operating and administrative expenses such as postage, stationery, advertisement of required Mass Meetings, and similar items;
 - (b) Rent on any Committee office at the rate authorized by the Committee; and

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- (c) For events or endeavors for which donations were specifically earmarked by the donating individual(s); and
- (d) By Committee authorization for all other items and expenditures, including general campaign support.
- (5) The Treasurer's books and records will be audited each year by the Finance Committee. Such audit will be certified to the Committee in writing with a copy to the Treasurer, the original to be attached to the minutes of the meeting at which the report is submitted.

ARTICLE X - Sub-Committee and Special Positions

SECTION A - Finance: The Finance Committee will consist of the Finance Chairman, the Treasurer, and not more than three additional members named by the Chairman of the committee.

SECTION B - Precinct Organization: Subject to the availability of workers, Precinct Captains may be nominated by the Precinct Coordinator and appointed by the Chairman, subject to confirmation by the Executive Committee at its next meeting. The Precinct Captain will bear full responsibility for recruiting, training, and maintaining an active precinct organization.

SECTION C - Campaign Coordination:

- (1) A Campaign Coordinator may be appointed by the Chairman of the Committee each year. The Coordinator will be responsible for general coordination of the campaigns of the several candidates within Culpeper County including:
 - (a) Counseling and briefing the Campaign Chairman on organization, financing, procedures, etc.;
 - (b) Locating and recommending to the County Committee the renting of a general Campaign Headquarters; and
 - (c) General coordination of the staffing and management of Campaign Headquarters.
- (2) Each candidate will be primarily responsible for his or her own campaign organization, financing, and conduct.

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SECTION D - Candidate Recruitment:

- (1) A Nominating Committee not exceeding nine (9) members will be appointed by the Committee Chairman. This Nominating Committee will be responsible for presenting to the appropriate forum a slate of candidates for:
 - (a) Chairman and members of the Committee;
 - (b) Public office; and
 - (c) Delegates and alternates to any District or State Convention.
- (2) Each such candidate for election or nomination will have previously agreed, in writing, to fulfill the office if elected. (See Appendix B: Candidate Consent.)
- (3) Candidates for nomination for public office will file in writing, with the Chairman of the nominating committee or the Committee, their declaration of intent to seek and accept the nomination no less than seventy-two (72) hours in advance of the convening of the meeting at which the nomination is to be made or as dictated by the Mass Meeting or Canvass Call.
- (4) Nomination may also be made from the floor with the nominee's consent if they meet the pre-file requirements.
- (5) In the event of any failure or inability of the Nominating Committee to perform its functions, such will be performed by the Executive Committee.
- (6) Any candidate seeking the CCRC endorsement will file in writing by application.

SECTION E - Other Sub-Committee and Special Positions: These may be established and appointed by the Chairman as deemed advisable by the Chairman and Executive Committee.

ARTICLE XI - Parliamentary Authority and Procedures

The Plan of Organization of the Republican Party of Virginia, these By-laws, and Roberts' Rules of Order, Revised, will govern all proceedings of all committees, Mass Meetings, or Conventions conducted by the Committee.

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ARTICLE XII - Amendments

These By-laws may be amended by a two thirds (2/3) 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 at the preceding duly-called Committee meeting.

ARTICLE XIII - When Effective

These By-laws, to be known as the 1994 Amended and Restated By-laws (as amended on May 2, 2010), (April 28, 2011), will become effective immediately following adoption by a two-thirds (2/3) vote of those members present at a duly-called meeting of the Committee.

Adopted by the Culpeper County Republican Committee on August 11, 1994, as amended May 2, 2010, April 28, 2011, October 25, 2018, April 25, 2019, and August 22, 2019.

ATTEST:

Barby Mouring, Secretary

Jon Russell, Chairman

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**APPENDIX A:
FORM OF PROXY**

"KNOW ALL MEN BY THESE PRESENTS, That I, _____, of
(name)

_____, do hereby constitute and appoint _____ my
(area represented) (name of proxy)

true and lawful attorney, to vote as my proxy (with full power of substitution) at a

meeting of the _____ Republican Committee on the
(State Central, District, County, etc.)

____ day of _____, _____, or at any adjourned meeting thereof and for me
(month) (year)

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 _____, _____.
(month) (year)

(Seal)

WITNESS:

(Seal)

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**APPENDIX B:
CANDIDATE CONSENT**

I, _____, candidate for _____,
understand the duties of the office for which I am a candidate, and agree to fulfill all
duties and responsibilities of such office if elected.

Signed: _____

Date: _____

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APPENDIX C:

CCRC VOTING MEMBERSHIP REQUEST

I hereby submit my name to the CCRC Nominating Committee or designee for Membership to the Culpeper County Republican Committee. In applying, I agree to uphold the principles and values of the Republican Party and adhere to the Bylaws of the CCRC.

**Please complete all fields below, front and back.
Incomplete applications will not be considered.**

Name: _____

Address: _____

Email: _____

Phone #: _____ Cell Phone#: _____

Voting Precinct: Please check box below. Precinct name is in bold. Voting place below it.

West Fairfax
Culpeper Methodist Church

East Fairfax
Culpeper Library

Catalpa District Precincts:

Eggbornsville
Emerald Hill School

Cardova
Alum Springs Baptist Church

Willow Shade
St. Luke's Lutheran Church

Salem District Precincts:

Eldorado
Salem VFD

Browns Store
Reva VFD

Cedar Mountain District Precincts:

Mitchells
Mitchells Pres Church

Pearl Sample
Rappahannock Electric

South Ridge
Reformation Lutheran Church

Jefferson District Precincts:

Jeffersonton
Jeffersonton Baptist Church

Rixeyville
Wayland Blue Ridge

Stevensburg District Precincts:

Brandy Station
Brandy Station VFD

Richardsville
Richardsville Fire Hall

Lignum
Hopewell Methodist Church

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4 recent committee meetings or party functions attended:

1. _____
2. _____
3. _____
4. _____

Signatures of 6 current CCRC Members:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

Please complete and hand deliver or email this form to the CCRC

Secretary or mail it to:

CCRC, PO Box 484, Culpeper, VA 22701

**Note: You must be present when your name is presented to the CCRC
for consideration.**

< Membership Qualifications >

Any member of the Party in good standing, subject to those requirements in SECTION B(2) - (Precinct Limitations) and who has been actively involved in the Party in the preceding three months prior to election by attending Committee meetings or Party functions, may be elected to and serve on a committee of the Party officially designated as the Culpeper County Republican Committee. The Committee will conduct all business of the Party not specifically reserved to the Party by the Plan of Organization of the Republican Party of Virginia or these By-laws.

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**APPENDIX D:
CCRC AFFILIATE MEMBERSHIP REQUEST**

I hereby submit my name to the CCRC Nominating Committee or designee for Membership to the Culpeper County Republican Committee. In applying, I agree to uphold the principles and values of the Republican Party and adhere to the CCRC By-laws.

**Please complete all fields below, front and back.
Incomplete applications will not be considered.**

Name: _____

Address: _____

Email: _____

Phone #: _____ Cell Phone#: _____

Please hand deliver or email this form to the
CCRC Secretary or mail it to:
CCRC, PO Box 484, Culpeper, VA 22701

Note: You must be present when your name is presented to the CCRC for consideration.

Voting Precinct: Please check box below. Precinct name is in bold. Voting place below it.

<p><input type="checkbox"/> West Fairfax Culpeper Methodist Church</p>	<p><input type="checkbox"/> East Fairfax Culpeper Library</p>	
<p><u>Catalpa District Precincts:</u></p>		
<p><input type="checkbox"/> Eggbornsville Emerald Hill School</p>	<p><input type="checkbox"/> Cardova Alum Springs Baptist Church</p>	<p><input type="checkbox"/> Willow Shade St. Luke's Lutheran Church</p>
<p><u>Salem District Precincts:</u></p>		
<p><input type="checkbox"/> Eldorado Salem VFD</p>	<p><input type="checkbox"/> Browns Store Reva VFD</p>	
<p><u>Cedar Mountain District Precincts:</u></p>		
<p><input type="checkbox"/> Mitchells Mitchells Pres Church</p>	<p><input type="checkbox"/> Pearl Sample Rappahannock Electric</p>	<p><input type="checkbox"/> South Ridge Reformation Lutheran Church</p>
<p><u>Jefferson District Precincts:</u></p>		
<p><input type="checkbox"/> Jeffersonton Jeffersonton Baptist Church</p>	<p><input type="checkbox"/> Rixeyville Wayland Blue Ridge</p>	
<p><u>Stevensburg District Precincts:</u></p>		
<p><input type="checkbox"/> Brandy Station Brandy Station VFD</p>	<p><input type="checkbox"/> Richardsville Richardsville Fire Hall</p>	<p><input type="checkbox"/> Lignum Hopewell Methodist Church</p>