

# **PLAN OF ORGANIZATION CULPEPER COUNTY REPUBLICAN COMMITTEE**

## **Article I. NAME**

The name of this organization shall be Culpeper County Republican Committee ("CCRC").

## **Article II. PURPOSE**

The purpose of the CCRC is to promote the principles of the Republican Party of Virginia (RPV) as expressed in the RPV and Culpeper County Republican Committee Creed, to achieve the objectives of RPV, and, to perform CCRC's duties outlined in RPV's "Plan of Organization", including:

- (a) Promote and promulgate the principles of the Republican Party.
- (b) Develop, nominate, and elect qualified candidates for public office.
- (c) Educate, organize, and mobilize voters.
- (d) Inform and assist elected Republican officials and hold them accountable.
- (e) Perform official Republican Party duties in Culpeper County.

## **Article III. PRECEDENCE OF AUTHORITY**

Nothing in this Plan of Organization shall take precedence over any provision of the Plan of Organization of the RPV ("State Party Plan"). The State Party Plan, as amended from time to time, is incorporated as if fully set forth herein. In the event any portion of this Plan of Organization conflicts with the State Party Plan, the provisions in the State Party Plan shall control.

All proceedings of the CCRC, any of its subcommittees, conventions, mass meetings, or party canvasses, or primaries shall be governed, in order of precedence, by

- (a) the State Party Plan,
- (b) this Plan of Organization, and
- (c) Robert's Rules of Order, current edition. Grammar, spelling, and punctuation corrections that are not substantive changes may be made with the approval of the Executive Committee with notification to the CCRC.

## **Article IV. MEMBERSHIP**

### **(a) Composition.**

The membership the CCRC shall consist of the following:

- 1) Unit Chairman
- 2) Precinct Members. The number from each Precinct shall be determined by the Executive committee based on Republican candidates' votes in a recent past election or elections, but not less than one (1) member from each Precinct.  
*Refer to Policy 03272025L*

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- 3) At-Large Members. Additional At-Large memberships shall not exceed in number 30% of the members of the CCRC. *Refer to Policy 03272025L*
- 4) Elected Public Officials. All publicly elected Republican officials who represent Culpeper County shall be additional members of the CCRC. They shall not be classified as At-Large members.
- 5) Two vice chairmen, a secretary, and a treasurer. These officers may be elected members of the Executive committee, but they shall not otherwise be entitled to vote solely by virtue of holding any such offices.
- 6) Associate Members. Associate Members are nonresidents of Culpeper County or Culpeper County residents who do not wish to have a vote on the CCRC. They shall meet all the other requirements for Members of the CCRC except for the attendance requirements. Associate Members shall have all privileges of other Members except they shall not be entitled to a vote. Associate Members shall not count toward any limits on Precinct or At-Large Memberships, nor shall they be counted when establishing a quorum.
- 7) Future Members. Future Members are residents of Culpeper County who have not yet reached voting age. They shall meet all the requirements for Members of the CCRC except for the attendance requirements. Future Members shall have all privileges of other Members except they shall not be entitled to a vote. Future Members shall not count toward any limits on Precinct or At-Large Memberships, nor shall they be counted when establishing a quorum.

(b) Dues

- 1) Each member of the CCRC, except for Future Members, shall pay annual dues for each fiscal year in an amount set by the CCRC. The CCRC may not change the amount of the dues to take effect at any time other than the beginning of the upcoming fiscal year.
- 2) The fiscal year shall be from one mass meeting canvass or convention date to the next mass meeting, canvass, or convention date.
- 3) Dues are payable by the end of the first month of each fiscal year. Dues are not prorated for a partial year membership.
- 4) State Party Plan requirements to reestablish the CCRC at the biennial Mass Meeting, Party Canvass or Convention, shall not constitute a requirement for any person to submit more than one due's payment to the CCRC per fiscal year.
- 5) Dues shall be forwarded to the Treasurer.  
*Refer to Policies 03272025G and 03272025H*

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### **(c) Removal**

- 1) The Unit Chairman or any other member of the CCRC may be removed from office by the vote of two-thirds (2/3) of the CCRC. Such removal may only occur after the Unit Chairman is furnished with written notice signed by at least one-third (1/3) of the voting members of the CCRC explaining that such removal is sought, with the charges set forth. The Unit Chairman will be provided thirty (30) days within which to appear before the CCRC and respond to the removal request. A copy of the original signatures or evidence of the electronic signatures may be furnished in lieu of the original signatures.
- 2) Members of the CCRC are held to a higher standard of support for nominees of the Republican Party than an individual who merely participates in a mass meeting, party canvass, convention or primary. Therefore, a member is deemed to have resigned his membership if he:
  - i. makes a reportable contribution to and/or
  - ii. knowingly allows his name to be publicly used by and/or
  - iii. 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
  - iv. becomes a member or an officer of or makes a reportable contribution to any other political party.
- 3) A majority of the elected officers of the Executive Committee are charged with recognizing when this provision is in effect. For members of multiple official subcommittees, such recognition by a given official subcommittee applies to all subordinate official subcommittees. Such members may be re-instated by a majority vote of the other members of the CCRC.
- 4) For the purposes of this section, "allows" shall mean that a member has either
  - i. affirmatively given permission for his name to be publicly used, or
  - ii. refused to publicly disavow the use of his name upon receiving notification by an official executive or subcommittee chairman that it is being used.
- 5) Further, any member shall be deemed to have resigned from the CCRC immediately and be automatically removed as a member if:
  - i. he/she has been censored two times by the Executive Committee
  - ii. If a voting member fails to attend, either in person or by proxy, three consecutive and duly called meetings, they shall be moved to Associate Member status. They can be reinstated upon a simple majority vote within a two-month period at a duly called meeting.

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(d) Election.

The Chairman and other members of the Committee shall be elected by mass meeting, party canvass, convention or primary 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.

Additionally, members may be elected at any duly called Culpeper County Republican Committee meeting upon receiving a simple majority vote of members present, who apply for full membership status. They must be sponsored by a member in good standing. At the vote for membership, the sponsor is expected to speak on behalf of the prospective member. The prospective member will then speak on his or her membership interest. The vote is then taken by the committee. If the vote passes by simple majority, the applicant immediately gains membership status in the CCRC. As the CCRC business meetings are public, prospective members are encouraged to attend meetings to express their interest and get to know existing members as potential sponsors. Existing members are encouraged to actively seek new members for sponsorship.

### **Article V. AUTHORITY AND DUTIES**

The CCRC shall and has authority to:

- (a) Determine whether candidates for local and constitutional public offices shall be nominated or endorsed by mass meeting, party canvass, convention, or primary.
- (b) Endorse eligible candidates for public office at an official business meeting.
- (c) Determine whether the Chairman and members of the CCRC shall be elected by mass meeting, party canvass, convention, or primary.
- (d) Call all regular and all special mass meetings, party canvasses, and conventions, and make all arrangements therefore, including determination of the basis of representation for any convention.
- (e) Cooperate with the State Central Committee and each Congressional District Committee or Legislative District Committee that includes any portion of Culpeper County in the conduct of all elections and fund-raising activities.
- (f) Approve in advance, either upon specific request or by the adoption of a budget or approval of a contract, all expenditures or money for which it is responsible.

### **Article VI. OFFICERS**

(a) General.

There shall be five officers of the CCRC: Unit Chairman, First Vice Chairman, Second Vice Chairman, Secretary, and Treasurer.

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(b) Election of Officers.

The Unit Chairman and Members 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 7th Congressional District of Virginia. They shall hold office for two years from the time of their election, until successors are selected, or unless sooner removed or vacated. The other officers shall be elected by a majority of the members at the first regular called meeting following the mass meeting, party canvass, convention or primary. Their terms shall expire on the same date as the Chairman and members. Electoral District Chairmen shall be appointed by the Unit Chairman at the first regular called meeting after the biennial election of the Chairman.  
*Refer to policy 03272025K*

(c) Authority and Duties of the Unit Chairman.

The Unit Chairman shall and is authorized to:

- 1) Preside at CCRC meetings.
- 2) Exercise general executive authority over the activities of and on behalf of the CCRC.
- 3) Execute and implement the programs and policies of the CCRC.
- 4) Issue calls for mass meetings, party canvasses, and conventions as directed by the CCRC, and preside until a temporary organization is affected.
- 5) Convene the CCRC when required and preside at meetings of the CCRC.
- 6) Serve as a member of each Congressional District Committee or Legislative District Committee for districts in which the Chairman resides.
- 7) Designate, for each other Congressional District or Legislative District that includes any portion of Culpeper County (but in which the Chairman does not reside), a member of the CCRC to serve at the pleasure of the Chairman as the CCRC representative to such district committee with the authority and vote of a Unit Chairman.
- 8) Act as the official spokesperson for CCRC.
- 9) Appoint chairmen and members of CCRC subcommittees as set forth in Article IX.
- 10) Along with the Treasurer open a bank account in the name of the Culpeper County Republican Committee and make deposits and withdrawals from such account and be a co-signer on the bank account.
- 11) provide a prescribed time and place, which shall be supervised by the Unit Chairman or a designated representative, for the filing of such declarations of candidacy and petitions as may be required by state law of a candidate in any primary election; and,
- 12) maintain oversight of the CCRC's digital and physical assets.  
*Refer to policy 03272025M.*

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(d) Authority and Duties of the First Vice Chairman.

The First Vice Chairman shall and is authorized to:

- 1) Assist the Chairman in the execution and implementation of the programs and policies of the CCRC.
- 2) Serve as temporary Unit Chairman in the absence of the Chairman.
- 3) In the event the Unit Chairman's death, resignation, removal, or inability to act, take action as required by Article VI, Section I
- 4) Assist the Chairman in increasing membership in the CCRC.

(e) Authority and Duties of the Second Vice Chairman.

The Second Vice Chairman shall and is authorized to but not limited to:

- 1) Preside at meetings in the absence of the Unit Chairman and the First Vice Chairman.
- 2) Coordinate subcommittees, programs and special projects as assigned by the Unit Chairman.
- 3) Supervise the organization of all the precincts in Culpeper County.
- 4) Verify that the Electoral District Chairman have appointed Precinct Captains for each precinct in their respective Districts.
- 5) Work with the Electoral District Chairmen to assure that the Precinct Captains are properly instructed and supplied.
- 6) Represent the Electoral District Chairmen on the Executive Committee.
- 7) Lead election integrity efforts of the CCRC.

(f) Authority and Duties of the Secretary.

*(Recording/Corresponding).*

The Secretary shall and is authorized to:

- 1) Maintain an official roster of the members and officers of the CCRC.
- 2) Maintain a record of each member's attendance at all meetings of the CCRC and shall notify committee members in writing if they miss three successive meetings.
- 3) Perform such other secretarial duties as the Unit Chairman may determine to be within the scope of the office of the Secretary.
- 4) Prepare all correspondence as directed by the Unit Chairman or Executive Committee.
- 5) Deliver all official records of the CCRC in his possession to the Chairman or the succeeding Secretary upon the expiration or termination of the term of office.

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(g) Authority and Duties of the appointed Corresponding Secretary.

The Corresponding Secretary shall and is authorized to but not limited to:

- 1) Take and maintain the minutes of all CCRC meetings.
- 2) Prepare all correspondence with local media, members, and/or RPV as directed by the Unit Chairman or Executive Committee.
- 3) Report all activities to social media to be published on Facebook, Website, and local paper with the approval of the Unit Chairman.
- 4) Verify all treasure reports quarterly to ensure they match the minutes and have received approval.
- 5) Assist the Recording Secretary with performing their duties and fill-in when necessary.

(h) Authority and Duties of the Treasurer.

The Treasurer shall and is authorized to but not limited to:

- 1) Serve as custodian of all funds and financial records of the CCRC.
- 2) Maintain any bank account or payment account opened in the name of the CCRC.
- 3) In cooperation with the Executive Committee, prepare a draft budget for each fiscal year to be approved by a majority of the members of the CCRC.
- 4) Preside at meetings in the absence of the Chairman and the two Vice Chairmen.
- 5) Present at each meeting a report on the finances of the CCRC for the period since the preceding meeting and at the end of each fiscal year report of the finances of the CCRC for the fiscal year.
- 6) Maintain all financial records. Deliver a quarterly report to the Finance Chairman and Corresponding Secretary for approval.
- 7) Collect dues from members and notify any member who fails to comply with dues requirements.
- 8) In cooperation with the Corresponding Secretary maintain an accurate record of dues payments as part of the membership list.
- 9) Disburse funds of the CCRC under the following conditions:
  - i) in accordance with a budget approved by the CCRC,
  - ii) to meet obligations under contracts, leases, or agreements approved by the CCRC,
  - iii) by authority of the CCRC at a duly called meeting, or
  - iv) upon the authority of the Chairman expenditures up to \$750 aggregate on a fiscal year basis.
- 10) Along with the Unit Chairman, open a bank account in the name of the Culpeper

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County Republican Committee and make deposits and withdrawals from such account and be a co-signer on the bank account.

- 11) Deliver all official records of the CCRC in his possession to the Chairman or the succeeding Treasurer upon the expiration or termination of the term of office.
  - 12) Cooperate with the financial review subcommittee. *Refer to policy 03272025I*
- (i) Vacancies.  
In the event of the death, resignation, removal, or inability to act of the Unit Chairman, the First Vice Chairman shall call an Executive Committee meeting within ten days. The First Vice Chairman shall then call a special meeting of the CCRC to be held within thirty days for the purpose of electing a new Unit Chairman to fill the unexpired term. For vacancy in other offices, voting Members may be elected, by majority vote, to fill any vacancy at a duly called meeting of the CCRC provided notice of such existing vacancy shall be given with the call of the meeting.
- (j) Voting by Ballot.  
In any election, when there is more than one candidate for Executive Committee office, the vote shall be by paper ballot. In the event of a tie during a ballot vote, subsequent votes shall occur until a majority is reached. A vote of acclamation may occur when there is a single candidate.

#### **Article VII. MEETINGS**

- (a) Frequency.  
The Unit Chairman shall convene the CCRC when required, but in no event less than once during each calendar quarter, with no more than four months between each meeting. The Unit Chairman shall be responsible for sending written notice of the call for a meeting to all members of the CCRC, which shall include the agenda for the meeting.
- (b) Notice.  
Notice of meetings of the CCRC shall be provided to members by electronic mail not less than seven (7) days in advance with an agenda included.
- (c) Quorum.  
A minimum of twenty-five percent (25%) of the voting members (in person or by proxy) of the CCRC shall constitute a quorum for the transaction of business.
- (d) Proxies.  
A member of the CCRC may be represented at a meeting by a proxy who meets the eligibility qualifications for voting membership set forth in Article IV, provided that no individual may cast more than one vote at any meeting. All proxies shall be in writing, and signed by the maker. *Refer to Appendix 1*

#### **Article VIII. EXECUTIVE COMMITTEE**



## **PLAN OF ORGANIZATION CULPEPER COUNTY REPUBLICAN COMMITTEE**

(a) Composition.

The Executive Committee shall consist of the following members:

- 1) Unit Chairman
- 2) First Vice Chairman
- 3) Second Vice Chairman
- 4) Secretary
- 5) Treasurer

(b) Authorities and Duties.

The Executive Committee, which is subject to the direction of the CCRC, shall and is authorized to:

- 1) Administer the affairs of the CCRC, including authorization of expenditures of funds between the meetings of the CCRC.
- 2) Advise the Chairman on all matters of concern to CCRC.
- 3) Implement the decisions of the CCRC. between the meeting of the CCRC

(c) Meetings.

The Executive Committee shall meet with a minimum of once a quarter at the direction of the Unit Chairman. Special meetings of the Executive Committee may be called by the Unit Chairman or upon the written request of at least two (2) members of the Executive Committee. Budget expenditures outside of the approved fiscal year budget made by the Executive Committee must be ratified by the CCRC.

(d) Quorum.

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

### **Article IX. OTHER COMMITTEES**

(a) Authority to Establish.

The Unit Chairman shall have the authority to establish Subcommittees, Task Forces or Working Groups that he/she deems essential to achieving the purpose and objectives of the CCRC. Such subcommittees may include:

- 1) Candidate Recruitment Committee.
- 2) Candidate Support Committee. (ie. Election Committee Chair)
- 3) Fundraising and Events Committee. (ie. Events Coordinator and Finance Committee Chair)
- 4) Special Projects Committee.
- 5) Advisor Committee. (ie, Special Advisors)

(b) Other Committee Organization.

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- 1) The Unit Chairman can establish subcommittees under this Article at the start of his/her term and/or at any time during the duration of his/her tenure and notify the Executive Committee.
- 2) The Unit Chairman shall appoint a CCRC member to serve as a subcommittee Chairman for a two-year period or at the conclusion of the task assigned, whichever comes first.
- 3) The Unit Chairman is an ex-officio member of all other subcommittees.
- 4) Subcommittees established under this Article by the Unit Chairman automatically dissolve at the conclusion of the Unit Chairman's term in office.
- 5) Where the chairman has not completed a full term, assigned subcommittees stay in place until the new chairman adopts or revises them.

#### **(c) Other Committee Duties and Responsibilities.**

- 1) The Candidate Support Committee (ie. Election Committee Chair) shall and is authorized to:
  - i. Select and maintain a list of active Precinct Captains for the Chairman's appointment.
  - ii. Assist in organizing precinct work which includes poll workers and Election Officers.
  - iii. Work with Local, State, and Federal Candidates.
  - iv. Attend Election Board Meetings.
  - v. Coordinate with the LDC to ensure everything is in order.
- 2) The Fundraising and Events Committee (ie. Event Committee Chair) shall and is authorized to:
  - i. Collaborate with the Finance Chair to organize events.
  - ii. Present a budget for each event to the Committee for their approval.
- 3) The Fundraising and Events Committee (ie. Finance Committee Chair) shall and is authorized to:
  - i. Raise funds for the Committee and its activities.
  - ii. Collaborate with the Treasure to ensure accurate record-keeping.
- 4) The Advisor Committee (ie. Special Advisors) shall and is authorized to:
  - i. Advice the Unit Chairman when he/she requests.

#### **Article X. PARLIMENTARY AUTHORITY**

The Plan of the RPV, this Plan of Organization, and the current edition of Robert's Rules of Order (Newly Revised) shall govern proceedings of all subcommittees, conventions, mass meetings or party canvasses conducted by the CCRC.

#### **Article XI. AMENDMENTS**

**PLAN OF ORGANIZATION  
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(a) State Party Plan.

If an amendment to State Party Plan necessitates an amendment to this Plan of Organization, the Executive Committee, or a special subcommittee appointed by the Chairman, shall construct an appropriate proposed amendment to this Plan of Organization. The amendment shall be presented to the CCRC with the meeting notice prior to the next meeting of the CCRC.

(b) Amendments.

Amendments to this Plan of Organization shall require a two-thirds vote of the CCRC members present and voting at a duly called meeting, at the beginning of each fiscal year, (the exception is the first ratification of this document), provided a copy of such proposed amendment(s) shall be provided to the members along with the official notice of such meeting.

**Article XII. POLICIES**

(a) Establishment.

From time to time, by a majority vote, the CCRC may establish such policies as may be necessary to aid in the administration of the affairs of the CCRC.

(b) Amendments and Additions.

Policies may be added, amended, or deleted by a majority vote at any meeting of the CCRC.

(c) Adoption.

Policies once adopted shall be an addendum to the Plan of Organization.

Adopted March 27, 2025.		

## CCRC Policy Catalog

**Policy 03272025A** – adopted 3/27/2025  
*"Electoral District Chairs"*

Electoral District Chairs to be appointed by the Unit Chair at the first meeting following the biennial mass meeting or at the first meeting following the 3/27/2025 adoption of the CCRC plan of organization.

**Policy 03272025B** – adopted 3/27/2025  
*"Data Security"*

Personal data collected/gathered by the CCRC in any capacity shall not be used or shared outside of direct CCRC official use under any circumstances except where required by the RPV plan of organization.

**Policy 03272025C** – adopted 3/27/2025  
*"One election cycle at a time - event promotions"*

Promotion of candidates and candidate's events that are not relevant to the current year's election cycle shall not be included in official CCRC business meetings or activities. Such events may be included in the announcement portion of the official business meeting and/or the monthly newsletter.

**Policy 03272025D** - adopted 3/27/2025  
*"One election cycle at a time - candidate presentations"*

Presentations from candidates or on behalf of candidates running for office that are not within the current election cycle are not allowed during official CCRC business functions.

**Policy 03272025E** - adopted 3/27/2025  
*"CCRC use documents"*

All documents represented as forms, instructions and charts as used and needed for CCRC and subcommittee functions shall be made available for download on the CCRC website. Requests for corrections and updates to official CCRC documents can be made by any member. Oversight of document currency shall be the joint responsibility of the EC and the Chairman with the EC holding authority on final versions.

**Policy 03272025F** adopted 3/27/2025  
*"Policy on policies"*

Policies may be unilaterally created by members of the EC or motioned during new business by any CCRC member in good standing. All policies shall be approved by majority vote of the CCRC.

Policies shall have both a number and a title. Approved policies are indelible in text and number until amended or repealed. Policy titles shall consist of a descriptive word or phrase. Policy titles may be changed at any time by the Executive committee.

CCRC Policies shall be numbered using the numeric date the policy was either approved or created ending with A-Z to differentiate between multiple policies approved or created on the same date as required. i.e.: <two-digit month number><two-digit day number><four-digit year number><A-Z> "01012023A, 01012023B", or "03152021".

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Published policies must also include the date of committee vote for adoption.

**Policy 03272025G** - adopted 3/27/2025

*"Membership Dues"*

The annual membership dues for each of the two-year periods beginning with the 2026 Mass Meeting will be \$40 for full membership and \$40 for associate membershi and \$100 for a family of three or more of voting age up to five family membersp.

Dues shall not be considered late until the end of the month following the mass meeting. Dues payments made after this final due date shall require a reapplication for membership and a majority vote to be reinstated to the committee.

**Policy 03272025H** - adopted 3/27/2025

*"Dues waiver until next FY"*

Members who join within 60 days of the end of annual fiscal year will have their dues payment waived until the next fiscal year begins.

**Policy 03272025I** – adopted 3/27/2025

*"Financial review"*

The Chair shall appoint a financial review subcommittee to review the CCRC's financial books with a report due to the CCRC within 60 days of the end of each fiscal year.

**Policy 03272025J** - adopted 3/27/2025

*"Membership application"*

Membership applications shall be submitted by EC approved paper form, PDF of approved paper form, or EC approved online form generated by submitted online application data.

**Policy 03272025K** – adopted 3/27/2025

*"Filing for an Executive officer position"*

By the 14<sup>th</sup> day at 5:00 PM, after the Mass meeting wherein the chairman is elected, candidates for executive officer positions shall file notice of intent to run accompanied by a non-refundable \$50.00 filing fee to the attention of the newly elected chairman.

## CCRC Policy Catalog

### **Policy 03272025L** – adopted 3/27/2025

#### *“Precinct and At-Large Membership Calculation”*

The number of Resident Members as outlined in Article IV, Section D shall be calculated per 200 votes the combination of the Republican votes in Culpeper County in the last Presidential and Governor general election combined. The number of precinct and at-large members shall be recalculated after every intervening general election. The number of at-large members shall be 30% of the total precinct members.

*The calculation for fiscal year 2022 is as follows and will remain in place until recalculated.*

Precinct	Culpeper County Republican Votes			Precinct Members
	2020 Pres	2021 Gov	Total	per 200
101 – W Fairfax	745	887	1632	8
201 – E Fairfax	585	670	1255	6
302 – Eggbornsville	682	776	1458	7
303 – Cardova	582	612	1194	6
304 – Willow Shade	195	188	383	2
401 – Eldorado	733	778	1511	8
402 – Browns Store	972	1143	2115	11
501 – Jeffersonton	929	1093	2022	10
502 – Rixeyville	848	996	1844	9
601 – Mitchells	165	166	331	2
602 – Pearl Sample	681	840	1521	8
603 – South Ridge	218	233	451	2
702 – Brandy Station	940	1083	2023	10
703 – Lignum	507	534	1041	5
704 – Richardsville	349	371	720	4
AB - CAP	6836	3055	9891	49
At large				44
TOTAL	15967	13425	29392	191

### **Policy 03272025M** – adopted 3/27/2025

#### *“Digital and Physical Assets”*

A master record of digital and physical assets regardless of how acquired by the CCRC shall be held and maintained by the Unit Chairman or his designee. This includes digital assets such as subscriptions, accounts, passwords, and keys.

Where assets are exclusively used by a subcommittee, Unit Chairman or his designee shall advise newly named subcommittee chairmen of assets assigned or otherwise noted for exclusive use for the subcommittee activities. It shall be the responsibility of the subcommittee chairman to track and report loss or damage of the assets to the Unit Chairman.