

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

## **ARTICLE I – NAME**

The name of this organization shall be Goochland County Republican Committee ("GCRC").

## **ARTICLE II – PURPOSE**

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

1. Promote and promulgate the principles of the Republican Party.
2. Develop, nominate, and elect qualified candidates for public office.
3. Educate, organize, and mobilize voters.
4. Inform and assist elected Republican officials and hold them accountable.
5. Perform official Republican Party duties in Goochland 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 GCRC, any of its subcommittees, conventions, mass meetings, or party canvasses, or primaries shall be governed, in order of precedence, by (i) the State Party Plan, (ii) this Plan of Organization, and (iii) 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 GCRC.

## **ARTICLE IV – MEMBERSHIP**

All Members shall be in accord with Article I of the RPV Party Plan.

A. Composition. The membership the GCRC 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 09212022H*
3. At-Large Members - additional At-Large Memberships shall not exceed in number 30 percent of the members of the GCRC. *Refer to policy 09212022H.*
4. Elected Public Officials - All publicly elected Republican officials who represent Goochland County shall be additional members of the GCRC. 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 Goochland County or Goochland County residents who do not wish to have a vote on the GCRC. They shall meet all the other requirements for Members of the GCRC 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 Goochland County who have not yet reached voting age. They shall meet all the requirements for Members of the GCRC 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 GCRC, except for Future Members, shall pay annual dues for each fiscal year in an amount set by the GCRC. The GCRC 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 GCRC 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 GCRC per fiscal year.
5. Dues shall be forwarded to the Treasurer. *Refer to Policies 09212022C and 09212022D*

C. Removal.

1. The Unit Chairman or any other member of the GCRC may be removed from office by the vote of two-thirds (2/3) of the GCRC. 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 GCRC 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 GCRC 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 GCRC 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 (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.

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 member may be re-instated by a majority vote of the other members of the GCRC.
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 GCRC immediately and be automatically removed as a member if he:
  - i. suffers an adverse change in eligibility as set forth in this Article; or
  - ii. fails to pay dues, provided that such individual will be reinstated automatically upon payment of dues outstanding; or
  - iii. fails to attend, in person or by proxy, three consecutive and duly called meetings, provided that such individual may be reinstated upon a simple majority vote of members at a duly called meeting.

## **ARTICLE V – AUTHORITY AND DUTIES**

The GCRC shall and has authority to:

1. Determine whether candidates for local and constitutional public offices shall be nominated or endorsed by mass meeting, party canvass, convention, or primary.
2. Endorse eligible candidates for public office at an official business meeting.
3. Determine whether the Chairman and members of the GCRC shall be elected by mass meeting, party canvass, convention, or primary.
4. Call all regular and all special mass meetings, party canvasses, and conventions, and make all arrangements therefor, including determination of the basis of representation for any convention.
5. Cooperate with the State Central Committee and each Congressional District Committee or Legislative District Committee that includes any portion of Goochland County in the conduct of all elections and fund-raising activities.
6. 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 GCRC: Unit Chairman, First Vice Chairman, Second Vice Chairman, Secretary, and Treasurer.
- 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 5th 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 09212022G*

C. Authority and Duties of the Unit Chairman. The Unit Chairman shall and is authorized to:

1. Preside at GCRC meetings.
2. Exercise general executive authority over the activities of and on behalf of the GCRC.
3. Execute and implement the programs and policies of the GCRC.
4. Issue calls for mass meetings, party canvasses, and conventions as directed by the GCRC, and preside until a temporary organization is affected.
5. Convene the GCRC when required and preside at meetings of the GCRC.
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 Goochland County (but in which the Chairman does not reside), a member of the GCRC to serve at the pleasure of the Chairman as the GCRC representative to such district committee with the authority and vote of a Unit Chairman.
8. Act as the official spokesperson for GCRC.
9. Appoint chairmen and members of GCRC subcommittees as set forth in Article IX.
10. Along with the Treasurer open a bank account in the name of the Goochland 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 GCRC's digital and physical assets.

*Refer to policy 09212022I.*

D. Authority and Duties of the First Vice Chairman: The First Vice Chairman shall and is authorized to:

1. Preside at meetings in the absence of the Unit Chairman.
2. Assist the Chairman in the execution and implementation of the programs and policies of the GCRC.
3. Serve as temporary Unit Chairman in the absence of the Chairman.
4. Coordinate subcommittees, programs and special projects as assigned by the Unit Chairman.
5. In the event the Unit Chairman's death, resignation, removal, or inability to act, take action as required by Article VI, Section H.
6. Assist the Chairman in increasing membership in the GCRC.

E. Authority and Duties of the Second Vice Chairman: The Second Vice Chairman shall and is authorized 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 Goochland 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 GCRC.

F. Authority and Duties of the Secretary: The Secretary shall and is authorized to:

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

G. Authority and Duties of the Treasurer: The Treasurer shall and is authorized to:

1. Serve as custodian of all funds and financial records of the GCRC.
2. Maintain any bank account or payment account opened in the name of the GCRC.
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 GCRC.
4. Preside at meetings in the absence of the Chairman and the two Vice Chairmen.
5. Present at each meeting a report of the finances of the GCRC for the period since the preceding meeting and at the end of each fiscal year report of the finances of the GCRC for the fiscal year.
6. Maintain all financial records to be available for inspection upon reasonable notice by any member.
7. Collect dues from members and notify any member who fails to comply with dues requirements.
8. In cooperation with the Secretary maintain an accurate record of dues payments as part of the membership list.
9. Disburse funds of the GCRC under the following conditions: (i) in accordance with a budget approved by the GCRC, (ii) to meet obligations under contracts, leases, or agreements approved by the GCRC, (iii) by authority of the GCRC at a duly called meeting, or (iv) upon the authority of the Chairman expenditures up to \$200 aggregate on a fiscal year basis.
10. Along with the Unit Chairman, open a bank account in the name of the Goochland 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 GCRC 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 09212022E*

H. 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 GCRC 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 GCRC provided notice of such existing vacancy shall be given with the call of the meeting.

I. 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 GCRC 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 GCRC, which shall include the agenda for the meeting.

B. Notice. Notice of meetings of the GCRC 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 GCRC shall constitute a quorum for the transaction of business.

D. Proxies. A member of the GCRC 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, signed by the maker, substantially in the following form:

I, [Legal Name], do hereby appoint [Legal Name] to vote as my proxy at the meeting of the Goochland County Republican Committee to be held on [Date], with all the power I should possess if personally present, hereby revoking all previous proxies.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

## ARTICLE VIII - EXECUTIVE 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. Authority and Duties. The Executive Committee, which is subject to the direction of the GCRC, shall and is authorized to:

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

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 GCRC.

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 GCRC. Such subcommittees may include:

1. Candidate Recruitment Committee.
2. Candidate Support Committee.
3. Fundraising and Events Committee.
4. Communications and Technology Committee.
5. Special Projects Committee.

B. Other Committee Organization

1. The Unit Chairman, with concurrence of the Executive Committee, 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.
2. The Unit Chairman, with concurrence of the Executive Committee, shall appoint a GCRC member to serve as other committee 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.  
Where the chairman has not completed a full term, assigned subcommittees stay in place until the new chair adopts or revises them.

C. Special Projects Subcommittee, Task Forces, and/or Working Groups: As deemed necessary by the Unit Chairman with concurrence of the Executive Committee, Special Projects Subcommittee, Task Forces and/or Working Groups may be formed. The purpose, organization and leaders of these shall be defined by the Unit Chairman with concurrence of the Executive Committee.

## **ARTICLE X – PARLIAMENTARY 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 GCRC.

## **ARTICLE XI – AMENDMENTS**

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 GCRC with the meeting notice prior to the next meeting of the GCRC.

B. Amendments. Amendments to this Plan of Organization shall require a two-thirds vote of the GCRC members present and voting at a duly called meeting, 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 GCRC may establish such policies as may be necessary to aid in the administration of the affairs of the GCRC.

B. Amendments and Additions. Policies may be added, amended, or deleted by a majority vote at any meeting of the GCRC.

C. Adoption. Policies, once adopted shall be an addendum to this Plan of Organization.

Adopted September 28, 2016  
Amended February 19, 2020  
Amended September 21, 2022



# GCRC Policy Catalog

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**Policy 02192020A** – adopted 2/19/2020

*"Electoral District Chairs"*

Electoral District Chairs to be appointed by the Unit Chair at the first meeting following the biennial mass meeting.

**Policy 04202022A** – adopted 4/20/2022

*"Data Security"*

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

**Policy 04202022B** – adopted 4/20/2022

*"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 GCRC business meetings or activities. Such events may be included in the announcement portion of the official business meeting and/or the monthly newsletter.

**Policy 04202022C** - adopted 7/20/2022

*"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 GCRC business functions.

**09212022A** - adopted 9/21/2022

*"GCRC use documents"*

All documents represented as forms, instructions and charts as used and needed for GCRC and subcommittee functions shall be made available for download on the GCRC website. Requests for corrections and updates to official GCRC 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.

**09212022B** adopted 9/21/2022

*"Policy on policies"*

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

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.

GCRC 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".

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

# GCRC Policy Catalog

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**Policy 09212022C** - adopted 9/21/2022

*"Membership Dues"*

The annual membership dues for each of the two-year periods beginning with the 2022 Mass Meeting will be \$30 for full membership and \$15 for associate membership.

*Language added by adoption 6/21/2023:*

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 09212022D** - adopted 9/21/2022

*"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 09212022E** – adopted 9/21/2022

*"Financial review"*

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

**Policy 09212022F** - adopted 9/21/2022

*"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 09212022G** – adopted 9/21/2022

*"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.

# GCRC Policy Catalog

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## **Policy 09212022H** – adopted 9/21/2022

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

The number of Resident Members as outlined in Article IV, Section D shall be calculated per 25 votes the combination of the Republican votes in Goochland 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	Goochland County Republican Votes			Precinct Members
	2020 Pres	2021 Gov	Total	per 25
101	447	449	896	36
102	670	697	1,367	55
201	179	178	357	14
202	533	641	1,174	47
301	377	459	836	33
302	203	221	424	17
401	592	768	1,360	54
402	406	777	1,183	47
501	698	947	1,645	66
502	443	598	1,041	42
CAP & Prov	5,418	3,850	9,268	
At large				123
TOTAL	9,966	9,585	19,551	534

## **Policy 09212022I** – adopted 9/21/2022

### *“Digital and Physical Assets”*

A master record of digital and physical assets regardless of how acquired by the GCRC 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.