



# **Bylaws**

**of the**

## **Gloucester County Republican Committee**

**November 18, 2025**

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## **ARTICLE I – State Party Plan Inclusions and References**

In order to provide GCRC Members with a single document containing the majority of relevant governance information, these GCRC Bylaws incorporate some specific language imported directly from the *Republican Party of Virginia Party Plan of Organization (State Party Plan)* which has been edited for relevancy. GCRC members are encouraged to read the most current version of the *State Party Plan* for full information governing Republican Party of Virginia organizations; definitions; changes in boundaries; guidance on mass meetings, party canvasses, conventions and primaries; rulings and appeals.

As of this writing, the *State Party Plan* can be found at <https://virginia.gop/our-party/>. Click on Our Party Tab then Party Plan. Incorporation of any part(s) of the *State Party Plan* into these Bylaws shall not be construed to limit the applicability of the entire *State Party Plan* to the GCRC. In case of conflict, the *State Party Plan* shall prevail.

## **ARTICLE II – Authority**

All authority of the GLOUCESTER COUNTY REPUBLICAN COMMITTEE, and hereinafter referred to as the “Unit Committee” or “GCRC” are derived from the “Plan of Organization of the Republican Party of Virginia,” hereinafter referred to as the “*State Party Plan*.” No part of these Bylaws of the GCRC shall conflict with the *State Party Plan* or amendments thereto. In the event of a conflict the *State Party Plan* shall prevail.

## **ARTICLE III – Purpose**

The purpose of the Gloucester County Republican Committee (GCRC) is to engage the local community in order to promote and promulgate the principles and ideals of the Republican Party, as stated in the *State Party Plan* and the Virginia Republican Creed, and work to elect Republican candidates to public office.

## **ARTICLE IV – Participation in Party Actions**

### **A. Qualifications**

1. Qualifications include all qualifications, and exceptions, specified in the *State Party Plan*, Article I, Section A
2. All legal and qualified voters under the laws of the Commonwealth of Virginia, regardless of race, religion, national origin or sex, who are in accord with the principles of the Republican Party, and who, if requested, express in open meeting either orally or in writing as may be required their intent to support all of its nominees for public office in the ensuing election may participate as members of the Republican Party of Virginia in its mass meetings, party canvasses, conventions, or primaries encompassing their respective election districts.
3. A voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee shall not be qualified for participation in party actions as defined in the *State Party Plan*, Article I for a period of four (4) years. A candidate who, having properly filed to seek the Republican nomination in a primary or other nominating process, publicly supports a candidate in opposition to a Republican nominee, shall not be qualified for participation in party actions as defined in Article I for a period of four (4) years.

## **B. Participation**

In order to be eligible for appointment to any committee or sub-committee of the GCRC, an individual must be a member in good standing.

## **Article V – GCRC Membership, Election and Term, Vacancies and Duties**

### **A. Membership**

The membership of the GCRC shall consist of the following individuals as defined in the State Party Plan Article VI, Section A:

1. GCRC Chairman
2. Voting Members: Voting members shall number seventy (70). Minimum 1 per precinct and At-Large members shall not exceed 30 percent of the members of the Committee.
3. Non-Voting Members
  - a. Associate Members
  - b. Student Members
4. Elected Public Officials – All duly elected Republican officials in Gloucester County, Virginia, must go through the regular membership process to be deemed a member.

### **B. Election and Term**

1. The Chairman and other members of the GCRC shall be elected, for a term of 2 years, in accordance with the State Party Plan Article VI Section B.
2. A GCRC Vice Chairman, Secretary and Treasurer shall be a voting member and elected by majority vote from and by the voting members of the GCRC at the regularly duly called GCRC meeting following the biennial Mass Meeting, Party Canvass, Convention, or Primary. The term of these officers shall be two (2) years or until their successors are elected. The GCRC Chairman, Vice Chairman, Secretary and Treasurer shall upon election constitute the GCRC Executive Committee responsible for conducting GCRC administrative matters.

### **C. Dues**

Membership to the GCRC shall require the payment of annual dues by all members, except Student members, which are exempt. Dues shall be payable at the time of application for membership in order for the application to be considered complete. Failure to pay dues shall result in suspension of voting rights for voting members and loss of membership for associate members. The amount of membership dues shall be set by majority vote of GCRC Voting Members present.

### **D. Vacancies**

1. Any vacancy of any position within the GCRC shall be filled at a duly called meeting by the GCRC for the remaining unexpired portion of the term. Election shall require a majority vote of voting members present.
  - a. Each prospective new member candidate shall complete an application package, as found in Appendix B, and shall file said application, including payment for dues, with a member of the GCRC Executive Committee for consideration against the membership requirements contained in Article IV of this document and Article I of the *State Party Plan*.
  - b. Candidates applying for voting membership are required to attend two (2) consecutive duly called meetings. The candidate will be voted on by GCRC voting members towards the end of the second consecutively attended meeting. If a candidate attends a meeting from the call to order and submits an application prior to the motion to adjourn, that meeting will

- count as one (1) of the two (2) required consecutive meetings. They are then qualified to be voted on at the next duly called meeting. If they miss the next duly called meeting, the requirement resets and the candidate must attend two (2) consecutive duly called meetings. Candidates for Associate and Student Non-Voting membership are exempt from the consecutive meeting attendance requirement.
- c. The membership vote will be by secret ballot with a simple majority of voting members present needed for election.
  - d. The term of members thus elected will expire with the terms of all other GCRC members elected according to the process described in Article V.B of this document.
2. Vacancies shall be filled after notice of such intent has been included in the call of the meeting.

**E. Duties – GCRC, Elected Officers, Appointed Positions and Subcommittees**

- 1. GCRC Duties
  - a. The GCRC shall determine whether candidates for local and constitutional public offices and GCRC members shall be nominated and elected by Mass Meeting, Party Canvass, Convention, or Primary.
  - b. It shall call all regular and special Mass Meetings, Party Canvasses, Conventions, and make all arrangements therefor and, if a Convention, determine the basis of representation. Authority to make such arrangements (other than the date, time and whether there shall be, and the requirement for, any pre-filing) may, at the discretion of the GCRC voting members, be delegated to the GCRC Chairman.
  - c. It shall cooperate with the State Central Committee, The 1<sup>st</sup> Congressional District Committee, and the Legislative District Committees within its boundaries in conducting elections and fundraising activities.
- 2. GCRC Chairman
  - a. The GCRC Chairman shall be the Chairman of the RPV Unit Committee. Duties and responsibilities as defined in the RPV State Party Plan Article VI, D, 2. The Chairman shall appoint GCRC positions listed in Article V, Section A of this document to include sub-committee chairs.
  - b. The Chairman may appoint a Parliamentarian. The Parliamentarian may or may not be a member of the GCRC, does not require approval by the GCRC, and serves at the pleasure of the Chairman.
- 3. Vice Chairman
  - a. The GCRC Vice Chairman shall preside at GCRC meetings in the absence of the Chairman.
  - b. The GCRC Vice Chairman may be authorized by the Chairman to call and convene meetings of the GCRC in the absence of the Chairman.
  - c. The GCRC Vice Chairman shall assist the Chairman in conducting the business of the GCRC, and other duties as assigned by the Chairman.
- 4. Secretary
  - a. The Secretary shall take minutes and maintain the records of the GCRC, including records of GCRC members' meeting attendance. The Secretary shall maintain an accurate list of the names, addresses, phone numbers, and email addresses of all members and shall provide copies to members. The Secretary shall sign all official documents with the Chairman as

- needed. The Secretary shall be Ex-Officio of any sub-committee created to assist in the performance of the duties listed above.
- b. The GCRC Chairman or Secretary shall notify any voting member in writing of a pending loss of voting membership due to nonattendance prior to the meeting at which the loss of voting membership would occur if that voting member were not properly represented.
  - c. The Secretary shall ensure an orderly transition and transfer of the Secretary's documents and minutes to a new Secretary when necessary.
5. Treasurer:
- a. The Treasurer shall act as the custodian of the GCRC's operating funds, which shall include their receiving, safekeeping, depositing, disbursing, and recording.
  - b. The Treasurer shall present a report at all regular meetings.
  - c. The Treasurer shall, in consultation with the Chairman or member(s) of the Executive Committee, issue notices of delinquent dues.
  - d. The Treasurer shall ensure an orderly transition and transfer of the Treasurer's banking information and financial records to a new Treasurer when necessary.
  - e. The Treasurer shall be Ex-Officio of any sub-committee created to assist in the performance of their duties.
6. Subcommittees: The Chairman shall appoint subcommittees from the membership of the GCRC. The term of the subcommittees is the two (2) year term of the GCRC, or at the pleasure of the Chairman. A majority of subcommittee members shall constitute a subcommittee quorum. All sub-committees shall be assigned a member of the Executive Committee to act as ex-officio.

#### **Article VI – General**

- A. **Proxies** – All proxies shall be completed in its entirety and in accordance with the State Party Plan and submitted to the Secretary prior to the start of the meeting for verification.
- B. **Notice and Quorum** - Meetings of the GCRC or the GCRC Executive Committee shall be held in accordance with the State Party Plan Article VII Section B.
- C. **Removal** - The complete removal process and requirements are specified in the most current State Party Plan, ARTICLE VII, Section C. The GCRC elected officers (Vice Chairman, Secretary, Treasurer), since elected by majority vote of the GCRC voting members, may be removed from office by a majority vote of voting members present at a duly called meeting when the call of the meeting includes the notice of vote. Removal as an officer does not constitute removal of membership.
- D. **Absences – Voting Members** - Voting members shall lose committee position if found in violation of the *State Party Plan*. Article VII Section D. Such member may request re-instatement, in writing, to the Chairman and if GCRC voting membership vacancies exist, may be reinstated by a majority vote of the members of the GCRC present at the duly called meeting.
- E. **Public Meetings** - The time, location and type (in person, virtual or telephonic) will be specified by the Chair in the Official Call.
- F. **Rules** - All GCRC meetings shall, to the extent applicable, be governed by and conducted in accordance with, giving precedence as listed to, the following: *State Party Plan*; *GCRC Bylaws*; and otherwise in accordance with the then current edition of *Robert's Rules of Order*.
- G. **Endorsement of Candidates** - As an Official Committee the GCRC shall not endorse, nor contribute to from its funds, any candidate who is running for a Republican nomination for public office unless that candidate is unopposed for that nomination. Nothing in this Section shall be construed to

prevent the GCRC from endorsing a candidate running for public office where there will be no Republican nominee, nor to prevent a member or officer of the GCRC, as an individual, from endorsing a candidate in a contested nomination.

## **ARTICLE VII – Financial Policy**

### **A. Policy**

1. The GCRC shall operate on a “pay as you go” policy and shall not incur debts that would result in a deficit.
2. The GCRC shall not be responsible for the campaign debts of any candidate.
3. The GCRC may, by majority vote of voting members present at a duly called meeting, approve to contribute from its operating funds to any Republican nominee or other worthwhile endeavor in accordance with the purpose of the Committee.
4. Membership on the GCRC shall require the payment of annual dues by all members, excluding Student members, in an amount fixed by a majority vote of the GCRC Voting Members present at a duly called meeting.
5. The fiscal year shall be April 1 – March 31.
6. The Treasurer is authorized to pay for all GCRC operating expenses at his or her discretion up to \$200.00 per month.
7. The Treasurer shall present to the GCRC requests to authorize non-routine expenses. Authorization shall be by majority vote of GCRC voting members present at a duly called meeting.
8. The GCRC Chairman is hereby authorized to spend, at his or her discretion, up to and including \$500.00 per event, and in consultation with the Treasurer, for expenditures relating to approved GCRC affairs, projects or business.
9. The GCRC Executive Committee is hereby authorized, by majority vote, to spend up to \$500.00 per event/item, not to exceed \$1,000.00 per month.
10. Any and all expenses in excess of the above amounts must have the approval of GCRC.

**B. Dissolution** - In the event of the dissolution of the GCRC, all assets of the GCRC shall be forwarded to the Republican Party of Virginia,

## **ARTICLE VIII– Adoption and Amendment**

These Bylaws are established by the GCRC and for the GCRC. These Bylaws and future amendments may be adopted at a GCRC meeting by a two-thirds (2/3) vote of its voting members present after notice of such intent has been included in the call for the meeting.

## **ARTICLE IX - Amendments**

Date of Adoption: July 12, 2001  
Carlton Baker, presiding

Amended April 11, 2002: Article IV, Paragraph C, Committee membership increased from 35 to 51  
Sherwood Bowditch, presiding

Amended February 14, 2008: Removal of the following; Article IV, Paragraph A, 4<sup>th</sup> sentence, Article IV, Paragraph C, Item 2, Article IV, Paragraph C, Item 3, Article IV, Paragraph C, Item 6  
John Walsh, presiding

Amended October 14, 2010: Add Article IV, Paragraph F, Sentence 1, unless notice has been given to any Executive member by phone or e-mail stating they will be absent from the upcoming meeting, Article V, Paragraph D.3.a., Sentence 2, and e-mail addresses, Article VII, Paragraph A, 9, The County Committee Chairman is hereby authorized to spend, at his or her discretion, up to and including \$200.00 per event, and in consultation with the treasurer, for expenditures relating to approved County Committee affairs, projects, or business.  
Carlton Cowan, presiding

Amended November 6, 2014: Complete Revision  
John P. Walsh, presiding

Amended July 9, 2015: ARTICLE V, Section D. Absences – Section D.1 clarifies membership categories subject to attendance requirement and provides an option for re-instatement. ARTICLE IV, Section C, Paragraph 3 clarifies application process is applicable only to new members. ARTICLE VI – updates current revision date of RPV State Party Plan, and updates website address for RPV State Party Plan.  
John P. Walsh, presiding

Amended September 20, 2018: (1) Throughout document, removed and/or updated *State Party Plan* specific references and language which is subject to change and/or not applicable to GCRC. (2) Throughout the document clarified language applicable only to voting member/membership; (3) ARTICLE IV.A, B & C - Reorganized and edited information for clarity; (4) ARTICLE IV.D Vacancies – changed new member candidate attendance requirement from two consecutive meetings prior to vote, to one meeting with vote at next consecutive meeting, and reorganized document for clarity; (5) ARTICLE IV.E.5.d and ARTICLE V.C.4 – Dues - Eliminated language referencing loss of membership due to non-payment of dues; (6) ARTICLE IV.E.6&7 - Appointed positions edited and reformatted to reflect current operations and needs; (7) Article V.A.1 - Modified to clarify types of proxies; (8) ARTICLE V.D.1 - Changed to reflect voting member with three consecutive absences does not lose membership, but become Associate Member; (9) ARTICLE V.E.1 - Added alternate meeting location Grace Covenant Presbyterian Church; (10) APPENDIX B - Edited page 1 of Membership Application Package to reflect changes to membership requirements made in ARTICLE IV.D.3.  
Patricia L. Dunnington, presiding

Amended January 17, 2019: ARTICLE V, Section E.1 – Modified to reflect primary meeting location as Grace Covenant Presbyterian Church; ARTICLE V, Section E.2 – regular meeting date changed from 2<sup>nd</sup> Thursday to 3<sup>rd</sup> Thursday of each month.  
Patricia L. Dunnington, presiding

Amended September 19, 2019: ARTICLE IV.A.5 Student Membership category added. ARTICLE IV.B.C DUES – Modified to reflect Student Members are not required to pay annual dues. The dollar amount of dues is removed from Bylaws and language added “The amount of membership dues shall be set by majority vote of GCRC Voting Members.” Appendix B Membership Application Package modified to reflect the modifications in ARTICLE IV.A.5 and IV.B.C above. *[Application modified 3/1/2020 to reflect term of office as 2020-2022]*



Patricia L. Dunnington, presiding

Amended November 19, 2020; ARTICLE IV.A Membership – Number of Voting Members increased from 61 to 70; Reformatted to clarify Voting vs Non-Voting membership categories. Regarding dues payment, added loss of voting membership for non-payment of dues, and check for dues due with membership application. Minor language updates to reflect language in *State Party Plan updated August 15, 2020*.

Ashley C. Chriscoe, presiding

Amended April 18, 2024: Completely Revised

Teresa L. Altemus, presiding

Amended May 16, 2024: Added Clarity on Article V, A.2 and C, Added the word “Payment” on Article V, D.1(a), Added the word “present” on Article VII, A.4 and added “at time of application and before being elected to the GCRC” on Appendix B, page 2, paragraph 1.

Teresa L. Altemus, presiding

Amended June 19, 2025: Removed specific day of the month to hold meetings in Article VI, E, added the option of telephonic or virtual meetings and removed the years (2024-2026) so adjustments won’t need to be made every 2 years on Appendix B, page 1, paragraph 4.

Teresa L. Altemus, presiding

Amended November 18, 2025: Added verbiage to define the Republican Nominee and consequences of not supporting the Republican Nominee from the GCRC Bylaws and State Party Plan in Appendix B, Application for Membership,

Teresa L. Altemus, presiding

# APPENDIX A

## GCRC Proxy Form



## Gloucester County Republican Committee

P.O. Box 1639  
Gloucester, VA 23061  
[www.gloucestervagop.com](http://www.gloucestervagop.com)

### MEMBER PROXY

Let it be known, that I \_\_\_\_\_  
(Printed Name of VOTING MEMBER)

of \_\_\_\_\_, being a GCRC  
(Physical Address of VOTING MEMBER)

Voting Member representing the Voting Precinct of \_\_\_\_\_,  
(PRECINCT of VOTING MEMBER)

do hereby constitute and appoint \_\_\_\_\_  
(Printed Name of PROXYHOLDER)

who resides at \_\_\_\_\_  
(Physical Address of PROXYHOLDER)

in the same Voting Precinct of \_\_\_\_\_  
(PRECINCT of PROXYHOLDER)

my true and lawful attorney,

- To vote as my proxy (with full power of substitution)\* at a meeting of the Gloucester County Republican Committee on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or at any adjourned meeting thereof and for me and in my name, place, and stead to vote upon any question that properly may come before such meeting, with all the power I should possess, if personally present, hereby revoking all previous proxies.
- To attend as my proxy at a meeting of the Gloucester County Republican Committee on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or at any adjourned meeting thereof and for me and in my name, place, and stead to fulfill my attendance requirement as a voting member.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

MEMBER SIGNATURE: \_\_\_\_\_ (Seal)

WITNESS to Signature: \_\_\_\_\_ (Seal)

(\*) Inclusion of the power of substitution is discretionary with the member. Its omission shall preclude substitution. All proxies shall be completed in their entirety and in accordance with the State Party Plan and submitted to the Secretary prior to the start of the meeting for verification.

## Appendix B

### GCRC Member Application Package



# Gloucester County Republican Committee

P.O. Box 1639

Gloucester, VA 23061

[www.gloucestervagop.com](http://www.gloucestervagop.com)



## Application for Membership

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Please Print) (Please note Cell, Home, or Work)

Address: \_\_\_\_\_  
(Physical "911" Address)

Email: \_\_\_\_\_

I do hereby declare my candidacy for membership in the Gloucester County Republican Committee (GCRC) for the 2026 – 2028 term, as a (check one):

- ☐ Voting Member (Must attend most meetings)
- ☐ Associate Member (No meeting attendance requirement; non-voting member)
- ☐ Student Member (No meeting attendance requirement, non-voting member)

I affirm that: (*initial all that apply; write N/A if not applicable*)

\_\_\_\_\_ **I HAVE NOT** participated in Virginia in the nomination process of a political party, other than the Republican Party, within the last five years

*OR*

\_\_\_\_\_ **I HAVE** participated in Virginia in the nomination process of a political party, other than the Republican Party within the last five years

*AND*

\_\_\_\_\_ **I RENOUNCE** affiliation with any other political party, I am now in accord with the principles of the Republican Party and I intend to support nominees of the Republican Party in the future.

I further affirm that I am a registered voter in Gloucester County and am in accord with the principles and ideals of the Republican Party of Virginia (RPV), as expressed in the Virginia Republican Creed. I acknowledge that membership carries with it the responsibility to actively contribute to and participate in GCRC activities, including support for campaign activities of Republican candidates and the RPV. I intend to support Republican elected officials and Republican nominees for public office in elections occurring during my tenure as a member of the GCRC. I understand the consequences of not supporting Republicans as prescribed in the RPV State Party Plan Article I, Section A, Paragraph 2:

*"A voter who, subsequent to making a statement of intent, publicly supports a candidate in opposition to a Republican nominee shall not be qualified for participation in party actions as defined in Article I for a period of four (4) years. A candidate who, having properly filed to seek the Republican nomination in a primary or other nominating process, publicly supports a candidate in opposition to a Republican nominee, shall not be qualified for participation in party actions as defined in Article I for a period of four (4) years."*

I am aware that I must submit this application package before a regular monthly meeting and must attend two (2) consecutive regular monthly meetings to be considered for membership. I understand, as part of the membership application process, GCRC will verify that I am a registered voter in Gloucester County, Virginia and dues shall be due at time of application and before being elected to the GCRC. (Student Members are exempt from this requirement.)

My signature below verifies I have read, understand, and agree to all statements made and terms outlined in this application.

Signature: \_\_\_\_\_

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

Mailing Address (if different than physical address):

\_\_\_\_\_  
\_\_\_\_\_

## **Virginia Republican Creed**

### ***We Believe:***

That the free enterprise system is the most productive supplier of human needs and economic justice,

That all individuals are entitled to equal rights, justice, and opportunities and should assume their responsibilities as citizens in a free society,

That fiscal responsibility and budgetary restraints must be exercised at all levels of government,

That the Federal Government must preserve individual liberty by observing Constitutional limitations,

That peace is best preserved through a strong national defense,

That faith in God, as recognized by our Founding Fathers, is essential to the moral fiber of the Nation.