

# Seventh Congressional District of Virginia Libertarian Committee

## Official Bylaws

Formally approved

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### **ARTICLE I - Name**

The name of this organization shall be "Seventh Congressional District of Virginia Libertarian Committee," hereinafter called the "District Committee."

### **ARTICLE II - Organization**

The District Committee is an independent organization that shall seek to officially affiliate with the Libertarian Party of Virginia (LPVA).

### **ARTICLE III - Objectives**

The purpose of the District Committee is to promote the principles of the Libertarian Party, to encourage qualified candidates to run for public office, to help elect Libertarian candidates to public office, to assist generally the citizens composing the jurisdictions served by the District Committee, and to assist elected Libertarian officials in the performance of their duties.

### **ARTICLE IV - Steering Committee Membership and Voting Rights, and Proxies**

The policy-making body of the District Committee shall be the "Steering Committee".

Members of the Steering Committee must maintain their voter registration status within Virginia's 7th Congressional District throughout their term on the Committee.

No person may hold more than one voting seat on the Steering Committee.

Voting membership on the Steering Committee is restricted to the following:

**1)** The Chairmen, or their duly-designated proxies, of all organized (see Definitions) Libertarian Party affiliates wholly or partially within the 7th CD, which will include:

- Independent City Libertarian committees;
- County Libertarian committees;
- Incorporated Town committees; and,

**2)** The Chairmen, or their duly-designated proxies, of all state-level election district Libertarian committees within or partially within the 7th CD, which will include:

- State Senate Districts;
- House of Delegate Districts.

**3)** Two At-Large members, or their duly-designated proxies, elected by District members at the annual District Convention;

### **ARTICLE V - Nonvoting Officers**

#### **Section A. Officers Elected by Steering Committee**

Steering Committee officers shall be current, dues-paid members of the Libertarian Party who reside in the 7th CD. Members of the Steering Committee may also serve as officers.

Steering Committee officers shall be elected by the Steering Committee, and shall serve strictly at the pleasure of the Steering Committee.

The Steering Committee shall hold elections for all officer positions on January 1 and July 1 of every year. Officers serve until replacements are elected. Motions to hold early elections for all or some officers shall always be in order; immediate elections shall be held as a result of the passage of such motions; and such elections shall stand until the next regularly-scheduled election or until the next motion to hold elections passes.

"None of the Above" (NOTA) shall always be a choice in all District elections. Should NOTA receive a plurality, that office shall remain unfilled until the next election.

No officer shall enjoy voting rights unless they also hold an Article IV seat on the Committee; except an otherwise non-voting chairman may vote if his vote will change the outcome.

Officers elected by the Steering Committee shall include the following:

- District Chairman
- District First Vice Chairman - Operations
- District Second Vice-Chairman - Planning and Activities
- Secretary
- Treasurer
- Auditor

The Steering Committee may appoint other officers, as deemed necessary. Proper functioning of the Committee suggests the appointment of:

- Legal Counsel (who shall be an Attorney-at-Law licensed to practice within the Commonwealth of Virginia)
- Parliamentarian
- Sergeant at Arms
- Corresponding Secretary (to oversee correspondence as directed by the Steering Committee)
- Finance Chairman (who shall raise funds for District Committee projects and activities; and to assist the Treasurer in preparing the District Committee's budget);
- Publicity Chairman.

All officers appointed under this Section shall serve exclusively at the pleasure of the Steering Committee.

## **ARTICLE VI - Duties of Steering Committee Officers**

### **Section A. District Chairman**

The District Chairman shall:

1. Facilitate District Committee Conventions, and Steering Committee meetings, in a fair and impartial manner.
2. Carry out the stated will of the Steering Committee.
3. Act as the spokesman of the District Committee.
4. Transmit the official Call for meetings and conventions in accordance with the direction of the Steering Committee or these Bylaws.
5. Represent, in person or via a designated proxy, the District Committee on the State Central Committee of the Libertarian Party of Virginia.
6. Carry out such other duties as set forth in these Bylaws or as may be requested by the Steering Committee.

### **Section B. District First Vice Chairman - Operations**

The District First Vice Chairman-Operations shall:

- Assume the duties of the District Chairman during the disability of the District Chairman.
- Ensure that Steering Committee policies and directives are carried out by affiliated local committees, volunteers and/or employees, commensurate with achieving the goals of the District Committee;
- Carry out such other duties as set forth in these Bylaws or as may be requested by the Steering Committee.

### **Section C. District Second Vice-Chairman - Planning and Activities**

The District Second Vice Chairman-Planning and Activities shall:

1. Be responsible for programs and special projects as assigned by the Steering Committee; and shall ensure their initiation and completion.
2. Carry out such other duties as set forth in these Bylaws or as may be requested by the Steering Committee.

#### **Section D. Secretary**

The District Secretary shall:

1. Maintain the Official Records of the District Committee, to include the definitive:
  - Minutes of Steering Committee meetings and District Conventions;
  - Official version of these Bylaws.
2. Maintain attendance records and other data of the Committees as deemed necessary.
3. Advise, upon direction of the District Chairman, Steering Committee members when they have missed two consecutive meetings and/or conventions.
4. Maintain a database of Libertarian Party members, former members, and prospects residing within the 7th CD.
5. Assist the Chairman & Treasurer with official correspondence and the filing of documents.

#### **Section E. Treasurer**

The Treasurer shall:

1. Manage all financial affairs, including filing any necessary finance reports with the state or federal governments,
2. Keep proper records, which are to be open to inspection by any member of the District Committee at all reasonable times, and upon reasonable notice. The Treasurer shall deliver all official records in his possession to his successor within ten days of the expiration of his term.
3. Report, to the Steering Committee on a monthly basis, advising all members of the current status of the District Committee's finances;
4. Receive and disburse all funds, under the following conditions:
  - In accordance with an annual budget approved by the Steering Committee at a regularly called meeting, provided adequate funds are on hand to meet any priority obligations as established by such a budget;
  - By authority of the Steering Committee at a duly called meeting, provided a source of funds to meet other obligations is clearly identified;
  - Upon the authority of the District Chairman, the Treasurer shall also have the authority to make expenditures up to a total of \$100.00;
5. The Treasurer is empowered to open a bank account in the name of the 7th Congressional District of Virginia Libertarian Committee and make deposits and withdrawals from such account; and
6. Issue notices of assessments to all units, if any.
7. The Steering Committee shall have an audit conducted of the records of the Treasurer (Art. VI, Sec. F).

#### **Section E. Auditor**

The Steering Committee shall appoint two qualified persons to make an annual audit of the books and financial records of the Committee at the end of each fiscal year or whenever there is a change in the person holding the office of Treasurer. The Auditors shall report to the Steering Committee.

The Steering Committee shall name one of the two individuals as chairman of the Audit Committee.

The Fiscal Year of the District Committee shall be from January 1 of each year, through December 31 of the same year.

### **ARTICLE VII - Standing and Special Committees**

All "standing", "sub-", "ad-hoc" and "special" committees shall be established and appointed by the Steering Committee except that the Steering Committee may authorize the District Chairman to appoint such committees.

### **ARTICLE VIII - Conventions & Meetings**

#### **Annual District Convention:**

The Steering Committee shall issue a call to Convention for the entire District Committee once every year. The Agenda for such conventions shall include, but not be limited to, consideration of official Resolutions on current issues & events for transmission to the media & public, consideration of endorsing a candidate for 7th CD U.S. House, changes to these bylaws, consideration of a Platform or Program, and election of the two At-Large members of the Steering Committee.

#### **Member Petition Call to Convention:**

Any current District LP member may seek to call a District Convention. The Secretary shall provide mailing services to any petitioner who wishes to solicit petition signatures from members of the 7th CD within 7 days after the petitioner has provided the material & petition to be mailed.

The petitioner shall be responsible for collecting all replies to his call for a Convention; and, once sufficient signatures have been obtained, may then submit the petition to the Secretary.

To be valid, the petition must be signed by at least 5 or 5% (whichever is greater) of the 7th District's LP membership, and the petition must include a summary of the proposed Agenda items to be considered at such a Convention. Signatures are not required to be on separate sheets; post card or emailed/faxed responses shall qualify as well.

Within 7 days of receipt of such a submission, the Secretary shall transmit written notice of a District Committee Convention to all LP members of record within the District.

A member-called District Convention must take place within 21 days of receipt of the petition by the Secretary. The Steering Committee may specify the precise time, date, and location of such Convention, if the petitioners did not do so in their petition.

#### **Section A. Meeting Frequency**

The Steering Committee shall meet at least four times per year; but may meet more often if necessary.

The Steering Committee may propose, and set, meeting dates, times, and locations via written (mail, email, or fax) poll, or during an in-person meeting.

No single officer or voting member shall have the power to call meetings.

#### **Section B. Notice**

The Secretary shall send written notice of meetings of the Steering Committee at least seven days in advance. The notice shall include the proposed Agenda; and must be sent to the entire membership as recorded on the official membership list prepared and maintained by the Secretary.

#### **Section C. Attendance**

An officer of the Steering Committee automatically loses his position if he is absent from two (2) consecutive meetings without representation by a proxy.

#### **Section D. Quorum and Proxy**

##### **Steering Committee Meetings - Quorum**

A majority of the voting members (or their designated proxies) shall constitute a quorum for the transaction of business.  
Steering Committee Meetings - Proxies

The provision in Article IV-C shall not be construed to prohibit any member from assigning his proxy to another voting member and for the member carrying the proxy to then cast his own vote as well as the vote(s) of any proxies he carries.

A proxy given by any Steering Committee member shall be valid until revoked, and it may be revoked by the giver at any time.

Any person who acts as proxy for another must be a voting resident of the 7th Congressional District of Virginia, and must maintain uninterrupted membership in the Libertarian Party.

All proxies shall be in writing.

### **District Committee Convention - Quorum**

At least five (5) current Libertarian Party members who are residents of the 7th Congressional District shall constitute a quorum for a District Convention.

### **District Committee Convention: Proxies and Absentee Voting**

Proxies shall not be permitted at District Conventions.

## **Article IX - Adoption of Bylaws, Effective Date, Amendment, Conflicts, Disbanding, Definitions**

### **Section A. Adoption of Bylaws**

These bylaws shall become effective immediately upon their adoption by a two-thirds vote of the District members participating at the Organizing Convention.

### **Section B. Amendments**

These bylaws may be amended by a two-thirds vote of the voting members of the District Committee participating in the Convention. Amendments shall become effective immediately upon their adoption.

### **Section C. Suspension of Bylaws**

These bylaws may be suspended only upon a two-thirds vote of the voting members of the District Committee. Such a suspension continues only for the duration of the meeting at which the suspension was approved.

### **Section D. Conflicts**

The District Committee recognizes that at times, these Bylaws may conflict with certain provisions of the LPVA Constitution and Bylaws. The District Committee recognizes the right of District Members to govern District affairs as they feel appropriate, therefore, to the extent that there shall be a conflict, the provisions of these District Bylaws shall prevail.

Any provision within these Bylaws found to be in conflict with state or federal law shall have no force and effect; but such a conflict with one provision shall have no effect upon the validity of the other provisions within these Bylaws.

### **Section E. Disbanding**

This organization shall be considered to have ceased to exist or dissolved if no Convention is held for three consecutive years, or if no Steering Committee meeting is held for at least two years. Upon disbandment, any funds left in the Treasury shall be turned over to the Libertarian Party of Virginia, or to any organized local affiliate within the District, at the Treasurer's discretion.

### **Section F. Definitions**

1. "State Party", "Party", or "LPVA" means Libertarian Party of Virginia.
2. "State Party Plan" means Plan of Organization of the Libertarian Party of Virginia.
3. "State Central Committee" or "SCC" means State Central Committee of the Libertarian Party of Virginia.
4. "Congressional District" means the Election District for a member of the House of Representatives of the United States Congress.
5. "District" means Congressional District unless otherwise designated.

6. "Legislative District" means the Election District for a member of the House of Delegates or the State Senate of the Virginia General Assembly.
7. "District Committee" means Libertarian Congressional District Committee for each Congressional District.
8. "Legislative District Committee" means Libertarian District Committee for each State Senatorial District and each House of Delegates District as the context may require.
9. "County Committee" means County Committee for the Libertarian Party for each county.
10. "City Committee" means City Committee for the Libertarian Party for each City.
11. "Quadrennial District Convention" means the District Convention held in Presidential election years for the purposes of nominating an elector to the Electoral College and electing Delegates and Alternates to the Virginia Libertarian Convention.
12. "Biennial District Convention" means the District Convention held in Congressional election years and is the same as the Quadrennial District Convention in Presidential election years.
13. "Official Committees" are the State Central Committee, each District Committee, each Legislative District Committee, and each local Committee.
14. "Chairman", "Chairmen", "he", and "his", shall not be construed to denote gender.
15. "Organized" means an affiliated local Libertarian Committee that has at least a chairman and bylaws, and which has held elections within the last 18 months and is recognized by the LPVA as an official affiliate.
16. "Written" means an instrument of communication that is not transmitted orally. "Written" shall mean fax, email, or paper copy delivered by hand, via US Mail, or any other courier service. Where used, such as "a member must be provided written notice", "written" shall not be construed to mean that the method of transmission must be a paper copy transmitted via US Postal Service; but rather, any of the non-oral methods of transmission listed above.
17. "Signed" means an instrument of communication that bears either an original signature of the author of the documents, or a photocopy.
18. "Convention" is as defined in Robert's Rules of Order subject to the provisions of these Bylaws.
19. "Robert's Rules of Order" shall mean Robert's Rules of Order, Newly Revised, 10th Edition. Definitions not set forth above, to the extent found therein and where not otherwise inconsistent with these Bylaws, shall be those set forth in Robert's Rules of Order.

Adopted at the 7th Congressional District Convention, September 2, 2003

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**W**e, the undersigned hereby certify that we live in the 7<sup>th</sup> Congressional District, are members of the National Libertarian Party, accept the above bylaws of the Seventh Congressional District of Virginia Libertarian Committee. We request that the LPVA State Central Committee officially approves our affiliation with the Libertarian Party of Virginia.

Name	Address	LPID (office use)	Status	Registered
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# Addenda\*

\* Not part of the minutes or bylaws; just additional information.

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## At Large Members, elected by convention:

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*NOTE 1: Procedures for electing the two At-Large members of the Board are outlined in Article VIII.*

*NOTE 2: General membership meetings, where the membership is given the opportunity to elect the two at-large members of the Board, should happen once every year. The requirements are spelled out in Article VIII.*

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## Officers and committee heads, appointed by Executive Committee:

Chairman: -

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Treasurer: -

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Secretary: -

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*Note that the officers (chair, etc) can be replaced at any time at a Steering Committee meeting is in session; there is no set term. If the group has a general membership meeting in May 2008, and another one is called in September 2008, a motion by anyone on the floor who wanted to elect new officers members would be in order. The officers, therefore, serve at the pleasure of the Steering Committee.*

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## Precinct Captains:

(none yet)

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**7<sup>th</sup> District LP Employer Identification number (E.I.N.):**

**(none yet)**