

Henderson County Republican Party Plan of Organization

MARCH 29, 2025

PREAMBLE

In accordance with the North Carolina Republican Party State Plan of Organization (State Plan of Organization), the Henderson County Republican Party adopts this county Plan of Organization. In all cases the State Plan of Organization shall take precedence over this document.

- I Consistent with the State Plan of Organization, - County Executive Committee
 - A The County Executive Committee shall consist of the individuals listed below. The four Elected County officers and five members at large must be elected at the County Convention held in odd years. If the remaining membership is not elected at the convention, those will be considered vacancies and shall be filled by the Executive Committee at the first Executive Committee meeting.
 - B Four Elected County Officers (Chairman, Vice-Chairman, Secretary and Treasurer)
 - C Five (5) At-Large members who are exclusive of the other Executive Committee members elected to the County Executive Committee at the County Convention.
 - D County Finance Chair (appointed by the Chairman as per the State Plan of Organization.)
 - E Assistant Treasurer – The Chairman may appoint an Assistant Treasurer who must be approved by the Executive Committee at the next regular meeting. The Assistant Treasurer shall not have signing authority, however, will be responsible for bookkeeping duties and other tasks delegated by the Treasurer.
 - F The chairman of each organized precinct. In the event that the chairman of the precinct is not present at a meeting, then the next-highest ranking officer (Vice Chairman, then Secretary) shall be the voting representative.
 - G Volunteer Coordinator - The Chairman may appoint a Volunteer Coordinator who must be approved by the Executive Committee at the next regular meeting. The Volunteer Coordinator will manage volunteer recruitment and assignments with input from the Board and Executive Committee as appropriate.
 - H Assistant Secretary - The Chairman may appoint an Assistant Secretary who must be approved by the Executive Committee at the next regular meeting. The Assistant Secretary will take minutes at meetings when the Secretary is absent.
 - I The President of each of the following county Republican Clubs, who reside in Henderson County, provided the club is a member of the State Federated Club.
 - 1 Henderson County Republican Men's Club
 - 2 Henderson County Republican Women's Club
 - 3 Young Republicans
 - 4 Teen Age Republicans (non-voting member)
 - J The immediate past chairman who completed his term will be an ex-officio member for a maximum of one year after leaving office, unless he or she qualifies as one of the above and shall be entitled to vote.
 - K Elected officials in the following offices who are Republican and live in Henderson County

Henderson County Republican Party Plan of Organization

are voting members of the HCGOP Executive Committee. These members do not affect quorum requirements:

- 1 NC State House of Representatives
- 2 NC State Senate
- 3 NC Council of State
- 4 NC Congressional District 11 House of Representative
- 5 Henderson County Clerk of Court
- 6 District Attorney
- 7 County Commissioners
- 8 Sheriff
- 9 Registrar of Deeds
- 10 US Senate

L The Executive Committee shall not be expanded beyond the membership stated above.

M No person may have two positions. For example: if one of the elected officers is also a precinct chairman, then they will serve on the Executive Committee only as an elected officer. The Vice-Chairman of the precinct will fill the precinct position on the Executive Committee. The hierarchical order in which Executive Committee membership is determined is as follows: party officers, precinct chairmen, at-large members and club chairman. No person can serve as a Precinct Chairman and as an At-Large member.

N In order to transact business, a County Executive Committee meeting shall have a quorum of one quarter (25%) of the County Executive Committee (excluding elected public official who do not impact quorum count).

O Executive Committee Meetings

1 All meetings shall be run in compliance with the NCGOP and Henderson County GOP Plans of Organization. The current edition of Robert's Rules of Order Newly Revised shall govern all proceedings, except when inconsistent with this County Plan of Organization, County Convention Rules properly adopted or the NCGOP Plan of Organization.

2 The County Executive Committee shall meet once a month on the FIRST Thursday of the month unless otherwise voted on by the Executive Committee and notification of members by social media and electronic mail (e-mail) at least 10 days prior to the meeting. In the month of December, the meeting time and location will be at the discretion of the Executive Board, or may be cancelled at the discretion of the Executive Board. The Chairman shall be able to call a special Executive Committee meeting with notification of the membership at least 48 hours in advance.

P Executive Board Meetings

1 The Henderson County Republican Party establishes an Executive Board to transact the business of the Party between County Executive Committee Meetings. The Executive Board shall consist of the County Party Chair, Vice Chair, Secretary, Treasurer and Finance Committee Chair

Henderson County Republican Party Plan of Organization

- 2 The Executive Board must meet a minimum of once per month.
- 3 The Executive Board meetings may be scheduled as a regular meeting or called as needed. Notice of a called meeting must be announced by email, text or phone call to each of the Board members at least 24 hours prior to the meeting.
- 4 In order to transact business, an Executive Board meeting shall have a quorum of a majority of members present.

Q Duties of Officers,

- 1 Biennial Budget: The Chairman, in coordination with the Treasurer and other Officers, shall present a biennial budget for adoption by the Executive Committee no later than June of odd numbered years. The budget may be amended by the Executive Committee at any point should circumstances dictate. All expenditure should fall within the budget and should be approved by the County Executive Committee. Any proposed expenditures that either exceed the budgeted amount or fall outside the budget, must be approved by 2/3 vote of the Executive Committee, at the next regularly scheduled Executive Committee meeting that follows the Executive Committee meeting when the motion was made. Any contribution to a candidate or campaign requires a 2/3 vote of the Executive Committee.
- 2 The Treasurer shall pay all just debts contracted by the Executive Committee in a timely fashion.
- 3 The Treasurer and Chairman shall be the signatory powers on the Committee checking account. Neither Officer is allowed to sign a check made out to himself or herself.
- 4 At each Executive Committee Meeting, the Treasurer shall report to the Executive Committee all receipts and expenditures and provide a bank statement copy (account number blanked out) to verify the numbers in the report.
- 5 The Treasurer shall handle all banking transactions. (deposits, check issuance, etc.)
- 6 All disbursements shall be made from the Party's general fund account in the form of a properly signed check or debit card. If the County Party has a Building Fund Account, disbursements may be made from that account in the form of a properly signed check or debit card and in accordance with state laws.
- 7 Dual control will be maintained on all cash funds accepted during fund-raising events.
- 8 The Treasurer (or someone designated by the Treasurer) and at least one other party officer will count all funds and sign and date a statement of accounting, signifying consent, prior to departing the fund-raising event, unless the venue does not have proper facilities for privacy. In those cases, those designated to count the funds will arrange to meet immediately after the event at a new location to count the funds.
- 9 The Treasurer shall maintain actual receipts submitted for expenses, bank statements, statements of accounting, copies of NC State and federally mandated Board of Elections reports and any other financially pertinent document.
- 10 Subject to the limitations listed below, both the Chair and the Treasurer are authorized to sign all checks in payment for expenditures made by and on behalf of the Henderson County Republican Party, including, but not limited to, the operation of a Republican Party Headquarters, and such other expenditures as are approved by the Executive Committee in accordance with the provisions listed below.

Henderson County Republican Party Plan of Organization

- a Either the Chair or the Treasurer may execute checks or incur obligations for expenditures as stated above without other approval in cases where the expenditures do not exceed \$100.00, The Chairman and or Treasurer must, however, report and justify the expenditure at the next regular meeting of the Executive Committee. The Chairman and or Treasurer are limited to five such expenditure a month. After that limit has been reached, Executive Committee approval is required for additional expenditures.
 - b The Chair and the Treasurer jointly may execute checks or incur obligations for expenditures in excess of \$100.00, but not exceeding \$500.00. The Chairman and or Treasurer must, however, report and justify the expenditure at the next regular meeting of the Executive Committee. The Executive Board is limited to one such expenditure per month. After that limit has been reached, Executive Committee approval is required for additional expenditures.
 - c For expenditures or obligations in excess of \$500.00, approval of the Executive Committee must be had prior to the Chair and the Treasurer executing checks or incurring obligations for such amount.
- 11 All Elected Officers of the Executive Board including the Finance Chairman shall take the States Board of Elections Treasurer's Course within 30 days after taking Office.
 - 12 All Party financial records will be retained for no less than 3 years unless otherwise mandated by state or federal requirements.
 - 13 Precinct chairs are responsible for helping organize their precincts during elections: this includes getting volunteers to work at polls, party headquarters and any other reasonable party activities requested by the County Chairman.
 - 14 The Secretary shall keep attendance records in the form of a Sign-In sheet and issue a warning by electronic mail (e-mail) to any precinct chairman or At-Large members that has missed 2 consecutive Executive Meetings.
 - 15 Precinct Chairmen and Executive Committee At-Large members are expected to attend the monthly Executive Committee meeting. Being absent from 3 consecutive Executive Committee Meetings without an excused absence shall be deemed as resignation from that position. The Executive Board or the Chair may provide an excused absence if presented with a request with explanation by email or in writing prior to the meeting.
- II Pursuant to the State Plan of Organization, -- County Finance and Auditing Committees,
- A Finance Committee. The County Finance Committee shall be composed of the County Finance Chairman, the County Chairman, the County Vice-Chairman, the County Treasurer, and not less than 3 persons appointed by the County Chairman. They shall have active management of fundraising efforts within the County.
 - B Auditing Committee. The Auditor(s), appointed by the County Chairman (of at least 3 Members, of which who are not Member(s) of the Executive Board or County Finance Chairman will serve), shall conduct a yearly audit of the financial records of the County and report such audit to the County Executive Committee for approval. The audit will be completed the month prior to the Party's annual county convention.
 - C Standing Committees. The following committees may be established but not limited to:
 - 1 The Communications Committee, with a chairman appointed by the County Chairman, shall be responsible for all notices, ads, and press releases placed in the local media by

Henderson County Republican Party Plan of Organization

the Party, with the approval of the County Board and/or Executive Committee. It shall be responsible for maintaining the website and social media accounts.

- 2 Plan of Organization Committee. The Plan of Organization Committee, with a chairman appointed by the County Chairman, shall be responsible for timely review and revision of the Plan of Organization and suggested revisions of the Plan of Organization to the Executive Committee as needed.
- 3 Fundraising Committee. The Fundraising Committee, with a chairman appointed by the County Chairman, shall be responsible for the planning and execution of Party fundraising events. The Treasurer shall be an ad hoc member of the Fundraising Committee.
- 4 Events Committee. The Events Committee, with a chairman appointed by the County Chairman, shall be responsible for a Republican presence at all festivals, fairs, parades, etc. as approved by the Executive Committee.

III Annual Precinct Meetings and County Convention

- A Persons who are otherwise eligible to be a District and/or State Delegate but are unable to attend the Annual Precinct Meeting due to circumstances beyond your control such as illness, travel, work schedule, etc. must contact in writing or by email the County Chair with explanation at least 4 hours prior to their Precinct Meeting in order to be placed on the District and/ or State delegate list to be considered for election at County Convention.

IV Reimbursements

- A The Party has no obligation to reimburse Party officials for personal expenses regarding travel, meals, etc. Any such reimbursement must be initiated and approved by the Executive Board and subsequently approved by the Executive Committee prior to incurring the expense for each instance before any reimbursement can be made. Both the Executive Committee and the Executive Board must approve before this type of reimbursement is allowed.
- B Purchases made on behalf of the Party such as food, office supplies, stamps etc. must be preapproved by the HCGOP Chair if reimbursement is expected and receipts must be provided for reimbursement.
- C Receipts are needed in the event of a State Board of Elections audit and must be presented for any and all reimbursements.

V AMENDMENTS AND REVISIONS

- A The County Convention shall adopt a County Plan or amend the County Plan not inconsistent with the State Plan.
- B The County Plan approved at the County Convention shall be amended by the Executive Committee within ninety days after a State Convention, if necessary, to bring it into conformance with any amendments or any new State Plan adopted at the State Convention.
- C In the event that it is determined that the County Plan of Organization is not consistent with the State Party Plan of Organization, the County Executive Committee must at the next called meeting bring the County Plan of Organization into compliance with the State Party Plan of Organization per the following:
 - 1 The State Party has provided written documentation of the inconsistency.
 - 2 The Executive Committee is only authorized to change the County Plan to address the

Henderson County Republican Party Plan of Organization

documented inconsistency.

- 3 The County Executive Committee may amend the County Plan of Organization upon a 2/3 vote after providing written notice of the meeting advising members regarding the substance of the proposed amendment and provided a quorum is present.
 - 4 County Republican Party shall submit, by certified United States mail, return receipt requested, the County Plan of Organization, and amendments thereto, to the NCGOP State Headquarters Executive Director, Political Director, and District Chair within 30 days after their adoption.
 - 5 Changes to the County Plan made in this manner are considered to be in effect immediately, but must be approved at the next County Convention to remain in effect.
- D The Executive Committee may approve proposed changes to the Local Plan of Organization to present to the Convention, however all changes to the County Plan of Organization must be approved at the next County Convention in accordance with the NCGOP Plan of Organization before becoming accepted.