

**HENDERSON COUNTY REPUBLICAN PARTY  
PLAN OF ORGANIZATION  
March 28, 2026**

**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. The latest revised Robert's Rules of Order shall be the parliamentary authority in all matters, except when inconsistent with the State Plan or County Plan.

**ARTICLE I – COUNTY EXECUTIVE BOARD**

- A. In every odd-numbered year, the Henderson County Republican Party Convention shall elect the following Officers: County Chair, a County Vice-Chair, a County Secretary, and a County Treasurer who will serve as voting members of the Executive Board of the Henderson County Republican Party along with any other officers required to be on the County Executive Board by the State Plan of Organization.
- B. These Officers will continue to serve as Members of the County Executive Board for a term of 2 years or until their successors are elected. If a County Executive Board member no longer holds the office for any reason, they are considered automatically resigned from the County Executive Board.
- C. The County Executive Board is authorized to transact the business of the Henderson County Republican Party between meetings of the Executive Committee.
- D. The County Executive Board shall meet at least monthly at the call of the Chair with a minimum of 72-hour notice by text or email.
- E. A majority of Board members present shall constitute a quorum at County Executive Board meetings. A quorum of a simple majority is required for the Board to conduct business.

**ARTICLE II – DUTIES OF COUNTY OFFICERS**

The Officers are expected to fulfill all duties described in the NCGOP State Plan as well as any other duties necessary to execute Party Business.

**ARTICLE III – EXECUTIVE COMMITTEE**

- A. **MEMBERSHIP** The Voting members of Executive Committee of the Henderson County Republican Party shall be elected at the County Convention and consist of:
  - 1. The Executive Board of the Henderson County Republican Party
  - 2. All Precinct Chairs. Precinct chairs are expected to attend County Executive Committee meetings and are responsible for organizing their precincts. This includes recruiting new volunteers, voter registration drives, scheduling volunteers to work at polling places, and other reasonable party activities requested by the County Chairman.
  - 3. The Immediate Past County Chair for a maximum of one year after leaving office, unless he or she qualifies with another position.
  - 4. Five At Large Members elected by the County Convention. The At Large Members may not hold any other office or position that would otherwise qualify them to be on the

Executive Committee. The At Large Members will be considered automatically resigned if they miss three consecutive unexcused Executive Committee meetings.

5. Elected officials in the following offices who are Republican and live in Henderson County. These members shall not affect quorum:
  - i. NC State House of Representatives
  - ii. NC State Senate
  - iii. NC Council of State
  - iv. Congressional District Representative
  - v. Henderson County Clerk of Court
  - vi. District Attorney
  - vii. Henderson County Commissioners
  - viii. Henderson County Sheriff
  - ix. Henderson County Registrar of Deeds
  - x. US Senate
6. Positions appointed by and serving at the pleasure of the County Chair, and approved by vote of the Executive Committee:
  - i. Assistant Treasurer
  - ii. General Council/Election Integrity Officer
  - iii. Volunteer coordinator who is responsible for recruiting and assigning volunteers as needed, or as directed by the Chair or Executive Committee, to include office management responsibilities.
7. 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.
  - i. Henderson County Republican Men's Club
  - ii. Henderson County Republican Women's Club
  - iii. Henderson County Young Republicans
7. Any member not listed above required by the State Plan of Organization.
8. The Executive Committee Membership may not be increased beyond that specified herein.
9. Any qualifying unfilled office shall be treated like a vacancy on the Executive Committee and once that qualifying office is filled, that individual is automatically approved for Executive Committee membership.

B. NON-VOTING MEMBERS: Precinct Vice Chairs and Precinct Secretaries are non-voting members who may act on behalf of the Precinct Chair as described in Section D. below.

C. ELECTION OF MEMBERSHIP: A motion must be made at the odd year's Convention to elect those voting and non-voting members of the County Executive Committee listed in this County Plan who are not elected individually as officers or At Large Members and a vote to approve will be taken.

D. VOTING

1. Precinct Vice Chairs may vote if their Precinct Chair is absent. The Precinct Secretary may vote representing a precinct if the Precinct Chair and Vice Chair are both absent. The Precinct Chair is responsible for notifying the other precincts officers in the event the Precinct Chair will be absent.

2. A person who is on the County Executive Committee as an officer or an elected official and a Precinct Chair will vote as an officer or elected official allowing a Precinct Vice Chair or Secretary in the absence in the Vice Chair to vote.
3. Each member may only vote once.

#### D. NON-VOTING ADVISORS AND MEMBERS

1. Republican County Board of Election Members are non-voting advisors to the Executive Board and the Executive Committee.
2. Non-resident precinct administrators who are appointed to organize a precinct.

E. TERMS OF OFFICE: The terms of county and precinct officers shall begin immediately upon the adjournment of the meeting or the convention at which they were elected.

#### F. EXECUTIVE COMMITTEE MEETING

1. 25% of the committee's membership filled positions shall constitute a quorum at County Executive Committee meetings, excluding members cited in this plan as those who "shall not affect quorum".
2. The County Executive Committee shall hold regular monthly meetings on the first Thursday of the month at the call of the Chair for a minimum of 10 months a year. Exceptions must be approved by the County Executive Committee.
3. Additional meetings may be called as needed by the chair with notice per the State Plan guidance.
4. County Executive Committee members are required to inform the Secretary of any changes in their preferred email address or phone number. Failure to do so may result in self-initiated forfeiture of notification.
5. Meetings are called by emails notification. Any member of the committee who unsubscribes from the email service and does not resubscribe may not receive notice. At Large Members who miss three consecutive EC meetings will be automatically considered resigned even if they did not receive notice due to unsubscribing.

### ARTICLE IV – COUNTY CONVENTIONS

#### A. COUNTY CONVENTION

1. The County Chair shall set the date for the County Convention, and shall appoint, with the approval of the Executive Board, a Credentials Committee, a Nomination Committee in odd-numbered years, and such other committees, as necessary to the functioning of the County Convention.
  - i. The responsibilities of the Nomination Committee include
    1. Oversee the election of officers in odd years
    2. Meet with officer candidates to explain position responsibilities and verify eligibility. The Nomination Committee does not nominate candidates. Nominations for all officer positions will be taken from the convention floor.
    3. Provide names of all known candidates to all Precinct Chairs and post the names of the nominees at County Party Headquarters, website, social media sites and other publicly accessible sites at least two weeks in advance of the County Convention. Every officer candidate is encouraged to introduce himself or herself in person, prior to the convention, at the monthly meeting of the HCGOP Executive Committee at headquarters office

- ii. The responsibilities of the Credentialing Committee are:
  1. Establish a process for credentialing the delegates and alternates elected at the Precinct meetings and the County Convention
  2. Each year at the County Convention credential the delegates and alternates elected to the County Convention, District Convention, and State Convention.
  3. Provide Credentialing Committee Report at the County Convention
  
- B. Persons who are otherwise eligible to be a County, District and/or State Delegate or Alternate, but are unable to attend the County Convention due to circumstances beyond their control such as illness, travel, work schedule, etc. must contact in writing or by email the County Chair with explanation a minimum of 4 hours prior to the County Convention in order to be placed on the District and/ or State delegate or alternate list to be considered for election at County Convention. Members physically present will be seated as delegates first, then those not in attendance if the state allotments have not been exceeded.
  
- C. The credentialed delegate and alternate list for County, District and State Conventions and associated forms shall be kept in the County Office under the responsibility of the County Secretary.

**ARTICLE V – REQUIREMENTS FOR OFFICE**

The County Chair, County Vice-Chair, County Secretary and County Treasurer must be a legal citizen of the United States and a registered Republican.

**ARTICLE VI – FINANCIAL CONSIDERATIONS**

- A. The County Chair, in coordination with the County Treasurer and other County Board members, shall present a biennial budget for adoption by the County 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. This budget is to serve as a guideline for fundraising and spending but does not constitute spending approvals.
  
- B. All elected Officers of the Executive Board and the Finance Chair shall take the NCSBE Campaign Finance Mandatory Compliance Training within 60 days after taking Office.
  
- C. All disbursements shall be made from the Party's General Fund account or Building Fund in the form of a properly signed check or debit card and in accordance with state laws.
  
- D. Treasurer shall maintain at the County Office original receipts and invoices 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. A copy of all financial documents may be separately maintained.

- E. On a monthly basis, the County Chair shall be provided by the Treasurer a complete digital backup of all the CFS data that has been entered for the County Republican Party.
- F. All deposits must be made by either the County Chair or Treasurer, and only after verification of required accounting for the funds
- G. At each County Executive Committee Meeting, the Treasurer shall report all receipts and expenditures and provide a bank statement copy (account number blanked out) to verify the numbers in the report.
- H. An Audit Committee shall be appointed by the Chair and approved by the County Executive Committee by June of odd years. The Audit Committee shall perform periodic audits of financial records, bank statements, and campaign finance reports at least annually or on the judgement of the Audit Committee, after the filing of each campaign finance report.
- I. Provisions for Events
  - 1. Dual control will be maintained on all cash funds accepted during fund-raising events
  - 2. 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 suitable location to count the funds.
- J. 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 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.
  - 1. Either the Chair or the Treasurer may execute checks or incur obligations for expenditures as stated above without other approval in cases where the expenditure does 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 expenditures a month. After that limit has been reached, Executive Committee approval is required prior to additional expenditures in that month.
  - 2. Neither the Treasurer nor Chair is allowed to sign a check made out to himself or herself.
  - 3. 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 Chair 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 prior approval is required for additional expenditures in that month.
  - 4. For expenditure or obligations more than \$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.

5. Certain established reoccurring expenses required to operate an office are considered essential expenses and do not require separate Executive Committee approval. These expenses would include insurance, electric bill, contracted phone/IT infrastructure, rent, fire inspection fee, and fire extinguishers purchases. Any discretionary changes made to such monthly financial obligations require pre-approval by the Executive Committee.
6. All such obligations shall be paid by the Treasurer in a timely manner.

K. Reimbursements

1. The Party has no obligation to reimburse any personal expenses regarding travel, meals, etc.
2. Reimbursement for purchases made on behalf of the Party such as food, office supplies, stamps etc. must be preapproved by the County Chair, County Treasurer or County Executive Committee within the limits specified within this Plan.
3. Receipts are required for a State Board of Elections audit. Receipts must be presented for any and all reimbursements before approved reimbursements will be made.

- L. Financial records retention shall be maintained in accordance with the State Board of Elections requirements, and no less than four years.

**ARTICLE VII – AMENDMENTS AND REVISIONS**

- A. The County Convention shall adopt or amend this plan in a manner not inconsistent with the North Carolina State Republican Party Plan.

- B. The County Plan of Organization 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 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 authorized written documentation of the inconsistency.
2. The Executive Committee is only authorized to change the County Plan of Organization to address the documented inconsistency. The remainder of the County Plan of Organization shall remain unchanged.
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 of Organization 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 County 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 State Plan of Organization before becoming accepted.

#### **ARTICLE VIII – TRANSITION RULES**

**Effective Date.** This County Plan of Organization shall be effective upon the adjournment of the County Convention at which it is approved with the exception of County Board and/or Executive Committee Membership changes. Members of the County Board and/or Executive Committee will remain on the Committee for the duration of their term as defined by the Plan in effect at the time the office was taken.