



DISTRICT & COUNTY OFFICER'S ASSOCIATION

PLAN OF ORGANIZATION

As adopted by the members on August 23, 2025

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DISTRICT & COUNTY OFFICER’S ASSOCIATION (DCOA)

PLAN OF ORGANIZATION

PREAMBLE

We, the North Carolina Republican Party district and County Officer’s Association, dedicated to the sound principles fostered by that Party, conscious of our civic responsibilities and rights, firm in our determination to preserving the American principle that government must be of all the people, by all the people, and for all the people, do hereby establish this Plan of Organization of the North Carolina Republican Party District & County Officer’s Association.

Effective with the acceptance of these changes, the name of the organization shall be known as the “District and County Officer’s Association (DCOA).” Any reference to “Organization” or “Association” shall mean the DCOA, and “Party” shall mean the Republican Party.

MISSION STATEMENT

To increase the effectiveness of District and County Officers in the cause of good government through training, communication, and informed participation in the political process. To provide Party officials with support for the aims and objectives of the North Carolina Republican Party.

ARTICLE I – MEMBERSHIP AND DUES

A. Eligibility

All Republican Party Chairmen, Vice-Chairmen, Secretaries, and Treasurers, present and past, in the one hundred (100) counties and fourteen (14) Congressional Districts of North Carolina shall be eligible to join and participate in the official affairs of the organization. The DCOA Board reserves the right to verify a member’s eligibility by requesting confirmation from the State Party.

B. Associate Members

Party members and activists who have not served in the roles listed above may join as non-voting Associate members. Associate members may attend general meetings and take part in training and communications efforts but may not vote or hold office.

C. Dues

The Executive Committee shall annually set dues, and they shall be documented in the minutes of the meeting at which they are determined. In order to participate in business at the Annual Meeting, dues must be paid on or before the registration deadline. Funds collected by the Association shall be used only for the maintenance of the Association and will not be used in direct support of any candidate. Any other uses of the funds must be approved by a two-thirds (2/3) vote of the Executive Committee.

ARTICLE II – OFFICERS, EXECUTIVE COMMITTEE, APPOINTEES AND THEIR DUTIES

A. Executive Board

The Executive Board shall consist of the elected officers of the Association and the Communications Director. The elected officers shall include a Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. These officers shall be elected to a two-year term of office at the Odd-Year Annual Meeting by a majority vote of eligible members.

To be eligible for election as an officer, an individual must be a current or former Chairman, Vice-Chairman, Secretary, or Treasurer of a North Carolina Republican County Party or District Party and must be a dues-paying member in good standing of the Association.

1. Chairman

The Chairman, with the advice and consent of the Executive Committee, shall have general supervision of the affairs of the Organization. The Chairman shall call meetings of the Executive Committee and the general membership, and shall preside at all meetings. The Chairman is authorized to spend up to \$500 on routine operational expenses without prior approval. Any disbursements exceeding this amount must receive prior approval from the Executive Committee.

The Chairman shall appoint all necessary committees, to include a Credentials Committee and an Audit Committee, as well as any temporary officers needed to conduct the business of the Annual Meeting. With the advice and consent of the Executive Committee, the Chairman may appoint a Communications Director. The Chairman shall be an ex-officio member of all committees of the Association unless otherwise designated.

The Chairman shall act as a liaison with Congressional District and State Party officers concerning matters involving the Association, and when requested, shall assist County Parties in strengthening local organizations, grassroots development, and training efforts.

2. Vice-Chairman

The Vice-Chairman shall act as Chairman in the absence of the Chairman and perform duties assigned by the Executive Committee. The Vice-Chairman shall be an ex-officio member of all committees, unless otherwise designated.

3. Secretary

The Secretary shall maintain accurate records and minutes of all minutes of all meetings, as well as a current roster of all members in good standing. The Secretary shall provide the Communications Director with the updated, as needed. These records shall be made available to members. Additionally; the Secretary shall maintain a current list of willing and qualified Association Trainers as defined in this Plan and ensure that the Executive Committee has access to this list for purposes of planning and coordinating training efforts.

4. Assistant Secretary

The Assistant Secretary shall assist the Secretary with maintaining accurate records and membership rosters and shall perform the Secretary's duties in their absence or at the direction of the Executive Committee.

5. Treasurer

The Treasurer shall receive and disburse all Association funds in accordance with the Executive Committee authorization, make finance reports at all meetings, and file required reports with the NC State Board of Elections. Receipts for disbursements shall be available, upon request, to the Executive Committee. The Treasurer shall also maintain a record of members who have paid dues for the current year and provide the Secretary with updates to membership status as appropriate.

6. Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer as necessary and shall act as the Treasurer in the absence of the Treasurer.

B. Executive Committee

The Executive Committee shall consist of all officers elected at the Annual Meeting, the Communications Director, and one representative from each of the Congressional Districts in the State.

The Executive Committee shall cooperate with District and State Committees in all elections, encourage qualified candidates for office at the local and state level, and assist in managing the affairs of the Association. It shall have the power to set annual dues and establish committees as needed.

1. District Representatives

District Representatives, hereinafter referred to as “Representative,” must be active in their respective Districts and shall be elected at the Odd-Numbered Year Congressional District Convention or, at the discretion of the District, at the first called District Executive Committee meeting after said Congressional District Convention, and shall be by a majority vote of those attending the Convention or meeting. To be eligible for election to the Executive Committee, a member must have previously served as a County or District Officer. District Representatives shall serve as the primary training coordinators for their respective Congressional Districts. They will work to facilitate training opportunities, identify needs within their districts, and support implementation of official Association training programs. The Representative shall be deemed, upon election, a regular member of the Association with voting privileges.

2. NC Republican Party Vice Chairman

The Vice Chairman of the North Carolina Republican Party shall serve as an ex-officio, non-voting member of the Executive Committee. However, in the event of a tie, the Vice Chairman may cast the deciding vote. They may act as a liaison between the Association and the State Party and serve as the point of contact for accessing NCGOP training materials and resources.

C. Appointed Positions

1. Communications Director

The Communications Director, appointed by the Chairman and approved by the Executive Committee, shall be responsible for managing all internal and external communications, including press releases, social media, newsletters, and website content. They shall ensure consistent messaging, promote Association events and initiatives, and serve as the primary media liaison. The Communications Director shall have a vote on the Executive Board and Executive Committee.

2. Auditing Committee

The Auditing Committee shall be nominated by the Chairman and approved by the Executive Committee. The Committee shall conduct a yearly review of the financial records and report its findings to the Executive Committee. The review to be conducted shall be of the type and nature that the Auditing Committee, in its discretion, deems appropriate. The Chairman of the Auditing Committee is not a voting member of the Executive Committee unless they independently qualify under Article II.B. of this Plan.

3. Credentials Committee

The Credentials Committee shall be appointed by the Chairman and shall serve as a temporary committee responsible for verifying the eligibility of members to participate in the Annual Meeting.

Members of the Credentials Committee shall not be eligible to run for an officer or executive committee position during the Annual Meeting at which they serve. Additionally, they shall not publicly endorse or support any candidate seeking election at that meeting, other than casting a vote by secret ballot should they be eligible.

Committee members are expected to uphold the highest standards of integrity by conducting all committee business with impartiality and strict neutrality regarding all matters and elections before the body.

D. Association Trainers

Any member in good standing may serve as an Association Trainer, provided they have either served as a County or District officer or have received sufficient training as determined by the Executive Committee. Trainers may be called upon to travel to counties and districts to deliver specialized instruction in accordance with the Association's officially published training curriculum, at their own expense unless prior approval of the Executive Board is received. Trainers are not voting members of the Executive Committee unless they independently qualify under Article II.B. of this Plan.

E. Meetings

1. Executive Committee

The Executive Committee shall meet at least twice annually, or upon the call of the Chairman, after giving ten (10) days' notice to all members, or upon a similar call of one-third (1/3) of the Executive Committee. Additional meetings of the membership may be called by the Chairman with ten (10) days' notice.

2. Annual Meeting

The general membership shall meet for the Annual Meeting at least once a year, and that meeting may be held at the NCGOP State Convention, at the call of the Chairman provided proper notice is given no less than twenty (20) days prior. The business to be conducted at the Annual Meeting shall include the election of Association officers at the odd-numbered year meeting, the consideration of any proposed amendments to this Plan, and any other business that may be brought forth from the floor.

3. General Membership

Additional meetings of the general membership may be held as called by the Chairman, with the approval of the Executive Committee, after giving ten (10) days' notice to all members, or upon a similar call of one-third (1/3) of the general membership.

4. Electronic Meetings

Any committee created pursuant to this Plan may meet by means of telephone or other electronic conference software, so long as it allows all participants in the meeting to simultaneously hear each other and contribute to the business. Should the meeting be in person and electronic, any person participating in such meeting shall be deemed present.

5. Action Without Meeting

Action required or permitted to be taken at a meeting of any committee created under this Plan may be taken without a meeting if all members of the committee consent in writing. The written consent must describe the action taken and signed by each member of the appropriate committee, either before or after the action. The consent shall be included in the official minutes or filed with the committee records. Such action is effective when the last committee members sign the consent unless a different effective date is specified. The unanimous written consent has the effect of a meeting vote and may be described as such in any Association document.

F. Quorum

1. Executive Board and Executive Committee

Except as otherwise indicated, a quorum of thirty-three percent (33%) of the total voting membership must be present to conduct official business at any meeting of the Executive Board or Executive Committee.

2. General Membership

Except as otherwise indicated, a quorum of twenty percent (20%) of the total voting membership must be present to conduct official business at any meeting of the Executive Board or Executive Committee.

ARTICLE III – VACANCIES, REMOVALS, AND RESIGNATIONS

A. Officer Vacancies

In the event of the death, resignation, discontinuance of resident, or removal of any officer, the Executive Committee shall fill the vacancy at its next meeting.

B. Executive Committee Vacancies

In the event of a vacancy in a District elected Executive Committee position, for reasons outlined therein, the affected Congressional District shall choose a replacement at its next meeting, pursuant to the procedures outlined in the respective District's Plan of Organization.

Procedures to fill a vacancy in an appointed position, such as Auditing Committee Chairman or Communications Director, shall follow the same process as the original appointment, including any required approvals by the Executive Committee or the appointing authority as defined in this Plan.

C. Removals

Any officer or Executive Committee member may be removed by a two-thirds (2/3) vote of the Executive Committee following written notice of charges signed by at least one-third (1/3) of the committee and after a 30-day opportunity to respond. Grounds for removal shall be confined to gross inefficiency, party disloyalty, or failure to comply with this Plan.

D. Resignations

1. Candidacy for Public Office

Any elected officer who announces or files to run for public office is deemed to have resigned their position, effective seven days after the close of filing. The vacancy shall be filled according to the provisions in Article II.A of this Plan.

2. Felony Convictions

Any officer or Executive Committee member convicted of a felony, defined as the conviction of or the entering of a guilty plea, an Alford plea, or a plea of no contest to a felony, shall be automatically removed. Each member shall have the affirmative duty to inform the Chairman in writing immediately upon their conviction of a felony; provided that failure of a member to provide such notification shall not delay, prevent, or restrict the expulsion of such member from such position. The vacancy shall be filled pursuant to the procedures outlined herein.

E. Notification of Vacancies

It shall be the duty of the Chairman to transmit notice of known Officer and Executive Committee vacancies to those persons having authority over such appointments.

F. Appeals

Appeals may be submitted to the Appeals Committee, consisting of the Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and one member of the Executive Committee to be elected by the members of the Executive Committee. A quorum of four (4) may conduct business; if the appellant is an officer, their position shall be considered vacant and filled by an Executive Committee member appointed by the presiding officer of the committee.

G. Party Disloyalty

For the purposes of this Plan, “Party Disloyalty” is defined as actively supporting a candidate of another party or an independent candidate opposing a Republican nominee.

ARTICLE IV – OFFICIAL RECORDS

Minutes shall be kept by all committees and at all meetings where official actions are taken by the Association, and copies shall be provided to members upon request.

ARTICLE V – AMENDMENTS

This Plan may be amended by a majority vote at any general membership meeting where a quorum of one-third of the members is present. Members of the Executive Committee may propose amendments. Any proposed amendment to the Plan of Organization must be submitted to the Secretary at least twenty (20) days prior to the meeting.

ARTICLE VI – GENERAL PROVISIONS

A. Proxy Voting

Proxy voting is prohibited at all meetings of the DCOA held pursuant to this Plan.

B. Loans and Budgeting

Officers and committee members may not initiate loans or exceed budgeted expenditures without Executive Committee approval.

C. Primary Neutrality

All officers and committee members shall refrain from using their positions in the Association to influence Republican primaries for public office at any level. The Association and its committees shall not make endorsements in Republican primaries.

D. Additional Rules

The Association may adopt additional rules as necessary to accomplish its goals and objectives. These rules may be established by the Executive Board with the approval of the Executive Committee, provided they are not inconsistent with this Plan of Organization. Any such rules shall be appended as an official addendum to this Plan.

1. Addendum A: Robert Rector Volunteer of the Year Award

E. Gender and Number Usage

Masculine terms include feminine, and singular includes plural where appropriate.

F. Notice

“Notice” includes, but is not limited to, mail, phone, fax, or email, and the time and date shall be documented by the individual or committee giving such notice. Notice must be delivered in a manner calculated to inform the intended recipient. Unless otherwise noted in this Plan, proper notice for all actions of the Association shall be no less than ten (10) days prior to said action.

G. Parliamentary Authority

The current edition of *Robert’s Rules of Order Newly Revised* shall govern all proceedings, except when inconsistent with this Plan or Rules properly adopted.

H. Effective Date

This Plan of Organization becomes effective upon adjournment of the Association Meeting at which it is adopted, repeals, and supersedes prior rules, except as specifically noted. Such an adoption shall not affect the term of those office holders at the time of the adoption of this Plan.

The NC District & County Officer's Association adopted this Plan on August 23rd, 2025, in Asheboro, NC.

Mark Edwards
Chairman, NC DCOA

Sarah Wetherby
Secretary, NC DCOA

ADDENDUM A: ROBERT RECTOR VOLUNTEER OF THE YEAR AWARD

The following Standing Rules govern the establishment and presentation of the Robert Rector Volunteer of the Year Award:

A. Award Selection and Presentation

The Executive Committee of the North Carolina District and County Chairman's Officer's Association shall annually select one outstanding volunteer to receive the "Robert Rector Volunteer of the Year Award" The award shall be presented during the Annual Meeting of the Association, or during the North Carolina Republican State Convention, if authorized by the State Party.

B. Eligibility

No current elected officer of the Association shall be eligible to receive this award. Nominees may have previously served as an officer or was a candidate for such positions in the past.

C. Nomination Process

Any member of the North Carolina District and County Chairman's Officer's Association Executive Committee may nominate an individual to be considered for this award by submitting a nomination to to the Executive Committee. The nomination must include the following supporting details:

1. Residency and Service: Certification that the nominee is currently a volunteer residing in North Carolina and has maintained such residency for at least two (2) years.
2. Record of Service: A description of the nominee's volunteer service at the county, district, state, and national levels within Republican organizations. This may include auxiliary organizations, Party committees, appointments by Party or its Public Officials. The nomination should also explain how the nominee's activities and leadership have directly contributed to the growth of the Republican Party and furthered basic Republican principles and goals.
3. Prior Leadership: The nominee must have served as a County or District Officer in North Carolina, although they do not need to hold that position at the time of nomination.

D. Default Nomination Authority

In the event that no nominations meeting the above criteria are received it shall be the responsibility of the Executive Board to nominate and select the recipient of the award.

E. Award Procurement and Recognition

The Chairman of the North Carolina District and County Chairman's Officer's Association may delegate the responsibility of procuring a suitable award plaque to another officer or a past chairman. This includes obtaining a brass nameplate for the honoree to be affixed to the permanent "Robert Rector Volunteer of the Year" plaque, which is displayed at the North Carolina Republican Headquarters in Raleigh. All expenses incurred shall be reimbursed from funds designated in the NC DCOA Treasury.

F. Amendments and Incorporation

This Standing Rule shall be appended to the Plan of Organization of the NC DCOA and may be amended pursuant to the Plan by a majority vote of the Executive Committee, or during the Annual Meeting.