

**DISTRICT & COUNTY OFFICER'S ASSOCIATION
(DCOA)**

PLAN OF ORGANIZATION

PREAMBLE

We, the Republican Party District and County Officers in North Carolina, dedicated to the sound principles fostered by that Party, conscious of our civic responsibilities and rights, firm in our determination to give our strength to preserving the American principle that government ought and must be of all the people, by all the people and for all the people do, for the purpose of uniting and coordinating our efforts for maximum power and efficiency, herewith, establish this instrument, The Plan of Organization of the North Carolina Republican Party District & County Officer's Association. Effective with acceptance of these changes the name of the organization shall be known as the "District and County Officers Association (DCOA)"

MISSION STATEMENT

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

ARTICLE I

MEMBERSHIP AND DUES

1. 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 District & County Chairman's Association in accordance with the provisions as set forth in the Plan of Organization.
 - A. Republican officials who are not chairman, vice-chairman, secretaries, or treasurers of the (100) County and (14) District parties and party activists are eligible for Associate, non-voting membership in the Association.
 - B. Annual dues will be determined by the Executive Committee. In order to participate in business at the Annual meeting, dues must be paid on or before the registration deadline of the Annual Meeting. Dues collected by the Association will be used only for the maintenance of the Association and will not be used in direct support of any candidate. Other uses of the funds may be determined by a vote of two-thirds (2/3) majority of the Executive committee.

ARTICLE II

OFFICERS

The Officers of the North Carolina Republican District & County Officers Association (hereafter referred to as the Association) shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, and an Assistant Treasurer. These officers shall be elected to a two-year term of office at the Odd Year Annual Meeting of voting members in good standing of the Association. Eligibility to serve as officers shall include present and past chairmen, vice chairmen, secretaries, or treasurers of the (100) counties and the (14) Congressional Districts of the NC Republican Party. Election shall be by majority vote of those

voting members in good standing in attendance at the Annual Meeting. The Chairman of the Association shall call the meeting to order or in his absence the Vice-Chairman shall act. The Chairman or in his absence the Vice-Chairman shall have the power to appoint the necessary committees and temporary officers at or before the convening of the meeting. This shall include a credentials committee, which shall be appointed and oversee the credentials for the Annual Meeting.

EXECUTIVE COMMITTEE

The Executive Committee of the Association shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and Assistant Treasurer and one member from each of the Congressional Districts in the State. The Congressional District members of the Executive Committee must be active in the affairs of said District and shall be chosen in a caucus to be held at the Biennial Congressional District conventions by those eligible for regular membership in the Association or, in the discretion of the district, in a district executive committee meeting. Election shall be by majority vote of those attending the caucus or meeting. The Congressional District member shall be deemed, upon selection by the Congressional District convention or meeting, a regular member with voting privileges.

ARTICLE III

POWERS AND DUTIES OF THE OFFICERS, EXECUTIVE COMMITTEE AND AUDITING COMMITTEE

EXECUTIVE COMMITTEE

The Executive committee of the Association shall cooperate with District and State Committees in all elections, encourage qualified candidates for office at the local and state level and be an active partner in the management of the Association. The Executive Committee shall have the power to establish annual dues for members of the Association and to establish such committees as it deems relevant.

AUDITING COMMITTEE

The members of the Auditing Committee shall be nominated by the Chairman and the names shall be presented for the advice and consent of the Executive Committee. The Auditing Committee, once approved, shall conduct a yearly review of the financial records of the Association and report such review to the Executive Committee for approval. The review to be conducted shall be of the type and nature which the Auditing Committee, in its discretion, deems appropriate.

MEETINGS

The Executive Committee of the Association shall meet at least twice annually or on 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 membership of the Executive Committee. One meeting may be held annually at the State Convention and other meetings will be held as designated by the Officers of the Association.

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. Additional meetings of the general membership may be held as called by 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.

CHAIRMAN

The Chairman of the Association, 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 as well as meetings of the general membership. The Chairman shall preside at all meetings of the Executive Committee and shall have the power to appoint necessary committees. The Chairman, with the advice and consent of the other elected officers, may appoint a Communications Director who shall have a vote on the Executive Committee. The Chairman shall appoint an Auditing Committee. The Chairman shall cooperate with Congressional District and State Party officers concerning matters involving the Association and assist those officers (when called upon) in matters of county party organization. The Chairman of the Association shall also assist county parties, when requested, in matters of local party organization in efforts to strengthen grassroots party building activities and training. The Chairman shall be an Ex-Officio member of all committees of the Association unless otherwise designated.

VICE-CHAIRMAN

The Vice-Chairman of the Association shall function as Chairman in the absence of the Chairman and shall exercise such other duties as may be prescribed by the Executive Committee. The Vice-Chairman shall be an Ex-Officio member of committees unless otherwise designated.

SECRETARY

The Secretary of the Association shall keep all minutes and records of the Association and maintain a roster of all members in good standing. Such records shall be available, upon request, to all members of the Association.

TREASURER

The Treasurer of the Association shall receive and disperse all funds of the Association as authorized by the Executive Committee and make a financial report at all Executive Committee meetings. The Treasurer is also responsible for filing all required reports to the NC State Board of Elections in a timely manner. The Treasurer of the Association is authorized to disburse, without prior authorization from the DCOA Officers, up to \$250.00 for the maintenance of the Association. Receipt for said disbursement shall be available, upon request, to the Executive Committee of the Association.

ASSISTANT TREASURER

The Assistant Treasurer of the Association will assist the Treasurer of the Association with any assistance deemed necessary by the Executive Committee of the Association, at the request of the Treasurer. The Assistant Treasurer must follow the same guidelines as the Treasurer, set forth in The Plan of Organization. The Assistant Treasurer shall be a voting member of the Executive Committee.

COMMUNICATIONS DIRECTOR

The Communications Director shall with the approval of the Officers of the DCOA keep the social media pages updated and perform other duties upon direction of the Officers of the DCOA.

ARTICLE IV

VACANCIES AND REMOVALS

A. OFFICERS OF THE ASSOCIATION

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

B. MEMBERS OF THE EXECUTIVE COMMITTEE

In the event of a vacancy or in the case of the death, resignation, discontinuance of residence or removal of any member of the Executive Committee, the Executive Committee from that Congressional District shall choose a replacement at the following meeting of the Congressional District Executive Committee.

C. REMOVAL OF OFFICERS OR MEMBERS OF THE EXECUTIVE COMMITTEE

Any officer or member of the Executive Committee of the Association may be removed by a two-thirds (2/3) majority vote of the Executive Committee after being furnished with notice of the charges against him signed by not less than one-third (1/3) of the members of the committee and allowing at least thirty (30) days to appear and defend himself; provided further that said cause of removal shall be confined to gross inefficiency, Party disloyalty or failure to act in compliance with The Plan of Organization of the Association. Such removal may be appealed to the Association Appeals Committee within twenty (20) days and their decision shall be final.

The Appeals Committee shall consist of the Chairman, Vice Chairman, Secretary and Treasurer of the Association. A quorum of three of the four officers shall be permitted to conduct the business of the Appeals Committee. If the person bringing the appeal is an officer, that person shall abstain from any participation in, or decision-making of, the Appeals Committee in that case. In that situation, the remaining officers shall act as the Appeals Committee.

For the purposes of the Plan of Organization, "Party Disloyalty" shall be defined as actively supporting a candidate of another party, or an independent candidate running against a nominee of the Republican Party.

ARTICLE V

OFFICIAL RECORDS

Minutes shall be kept by all committees and at all conventions where official actions are taken by the Association and copies provided to appropriate party officials upon request.

ARTICLE VI

AMENDING THE PLAN OF ORGANIZATION

The Plan of Organization of the Association may be amended by majority vote of any general membership meeting of the Association at which a quorum is present. A quorum shall consist of one-third (1/3) of the membership with no proxy voting. Amendments may also be proposed by the Executive Committee to the general membership. Any proposed amendment to the Plan of Organization

should be received by the Secretary of the Association at least ten (10) days prior to the general meeting of the Association.

ARTICLE VII

PROXY VOTING AND OTHER ADMINISTRATIVE MATTERS

- A. No proxy voting shall be allowed at any meeting or convention held pursuant to this Plan.
- B. No member of a credentials committee created by this Plan shall be eligible to be elected to an officer or executive committee position at the convention for which the credentials committee serves, nor shall a committee member publicly support anyone for an office to be elected by said Association meeting. Members of credentials committees shall strive to maintain the integrity of the committee by conducting the business of the committee with impartiality and strict neutrality on the business and elections of said Association meeting.
- C. Automatically upon a Member's conviction (as defined below) of a felony after election to the Association Executive Committee or as an Officer of the Association, the Member's seat shall be declared vacant. This shall occur immediately and shall be effective upon such conviction and without the need for any further action. Each Association Member shall have the affirmative duty to inform the Chairman in writing immediately upon his conviction of a felony; provided that the failure of a Member to so notify the Chairman in writing shall not delay, prevent, or restrict the expulsion of such Member from such elected position in accordance with this Section. For the purposes hereof, a "conviction" shall be defined as the conviction of or the entering of a guilty plea, an Alford plea, or a plea of no contest to a felony.
- D. No officer, staff or member of the Association shall cause the Association to undertake a loan without the prior approval of the Executive Committee.
- E. No Association Officer shall exceed approved total budgeted expenditures without approval from the Executive Committee.
- F. It shall be the duty of the Chairman to transmit notice of known Executive Committee vacancies to those persons having jurisdiction over such appointments.
- G. **REFRAIN FROM UTILIZING POWERS OF OFFICE IN REPUBLICAN PRIMARY**

Each Officer and each Member of any Committee created pursuant to this Plan of Organization shall refrain from utilizing the powers and dignity of his or her office or position in any Republican Primary for public office at any level.

No Committee created pursuant to this Plan of Organization shall make or issue, in any way, manner or form, any endorsement in any Republican Primary for public office.
- H. In the event that the Chairman or Vice Chairman of this Association shall announce his intentions to run for public office or shall file a notice of candidacy with the Board of Elections, that person shall be deemed to have resigned his office within the Association, effective seven days after the close of filing, and the then-existing vacancy shall be filled as provided for herein.
- I. "Notice" as used in this plan shall be defined as the actual providing of the required information to the intended recipient by direct means which are substantially likely to inform the recipient.

“Notice” can include, but is not limited to, US Mail First Class postage prepaid, telephonic communications, telefacsimile transmissions, and/or email. Any individual providing notice pursuant to the Plan shall document the time and manner of providing notice in the event a challenge to providing proper notice arises.

- J. The Chairman of any committee organized under this Plan may permit one (1) or more members of such committee to participate in a meeting of such committee by means of a telephone or other electronic conference call that allows all persons participating in the meeting to simultaneously hear each other during the meeting, and such participation in a meeting shall be deemed present in person at such meeting.
- K. Action required or permitted to be taken at a meeting of any committee organized under this Plan may be taken without a meeting by unanimous written consent of all members of such committee. The action must be evidenced by one or more written consents signed by each member of such committee before or after such action, describing the action taken, and included in the minutes or filed with the committee’s records. Action so taken is effective when the last member of such committee signs such consent unless the consent specifies a different effective date. Such consent has the effect of a meeting vote and may be described as such in any document.
- L. The masculine pronoun or title herein includes the feminine, and the singular herein includes the plural, wherever appropriate.
- M. This Plan of Organization shall become effective and repeal and supersede all other rules, except as specifically noted, immediately following adjournment of the Association Meeting in Greensboro, North Carolina, on May 20, 2022. The adoption of this Plan shall not affect the term of those office holders at the time of the adoption of this Plan.
- N. Roberts Rules of Order newly Revised shall govern all proceedings of the Association, except when inconsistent with The Plan of Organization or Convention Rules duly adopted.