



NEW CLUB HANDBOOK

How to Start Recruiting, Training, and
Electing Virginia's next Generation of
Young Republican Leaders.



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yrfv.gop

CHAIRMAN'S FOREWORD

Fellow Young Republicans,

Thank you for stepping forward to build the future of our movement. Starting a Young Republican Club is about more than organizing meetings and events—it's about building a community of young leaders who will carry the torch for conservative values across the Commonwealth.



The Young Republican Federation of Virginia (YRFV) has a long history of developing leaders, electing Republicans, and ensuring the next generation has a seat at the table. From grassroots campaign deployments to leadership training, our mission remains clear: Recruit. Train. Elect.

This guide will walk you through the practical steps of starting and sustaining a successful YR Club in Virginia. Inside, you'll find resources on bylaws, membership, programming, branding, and the expectations that come with being part of a statewide federation. It is not a rigid rulebook, but a roadmap—built on best practices and the experiences of clubs across the Commonwealth.

So, dive in. Use this guide as a tool, lean on your District Representative and the YRFV Executive Board for support, and remember: you are part of a strong statewide network of Young Republicans ready to help you succeed.

On behalf of the Executive Board of the Young Republican Federation of Virginia, welcome to the fight. The future of our Party—and Virginia—depends on you.

For Victory,

Stacie Gordon, Chairman
Young Republican Federation of Virginia

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OVERVIEW OF YRFV

The Young Republican Federation of Virginia (YRFV) is the official state chapter of the Young Republican National Federation (YRNF). We unite YR Clubs across the Commonwealth under the mission to Recruit, Train, and Elect the next generation of Republican leaders.

YRFV supports clubs through campaign deployments, training, statewide events, and our annual Legislative Day at the Capitol. We also host networking and social events to build a strong community of Republican activists and young professionals. Fundraising events and programs provide the resources necessary to support deployments, club growth, and leadership development across Virginia.

YRFV is an official auxiliary of the Republican Party of Virginia (RPV). The YRFV State Chairman and two elected representatives serve on the RPV State Central Committee. The YRFV Chairman, National Committeeman, and National Committeewoman also serve on the YRNF National Committee.

The Mission of the Young Republicans is to:

1. Recruit young voters into the organization, engage them with fellow Young Republicans, and connect them to Republican leaders, elected officials, and candidates;
2. Train Young Republicans as candidates for public and party office; as campaign and legislative aides; as grassroots activists; and as strong leaders and advocates for the GOP, and
3. Elect Republican candidates up and down the ballot through grassroots activism, while encouraging and supporting qualified Young Republicans to run for office.

WHY JOIN YRFV?

- Legitimacy & Recognition – Only chartered YRFV clubs are recognized by the Young Republican National Federation.
- Statewide Network – Join a community of clubs across Virginia with shared resources, training, and mentorship.
- Campaign Opportunities – Gain access to YRFV's organized deployments and help elect Republicans statewide.
- Leadership Development – Members gain experience in governance, outreach, and political organizing.
- Voice at the Table – Every club helps shape the direction of YRFV and its priorities.



YRFV GOVERNANCE

1. The Federation is governed by a statewide Executive Board, elected to two-year terms at YRFV's biennial convention held in odd-numbered years.
2. The Executive Board provides strategic direction, oversight, and coordination for the Federation and its clubs
3. Executive Board membership consists of:
 - a. State Chairman
 - b. 1st Vice Chairman
 - c. 2nd Vice Chairman
 - d. National Committeeman
 - e. National Committeewoman
 - f. Secretary
 - g. Treasurer
 - h. Two State Central Representatives (serve as YR representatives on the Republican Party of Virginia's State Central Committee)
 - i. 11 Congressional District Representatives (one from each of Virginia's congressional districts)
4. District Representatives represent the YR Clubs in their area on the Executive Board, providing clubs with direct input into statewide decisions.
5. Club Chairmen serve as ex officio, non-voting members of the Executive Board —ensuring they remain connected to Federation leadership and discussions, even without a formal vote.
6. In addition, the Chairman may appoint additional Young Republicans to serve in non-voting capacities. These appointed roles allow members to take on specialized leadership responsibilities. (e.g., Political Director, Communications Director, Director of Legislative Affairs, and Chaplain.)
7. In addition, the Chairman may appoint standing or special committees to carry out the work of the Federation (e.g., Club Development and Growth, Social Media and Marketing, Elections, Strategic Outreach and Fundraising, Legislative Affairs, Bylaws, etc.).

STARTING A YR CLUB IN VIRGINIA

HOW TO START A CLUB

1. Gather Interested Members

- a. You'll need at least 10 eligible members (ages 18-40, legal voters in Virginia).
- b. Start by hosting an informal interest meeting or social to recruit.
- c. Partner with your local GOP unit committee to help promote.

2. Elect Club Officers

- a. At minimum: Chairman, Vice Chairman, Secretary, and Treasurer.
- b. Officers must be members of only one YR club.

3. Name your Club

- a. While some clubs use unique variations, we strongly encourage including "Young Republicans" in your club name.
- b. The YR brand is well established and instantly recognizable, helping new members, allies, and the public understand your mission.

4. Adopt Governing Bylaws

- a. Draft and adopt club bylaw consistent with the YRFV Bylaws.
- b. Club Bylaws should clearly outline responsibilities, operating relationship, and standards of conduct.
- c. Club Bylaws should define the purpose of your YR Club, and how often it meets, how those meetings are conducted, the terms of various positions, what constitutes a quorum, how to handle vacancies, finances, and how to amend the bylaws.
- d. The YRFV Bylaws Committee can provide samples and review drafts.

5. Connect with YRFV & Apply for Club Chartering

- a. Reach out to your YRFV Congressional District Representative or the YRFV Secretary for guidance and resources.
- b. Attend a YRFV deployment or statewide meeting to connect with peers.
- c. Apply for a new club charter through YRFV.

CLUB STARTUP CHECKLIST

To get your club off the ground quickly and effectively, here are some recommended first steps:

- **Create a shared club email account and folder system** for continuity (e.g., Gmail and Google Drive).
- **Launch club social media accounts** (e.g., Facebook, Instagram, and X).
- **Establish regular meetings** (monthly recommended; every other month at minimum).
- **Set annual membership dues** (optional) and create a system for collecting them (e.g., bank account and Anedot/WinRed). YRFV does not require local clubs to collect dues; however, clubs that choose to do so are encouraged to keep them affordable – generally no more than \$35 per year.
- **Open a bank account** for collecting dues and donations.
 - To open a club bank account in Virginia, most financial institutions will require an Employer Identification Number (EIN).
 - You can obtain an EIN quickly and at no cost through the IRS website.
 - Note: Clubs do not need to incorporate to open a bank account – an EIN as an “unincorporated association” usually suffices.
 - Clubs are encouraged to consult YRFV before deciding if they should pursue formal incorporation, PAC registration, etc.
- **Create a club organizational structure** and determine how many officers you want on your leadership team.
- **Establish standing or ad hoc committees** to help with your club objectives.
- **Build collaborative partnerships** with nearby GOP auxiliaries (College Republicans, Republican Women, local GOP units).

HOW TO GET CHARTERED WITH YRFV

To be officially recognized as a Young Republican Club in Virginia, you must be chartered with YRFV.

Application Requirements (Submitted to the YRFV Secretary)

- A copy of your club's bylaws.
- A roster of at least 10 active members (with legal name, birthdate, address, phone, email, and congressional district).
- A roster of elected officers.

Charter Approval Process

- The Secretary certifies club charter applications once they are complete and all requirements are met.
- If the Secretary denies an application for a club charter, the denial can be overruled by a simple majority vote of the Executive Board.
- The Executive Board also retains the authority to refuse to grant or revoke a charter by a two-thirds vote at a regular meeting.

Annual Rechartering:

- All YR clubs must recharter with YRFV annually by March 15.
- Initial Charter Applications may be submitted at any time, but must be renewed each year before that date.

For questions about initial club chartering or the rechartering process, contact YRFV Secretary Taylor Billings.

MEMBERSHIP ELIGIBILITY

Active Members:

- Active/voting members must be:
 - Legal and qualified Virginia voters
 - Between ages 18–40
 - Members of no more than one YR club
- Club Chairmen shall certify that all active members meet these standards when new members are accepted and during rechartering. If you need assistance verifying member eligibility, please contact the YRFV Chairman, who will be able to verify using GOP Datacenter.

Associate Members:

- Individuals who do not meet the qualifications for active membership but still wish to participate in club activities may join as associate members. Associate members do not count toward the 10-member minimum for club chartering and may not serve as voting members or club officers. They may include:
 - Individuals who live, work, or attend school in Virginia but are registered to vote in another state (e.g., Congressional staffers working in the DC suburbs, students still registered at home).
 - Individuals who have aged out of YR membership (over 40) but wish to remain involved as supporters or mentors.



RUNNING A YR CLUB IN VIRGINIA

AFFILIATION & EXPECTATIONS

- **Chartering Authority:** The Young Republican Federation of Virginia (YRFV) is the official Virginia federation of the Young Republican National Federation (YRNF). As a chartered club of YRFV, your authority comes through YRFV and YRNF — not from your local county/city Republican Committee or Congressional District Committee. Clubs should maintain and embrace their autonomy while also being good partners with local Republican committees and auxiliaries.
- **Representation within YRFV:** Each chartered club is represented through its District Representative on the YRFV Executive Board. Additionally, each Club Chairman serves as an ex officio, non-voting member of the YRFV Executive Board.
- **Relationship with RPV:** YRFV is an official auxiliary of the Republican Party of Virginia (RPV). While RPV has no authority over YRFV's governance, YRFV maintains a direct voice in the party through its three representatives on the RPV State Central Committee (the Chairman and two elected State Central Representatives).
- **No Dual Affiliation:** Clubs may not affiliate with any other state or national political organization outside of YRFV/YRNF.
- **Neutrality in Nominations:** YR Clubs must remain neutral in Republican primaries and nominating contests. (Individual members are free to support candidates personally.)

CLUB PROGRAMMING

- Successful YR Clubs balance political engagement with fun, service, and networking.

- Popular events include:
 - **Political Engagement:** door-knocking deployments, phone banks, parade floats, early voting and Election Day poll-greeting.
 - **Social / Networking:** monthly happy hours, Election Night Watch Parties, Debate Watch Parties, trivia nights, tailgates.
 - **Educational Events / Training:** roundtables with local legislators, candidate debates, advocacy panels, campaign trainings, communications workshops, elected official guest speakers. Clubs are encouraged to partner with YRFV, the Republican Party of Virginia (RPV), and other GOP auxiliaries or allied organizations to host these trainings and provide high-quality resources for their members.
 - **Community Service:** flag plantings (i.e. Flag Day, Veterans Day, or Memorial Day), Wreaths Across America, food pantry drives, park clean-ups, holiday charity events.

BRANDING & COMMUNICATIONS

- Branding & Visual Identity
 - A consistent and professional visual identity strengthens your Club's credibility, builds recognition in the community, and unites members under a common banner. Every Club should establish a simple Branding Guide that outlines font styles, brand colors, and formatting standards.
 - Clubs are encouraged to design their own logos that reflect their local identity and community. A well-designed logo helps your Club stand out while connecting it to the broader Young Republican movement. While creativity is welcomed, all branding should be clear, professional, and appropriate for both digital and print use.
 - Once your Club adopts a logo, use it consistently across all platforms — social media, flyers, email headers, apparel, and presentations. Consistency builds trust, recognition, and professionalism.

TEMPLATES & TOOLS

Clubs are encouraged to use tools like Canva, Mailchimp, or Google Drive to streamline communications, design, and record-keeping.

- **Design (Canva)**

- Canva is an affordable, user-friendly tool for creating: event flyers, social media posts, deployment announcements, officer/member spotlights.
- Using consistent templates, fonts, and colors ensures a polished look and strengthens brand recognition.
- YRFV Communications Team can provide ready-to-use Canva templates upon request.

- **Communications (Mailchimp/Email)**

- Mailchimp (or similar platforms) can be used to manage email lists and send professional club updates, newsletters, and event announcements.
- Shared club email addresses (e.g., virginia.yrs@gmail.com) are recommended over personal accounts.

- **Record-Keeping (Google Drive)**

- Use a shared Google Drive folder to organize club bylaws, rosters, finances, marketing materials, and event materials.
- Maintain shared access for key officers to ensure continuity during officer transitions.
- Suggested folder structure: Meeting Materials and Records, Branding & Templates, Membership, Events, Finances, and Communications.
- Maintain login credentials in a central document so they aren't lost during officer transitions.

SOCIAL MEDIA

As a chartered club, you represent YRFV and YRNF, and are expected to uphold integrity, professionalism, and our mission to Recruit, Train, and Elect Republicans.

Social Media Best Practices:

Do:

- Use social media to promote club events, activities, and community involvement.
- Share news, updates, and initiatives from YRFV, YRNF, and the Republican Party of Virginia.
- Highlight YR candidates for office alongside Republican elected officials, victories, and endorsed nominees.
- Encourage civic engagement and community service.
- Appoint a social media officer to keep messaging consistent

Don't:

- Make statements that veer from YRFV or YRNF's core mission.
- Take positions on issues or policies that have not been formally adopted by YRFV or YRNF.
- Use official club accounts to attack, disparage, or undermine sitting Republican elected officials.
- Take positions in primaries or nominating contests. Clubs must remain neutral; only general election nominees may be promoted. (Individual members may engage personally.)
- Use club channels for personal or factional disputes.

Club accounts should strengthen – not weaken – the Young Republican brand. Debate, discussion, and disagreement are an integral part of the political process, but those belong on your personal accounts.

WEBSITE & OUTREACH

While not required, clubs are encouraged to set up a simple website or landing page to help manage club communication, attract new members, and showcase your events and successes.

Recommended Website Content:

- A description of your club's mission and purpose.
- Club contact information
- Details about upcoming events and opportunities to get involved.
- A contact form for inquiries and membership sign-up.
- Clear navigation to sections on club leadership, bylaws, and resources.
- Integration with social media platforms to extend outreach.

Tools & Platforms

- Free/Low-Cost Website Builders: Google Sites, Wix, WordPress
- Quick Alternatives: "Link-in-bio" tools like Linktree or Beacons
- Mailing Lists: Mailchimp, Constant Contact, or similar platforms can manage updates, newsletters, and announcements

Professionalism & Best Practices

- Use professional, non-personal emails (e.g., virginia.yrs@gmail.com) for websites and mailing lists
- Maintain shared login credentials and records so access isn't lost during leadership transitions
- Update websites and socials regularly with fresh content (events, photos, press releases)
- Remove outdated material promptly - an inactive site sends the wrong signal about your club's vitality.

EMAIL COMMUNICATIONS

Building and maintaining an email list is essential for effective communication with your members and stakeholders. An email list will allow you to send out newsletters, event invitations, and important updates while fostering engagement within the club.

Setting Up and Managing an Email List:

- **Collect Emails:** Start by gathering emails from interested members, supporters, and community partners. You can collect them through online sign-up forms on your website, event sign-ups, or in-person meetings.
- **Choose an Email Marketing Platform:** Consider using an email service provider like Mailchimp, Constant Contact, or another platform to manage your email campaigns. These platforms help organize your list, create visually appealing emails, and track performance.
- **Segment Your Audience:** Create sub-lists for different audiences, such as general members, donors, potential members, or volunteers. This allows you to send more targeted communication that's relevant to each group.
- **Create a Regular Newsletter:** Share club updates, upcoming events, important Republican Party news, and opportunities to get involved through a regular (monthly/bi-monthly) newsletter.
- **Automated Welcome Emails:** When someone new signs up, send an automated welcome email introducing them to your club, its mission, and upcoming activities.
- **Maintain Compliance:** Ensure your emails comply with state and federal local regulations, by providing an option to unsubscribe and not sending unsolicited emails.

CLUB SUSTAINABILITY

In this stage you create sustainability and track the changes happening within the club. Embracing change is an important part of being a Young Republican, and understanding that everyone ages out eventually.

Create a Succession Plan

- Look at your current board, and think about who can replace them when they have aged out.
- Cycle through leadership occasionally so that new members get a chance at being involved, and more individuals in the club have an understanding of how being in leadership works.

Revisit Goals

- Examine what you wanted when the group started and what you have accomplished
- Determine if you want to re-tool the group in a new direction.
- Never feel bad about dropping what isn't working.



APPENDIX A: MODEL BYLAWS

MODEL BYLAWS OF THE [NAME] YOUNG REPUBLICAN CLUB

Article I. Name

The name of this organization shall be the **[Insert Club Name Here]** Young Republican Club (hereafter “the Club”) serving the localities of **[Insert City/County Names]**.

Article II. Purpose

1. The purposes of this Club shall be to:
 - a. Recruit young voters into the Republican Party by engaging them with networking opportunities, leadership development, and fellowship.
 - b. Train members to become candidates for public and party office, campaign staff, grassroots activists, and community leaders.
 - c. Elect Republican candidates up and down the ballot through organized grassroots activism in partnership with the Young Republican Federation of Virginia (YRFV), the Young Republican National Federation (YRNF), and the Republican Party of Virginia (RPV).
 - d. Raise funds and organize activities to facilitate the above purposes, ensuring the growth and sustainability of both the Club and the Republican Party.
 - e. Carry out all other activities consistent with the policies and purposes of the Young Republican Federation of Virginia (YRFV) and the Young Republican National Federation (YRNF).
 - f. Promote and emulate the principles set forth in the Republican Party Platform and the Virginia Republican Creed.

Article III. Federation

1. The Club shall maintain a charter with the Young Republican Federation of Virginia (YRFV) and shall comply with the YRFV Bylaws.
2. The Club shall remain neutral in Republican primaries and nominating contests; only general election nominees may be promoted.
3. Upon dissolution, all assets shall be transferred to the Young Republican Federation of Virginia (YRFV).

Article IV. Membership

1. All members of the club, regardless of their membership status, must be willing to pledge their support to the Republican Party.
2. Active Members
 - a. Active members in good standing shall have the right to vote, to hold office, to serve on committees, and to represent the Club in official business.
 - b. Active members shall meet all of the following requirements:
 - i. A legal and qualified voters in the Commonwealth of Virginia.
 - ii. Between the ages of 18 and 40, inclusive.
 - iii. Active/voting members of no more than one chartered Young Republican club in Virginia.
 - iv. Maintain primary residence within [insert Club Localities here] or another locality where there is currently no YR club active.
 - v. Must attend at least two (2) meetings of previous five (5) before Club Officer elections to cast a vote for Club Officers.
 - vi. Active members who fail to pay dues within ninety (90) days of the renewal date shall automatically be reclassified as inactive and lose all rights of membership, including voting privileges and eligibility for office. Such members may be reinstated to active status upon payment of all outstanding dues for the current year. Past non-payment shall not, by itself, bar future membership.
 - c. An Active Member may resign their membership by providing written notice to the Secretary.

3. Associate Members

- a. Associate membership may be granted to individuals who do not meet all requirements for active membership but wish to participate in club activities and events or serve in advisory or volunteer roles.
- b. Associate members shall not be voting members, shall not hold any club officer position, and shall not count toward the ten (10) member minimum required for club chartering with the Young Republican Federation of Virginia.
- c. Associate Members may include:
 - i. Individuals who live, work, or attend school in Virginia but are registered to vote in another state (e.g., congressional staffers residing in Northern Virginia, students registered at their home locality).
 - ii. Individuals who have reached the age of forty-one (41) but wish to remain involved as supporters, mentors, or advisors.

4. Membership Dues

- a. The Executive Board may establish annual membership dues not to exceed thirty-five dollars (\$35) annually for active members and fifty dollars (\$50) annually for associate members.
- b. The Executive Board of the Club shall determine the amount and collection method of dues, which shall be applied uniformly to all members of the same membership status.
- c. Dues shall be paid on a yearly basis from join date and shall constitute a renewal of membership.

5. Certification

- a. The Club Chairman and/or Secretary shall certify that all active members meet the eligibility requirements at the time of acceptance and during the annual rechartering process with YRFV.
- b. The Chairman may request assistance from the Chairman of YRFV to verify eligibility through the Republican Party of Virginia's GOP Data Center records.

Article V. Officers

1. General Provisions

- a. Officer elections shall be held during a Regular Meeting in [Insert Month] every other year.
- b. All Officers shall serve a term of two (2) years and hold office from time of election until their duly elected successors take office or until the office is declared forfeited, as set forth below.
- c. Officers must be Active Members of the Club.
- d. Officers shall serve without compensation.
- e. Officers may fill more than (1) position if no nominee is presented and upon appointment of the Club Chair.

2. Officer Titles and Responsibilities

a. The Chairman shall:

- i. Preside over all meetings of the Club and the Executive Board.
- ii. Be responsible for the administration of club activities.
- iii. Have the powers of appointment and removal of the non-elected positions deemed necessary by the Chairman or the Executive Board.
- iv. Act as Chair of the Bylaws Committee as needed.
- v. Represent the club at official party or campaign events.

b. The Vice Chairman shall:

- i. Serve as temporary Chairman if the Chairman is absent or unable to serve.
- ii. Be responsible for all reasonable tasks assigned by the Chairman.
- iii. Represent the club at official party or campaign events.

c. The Secretary shall:

- i. Keep accurate and updated lists of all members and attendance records. Shall coordinate with the Treasurer to ensure club roster is up to date.
- ii. Keep the external contact list up to date.
- iii. Record meeting minutes during meetings of the full membership and the Executive Board.
- iv. Furnish the Chairman with a typed copy of the minutes of the last meeting prior to the next meeting.

d. The Treasurer shall:

- i. Keep accurate and updated financial records of the club, to be reported at each Executive Board meeting and at the request of the Chairman.
- ii. Shall maintain primary Club bank account.
- iii. Be responsible for collecting dues and other monies owed to the club and writing receipts for those monies.
- iv. Shall be responsible for collecting and distributing Club funds pursuant to the direction of the Board of Directors.
- v. Shall ensure bank account signers include the current Chair, Treasurer, and Vice Chair.
- vi. At the end of a term, shall ensure the incoming Chair, Treasurer, and Vice Chair are signers on the bank account.
- vii. Shall at all times coordinate closely with the Chair to ensure both efficiency and integrity with respect to the financial affairs of the Club.

e. Chairman Emeritus

- i. Shall be held by the immediate past Chair, upon the conclusion of their term.
- ii. In the event the immediate past Chair ages out of eligibility as an Active Member, they will immediately become an Associate Member, and may still hold the office of Chair Emeritus in an honorary and non-voting capacity.

3. Additional positions may be created by two-thirds (2/3) of the Executive Board. Officers are elected annually and serve two-year terms.

Article VI. Executive Board

1. The Executive Board shall consist of the Club Officers listed in Article V.
2. The Board shall meet outside of regularly scheduled meetings of the Club.
3. The Board shall manage the affairs of the Club, subject to the approval of the Membership.
4. The Executive Board may not act in a manner inconsistent with decisions of the Active Membership

Article VII. Meetings

1. Regular Meetings

- a. The Club shall hold Regular Meetings at least once every three (3) months, with the date and location determined by the Chairman.
- b. Notice of all meetings shall be provided to Members by email (to the address on file) no less than seven (7) days prior to the meeting and shall include:
 - i. The meeting date, time, location (or virtual access link);
 - ii. The meeting agenda and past meeting minutes; and
 - iii. Proposed amendments and resolutions, if such business is to be considered.
- c. Twenty-five percent (25%) of Active Members shall constitute a quorum for Regular Meetings.

2. Special Meetings

- a. Special Meeting may be called with notice provided by Members by email (to the address on file) no less than forty-eight (48) hours prior to the meeting date by:
 - i. The Chairman;
 - ii. A majority of the Executive Board; or
 - iii. By written petition of at least one-third ($\frac{1}{3}$) of Active Members, submitted to the Secretary, provided at least seventy-two (72) hours' notice can be given.
- b. Fifty percent (50%) of Active Members shall constitute a quorum for Special Meetings.

3. Executive Board Meetings

- a. The Executive Board shall meet no less than four (4) times per calendar year.
- b. A majority of Executive Board members shall constitute a quorum for Executive Board meetings.

4. Parliamentary Authority

- a. All meetings of the Club and Executive Board shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Newly Revised, unless otherwise provided by these Bylaws. In the case of conflict

these Bylaws shall take precedence.

5. Meetings and votes may be conducted electronically (Zoom, Teams, and secure voting platforms).

Article VIII. Officer Elections, Terms, and Qualifications

1. Timing of Elections

- a. The election of Club Officers shall be held no later than the second (2nd) week of February and no sooner than the first (1st) regular meeting following January 1st.

2. Elections Committee

- a. An Elections Chairman and Committee shall be appointed by the Chairman and approved by the Executive Board.
- b. No member of the Elections Committee will be a candidate for office unless unopposed.
- c. The committee shall be responsible for the following:
 - i. Preparing ballots for voting and ensuring ballot security;
 - ii. Tabulating and certifying election results;
 - iii. Verifying candidate eligibility;
 - iv. Serving as timekeeper during nominations, speeches, and debate;
 - v. Notifying Membership of the candidates who properly filed for candidacy no later than five (5) days prior the elections meeting.
 - vi. Serving as the initial arbiter of election disputes, subject to appeal to the full Active Membership.

- d. Appeals of Elections Committee rulings must be made in writing within forty-eight (48) hours and shall be resolved by a two-thirds (2/3) vote of the Active Membership, whose decision shall be final.

3. Notice of Election Procedures

- a. The Chairman shall announce to the Club, no later than two (2) weeks prior to the election meeting:
 - i. The election procedures to be followed;
 - ii. The offices up for election;
 - iii. The eligibility requirements for each office; and
 - iv. The deadline and process for candidate filing

4. Candidate Eligibility

- a. All candidates must be Active Members for no less than sixty (60) consecutive days prior to the election.
- b. Candidates must submit a written statement of intent (email acceptable) to the Elections Chairman no later than seven (7) days before the election.
- c. The Elections Chairman shall review and certify candidate eligibility no later than two (2) days after the filing deadline and shall promptly notify the candidate and Executive Board of the determination.
- d. Nominations from the floor shall not be permitted, except in the event of no declared candidate for an office.

5. Voting

- a. Only Active Members of the Club shall be eligible to vote.
- b. Voting in all contested races shall be by secret ballot.
- c. If no candidate obtains a majority of the first ballot, a run-off election will immediately be held between the two receiving the most votes. In the event of a tie, a second vote will be taken immediately; if the second vote fails to break the tie, the outgoing Club Officers will determine the winner.
- d. All candidates running unopposed upon the passage of the filing deadline shall be considered elected.

6. Terms of Office

- a. The terms of the non-elected (appointed) officers shall expire upon the Chairman's replacement of them or at the end of the Chairman's term, whichever comes first.
- b. The term of the elected officers shall last for two (2) years or until the bylaws calls for an election. There are no limits to the number of terms to which a person may be re-elected.

7. Removal of an Officer

- a. Any officer who misses three (3) unexcused consecutive meetings or eight (8) excused/non-consecutive meetings within a calendar year may be subject to removal.
- b. Officers may also be removed for cause, including misconduct, dereliction of duty, or violation of these Bylaws, following the procedures as detailed in Article IX.

c. Removal for nonfeasance shall require a two-thirds (2/3) vote of the Executive Board, with the vacancy filled as outlined below.

8. Vacancies

a. Any vacancy in the elected officer positions prior to the regularly scheduled elections meeting shall be filled by a general election that must take place no later than one month after the seat is vacated, and shall be announced no less than two weeks prior to the date of the said election. All other criteria and procedures outlined above shall remain binding.

Article IX. Member Discipline and Due Process

1. Grounds for Discipline

a. Members may be subject to discipline, including suspension or expulsion, for:

- i. Conduct materially inconsistent with the mission and purpose of the Club ("Recruit, Train, Elect" Republicans);
- ii. Violation of these Bylaws, the YRFV Bylaws, or policies adopted by the Club Executive Board;
- iii. Conduct detrimental to the reputation, integrity, or lawful operation of the Club, the YRFV, or the Republican Party.

2. Notice and Documentation

a. The Member against whom charges are brought shall be given written notice by email at least fourteen (14) days before a disciplinary meeting. Written notice may be delivered by email (to the address on file with the Club), by postal mail, or by hand delivery.

b. Such notice must include:

- i. A clear statement of the alleged violations;
- ii. Copies of all supporting documentation and evidence available at the time;
- iii. The date, time, and format of the disciplinary hearing;
- iv. An explanation of the accused Member's rights under this Section.

c. Any Member bringing forward a complaint in good faith shall be protected from retaliation.

d. The identity of complainants, whistleblowers, or victims may be withheld or

redacted at the discretion of the Executive Board to prevent retaliation, harassment, or harm, provided the accused Member is still given sufficient detail to prepare a defense.

e. The Chairman shall make reasonable efforts to accommodate the accused Member's schedule when setting a hearing date. The accused must propose any conflicts within seven (7) days of receiving notice. If, after reasonable accommodations, the accused fails to appear, declines to participate, or otherwise refuses to engage in the process, the hearing may proceed in absentia and a decision may be rendered based on the evidence presented.

3. Rights of the Accused

- a. The accused Member shall have the right to:
 - i. A fair and impartial hearing;
 - ii. Present evidence and speak in their own defense;
 - iii. Call witnesses in their defense and to request that the hearing be conducted in closed session if sensitive personal or reputational matters are involved.
 - iv. Submit a written response prior to the hearing;
 - v. Be represented by another Active Member of the Club at the hearing;
 - vi. Elect whether the Disciplinary Hearing is conducted by the Executive Board or the full Active Membership.

4. Hearing and Appeals Procedure

- a. A quorum must be present for any disciplinary proceeding.
- b. A quorum shall consist of a majority of the Active Membership (if the full membership is the hearing body) or a majority of Executive Board members (if the Board is the hearing body), not counting recused Members.
- c. Suspension or Expulsion shall require a two-thirds (2/3) vote of the hearing body selected (Executive Board or full Active Membership).
- d. Decisions of the Executive Board may be appealed to the full Active Membership, whose vote shall be final, no more than seven (7) days following the initial proceedings.
- e. Suspensions shall range from thirty (30) days to six (6) months, depending

on the severity of the misconduct. The hearing body must document the rationale for the suspension period in the official meeting minutes

5. Special Rules for Officers

- a. Any officer subject to charges shall be recused from all deliberations, quorum counts, and votes regarding their own case. They shall also be recused from exercising the duties and powers of their office for the duration of the disciplinary process. During such time, their duties shall be assumed in accordance with the succession provisions of these Bylaws until the matter is resolved. If the Chairman is the accused, the Vice Chairman shall preside; if both are recused, the next senior officer shall preside.
- b. Removal from office requires a two-thirds (2/3) vote of the full Active Membership, regardless of whether the initial hearing is conducted by the Executive Board.
- c. An officer expelled from membership shall be automatically removed from office.

6. Reinstatement

- a. A Member expelled under this Article may apply for reinstatement only after a period of time determined at the hearing in which the expulsion was imposed.
 - i. The hearing body (Executive Board or full Active Membership, as applicable) shall set a minimum waiting period for eligibility to reapply, which may not be less than six (6) months.
 - ii. The decision on the length of the waiting period shall be documented in the official meeting minutes.
- b. Reinstatement shall require approval by a two-thirds (2/3) vote of the full Active Membership at a duly called meeting.
- c. Reinstatement may be conditioned upon specific actions, such as written apology or signed renunciation pledge.
- d. The following categories of misconduct shall permanently disqualify an individual from reinstatement as a Member of the Club:
 - i. Verified instances of harassment, threats, stalking, or abuse (verbal, physical, or digital) directed at Club Members, officers, or guests.
 - ii. Any substantiated act of sexual harassment, exploitation, or assault.

- iii. Theft, diversion, or intentional mismanagement of Club, YRFV, or campaign resources.
- iv. Conviction of a felony or any crime involving moral turpitude.
- v. Intentional actions meant to damage the reputation, operations, or mission of the Club, YRFV, or the Republican Party of Virginia.

Article X. Committees

1. Standing Committees

- a. The Chairman shall appoint and may terminate the following standing committees, with appointments subject to approval by a majority of the Executive Board:
 - i. Social and Program Committee – Responsible for planning social events, securing guest speakers, and coordinating publicity for Club meetings and events. The Vice Chairman and Secretary shall serve as ex officio members.
 - ii. Membership Committee – Responsible for developing and implementing recruitment and retention strategies for new members. The Chairman shall serve as an ex officio member.
 - iii. Fundraising Committee – Responsible for developing and executing fundraising activities to support Club operations, events, and political engagement. The Chairman and Treasurer shall serve as ex officio members.

2. Ad Hoc Committees

- a. The Chairman may appoint ad hoc committees as deemed necessary, with approval of the Executive Board, for specific projects or short-term initiatives. Such committees dissolve automatically upon completion of their assigned purpose unless renewed by the Chairman.

3. Committee Membership

- a. Members of a Standing or Ad Hoc Committee must be Active Members of the Club. Associate Members may participate on a Standing or Ad Hoc Committee as a non-voting member.
- b. The Chairman shall appoint and remove a chairman for each Standing and Ad Hoc Committee.

4. Reporting and Accountability

- a. All committee chairs shall provide the Club with an update on its activities, recommendations, and progress at each Regular Meeting.
- b. No committee may obligate the Club financially or contractually without prior approval of the Executive Board.
- c. Committees may recommend actions or policies, but shall not implement binding policies, obligate the Club financially, or enter into contracts without prior approval of the Executive Board.

5. Quorum & Voting

- a. A quorum for all committees shall consist of a majority of its voting members. Decisions shall be made by a simple majority.

Article XI. Biennial State Convention

1. Representation at the YRFV State Convention

- a. The Club shall be entitled to representation at the Biennial State Convention of the Young Republican Federation of Virginia (YRFV), as provided for in the YRFV Bylaws.
- b. Only Active Members in good standing of this Club may serve as delegates or alternates.

2. Delegate Selection

- a. The Executive Board shall determine the selection process for the delegates and alternates representing the Club at the biennial State Convention.
- b. If the number of Active Members wishing to attend the State Convention as delegates does not exceed the Club's number of allotted delegates, then they shall automatically be deemed elected.
- c. The Club Chairman shall be responsible for ensuring the Club's delegate list is submitted to the YRFV Chairman by the deadline prescribed in the YRFV Bylaws (currently March 15 at 11:59 PM).

3. Eligibility

- a. Only Active Members (legal and qualified Virginia voters between the ages of 18 and 40 who have satisfied Club dues and attendance requirements) are eligible to serve as delegates.

- b. Associate Members may not serve as delegates.

4. Certification

- a. The Club Chairman shall certify the delegate list, including the legal names contact information, and Congressional District of each delegate and alternate.
- b. In the event a certified delegate is unable to serve, the Chairman may appoint an alternate from the certified list of alternates to fill the vacancy.
- c. If no alternates remain, the vacancy shall remain unfilled.

Article XII. Amendments

1. Any proposed amendment to these Bylaws shall first be submitted in writing two (2) weeks prior to a Regular Meeting to the Executive Board.
2. The Chairman shall provide a copy of the proposed amendment to membership no less than seven (7) days prior to the Regular Meeting.
3. A two-thirds (2/3) majority vote is required for the approval of an amendment to these Bylaws.

APPENDIX B:

2025-27 YRFV EXECUTIVE BOARD

STATEWIDE OFFICERS

- Chairman: Stacie Gordon
- First Vice Chairman: Orlando Martinez
- Second Vice Chairman: Nicole Nentwich
- Secretary: Taylor Billings
- Treasurer: Glen Leonard
- SCC Representative: Skye Riggleman
- SCC Representative: Yusuf Tejada
- National Committeeman: Cody Butler
- National Committeewoman: Sophia Fairman
- Chairman Emeritus: Stephanie Zemanek Hazekamp

DISTRICT REPRESENTATIVES

- 1st District Rep: Lauren Keiser
- 2nd District Rep: Thomas Turner
- 3rd District Rep: Joe Link
- 4th District Rep: Thomas Herbert
- 5th District Rep: Jennie Slade
- 6th District Rep: Jake Petzold
- 7th District Rep: Rachel Macy
- 8th District Rep: Kipp Chapin
- 9th District Rep: Bradley Powers
- 10th District Rep: Rebecca Cutsinger
- 11th District Rep: Tanner Hirshfeld

CLUB CHAIRMEN

- Arlington/Alexandria/Falls Church YRs: Daniel Turner
- Greater Peninsula YRs: Joe Link
- Greater Richmond YRs: Orlando Martinez
- Fairfax Area YRs: Gregory Heaston
- Hill City YRs: Joseph Norris
- Prince William YRs: Stephen Spiker
- Shenandoah Valley YRs: Thomas Hinnant
- Southwest YRs: Steven Statzer
- Top of Virginia YRs: Emily Windle
- West End YRs: Helen Sharpe
- Western Tidewater YRs: Cody Butler

NON-VOTING OFFICERS

- Political Director: Peter Finocchio
- Campaign Coordinator: Nathanael Hirt
- Legislative Director: Thomas Turner
- Director of Strategic Engagement & Fundraising: Helen Sharpe
- Director of Online Engagement & Marketing: Isabella Aversano
- Chaplain: Steven Statzer