

**Libertarian Party of Virginia
Party Plan and Bylaws**

**Formed in Convention, December 15, 1974
As Amended in Convention, March 14, 2020**



LPVA Constitution

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ARTICLE I NAME OF THE PARTY AND AFFILIATION

SECTION 1. The name of this organization shall be "The Libertarian Party of Virginia" (hereinafter referred to as "the Party").

SECTION 2. The Party shall be affiliated with the National Libertarian Party and shall adhere to that organization's "Statement of Principles" adopted in Convention of the Party in June 1974 and amended henceforth; the text of said statement shall become a part of this Constitution as Article X.

ARTICLE II MEMBERSHIP IN THE PARTY

Except as provided for in Article VII, any person who is currently and has been a member of the National Libertarian Party for at least thirty (30) days, who resides and is domiciled in Virginia (as defined by Virginia law) and who has donated at least \$25 (Targeted or Project Donations excepted) (or at least \$5 for current students) to the Libertarian Party of Virginia within the preceding twelve month period, is a member of the Libertarian Party of Virginia.

The LPVA may offer a "Unified Membership" option that shall consist of \$25 for LPVA, \$25 for national, and \$10 for local. Local affiliates that do not wish to recognize \$10 as their dues amount shall be ineligible for the unified membership program, and the amounts they forego will be directed towards the Local Affiliate Parties Committee.

U.S. citizens who, due to military service, do not reside in Virginia but are registered Virginia voters, or U.S. citizens temporarily living overseas who can prove Virginia citizenship, shall also be eligible to become members of the LPVA under the same terms as above.

Any resident of Virginia who is a Life member of the National LP shall be considered a member of the Libertarian Party of Virginia.

ARTICLE III OFFICERS; ELECTIONS; DUTIES; VACANCIES

SECTION 1. The officers of the Party shall be a Chair, Vice Chair, Secretary, and Treasurer.

SECTION 2. The officers of the Party shall be elected by a majority vote of the delegates to the Regular State Convention; or, in the case of a vacancy in any office, as elsewhere provided in this Constitution. The officers shall serve from the closing of the Convention at which they are

elected until the closing of the following Regular State Convention, except as elsewhere provided in this Constitution. Officers of the party shall be paid members in good standing; and no person who is currently serving as an officer of another political party may serve as an officer of the LPVA.

SECTION 3. The Chair's duties shall include, but not be limited to, acting as primary spokesman for the Party, chairing meetings of the State Central Committee and all Party conventions, and appointing, with the consent of the State Central Committee, an Executive Director, Legal Advisor, and all coordinators of standing and ad hoc committees. The Chair shall also perform such other duties as may be assigned by the State Central Committee.

SECTION 4. The Vice Chair shall chair meetings of the State Central Committee and all Party conventions in the absence of the Chair. Should the office of Chair become vacant for any reason, the Vice Chair shall assume the Chair. The Vice Chair shall also carry out such other duties as may be assigned by the State Central Committee.

SECTION 5. The Secretary shall take and distribute minutes of all State Central Committee meetings and of all Party conventions. In addition, the Secretary shall be responsible for official Party correspondence as required and for insuring the accuracy and completeness of all Party membership and mailing lists. The Secretary shall also carry out such other duties as may be assigned by the State Central Committee. The Secretary's nonvoting responsibilities shall continue beyond the Convention at which his replacement is elected for such duration as determined by the SCC solely in order to complete and present the Minutes of the Convention, the revised Constitution and Bylaws, and the revised Platform of the Libertarian Party of Virginia.

SECTION 6. The Treasurer of the Party shall establish and maintain all Party bank accounts and manage all Party investments, collect and disburse Party funds at the direction of the State Central Committee, keep records and receipts for all such transactions, and prepare and file any Party financial reports required under Virginia and federal law. The Treasurer shall also prepare and distribute a written financial report at each meeting of the State Central Committee and at all Party conventions, and shall perform such other duties of a fiduciary nature as the State Central Committee may assign.

SECTION 7. Any officer of the Party may be removed from office upon a vote of two thirds (2/3) of the entire membership of the State Central Committee. All members of the State Central Committee must be given written notice at least seven days in advance of a meeting that such a motion will be presented.

SECTION 8. Any vacancy in an elected Party office, except that of Chair, may be filled by majority vote of the entire membership of the State Central Committee. Notice of such vacancy must be provided in writing to all members of the State Central Committee at least seven (7) days in advance of a meeting at which any such vote is to be taken.

ARTICLE IV ORGANIZATION OF THE PARTY

SECTION 1. The policy making and administrative authority of the Party shall be vested in a State Central Committee.

- A. Voting members of the State Central Committee shall be the officers of the Party elected by the preceding Regular Convention, or their successors, and the Chair of the Party in each Congressional District of the Commonwealth. Any member of the State Central Committee may proxy his or her vote to any member of the Party, provided that such proxy is in writing, dated, and signed. No person may cast more than one vote. Persons holding more than one voting State Central Committee position shall be entitled to one vote only.
- B. Meetings of the State Central Committee shall be held at least four (4) times in each calendar year. Additional meetings may be called by the Chair at his or her discretion. Notice of all State Central Committee meetings shall be given in writing to all State Central Committee members at least seven (7) days in advance. Meetings of the State Central Committee shall be open to all members of the Party.
- C. The powers of the State Central Committee shall include, but not be limited to, the following:
- 1) the authorization of the appropriation and expenditure of Party funds with the approval of two thirds majority; 2) the appointment, by two thirds majority, of an Interim Congressional District Chair where such chairmanship is vacant and no district organization exists, but wherein such district there are at least ten members of the Party; such Interim District Chair to serve as a voting member of the State Central Committee until a District Convention is held and a permanent District Chair is elected; 3) removal, by a two thirds (2/3) vote of the entire membership of the State Central Committee, of the Party's endorsement of any candidate for statewide office and, in announcement, delineation of the reasons therefor. The candidate in question and the State Central Committee must be notified of the proposal at least seven (7) days in advance of the meeting; 4) issuing an endorsement of a write-in candidate for any statewide offices(s) after the petition filing deadline, if no candidate(s) sought the office in question in time for the state convention (if any) held in the same year; however, the SCC shall not endorse any candidate who sought endorsement from a convention of the membership, but failed; 5) discharge of all other responsibilities and duties as herein further provided, those duties inherent in any such organization, and those duties and responsibilities provided for in the Bylaws of the Party; 6) adoption and amendment of Bylaws to this Constitution by a two thirds (2/3) majority.
- D. A quorum to conduct business at any meeting of the State Central Committee shall be a majority of its voting members or their proxies.
- E. Nothing in this Constitution shall be construed to suggest that Members of the LPVA are prohibited from recording the proceedings of any LPVA meetings, including those of the SCC or any subcommittees, in any format they wish, without restriction, except when the SCC has

convened into an Executive Session (if allowed). In an Executive Session, the SCC is permitted to ban any recording of the proceedings of that Session alone.

SECTION 2. There shall be a Party District Committee in and for each Congressional District of the Commonwealth of Virginia. The District Committee shall be responsible for the selection and support of a Candidate for the US House of Representatives.

A. All members of the Party residing within a given Congressional District shall be eligible for participation in the affairs of the Party in that District.

B. All Congressional District officers must be current members of the LPVA.

C. Whenever ten (10) or more Party members in a district which lacks a District Committee shall so request in writing, the Party Chair shall call a District convention. The business of the District convention shall include election of District officers and may include the adoption of District Committee Bylaws. All Party members known to reside within a District shall be notified by the Party Secretary of such convention at least fourteen (14) days in advance in writing. Only District residents who are members of the Party shall be eligible to vote at such conventions.

D. Any portion of District Committee Bylaws in conflict with the LPVA Constitution shall be invalid.

ARTICLE V CONVENTIONS OF THE PARTY

SECTION 1. The Party shall be empowered to hold Regular, Special, and General State Conventions.

SECTION 2. Only those persons who are currently members of the Libertarian Party of Virginia, and who have been members of the Party for at least thirty days within the previous twelve months, shall be granted the right to vote at conventions.

SECTION 3. National Convention Delegates elected at a state Convention must be and remain 1) "Sustaining" (or above) members of the National Libertarian Party, as well as 2) current duespaid members of the Libertarian Party of Virginia, from the time of the end gavel of the state convention, through at least the closing gavel of the immediate following national convention.

SECTION 4. The State Central Committee may approve Convention Minutes.

SECTION 5. Regular State Conventions shall be held at least forty five (45) days, but not more than six (6) months, prior to the biennial Convention of the National Libertarian Party. They shall be called by the State Central Committee in accordance with the Laws of Virginia and the Constitution and Bylaws of the National Libertarian Party. At least thirty days prior to the date of

such convention, the Party Secretary shall mail to all members, a notice of such convention. Business for a Regular State Convention shall include the election of Party officers, and may include changes in the Party Constitution, election of delegates to regional or national Libertarian Party conventions, passage of resolutions, adoption of a Party platform, and nomination of, or endorsement of, candidates for statewide offices.

SECTION 6. Special State Conventions may be called by the State Central Committee at any time in accordance with the Laws of Virginia and the Constitution and Bylaws of the National Libertarian Party. At least twenty one days prior to the date of such Special State Convention, the Party (Secretary) shall mail to all members, a notice of such convention. Business for a Special State Convention may include the election of Party officers where vacancies have occurred, changes to the Party Constitution, or such special matter or matters as defined by the State Central Committee in its call and publication of an agenda for said Special State Convention.

SECTION 7. One fifth of the members of the Party, not exceeding 200, carried on the then current list of members maintained by the Party's Secretary named in a petition submitted to the State Central Committee, may call a General State Convention at a time specified in the petition by notifying the State Central Committee of such intention. Upon such notification, the State Central Committee shall notify all members of the Party in writing at least twenty one days prior to the date of the General State Convention. The business, location, and agenda of a General State Convention shall be specified by a spokesman for those submitting the petition and the State Central Committee shall so inform the membership of the Party of the business and location of the Convention. The Party Secretary shall provide for mailing services within 30 days to solicit petition signatures. The spokesman shall bear all initial costs including mailings and accommodations, but shall be reimbursed by the State Central Committee if approved by two thirds of the General State Convention.

SECTION 8. District Conventions shall be held at least once every two years and at least thirty days prior to the Regular State Convention. The business of such District Conventions may include, but is not limited to, the election of District officers, election of other District Committee officials as may be necessary, nomination or endorsement of candidates for the United States House of Representatives, adoption of a District platform, and the conduct of any other business as may properly come before such conventions. Requirements for the conduct of District Conventions may be further defined in the Bylaws of the Party.

Within seven days of any State Board of Elections filing deadline, if a CDC has not taken the actions required to allow compliance with state law, the Chair shall declare the CDC noncompliant and therefore automatically defunct. The Chair shall immediately appoint Interim CDC officers to satisfy the legal requirements but also to assist in the establishment of a new and compliant CDC. Any bylaws or other rules in existence when the CDC is declared noncompliant shall be immediately considered null and void, and the former CDC committee shall be prohibited from claiming or otherwise using the trademarked name "Libertarian Party" or substantially similar names in any future communications.

SECTION 9. Local conventions may be held in order to further the growth of the Party. Requirements for the conduct of Local Conventions may be further defined in the Bylaws of the Party.

ARTICLE VI ENDORSEMENTS BY THE PARTY

The Party, its District and Local Committees, shall be empowered to nominate, support, endorse, contribute to, or otherwise assist candidates for public office. Such powers may be applied to candidates of other parties or independent candidates provided 1) they certify in writing that they do not believe in or advocate the initiation of force as a means of achieving political or social goals and 2) that the National, State, District, or Local Libertarian Party organization does not have a candidate for such public office.

ARTICLE VII EXPULSION FROM THE PARTY

Any member of the Party may be expelled from the Party for cause; procedures for the expulsion from the Party under this Article shall be provided for in the Bylaws of the Party.

ARTICLE VIII LEGAL AND PARLIAMENTARY GUIDELINES FOR THE PARTY

SECTION 1. The Party shall be guided by the provisions of the "Virginia Election Laws as Amended to April 5th, 1974" and such subsequent amendments to said laws as may, from time to time, be enacted.

SECTION 2. In areas not specifically enumerated by this Constitution, nor in the law referred to in Section 1 of this Article, nor in the Bylaws of the Party, the Party and all its bodies shall be governed by a current, SCC approved, copy of "Robert's Rules of Order".

SECTION 3. The State Central Committee shall adopt and amend Bylaws to this Constitution by a two thirds majority vote.

ARTICLE IX AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended at any Regular State Convention of the Party by a two thirds vote. This Constitution may be amended at any Special or General State Convention of the Party by a two thirds vote, provided that at least 1/15 of the state Party membership have registered at the Convention.

ARTICLE X STATEMENT OF PRINCIPLES OF THE NATIONAL LIBERTARIAN PARTY, ADOPTED IN CONVENTION, JUNE 1974.

We, the members of the Libertarian Party, challenge the cult of the omnipotent state and defend the rights of the individual. We hold that all individuals have the right to exercise sole dominion over their own lives, and have the right to live in whatever manner they choose, so long as they do not forcibly interfere with the equal right of others to live in whatever manner they choose. Governments throughout history have regularly operated on the opposite principle, that the State has the right to dispose of the lives of individuals and the fruits of their labor. Even within the United States, all political parties other than our own grant to government the right to regulate the lives of individuals and seize the fruits of their labor without their consent. We, on the contrary, deny the right of any government to do these things, and hold that where governments exist, they must not violate the rights of any individual: namely, (1) the right to life -- accordingly we support the prohibition of the initiation of physical force against others; (2) the right to liberty of speech and action -- accordingly we oppose all attempts by government to abridge the freedom of speech and press, as well as government censorship in any form; and (3) the right to property -- accordingly we oppose all government interference with private property, such as confiscation, nationalization, and eminent domain, and support the prohibition of robbery, trespass, fraud, and misrepresentation.

Since governments, when instituted, must not violate individual rights, we oppose all interference by government in the areas of voluntary and contractual relations among individuals. People should not be forced to sacrifice their lives and property for the benefit of others. They should be left free by government to deal with one another as free traders; and the resultant economic system, the only one compatible with the protection of individual rights, is the free market.

ARTICLE XI ADOPTION OF THE CONSTITUTION

This Constitution shall take effect upon adoption by a two thirds vote at the Convention of the Party on December 15th, 1974.

I hereby certify that this is the correct, complete and true copy of the LPVA Constitution as amended in the Convention of the Party on March 10, 2018.

Dean D. Davison
Secretary, Libertarian Party of Virginia

Bylaws

01. NOMENCLATURA

01.01 MISSION STATEMENT: The Mission of the Libertarian Party of Virginia is to move public policy in a libertarian direction by building a political party which elects Libertarians to public office (Adopted by the Libertarian National Committee (LNC) in 1994).

01.02 STATEMENT OF VISION: In order to create a Libertarian Society in the Commonwealth of Virginia, the Libertarian Party of Virginia was established to Recruit, Support, and Elect candidates who will pass legislation in support of that end.

01.03 LPVA ESTABLISHED AS POLITICAL COMMITTEE: The LPVA shall become a Political Committee in the Commonwealth of Virginia and as a State Political Party Committee with the Federal Election Commission.

01.04 DEFINITIONS AND TERMINOLOGY

01.04.01 Throughout these Bylaws, the words "the Party" and the abbreviation "LPVA" shall be construed to mean the Libertarian Party of Virginia.

01.04.02 Throughout these Bylaws, the abbreviation "SCC" shall be construed to mean the State Central Committee of the Libertarian Party of Virginia. The term "State Central Committee" is designated in the Election Laws of the Commonwealth of Virginia.

02. MEMBERSHIP AND SUBSCRIBERS

02.01 Dues shall be \$25 per annum; except that Dues for current students shall be \$5 per annum. [Per SCC, 2006-07-08] Upon request, a student member shall provide a copy of his or her student identification, or other verification of status, to the Chair, Secretary, or Treasurer. [Per SCC, 2014-02-08]

02.02 "Current student" shall be defined as an individual who is currently enrolled at least half-time in a degree-seeking program. [Per SCC, 2014-02-08]

02.03 The State Central Committee shall be authorized to set, after consultation with the Newsletter Editor, a subscription charge and advertising rates for the Party Newsletter and other official Party mailings. In lieu of this action, the Newsletter Editor is authorized to set such charges and rates.

03. OFFICERS

03.01 No related bylaws at this time

03.02 No related bylaws at this time

03.03 CHAIRMAN

03.03.01 JOB DESCRIPTION

03.03.02 CANDIDATE LISTING: The chairman shall cause to have published annually, beginning with 1996, a listing of all elected Virginia offices which will appear on a ballot in that year. Each updated listing shall be published on or before the 28th day of February of each year and distributed to all members of record via an acceptable method. The Chair may expend a sum not to exceed 25.00 dollars each year to compile and publish the list. The listing shall include the following information as a minimum: Office Title, Local Jurisdiction, Term in office, Obligation Level, Election Method, Ballot Access Requirements, Typical Winning Budget.

03.04 VICE CHAIRMAN

03.04.01 JOB DESCRIPTION

03.05 SECRETARY

03.05.01 JOB DESCRIPTION: The Secretary's duties shall be in accordance with Policy Document 03.05.01.

03.05.02 The Secretary shall publish a list of recognized Local Committees with each "Minutes".

03.06 TREASURER

03.06.01 JOB DESCRIPTION: The Treasurer's duties shall be in accordance with Policy Document 03.06.01.

03.06.02 TREASURER'S AUTHORITY: The Treasurer is authorized to draft checks as directed by the assigned manager of a Cost Center except that (1) the amount paid shall not exceed the amount in the Cost Center, (2) any officer of the LPVA may bar such expenditures unless over ruled by the other three officers. Any check or withdrawal over the amount of \$500.00 must be countersigned or approved in writing in advance by another Officer of the LPVA. Any planned use of a LPVA check card by an officer of the State Central Committee for any expenditure of over \$500 shall be approved in advance by at least one other officer of the State Central Committee. The Treasurer shall not permit the signing or countersigning of checks without the payee and the amount to be paid having been filled in. The Treasurer shall implement such procedures as he deems in the best interest for the smooth functioning of the financial business of the LPVA.

03.06.03 AUDIT: The State Central Committee shall appoint an Auditor, who may be a Certified Public Accountant, at the first meeting of each year, for the purpose of conducting a review. The Auditor's Report in that case shall be provided to the SCC no

later than the second meeting of the year. The State Central Committee shall also appoint an Auditor at each succession to the office of Treasurer; and the Auditor's Report in that case shall be provided to the SCC no later than the first meeting following the succession, or at the next. The Auditor may select up to two other individuals to assist with the Auditor's work. The Auditor shall review the Party's financial transactions and status since the previous Audit. Copies of the Auditor's report shall be provided to the Chairman, Treasurer and Secretary, and the Secretary shall make available for inspection by any Party member the entire Audit Report upon reasonable request. The Secretary shall include the Audit report in the Minutes of the SCC meeting at which the completed Audit Report is presented.

03.06.04 DEBT: The Party shall not, without the vote of three quarters (3/4) of the State Central Committee membership, incur any debts. "Debt" shall be defined as a circumstance in which the Party's accounts payable exceeds funds in Party accounts.

03.06.05 DEPOSITORY OF RECORD: The Depository of Record shall be as defined in Policy Document 03.06.05: Depository of Record.

03.06.06 FISCAL YEAR: The fiscal year of the LPVA shall begin on January 1st and end on the following December 31st.

03.07 No related bylaws at this time

03.08 No related bylaws at this time

04. ORGANIZATION

04.01 STATE CENTRAL COMMITTEE:

04.01.01 CONGRESSIONAL DISTRICT CHAIRMAN:

04.01.01.01 DUTIES: In accordance with Article IV Section 1-A of the LPVA Constitution, the Congressional District Committee Chairman or his designated proxy (-ies) represent the CD at SCC meetings. The Congressional District Chairman may assign several proxies in ranked order; and is responsible for informing the LPVA Secretary the order of voting privilege in the event of the Congressional District Chairman's absence.

04.01.01.02 INTERIM APPOINTMENT: In accordance with Article IV Section 1-C- 2 of the LPVA Constitution, the SCC may appoint, by a 2/3 majority, an Interim CD Chairman when no district organization exists. Should an Interim CD Chairman (or his designated proxy) not attend an SCC meeting or should the Interim CD Chairman fail to hold a district convention within 60 days of being appointed, such dereliction shall be considered a de facto resignation and

the SCC shall consider nominations for a new Interim CD Chairman at the first opportunity.

04.01.02 STANDING COMMITTEE: The functioning of the State Central Committee shall be supported by implementation of Policy Document 04.01.02.

Outline of State Party Standing Committee Structure. The implementation shall be as modified from time to time by the State Central Committee. Where a chair cannot be found for a committee specified in the Committee Structure, the SCC shall function as the committee.

The State Central Committee will provide to the Treasurer on a quarterly basis a complete list of the assigned managers of the various Cost Centers. Upon one week notification of the officers, the Chairman may assign a temporary manager of a Cost Center. Any two officers may negate the temporary assignment of a Cost Center manager until the next SCC meeting.

04.01.02.01 The editor of the newsletter Virginia Liberty shall publish the newsletter in the interest of the Party, and generally in accordance with the guidelines of Policy Document 04.01.02.01: Guidelines for Publication of Virginia Liberty.

04.01.03 E-VOTING E-voting is permitted to vote on motions requiring majority vote. Motions requiring 2/3 or higher support, such as bylaws changes, may only be submitted at in-person meetings. E-voting shall be conducted in accordance with the following procedure:

1) E-motions may be submitted for a vote by sending an email to the official LPVA SCC email list with the following format for the Subject line: MOTION - date submitted - Name of Submitter - Brief Title

2) Once an E-Motion is made, voting members of the SCC have seven (7) days to vote. Votes are to be made to the SCC list by PRE-pending one of the following to the subject line:

SCC Position - YES -

SCC Position - NO -

SCC Position - ABSTAIN –

3) The motion shall carry if it receives a yes vote from the majority of the entire SCC.

4) Seven (7) days after the date submitted, the Secretary shall certify the results of the vote via an email to the LPVA SCC list with “ - CERTIFIED VOTING RESULTS” appended to the subject line. If the Secretary is unavailable, any officer may certify the results.

5) All E-votes taken between in-person meetings will be summarized by the Secretary. The summary will be submitted for approval at the next SCC meeting along with the Minutes of the last meeting.

6) Motions may not be amended. Therefore, it is suggested that discussion as to wording occur up front by sending with the following format for the Subject line: PROPOSED MOTION - Name of Submitter - Brief Title

04.01.04 Robert's Rules of Order, Newly Revised, Tenth Edition, shall serve as the official guide to parliamentary procedure for the Committee.

04.02 DISTRICT COMMITTEES

04.02.01 CONGRESSIONAL DISTRICT CHAIRMAN:

04.02.01.01 METHOD OF SELECTION AND TERM OF OFFICE: The Congressional District Committee should specify in its governing documents the term of office and the method of choosing Committee officers.

04.02.01.02 ORGANIZED AND UNORGANIZED COMMITTEES: The SCC shall consider a District Committee to be "organized" if that committee has held a District convention at least once in the preceding two years (as described in Article V Section 5 of the LPVA Constitution), and has a Chairman not appointed by the SCC. District Committees are required to submit, at least once every year:

- 1) A list of current officers;
- 2) A copy of the current District Bylaws as passed by the most recent District convention, or a letter stating that the CD chose to adopt no Bylaws or repealed existing Bylaws at such convention; and
- 3) A copy of the Minutes of any meeting at which officers were appointed. The above documentation must be duly certified & signed by an authorized District officer.

The SCC may downgrade District Committees to "unorganized" status if the above conditions are not met. District Committees failing to meet these requirements shall be notified of their pending loss of status by the LPVA Secretary via certified mail no later than the last day of the two-year period.

The District Committee shall then have thirty days to reply to the LPVA Secretary. If the District Committee wishes to remain recognized, an authorized officer must submit the above documentation.

District Committees may also be downgraded to "unorganized" status if the position of district committee Chairman is vacant and there are no plans by the committee to fill the vacancy.

When a District Committee is non-compliant under these rules, the SCC may officially downgrade that committee with the consent of 2/3rds of the SCC members present and voting.

04.03 LOCAL COMMITTEES: "Local Committees" are the County and City affiliates of the Libertarian Party of Virginia. A county or city committee shall be eligible for official recognition by the Party when, upon petition to the State Central Committee for recognition, it demonstrates:

- 1) That it is comprised of at least five contributing members of the national Libertarian Party who are residents of that county or city;
- 2) that it has adopted written rules for its governance; and
- 3) that it has elected such officers as are required by the adopted rules; and
- 4) the minimum number of members required shall sign a petition to make clear their intent to organize. [adopted 2007-04-21]

The designation of local affiliate committee status will be in effect for a period of two years from the date of approval by the State Central Committee. A local organization may be re-certified as a local committee by the State Central Committee, provided the organization satisfies the requirements for recognition and provides to the State Central Committee a current membership list and a current copy of the written rules for its governance.

If at any time during the recognition period an affiliate committee no longer satisfies all of the criteria necessary for recognition, the State Central Committee may vote to remove the affiliate designation from the organization. Affiliation is always at-will on the part of both the LPVA and the affiliate. Affiliation may be revoked at any time for cause with a simple majority vote of the entire SCC. At the end of the recognition period, if an affiliate committee no longer satisfies the criteria necessary for recognition, the group's affiliate designation automatically expires.

Party members in contiguous cities and counties may band together for the purpose of forming a local committee. At such time as the Party members in a subset of the cities and counties in a local committee wish to separate and form a new local committee, two conditions must be met:

- 1) Each resultant subgroup must be able to form a new committee per the requirements above; and
- 2) The Party members of each subgroup must approve the separation by majority vote at a convention called per the bylaws of the original committee except that the LPVA SCC may approve a unilateral separation.

The assets and liabilities of the original committee shall be apportioned to the new committees according to the number of Party members in each.

The chairs, or their proxies, of all officially recognized local committees shall caucus at regular State Conventions to elect a member of the LPVA as the chair of an SCC standing committee on Local Affiliate Parties. In the absence of such a caucus, the State Central Committee shall select the chair of the committee.

05. CONVENTION RULES

05.01 RULES FOR ALL STATE CONVENTIONS

05.02 SPECIAL RULES FOR REGULAR STATE CONVENTIONS

05.02.01 (Section deleted 25 Jan 03)

05.03 SPECIAL RULES FOR SPECIAL STATE CONVENTIONS:

05.03.01 BUSINESS BEFORE A SPECIAL STATE CONVENTION: Business to be considered by the members attending a Special State Convention (one called by the SCC) shall be as specified in such motion as is made to call the Convention. The Party Secretary shall specify the authorized business of the Convention on the official Agenda mailed to the current membership.

05.04 SPECIAL RULES FOR GENERAL STATE CONVENTIONS

05.05 SPECIAL RULES FOR CONGRESSIONAL DISTRICT CONVENTIONS

05.06 SPECIAL RULES FOR LOCAL PARTY CONVENTIONS

06. ENDORSEMENTS AND SUPPORT OF CANDIDATES

06.01 SELECTION OF CANDIDATES: No candidate seeking the endorsement or nomination of the Party for statewide office shall be endorsed or nominated unless said candidate shall have received the vote of more than fifty (50) percent of the delegates registered at the Convention at which the vote is taken.

06.02 FUNDING OF CANDIDATES: Any candidate seeking funds from the State Central Committee shall agree to a criminal and financial background check which shall be performed before approval of any such request. [adopted 6/26/2010.]

07. EXPULSION FROM THE PARTY

07.01 MOTION TO EXPEL: Any SCC member may introduce a motion to expel and LPVA member for cause.

07.02 NOTICE: Notice shall be given to the member against whom expulsion is to be considered.

The maker of the motion shall provide the motion to the Secretary at least 30 days before the meeting at which the motion is to be considered. The motion must specify the cause of action. If the maker of the motion is the Secretary, s/he shall provide the motion to at least one other officer.

The Secretary shall send, via certified mail, return receipt required, a copy of the motion to the member against whom the motion is addressed at least 20 days before the meeting at which the motion is to be considered.

07.03 MEETING: The motion to expel shall be considered at the next subsequent SCC meeting, pending compliance with the notice requirements of 07.02.

07.04 DEBATE: The maker of the motion, and the subject thereof, shall both have the opportunity to speak for or against the motion.

07.05 VOTE: Current SCC members, or their proxies, shall be eligible to vote on the matter. The motion shall require a 2/3 majority of the entire SCC to pass.

07.06 NOTIFICATION: In cases where the motion to expel passes, where the former member was not present at the vote, the Secretary shall send a written notice advising of the outcome of the motion. If the former member had served as Secretary, and was not present at the vote, another officer shall notify the former member of the outcome.

07.07 READMISSION: Subsequent to one year after a member has been expelled, s/he may apply for re-admission to the Party. A motion for re-admission may be considered at an SCC meeting, and shall require a 2/3 majority to pass, with a minimum of 8 votes for the affirmative.

A vote to re-admit a former member shall not guarantee membership, pending any dues requirement, or other membership requirement set forth in the Constitution or Bylaws. [adopted 08//2014.]

08. AMENDMENTS TO THE BYLAWS

08.01 Except as noted elsewhere, amendments to these Bylaws require a two thirds (2/3) vote of the State Central Committee.

I hereby certify that this is the correct, complete and true copy of the LPVA Bylaws as amended February 8, 2014.

Dean D. Davison
Secretary, Libertarian Party of Virginia

Policy Documents

[SECRETARY'S NOTE: These Policy Documents are referenced in the Bylaws of the Libertarian Party of Virginia. They are not considered to be part of the Bylaws, and therefore may be amended by a majority vote of the entire State Central Committee.]

POLICY DOCUMENT 03.05.01 - Duties of the Secretary

ELECTION & TERM OF OFFICE:

The Secretary, like other officers of the Party, is elected by majority vote of Regular State Convention delegates, and serves from the closing of the Convention at which he is elected until the closing of the following Regular State Convention, except as otherwise provided in the Party Constitution.

OFFICIAL DUTIES, SPECIFIED IN THE CONSTITUTION

The Secretary takes and distributes minutes of all State Central Committee meetings and of all Party conventions. The Secretary should keep with the definitive copy of the minutes any and all subcommittee or standing committee reports, a copy of any state newsletters published since the last meeting, and a list of the current LPVA contacts (SCC roster, endorsed candidates, local affiliates, standing committee members, affiliated PAC's, etc.).

The Secretary is responsible for official Party correspondence as required. Examples include:

- a) Informing via 7 days written notice the membership of the SCC regarding the next regular meeting, formal officer removal or vacancy replacement motions, and formal motions to remove the Party's endorsement of any candidate for statewide office and, in announcement, delineation of the reasons therefore (this last shall include written notice to the candidate in question).
- b) At least thirty days prior to the date of a Regular state convention, the Party Secretary must mail to all members a notice of such convention. The notice must include the proposed Agenda: election of Party officers, and any proposed changes to the Party Constitution, election of delegates to regional or national Libertarian Party conventions, passage of resolutions, adoption of a Party platform, and nomination of, or endorsement of, candidates for statewide offices.
- c) At least twenty-one days prior to the date of Special or General State Conventions properly called by the State Central Committee or a group of members, respectively, the Party Secretary must mail to all members a notice of such convention. The notice must include a proposed Agenda, which should include the election of Party officers where vacancies have occurred, changes to the Party Constitution, or such special matter or matters as defined by the State Central Committee in its call for a Special State Convention. In the case of a General State Convention properly called by members of the Party, the Party Secretary shall provide for mailing services within 30 days of request to solicit petition signatures.

d) At least fourteen (14) days in advance in writing, and upon proper petition and specific call by the Party Chairperson, the Party Secretary must send notice of a District Convention to all Party members known to reside within the District of such convention. The notice prepared by the Secretary must include a proposed Agenda, which includes election of District officers and may include the adoption of District Committee Bylaws. Only District residents who are members of the Party shall be eligible to vote at such conventions.

The Secretary, in cooperation with the Membership Committee Chairperson, is responsible for insuring the accuracy and completeness of all Party membership and mailing lists.

The Secretary must maintain or have access to any materials that would guide or govern the Party's activities directly, such as the definitive copy of the LPVA Constitution & Bylaws, any relevant sections of Election Law in the Code of Virginia, and any relevant National LP Bylaws or standing resolutions/rules.

The Secretary shall also carry out such other duties as may be assigned by the State Central Committee.

AD HOC DUTIES

The Secretary shall maintain a complete and accurate list of:

- persons entitled to vote at SCC meetings;
- those who might not be entitled to vote at SCC meetings but are nevertheless affiliated/important with/to the party, such as chairpersons of standing committees, affiliated PAC's, local LP affiliates, and endorsed candidates for public office;
- any pre-filed proxies from members of the SCC
- A listing of the property of the LPVA and its custodians

POLICY DOCUMENT 03.06.01 Duties of the Treasurer

ELECTION & TERM OF OFFICE: The Treasurer, like other officers of the Party, is elected by majority vote of Regular State Convention delegates, and serves from the closing of the Convention at which he is elected until the closing of the following Regular State Convention, except as otherwise provided in the Party Constitution.

OFFICIAL DUTIES, SPECIFIED IN THE CONSTITUTION: The Treasurer of the Party shall establish and maintain all Party bank accounts and manage all party investments, collect and disburse Party funds at the direction of the State Central Committee, keep records and receipts for all such transactions, and prepare and file any Party financial reports required under Virginia and federal law. The Treasurer shall also prepare and distribute a written financial report at each meeting of the State Central Committee and at all Party conventions, and shall perform such other duties of a fiduciary nature as the State Central Committee may assign.

The Treasurer shall use accounting software approved by the State Central Committee, a copy of such file which shall be made available upon request by any other Officer of the LPVA, the Audit Committee Chair, or any other individual upon approval by majority motion of the State Central Committee. [adopted 6/26/2010.]

The Treasurer shall perform monthly reconciliations of all checking, savings, credit card and other relevant accounts in such manner that the account balances reported on financial reports and federal or Virginia required reports, returns or other filings are readily determinable. [adopted 6/26/2010.]

AD HOC DUTIES:

The Treasurer is directed to reimburse any current SCC officer and any current District Representative for the cost (up to \$35) of procuring either a softbound or hardbound edition of this manual, upon submission of an acceptable receipt or a signed statement by the purchaser that the manual was purchased and the amount spent, under the condition that the guide be returned to the SCC upon completion of service by those individuals.

The Treasurer is asked to maintain a list of the Party owned books under the heading “LPVA Property” or “inventory” in the periodic Treasurer’s Report. That listing shall note the names of the individuals holding the Party owned copies of this manual. The Treasurer is asked to make some effort to assure that departing officers return these manuals upon completion of their service.

The Treasurer is asked to retain all financial records for three years. [adopted 4/18/2009.]

POLICY DOCUMENT 03.06.02 (Section Deleted 2006-01)

POLICY DOCUMENT 03.06.05 DEPOSITORY OF RECORD

Resolved, the LPVA shall open a checking account with a Bank, and that funds so deposited may be paid upon a check, draft, or other instrument or order of the organization.

Be It Further Resolved that any of the following persons are hereby authorized to draw and sign checks against such Account and to take any other action and transact any business with Bank relating to the deposit and/or withdrawal of money or property in said Bank, provided that one signature (two if over \$500) shall be required on each withdrawal from the account.

Chairman
Vice-Chairman
Treasurer
Secretary

Be It Further Resolved that said Bank is hereby authorized and directed to honor and pay without limit as to amount, without inquiry and without regard to the disposition of any proceeds thereof,

any orders for the payment of money, including but not limited to checks, drafts, notes, or other like instrument, whether such instruments be payable to the order of any such person signing said instruments, or payable to the order of any such person in their individual capacities, and whether such instruments are deposited to the individual credit of the person so signing said instruments, or to the credit of any other officer or agent.

Be It Further Resolved that the Bank, in accordance with the foregoing Resolutions, is hereby requested, authorized, and directed to accept the facsimile, or purported facsimile, signature(s) of any one of the above designated officers regardless of by whom or by what means the facsimile, or purported facsimile, may have been affixed as such signature(s) resemble the facsimile specimens duly certified to and filed with the Bank.

This Resolution shall continue and remain in force until written notice of a revocation has been duly served on the Bank.

POLICY DOCUMENT 03.06.06 Naming of Depository of Record

The Bank of Record shall be “BB&T”. [adopted 4/18/2009.]

POLICY DOCUMENT 04.01.01 Duties of the Congressional District Chairman

OFFICIAL DUTIES, SPECIFIED IN THE CONSTITUTION

1. Represent the Congressional District Committee at State Central Committee (SCC) meetings as a voting member of the SCC.
2. Provide a proxy to the Secretary for meetings that cannot be attended in person.

DUTIES

1. Contact new members in the district, by telephone whenever possible, by mail if necessary. Contact existing members by newsletter and/or phone whenever possible; if there is no newsletter in the CD, work to establish one with the chair(s) of the local affiliate(s). Contact soon-to-expire and recently expired members by phone whenever possible, by mail if necessary, to encourage renewals.
2. Maintain a contact list of members in the CD, with any information about the members pertinent to local organizing, skills, campaigning, etc. This list is not the personal property of the CD rep, and must be returned to the SCC and/or to the CD rep's successor.
3. Work with the local affiliate(s) in the CD to recruit new members, recruit candidates for office, and support local, state and national candidates. Attend local affiliate meetings and assist local affiliate(s) in their activities; attend SCC meetings; provide reports to the local affiliates of SCC activity, and provide reports to the SCC on CD activities.

4. Recruit candidates for Congressional races and work with Campaign Coordinator and local affiliate chairs to recruit campaign staff, including campaign managers.

Policy Document 4.01.02 State Party Standing Committee Structure

1130 Local Affiliate Parties Committee Chair

2000 Membership Development Chair

2100 Membership Generation

2200 Membership Retention

2300 Convention/Symposiums

2320 Symposia

2400 Database Services Coordinator

3000 Financial Development Chair

3100 Fund Raising

3200 Budgeting

4000 Political Development Chair

4100 Candidate Development

4110 Candidate Recruitment

4120 Candidate Adoption

4140 Candidate Training

4200 Campaign Support

4300 Ballot Access

4400 Lobbying

5000 Communications Chair:

5100 VA Liberty Editor

5200 Public Relations

5300 Media Relations

5400 Internet Systems/Webmaster

5500 State Legislative Services

5600 Campus Coordinator

6000 Audit Committee Chair

STATE CAMPAIGN COORDINATOR

The Campaign Coordinator will:

1. Recruit candidates for state and local offices; assist candidates in staffing campaign teams, including campaign managers.

2. Maintain a list of candidates and potential candidates. This list is not the personal property of the CC, and must be returned to the SCC upon resignation.

3. Act as the liaison between the SCC, local affiliates, and candidate organizations, including national candidates and their organizations. The CC will be the contact between those candidate organizations and the SCC for the purposes of arranging campaign events in the state, as well as facilitating contact between local affiliate volunteers and the candidate's campaign organization.

4. Regularly communicate with campaign managers to look for ways to improve campaign efforts.

5. Attend educational seminars, such as the Success series, to increase knowledge of campaign techniques; the SCC will approve payment of the seminar registration fees and other fees as required or requested to enable the CC to attend these instructional programs.

6. Submit one readable article a month to the executive director about how to succeed as a campaign staff member.

ASSISTANT CAMPAIGN COORDINATOR/CAMPAIGN STATISTICIAN

The Campaign Statistician will:

1. Produce a campaign report for each election including the activities of campaigns, election returns and conclusions drawn from that data.

2. Maintain a campaign management guide including reporting requirements (to campaign coordinator and progress reports from campaign coordinator), management principals (mission, objectives, tasks, goal integration), staffing (roles and responsibilities) and organization of resources.

3. Maintain the campaign history reference including the lessons learned from each campaign.

COMMUNICATIONS DIRECTOR

1. The Communications Director produces regular, timely press releases, and coordinates interviews of members of the party by the press.

2. The CD develops, coordinates, and supports a group of people who volunteer to write regular op-ed pieces and letters to the editor for various newspapers around the state.

3. The CD works with the Campaign Coordinator and local, state, and national campaign organizations to ensure effective media relations and the distribution of press releases to the media.

4. The CD will prepare and update a media list; the media list will include the addresses, fax and telephone numbers, and email addresses where available of all print, radio, and TV outlets in the Commonwealth of Virginia.

NEW INQUIRY LIAISON

THE BASICS: Write letters and make follow-up phone calls -- like 20 to 30 a week each -- to new inquiries around the state, asking them to join the Libertarian Party, and send each one targeted information that would be useful to them (such as the contact list for their local affiliates, etc).

Each new inquiry should receive the following things:

- 1) A letter (or email) welcoming them to the Libertarian Party, and letting them know what the Party resources are for them in their own area. Each letter must be customized by region. For instance, if their city is Alexandria, I want them to get a letter/email with the list of Party affiliates close to them, as well as the sign-up instructions for their local LP email mailing list. - Each letter/email should also include a membership form, and if mailed rather than emailed, an LPVA reply envelope.
- 2) Each inquiry name should be forwarded to the affiliate for that area for further, localized follow-up.
- 3) Each inquiry name should be tracked to make sure it makes it onto the main database. This is also the stage where duplicate entries can be found; so if a new name is a duplicate, notice of the error must be sent to the List Manager.
- 4) If possible, inquiries should also be called. It is much preferable to see to it that someone LOCAL to them makes the call. The LPVA Membership Committee is a stock letter/email ready for use; along with membership forms, reply envelope, stationary, and # 10 window envelopes.

PLEDGE PROGRAM COORDINATOR

THE BASICS: Write letters and make follow-up phone calls -- like 20 to 30 a week each -- to members around the state, asking them to join the monthly pledge program.

1. Request list of members from Database Manager. You will need to sign our list nondisclosure agreement and send it to LPVA with a buck to make it binding.
2. Compose form letter designed to convince members to join the monthly pledge program.
3. Mail merge form letters to a selection of the LPVA database once a week. Pick out twenty or more names to concentrate upon that week. The actual number you wish to work on should be something you determine. However, since we have roughly 1,000 members and about 48 to 50

practical weeks to contact them all during a year, let's assume that the minimum to be contacted weekly should be 20.

4. Mail the letters for that week.

5. Write up a phone script or some flash cards with notes for your follow-up phone calls. Tell them the truth: monthly income will make us stronger, and we can't succeed without them.

6. Compose your own "Contact Management" form so you can record easily what was said in the conversation -- so that if they promise to join the pledge program and we never see their envelope, we have a reason to send them a follow-up reminder to start making their promised donation.

7. One week later (or guesstimate how long your letters will be taking to get to the addressees...), begin calling each person who was mailed during the previous week.

8. Mail thank-you notes to those who made a commitment; and follow-up letters to remind "iffy" pledgers.

9. MONTHLY: Request list of transactions for the member ID's you have contacted from List Manager. This will show you who have paid up.

10. QUARTERLY: Report to the List Manager. Include copies of the weekly call & mail lists with any scribbled notes on each contact listed thereon. Estimate hours spent on each portion of the task. Pretend you are working on a time clock. [The reason I ask for this is because a lot of times people on the SCC have little idea what each job takes in the way of time. I want the jobs we do documented so that we can make clear what is needed for each task.

INCIDENTAL JOBS

One of the best ways to build a pledge program is via personal appearances at local meetings. Look at the attendance sheet passed around at each meeting, write the name of each person from the guest sign-in sheet on a pledge card while the group handles other business. Then, once you have all the pledge cards filled out, ask for five minutes of floor time, and read a one to two paragraph speech about why the local members should join the Pledge Program. Ask one of the local people who knows the other members to distribute the filled-out pledge forms. This personalizes the process and will raise the acceptance rate. One thing you must remember when doing this: ask the people to use that pledge form right then and there, and hand it back to you with their donation and pledge. **ASK FOR IT.** Put them on the spot. One last thing -- I would really like the volunteer for this position to try to attend all of the meetings of his own local group, and to get to other meetings around the state on an occasional basis.

-- ADDENDA --

1. By law, we are required never to call someone again if they asked to be removed from the phone list. You absolutely **MUST** send LPVA notice of such requests.
2. Be sure to use the utmost in politeness when contacting our members. When you are speaking with a potential pledger, **NEVER** read off their information on the phone; ask them to provide it to **YOU**. Write it down as they give it to you, and provide the info the way they provided it in your reports to me.

POLICY DOCUMENT 04.01.02.01 GUIDELINES FOR PUBLICATION OF VIRGINIA LIBERTY

It is recommended that Virginia Liberty be published 6 times yearly, on approximately the following schedule. The issue for a particular month may be required to have certain characteristics other than those listed; and in such case may have a differing audience.

~Feb 20: This may be a standard issue which goes to the Regular List. This may also be the Convention Announcement issue, in which case it should go to The Enhanced List.

~Apr 20: This is the City and Town Election issue. It should go to The Enhanced List. This may also be the Convention Announcement issue.

~Jun 2): This is a standard issue and it goes to the Regular List.

~Aug 20: This is a standard issue and it goes to the Regular List.

~Oct 20: This is the General Election issue. It should contain final voting instructions and should go to the Full Active List.

~Dec 20: Holiday issue. This is a standard issue and it goes to the Regular List.

LISTS OF RECIPIENTS

Regular List: Members, VL Subscribers, LPNews subscribers, inquiries within the last 3 months.

Enhanced List: Regular list plus inquiries within the last 2 years.

Full Active List: All individuals voluntarily on the database for whom we have no reasonable indication that their addresses are invalid.

POLICY DOCUMENT 04.01.05 LPVA DATABASE USE POLICY

First, the LPVA membership database (the List) is the property of the Libertarian Party of Virginia (LPVA). In allowing others to use the List, the LPVA does not waive any ownership rights to the List.

ACCEPTABLE USE The List is to be used for LPVA party business only. It is not to be used to promote other organizations or businesses, except under **EXPRESS** agreement **SEPARATE** from use under this policy (ie- if individuals want to **RENT** the database for personal use, they must

gain the consent of the LPVA and sign an agreement for that specific purpose). If an individual uses the List for personal or non-party business without such approval, he or she will be assessed a \$5.00 fine per name per occurrence, and the LPVA may pursue legal action against him or her.

The list is to be used in a professional manner. This includes treating the information on the List as confidential material. Any user engaging in unprofessional behavior in his or her use of the list will be subject to disciplinary action by the State Central Committee, up to and including being prohibited from future use of the list, possible censure, and pursuit of Civil/Criminal remedies where appropriate.

SHARING OF AND RELEASE OF DATA Users are not to share the database materials with other parties, except those having agreed to the terms of this policy. If another party member wants to help the designated user, and needs access to the list to do so, that person shall also be subject to the terms in this policy.

USERS OBLIGATION TO KEEP THE LIST CURRENT Users have an obligation to use best efforts to keep the database information current. If users, through the use of the List, obtain updated address/contact information on any of the individuals on the list, they will be expected to forward that information either to our National office or to the LPVA Address Corrections Manager for inclusion in future Lists. Any user failing to do so may be disallowed from future use of the List.

POLICY DOCUMENT 04.01.06 DATA RELEASE WITH MEMBER PERMISSION

1. Any organization or individual (hereinafter "requesting entity") offering special benefits, products, or services to LPVA members, such as discounts, scholarships, access to services such as email lists, or any other form of special treatment as a result of LP membership status, may obtain permission from that member to verify membership status.
2. Assuming the permission is granted by the member, the requesting entity may ask any LPVA or local officer or subcommittee member with access to the LP mailing list (hereinafter "authorized individual") to verify that person's membership status.
3. The authorized individual shall then verify membership status per the member's request. The form of permission may be implicit or explicit, and claimed in writing. If permission was verbal, the authorized individual shall withhold the answer until the member can be contacted, to assure privacy.

POLICY DOCUMENT 06.02.01 Funding of Candidates

When feasible, background checks will be conducted by the Operations Director or other staff member of the Libertarian Party. In the event the Libertarian Party incurs an expense for such check, the LPVA shall reimburse the LP for that amount. [adopted 6/26/2010.]

I hereby certify that this is the correct, complete and true copy of the LPVA Policy Documents as amended February, 2014.

Dean D. Davison
Secretary, Libertarian Party of Virginia