

**HOME BUILDERS ASSOCIATION OF VIRGINIA
POLITICAL ACTION COMMITTEE
BYLAWS**

The Home Builders Association of Virginia (seeking to affect political situations which are of critical importance to the industry's ability to do business in today's marketplace) has established the Home Builders Association of Virginia Political Action Committee (HBAV Build-PAC).

**Article I
Name and Location**

Section 1. The name of this PAC shall be the Home Builders Association of Virginia Build-Political Action Committee established and registered under the applicable laws of the Commonwealth of Virginia.

Section 2. The office of the PAC shall be located in Richmond, Virginia and its address shall be the same address as the Home Builders Association of Virginia, the Association.

**Article II
Organization**

Section 1. HBAV Build-PAC shall be a voluntary, non-partisan non-profit, unincorporated political association operating as a separate, segregated fund of the Home Builders Association of Virginia.

Section 2. HBAV Build-PAC will be completely independent of and not affiliated with any political party, political candidates or political organization.

Section 3. The Executive Vice President of HBAV will supply such administrative support as requested by the PAC Chair.

Section 4. The officers of the PAC will be the chairman, vice-chairman, treasurer/secretary. The First Vice President-Treasurer of HBAV will serve as Treasurer/Secretary of the PAC. These officers shall be voting members of HBAV Build-PAC.

Section 5. The chairman and vice-chairman will be elected by the Trustees for not more than one (1) full term of two (2) years.

Section 6. The Board of Trustees will be selected by their respective Local Associations or Chapters. Trustees to represent each local association or chapter shall be assigned based on the following formula:

0 - 249 members	1 Trustee
250 - 499 members	2 Trustees
500 - 749 members	3 Trustees
750 - 999 members	4 Trustees
1000 - 1249 members	5 Trustees
1250 - 1499 members	6 Trustees

The same number of alternate Trustees may be designated when Trustees are selected by the local associations. The local Trustee assignments shall be based on the October 31 membership report of NAHB.

The Executive Vice President, Director of Governmental Affairs and legal counsel will serve as ex-officio, non-voting members of the Board of Trustees.

Section 7. The term of office for each Trustee shall be one year and shall run from January through December.

Section 8. A majority of the voting members of the Board of Trustees shall constitute a quorum. A vote of the majority of those present at any meeting, at which a quorum is present, shall determine any measure brought to a vote.

Section 9. There may be sub-committees as designated by the chairman, the members of which shall be appointed by the chairman.

Section 10. The Executive Committee of the PAC shall consist of the chairman, vice-chairman, secretary/treasurer, and two others appointed by the chairman to balance geographically the committee.

Section 11. Upon an affirmative vote of a majority of the Board of Trustees, a past chairman of the PAC that is a member in good standing of HBAV, may be elected a Life Trustee with voting rights. A Life Trustee may be removed from the Board of Trustees of PAC by an affirmative vote of a majority of the members of the Board of Trustees.

**Article III
Duties of Officers**

Section 1. The chairman shall preside at all meetings of the PAC and shall direct the financial decisions of the committee.

Section 2. The treasurer/secretary shall oversee the financial and related records of the PAC. The treasurer/secretary will insure that the PAC functions within the law by filing all required reports.

Section 3. The treasurer/secretary shall maintain all minutes of the PAC and shall assist in the preparation and submission of all reports.

Section 4. During the absence or incapacity of the chairman, the vice-chairman shall perform the duties of the chairman. If the absence or incapacity of the chairman is long-term, immediate succession will take place by the vice-chairman.

Section 5. The Executive Vice President shall disburse all monies to individuals in accordance with the instructions of the Board of Trustees.

**Article IV
Board of Trustees Duties**

Section 1. The Board of Trustees shall evaluate candidates for state office to determine whether they should be considered for a PAC contribution. They shall consider, among other things, the background of the candidate, their position on building issues, their "voting record report" which will be prepared by the Legislative Committee, and their political performance. The Board of Trustees shall consult with the local associations where the candidates reside and may receive the views of any other member of the building industry on candidates who are being evaluated. They may conduct personal interviews of candidates if appropriate.

Section 2. The Board of Trustees shall set basic policies with respect to expenditures to be made by the PAC and shall make decisions as to direct disbursements to specific candidates in such amounts at such times as they deem appropriate.

Section 3. In between meetings of the Board of Trustees, the Executive Committee of Build-PAC, in consultation with the Trustees representing the local association and the President of the local association which the candidate represents, shall have authority to disburse funds from the PAC not to exceed \$2,500.00 per candidate per year.

Section 4. Any Trustee failing to attend at least two (2) meetings of the Board during any one (1) year in office, shall not be eligible to immediately succeed himself as a Trustee.

**Article V
Campaign Funds**

Section 1. Members of the HBAV will be eligible to contribute to the PAC by a voluntary check-off on dues. Other contributions can be solicited through membership campaigns, fundraisers, etc. No contribution shall be solicited or secured by coercion, job discrimination, or financial reprisal, or threat thereof, as a condition of employment, or as a condition of membership.

Section 2. The chairman shall arrange for and have conducted an annual audit of receipts and expenditures at the conclusion of the calendar year.

**Article VI
Meeting**

Section 1. The annual meeting of the Board of Trustees shall be held at the spring Board of Directors meeting of the Association.

Section 2. Special meetings of the Board of Trustees shall be called by the chairman on his own initiative or upon written request of three of the members of the Board.

**Article VII
Adoption, Amendments**

Section 1. These articles shall be adopted effective August 22, 1996.

Section 2. These articles may be amended or repealed by the Board of Directors of the Home Builders Association of Virginia, provided that at least thirty days prior written notice of the proposed amendments shall have been given each member of the Board of Directors.