

**DEMOCRATIC TOWN COMMITTEE BY-LAWS
KINGSTON, MASSACHUSETTS
JANUARY 25, 2007**

**ARTICLE ONE
NAME**

The name of the Committee shall be the Kingston Democratic Town Committee.

**ARTICLE TWO
OBJECTIVES**

- A. The objectives of the Committee are to promote the interests and the unity of the Democratic Party.
- B. Activities which are suitable for support include but are not limited to:
 - 1. Endorsment of enrolled Democratic candidates;
 - 2. Adoptions of resolutions and platforms;
 - 3. Raising and disbursing of funds for political purposes;
 - 4. Voter registration campaigns;
 - 5. Calling of caucuses for the purpose of:
 - a. endorsing candidates,
 - b. adopting resolutions,
 - c. conducting other party business as provided for in the Call.

ARTICLE THREE
MEMBERSHIP

- A. All members of the Committee shall be enrolled Democrats.
- B. There shall be no fewer than three or more than thirty-five members who shall be elected at Presidential Primaries, with filing for the office by individual candidates in conformity with State Election Laws.
- C. With respect to current members of the Committee who have served as such for 20 or more years, said member's elected position on the Committee shall be vacated and he or she shall become a voting ex-officio member of the Committee.
- D. Vacancies shall be filled by vote of the Committee.
- E. Associate members may be elected to the Committee upon attendance at three of five consecutive regular meetings. An associate member shall have been an enrolled Democrat for at least three months prior to election. Associate members shall not have the right to vote, but shall have such other powers and duties as the Committee may determine.
- F. Associate members, if any, shall be the candidates for filling any Committee vacancies.
- G. Voting for members and associate members shall be conducted at a regular meeting out of the presence of the person nominated.

ARTICLE FOUR
GENERAL

- A. The Committee will not discriminate. It shall be receptive to all regardless of race, national origin, creed, sex, age, religion or sexual orientation.
- B. Dues to defray normal operating expenses of the Committee are \$20 per calendar year payable on or before the first day of April.
- C. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in these By-Laws.
- D. In order to receive endorsement by the Committee, in either a partisan or non-partisan election, a candidate must receive a two-thirds vote of those members present and voting at a regularly scheduled meeting.
- E. The Chairperson will submit a list of Democrats eligible to serve as potential election workers to the Town Clerk prior to March 1st, annually.

ARTICLE FIVE
OFFICERS AND THEIR DUTIES

A. The Officers of the Committee and their duties shall be:

1. Chairperson:

- a. Shall be the chief executive officer of the Town Committee;
- b. Shall preside at all regular, special, and Executive Board meetings;
- c. Shall direct the organization and activities of the Committee;
- d. Shall appoint all sub-committees;
- e. Shall appoint all chairpersons of all sub-committees;
- f. Shall vote only in case of ties.

2. Vice-chairperson:

- a. Shall assume the powers and duties of the Chairperson in the temporary absence or incapacity of the Chairperson;
- b. Shall have such other responsibilities as are conferred by the Chairperson.

3. Treasurer:

- a. Shall sign an acceptance of office and forward one copy to the Secretary of State;
- b. Shall be responsible for the custody of all monies belonging to the Committee;
- c. Shall keep accurate records that will be audited in January of each year;
- d. Shall establish a checking account under the name of this Committee.

ARTICLE FIVE

Officers and their duties Cont...

- e. Shall at each meeting, submit to this Committee all bills due and, after Committee approval, pay them;
- f. Shall submit a report at each regular meeting, to be accepted and subject to audit;
- g. Shall preside in the absence of both the Chairperson and Vice-Chairperson.

4. Secretary:

- a. Shall keep an accurate account of all meetings, including time;
- b. Shall submit, at every meeting, a report of the last regular meeting and of any special meeting held thereafter;
- c. Shall submit for reading, all correspondence directed to or emanating from the Committee;
- d. Shall obtain the Chairperson's signature when required;
- e. Shall be responsible for all press releases;
- f. Shall inform members of the Committee of all filing deadline dates;
- g. Shall insure that meeting notices are posted on the bulletin board located outside the Town Hall, and shall make reasonable efforts to notify all members and associate members of all meetings.

**ARTICLE FIVE
OFFICERS AND THEIR DUTIES CONT...**

5. Affirmative Action and Outreach Advisor:

- a. The Affirmative Action and Outreach Advisor shall be responsible for developing strategies and activities to expand participation of Blacks, Hispanics, Asian-Pacific Americans, Native Americans, Cape Verdeans, and others who may be underrepresented on the Committee including: the handicapped, youth, senior citizens, low and moderate income people and women;
 - b. The Affirmative Action and Outreach Advisor shall become knowledgeable of and further the principles, goals, and steps established by Article Seven, Section I through VI of the Charter of the Democratic Party of Massachusetts.
- B. The officers of the Committee shall comprise a five member Executive Board to act on imperative business between meetings.
- C. The quorum for Executive Board meetings shall be three.

**ARTICLE SIX
ELECTIONS**

- A. Officers shall be elected every two years during the organization meeting which will be held no later than April 15th.
- B. A nominating committee, appointed by the Chairperson in March, shall present candidates at the April meeting. The April meeting will take place on the second Thursday of the month in order to conform to the April 15th deadline.
- C. Election of Officers shall be by written ballot, with a majority required for election.
- D. Nominations from the floor for any candidate shall be included on the ballot.

ARTICLE SEVEN
REMOVAL OF MEMBERS

- A. Members may be removed by procedures guaranteeing adequate notice and due process and by a 2/3 vote of those present and voting, a quorum being present, for:
- a. Failure to attend at least half of the regularly scheduled committee meetings during any calendar year. The Executive Committee shall notify those members who may be so removed not later than the 15th day of February of the following year. Removal shall be voted at the regular meeting after the first day of March upon recommendation of the Executive Board;
 - b. Public support for or financial contribution to an opponent of a candidate/ nominee of the Democratic Party;
 - c. Unauthorized use of Party name or resources;
 - d. Conviction after appeals are exhausted of a criminal offense other than a misdemeanor.
- B. A member must be given an opportunity to resign before notice, of the hearing on the question of removal, is given to the membership of the Committee.
- C. A member removed under this Article shall have 30 days to appeal to the Massachusetts Democratic State Committee and the vacancy may not be filled in such case until the final decision of the Massachusetts Democratic State Committee is made.
- D. Any duly elected member of the Committee who changes his/her residence from the Town of Kingston shall cease to be a member at the end of the month during which said residence has changed.

ARTICLE EIGHT
MEETINGS

- A. Meetings shall be held on the fourth Thursday of the month at a location designated by the Chairperson.
- B. The Committee shall meet at least four times each year, at least once each quarter, at the call of the Chairperson.
- C. A quorum of one third of the voting members (12) is required for all regular and special meetings of the Committee.
- D. Special meetings may be called by the Secretary on receipt of a signed petition from no fewer than 20% (7) of the members of the Committee.

ARTICLE NINE
BY-LAWS

- A. Proposed amendments to the By-Laws shall be voted on at the first regular meeting following their proposal.
- B. A two-thirds vote of those Committee members present and voting, a quorum being present, shall be required to amend these By-Laws.
- C. Unless and until amended or repealed by the voting members, these By-Laws shall continue in effect from year to year.
- D. Once adopted, a copy of these By-Laws shall be submitted to the Massachusetts Democratic State Committee and provided to each member and associate member.

ARTICLE TEN
COMMITTEES

There shall be the following committees appointed by the Chairperson:

- A. A **Membership Committee** composed of the Executive Board, to recommend the election of members, to fill vacancies, to provide associate members, to remove members in accordance with the stipulations of ARTICLE SEVEN, and to maintain the rolls of members and associate members.
- B. A **Publicity Committee** to publicize the activities of the Committee as requested by the Chairperson and/or the Executive Board.
- C. A **By-Laws Committee** to review and recommend proposed changes to these By-Laws, and to make reports thereon.
- D. Other committees as deemed necessary by the Chairperson.

ARTICLE ELEVEN
ORDER of BUSINESS

- A. The order of business at meetings shall be as follows:
 - 1. Calling the roll of members;
 - 2. Reports of officers and committees;
 - 3. Reading of communications addressed to the Committee;
 - 4. Unfinished business;
 - 5. New business;
 - 6. Adjournment.

The Order of Business may be waived by two thirds (2/3) vote of the Elected Members, present and voting.