

BY-LAWS OF THE ROCKPORT DEMOCRATIC TOWN COMMITTEE

Adopted on June 22, 2000, Revised on October 6, 2007

ARTICLE I - NAME

The name of the COMMITTEE shall be The Rockport Democratic Town Committee.

ARTICLE II - PURPOSE

The COMMITTEE is constituted for the purpose of promoting the Democratic Party in the Town of Rockport, Massachusetts, with a goal of encouraging diversity and broad participation with respect to ethnicity, gender and age.

ARTICLE III - MEMBERSHIP

A. Membership on the COMMITTEE shall consist of not more than 35 residents of the Town of Rockport, who shall be registered Democrats and who shall have been duly elected by the voters of the Town of Rockport every four years at the time of the Presidential Primary.

B. There shall also be Associate Members (Associates), who shall be Rockport residents and registered Democrats nominated by any COMMITTEE Member (Member) and elected by the Members at the next meeting of the COMMITTEE. Associates shall be notified of all meetings. They shall be permitted to participate in discussions but shall not have the right to vote.

ARTICLE IV - NOMINATING COMMITTEE

A. Within one week after the election of Members, the Chairperson shall appoint a Nominating Committee consisting of five Members to choose a slate of officers for the ensuing four year period and shall hold a meeting within 40 days of such election for the express purpose of choosing these officers.

B. Additional nominations for officers of the COMMITTEE shall be requested from the floor.

ARTICLE V - MEETINGS

A. In off-election years, there shall be at least one regular meeting per quarter. In election years, there shall be a minimum of six regular meetings, at least one regular meeting per quarter.

B. One of the election year meetings shall be held within thirty to forty days following the election mentioned in Article III. A. and shall be for the purpose of electing Officers of the COMMITTEE.

C. Special meetings may be called at any time at the discretion of the Chairperson or on written request by five or more Members.

D. Notice of all regular and special meetings shall be sent at least seven days before the date of said meeting to each Member and Associate by regular mail or by e-mail to the address shown on the records of the COMMITTEE, and the COMMITTEE will comply with Massachusetts General Laws regarding public meetings.

E. Ten Members shall constitute a quorum at any regular or special meeting. Motions shall be carried by a majority vote of those present and eligible to vote at such meetings.

F. The conduct of meetings shall be in accordance with Robert's Rules of Order except where otherwise noted in these by-laws.

G. Attendance shall be recorded at each meeting.

H. Any Member missing three meetings in any one year without notification of an officer shall be given the opportunity to resign or shall resume active participation.

ARTICLE VI - OFFICERS

A. The officers of this COMMITTEE shall consist of: Chairperson, Vice-Chairperson, Secretary and Treasurer. There shall also be such committees that the chairperson may appoint as he or she deems desirable for the best interests of the COMMITTEE or that he or she has been instructed to appoint by a motion duly passed at a regular meeting.

B. The officers of this COMMITTEE shall be elected every four years at a meeting held within 30 to 40 days of their election by the Town. Officers shall not serve more than three consecutive terms in the same office.

C. In the event of a vacancy in any office, a Nominating Committee consisting of 5 Members appointed by the Chairperson shall present a name in nomination, and a special election shall be held at the next regular or special meeting to fill the vacancy. Nominations shall also be requested from the floor at this meeting.

ARTICLE VII - DUTIES OF OFFICERS

A. Chairperson

1. The Chairperson shall preside at all meetings and shall assist in the formation of the COMMITTEE.
2. The Chairperson shall have the right to vote at all meetings of the COMMITTEE as do the other Members.
3. The Chairperson shall be a member, ex-officio, of all committees.

B. Vice-Chairperson. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence or inability to serve.

C. Secretary

1. The Secretary shall keep a true and accurate record of all meetings of the COMMITTEE and shall issue notices, as specified in Article V. D. of all meetings of the COMMITTEE.
2. In the absence of the Secretary, a Secretary Pro-Tem shall be appointed.
3. The Secretary shall have custody of the bond of the Treasurer if such is required.

D. Treasurer

1. The Treasurer shall pay out all monies on behalf of the COMMITTEE and shall draw and sign all checks required in the transaction of the COMMITTEE'S business.
2. All disbursements shall be by check.
3. Any single expenditure of \$500 or more must be approved by affirmative vote of the COMMITTEE.
4. The Treasurer shall make a financial report at every regular meeting and shall submit an annual report at the first meeting following the end of each calendar year.
5. The Treasurer shall be responsible for the handling and reporting of political contributions and expenditures in accordance with State and Federal election laws and shall be responsible for filing all reports required by the Office of Campaign and Political Finance.
6. In the event that the sum of money in control of the Treasurer should exceed \$5000, the Treasurer shall, at the expense of the COMMITTEE, furnish a surety bond in such company and in the amount the COMMITTEE shall determine.
7. An Auditing Committee may be appointed by the Chairperson upon a vote of the COMMITTEE. The function of the Auditing Committee shall be to audit the accounts of the Treasurer and report at the next meeting of the COMMITTEE.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the COMMITTEE shall be from January 1 to December 31.

ARTICLE IX - SUPPORT OF CANDIDATES

A. The COMMITTEE, upon approval by a majority vote, shall help, endorse and expend such money as is deemed advisable to elect all Democratic candidates in a general election.

B. No political candidate shall be endorsed by the COMMITTEE in a primary election unless he or she is unopposed.

ARTICLE X - DELEGATES TO STATE CONVENTION

A. The COMMITTEE is responsible for holding a caucus in accordance with the instructions and regulations of the Massachusetts Democratic State Committee for the purpose of electing delegates to all Democratic State Conventions.

B. Any registered Democrat in the Town of Rockport is eligible to participate in such a caucus.

C. The COMMITTEE may contribute financially toward expenses incurred by delegates to the Convention, the amount of such financial support to be determined by the COMMITTEE.

ARTICLE XI - DUES

A. Each Member of the COMMITTEE shall pay dues to the Treasurer annually in an amount voted by the COMMITTEE at the meeting referred to in Article V. B.

B. Payment of dues by Associates shall be optional.

C. No Member shall be prohibited from voting at a regular or special meeting because of non payment of dues.

ARTICLE XII - NOMINATION OF COMMITTEE MEMBERS

At least thirty days prior to the deadline for filing nomination papers for the election referred to in Article III. A., the Chairperson shall:

- 1.** place a notice in the local newspaper stating the time and place where nomination papers may be signed and giving the deadline for signing, and
- 2.** instruct the Secretary to notify in writing each Member and Associate of the time and place where nomination papers may be signed and the deadline for signing.

ARTICLE XIII - BY-LAWS

A. These By-laws may be amended, changed or repealed by the affirmative vote of two-thirds of those Members present and voting at a meeting called for such purpose.

B. A copy of any proposed change or amendment must be sent in writing to each Member at least two weeks prior to the meeting called for such purpose.

C. A copy of these By-laws shall be presented to each new Member and Associate of the COMMITTEE.