

BYLAWS
OF
GROTON DEMOCRATIC TOWN COMMITTEE

Adopted January 27, 2002

(with revisions adopted on January 24, 2003)

ARTICLE I
NAME

This organization shall be known as the Groton Democratic Town Committee, hereinafter called the Town Committee.

ARTICLE II
PURPOSES

1. This committee is organized and constituted under authority of and in accordance with the provisions of the General Laws of the Commonwealth of Massachusetts and the Charter of the Massachusetts Democratic Party and shall have as its purposes the following: to foster and advance the ideals and aims of the Democratic Party; to work in cooperation with the Democratic State Committee; to aid in carrying out the planks of the State and National Convention of the Party; to work and organize for the success of Democratic candidates; and to strengthen the Democratic Party in the Town, Commonwealth, and Nation.

2. The Committee shall conduct such activities as are suitable for political organization, among which, without limitation, are the endorsement of enrolled Democratic candidates; financial support of the State Democratic Committee; the adoption of rules and platforms; the raising and disbursing of funds for political purposes; voter registration campaigns; and the calling of political caucuses for the purpose of endorsing candidates, adopting resolutions, or conducting other Party business as provided for in the call.

ARTICLE III MEMBERSHIP

1. The Town Committee shall consist of not less than three (3) and not more than thirty-five (35) enrolled members of the Democratic Party resident in the Town of Groton who shall have been elected at the presidential primaries.

2. Members shall hold office for four (4) years from the organizational meeting (to be held according to State Law) following the presidential primary, and until their successors shall have organized. A member may submit a written resignation at any time, such resignation to take effect upon its receipt by the Secretary of the Town Committee. Any member who changes his/her residence from Groton shall cease to be a member at the end of the calendar year during which said residence is changed. Any member who cancels or changes his/her party enrollment shall forthwith cease to be a member of the Town Committee.

The Town Committee may, by vote at any meeting, appoint such associate members as it may choose. Associate members shall not have the right to vote, but should actively participate in the Committee's regularly scheduled meetings and events and shall have such other powers as the Town Committee shall from time to time determine. Within ten days after the appointment of associate members, the Secretary of the Town Committee shall file a list of such members as required by Article IV, Section 2 below in the case of the officers and members first chosen.

Members should actively participate in the Committee's regularly scheduled meetings and events and are expected to attend at least half of the regularly scheduled meetings each calendar year.

Members may be removed from the Town Committee as specified in Article II, Section V, of the State Democratic Charter.

**ARTICLE IV
ORGANIZATION**

1. Within ten days after the April fifteenth next following the presidential primaries, the Town Committee shall meet and organize by electing a Chair, Vice Chair, Secretary, Treasurer, Affirmative Action Officer and such other officers as it may decide to elect.

2. The Secretary of the Town Committee shall, within ten (10) days after its organization, file with the Secretary of the Commonwealth, with the Office of Campaign and Political Finance, with the Clerk of the Town of Groton, and with the Secretary of the Democratic State Committee a list of the officers and members of the Committee, together with the addresses of such officers and members whenever required.

**ARTICLE V
OFFICERS**

1. CHAIR. The Town Committee shall elect a Chair of the Town Committee who shall preside at all meetings of the Town Committee. The Chair shall appoint, with the consent of the Town Committee, all members of subcommittees. The Chair shall direct the functioning of the Town Committee, and perform the duties as specified by Article II Section III of the State Democratic Charter.

The Chair shall be the only person empowered to incur liabilities, no greater than \$50, that shall be binding upon the committee, subject at all times to the approval of the Executive Committee. Any potential expense or liability incurred greater than \$50 shall be subject to approval by the voting membership present at a duly called meeting.

2. VICE CHAIR. The Town Committee shall elect a Vice Chair who shall preside at all meetings in the absence of the Chair and who shall have all the powers of the Chair in the absence of the Chair. The Chair will be considered absent if not in attendance at a meeting, incapacitated, or traveling outside of the Commonwealth of Massachusetts for a period

greater than two (2) weeks.

3. SECRETARY. The Town Committee shall elect a Secretary who shall keep a record of the proceedings of the Town Committee, notify members of meetings as hereinafter provided, file reports required by law, and maintain a file of press releases.

4. TREASURER. The Town Committee shall elect a Treasurer who shall have custody of all funds belonging to the Town Committee, shall maintain adequate financial records and shall prepare and present an annual report and such other financial reports as the Chair or Town Committee shall direct. The Treasurer shall be responsible for filing all financial reports required by State law. The Treasurer may open an account or accounts in the Town Committee's name, in a bank or trust company approved by the Executive Committee, funds in such account or accounts to be subject to withdrawal only upon the signatures of the Chair or Treasurer.

5. AFFIRMATIVE ACTION OFFICER- The Town Committee shall elect an Affirmative Action Officer who shall be responsible for developing strategies and activities to expand participation in the Committee of the Party's Affirmative Action target groups.

6. EXECUTIVE COMMITTEE. There shall be an Executive Committee composed of the Chair, Vice Chair, Secretary, Treasurer and Affirmative Action Officer and two (2) members elected by the members at a meeting called for that purpose.

A. The functions of the Executive Committee shall be: to determine the capacity and presence of any Officer, as specified by these Bylaws; to fill vacancies of Officers until a special election is held or the end of the term; to establish standing and ad hoc committees in furtherance of the purposes delineated in Article II, and to approve press releases prepared on behalf of the Town Committee about its members or activities.

B. A simple majority of the Executive Committee shall constitute a quorum.

ARTICLE VI
TERM OF OFFICE

1. The Chair, Vice Chair, Secretary, Treasurer, and Affirmative Action Officer shall be elected within ten (10) days after the April fifteenth next following the election of members of the Town Committee and shall serve for a term of four (4) years and until their successors are elected. Other officers, if any, may be elected at any meeting of the Town Committee called for that purpose. The Secretary shall file within ten (10) days a statement of any change of officers as required by Article IV, Section 2, above in the case of officers and members first chosen.

2. In the event of a vacancy occurring among Officers of the Executive Committee due to death, resignation, or inability to serve for any reason, or if the office is declared vacant by a two-thirds vote of the elected members, said vacancy shall be filled as follows:

A. The Vice Chair, in the case of a vacancy in the Office of Chair, shall call a meeting of the elected members within thirty (30) days after the vacancy occurs, at which time a new Chair shall be elected by a majority vote of the elected members present and voting.

B. In the event of a vacancy in the office of Vice Chair, Secretary, Treasurer, or Affirmative Action Officer, the Chair shall call a special meeting of the elected members within (30) thirty days of said vacancy, at which time a new Vice Chair, Secretary, Treasurer or Affirmative Action Officer, as the case maybe, shall be elected by a majority vote of the elected members present and voting.

3. Elected member or associate member vacancies shall be filled by a majority vote of the elected members of the Town Committee present and voting at a meeting of the members and the person so chosen must be present at that meeting, a legal resident, and an enrolled Democrat.

4. Associate members, if any, shall be the candidates for filling any Town Committee vacancies.

ARTICLE VII

Reserved for future section

ARTICLE VIII MEETINGS

1. **CALL.** The Town Committee shall meet at least four times each year, at least once each quarter, at the call of the Chair. Special meetings may be called by the Secretary on receipt of a signed petition from no fewer than 20 percent of the membership of the committee.

2. **NOTICE.** The Secretary or his/her designee shall notify all members and associate members of the time and place of each meeting by letters mailed at least ten (10) days prior to the meeting or directly (in person, by telephone or electronically) at least two (2) days prior to the meeting. If the meeting is to consider the filling of vacancies in the membership of the Town Committee or the officers thereof, the selection of delegates, endorsement of candidates for nomination or amendment of these Bylaws, fourteen (14) days written notice shall be given and such notice shall state the purpose thereof.

3. **QUORUM.** A quorum shall consist of one-third of the members then in office, but not fewer than two (2). Members must attend the meeting in person to be counted in the quorum and to vote.

4. **VOTE.** A majority of those present and voting shall be sufficient to transact all business except endorsement of candidates for public office, for which a majority vote of the entire membership shall be required.

5. **CONDUCT.** The meetings shall be conducted in accordance with accepted Robert's Rules and with the laws of the Commonwealth of Massachusetts. The order of business may be waived by a two-thirds vote of the elected members present and voting.

ARTICLE IX

Reserved for future section

ARTICLE X CHANGES IN THE BYLAWS

1. Proposals to either repeal or amend these Bylaws shall first be submitted in writing to the Chair of the Town Committee. The Chair shall then refer the proposed changes to a Bylaw Committee. If a Bylaw Committee does not exist, one shall be appointed according to Article V above. The Bylaw Committee shall make a report with its recommendations at the next meeting, if possible, but no later than the following meeting.
2. Copies of the proposed changes as well as the Bylaw Committee's report, if available, shall be distributed to all Members according to Article VIII, Section 2.
3. A majority of the elected members present and voting shall be sufficient to uphold the recommendations of the Bylaws Committee. A two-thirds vote of the elected members present and voting shall be necessary to overturn the report of the Bylaws Committee.
4. Unless and until amended or repealed by the elected members, these Bylaws shall continue in effect from year to year and no formal motion shall be necessary at any meeting of the Town Committee in order that they continue in force.
5. In case of a question arising as to the interpretation of any provision of the Bylaws, the Chair shall refer the matter immediately to a Bylaws Committee. The Bylaws Committee shall act as specified above in Section 1 of this Article.

Excerpts from State Democratic Charter

Article II, Section III

The Local Chair shall be the principal executive of the town, ward or city committee, with the primary responsibility for enforcement of the provisions of the Charter and Bylaws at the local level and for communications between local committees and the State Committee. The Chair shall preside at all meetings of the local committee and at caucuses called by it.

Article II, Section V: removal of local Members

Members and Officers pledge themselves by accepting office to perform diligently and honorably their duties or resign. Members of Town committees may be removed by procedures guaranteeing adequate notice and due process and by a vote of 2/3 of those present and voting, a quorum being present, for: failure to attend at least half of the regularly scheduled committee meetings during any calendar year.

Public support for or financial contribution to an opponent of a nominee of the Democratic Party which nominee publicly supports the majority of the platform of the Democratic Party as adopted at the most recent state and national democratic conventions. A member for whom a long and deeply held belief would be violated by support of the nominee shall not be removed under this section.

Unauthorized use of the Party name or resources

Conviction after appeals are exhausted of a criminal offense other than a misdemeanor, except for a conviction arising out of a labor action.

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.

If a town committee refuses to act upon or remove a member duly charged, the charge may be appealed to the Judicial Council.

A member removed under this section shall have 30 days to appeal to the Judicial Council, and the vacancy may not be filled in such case until the final decision of the Judicial Council is made.