

# **BYLAWS OF THE HINGHAM DEMOCRATIC TOWN COMMITTEE**

Adopted on \_\_July 8, 2020\_\_\_\_\_

## **Article I – Name**

The organization shall be known as the Hingham Democratic Town Committee, hereinafter “Committee”.

## **Article II – Purposes**

This Committee is organized and constituted under the authority of and in accordance with the provisions of the General Laws of the Commonwealth of Massachusetts and shall have as its purposes the following:

- ☐ to foster and advance the ideals and goals of the Democratic Party;
- ☐ to work and organize for the success of the Democratic candidates of the District, County, State and Nation;
- ☐ to do all things necessary and incidental to the building and strengthening of the Democratic Party in Massachusetts and within Hingham.

## **Article III – Membership**

- A. Full Voting Members: The Hingham Democratic Town Committee shall consist of up to thirty five (35) registered Democrats in Hingham who shall have been elected at the Presidential Primary for a period of 4 years together with those elected to membership by the members of said Committee, in conformance with the provisions of law. These members shall be considered as full voting members. If there are less than 35 full voting members, the Committee may add to its full voting membership in order to reach a total of 35 full voting members, provided notice in given before the meeting that new full voting members may be elected at the meeting.
- B. Life Members: Members of the Committee who have served continuously for 20 or more years shall be considered life members, and their positions will be vacated as full members of the Committee. Life members retain all privileges and duties of full voting members by virtue of this provision, including the right to vote on any matter before the Committee. These positions are not filled by the Committee when vacated for any reason.
- C. Associate Members: The Committee, by vote at any meeting, may authorize the appointment of associate members. Associate members shall not have the right to vote but shall have such other powers and duties as the Committee may determine.
- D. The Committee, following the election of its members, shall meet and elect the following officers for a two-year term: Chairperson, Vice Chairperson, Secretary, Treasurer, and Affirmative Action and Outreach Advisor. Only full voting members are eligible to serve as officers.
- E. Any member of the Committee who moves from Hingham shall cease to be a member of the Committee at that time.

- F. Vacancies shall be filled by vote of the Committee. Associate members, if any, may be the candidates first considered for filling the vacancies.
- G. Members may be removed in conformity with Section V of the Charter of the Democratic Party of the Commonwealth of Massachusetts and in accordance with Article XVIII of these bylaws.

#### Article IV – Duties of Members

Members of the Committee are required to:

- A. Maintain one's status as a registered voter in the Massachusetts Democratic Party.
- B. Pay annual dues as assessed by the Treasurer and approved by the Executive Committee.
- C. Regularly attend meetings of the Committee.
- D. Participate in the work of the Committee.

#### Article V - Officers

- A. The officers of this Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, and Affirmative Action and Outreach Advisor. These officers shall be elected at the Committee's organizational meeting and shall serve for a term of two years. At the end of the two year term, new elections for officers shall be held no later than April 15. The Chair and the Vice Chair shall not be of the same sex, unless no member of the required sex is available to serve.
- B. There shall be an Executive Committee consisting of the officers of the Committee. The Executive Committee shall have the power to act on all matters arising between meetings.
- C. In the event of death, resignation, or the permanent removal from the Town of Hingham of any of the above named officers, their office shall be declared vacant and be filled at the next regular meeting of the Committee. A statement of such changes in the officers of the Committee shall be sent immediately by the Secretary of the Committee to the Secretary of the Commonwealth, to the Secretary of the Democratic State Committee and to the Town Clerk.

#### Article VI – Chairperson

The chairperson, in addition to the duties required by law and the state party, shall preside at all meetings of the Committee and shall have general charge and supervision of all Committee activities. The Chair shall have the power to appoint all standing Committees and such other special Committees as are created from time to time. The Chair shall have the power to call special meetings of the Committee and all regular meetings at such time or times as may seem to him/her to be advisable, subject only to the vote of the Committee in fixing the number of regular meetings to be held during the course of the year. The Chairperson is an authorized signer of checks for the Committee's bank account and shall execute signature cards for that purpose.

## Article VII – Vice Chairperson

The Vice Chairperson shall preside at all meetings of the Committee in the absence of the Chairperson. The Vice Chair shall perform all duties and have all the powers of the Chairperson in the case of the Chair's temporary absence.

## Article VIII – Secretary

The Secretary shall keep a record of all proceedings of the Committee and shall issue notice by email to each member of each meeting of the Committee at least seven days prior to the date of the meeting. Minutes of the previous meeting shall be distributed by email by the Secretary no later than 24 hours before the meeting at which minutes will be approved. The Secretary shall, within ten days after the organization of the Committee, file with the Secretary of the Commonwealth, the Secretary of the Democratic State Committee and with the Town Clerk a list of the officers and members of the Committee; and shall immediately file with the same officials a statement of the changes in the organization or membership of the Committee thereafter.

## Article IX – Treasurer

The Treasurer shall receive funds on behalf of the Committee and shall pay routine bills as authorized by the Committee or the Executive Committee. No expenditures of funds of the Committee shall be made by the Treasurer outside the regular activities or expenses except upon the approval of the majority of the Committee at a special or a regular meeting. The Treasurer shall maintain a bank account in the name of the Committee and shall deposit all cash and checks received into that account. The Treasurer and the Chairperson shall be authorized to sign checks on behalf of the Committee, and both shall sign all checks over the amount of \$100.00. The Treasurer shall submit a report of the financial condition and transactions of the Committee at all regular meetings. The Treasurer shall comply with all requirements of state law related to campaign and political finance.

## Article X – Affirmative Action And Outreach Advisor

The Affirmative Action and Outreach Advisor shall be responsible for developing strategies and activities to expand participation in the Committee of the Party's Affirmative Action target groups.

## Article XI – Calling a Meeting without Consent of Chairperson

- A. In the event of a refusal of the Chairperson of the Committee to call a meeting of the Committee, a majority of the executive Committee may, in writing, order the Secretary of the Committee to call a meeting of the Committee.
- B. Twenty percent (20%) of members of the Committee can request a meeting by a petition in writing to the Secretary and the Secretary shall call such meeting within two weeks.

## Article XII – Quorum

One third of the members of the Committee shall constitute a quorum for the transaction of business. A quorum includes both full voting members and lifetime members.

## Article XIII – Bylaws Committee

There shall be a Bylaws Committee appointed by the Chairperson from the voting members. The Chairperson shall designate the Chairperson of the bylaws Committee.

## Article XIV – Changes in the Bylaws

- A. These Bylaws may be amended or repealed at any regularly scheduled or called meeting of the Committee, provided that the proposed change is in writing and is signed by a voting member. The proposed by law change shall be sent by email to all members with the announcement of the meeting at least 14 days in advance of the meeting.
- B. A two-thirds majority of the Committee present and voting shall be necessary to repeal or amend the Bylaws. Bylaw change proposals which contradict the provisions of the Massachusetts Democratic State Party Charter cannot be considered.
- C. Unless and until amended or repealed by the members, these Bylaws shall continue in effect from year to year and no formal motion shall be necessary at any meeting of the Committee in order that they continue in force.

## Article XV – Agenda

An agenda shall be sent by email to members at least seven (7) days prior to the meeting. The order of business at meetings generally shall be as follows:

- 1. Call the roll of officers and members.
- 2. Approving the minutes of the previous meeting.
- 3. Treasurer's Report.
- 4. Reports of officers and Committees.
- 5. Reading of communications addressed to the Committee.
- 6. Old or Unfinished business
- 7. New business
- 8. State Committee Reports.
- 9. Speaker(s)
- 10. Adjournment.

Members at the meeting may request that items be added to the agenda, and such requests will be added upon a majority vote of the Committee members present and voting. The

order of items in the agenda may be waived by a majority vote of the Committee members present and voting.

#### Article XVI – Meetings

Regular meetings of the Committee shall be held at least four times in non-election years and six times in election years, at least once each quarter.

#### Article XVII – Endorsement of Candidates in Primary Partisan Races

- A. In order to consider whether to endorse a candidate for a partisan office, the issue shall be placed on the agenda of a regularly scheduled meeting. The race does not have to be contested to make an endorsement. The Committee decides to consider endorsing candidate(s) for specific offices by a two-thirds majority vote of those Committee members present and voting.
- B. If the Committee votes to endorse, the executive Committee will determine the candidates eligible for possible endorsement. To be eligible, the candidate for partisan office must: have filed as a Democrat, have been affiliated with the Democratic Party for at least one year, inform the Committee of his or her party affiliation for the past five years, and disclose prior political activity on behalf of any political party, including the Democratic Party, for the past five years.
- C. The Executive Committee will schedule an endorsement meeting, which may be a regular meeting or a special meeting. The Chair or her designee will preside over the meeting. Candidates or their representatives will be invited to address the meeting. Each candidate who decides to attend (or their representative) will speak in alphabetical order, while the other candidates will wait outside of the meeting room. Each candidate will have 5 minutes to make an opening statement and then will answer questions from Committee members. The Executive Committee is authorized to set specific rules to be followed.
- D. Voting on an endorsement will take place as soon as practicable after the endorsement meeting, including directly after the meeting if prior notice is given to members. A two-thirds majority of members of the Committee members present and voting is required to endorse. Voting is by voice vote or show of hands, unless any member of the Committee requests a ballot vote. The Secretary will prepare ballots in advance of the meeting in case they are needed. The Committee may endorse a candidate, multiple candidates, or no candidate. The Executive Committee will notify candidates of the decision(s) of the Committee.
- E. Endorsement in a primary carries over to the general election unless the candidate loses in the primary. Endorsements are made in the name of the Committee and are to be announced to the public in a press release,
- F. Under exceptional circumstances, an endorsement may be withdrawn.
- G. The Executive Committee, by a two-thirds vote, may recommend an alternative process for endorsement. Any alternative process must be approved by a two-thirds majority of the Committee members present and voting.

- H. Nothing in these By-Laws prevents the Committee from making endorsements in non-partisan races or on ballot initiatives, proposed legislation, or Town Meeting Warrant Articles.

#### Article XVIII – Removal of Members

Members and officers pledge themselves to perform diligently and honorably their duties or to resign. Members of the Committee may be removed by procedures guaranteeing adequate notice and due process and by a two-thirds vote of those Committee members present and voting for:

- A. Failure to attend at least half of the regularly scheduled Committee meetings during any calendar year.
- B. Public endorsement, support or financial contribution to an opponent of the Democratic Party nominee who supports the platform of the Democratic Party as adopted at the most recent state and national Democratic convention.
- C. Unauthorized use of the party name or resources.
- D. Conviction after appeals are exhausted of a criminal offense other than a misdemeanor.

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.

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