

# MEDWAY DEMOCRATIC TOWN COMMITTEE

## Bylaws

(As adopted February 14, 2011)

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# **MEDWAY DEMOCRATIC TOWN COMMITTEE**

## **Bylaws**

### **Article I. Name**

The Committee shall be known as the Medway Democratic Town Committee, hereinafter referred to as the “MDTC” or the “Committee”.

### **Article II. Purpose**

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 shall have as its purposes the following:

- a. To inform, foster and advance the ideals and aims of the Democratic Party.
- b. To work in cooperation with the Democratic National Committee.
- c. To work and organize for the success of the Democratic candidates of the District, County, State and Nation.
- d. To do all of the things necessary and incidental to the building and strengthening of the Democratic Party in Massachusetts.

### **Article III. Membership**

#### **Section 3.1 Classes of Membership**

There shall be two classes of membership within the MDTC consisting of “Members” and “Associate Members.”

The class of Associate Member is established to augment the ranks of Members, to participate in all deliberations and actions of the Committee, and to provide candidates for the filling of Member vacancies therein.

Associate Members shall have all the rights and privileges of Members, except the right to hold office and to vote in certain circumstances as indicated in these Bylaws.

Together, the combined body shall be referred to, herein, as “membership.”

#### **Section 3.2 Eligibility for Membership**

The Medway Democratic Town Committee shall consist of up to 30 Democrats registered in the town of Medway who have been elected as Members by the general voting public at a Presidential Primary together with those elected as Associate Members by the Members of the Committee in conformance with the provisions of law and these bylaws.

Any duly registered Democrat having primary domicile in the Town of Medway shall be eligible for nomination and election to the MDTC as either a Member or Associate Member.

#### **Section 3.3 Equal Opportunity for Membership**

The Committee seeks to be an inclusive organization that values participation in its membership without regard to age, gender, ethnicity, race, religious or sexual preference, ability or income status.

#### **Section 3.4 Terms of Office**

The term of office for a Member shall be for up to four (4) years, terminating upon the election of new Members. The term of office for an Associate Member shall run from the date of election until the date of the next succeeding Presidential Primary.

### **Section 3.5 Method of Election**

The election of persons to the two classes of membership shall take place as follows:

#### **§ 3.5.1 Members**

Member candidates may be nominated for election at a designated regular meeting by any Member or Associate Member of the Committee and shall have their name appear as an MDTC Member candidate on the next subsequent Presidential Primary ballot if ratified by a majority of the membership present at such a meeting.

Notice of such designation must appear on the agenda for the meeting and be provided to membership in advance.

Members shall be elected to office by a majority of duly registered Democrats casting votes in each Presidential Primary, or as described in Section 3.7.

#### **§ 3.5.2 Associate Members**

Associate Members may be nominated by anyone of membership present at any regular meeting of the MDTC and shall be elected to the Committee by a majority of the membership present at such a meeting.

### **Section 3.6 Forfeiture of Membership**

Any Member or Associate Member who changes his/her residence or voter registration designation shall automatically forfeit membership in the MDTC. A Member's or Associate Member's residence is defined as his/her primary domicile.

Other conditions warranting and procedures for removal of Members or Associate Members are itemized in Section 4.6.

### **Section 3.7 Filling of Membership Vacancies**

Member vacancies on the MDTC shall be filled no later than the third subsequent regular meeting to be held within ninety (90) days following the occurrence of vacancy, according to this process:

#### **§ 3.7.1 Nomination and Election**

Candidates to fill Member vacancies shall be nominated at a meeting by anyone of membership and elected by a majority vote of the membership so present.

#### **§ 3.7.2 Notification**

Notification of intent to nominate and elect candidates to fill Member vacancies shall be sent to the membership not less than seven (7) days prior to the meeting at which the election is to occur.

#### **§ 3.7.3 Eligibility**

Member vacancies shall be filled from the ranks of Associate Members whenever there are qualified persons so designated.

## **Article IV. Officers**

## **Section 4.1 Officers**

No later than the 15<sup>th</sup> of April next, following the Presidential Primary, the voting membership of the MDTC shall hold an organizational meeting for the election of new officers. These officers, to be elected from the class of Members, shall include a Chair, Vice Chair, Treasurer, Secretary and other such officers as may be deemed necessary.

## **Section 4.2 Method of Election**

Each office shall be filled by separate vote, beginning with that of the Chair. Until a new Chair is elected, the meeting shall be conducted by the incumbent Chair, or in his/her absence, the incumbent Vice Chair. Candidates for each office may be nominated by any Member present at the meeting and election shall be by majority vote of the membership present.

## **Section 4.3 Term of Office**

Officers of the MDTC shall hold office for a term of two years. In addition to the election prescribed in Section 4.1, a subsequent election using the procedures prescribed in Section 4.2 shall be held no later than the 15<sup>th</sup> of April, following the second anniversary of each Presidential Primary.

## **Section 4.4 Duties of Officers**

### **§ 4.4.1 Chair**

The Chair shall, in addition to the duties required by law, preside at all meetings of the MDTC and shall have general charge and supervision of all MDTC activities.

The Chair shall have the power to conduct business on behalf of the MDTC with the power to bind the Committee to agreements with monetary value less than Fifty Dollars (\$50) and without approval by a vote of the Committee. The Committee shall be apprised of such agreements at the next subsequent meeting.

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 all special meetings of the MDTC and all regular meetings at such time or times as may see advisable, subject only to vote of the MDTC in fixing the number of regular meetings to be held during the course of the year. The Chair shall serve as ex-officio on all standing committees (sub).

### **§ 4.4.2 Vice Chair**

The Vice Chair in the absence of the Chair, shall preside at the membership meetings and shall perform such other duties as may be specified herein. During any vacancy in the position of Chair, duties normally ascribed to that position may be performed by the Vice Chair.

### **§ 4.4.3 Treasurer**

The Treasurer shall keep the books of the organization, receive, record, deposit and disburse funds as required and report to the membership on the financial status of the organization at every other regular meeting.

The Treasurer shall prepare an annual financial report to be delivered at the June meeting of the Committee. Each fiscal year shall start July 1.

### **§ 4.4.4 Audit Committee**

An Audit Subcommittee shall be appointed by the Chair to conduct an annual audit. The committee shall exclude the Treasurer and consist of two members of the Executive Committee and one Member of the Committee, including Associate Members.

#### § 4.4.5 Secretary

The Secretary shall issue a notice of each regular Committee meetings by mail or electronic mail to each Member and Associate Member, including a copy of the meeting's agenda, at least seven days (7) prior to the date of the meeting. Notice shall be considered issued on the date it is postmarked or electronically dated and sent to addresses of record. Notice of any impending meeting should also be posted on the Bulletin Board at the Town Hall and on the Bulletin Board of the Medway Senior Center at least seven (7) days prior to the meeting.

The Secretary shall keep a record of the proceedings of all MDTC meetings and maintain an accurate record of attendance.

The Secretary shall, within ten (10) days after the reorganization of the Committee, file with the Secretary of the Commonwealth, the Democratic State Committee and the Town Clerk of Medway, a list of officers and members of the MDTC, and shall file, immediately, with the same officials a statement of changes in the organization or membership of the MDTC, thereafter.

#### § 4.4.6 Executive Committee

The Executive Committee shall consist of four officers and three Members of the Committee.

The at large members shall be elected by a majority vote of the members of the MDTC that are present at the meeting specified for the regular election of officers.

The Executive Committee shall be responsible for the conduct of the organization's routine business between its regularly scheduled meetings. (Quorum for an Executive Committee meeting shall be four members.)

#### **Section 4.5 Filling of Vacancies**

All vacancies in office shall be filled from a list of Member candidates nominated by Members and elected by majority vote of the membership present at a meeting specified for the purpose of filling such vacancies. Such vacancies must be filled no later than ninety (90) days following the occurrence of the vacancy. Notice of such meeting shall be given to membership at least seven (7) days before its occurrence.

#### **Section 4.6 Removal of Officers**

Members and Officers pledge themselves, as elected officials, to perform diligently and honorably their duties or resign. Conditions warranting removal of Members and Officers of the Committee include:

- a. Automatic forfeiture of membership (Section 3.5).
- b. Public support for or financial contribution to an opponent of a nominee of the Democratic Party which nominee publicly supports the platform of the Democratic Party as adopted by the most recent state and national Democratic convention;
- c. Unauthorized use of the Committee or party name or resources;
- d. Conviction, after appeals are exhausted, of a criminal offense other than a misdemeanor.

Officers and Members of the MDTC shall be removed by a two-thirds vote of the Members present, after a hearing conducted by the Chair or the Vice Chair. The vote to remove will be conducted at a special meeting to consider such removal.

Charges against an Officer or Member may be lodged by any Member or Associate Member, and must be in writing and copies distributed to the membership, not less than fourteen (14) days prior to the date of such meeting. The accused Officer Or Member shall have the right to be present at said meeting and to present his defense either in writing or orally.

## **Article V. Meetings**

### **Section 5.1 Regular Meetings**

Monthly meetings will be held on a schedule to be adopted by a majority vote of membership present at the meeting immediately subsequent to the election of officers and again upon its anniversary. Meetings shall be held from September to June. No meetings will occur in July or August.

### **Section 5.2 Special Meetings**

Special Meetings are those non-regularly scheduled meetings called for the purpose of carrying out MDTC business requiring immediate attention of the entire membership.

#### **§ 5.2.1 Summons**

Special meetings shall be called in one of two ways:

- a. by the Chair or in his/her absence, by the Vice Chair, or
- b. by written request to the Chair of one-third of the Members of the MDTC.

#### **§ 5.2.2 Time Limitations**

A special meeting must be convened within ten days (10) of the request made under section 5.2.1 above.

#### **§ 5.2.3 Notifications**

The Secretary shall notify all Members and Associate Members of each special meeting in writing, indicating its purpose. Said notice shall be sent no later than four (4) days prior to the date of the meeting.

### **Section 5.3 Meeting Procedures**

Meeting procedures shall be in accordance with Robert's Rules of Order.

### **Section 5.4 Quorum**

A number of Members or Associate Members equal to twenty percent (20%) of the Members of the MDTC shall constitute a quorum.

### **Section 5.5 Voting Procedures**

Upon reaching quorum, votes and elections shall be carried by majority vote of the membership present, unless otherwise specified in these Bylaws.

## **Article VI. Amendments to Bylaws**

These Bylaws shall continue in effect from year to year without express renewal, unless amended according to the following procedure:

The proposed amendment must be made in writing and sponsored by a Member. The proposal must be submitted at a meeting to the Chair, who shall read it aloud to the membership present and refer it to a Bylaw subcommittee.

The Bylaw subcommittee shall consider the proposal at a meeting before the next MDTC meeting. The subcommittee shall report its recommendations in writing on the proposal. A copy of the subcommittee report and of the proposed amendment shall be sent to MDTC membership of record with the agenda for the next meeting.

The proposed amendment is adopted if it receives a majority vote of the Members present at that meeting.

THE END