

HOPKINTON DEMOCRATIC TOWN COMMITTEE

Bylaws as approved March 13, 2014

PREAMBLE

This organization exists as a foundation for the Democratic Party. At the most basic, grassroots level the Committee provides leadership to:

- 1) Foster and sustain an active, informed electorate.
- 2) Encourage citizen participation in government as elected and appointed officials.
- 3) Strengthen the local Democratic Party, both in numbers and in sense of purpose.
- 4) Work in conjunction with the State and National Democratic Party.

The Committee keeps alive the heritage and tradition of the Democratic Party's past proud accomplishments, while always remaining open to the creative possibilities of the present. We enter the future committed to Democratic values that endeavor to enhance life for all. We are "Committed to Our Neighbors, Our Town, Our Country".

ARTICLE I - Name of the Committee

This organization shall be known as the Hopkinton Democratic Town Committee, herein after called the Committee.

ARTICLE II - MEMBERSHIP

The Committee shall consist of thirty (30) registered Democrats in the Town of Hopkinton, plus any number of Senior Members, plus any number of Associate Members as defined below.

Section 1: Election of Members

Members of the Committee are elected by registered Democrats of the town at the Presidential Preference Primary held every four years in accordance with Massachusetts General Law.

Section 2: Responsibilities

It is the responsibility of members to participate in shaping decisions of the Committee, to work toward implementing those decisions, to serve on subcommittees, to interpret the work of the Committee to the larger community and to function as communication channels, bringing concerns and ideas from the community to the Committee.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

Bylaws as approved March 13, 2014

=====

Section 3: Resignation or Removal

- A. If a member ceases to be a registered Democrat or ceases to be a resident of Hopkinton, removal from the Committee is automatic.
- B. A member may resign by letter to the Recording Secretary; resignation is effective immediately. On receipt of a resignation letter, the Secretary notifies the Chairperson, who at the next regular meeting notifies the membership of the vacancy.
- C. A member may be removed by a $\frac{2}{3}$ vote of the Committee at a scheduled meeting. Causes for removal are:
 - a) Unauthorized use of the Party name or resources.
 - b) Conviction, after appeals are exhausted, of a criminal offense other than a misdemeanor.
- D. 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.
- E. A member removed under this section shall have 30 days to appeal to the Democratic State Committee, and the vacancy may not be filled until a final decision is made.

Section 4: Vacancies

Vacancies on the Committee are filled by members in accordance with Massachusetts General Law. The Committee selects, from the list of Associate Members, a member to fill each vacancy, giving preference to those associates who have regular attendance records, are current in their contributions, and have expressed a desire to serve on the Committee. Nominations also may be made from the floor. The candidate receiving the plurality of votes cast is elected.

Section 5: Associate Members

- A. Associate members are individually elected by vote of the Committee and serve until the next biennial election of Committee officers.
- B. Associates must be registered as Democrats in the Town of Hopkinton, and must remain so while serving.
- C. Associates have all rights and responsibilities of regular members, except that they may not vote or hold office in the Committee.
- D. Associates may serve on all Standing and Special Subcommittees, except the Nominating Committee.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

Bylaws as approved March 13, 2014

=====

Section 6: Election of Associate Members

- A. Any person registered as a Democrat in Hopkinton who attends 3 Committee meetings is eligible for Associate Membership in the Committee.
- B. A member of the Committee submits the name of a candidate for Associate Membership to the Recording Secretary, who verifies attendance and sends the candidate a notice and a copy of the By-Laws.
- C. Once the candidate accepts, the Committee votes at the current or next regular meeting. A simple majority is needed for an affirmative vote.
- D. The Recording Secretary shall keep an accurate roster of associate members, showing their physical address, email address and date of election.

Section 7: Senior Members

With respect to current numbers of the Committee who served as such for 20 or more years, said member's elected position on the Committee shall be vacated after the member has served over twenty years and he or she becomes a voting member of the Committee. Senior members have lifetime membership on the Committee. Senior members do not need to be included on the Presidential Preference Primary ballot.

ARTICLE III - OFFICERS

Section 1: Election

The Committee shall elect a Chairperson, Vice-Chairperson, Recording Secretary, Technology Secretary, Affirmative Action and Outreach Advisor and Treasurer every two years at the Annual Meeting, described in Article IV Section 1 of these by-laws.

Section 2: Chairperson

The Chairperson will perform the following duties:

- 1. The Chairperson shall be the principal executive officer of the Committee, with responsibility for enforcement of provisions of the Charter of the Democratic State Committee and of these By-Laws. The Chairperson presides at all meetings of the Committee.
- 2. The Chairperson appoints members of standing sub-committees, special committees, and may appoint a parliamentarian to assist in orderly conduct of meetings.
- 3. The Chairperson is ex officio a member of all sub-committees, except the Nominating Committee, and oversees interaction between committees and the membership.
- 4. The Chairperson will handle correspondence as necessary.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

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Section 3: Vice-Chairperson

The Vice-Chairperson will perform the following duties:

1. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.
2. The Vice-Chairperson will distribute notice of upcoming meetings to to all members at least five (5) days in advance of the meeting.

Section 4: Recording Secretary

The Recording Secretary shall perform the following duties:

1. Keep minutes of meetings
2. Maintain attendance records
3. Attest and sign any or all documents where a Secretary's signature is needed for the Committee.
4. Handle any or all correspondence related to the Committee. This includes "Thank-you" notes and other forms of greeting from the Committee.
5. Maintain an accurate list of members and associate members with addresses, phone numbers and email address.
6. Maintain a listing of other contacts that may attend Committee meetings. These include local, state, and national elected officials and committee members, Democratic State Committee members, and surrounding towns' Democratic Town Committee members.

Section 5: Technology Secretary

The Technology Secretary shall perform the following duties:

1. Maintain Website on a regular basis. List agendas of upcoming meetings including speakers or special events, issues to be discussed, contact information, and other information that may be of interest to the Committee members.
2. Keep an electronic database of all Democratic Town Committee members as well as State, National, and Regional elected Democratic officials
3. The Technology Secretary will perform the duties of the Recording Secretary on a temporary basis due to absence
4. Maintain social media outlets as needed by the Committee

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

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5. Electronically Mail (email) to each member and associate member notices of each meeting at least five days in advance. Other contacts may be notified by discretion of the Corresponding Secretary and/or Chairman.

Section 6: Treasurer

The Treasurer shall be responsible for financial affairs of the Committee, and perform the following duties:

1. Keep accurate records of income and expenditures.
2. Maintain appropriate bank accounts.
3. Notify members and associates that contributions are payable, and keep records of payment. Notification should be made not later than 30 days in advance of the annual meeting.
4. Send reminders when contributions are not promptly paid.
5. Report on financial status at monthly Committee meetings.
6. File appropriate reports with state and local offices with regard to finances.

Section 7: 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.

Section 8: Officer Vacancies

In the event of death, resignation or the permanent removal from the Committee of any of the above named officers, their places 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 Recording Secretary of the Committee to the Secretary of State of the Commonwealth, to the Secretary of the Democratic State Committee, the Office of Campaign and Political Finance and to the town clerk.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

ARTICLE IV - MEETINGS

Section 1: Annual Meeting

- A. The Annual Meeting of the Committee shall be held in January
- B. The purpose of the annual meeting will be to:
 - 1. Confirm Active Committee members.
 - 2. Make yearly contributions.
 - 3. Elect officers every two years. (Even numbered ending years).
 - 4. Set a tentative meeting schedule for the Committee meetings and activities for the following year.
 - 5. Fill positions for standing committee members. (See Article V Section 1: Standing Sub-Committees)
 - 6. Confirm Senior Member status

Section 2: Regular Meetings

The Committee will meet each month (except July and August which are optional).

Section 3: Special Meetings

A special meeting may be called by the Chairperson as deemed necessary or may be called by seven (7) members by written request to the Corresponding Secretary.

Section 4: Notification

All members and associates shall be notified of each meeting in writing by the Recording Secretary and/or the Technology Secretary. Such notice shall be both emailed or postmarked at least five days before the meeting, and shall contain the place, date, hour, and purpose of the meeting.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

Section 5: Order of Business

The regular order of business shall include, but is not limited to:

- Call to order
- Attendance
- Quorum check
- Officers' and Committee reports
- Old business
- New business
- Speakers and guests
- Any and all other business

Section 6: Parliamentary Procedure

Meetings of the Committee shall be conducted according to Robert's Rules of Order, unless the rules are suspended by a majority vote of those present.

Section 7: Quorum

Seven (7) voting members of the Committee shall constitute a quorum for the transaction of business at any meeting. A majority vote by those members present and voting shall decide the question, except as otherwise provided by these By-laws, the State Committee Charter, or the Massachusetts General Law.

Section 8: Debate

Voting members and associate members may attend and speak at meetings of the Committee and sub-committees. Other persons may attend or speak at meetings with permission.

Debate shall be limited to five minutes per speaker. Subsequent debate on the same issue by a person who has exhausted five minutes shall be by consent of the members.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

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ARTICLE V - SUBCOMMITTEES

Section 1: Standing Subcommittees

The Committee shall have the following standing Sub-Committees:

A. Nominating Committee (3 members)

1. Presents slate of officers for Committee at biennial election;
2. Presents slate of Committee membership candidates for ballot at Presidential Preference Primary;
3. Presents slate to fill vacancies in membership in the Committee;
4. Presents candidates to fill all possible vacancies on ballot at Town Elections;
5. Keeps an active list for possible candidates as spots become vacant on active Town Committees and Boards during the year between elections.

B. Auditing Committee presents a report at annual meeting. (Three members)

Section 2: Appointment

Standing Sub-Committees are appointed by the Chairperson of the Committee and serve until the next biennial election of officers. The Chairperson is a member, ex officio, of all committees, except the Nominating Committee. Associate members may serve on all committees, except the Nominating Committee.

Section 3: Special Sub-committees

The Chairperson may appoint Special Sub-Committees as required. Special Sub-Committees will have a defined purpose and a defined end date or circumstance. Members and Associate members of the Committee are strongly encouraged to volunteer for Special Subcommittees.

ARTICLE VI - CONTRIBUTIONS

- A. Contributions for members of the Committee shall be \$50 per Year.
- B. Contributions for associate members shall be \$25 per year.
- C. Contributions are due at the Annual Meeting. Dues are then payable within 30 days.
- D. The contributions for Associate Members should be paid at the time of their election.
- E. Senior members are not required to pay dues.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

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ARTICLE VII - AMENDMENTS

The procedure for amending these by-laws is:

1. At a regular meeting one or more members may submit a proposed amendment to the Recording Secretary who shall forward the proposed amendment to the by-laws subcommittee for consideration.
2. Alternatively the By-Laws committee may choose on its own to propose an amendment.
3. The By-Laws Subcommittee will meet, consider the proposed amendment and make a positive or negative recommendation. A positive recommendation requires a 2/3's vote. Failure to get a 2/3's vote in favor is considered a negative recommendation.
4. The recommendation, positive or negative, will be sent to the Recording Secretary.
5. The Recording Secretary shall mail a copy of the DTC by-laws along with the proposed amendment to all DTC members. Said mailing shall be done no later than 10 days prior to the next scheduled DTC meeting.
6. The proposed amendment shall then be discussed during the New Business portion of that DTC meeting, but no vote shall be taken at that meeting.
7. That amendment shall be voted upon during the Old business portion of the next scheduled DTC meeting. A two thirds vote of the members present and voting shall be required for passage. If the amendment is approved, it will become effective immediately.

ARTICLE VIII - COMMITTEE DATABASE

Section 1: Committee Contact Database

The Committee Contact database will be kept which will include the following:

1. A listing of Committee Members, Associate Members, Senior Members, and officers. This listing will comprise address, telephone, e-mail and other contact information.
2. A listing of Elected Officials contact information.
3. A listing of other Committee contact information including State Democratic Committee members and other people associated with the Committee.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

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Section 2: Committee Voter Activity Database

The Committee will keep a voter activity database for the Town of Hopkinton. The Democratic Town Committee receives 1 free voter activity record set per year from the town. All other voter activity lists will be a common expense that the Committee will make without the need of a vote. One of the officers of the Committee will procure the data from Hopkinton Town Clerk. These include:

1. Voter Registration lists
2. Election Results
3. Voter Activity Report for each election in town
4. Absentee ballot activity

ARTICLE IX - COMMITTEE ENDORSEMENTS

The Committee has the right to endorse a Democratic Candidate of its choosing for any Democratic Caucus or Primary. The Committee can endorse a candidate by a $\frac{2}{3}$ vote at a Committee meeting.

Article X - Appendices

Any appendices accompanying this document are intended as reference material only. They are not part of the by-laws and may be changed as needed by persons authorized by the Chair to do so. If any appendix is found to conflict with the by-laws, the bylaws govern and the error should be corrected as soon as possible to conform to the by-laws.

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

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We, the undersigned, hereby attest that on 3/13/14 the Hopkinton Democratic Town Committee amended these bylaws

Richard Duggan
CHAIRMAN

Christine Dietz
VICE CHAIRMAN

Muriel Kramer
RECORDING SECRETARY

David Morgan
TREASURER

HOPKINTON DEMOCRATIC TOWN COMMITTEE

BY-LAWS 1991, Amended 2014

Appendix I: Affirmative Action Target Groups

(relevant to Article III, section 7)

Affirmative Action	Outreach Groups
Blacks	Persons with Disabilities
Hispanics	Gay, Lesbian, Bisexual, and Transgender Persons
Asian-Americans	Workers
Native Americans	Youth
Cape Verdeans	Low and Moderate Income Individuals
	Senior Citizens