

ARTICLE I

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

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PREAMBLE

The Committee 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 to secure freedom and justice for people everywhere.

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 those Democratic values that enhance life for all.

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 March, in accordance with Massachusetts General Law, CHAPTER 52. *POLITICAL COMMITTEES, Section 2 Ward and town committees; elections; terms* (See Section 4: *Resignation or Removal*, and Section 5: *Vacancies* of these by-laws for rules pertaining to replacing elected members)

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 sub-committees, 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.

Section 3: Absences

A member may be excused from attendance at any meeting by notification to the Chairperson or Secretary. The excused absence shall be recorded in the Minutes.

Section 4: Resignation or Removal

If a member ceases to be a registered Democrat, removal from the Committee is automatic. Members from the Committee will confirm Committee members' registration status at the Democratic Town Caucus customarily held in March/April. If a member moves out of town, resignation is Effective immediately.

A member may resign by letter to the Secretary; resignation is effective immediately.

Upon receipt of a resignation letter, the Secretary notifies the Chairperson, who at the next regular meeting notifies the membership of the vacancy.

An elected member may be removed by a 2/3 vote of the Committee at a scheduled meeting. Causes for removal are:

- a. Failure to attend at least half of the regularly scheduled meetings during any year, excluding excused absences.
- b. Unauthorized use of the Party name or resources.
- c. 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 Democratic State Committee, and the vacancy may not be filled until a final decision is made.

Section 5: 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 in writing 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 6: Associate Members

Associate members are individually elected by vote of the Committee and serve until the next biennial election of Committee officers.

Associates must be registered as Democrats in the Town of Hopkinton, and must remain so while serving.

Associates have all rights and responsibilities of regular members, except that they may not vote or hold office in the Committee.

Associates may serve on all Standing and Special Sub-committees, except the Nominating Committee.

Section 7: Election of Associate Members

Any registered Democrat within the town of Hopkinton who attends three (3) Committee meetings may request sponsorship for Associate member.

A member of the Committee submits the name of a candidate for Associate Membership to the Recording or Corresponding Secretary, who promptly sends the candidate a form of acceptance and a copy of the By-Laws.

An example of the form is as follows:

Please accept _____
as a candidate for Associate Member of The Democratic Town
Committee of Hopkinton. This candidate lives in Hopkinton and is
a registered Democrat. This candidate has attended at least three
Committee meetings.

Sponsoring Committee Member Name: _____

Sponsoring Committee Member Signature:

_____ Date: _____

Associate Member Candidate Signature:

_____ Date: _____

Committee Chairman Name: _____

Committee Chairman Signature:

_____ Date: _____

Accepted/Rejected _____ Date: _____

Signed acceptances are presented by the Secretary to the Chairperson at the next meeting before balloting takes place. The candidate is notified promptly by the Secretary of his or her election or rejection by the Committee.

The Secretary shall keep an accurate roster of associate members, showing their sponsor's name, date of election and address. Attendance records of associates shall be kept in the same manner as regular members, and absences may be excused by the same procedure.

An associate member may be removed by the Committee for failure to attend at least half of the regularly scheduled meetings in any year, excluding excused absences.

The vote for removal shall be a plurality of those present and voting.

Section 8: 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, Corresponding Secretary and Treasurer every two years at the *Annual Meeting*, described in Article IV Section 1 of these by-laws.

Section 2: Chairperson

The Chairperson shall be the principal executive officer of the Committee, with responsibility for enforcement of provisions of the Charter of the State Democratic Committee and of these By-Laws. The Chairperson presides at all meetings of the Committee.

The Chairperson appoints members of standing sub-committees, special committees, and may appoint a parliamentarian to assist in orderly conduct of meetings.

The Chairperson is ex officio a member of all sub-committees. Except the Nominating Committee, and oversees interaction between committees and the membership.

Section 3: Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

Section 4: Recording Secretary

The Recording Secretary shall perform the following duties:

- a. Keep minutes of meetings, in permanent form
- b. Maintain attendance records
- c. Attest and sign any or all documents where a Secretary's signature is needed for the Committee. This duty shall be shared with the Corresponding Secretary.
- d. Handle any or all correspondence related to the Committee. This includes "Thank-you" notes and other forms of greeting from the Committee.

Section 5: Corresponding Secretary

The Corresponding Secretary shall perform the following duties:

- a. Maintain an accurate list of members and associate members, with addresses and phone numbers.
- b. Maintain a listing of other contacts that may attend the Committee's meetings. These include local, state, and national elected officials and committee members, Democratic State Committee members, surrounding towns Democratic Town committee members.
- c. Electronically Mail (email) or postmark mail 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.
- d. Attest and sign any or all documents where a Secretary's signature is needed for the Committee. This duty shall be shared with the Recording Secretary.
- e. Handle any or all correspondence related to the Committee. This includes "Thank-you" notes and other forms of greeting from the Committee.

Section 6: Treasurer

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

- a. Keep accurate records of income and expenditures,
- b. Maintain appropriate bank accounts,
- c. Notify members and associates that contributions are payable, and keep records of payment,
- d. Send reminders when contributions are not promptly paid,
- e. Make regular reports at Committee meetings of financial status.
- f. Will file reports with the appropriate state and local offices with regard to fundraising.

Section 7: 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 Corresponding Secretary or Recording Secretary of the Committee to the Secretary of the Commonwealth, to the Secretary of the Democratic State Committee and to the town/city clerk.

ARTICLE IV

MEETINGS

Section 1: Annual Meeting

The Annual Meeting of the Committee shall be held in March.

The purpose of the annual meeting will be to:

- Confirm Active Committee members.
- Make yearly contributions.
- Initiate a Town Caucus ballot for the Hopkinton Town May election.
- Elect officers every two years. (Even numbered ending years).
- Set a schedule for the Committee meetings and activities for the following year. A day of the week and number of week in the month will be attempted for regular meetings.
- Fill standing committee members. See Article V (Section 1: Standing Sub-Committees)
- Confirm *Senior Member* status.

Section 2: Regular Meetings

The Committee will meet each month. Members may by majority vote at a regular meeting set some other date of the month for the next succeeding regular meeting, but may not change the month.

Section 3: Special Meetings

A special meeting may be called by the Chairperson as deemed necessary. A special meeting may be called by six members by written request to the Secretary.

Section 4: Notification

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

Section 5: Parliamentary Procedure

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

Section 6: 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 7: 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.

ARTICLE V SUB-COMMITTEES

Section 1: Standing Sub-Committees

The Committee shall have the following standing Sub-Committees:

Nominating Committee

- presents slate of officers for Committee at biennial election;
- presents slate of Committee members for ballot at Presidential Preference Primary;
- presents slate to fill vacancies in membership in the Committee, (Three members.)

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. In the event of a vacancy in the office of Chairperson, the new Chairperson has the right to dissolve any committee and appoint new members. 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 Sub-Committees.

ARTICLE VI CONTRIBUTIONS

Section 1: Contributions for members of the Committee shall be \$25 per year. Contributions for associate members shall be \$10 per year. Contributions are due at the Annual Meeting. Dues are then payable within 30 days. The contributions for Associate Members should be paid at the time of their election.

ARTICLE VII

AMENDMENTS

The procedure for amending these by-laws is:

- a. At a regular meeting one or more members submit a proposed amendment to the Secretary.
- b. At the next regular or special meeting the amendment is discussed and voted.
- c. The notification card for the meeting at which the amendment will be acted upon must state the purpose to be consideration of by-law amendment.
- d. Amendment of by-laws requires a two-thirds vote of members present and voting.
- e. By-laws become effective immediately upon adoption.

If anything in these by-laws shall be contrary to the Massachusetts General Law, or to the Charter of the State Democratic Committee, that provision shall be invalid only to the extent of violation.

These by-laws and any amendments, once adopted, must be signed , by the officers of the Committee, with the date of adoption noted.

ARTICLE VIII ORDER OF BUSINESS

Quorum count
CALL TO ORDER
ROLL CALL
Recording SECRETARY'S REPORT
Corresponding SECRETARY'S REPORT
TREASURER'S REPORT
Correspondence/Mail
CHAIRMAN'S REPORT
COMMITTEE REPORTS
OLD BUSINESS
NEW BUSINESS
SPEAKERS
GOOD AND WELFARE
GUESTS ADDRESS THE COMMITTEE
ANY AND ALL OTHER BUSINESS

ARTICLE IX COMMITTEE DATABASE

Section 1: Committee Contact Database

- A Committee Contact database will be kept which will include the following:
- A listing of Committee members, associate members, senior members, and officers. This listing will comprise address, telephone, e-mail and other contact information.
 - A listing of Elected Officials contact information.
 - A listing of other Committee contact information including State Democratic Committee members and other people associated with the Committee.

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. The cost in 2004 is \$25 per voting activity. One of the officers of the Committee will procure the data from Hopkinton Town Clerk. These include:

- Voter Registration lists
- Election Results
- Voter Activity Report for each election in town
- Absentee ballot activity

The Committee will need to decide who has access to this database and in what format the data shall be released. In order to release information from this database, a 2/3 vote from the members present at a Committee meeting. They will also decide what and how to release this information: electronically or paper.

ARTICLE X COMMITTEE ENDORSEMENTS

The Committee has the right to endorse a Democratic Candidate of it's choosing for any Democratic Caucus or Primary. The Committee can endorse a candidate by a 2/3 vote at a Committee meeting.

We hereby attest that on this 6th day Of November 1991,
these by-laws were adopted by the Hopkinton Democratic Town
Committee, assembled for such purpose.

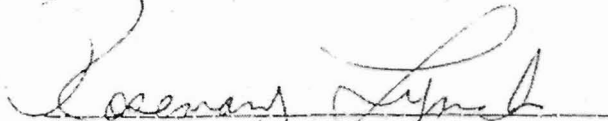
Rosemary Lynch
CHAIRMAN

John Hinckley
VICE CHAIRMAN


Jo-Anne D. Morgan
SECRETARY

Judith L. Wiley
TREASURER

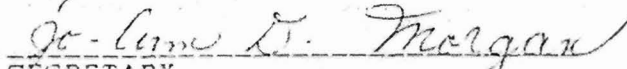
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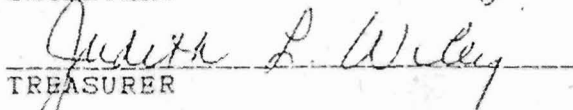
CHAIRMAN



VICE CHAIRMAN



SECRETARY



TREASURER

We hereby attest that on October 21, 2004 the Hopkinton Democratic Town
Committee amended these by-laws.

Edward Mills – *Chairman*

Jo-Anne Morgan – *Vice-Chairman*

David Morgan - *Treasurer*

Craig Campbell - *Corresponding Secretary*

We hereby attest that on October 21, 2004 the Hopkinton Democratic Town Committee amended these by-laws.

Edward Mills - *Chairman*

Edward J. Mills

Jo-Anne Morgan - *Vice-Chairman*

Jo-Anne Morgan

David Morgan - *Treasurer*

David Morgan

Craig Campbell - *Corresponding Secretary*

Craig Campbell