

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

Updated following discussion and votes at ADTC meeting on April 14, 2019

## ***Article I - NAME***

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

## ***Article II - PURPOSES***

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 foster and advance the ideals and aims of the Democratic Party;
- B. to work and organize for the success of the Democratic candidates of the District, County, State and Nation;
- C. to do all things necessary and incidental to the building and strengthening of the Democratic Party in Massachusetts and within the Town of Acton in Middlesex County. The local committees may conduct, according to duly established and recorded local by-laws, such activities as are suitable for a political organization; among which (without limitation) are:
  - i. the endorsement of enrolled Democratic Candidates in partisan and nonpartisan primaries, preliminaries and elections;
  - ii. financial support of the State Committee and Democratic nominees;
  - iii. the adoption of resolutions and platforms;
  - iv. the raising and disbursing of funds for political purposes;
  - v. voter registration campaigns; and
  - vi. the calling of caucuses for the purpose of endorsing candidates, adopting resolutions, or conducting other Party business as provided for in the Call.

## ***Article III – MEMBERSHIP***

- A. The Acton Democratic Town Committee shall consist of thirty five (35) [or number designated and reported to the Massachusetts Secretary of State prior to Presidential Primary elections] registered Democrats in the Town of Acton who shall have been elected as Members 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.
- B. With respect to current Members of the town committee who have served as such for 20 or more years, said Member's elected position on the town committee shall be vacated after the Member has served over twenty years. Such Member is no longer elected but continues to vote as a Member of the town committee per the Charter of the Democratic Party of the Commonwealth of Massachusetts.
- C. Members of the Democratic State Committee residing in Acton shall be ex-officio Members of the Committee with the right to vote per the Charter of the Democratic Party of the Commonwealth of Massachusetts.

- D. The Committee, following the election of its members, shall meet and organize, choose a Chairperson (or co-Chairs), Vice Chairperson (or Vice Chairpersons), Secretary, Treasurer, Affirmative Action and Outreach Advisor and such other officers as it may decide to elect. At such meeting the Committee may add to its elected Members provided it does not exceed the total allowed by law as found on file with the Secretary of State's Office.
- E. The Committee may, by vote at any meeting, authorize the appointment of Associate Members. Eligibility to vote in local, state or national elections shall not be a requirement for associate membership. Associate Members are not eligible to vote on Committee matters unless otherwise specified by the Massachusetts Democratic Party but shall have such other powers and duties as the Committee may determine.
- F. The Committee may, by vote at any meeting, formally endorse individual candidates, make financial donations and issue statements of support for specific legislation or ballot initiatives. The proportion of Members present and voting required to approve formal action by ADTC is:
  - a. 2/3 for candidate endorsements
  - b. 2/3 for candidate donations and other donations
  - c. 2/3 for statements of support for legislation and for ballot initiatives.
- G. Any duly elected Member of the Committee who ceases to be a registered Democrat in the Town of Acton shall cease to be an elected Member of the Committee at that time.
- H. Vacancies shall be filled by vote of the Committee. Associate Members who are registered Democrats in the Town of Acton, if any, shall be the candidates first considered for filling the vacancies per the Charter of the Democratic Party of the Commonwealth of Massachusetts.
- I. Members may be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts as further explained in Article XVI of these bylaws.
- A. The Committee may assess dues providing that the amount of dues has been adopted by a two-thirds vote and that no elected or ex-officio members, associate committee members or members who have served as such for 20 or more years, shall be required to pay dues in order to vote (if applicable) or otherwise participate in committee business.

**Article IV – OFFICERS**

- A. The officers of this organization shall consist of a Chairperson (or co-Chairs), Vice Chairperson (one or more), Secretary, Treasurer and Affirmative Action and Outreach Advisor and such other officers as it may decide to elect. Officers shall be elected every two years at the local committee's organizational meeting, which shall be held no later than April 15<sup>th</sup> in non presidential election years and as defined in state law in presidential election years. The Chair (or co-Chairs) and Vice Chair (or Vice Chairs) shall not all be of the same gender.
- B. There shall be an Executive Committee consisting of the officers of the Committee and others elected by the Members to be on the Executive Committee.
- C. In the event of death, resignation or the permanent removal from the Town Committee of any of the above named officers except the Treasurer, their places shall be declared vacant and be filled at the next regular meeting of the Committee. A declared vacancy in the Treasurer role must be filled within 14 days. 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 Acton town clerk.

**Article V – CHAIRPERSON**

The Chairperson (or one of the co-Chairs) shall, in addition to the duties required by law, preside at all meetings of the Committee and shall have general charge and supervision of all Committee activities. They shall have the power to appoint all standing committees and such other special committees as are created from time to time. They shall have the power to call all special meetings of the Town Committee and all regular meetings at such time or times as may seem them 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.

**Article VI - VICE CHAIRPERSON(s)**

A Vice Chairperson shall preside at all meetings of the Town Committee in the absence of the Chairperson (or both co-Chairs). They shall perform all duties and have the powers of the Chairperson in the case of the Chairperson's (or co-Chairs') temporary absence.

**Article VII – SECRETARY**

The Secretary shall keep a record (minutes) of all proceedings of the Town Committee and shall ensure that notice of each meeting is issued by postal mail or electronically to each Member of the Committee at least seven days prior to the date of the meeting. 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 the Acton Town Clerk, a list of the officers and Members of the Committee; and shall immediately file with the aforementioned officials a statement of the changes in the organization or membership of the Committee thereafter.

**Article VIII – TREASURER**

The Treasurer shall have the custody of all funds belonging to the Committee and shall pay all orders subject to the approval of the Chairperson and shall procure and file vouchers for all such payment. No expenditures of funds of the Committee shall be made by the Treasurer outside the regular activities or expense thereof except upon the approval of a majority of the Committee at a special or regular meeting. They shall submit a report of the financial condition and transactions of the Committee at all regular meetings. A detailed report shall be provided at least semiannually. Additionally, the Treasurer shall file reports with the appropriate state and local offices with regard to fundraising.

**Article IX - 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 X - CALLING A MEETING WITHOUT CONSENT OF CHAIRPERSON**

A. In the event of a refusal of the Chairperson (or both of the co-Chairs) of the Committee to call a meeting of the Committee, a majority of the Executive Committee may, in writing, order the Secretary of said Committee to call a meeting of the committee.

B. Said executive committee shall have the power to act upon all matters pertaining to the Committee arising between the meetings of said Committee.

C. Seven 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 XI – QUORUM***

Nine (9) of the Members of the Committee shall constitute a quorum for the transaction of business.

### ***Article XII – BYLAWS COMMITTEE***

There shall be a Bylaws Committee appointed by the Chairperson from the duly elected Members. The Chairperson shall designate the Chairperson of the Bylaws Committee.

### ***Article XIII - CHANGES IN THE BYLAWS***

A. These Bylaws may be amended or repealed at any regularly called meeting of the elected Members of the Committee, provided such proposed change is in writing and is signed by the elected Member proposing it and is in the hands of the Chairperson (or one of the co-Chairs) before the call of the next meeting, at which such proposal is to be acted upon. The proposed bylaw change shall be sent to all Members with the announcement of the meeting and must be notified at least 30 days in advance. Bylaws can be changed by two-thirds of the Members of the committee present and voting.

B. Such proposed changes in the bylaws shall be referred forthwith by the Chairperson (or one of the co-Chairs) to the Bylaws Committee, which shall make a report with its recommendations at the same meeting, if possible, but no later than the following meeting. A majority of the elected Members present and voting shall be necessary to overturn the report of the Bylaws Committee or to approve the change in the bylaw. Bylaw change proposals which contradict the provisions of the Charter of the Democratic Party of the Commonwealth of Massachusetts cannot be considered.

C. 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 Committee in order that they continue in effect.

### ***Article XIV - ORDER OF BUSINESS***

The order of business at meetings shall be as follows:

1. Calling the roll of officers and Members and announcement of quorum (sign-in sheets may be used in lieu of roll call).
2. Reading the minutes of the previous meeting.
3. Treasurer's Report
4. Reports of officers, committees, sub-committees and ad-hoc committees, if applicable
5. Reading of communications addressed to the Committee.
6. Old or unfinished business.
7. New business.
8. State Committee Reports
9. Speaker, if applicable
10. Adjournment. The order of business may be waived by a two-thirds vote of the elected Members present and voting.

## **Article XV – 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 XVI 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 2/3 vote of those present and voting, a quorum being present, for:

- A. Failure to attend at least half of the regularly scheduled committee meetings during any calendar year as recorded in the list of attendees contained in the meeting minutes.
- B. Publicly endorsing or supporting any candidate whose announced intention is to oppose the nominee of the Democratic Party which nominee 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 supporting the nominee shall not be removed under this section.
- 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 (State Committee), and the vacancy may not be filled in such case until the final decision of the Judicial council is made.