

Bylaws of the Mansfield Democratic Town Committee
Adopted by membership on 09 June 2004
Amended by membership on 11 April 2007

Article 1 – Name

This organization shall be known at the Mansfield Democratic Town Committee, herein after called the Committee.

Article II – Purposes

This committee is organized and constituted under authority and in accordance with the provisions of the General Laws of the Commonwealth, and shall have as its purpose the following: to foster and advance the ideals and aims 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 Mansfield.

Article III – Membership

- A. The Mansfield Democratic Town Committee shall consist of thirty-five (35) registered Democrats in Mansfield who shall have been elected at the Presidential Primary for a period of 4 years together with those elected to membership of such Committee, in conformance with the provisions of the law.
- B. The Committee, following the election of its members, shall meet and organize, choose a Chairperson, Vice Chairperson, Secretary, Treasurer, and Affirmative Action and Outreach Advisor. 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.
- C. The Committee may, by vote at any meeting, 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. Any duly elected member of the Committee who changes residences from Mansfield during the said four years shall cease to be a member of the Committee at that time.
- E. Vacancies shall be filled by vote of the Committee. Associate members, if any, shall be the candidates first considered for filling the vacancies. Eligible members may express their interest in filling any vacancy at any regular meeting of the committee. Their eligibility will be researched and they may be elected at the next meeting at which they are present (if sufficient positions exist).

- F. With respect to current members who served 20 or more years on the Committee, said member's elected position may be vacated after the member has served over twenty years and he or she becomes a voting member of the town committee.
- G. Members may be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts.
- H. The Committee has a right to solicit and receive contributions from its members or any other source deemed legal and appropriate. It may also set budgets for planning and implementation purposes.

Article IV – Officers

- A. The officers of this organization shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, and Affirmative Action and Outreach Advisor. These officers shall be elected at the Committee organization meeting and shall serve for a term of two years, at the end of which new elections for officers shall be held. The Chair and Vice Chair shall not be of the same sex.
- B. There shall be an Executive Committee consisting of the officers of the Committee and others elected.
- C. In the event of death, resignation, or the permanent removal of any of the named officers, their places shall be declared vacant and be filled at the next regular meeting of the Committee. The Secretary shall send a statement of such changes in the officers of the Committee immediately to the Secretary of the Commonwealth, to the Secretary of the Democratic State Committee, to the Mansfield Town Clerk, and the Office of Campaign and Political Finance.

Article V – Chairperson

The Chairperson 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. He/she shall have the power to appoint all standing committees and other special committees from time to time. He/she shall have the power to call all 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.

Article VI – Vice Chairperson

The Vice Chairperson shall preside at all meetings in the absence of the Chairperson. She/he shall perform all duties and have the powers of the Chairperson in the case of her/his absence.

Article VII – Secretary

The Secretary shall keep a record of all proceedings of the Committee and shall issue notice by mail to each member, or if a member has so authorized by affirmatively choosing to receive such notice by electronic mail, then such member may receive notice by electronic mail, of each meeting of the Committee at least 10 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, the Mansfield Town Clerk's Office, and the Office of Campaign and Political Finance a list of 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 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. The treasurer outside the regular activities shall make no expenditures or funds of the Committee and expenses thereof except upon the approval of a majority of the Committee at a special or regular meeting. She/he 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 annually. Additionally, the Treasurer will file reports with the appropriate state and local offices with regard to fundraising.

Article IX – Affirmative Action & 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 a 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. Said Executive Committee shall have the power to act upon all matters pertaining to the Committee arising between the meetings of said Committee.
- C. One-third of the 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

One third of the members of the Committee shall constitute a quorum for the transaction of business

Article XII – By Laws Committee

There shall be a By Laws 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 By Laws

- A. These By Laws 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 signed by the elected member proposing it and is in the hands of the Chairperson before the call of the next meeting, at which such proposal is to be acted upon. The proposed by law change shall be sent to all members with the announcement of the meeting and must be notified at least 10 days in advance. Bylaws can be changed by majority vote of the committee.
- B. Such proposed changes in the Bylaws shall be referred forthwith by the Chairperson to the Bylaws Committee which shall make a report with its recommendations at the same meeting, if possible, by 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. By Law change proposals that contradict the provisions of the Massachusetts Democratic State Party charter cannot be considered.
- C. Unless and until amended or repealed by elected members, these By Laws 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 XIV – Order of Business

The order of business at meetings shall be as follows:

- 1. Calling the roll or officers and members and announcement of quorum (sign-in sheets may be used in lieu of roll call)
- 2. Approval of the minutes of the previous meeting
- 3. Treasurer's Report
- 4. Report of offices and committees
- 5. Reading of communications addressed to the committee
- 6. Old or unfinished business
- 7. New business
- 8. State Committee reports

9. Speaker, if any
10. Adjournment

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, as elected officials, to perform diligently and honorably their duties or resign. A member of the committee may be removed by procedures guaranteeing adequate notice and due process and by a majority vote of the entire membership of the committee for:

- a. Failure to attend at least half of the regularly scheduled committee meetings during any calendar year.
- 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 at the most recent state and national Democratic conventions.
- 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.