

# **Mansfield Democratic Town Committee By-Laws**

*(As Amended 2007, 2010, 2021)*

## Article I—Name

This organization shall be known as 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, two Vice Chairpersons; one of each gender, Secretary, Treasurer, Affirmative Action and Outreach Advisor and any 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.
- C. The Committee may, by vote at any meeting, authorize the appointment of associate members who are registered Democrats in the Town of Mansfield.. 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 as long as they remain registered Democrats in the Town of Mansfield and he or she becomes a voting member of the town committee.

- G. Any member of the Democratic State Committee who is registered to vote in the Town of Mansfield shall serve as a member of the Mansfield Democratic Town Committee.
- H. Members may be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts.
- I. 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, two (2) Vice Chairpersons; one of each gender, 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 Vice Chairperson who is of the opposite gender of the Chairperson shall have the highest rank.
- B. There shall be an Executive Committee consisting of the officers of the Committee and the Chairs of Standing Committees.
- 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 Chairpersons

The Vice Chairperson who is of the opposite sex of the Chairperson shall have the highest rank. He/she shall preside at all meetings in the absence of the Chairperson. The second ranking Vice Chairperson shall preside at all meetings in the absence of both the Chairperson and the

Vice Chairperson of first rank. The Vice Chairs shall perform all activities and have the powers of the Chairperson in her/his absence, including temporary 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 7 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 for audit. 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 in behalf of target groups: Black, Hispanics, Asian-American, Native American and Cape Verdeans; and outreach programs on behalf of persons with disabilities, lesbians, gay men, workers, youth, low and moderate income people and senior citizens.

#### 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

Ten voting members of the Committee shall constitute a quorum for the transaction of business.

## Article XII—Standing Committees

- A. The Mansfield Democratic Town Committee shall have the following Standing Committees.
  - 1. By-Law Committee
  - 2. Membership Committee
  - 3. Affirmative Action and Outreach Committee
  - 4. Fundraising and Special Events Committee
  - 5. Audit and Budget Committee
- B. The Chairperson shall appoint the members of the Standing Committees from the duly elected members. He/she shall also designate the Chairperson of each Standing Committee.
- C. The chair of a subcommittee shall serve as facilitator and organizer for the subcommittee. The subcommittee chair may solicit and advise members to serve in various ad hoc positions pertaining to the subcommittee's activities but does not have the authority to remove a member of the subcommittee.
- D. By Law 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).* The By-Law Committee shall consist of at least three (3) members. Any member may propose changes by submitting them in writing to the By-Law Committee. The By-Law committee shall review all submitted proposed changes to the By-Laws and make a recommendation to the membership. By-Law Committee may also propose changes.
- E. Membership Committee—The Membership Committee shall consist of at least three (3) members. It shall keep a record of all applicants for membership on the Town Committee, shall confirm the Democratic registration of all applicants, and report to the Town Committee their findings. The Membership Committee shall develop and maintain a membership application. The Committee's responsibility ends when an applicant is elected a member of the Town Committee.
- F. Affirmative Action and Outreach Committee—The Affirmative Action and Outreach Committee shall consist of at least three (3) members. The Affirmative Action and Outreach Advisor shall be the Chairperson of this committee. It shall be the committee's responsibility to work with the Affirmative Action and Outreach Advisor to reach out to those constituencies as recognized in Article IX.
- G. Fundraising and Special Events Committee—The Fundraising and Special Events Committee shall consist of at least three (3) members. It shall be the responsibility of this committee to review, propose, recommend and coordinate the Town Committee's involvement in any Fundraising or Special Event. The Chairperson of any Fundraising or

Special Event shall be a member of this committee. Any member of the Town Committee may propose a fundraiser or special event to the Fundraising and Special Events Committee.

- H. Audit and Budget Committee—The Audit and Budget Committee shall consist of at least three (3) members. The Chairperson of this committee shall serve as the Auditor and shall annually review the Treasurer’s records and reports filed with the appropriate state and local offices with regard to fundraising. The Auditor shall report his/her findings, recommendations, and comments to the Town Committee members at a regularly scheduled meeting. The Audit and Budget Committee shall propose a Budget to be reviewed and voted by the voting members of the Town Committee. Any member may submit a request to include monies for a specific purpose to this committee. The Audit and Budget Committee shall make recommendations on each such request.
- I. Campaign Support Committee—The Campaign Support Committee shall consist of at least three full or associate members, appointed by the Chair of the Mansfield Democratic Town Committee. The members will be responsible for recruiting volunteers to organize within the Town of Mansfield, coordinating with campaigns on local events, and providing training for volunteers. The Campaign Support Committee will be available to all Democratic Nominees who meet the State Democratic platform criteria, excluding primary races.
- J. Chairs of all Standing Committees shall serve as members of the Executive 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. By-Laws can be changed by majority vote of the committee.
- B. Such proposed changes in the By-laws shall be referred forthwith by the Chairperson to the By-laws 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 By-Law. 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

Agenda items may include but not be limited to the following:

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 Agenda
3. Guest Speakers, if any
4. Reading and Acceptance of the minutes of the previous meeting
5. Treasurer's Report
6. Report of offices and committees
7. Reading of communications addressed to the committee
8. Old or unfinished business
9. New business
10. State Committee reports
11. Adjournment

The order of business may be waived by a (*two-thirds*) majority 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, 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. Publicly endorsed or supported any candidate whose announced intention is to oppose the nominee of the Democratic Party which nominee publicly 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 support of 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.