

**BY-LAWS OF THE
SWAMPSCOTT DEMOCRATIC TOWN COMMITTEE**

Article I - NAME

This organization shall be known as the Swampscott 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, and shall have as its purposes 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 the Town of Swampscott.

Article III - MEMBERSHIP

- A. The Swampscott Democratic Town Committee shall consist of thirty five (35) registered Democrats in the Town of Swampscott who shall have been elected at the Presidential Primary for a period of four (4) years, together with those elected to membership by the members of said Committee in conformance with the provisions of law and of these By-Laws, and with those "Twenty-Year Members" who continue in membership under the terms of Section F of this Article III.
- B. The Committee, following the election of its members, shall meet and organize, choose a Chairperson or two co-Chairpersons, one or two 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.
- 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 or Twenty-Year Member of the Committee who changes residence from the community 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.
- F. With respect to current members of the Committee who have served as such for twenty (20) or more years, said member's elected position on the Committee shall be vacated after the member has served over twenty (20) years and he or she becomes a voting member of the Committee referred to as a "Twenty-Year Member" for so long as he or she remains a registered Democrat in the Town of Swampscott. For the purposes of these By-Laws, Twenty-Year Members shall be considered as elected members except where specified.

- G. Members may be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts and Article XVI of these By-Laws.

Article IV - OFFICERS

- A. The officers of this organization shall consist of a Chairperson (or co-Chairpersons), one or two Vice Chairpersons, Secretary, Treasurer and Affirmative Action and Outreach Advisor. These officers shall be elected at the Committee organizational meeting and shall serve for a term of two years, at the end of which new elections for officers shall be held. The Chairperson(s) and Vice Chairperson(s) shall not all be of the same sex. In the event there are co-Chairpersons, the co-Chairpersons shall not be of the same sex. In the event there are two Vice Chairpersons, the two Vice Chairpersons shall not be of the same sex.
- B. There shall be an Executive Committee consisting of the officers of the Committee and others elected by the Committee. Said Executive Committee shall have the power to act upon procedural and organizational matters pertaining to the Committee arising between the meetings of said Committee, and to act on substantive matters of an emergency nature, subject to ratification by the Committee at its next meeting. The Executive Committee shall adopt procedures which inform the Committee of any significant actions taken between meetings.
- C. In the event of death, resignation or the permanent removal from the Town of any of the above named officers, their places shall be declared vacant and be filled at a regular meeting of the Committee. 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 Town Clerk.

Article V - CHAIRPERSON

The Chairperson or co-Chairpersons 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/They shall have the power to appoint all standing committees and such other special committees as are created from time to time. He/She/They shall have the power to call special meetings of the Committee and all regular meetings at such time or times as may seem to her/him/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

The Vice Chairperson or Vice Chairpersons shall preside at all meetings of the Committee in the absence of the Chairperson. She/He/They shall perform all duties and have the powers of the Chairperson in the case of her/his/their temporary absence.

Article VII - SECRETARY

The Secretary shall keep a record of all proceedings of the Committee and shall issue notice by mail or email to each member of each meeting 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 Town Clerk, a list of the 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. 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. 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. All expenses paid, and all reporting, shall be in compliance with applicable Federal and state laws.

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 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. Twenty percent (20%) of the voting 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 (2) weeks of receipt of such a petition.

Article XI - QUORUM

One third of the elected members of the Committee shall constitute a quorum for the transaction of business. Twenty-Year Members shall not be counted when determining a quorum, but such members have full voting rights at any meetings which they attend.

Article XII - DUES

The Committee may assess dues on members providing that the amount of dues has been adopted by a two-thirds vote and that no Elected Member, Associate Member or Twenty-Year Member shall be required to pay dues in order to vote or otherwise participate in Committee business.

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 is signed by the elected member proposing it and is in the hands of the Chairperson at least forty (40) days 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 by mail or email with the announcement of the meeting and must be sent at least thirty (30) days in advance of said meeting. By-Laws can be changed by majority vote of Committee.
- B. Such proposed changes in the By-Laws shall be referred forthwith by the Chairperson to an ad hoc By-Laws Committee consisting of no fewer than three and no more than five members of the Committee, which shall make a report with its recommendations at the same meeting. A majority of the elected members present and voting shall be necessary to overturn the report of the By-Laws Committee or to approve the change in the By Laws. By Law change proposals which contradict the provisions of the Massachusetts Democratic State Party Charter cannot be considered.
- C. Unless and until amended or repealed by the 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 of officers and members and announcement of quorum (sign-in sheets may be used in lieu of roll call).
2. Review of the minutes of the previous meeting.
3. Treasurer's Report.
4. Reports of officers and committees.
5. Reading of communications addressed to the Committee.
6. Old or unfinished business.
7. New business.
8. State Committee Reports.
9. Speaker.
10. Adjournment.

The order of business may be waived by a 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. Members 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 convention.
- 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 thirty (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.

Request for adoption:

On behalf of myself, and on behalf of the ad hoc By-Laws Committee consisting of John Green, Margaret Somer and myself, I request that the By-Laws of the Swampscott Democratic Town Committee be amended by striking the current By-Laws in their entirety, and by adopting the foregoing as the By-Laws of the Swampscott Democratic Town Committee.

James A. Peterson, Elected Member, SDTC