

**Gloucester Democratic City Committee
Bylaws**

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Article I: NAME

The name of the organization shall be the Gloucester Democratic City Committee (the "Committee").

Article II: PURPOSE

This City Committee and its Ward Committees are organized and constituted under authority of and in accordance with the provisions of Chapter 52 of the General Laws of the Commonwealth. The City Committee 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 Democratic candidates; to build and strengthen the Democratic Party in Massachusetts and within Gloucester.

Article III: MEMBERSHIP

A. Membership Criteria

The Committee shall be composed of all Ward Committee members within Gloucester.

All members of the Ward Committees shall be enrolled as Democrats, and may only belong to the Ward Committee in the ward where they reside; provided, however, that the provisions of Section 2 of Chapter 52 of the General Laws shall apply in case of redistricting.

B. Types of Membership

1. Ward Committees shall consist of three types of voting memberships: regular, 20-year, and ex-officio. In addition, Ward Committees may elect associate members.
2. **Regular members.** Regular members are Ward Committee members elected at presidential primaries in conformity with state election laws as well as those subsequently elected to fill vacancies. Each Ward Committee shall have 35 positions for regular members. Ward Committees are not required to fill vacancies should the number of members drop below 35.

3. Twenty-year members. Members who have served on any ward committee within Gloucester for 20 or more years as regular or ex-officio members shall become 20-year members. New 20-year members will cease to be regular members, and the vacant positions shall be filled in the normal manner. There shall be no limit on the number of 20-year members. In accordance with state party policy, members who will attain 20-year status following the presidential primary election may not appear on the ballot in the presidential primary. 20-year members shall have the same rights and responsibilities as regular members.

4. Ex officio members. State Committee members shall be ex-officio members of their Ward Committee. Service as an ex-officio member shall count towards 20-year status.

5. Associate members. The Ward Committees may, by vote, at any meeting authorize the election of associate members. Associate members shall have all the privileges and obligations of Committee membership except the right to vote. Young Democrats not yet eligible to vote may be associate members. Non-residents and others not eligible to vote may be associate members. If a person is eligible to be a ward committee member and that ward committee has vacancies, that person is not eligible to be an associate member.

C. Nomination of Committee Members

At least thirty (30) days prior to the deadline for filing nomination papers for members to be elected in the Presidential Primary, the Ward Chairs shall cause to be sent to each member a written notice of the time and place where members may assemble to sign nomination papers.

D. Term of Membership

H. Members shall hold office for four years following the presidential primary election and until the new committee shall have been elected.

E. Filling of Vacancies

Vacancies in Ward Committees shall be filled by vote of that Ward Committee from among the enrolled members of the party resident in that ward and present at the meeting when the election is held.

F. Removal of Members

1. Members and Officers of Ward Committees pledge themselves to perform their duties diligently and honorably or resign. Committee Members may be removed in accordance with the Charter of the Democratic Party of the Commonwealth of Massachusetts as most recently amended. As of December 2005, this section reads:

Members of town and ward 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.

b. public support for or financial contribution to an opponent of a 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. If a ward, town or city committee refuses to act upon or remove a member duly charged, the charge may be appealed to the Judicial Council. A member removed under this section shall have 30 days to appeal to the Judicial Council, and the vacancy may not be filled in such case until the final decision of the Judicial Council is made.

2. Change in residence. If any member changes residence from the ward in which the member was elected, the member shall cease to be a member of that Ward Committee at the end of the calendar year during which the member’s residence is changed.

3. Change in party. If any member cancels or changes party enrollment, that person shall forthwith cease to be a member of the Committee.

G. Members and Policy Statements

Members shall not issue statements of policy, written or oral, in the name of the Committee, unless and until approved by a vote of the Executive Committee or the Committee.

Article IV: OFFICERS

A. Officers and Their Roles

1. The City Committee shall elect a Chair and a Vice-Chair (not both of the same sex), a Treasurer, Secretary, Affirmative Action and Outreach Advisor and other appropriate officers from among its members. Whenever possible, no person shall hold more than one office in a given period of time. The Chair shall preside at all meetings of the Committee and at caucuses called by it. Other officers shall have such duties and responsibilities as assigned by the bylaws, Chair, or Executive Committee.

2. Chair: The Chair shall be the principal executive officer of the Committee.

The Chair shall preside over all meetings of the Committee and conduct these meetings under Roberts Rules of Order unless other procedure is provided in these bylaws. The Chair shall be the representative of the Committee at all functions designated and voted by its members. The Chair shall appoint all committees not provided for herein and shall be, ex-officio, a member of all committees. The Chair shall oversee all committees.

The Chair shall have primary responsibility for enforcement of the provisions of these bylaws and for communications among the Ward Committees, other town and city committees, and the State Committee.

The Chair shall be responsible for all media contact, and may delegate any or all parts of this responsibility to Committee members.

3. **Vice-Chair.** The Vice-Chair shall assist the Chair, and in the absence of the Chair, assume all duties of the Chair.

4. **Secretary.** The Secretary shall issue written notice of all meetings, and shall take attendance and minutes of all Executive Committee and Committee meetings. The Secretary shall be responsible for official communications. The Secretary shall read communications at Committee meetings as appropriate. The Secretary shall send all meeting notices in accordance with Article VII. The Secretary shall be responsible for all statutory filings with the state, the city, and the state party. The Secretary shall be responsible for maintaining the official files and records of the Committee. With approval of the Chair and Secretary, certain communications and notices may be delegated to another member.

5. **Treasurer.** The Treasurer shall be responsible for all receipts and expenditures of the Committee, according to the procedures established in Article VI. The Treasurer shall collect annual dues, receive all moneys, and pay all approved bills. At the meeting after annual dues are payable the Treasurer shall report on all members not paying said dues. The Treasurer shall be a member of the Finance Committee. The Treasurer shall comply with all campaign finance regulations as established by the Office of Campaign and Political Finance.

6. **Affirmative Action and Outreach Coordinator.** The Affirmative Action and Outreach Coordinator (AAOC) shall coordinate activities with the Affirmative Action and Outreach Subcommittee of the Massachusetts Democratic Party. The AAOC shall be responsible for implementation of goals set forth in the State Charter.

7. **Ward Chair:** Each ward shall elect a Ward Chair from its members. The Ward Chair or his or her designee shall preside at all ward meetings and act as secretary and treasurer for the Ward.

B. Executive Committee

The duly elected officers, Ward Chairs, and chairs of all Standing Committees shall constitute the Executive Committee of the Committee.

C. Election of Officers

1. Officers shall be elected every even number year at the City Committee's organizational meeting, which shall be held no later than April 15th. Election of officers and Ward Chairs shall be by secret ballot.
2. Elected officers and Ward Chairs shall serve for two years. No officer or Chair shall serve more than four consecutive terms.
3. In the event of a vacancy in any office, a special election shall be held at the next regular meeting to fill the vacancy. Proper notice of the vacancy and special election shall be given to all members.

Article V: STANDING COMMITTEES

A. Appointment

All standing committees shall be appointed by the Chair with advice from the Executive Committee.

B. Registration Committee

The registration committee shall be responsible for developing campaigns to register voters and enroll voters as Democrats.

C. Publicity Committee

The publicity committee shall be responsible for publicizing the Committee and Ward Committee functions and activities.

D. Finance Committee

The finance committee shall find ways and means of raising moneys.

E. Auditing Committee

The auditing committee shall be composed of three members. They shall perform a review of the Committee's financial records at the end of each calendar year.

F. Program Committee

The program committee shall be responsible for planning and developing program activities consistent with the purpose of the Committee.

G. Young Democrats Committee

The Young Democrats Committee shall be responsible for organizing and promoting young Democrat organizations for high school students, college students and young adults.

Article VI: FINANCES

A. Budget

The Treasurer and Chair shall develop an annual budget and submit it to the Executive Committee for amendment and approval. The budget shall then be submitted to the membership for amendment and approval. Unless voted otherwise, the budget year shall be the calendar year.

B. Approval of Expenditures

The Executive Committee shall have the authority to approve expenditures for budgeted items; it shall also have the authority to approve non-budgeted emergency items not to exceed \$500. Non-budgeted items exceeding \$500 shall require the approval of the membership unless funds have been raised specifically to cover the expenditures. Every bill submitted for payment to the Treasurer shall be approved by the Chair, or in the Chair's absence, the Vice-Chair.

C. Bank Account

The Treasurer shall be responsible for maintaining a bank account in good order. The Treasurer, Chair, and Vice-Chair shall have the authority to sign checks from that account.

D. Financial Reports

The Executive Committee shall decide the frequency and nature of the financial reports that shall be done by the Treasurer. The Treasurer shall distribute an annual financial report to the membership.

E. Ward Committee Finances

Ward Committees shall not maintain separate treasuries. Any funds obtained by a Ward Committee shall be transferred to the Treasurer by the Ward Chair. Ward Committees shall have no separate authority to expend funds.

Article VII: MEETINGS**A. Frequency**

The Committee shall meet at least once each quarter at the call of the Chair. Special meetings may be called by the Secretary on receipt of signed petition from no fewer than 20% of the Committee's members.

B. Executive Committee Meetings

The Executive Committee shall normally meet according to a schedule agreed in advance by the Executive Committee. Special Executive Committee meetings may be called at the discretion of the Chair, or on written request to the Chair by a member of the Executive Committee, with reasonable notice to the Executive Committee members. The Executive Committee shall have the authority to act in the interim, if necessary, when no regular meetings are held. The Executive Committee shall report all actions taken at the next regularly scheduled Committee meeting.

C. Notice of Membership Meetings

Notice of all regularly scheduled meetings shall be given to each member and associate member at least ten days before the date of the meeting. Notice of all special meetings shall be given at least four days before the date of the meeting. With the approval of the Secretary and Chair, preparation and delivery of these notices may be delegated to a member. The Secretary is responsible for ensuring that this responsibility is carried out.

Article VIII: QUORUM

Fifteen (15) members of the City Committee shall constitute a quorum. Five (5) members of the Executive Committee shall constitute a quorum.

Article IX: ANNUAL DUES

The annual dues of the Committee shall be voted on at the election of officers. Dues shall be payable annually on the first of May. All members, including associate members, pay dues, except that, upon request by a member, the Executive Committee may waive the payment of annual dues for that member.

Article X: AMENDMENTS TO BYLAWS

Any proposed amendments to the bylaws shall be submitted in writing and signed by at least five (5) members of the Committee. Proposed amendments shall be acted on at the next meeting of the Committee. Approval by two-thirds of those present, who are entitled to vote, shall be required to amend the bylaws.

Article XI: VOTING

Only members present at the time of the vote shall be eligible to vote. No voting by proxy is allowed.

Article XII: ENDORSEMENTS

The Committee and Ward Committees shall not endorse or otherwise show preference for a candidate in a contested Democratic primary. The committees may make resources available to all candidates on an equal basis.

Article XIII: RELATIONSHIP OF CITY AND WARD COMMITTEES

These bylaws shall govern the activities of the Committee at all times, and shall govern the activities of the Ward Committees in the absence of separate bylaws. Any Ward Committee may adopt separate bylaws to govern its own activities, subject to the approval of the Massachusetts Democratic Party, in which case those bylaws shall supersede the provisions of these bylaws for that Ward Committee.

Article XIV: INTERPRETATION

Any interpretation of these bylaws shall be made by at least a majority of the Executive Committee. In case of conflict between these bylaws and the State Party Charter or Bylaws, the state party documents shall take precedence.

Article XV: EFFECTIVE DATE

These bylaws will be effective upon passage by the Committee and approval by the Mass. Democratic Party.

[Note: These bylaws are approved by the Mass. Democratic Party as of December 2006 and are on file at Party headquarters, per the MDP executive director.]