

# Lynnfield Democratic Town Committee

## Bylaws

Last updated Jul 25, 2024

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## Article I - Name

This organization shall be known as the Lynnfield Democratic Town Committee, herein after called the Committee.

## Article II - Purpose

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 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, Commonwealth and Nation; to do all things necessary and incidental to the building and strengthening of the Democratic Party in Massachusetts and within Lynnfield.

## Article III - Membership

- A. The Lynnfield Democratic Town Committee shall consist of up to thirty-five (35) registered Democrats in Lynnfield who shall have been elected 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. The Committee, following the election of its members, shall meet and organize, chose:
  - a Chairperson,
  - Vice Chairperson,
  - Secretary,
  - Treasurer,
  - Affirmative Action Advisor,
  - Program Coordinator, and
  - Parliamentarianand other such 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 of the Committee who changes residence from the community during the said four years shall cease to be a member of the Committee at the time of his/her move.
- 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 town committee who served as such for 20 years, said member's elected position on the town committee shall be vacated after the member has served for over twenty years, and he or she becomes a voting life member of the town committee.

## Article IV - Officers

- A. The officers of this organization shall consist of:
  - a Chairperson (or co-Chairs),
  - Vice Chairperson,
  - Secretary,
  - Assistant Secretary,
  - Treasurer,
  - Affirmative Action Advisor,
  - Program Coordinator, and
  - Parliamentarian.

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.

- B. There shall be an Executive Committee consisting of the officers of the Committee.
- C. In the event of death, resignation or the permanent removal from the Committee of any of the above named officers, their places shall be declared vacant and shall be filled at the next 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, the Secretary of the Democratic State Committee and to the Lynnfield Town Clerk.

## **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 such special committees as are created 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 her/him 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 of the Committee 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 temporary absence.

## **Article VII - Secretary**

The Secretary shall keep a record of all proceedings of the Committee and issue notice by 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 Lynnfield 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 - Assistant Secretary**

The Assistant Secretary shall serve in the absence of the Secretary, with the same responsibilities and duties.

## **Article IX - 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 annually. Additionally, the Treasurer will file reports with the appropriate state and local offices with regard to fundraising.

## **Article X - 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 XI - Program Coordinator and Program Coordinator(s)**

The Program Coordinator(s), at the request of the Chair and Committee, shall schedule Democratic candidates and other speakers to inform LDTC members about campaign issues, and to address current affairs and other topics of the day that impact Lynnfield, the Commonwealth of Massachusetts and the United States.

## **Article XII - Parliamentarian**

The Parliamentarian shall assist the Chair in undertaking rules of order during meetings, advising about the proper procedure to accomplish the Committee's objectives, using the latest edition of Robert's Rules as a guide.

## **Article XIII - 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 to call a meeting.
- 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 a meeting within two weeks.

## **Article XIV - Quorum**

One half of the members of the Committee shall constitute a quorum.

## **Article XV - Bylaws Committee**

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

## **Article XVI - Changes in the Bylaws**

- A. The Bylaws will be reviewed each time officers are elected every two years.
- B. These Bylaws may be amended by the following process:
  - A bylaw change is proposed at a full committee meeting. The change may be discussed at this time. Next the bylaw change will be referred to the Bylaw Committee for review and comment, and its report will be filed at the next meeting prior to the committee vote.
  - The bylaw change, if approved by a two-thirds vote of those present, shall be effective immediately.
- C. Unless and until amended or repealed by the elected members, the Bylaws shall continue in effect and no formal motion shall be necessary at any meeting of the Committee in order that they continue in force.

## **Article XVII - Order of Business**

The order of business at meetings shall be as follows:

1. Sign in/Call to Order
2. Reading 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

## **Article XVIII - 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. The Committee will determine the meeting day and dates for the calendar year.

## **Article XIX - Code of Conduct**

### **Section A. Code of Conduct purpose**

The Committee is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for members, volunteers, invited guests and all others associated with the Committee, regardless of sex, gender, gender identity, gender expression, sexual orientation, pregnancy, race, color, ethnicity, national origin, ancestry, religion, creed, age, or any other legally protected classification.

The Committee expects all members, elected and appointed leaders of the Committee, volunteers and others associated with the Committee to act reasonably, respecting the personal rights and dignities of all individuals involved with the committee to maintain a productive and inclusive environment for all.

The Committee behavior standards apply to meetings, events and any other related Committee activities and include visual, verbal, physical or electronic/virtual behavior. Failure to comply with the Committee's behavior standards will not be tolerated.

## **Section B. Code of Conduct categories and examples**

The Code of Conduct comprises 4 categories listed below.

### **1. Sexual Harassment/creating a hostile environment**

The Committee will not tolerate sexual harassment based on sex, gender, gender identity, gender expression or conduct of a sexual nature. The Committee prohibits the creation of a hostile environment in meetings, any volunteer experience, or any events that creates an intimidating, hostile or otherwise offensive environment.

Prohibited sexual harassment may include:

- Unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances
- Requests for sexual favors
- Conversations regarding sexual activities
- Other verbal or physical conduct of a sexual nature
- Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later ceased to be reciprocal.

The Committee prohibits "quid pro quo" sexual harassment, such as when submission to sexual conduct is made explicitly or implicitly or an individual's membership in the party, appointment to committee, leadership, or other role within the Committee; or submission to or rejection of sexual conduct by an individual is used as the basis for decisions affecting that individual.

### **2. Retaliation**

Retaliation for reporting harassment, discrimination, failure to comply with rules and Committee principles, or participating in an investigation with respect to any purported offense is strictly prohibited. Retaliation may include, but is not limited to:

- Exclusion from meetings or committees
- Ostracism
- Badmouthing



- Other conduct that may limit engagement with the Committee, or could deter Committee member from reporting harassment or participating in a harassment investigation.

### **3. Aggressive, abusive or disruptive behavior**

The Committee will not tolerate any behavior, emails or spoken language that is disrespectful or 7 abusive towards any member or guest. Examples of unreasonable behavior include, but are not limited to:

Behavior that disrupts a meeting or event preventing it from proceeding. The behavior may be repeated interruptions, speaking without approval, or raising questions unrelated to the agenda/topic.

### **4. Social media abuse**

We do not tolerate abusive behavior, communication or language toward the Committee or our members on web sites, including posts or comments on our members' social media sites that are related to the work our members and volunteers undertake as part of the Committee. We also do not tolerate unacceptable or personally abusive comments about Committee members, volunteers or guests at a public event or virtual meeting.

## **Section C. Process for reporting Code of Conduct violations**

Any Committee member or person that witnesses a violation of the Code of Conduct should immediately report it to the Committee Chair, Vice Chair or another Committee Officer. If a complaint is reported, the Committee Officer will investigate the complaint and report findings back to the Executive Committee (defined in Article IV) within 2 weeks of receiving the complaint. The Executive Committee will determine if the complaint is valid and if it violates the Code of Conduct. If the complaint is made against a Committee member, the Executive Committee may hold a majority vote to determine if the full Committee should consider removing that member from the Committee following the process outlined in "Article XX - Removal of Local Members." Or, if the complaint is reported against somebody who is not a member of the Committee, the Executive Committee may decide to ban that individual from future Committee meetings and events.

The Committee Chair will notify the individual who made the complaint of any decisions made by the Executive Committee. In the event that the individual reported is a member

of the Executive Committee, that individual will not be able to participate in the investigation or vote of the Executive Committee.

## **Section D. Potential consequences of Code of Conduct violations**

A verified violation could result in any of the following actions:

- Removal of the offender from a meeting or event
- Stopping communication with that person
- Restricting that person's ability to attend Committee meeting or events
- If the person is a Committee member, we may follow the process for removing that person from Committee membership, following the processes outlined in the Committee Bylaws under "Article XX - Removal of Local Members."
- In circumstances where we believe a crime or bullying may have been committed, we will refer the individual to the appropriate authorities.

## **Article XX - Removal of Local Members**

Members may be removed in conformity with Section II of the Charter of the Democratic Party of the Commonwealth of Massachusetts. Members and Officers pledge themselves, as elected officials, to perform their duties diligently and honorably or resign. Members of the Committee may be removed by procedures guaranteeing adequate notice and due process, and by a majority vote of the 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 the Democratic party nominee who supports the platform of the Democratic party.
- C. Unauthorized use of the Party name or resources.
- D. Conviction after appeals are exhausted of a criminal offense other than a misdemeanor.
- E. Violation of Code of Conduct

A member must be given an opportunity to resign before notice of the hearing on the question of removal is given to the Committee membership. 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 cases until the final decision of the Judicial Council.

## Article XXI - Dues

Committee dues are strictly voluntary. A Committee Member does not need to pay dues to be an active member.

The suggested dues amount is \$30 per calendar year, though members can donate whatever amount they feel comfortable with. Dues will be determined annually.

## Revisions

- July 25, 2024 - Bylaws revised by  $\frac{2}{3}$  Committee approval
- July 23, 2024 - Bylaws revised draft subject to Committee approval
- May 2, 2018 - Bylaws revised draft subject to LDTC approval
- September 17, 2014 - Bylaws accepted