

By-Laws

for the

Townsend Republican Town Committee

Revision 1.01

~ approved ~

DATE: _____

**BY – LAWS
OF THE
TOWNSEND REPUBLICAN TOWN COMMITTEE**

ARTICLE I. NAME AND PURPOSE

A. The name of this organization shall be the Townsend Republican Town Committee, hereinafter called the Committee.

B. The purpose of the Committee is to elect Republican Candidates, to promote the principles of the Republican Party, and to cooperate in carrying out the program of the Republican State Committee www.massgop.com and the Republican National Committee www.gop.com

ARTICLE II. MEMBERSHIP

A. The Committee shall consist of enrolled members of the Republican Party resident in the Town of Townsend, MA, who shall be elected from their Town at the Presidential Primary, provided that by such election the total number of members of the Committee shall not exceed the number determined under Article II, Section B hereunder.

The members of the Committee shall hold office for four (4) years, ending on the thirtieth day following the day on which the presidential primaries are next held and until their successors shall have organized.

In case a member dies, resigns, cancels, changes his party enrollment, changes his voting residence to outside of Townsend, MA or refuses to serve, his place shall be declared vacant and the vacancy shall be filled at the next regular meeting of the Committee.

B. The existing Committee shall determine the number of members to be elected at the next Presidential Primary and the Secretary of said Committee shall give notice of the number to be elected to the State Secretary and to the Republican State Committee on or before August 1st of the year prior to which they are to be elected. That number shall be not less than three (3) nor more than thirty-five (35). *(It is strongly recommended that all Committees operate at the full strength of thirty-five (35).)*

C. The Committee may elect Honorary Members from among former members of the Committee. They shall have all the rights and privileges of members except the right to vote.

D. The Committee may, by vote at any meeting, appoint associate members. Associate members shall not have the right to vote, but shall have the right to attend all the meetings of the Committee and to serve on all sub-committees plus whatever additional functions the Chairman may assign to them. All members of the Town Republican Finance Committee who are not otherwise members of the Committee shall be associate members.

ARTICLE III. ORGANIZATION

A. The committee shall within ten (10) days after the 30th day next following the election of its members, meet and organize by the election of the Committee Officers; a Chair, Vice Chair, Secretary, Treasurer, and such other Officers as the Committee shall determine.

The term of the Officers of the Committee shall be two (2) years and until their successors shall have been elected.

Any Officer of the Committee may be removed from office by a majority vote of those present and voting, a quorum being present, at any regular or special meeting of the Committee, provided however, that seven (7) days written notice has been sent by email or regular mail to all members that the removal of Officers is to be considered.

B. At its first meeting the Committee shall fix the number of, and elect an Executive Committee, which shall include the elected Officers of the Committee, and the Chairs of the various Sub-Committees that have been created.

C. The Committee shall keep in close contact with its State Committee Members and shall consult with them first in any matter requiring action by the State Committee Chair. The Committee shall seek the advice and assistance of its State Committee members in matters pertaining to registration, getting out the vote and conducting meetings and rallies, especially during the election year. The Committee shall notify its State Committee members of all meetings and invite them to attend. At the call of the State Committee members, local Committee Officers shall attend two (2) conferences a year at which time a general discussion of party problems in their District and the Commonwealth shall be discussed.

D. The Secretary of the Committee shall, within ten (10) days after its organization, and with the State Secretary, with the Town Clerk, the Massachusetts Office of Campaign & Political Finance (OCPF) and with the Secretary of the Republican State Committee, submit a list of officers and members of the Committee, together with the addresses and telephone numbers of such Officers.

Note: Form is available at: <http://www.mass.gov/ocpf/forms/101wtc.pdf>

Within ten (10) days after the appointment of associate members, the Secretary shall also file a statement of any changes in the membership of the Committee which have resulted from vacancies which the Committee has filed.

ARTICLE IV. OFFICERS

A. Chair: The Chair of the Committee shall, in addition to the duties required by law, preside at all meetings of the Committee and of the Executive Committee and direct with the advice of the Executive Committee, the work of the Committee. He shall appoint all sub-committees except as otherwise provided and shall serve as a member ex-officio on all sub-committees. She shall employ all necessary assistance, subject to the approval of the Executive Committee, for the carrying out of the Committee's work; and shall direct the functioning of the Committee and direct the calling of regular meetings of the Committee.

B. Vice Chair: The Vice Chair shall preside at all meetings of the Committee in the absence of the Chair, and shall perform all duties and have all powers of the Chair, in case of the temporary absence or incapacity of the Chair. The Vice Chair shall also head the Committee's Grassroots Sub-Committee

C. Secretary: The Secretary shall keep a record of the proceedings of the Committee and of the Executive Committee; and shall notify each member by mail of each meeting of the Committee in accordance with Article VII. The Secretary shall perform all other duties required by law, assigned by the Chair, or otherwise herein provided.

D. Treasurer: The Treasurer shall have the custody of all funds belonging to the Committee, pay all written orders provided for in the rules, and shall procure and file vouchers for such payment. All orders on the Treasurer shall bear the signature of the Chair. The Treasurer shall submit a report to each regular meeting of the Committee and to the Chair or Executive Committee at any time when either shall so request. The Treasurer will also be responsible for completing and filing all reporting requirements with the Massachusetts Office of Campaign and Political Finance (OCPF). <http://www.mass.gov/ocpf/>

ARTICLE V. DUTIES OF MEMBERS

To carry out the duties and responsibilities to elect Republican Candidates and build the Republican Party (detailed in the *R.T.C. Action Packet*, prepared by the Massachusetts Republican State Committee), the Chairman may create any of the following sub-committees. The Chairman will then appoint members thereto, as specified for each Sub-Committee and the members of said Sub-Committee:

A. Finance Committee: The Town Republican Finance Committee shall consist of the Finance Chair, who shall be the Treasurer, and up to four (4) additional members, as appointed by the Town Chairman.

B. Candidates Committee: Shall consist of members appointed by the Chair, one of whom should be the Vice Chairman, unless the Vice-Chairman should decline, who shall serve as Chair of the Sub-Committee. The Candidates Committee shall be responsible for recruiting candidates for Municipal and Legislative Office; designing and implementing the Committee's Get-Out-the-Vote programs; and, if a simple majority of the whole Committee present deems it appropriate, procuring and operating a Republican Headquarters for the Town prior to and during the November elections. The Sub-Committee shall at all times maintain an accurate voter file of all registered voters in the Town. The Candidates Committee will work with the Republican State Committee to maximize use of technology to identify and communicate with voters most likely to support Republican candidates.

C. Public Relations Committee: Shall consist of no more than three (3) members appointed by the Chairman, one of whom shall be appointed Chairman of the Sub-Committee and shall be known as the Public Relations Director. The Public Relations Committee shall be responsible seeing to the dissemination of information concerning Republican activities to citizens of the Town, including, but not limited to the creation of a web site to post committee events, meeting times and locations, and contact information and other information relevant to electing Republicans to office, a blog to allow discussion of issues in the Town, and the collecting and use of email addresses to communicate with not only members and associate members, but also any other interest person who asks to be on the email notification list.

D. Outreach Committee: Shall consist of members appointed by the Chairman, one of whom shall be appointed Chairman of the sub-committee and shall be known as the Outreach Director. The Outreach Committee shall be responsible for designing the Committee's voter registration program; oversee all non-fundraising events and rallies sponsored by the Committee; and shall be responsible for recruiting new members to the Town Committee.

ARTICLE VI. EXECUTIVE COMMITTEE

The Executive Committee shall supervise the work of the Committee. Between meetings of the Committee, it shall exercise, so far as it is consistent with law and these by-laws, all the powers of the Committee. It shall keep the Committee fully informed of any action taken by it between meetings of the Committee. It shall serve as an advisory committee on all matters referred to it by the Chair.

ARTICLE VII. MEETINGS

The Chair shall direct the calling of not less than four (4) meetings of the Committee each year plus additional meetings as she deems necessary. A majority of the Executive Committee or any five (5) members of the Committee may call a meeting of the Committee. Roberts' Rules of Order Revised shall determine parliamentary authority. Notice of each meeting of the Committee shall be given by email or regular

mail at least seven (7) days before the date of such meeting to each member at his last known email or regular mail address.

ARTICLE VIII. QUORUM

A Quorum of the Committee shall constitute at least Five (5) Committee Members, One (1) of which shall be either the Chairman or the Vice-Chairman. A majority of those present and voting, if a quorum is present, shall be sufficient to pass all routine matters.

ARTICLE IX. POLITICAL ACTIVITY OF MEMBERS

No member (or Associate member) of the committee shall sponsor or endorse any candidate, or otherwise in any way serve the interests, of any political party other than the Republican Party in connection with any partisan election or primary involving or affecting the Town. After candidates in any partisan election involving or affecting the Town shall have been determined through party primaries or other lawful procedure, every Member (or Associate Member) of the Committee shall give support to the entire Republican slate of candidates.

In the event that a Member (or Associate Member) of the Committee cannot comply with the foregoing standard, then he or she shall be expected to resign. In an appropriate case, upon vote of two-thirds of the Members of the Committee present at a meeting duly called and held, the Committee may call for the resignation of such Member (or Associate Member).

ARTICLE X. ELECTION OF DELEGATES TO PRE-PRIMARY CONVENTION

The Committee shall, upon receipt of notice from the Chairman of the Massachusetts Republican State Committee for the holding of a pre-primary convention, call a meeting for the purpose of electing delegates to such convention. Notice of such meeting shall be given to all enrolled members of the Republican Party resident in the Town. The Secretary of the Committee shall notify the Republican State Committee of the names, addresses and telephone numbers of such elected delegates in a manner consistent with the rules of that particular convention. No vacancy shall be filled after State Committee notification.

ARTICLE XI. AMENDMENTS

These by-laws may be suspended or amended at any regular meeting of the Committee by two-thirds vote of those present and voting, a quorum being present, and notice of the action proposed having been included in an emailed and/or written notice of the meeting sent to each member of the Committee at least Ten (10) days prior to the meeting at which the proposed action is to be taken.

ARTICLE XII. DATE BY-LAWS EFFECTIVE

These By-Laws shall take effect when adopted by two-thirds vote of those present at a regular Committee Meeting or at a Special Meeting called for the purpose.