

**HARWICH REPUBLICAN**

**TOWN COMMITTEE**

**BY – LAWS**

**Revised November 21, 2013**

# Harwich Republican Town Committee By-Laws

## Table of Contents

I. Name and Purpose	1
II. Membership Regular Members	1
Associate Members	2
Vacancies	2
Number of Members	2
Honorary Members	2
III. Organization Officers	2
<b>A.</b> Associate Members	2
<b>B.</b> State Committee	3
<b>C.</b> Statement of Organization	3
IV. Officers Chairman	3
<b>A.</b> Vice Chairman	3
<b>B.</b> Secretary	4
<b>C.</b> Assistant Secretary	4
<b>D.</b> Treasurer	4
<b>E.</b> Auditor	5
<b>F.</b> Parliamentarian/Compliance Officer	5
V. Committees Executive	5
<b>A.</b> Finance	5
<b>B.</b> Membership	5
<b>C.</b> Registration/Election	6
<b>D.</b> Publicity	6
<b>E.</b> Program	6
<b>F.</b> Nominating	6
<b>G.</b> Other Committees	7

**By-Laws**  
**Of the**  
**Harwich Republican Town Committee**

**I. NAME AND PURPOSE**

A. **Name** – The name of this organization shall be the HARWICH REPUBLICAN TOWN COMMITTEE, hereinafter called the Committee.

B. **Purpose** ~ The purpose of the committee is to promote the principles of the Republican Party, to cooperate in carrying out the program of the Republican State and Republican National Committees and to promote the election of Republican candidates.

**II. MEMBERSHIP**

A. The Committee shall consist of enrolled members of the Republican Party resident in the Town of Harwich, 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 D 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.

If any member changes his residence from the Town in which he/she was elected, he/she shall cease to be a member at the end of the calendar year during which said residence is changed' this position shall be declared vacant and the vacancy shall be filled at the earliest possible next regular meeting of the Committee.

If any member whether elected or chosen to fill a vacancy cancels or changes his/her party enrollment, he/she shall forthwith cease to be a member of the Committee, this position shall be declared vacant and the vacancy shall be filled at the earliest possible next regular meeting of the Committee. In the event a member dies or resigns, his/her place shall be declared vacant and the vacancy shall be filled at the earliest possible next regular meeting of the Committee

If any Regular Member misses four or more consecutive regular scheduled meetings without an excused absence for a good cause, he/she may be approached to see if they want to continue being a Regular Member of this Committee or become an Associate Member. If they wish to step down to an Associate Member position, the Regular Member position shall be declared vacant, and the vacancy may be filled at the next scheduled meeting of the Committee.

B. The Committee may by vote at any meeting, appoint Associate Members. Associate Members shall be enrolled members of the Republican Party resident in the Town of Harwich. Associate Members shall not have the

right to vote but shall have the right to attend all meetings of the Committee and to serve on all sub-committees and the right to perform whatever additional functions the Chairman may assign to them. All State Committee members representing the Town of Harwich who are not otherwise members of the Town Committee shall be Associate Members. Every effort should be made to appoint at least as many Associate Members as regular Members, including a balance of men and women, youth and seniors, representative of the community and distributed throughout the four precincts.

C. **Vacancies** - The Chairman shall determine when a Member position is vacant by virtue of no member having been elected; or when a Member dies, resigns, cancels or changes party registration; or no longer resides in the Town of Harwich. To fill a vacancy on the Committee, the Membership Committee shall consider Associate Members in the chronological order in which the Associates were first elected. Every effort should be made to choose a candidate who has been an Associate Member for at least three (3) months, who has attended meetings regularly, and who has been active in Party and Committee affairs. The person so qualified shall be notified with right of refusal. The Chairman of the Town Committee, having been notified of the choice, shall present that name to the general membership for a vote at the next regular meeting of the Committee following said notification.

D. 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 February 1 st of the year in which they are to be elected. That number shall be not less than three (3) nor more than thirty-five (35). The Committee should strive to operate at the full strength of thirty-five (35) members.

E. **Honorary Members** - The Committee may elect Honorary Members from enrolled Republicans who have given extraordinary support to the Republican Party. They shall have all the rights and privileges of members except the right to vote.

### **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 a Chairman, Vice Chairman Secretary, Assistant Secretary, Treasurer, Auditor, and such other officers as it shall determine. The term of the officers of the Committee shall be two (2) years or/and until their successors shall have been elected.

B. **Associate Members** - All existing Associate Members who so desire shall be re-elected Associate Members to the Committee in chronological order of original election as Associates at the meeting after the reorganization of the Committee following the Primary: Election.

C. State Committee - The Committee shall keep in close contact with its State Committee members and shall consult with them first in any matter in which the Committee wishes action by the State Committee. The Committee may seek the advice

and assistance of its State Committee members 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 its regular scheduled meetings and invite them to attend.

D. The Secretary of the Committee shall, within ten (10) days after its organization, file with the State Secretary with the Town Clerk and with the Secretary of the Republican State Committee, a list of the officers and members of the Committee, together with the addresses and telephone numbers of such officers. Within ten (10) days after the appointment of Associate Members, the Secretary shall similarly file the list 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 filled in a timely manner.

#### **IV. OFFICERS**

A. Chairman - The Chairman 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/She shall employ all necessary assistance, subject to the approval of the Executive Committee, for the carrying out of the work of the Committee; shall direct the functioning of the Committee; and shall direct the calling of regular and special meetings of the Committee.

1. He/She shall appoint the Chairman of all subcommittees, except as otherwise provided, and shall serve as a member ex-officio on all subcommittees, except the Nominating Committee.

2. He/She shall read Article IX, Political Activity of Members, at the first meeting of every new Member.

B. Vice Chairman - The Vice Chairman shall preside at all meetings of the Committee in the absence of the Chairman and shall perform all duties and have all powers of the Chairman in case of the temporary absence or incapacity of the Chairman.

1. The Vice Chairman shall, in concurrence with the Chairman, be responsible for overseeing, promoting, and insuring the effectiveness of the standing subcommittees of the Town Committee. The Vice Chairman shall be an ex-officio on all subcommittees, except the Nominating committee. In addition if the Vice Chairman is selected to serve on a subcommittee by the Chairman of that subcommittee, he/she shall be a voting member of such subcommittee.

2. The Vice Chairman shall have such additional powers as may be determined by the Chairman.

C. **Secretary** - The Secretary shall record the proceedings of the meetings of the committee and of the Executive Committee. The Secretary shall keep a permanent record of same each in a stable folder or loose-leaf binder. A duplicate copy of the record of each meeting (the minutes) shall be submitted to the Chairman at the Secretary's earliest convenience, but no later than the notice of the next regular meeting. The minutes of each Committee meeting shall be read to the membership for approval at the Committee's next regular scheduled meeting.

1. The Secretary shall ensure that all correspondence of the Committee, both internal and external is generated in a timely manner, as required by law, assigned by the Chairman, or as otherwise herein provided. For inclusion on the agenda of each regular meeting, the Secretary, together with the Chairman shall prepare a list of all incoming and outgoing correspondence.

2. The Secretary shall notify all members in writing of every meeting in accordance with Article VII.

3. The Secretary shall maintain, and periodically report in writing to the Chairman and to the general membership, the appropriate and current list of Town Committee Officers, Subcommittee Chairmen, and Subcommittee Members, as well as the names of appointed Associate Members and any changes in the membership of the Committee in accordance with Article III (D) and Article V.

4. The Secretary, in concurrence with the Chairman, shall keep and modify as necessary a master calendar of local, state and party events. said calendar to be periodically reported to the membership.

5. The Secretary shall insure that all members of the Committee (Regular & Associate), receive the latest copy of the Harwich Republican Town Committee By-Laws.

D. **Assistant Secretary** - In the event of the resignation, removal, prolonged absence, or incapacity of the Secretary, the Assistant Secretary shall perform the duties of the Secretary until the Secretary is again able to perform the duties of the office or until a successor Secretary is elected. The Assistant Secretary shall have such other duties as may be from time to time assigned by the Chairman.

E. **Treasurer** - The Treasurer shall have the custody of all funds belonging to the Committee; shall solicit, collect and record all membership donations, shall pay all appropriate bills, statements and financial obligations of the Committee within the limits of the budget or funds on hand, and shall procure and file receipts (vouchers for payments) for which there are no written

statements.

The Treasurer shall keep an adequate permanent record. Both the Chairman and the Treasurer shall be authorized to sign checks. The Treasurer shall cooperate with the Auditor at the time of the annual (or more frequently) audit.

1. The Treasurer shall submit a report to each regular meeting of the Committee and to the Chairman at any time when so requested, said report to include statement of the amount on hand at the commencement of the period, sources and amounts of income during the period, purposes or payees and amounts of disbursements during the period, and the balance on hand at the end of the period (current balance).

2. The Treasurer shall assure that no funds shall be disbursed to any candidate without the appropriate vote of the Members and further that no funds shall be disbursed to any candidate who does not run as a Republican.

F. **Auditor** - The Auditor shall at the request of the Chairman, audit the Treasurer's books reports, and accounts no less frequently than once each calendar year. The Auditor's report will be read at the next regular meeting following completion of the audit.

G. **Parliamentarian/compliance choicer** - The Parliamentarian/compliance Officer shall ensure that all meetings are conducted in accordant it Robert's Rules of Order Revised (or similar recognized manual of parliamentary procedure) as well as ensuring satisfactory compliance with the By-taws of the Harwich Republican Town Committee.

## V. **COMMITTEES**

A. **Executive** - The Executive committee shall consist of the Chairman, Vice Chairman, Secretary (or Assistant Secretary), Treasurer, and the Chairmen of the following subcommittees: Finance, Membership, Registration/Election, Publicity and Program. Should there be an elected State Representative or State Senator resident in Harwich. that person(s) shall be an ex-officio member(s) of the Executive Committee. The Executive Committee shall supervise the work of the Committee. Between meetings of the Committee, the Executive Committee shall exercise, consistent with Massachusetts General Law and the By-Laws of the Harwich Republican Town Committee, all the powers of the Committee. The Committee shall be fully informed of any action taken by the Executive Committee between meetings of the Committee at the next regular scheduled meeting of the Committee. If required, the Committee shall ratify action(s) taken by the Executive committee. In addition, the Executive Committee shall serve as an advisory committee on all matters referred to it by the Chairman.

B. **Finance** - The Finance Chairman appointed by the Chairman of the Committee, shall seek to generate funds to be deposited in the financial accounts of the Committee in order to fund annual operations and to contribute to

appropriate political campaigns. The Finance Chairman shall select additional members to serve on the Finance Committee as he/she deems necessary, subject to the concurrence of the Chairman. The Finance Chairman shall recruit one or more member of the Finance Committee to be responsible for the leadership of fund-raising events. The Finance Chairman shall provide names and addresses of the Finance Committee members to the Secretary. The Treasurer may serve as Finance Chairman.

C. **Membership** - The Membership Chairman, appointed by the Chairman of the Committee, shall be responsible for maintaining the full complement of Members on the Committee. The Membership Chairman shall select additional members to serve on the Membership Committee as he/she deems necessary, subject to the concurrence of the Chairman. The Membership Chairman shall provide names and addresses of the Membership Committee members to the Secretary. When a Member position on the Town Committee is vacant in accordance with Article I (C), the Membership Committee shall submit the name(s) of prospective Member(s) to the Chairman of the Town Committee for presentation to the general membership,

D. **Registration/Election** – The Registration/Election Chairman, appointed by the Chairman of the Committee, shall select additional members to serve on the Registration/Election Committee as he/she deems necessary, subject to the concurrence of the Chairman, and shall provide names and addresses of the Registration/Election Committee members to the Secretary. All four precincts shall have equitable representation on this committee. The Registration/Election Committee shall coordinate and conduct registration drives and at all times maintain an up-to-date list of all registered and unregistered prospective voters in the Town of Harwich. In addition, this Committee shall be responsible for the procurement and operation of a Harwich Republican Headquarters prior to and during November Presidential Elections.

E. **Publicity** - The Publicity Chairman, appointed by the Chairman of the Committee, shall be responsible for all publicity of the Committee, including but not limited to press releases concerning regular meetings with details of scheduled programs, press releases concerning election of officers each year, press releases detailing scheduled rallies and fund raising events. All available media shall be utilized when feasible: newspapers, radio, local access television and internet. The Publicity Chairman shall select additional members to serve on the Publicity Committee as he/she deems necessary, subject to the concurrence of the Chairman. The Publicity Chairman shall provide names and addresses of the Publicity Committee members to the Secretary.

F. **Program** - The Program Chairman, appointed by the Chairman of the Committee, shall form a Program Committee to be responsible for the planning and procurement of speakers for the scheduled meetings of the Committee. The Program Chairman shall seek the assistance of State Committee members representing Harwich to ensure that active discussions of local, state, and national issues are stimulated by programs presented to the membership. In

addition, the Program Committee shall be responsible for the handling of tickets and arrangements for any Republican function to be held in Massachusetts and for any other programs of a similar nature. The Program Chairman shall select additional members to serve on the Program Committee as he/she deems necessary, subject to the concurrence of the Chairman. The Program Chairman shall provide names and addresses of the Program Committee members to the Secretary.

G. **Nominating** - The Nominating Committee shall consist of one person from each of the four Town precincts, but in any case not less than two members, and a Chairman. The Nominating Committee Chairman, appointed by the Chairman of the Committee, shall select his/her members subject to the concurrence of the Chairman, and advise the Secretary of said member names. The Nominating Committee shall submit the names of members for office (the slate) to the Committee in such manner that the officers of the Committee may as far as possible come from different precincts.

H. **Other Committees** - Other subcommittees may be formed within the general Committee if deemed necessary provided they are organized in accordance with the Massachusetts General Laws.

**VI. OPERATIONS** - Activities of the Town Committee shall include, but not be limited to, the following:

A. Recruiting candidates for partisan and non-partisan local, county, and state public office.

B. Assisting Republican candidates for partisan and non-partisan local, county, and state public office, in effect acting as a standing campaign committee.

C. Raising funds to further efforts to aid Republican candidates.

D. Identifying newly-registered Republicans in the Town of Harwich and soliciting their participation in the Town Committee.

E. Organizing registration drives, encouraging young people to register and getting out the vote

F. Providing local radio and television with favorable press releases. Providing local newspapers with favorable news releases and letters to the editor. With assistance from State Committee members, developing data on incumbent Democrats, monitoring and responding to newspaper articles with letters to the editor.

G. Organizing meetings, rallies, seminars. Candidate debates and social events. Collaborating with the Harwich Democrat Town Committee to present candidate and issue forums and debates.

## **VII. MEETINGS AND ATTENDANCE**

1. The Chairman, or in his /her absence a committee member designated by the Chairman, shall direct the calling of not less than four (4) meetings of the Committee each year. plus additional meetings as he/she deems necessary. A majority of the Executive Committee or any five (5) members of the Committee may call a meeting of the Committee. Robert's Rules of Order Revised (or similar recognized manual of parliamentary procedure) shall determine parliamentary authority. Notice of each meeting of the Committee shall be given by mail to each member at his/her last known address and postmarked at least seven (7) days before the date of such meeting. An agenda for the meeting may be part of the notice. As soon as feasible following the organization meeting each year, a schedule of projected meetings for the next twelve-month period, indicating time and place, shall be given or mailed to each Member and Associate Member. Members shall make every effort to attend all meetings and to arrive on time.

2. The Committee shall establish a suggested donation amount to be solicited on an annual basis from the Regular and Associate Members. Such amounts may vary yearly based on the determination of the Committee.

3. All Regular and Associate Members are encouraged to donate annually an amount equal to or greater than the amounts established in Article VII, Paragraph 2.

## **VIII. QUORUM**

Twenty (20) percent of the regular membership of the Committee shall constitute a quorum. A majority of those present and voting, if a quorum is present, shall be sufficient to pass all routine matters.

## **IX. POLITICAL ACTIVITY OF MEMBERS**

### **A. Standards**

1. No Member or associate member of the Committee shall sponsor or endorse any Democrat candidate or in any way serve the interest of any official political party other than the Republican Party. The Committee shall not endorse any candidate for election to any Federal, State, County, District, or Municipal office prior to the primary election. This prohibition in no way shall prevent any individual Member(s) or Associate Member(s) from personal endorsement of Republican candidates prior to the primary election.

2. After candidates in any partisan elation 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 his/her support to the entire Republican slate of candidates.

**B. Public Reading of Standards by Chairman** - Article IX shall be read by the Chairman at the first meeting of every new Member.

#### **X. ELECTION OF DELEGATES TO THE 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 members in accordance with Article VII. Each delegate shall be chosen from the enrolled members of the Republican Party resident in the Town. The Secretary of the Committee shall, within fourteen (14) days after such meeting, but in no case less than fourteen (14) days prior to the date appointed for the opening of such convention, notify the Republican State Committee of the names, addresses, and telephone numbers of such elected delegates. No vacancy shall be filled for any reason.

#### **XI. AMENDMENTS**

These By-Laws may be suspended or amended at any regular meeting of the committee by two-thirds (2/3) vote of those present and voting, a quorum being present, and notice of the action proposed having been included in a written notice of the meeting sent to each member of the committee at least seven (7) days prior to the meeting at which the proposed action is to be taken.

#### **XII. DATE BY-LAWS EFFECTIVE**

These By-Laws shall take effect when adopted by two-thirds (2/3) vote of those present and voting, a quorum being present at a regular meeting or at a special meeting called for the purpose. Written notice of such meeting of the Committee, whether regular or special, shall be given by mail to each member at his/her last known address and postmarked at least seven (7) days before the date of such meeting, The notice shall state that adoption of By-Laws is to be considered.

#### **XIII. MEANS OF OFFICIAL COMMUNICATIONS and NOTIFICATIONS**

Whenever Member/Associate Member communications and notifications are required in these By-Laws, either conventional (U. S. Postal Service) or e-mail are acceptable.