

## **BYLAWS OF THE ARLINGTON REPUBLICAN TOWN COMMITTEE**

### **ARTICLE I: NAME & PURPOSE**

**Section 1.** The name of this Organization shall be the Arlington Republican Town Committee, hereinafter called the Town Committee, the Arlington GOP, or the ARTC.

**Section 2.** The purpose of the Town Committee is to promote and strengthen the Republican Party in Arlington and in Massachusetts, and to promote the election of qualified Republican candidates. The Arlington GOP shall also work to increase the amount of registered Republicans in Arlington.

**Section 3.** In addition, the ARTC shall promote and support to the best of its abilities, those qualified candidates for public office who:

- 1) Reflect their honestly held beliefs
- 2) Demonstrate the ability to speak and effectively communicate
- 3) Have a good working knowledge of the issues for the Office they seek
- 4) Command the ability to represent the views and values of the Republican Party and the Town Committee
- 5) Whose overriding interest is the social and educational betterment of the Citizens of Arlington.

### **ARTICLE II: MEMBERSHIP**

**Section 1.** The Town Committee shall consist of enrolled members of the Republican Party resident in the Town of Arlington, who shall be elected at the Presidential Primary, provided that by such election the total number of regular members of the Town Committee shall not exceed the number determined under Article II, Section 2.

The elected members of the ARTC shall hold office for four years, ending the thirtieth day following the day on which the Presidential Primaries are next held and until their successors shall have organized.

In case an elected member dies, resigns, changes their party enrollment, or refuses to serve, their place shall be declared vacant, and the vacancy will be filled at the next regular meeting of the Town Committee.

If any member changes his or her residence from the Town of Arlington, they shall cease to be a member at the end of the calendar year, but in no case more than sixty (60) days from which said residence was changed; their place shall be declared vacant, and the vacancy will be filled at the next regular meeting of the ARTC.

Whenever necessary, (except as required by Article II Section C hereunder) the Chairman of the Town Committee, shall call for an election of new members of the Town Committee. A majority vote of the elected members present and voting, a quorum being present shall be necessary to elect new members. Members shall be elected by secret ballot.

**Section 2.** The Town Committee shall determine the number of members to be elected at the next Presidential Primary and the Corresponding Secretary of the Town Committee shall give notice of the number to be elected to the Office of Campaign and Political Finance; Secretary of State; Town Clerk; and to the Republican State Committee on or before August 1st of the prior year in which they are to be elected. That number shall not be less than three (3) nor more than thirty five (35).

**Section 3.** The Town 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 meetings of the Town Committee and serve on all sub-committees plus whatever additional functions the Chairman may assign them. Each person being considered for membership must be present at the meeting at which he/she is to be nominated and elected. All members of the ARTC Finance Committee who are not otherwise members of the Town Committee shall be Associate Members. All State Committee Members representing the Town who are not otherwise members of the Committee shall be Associate Members.

### **ARTICLE III: DUTIES OF MEMBERS**

All members of the Town Committee shall be required to carry out the duties and responsibilities as set out in the By-Laws of the Massachusetts Republican State Committee; and the By-Laws of the Arlington Republican Town Committee; and to promote and support the goals and objectives of the ARTC.

## **ARTICLE IV: ORGANIZATION**

**Section 1.** The Town Committee shall, within ten days, after the thirtieth day next following the election of its members, meet and organize by the election of a Chairman, Vice Chairman, Recording Secretary, Correspondence Secretary, Treasurer, Auditor, and such other Officers as it shall Determine.

The term of the Officers of the Town Committee shall be four years and/or until their successors shall have been elected. The Officers shall be elected by secret ballot.

Any Officer of the Town Committee may be removed from office by a two-thirds vote of those present and voting, a quorum being present at any regular or special meeting of the Town Committee, provided however, that written Notice has been given to all members at least seven (7) days before the date of such meeting, that the removal of Officers is to be considered.

**Section 2.** The Corresponding Secretary of the Committee shall, within ten days after its organization, file with the Office of Campaign and Political Finance; Secretary of State; Town Clerk; and the Secretary of the Republican State Committee, a list of Officers and Members of the Town 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 membership of the Town Committee which have resulted from vacancies which the Committee had filled.

**Section 3.** The Town Committee shall keep in close contact with its State Committee Members and shall consult with them in any matter requiring action by the State Committee Chairman. In addition, the ARTC shall seek the advice and assistance of its State Committee Members in all matters of the Republican State Committee. The Town Committee shall notify its State Committee Members of all meetings and invite them to attend.

At the Call of the State Committee Chairman, the Town Committee Officers should attend any conferences or meetings at which general discussion of Party problems in their District or the Commonwealth will be discussed.

**Section 4.** The Town Committee may, by a majority vote of the elected members present and voting, a quorum being present at a meeting duly called and held, after Notice has been given to all members; determine the amount, if any, of dues and assessments.

**ARTICLE V: POLITICAL ACTIVITY OF MEMBERS AND TOWN COMMITTEE**

**Section 1.** No Member of the Town 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 involving or affecting the Town shall have been determined through party primaries or other lawful procedure, every member of the Town Committee should give their support to all qualified Republican candidates.

**Section 2.** In the event that a Member of the Town Committee finds that he or she cannot comply with the foregoing standard, then they shall be expected to offer their resignation; or, after written Notice has been given to all elected members at least seven (7) days before the date of such meeting, that removal of a member is to be considered; they shall, upon vote of two-thirds of the elected members of the Town Committee, present and voting, a quorum being present at a meeting duly called and held, be expelled.

**Section 3.** The Town Committee may, in any partisan or non-partisan final election by a majority vote of its elected members, present and voting, at a meeting duly called and held; sponsor, endorse, or support any qualified Republican candidate for office who subscribes to the stated goals and objectives of the Town Committee.

**Section 4.** Monies received from fundraising activities intended to be given to one or more candidates or candidates committees may be dispersed to the maximum of such available funds; In-kind contributions funded by gifts and/or services intended to be given to one or more candidates or candidates committees may be dispersed after an affirmative vote of a majority of the members present and voting at a regular meeting, a quorum being present.

**ARTICLE VI: OFFICERS AND DUTIES**

**Section 1.** The Chairman of the Town Committee in addition to the duties required by law, preside at all meetings of the ARTC and of the Executive Committee and direct, with the advice of the Executive Committee, the work of the Town Committee. The Chairman shall appoint all Sub-committees except as otherwise provided, and shall serve as a member ex-officio on all Sub-committees. The Chairman shall employ all necessary assistance carrying out of the Town Committee's work, and shall direct the functioning of the Town Committee and direct calling of regular and special meetings of the ARTC.

**Section 2.** The Vice Chairman shall preside at all meetings of the Town Committee in the absence of the Chairman, and shall perform all duties and shall have all powers of the Chairman, in case of the temporary absence or incapacity of the Chairman.

**Section 3.** The Recording Secretary shall keep a record of the proceedings of the Town Committee and of the Executive Committee; and shall also maintain the official list of regular and associate members and of delegates elected to state conventions together with their addresses, telephone numbers and e-mail addresses. The Recording Secretary shall perform all other duties required by law, assigned by the Chairman, or otherwise herein provided.

**Section 4.** The Corresponding Secretary shall be responsible for sending notices of all meetings of the Town Committee by mail, e-mail or by other means of telecommunications to each member of the ARTC, as well as both State Committee Members at least seven days before the date of such meeting; and the sending all required filings in the manner prescribed in these By-Laws or as otherwise required by law.

The Corresponding Secretary shall submit a report at each regular meeting of the Town Committee of any bills and communications; and perform all other duties as may be assigned by the Chairman.

**Section 5.** The Treasurer shall have the custody of all funds belonging to the Town Committee, pay all written orders provided for in the By-Laws, and shall procure and file vouchers for such payments. The Treasurer may pay all lawful re-occurring expenditures under fifty (50) dollars each, after a report of bills and invoices has been reported to the members at a regular business meeting.

The Treasurer shall make no advances or other use of ARTC funds without the prior approval of the members. All orders on the Treasurer in excess of \$100.00 shall bear the signature of the Chairman. The Treasurer shall submit a report to each regular meeting of the Town Committee and to the Chairman or Executive Committee at any time when either shall so request. The Treasurer shall perform all other duties required by law and act as Finance Chairman.

**Section 6.** The Auditor shall periodically, unless otherwise directed by a vote of the members, audit the Treasurer's books and report the results at a regular meeting of the ARTC.

## **ARTICLE VII: EXECUTIVE BOARD**

**Section 1.** The Executive Committee shall include the elected Officers of the Town Committee. Whenever necessary, the Executive Committee may supervise the work of the Town Committee between meetings of the Town Committee, and it shall exercise, so far as it is consistent with the General Laws and these By-Laws, all the powers of the Town Committee except the election of Officers of the Town Committee or any action specifically required to be exercised by the Members. It shall keep the Town Committee fully informed of any action taken by it between meetings of the Town Committee. It shall serve as an advisory committee on all matters referred to it by the Chairman.

Section 2. If active and functioning, the Local Teenage Republicans Club Chairman shall serve as a non-voting member of the Executive Committee. He/she shall represent the needs of the TARS Club and update the Executive Committee on the actions and status of the Club. The TARS Club Chair shall be allowed a proxy to fill in for him/her in the case he/she is unable to attend a meeting.

## **ARTICLE VII: FINANCE COMMITTEE**

The Finance Committee shall consist of the Finance Chairman, and such additional members as the Committee Chair may appoint. The Finance Committee shall cooperate fully with and shall work under the supervision and guidance of the Massachusetts Republican Finance Committee and in accordance with their own discretion after consulting the Town Chairman. The Finance Committee shall raise monies for the ARTC necessary to fund its operating expenses and political activities, subject to state and federal campaign finance laws.

## **ARTICLE IX: STANDING COMMITTEES**

**Section 1.** Registration and Membership Outreach Committee shall consist of the Sub-Committee Chairman and such additional members as the ARTC Chair may appoint. The Sub-Committee shall be responsible for designing and implementing a voter registration plan and to conduct registration drives to persuade eligible voters to enroll as a Republican. The Sub-Committee shall keep a file or database of all registered and unregistered prospective voters in the Town. Additionally, the Committee shall work to recruit new members to the ARTC.

**Section 2.** Candidates Committee shall consist of the Sub-Committee Chairman and such additional members as the ARTC Chair may appoint, who shall be responsible for seeking out and supporting candidates for municipal and legislative office and then supporting them with a

robust effort to turn out the vote. It should also be their function to keep a list of all Boards and Commissions in the Town and be responsible for seeking out appropriate candidates and recommending them to the appropriate municipal authority.

**Section 3.** Public Relations Committee shall consist of the Sub-Committee Chairman and such additional members as the ARTC Chair may appoint; such committee is to be responsible for the dissemination of information concerning Republican and ARTC activities to the citizens of Arlington.

**Section 4.** Program Committee shall consist of the Sub-Committee Chairman and such additional members as the ARTC Chair may appoint; such committee is to be responsible for planning and making all necessary arrangements in connection with meetings, dinners, rallies and entertainment, fundraisers, seminars and other events sponsored by the ARTC.

The Sub-Committee, when so directed, shall be responsible for the procurement and operation of a Republican Headquarters for the Town prior to and during municipal and state elections; the handling of tickets and arrangements for any Republican function to be held in Massachusetts; and for any other programs of a similar nature in collaboration with other Republican Committees or other organizations.

**Section 5.** Nominating Committee shall consist of not less than three (3) members elected by a majority vote of the members of the ARTC; each of whom, whenever possible, residing in a different precinct. Such Committee shall be responsible for finding suitable candidates for each elected ARTC office and report their choices prior to any meeting at which a periodic election is to take place.

The Nominating Committee shall elect its own Chairman at the time of election of members of the Committee. In case an office of the Town Committee shall be declared vacant because of death, resignation, change of party designation, or permanent removal from the Town for any Officer of the Town Committee, the Nominating Committee shall submit one or more names for each office.

**Section 6.** Town Day Committee shall consist of a Sub-Committee Chairman and such additional members as the Committee Chair may appoint; such committee shall be responsible for planning and be in charge of making all necessary arrangements in connection with the Booth and other activities related to the ARTC's participation in the Town of Arlington's annual Town Day event.

## **ARTICLE X: REGULAR MEETINGS**

The Chairman shall direct the calling of not less than six (6) meetings of the Town Committee each year, at least one per quarter, plus any additional meetings as he/she deems necessary. Notice of each Regular Meeting of the Town Committee shall be given to each member by mail at their last known address at least five (5) days before the date of such meeting, or by means of telecommunications at least five (5) days before the date of such meeting.

## **ARTICLE XI: ORDER OF BUSINESS – REGULAR MEETING**

Call to Order

Pledge of Allegiance

Minutes

Treasurers Report

Correspondences

Committee Reports\*

Chairman's Report\*

State Committee Report

Unfinished Business

New Business

Adjournment

*\*Optional*

## **ARTICLE XII: SPECIAL MEETINGS**

Special Meetings may be called by the Chairman of the Town Committee; by a request of the majority of the Executive Committee; or by request of five (5) members. Notice of a Special Meeting of the Town Committee, stating the purpose of the meeting, shall be given to each member by mail at their last known address at least five (5) days before the date of such meeting; or by telecommunications at least five (5) days before the date of such meeting.

### **ARTICLE XIII: ORDER OF BUSINESS – SPECIAL MEETINGS**

Call to Order

Special Business

Adjournment

### **ARTICLE XIV: QUORUM**

Twenty percent (20%) of the regular members of the ARTC shall constitute a quorum, except that in no case shall less than seven (7) members be considered a quorum. A majority of those present and voting if a quorum is present, shall be sufficient to pass all business except as otherwise provided herein. A majority of the members of the Executive Committee shall be required to pass any business not otherwise prohibited by the By-Laws.

### **ARTICLE XV: ELECTION OF DELEGATES TO PRE-PRIMARY CONVENTION**

The Town 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 X. Each Delegate shall be chosen from the enrolled members of the Republican Party resident in the Town of Arlington. 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 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.

### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically addressed in these By-Laws.

## **ARTICLE XVII: AMENDMENTS**

These By-Laws may be suspended or amended at any regular meeting of the ARTC by two-thirds 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 Town Committee at least seven (7) days prior to the meeting at which the proposed action is to be taken.

## **ARTICLE XVIII: EFFECTIVE DATE**

**Section 1.** These By-Laws shall take effect immediately upon their adoption by a two thirds vote of those present and voting at a regular meeting or at a special meeting called for the purpose and shall remain in effect until the re-adoption of By-Laws by a successor Town Committee. Unless otherwise amended by a two-thirds vote of a successor Town Committee, these By-Laws shall be re-adopted by a majority vote of each successor Town Committee at the organizational meeting of the committee.

**Section 2.** Any word, sentence or section of these By-Laws found to be in violation of the General Laws or the Republican State Committee By-Laws, shall not be deemed to invalidate any other section of these By-Laws.