

Bylaws  
of

PLYMOUTH AREA  
DEMOCRATS

adopted and approved April 16, 2014

- I. Name.** The name of this organization is “Plymouth Area Democrats”.
- II. Regional Committee.** The Plymouth Area Democrats shall serve as a regional political committee of the New Hampshire Democratic Party. As such, the member towns of the Plymouth Area Democrats shall include the following: Alexandria, Ashland, Bridgewater, Bristol, Campton, Dorchester, Ellsworth, Groton, Hebron, Holderness, Lincoln, Plymouth, Rumney, Thornton, Warren, Waterville Valley, Wentworth, and Woodstock, New Hampshire.
- III. Officers:** The following officers shall be elected on or before March 31 of any even numbered year for Chair or Co-Chairs, Secretary and Technology Officer, and any odd numbered year for Vice Chair, Treasurer and Publicity Officer, or as may be necessary to fill a vacancy. The officers named here are together the members of the Executive Committee. All decisions of the Executive Committee shall be made by a majority vote.
- Chair or Co-Chairs:** The Chair or Co-Chairs shall preside over all meetings of the town or ward committee and provide leadership consistent with the interests of the Democratic Party and Democratic Candidates for public office in general elections. The Chair or Co-Chairs (or designee) will attend all meetings of the County Committee and cooperate with the reasonable requests of the State Democratic Party acting through the State Committee or the County Committee.
- The Chair or one Co-Chair plus one other officer (which may be the other Co-Chair) shall be required for any monetary disbursement outside of budgeted items/amounts.
- Vice Chair:** The Vice Chair shall undertake all the duties of the Chair or Co-Chairs when the Chair or Co-Chairs are unavailable. The Vice Chair in each town or Ward is responsible for maintaining a list of active members of the respective committee and to increase the membership of the committee and the number of active members.
- Treasurer:** The Treasurer shall maintain books of account for the committee consistent with the obligations imposed by the laws of the State of New Hampshire and directives from the Democratic Party acting through the State Committee or the County Committee. The Treasurer or designee, shall be solely responsible for issuing checks for budgeted items. Expenditures for items not listed in the budget or for amounts significantly in excess of the budgeted amounts, require the majority consent of the Executive Committee. Exceptions for minor items such as

office supplies, etc. or for emergencies may be made at the Treasurer's discretion; provided, however, that in such cases, notification to the Executive Committee shall be made as soon as possible.

No individual member or group of members shall act independently to authorize an expenditure or reimbursement.

The Treasurer shall, in accordance with the directions of the Executive Committee, be responsible for presenting a budget at the last scheduled meeting of a calendar year, to be approved by a majority of the members present. The members present at such meeting may modify the proposed budget prior to the vote of approval. The fiscal year shall run from January 1 through December 31.

**Secretary:** The Secretary shall record minutes of all committee meetings and cause them to be distributed to the members within a reasonable time.

**Technology Officer:** The Technology Officer shall develop, maintain and manage the PAD Website and be responsible for maintaining the email list of members. Additionally, this officer shall send out electronic and news worthy messages to the PAD membership when requested to do so by the Chair, Co-Chairs or Vice Chair when requested in a timely fashion. The Technology Officer shall provide assistance to Democratic candidates for office or current Democratic officeholders with their technology needs and shall work closely with the Publicity Officer to disseminate publicity.

**Publicity Officer:** The Publicity Officer shall develop press releases and articles for a wide distribution of media outlets announcing upcoming events, meetings and reporting newsworthy items for PAD members and local voters in the 18 towns served by PAD. The Publicity Officer shall also work with the Chair, Co-Chairs, Vice Chair, and other officers to develop strategies to increase PAD's ability to increase the number of voters with whom it connects.

**IV. Advisory Board.** An Advisory Board of no fewer than three (3) nor more than nine (9) members may be appointed by a majority of the Officers and shall advise the Board in the fulfillment of the mission of the Plymouth Area Democrats.

**V. Terms of Office.** Each Officer shall be eligible for election or appointment to their respective offices for no more than two (2) consecutive terms.

Each member of the Advisory Board shall serve for a term of two (2) years and shall be eligible for election or appointment to their respective offices for no more than four (4) consecutive terms.

**VI. Powers and Duties.** The Plymouth Area Democrats shall have the following powers and duties:

1. Elect Officers.
2. Support the State Committee and respective County Committee.

3. Recruit Democratic Candidates for Public Office.
4. Adopt a plan to increase public participation, voting, and membership in the Democratic Party.
5. Approve an annual budget to support the mission and activities of the organization.
6. Take any action supporting the goals and aspirations of its Mission Statement.

**VII. Membership and Meetings.** Membership shall consist of all registered Democrats and interested participants in the towns listed above. The committee shall meet at least twice a year, and shall have such other and further meetings as the organization may deem necessary or desirable.

**VIII. Notice of Meetings.** The Chair shall give notice of all meetings to the members by means calculated to assure the broadest possible attendance.

**IX. Conduct of Meetings:** Meetings may include, at a minimum, the following:

1. Call to Order
2. Introduction of guests present.
3. Report by member(s) who serve in Elected Office.
4. Report of Secretary and Adoption of Minutes.
5. Report of Treasurer.
6. Report of Chair or Co-Chairs.
7. Report of Vice Chair.
8. Reports of any ad-hoc committee.
9. Old Business
10. New Business
11. Address by guest, if any.

Meetings are informal, but in the instance of division, Roberts Rules of Order shall be employed as they may be applicable to these proceedings, and the Secretary shall record all votes

**X. Special Meetings:** The Chair (or Vice Chair in the absence of the Chair) may call special meetings from time to time.

**XI. Standing/Ad-Hoc Committees.** The following standing committees shall be formed. Each standing committee shall report regularly to the Chair on its activities and make recommendations as needed.

A. Executive Committee

B. Nominating Committee

C. Such other standing and ad-hoc committees, such as fund-raising and finance, program committee, public relations committee, policy committee and membership committee, as the Officers may deem necessary and appropriate to fulfill and promote the organization's purposes. All chairs of any ad hoc committees formed shall serve on the Executive Committee.

**XII. Amendment.** Plymouth Area Democrats may amend these by-laws at any properly noticed meeting by a two-thirds vote, provided there are at least ten (10) members present at the time.

Adopted as amended this \_\_\_16th\_\_\_ day of \_\_April\_\_\_\_, 2014.

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Secretary

