

## **RICHMOND (RI) DEMOCRATIC TOWN COMMITTEE**

### **BYLAWS**

#### **ARTICLE I. Name and purpose of the organization.**

The official name of this organization is the Richmond Democratic Town Committee (RDTC). It exists as a non-profit in the State of Rhode Island. The mission of the RDTC is to promote the election of party candidates on a town, district and state level, keeping in mind a responsibility to the residents of the town of Richmond for their quality of life. We strive earnestly to build a local governing body that is responsive to the needs of Richmond residents. We deserve a government of integrity and transparency that works to move the town of Richmond forward in a positive direction. We shall put forth leaders who are trustworthy and believe in cooperation to achieve collective goals of economic growth, support of residents, and respect for natural resources.

#### **ARTICLE II. Membership.**

1. Membership shall consist of Richmond residents who are registered to vote as members of the Democratic Party and who have been duly elected to the RDTC. A person who has applied for, or been suggested for membership, must submit a request in writing in the form of a Declaration of Candidacy. The RDTC membership will consider the request during the next scheduled meeting and will put forth the request for a vote. The candidate must be elected by a majority of the members present. Upon election, their accepted form will be submitted to the Richmond Board of Canvassers.
2. Resignation of membership. Should a member choose to resign from the RDTC, no explanation needs to be given, but would be appreciated. The resignation may take any of the following forms: in person at a meeting, letter, email, or telephone call to the Chair.
3. Revocation of membership. A member may have their membership in the RDTC revoked for conduct detrimental to the RDTC including, but not limited to: moral turpitude, continuing absence from RDTC meetings without proper cause or notification, blatant endorsement of any opposition candidate, or any act of endorsement of any item which may be detrimental to the purpose of the RDTC. An investigative committee consisting of three (3) members in good standing, excluding members of the Executive Committee, will be appointed by the Chair. Upon investigation, the three (3) member committee will report to the Chair who will then report to the total RDTC of the findings. If revocation of membership is to be made, then a majority vote of the RDTC members present will be required for revocation of membership.

#### **ARTICLE III. Officers.**

1. The officers of the RDTC shall consist of the Chair, Vice-Chair, Secretary, Treasurer, Financial Reconciler, Fundraising Chair, and remaining Executive Committee members. Officers shall be elected or re-elected in January of the year following a general election.
  - a. Chair duties: Shall preside at all meetings. The Chair shall appoint all special committees unless otherwise voted on at a RDTC meeting. The Chair shall preside on the Executive Committee. The Chair

shall be the second signatory on the RDTC bank account and shall sign any check in an amount exceeding \$500.00.

b. Vice-Chair duties: In the absence of the Chair, the Vice-Chair shall preside.

c. Absence of Chair and Vice-Chair: In the absence of both the Chair and Vice-Chair, the Committee shall elect a Chair pro tempore by the members present.

d. Secretary duties: The secretary shall keep a correct record of the proceedings of the RDTC meetings, including attendance, and shall be custodian of the bylaws and of all RDTC property. The secretary shall send all correspondence as requested by the Chair or Vice-Chair.

e. Treasurer duties: The treasurer shall be the main signatory on the RDTC bank account and shall receive and account for all monies collected for or by the RDTC, giving an account at each RDTC meeting of all receipts and expenditures, including the balances on hand. The treasurer shall ensure all obligations are paid in a timely manner. The treasurer shall be responsible for filing all required financial reports to the RI Election Commission. Neither the treasurer nor the chair, as signatories on the RDTC bank account, shall write a check payable to him/herself or to cash.

f. Financial reconciler: This person will not be a signatory on the RDTC bank account, but will i) access and review the RDTC's ActBlue account monthly, ii) access and review bank statements monthly, iii) review cash and check donations monthly, and iv) determine that BOE Campaign Finance Reports (due quarterly except in election years with three additional reporting periods) accurately reflect the corresponding ActBlue, bank and cash/check donations.

g. Fundraising Chair duties: Shall identify venues to raise funds for the RDTC to be utilized primarily for election/re-election purposes and any other authorized expenditure by the RDTC.

h. Audit: The treasurer shall make available all RDTC financial information for a quarterly audit, conducted by a committee of people appointed by the Chair. The findings of these audits and any recommendations will be reported to the membership at the next monthly meeting.

i. Executive Committee Officers: Shall consist of all elected officers to the RDTC and three (3) members at large.

j. Executive Committee duties: The duties of the Executive Committee are to act on behalf of the RDTC in emergencies as declared by the Chair and to make recommendations to the RDTC as a whole. Executive committee shall call for a special election for replacement of any officers who have had to vacate their responsibilities.

#### **ARTICLE IV. Meetings.**

1. The RDTC shall hold monthly meetings and as many special meetings as requested by the Chair or at the request of five (5) RDTC members. In emergency situations, voting may be conducted electronically and votes will be tallied by the Secretary.

2. Quorum: A quorum shall consist of five (5) RDTC members.

3. The latest revised edition of Robert's Rules of Order shall govern the RDTC in any situation not specifically covered by these bylaws.

4. Agenda:

- A. Call to Order
- B. Introductions
- C. Secretary's Report (approval of minutes)
- D. Treasurer's Report (approval of report)
- E. Old Business
- F. New Business
- G. Open Forum; brief discussion by any member
- H. Adjournment

**ARTICLE V. Amendments.**

Amendments to these bylaws shall be presented at a monthly meeting and, if approved for vote, shall be voted upon at the following monthly meeting. Providing all RDTC members are notified of the meeting one month in advance, the amendments shall be approved by a majority vote of members in attendance at such meeting.