

**BY-LAWS OF THE
HENNIKER DEMOCRATIC COMMITTEE**

SECTION 1 NAME

The name of this organization shall be the Henniker Democratic Committee.

SECTION 2 PURPOSE

Its purpose shall be to promote the ideals and principles of the Democratic Party in the State of New Hampshire, and the Nation through the election of duly nominated candidates; and by aiding our government to function effectively as a true democracy and government representative of the people.

Or/additionally

The purpose of the Committee is to improve the quality of life, happiness, and well-being of all persons, but most especially residents of Henniker through the election of Democrats to public office.

SECTION 3 FUNCTIONS

- 1) To administer the affairs of the Democratic Party within the town of Henniker
- 2) To exercise leadership within _____ the town of Henniker and cooperate with the various town and city committees in the support of Democratic candidates for local and state offices, and with the Democratic State Committee in the support of Democratic candidates for national and state offices.
- 3) To provide rules and regulations as may be required for the functioning of the Committee.
- 4) To expand and strengthen the Democratic Party by maintaining open and public proceedings.
- 5) Through the town/city Chair, fill any vacancies in nominations for State Representative and State Convention Delegate as provided by RSA 655:37. In the case of a multi-town legislative district, the Chairs of any respective towns/cities shall work with the Chair in filling vacancies.
- 6) Appoint inspectors of election as provided by RSA 658:2.
- 7) Maintain and update an accurate master voter list with names, addresses, phone numbers, party affiliations of all voters registered in the town. A copy of this list shall be provided to the State offices.

SECTION 4 MEMBERSHIP

Membership of the Henniker Democratic Committee shall consist of all registered Democrats in the town of Henniker

SECTION 5 OFFICERS/EXECUTIVE COMMITTEE

- A. The members of the executive committee shall consist of the Chair, Vice Chair, Secretary, Treasurer, who are elected between January 15 and April 1 of even numbered years. The length of the term is two years

B. It shall be the duty of the Executive Committee to advise the Chair on matters of policy, to assist in planning the affairs of the Committee; duties as may be delegated by the Chair, requirements specified in other sections of these By-Laws as well as the following:

- 1 The activities of the Executive Committee as reflected in its minutes shall be reported to the Committee at the quarterly meetings of the entire membership.
- 2 No expenditures, including those in excess of available funds, shall be contracted unless authorized by the Chair/Vice Chair and Treasurer. Any political campaign contributions shall be granted by vote of the Executive Committee.

C. Vacancies among the officers shall be filled by a majority vote of the members of the present at a meeting advertised at least 30-days prior to such meeting.

SECTION 6 DUTIES OF THE OFFICERS

A. CHAIR. It shall be the duty of the Chair to call meetings of _____ the Committee and the Executive Committee and preside over those meetings; to vote in the case of a tie; to supervise the ongoing operations of _____ the Committee; to supervise all officers in the exercise of their respective duties; to be responsible for the maintenance of records that will reflect the ongoing operations of _____ the Committee and to ensure that such records are passed on to the appropriate elected successors to coordinate workers during local, state or national elections; and to ensure that any reports required by State or Federal Law receive full compliance. The Chair shall be responsible for securing and encouraging nominees for State _____ offices, Senate, _____ Commissioner, Sheriff, and the other offices. The Chair shall fill the ballot in accordance with RSA 655 :37, and may appoint any committee or individual to assist in meeting these responsibilities.

B. A. Co-CHAIR. It shall be the duty of the Co-Chair to perform the duties of the Chair in _____ his/her absence; and to perform such duties as may be delegated by the Chair. The Co-Chair shall provide support in overseeing any committee efforts to recruit candidates for State Representative and the Democratic State Convention.

C. SECRETARY. It shall be the duty of the secretary to maintain accurate minutes of the meetings of the Committee and Executive Committee; to post notice of meetings; to keep such other records as may be required; and to act in the absence of the Chair and Co-Chair.

D. TREASURER. It shall be the duty of the Treasurer to be responsible for the custody of all funds of the _____ Committee; to keep a full and accurate record of all receipts and disbursements; to deposit all moneys in the name of _____ Committee in a recognized bank; to disburse said funds as may be ordered by the Chair/Co-Chair, Executive Committee; to give a full financial report to the Chair, the _____ Committee, the Executive Committee, or the Finance Committee upon request; to sign all checks, drafts and orders for payment of money; and to act in the absence of the Chair, Vice Chair and Secretary.

SECTION 7 RESPONSIBILITIES

The committee shall: enter here other duties as written and approved.

SECTION 8 ORDER OF BUSINESS

- A. The order of business at general meetings shall be: adoption of the minutes, adoption of the Treasurer's report, adoption of the standing committee reports, adoption of the Executive Committee report, old business, new business, announcements and adjournment.
- B. The order of business at Executive Committee meetings shall be: roll call, adoption of the minutes, adoption of the Treasurer's report, reports from individual members, old business, new business, announcements and adjournment.

SECTION 12 AMENDMENT OF THE BY-LAWS

- A. The Bylaws may be amended by presenting the proposed amendment(s) at a regularly called meeting of the _____ Committee with action to be taken on the proposed amendment(s) at the next regularly called meeting. The proposed amendment(s) shall be presented in writing to the members of the Committee.
- B. A 2/3 vote of those eligible to vote and attending is required for adoption of the amendment(s).
- C. Every two years the Chair shall appoint a committee to review the Bylaws and recommend amendment(s) if necessary.

SECTION 13 OTHER PROVISIONS

- A. Any provisions not covered in the By-Laws shall be covered by Robert's Rules of Parliamentary Procedures.
- B. A copy of these By-Laws shall be provided to all members of the Committee.

These By-Laws were reviewed and approved on: _____ 2/27/23 _____