

# **Upper Cape Democratic Coalition By-laws**

## **By-laws of the**

### **Upper Cape Democratic Coalition**

#### **Article I – NAME**

This organization shall be known as the Upper Cape Democratic Coalition, herein after called the UCDC.

#### **Article II – PURPOSES**

The UCDC is a coalition of Democratic town committees and their members in the constituted to promote common action in support of towns of Bourne, Falmouth, Mashpee and Sandwich. The UCDC has been constituted to support local, regional, state and national Democratic Party candidates, as well as related issues, and legislation. There shall be no endorsement by the UCDC of a candidate in a contested Democratic Primary. The UCDC shall act in accordance with all regulations, rules, charter and by-laws of the Massachusetts Democratic Party.

The UCDC will:

- Promote the Democratic message and ideals in keeping with the party platform, principles and values;
- Foster collaboration, cooperation, and mutual support among the town committees of Bourne, Falmouth, Mashpee and Sandwich;
- Assist and support Democratic Party nominees seeking election within the UCDC communities, as well as regionally, statewide, and nationally;
- Build a more vibrant, engaged, and politically active membership within the four town committees.

#### **Article III –GENERAL MEMBERSHIP**

General membership shall be open to any registered Democrat who is a member in good standing of a Town Committee within the towns of Bourne, Falmouth, Mashpee and Sandwich.

#### **Article IV – VOTING MEMBERSHIP**

In order to coordinate and oversee its efforts the UCDC will establish a Coordinating Committee consisting of three (3) voting representatives from each town committee, plus one alternate. In the absence of one of the three voting representatives from a town committee the alternate may vote on all matters before the Committee.

One of the three (3) voting representatives shall be the Chair or Vice-Chair of the town committee. The remaining representatives are to be selected by their local town committee. Representatives are responsible for communicating with their town committee and obtaining the necessary authorization/approval from their town committee to participate in and support UCDC events and activities.

#### **Article V – MEETINGS**

- A. The Coordinating Committee of the UCDC will meet on a regular basis determined by its members.
- B. Special meetings may be called at any time by the Chair or a majority of the elected members.
- C. A quorum shall consist of at least six (6) voting members.
- D. Voting at any meeting requires both a quorum and the presence of at least one voting member from each town committee.
- E. Meetings will be conducted in accordance with a format approved by the members.
- F. All meetings shall be open to all members of the four Town Committees.
- G. Sufficient notice of meetings shall be provided by email and/or phone to ensure full participation of the members.

#### **Article VI – OFFICERS**

- A. There shall be a Chair, Vice Chair, Secretary and Treasurer.
- B. Officers shall be elected by the membership for a two year term. After the inaugural election future elections will take place at the first meeting in alternate calendar years.
- C. Officers, including the Chair shall have full voting rights.

#### **DUTIES OF THE OFFICERS**

- A. The Chairperson shall preside at all meetings and shall be a member ex officio of all committees. The Chair shall appoint all sub-committee members.
- B. The Vice Chairperson shall preside at all meetings of the Committee in the absence of the Chairperson. In the event that the Chairperson should resign a new Chair shall be elected by the Committee.

C. The Secretary shall keep and report true, accurate and complete records of all proceedings of meetings. The Secretary or her/his designate shall issue notice of all meetings, and shall perform such duties pertaining to the office as may reasonably be required by the Chair.

D. The Treasurer shall have custody of all funds belonging to the UCDC and shall deposit same as directed by the Committee. S/he shall pay all orders subject to the approval of the Chairperson, shall keep accurate books of account, and shall, on a regular basis, provide reports on financial activity to the Coordinating Committee. S/he shall also submit financial reports as required by Massachusetts General Laws (see Article X). The fiscal year will originate with the calendar year.

### **Article VIII – BY-LAWS**

A. These by-laws may be amended from time to time as required by a written request from a voting Coordinating Committee member, providing the proposed amendments meet the requirements of the State Democratic Party. To consider the amendment request, a special meeting will be called.

B. The Secretary will announce a special meeting and state in detail such articles or sections that are to be acted upon.

C. The affirmative vote of two-thirds of those voting members who are present at a special meeting, with a quorum (six members), and at least one voting member from each town committee casting an affirmative vote, is sufficient to amend, change, or repeal these by-laws.

D. If amended, the amended by-laws will be constructed and circulated by the Secretary or her/his designee and s/he will forward, as required, a copy to the Office of the Secretary of State and to the State Democratic Committee. They shall remain in force until further amendment.

### **Article IX – SEVERABILITY**

If any section of these by-laws is found to be invalid, all other portions of the by-laws shall continue to be in full force and effect.

### **Article X – FUNDRAISING ACTIVITIES**

The UCDC will support the fundraising activities of each of its town committees, and shall fully comply with financial organization and reporting requirements of the Massachusetts Office of Campaign and Political Finance.