

By-Laws of the Groton Republican Town Committee
Last revised November, 2003

I. Name and Purpose

- A. The name of this organization shall be the Groton Republican Town Committee; hereinafter called the Committee.
- B. The purpose of the Committee is to promote the principles of the Republican Party, to cooperate in carrying out the programs of the Republican State and National Committees and to promote the election of Republican candidates nationally, statewide and locally.

I. Membership

- C. The Committee shall consist of enrolled members of the Republican Party residing in the town of Groton, who shall be elected by their town at the presidential primary provided that by such election the total membership of the committee shall not exceed 35 members.

The members of the Committee shall hold office for four (4) years ending on the Thirtieth day following the day on which the presidential primaries are next held and until their successors shall have organized.

Any member who moves from Groton shall cease to be a member of the Committee. Her/his place shall be declared vacant and the vacancy shall be filled at a regular meeting of the Committee at the discretion of the Executive Committee by a majority of those members present at the meeting.

In the case of a member's death, resignation, or change of party enrollment, her/his place shall be declared vacant and the vacancy shall be filled at a regular meeting of the Committee at the discretion of the Executive Committee by a majority vote of those present at the meeting.

- D. The existing Committee shall determine the number of members to be elected at the next presidential primary and the Secretary of the Committee shall give notice of the number to be elected to the Secretary of State and to the Republican State Committee on or before the dates specified by state law. The number shall be not less than ten (10) or more than thirty-five (35). It is strongly recommended that the Committee operate at full strength of thirty-five (35).
- E. The Committee may, by vote at any meeting, appoint Associate Members. Associate Members shall consist of enrolled members of the Republican

Party residing in the town of Groton. Associate Members shall not have the right to vote, but shall have the right to attend all of the meetings of the Committee and to serve on all sub-committees plus whatever additional functions the Chairperson may assign to them. All members of the Committee's Finance Committee, who are not otherwise members of the Committee, shall be Associate Members.

It is recommended that there be appointed at least as many Associate members as regular members.

- F. The Committee may, by vote at any meeting, elect a sustaining member. Such a member shall not have the right to vote, but shall have the right to attend all the meetings of the Committee, and, in addition, to serve on all sub-committees as their schedule permits. A sustaining member is an elected member who has resigned from regular membership, but wishes to remain involved with the Committee. (revised 11/24/03)
- G. The Committee may, by vote at any meeting, elect an honorary member. An honorary member is a regular member, who after years of dedicated service can no longer remain active. An honorary member would not have the right to vote. (amended 11/24/03)

II. Quorum

One-third of the elected membership of the Committee shall constitute a quorum. A QUORUM MUST BE PRESENT TO CONDUCT ALL BUSINESS OF THE GROTON REPUBLICAN TOWN COMMITTEE. A quorum is considered present unless otherwise challenged.

III. Meetings

The Chairperson shall direct the calling of not less than four (4) meetings of the Committee each year. A majority of the Executive Committee or any twelve (12) regular members of the Committee may call a meeting of the Committee in the absence or incapacity of the Chairperson. Robert's Rules of Order, Revised shall determine parliamentary procedure. Notice of each meeting of the Committee shall be given by mail to each elected member at least ten (10) days before the date of such meeting.

IV. Organization

- H. The Committee shall within ten (10) days after the thirtieth day following the election of its members, meet and elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer.

- I. The term of officers shall be for two (2) years. Officers shall be elected at the organizational meeting outlined above, and again two (2) years later at a meeting held in April. Special elections shall be held within four (4) weeks after an officer leaves her/his position. (revised 11/24/03)
- J. The Committee shall stay in contact with its State Committee members by inviting them to all meetings of the Committee. The Committee should consult with its State Committee members on matters involving Republican organizations outside the town.
- K. The Secretary of the Committee shall, within ten (10) days after its organization, file with the Secretary of State, the Director of the Office of Campaign and Political Finance, the Republican State Committee, and the Town Clerk a list of members of the Committee, Associate Members, Sustaining members and Honorary Members with their street addresses, mailing addresses and telephone numbers. The Secretary shall file a statement of any changes in the membership of the Committee that have resulted from vacancies, which the Committee has filled. (revised 11/24/03)

V. Officers

- L. **Chairperson:** The Chairperson of the Committee shall, in addition to the duties required by law, preside at all meetings of the Committee and of the Executive Committee and direct, with the advice of the Executive Committee, the work of the Committee. She/He shall appoint all sub-committees except as otherwise provided and shall serve as a member ex-officio on all sub-committees, except the Nominating committee. She/He shall employ all necessary assistance, subject to the approval of the Executive Committee, for the carrying out of the Committee's work and shall direct the functioning of the Committee and direct the calling of regular meetings of the Committee. An auditor shall be appointed to conduct a biannual audit of the treasury of the Committee. (revised 11/24/03)
- M. **Vice-Chairperson:** The Vice-Chairperson shall preside at all meetings of the Committee in the absence of the Chairperson, and shall perform all duties and have all powers of the Chairperson, in the event of the temporary absence or incapacity of the Chairperson.
- N. **Secretary:** The Secretary shall keep a record of the proceedings of the Committee and of the Executive Committee, and shall notify each member by mail of each meeting of the Committee in accordance with Article IV. The Secretary shall perform all other duties required by law, assigned by the Chairperson, or otherwise herein provided.

- O. **Treasurer:** The Treasurer shall have the custody of all funds belonging to the Committee, pay all written vouchers/bills, and shall procure and file such vouchers/bills for payment. The Treasurer shall submit a report at each regular meeting of the Committee and to the Chairperson or Executive Committee at any time when either shall so request. The Treasurer shall complete all required State and Town financial forms.

VI. Duties of Members

Members are expected to attend meetings of the Committee and are expected to work on at least one of the sub-committees named below.

VII. Sub-Committees

- P. **Precinct Committees:** A Precinct Committee shall be organized in each precinct. Each such committee shall consist of a Precinct Chairperson, appointed by the Chairperson of the Town Committee, plus additional registered Republicans residing in the precinct to serve at the discretion of the Precinct Chairperson. The Precinct Committee shall prepare and maintain voter telephone lists, obtain signatures for nominating petitions, participate in activities designed to raise funds, recruit volunteers for the Town Committee, and assist in the variety of pre-election and election day activities aimed at increasing the Republican share of the vote. A steering committee composed of the Chairperson and Vice-Chairperson of the Town Committee and the Precinct Chairperson shall coordinate precinct activities on a town-wide basis.
- Q. **Publicity Committee:** The Publicity Committee shall consist of a Chairperson, appointed by the Chairperson of the Town Committee, plus additional members appointed by the Chairperson of the Publicity Committee. This Committee is to be responsible for the dissemination of information concerning Republican activities to the citizens of Groton as well as to the citizens of other communities if it is felt that the material will be of interest and importance to them.
- R. **Program Committee:** The Program Committee shall consist of a Chairperson, appointed by the Chairperson of the Town Committee, plus additional members appointed by the Chairperson of the Program Committee. This Committee shall be responsible for the planning of rallies, fundraisers, entertainment and social activities as well as the handling of tickets and arrangements for any Republican functions of concern to the Town Committee.
- S. **Issues Committee:** The Issues Committee shall consist of a Chairperson, appointed by the Chairperson of the Town Committee, plus additional members appointed by the Chairperson of the Issues Committee. The

Issues Committee shall engage in issues activities aimed at developing and promoting Republican Party principles and programs, and it shall be specifically responsible for obtaining qualified speakers to address Town Committee meetings on specific issues, organizing public debates, candidate's night, and discussions of issues affecting the town; organizing letter writing campaigns to promote the party viewpoint and monitoring the voting records of state office holders representing the town.

- T. **Nominating Committee:** The Chairperson of the Town Committee shall appoint at least three (3) members of the Town Committee to serve on the Nominating Committee. The Nominating Committee shall elect its own Chairperson at the time of the election of officers of the Town Committee or 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 of any officer of the Town Committee. The Nominating Committee shall submit one or more names for each office to be filled, as it shall see fit.

- U. **Membership Committee:** The Membership Committee shall consist of a Chairperson, appointed by the Chairperson of the Town Committee, plus additional members appointed by the Chairperson of the Membership Committee. The Committee shall be responsible for maintaining lists of current GRTC members, as well as a list of all registered Republicans in the Town. The committee shall be responsible for creating and executing programs aimed at increasing membership for the Town Committee as well as increasing the number of registered Republicans in the Town. The committee shall also seek to cooperate with nearby Republican Town Committees to increase active Republican voters within common voting districts (State Senate & Representative Districts, Congressional Districts). (Adopted by the GRTC on 6/9/03)

- V. **Technology Committee:** The Technology Committee shall consist of a Chairperson, appointed by the Chairperson of the Town Committee, plus additional members appointed by the Chairperson of the Technology Committee. This Committee shall be responsible for establishing the direction of technology usage within the Republican Town Committee, and is responsible for the implementation and operation of technology tools, including, but not limited to, a GRTC website. (Adopted by the GRTC on 6/9/03).

VIII. Finance Committee

The Finance Committee shall consist of a Chairperson, appointed by the Chairperson of the Town Committee, plus additional members appointed by the Chairperson of the Finance Committee. The additional members need not be elected town committee members, but must be registered

Republicans. Once they accept membership on the Finance Committee they become Associate Members of the Town Committee.

IX. Executive Committee

W. The Executive Committee shall consist of the four (4) members so elected to serve as Chairperson, Vice-Chairperson, Secretary, and Treasurer. (revised 11/24/03)

X. The Executive Committee shall oversee the work of the Town Committee. Between meetings of the Town Committee, it shall exercise, so far as it is consistent with the law and these by-laws, all the powers of the Town Committee. 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 Chairperson or any sub-committee.

X. Political Activity of Members

No Member or Associate Member of the Committee shall publicly sponsor, endorse or support any candidate, other than a REPUBLICAN CANDIDATE, in a partisan election or in any way serve the interests of any political party other than the Republican Party. (revised 11/24/03)

II. Assistance to Republican Candidates (as amended November, 1999)

It shall be the policy of this Committee to aid Republicans running for election to local office. Such assistance may take the form of campaign activity on the part of individual members or sub-committees of the Town Committee and/or the allocation of funding by the committee. All campaign assistance by the Committee will be at the discretion of a majority of members present at any regularly scheduled meeting. Recipients of Committee assistance must be registered Republicans but need not be members of the committee.

III. Election of Delegates and Alternate Delegates to Pre-Primary Conventions

The Committee shall, upon receipt of a notice from the Chairperson of the Massachusetts Republican State Committee for the holding of a pre-primary convention, call a meeting for the purpose of electing delegates and alternate delegates to such a convention. Alternate delegates are also to attend such a convention. Notice of such a meeting shall be given to all members in accordance with Article IV. Each delegate and alternate delegate shall be chosen from the Town Committee or registered Republicans residing in the Town of Groton and elected by majority vote

of the Committee. The Secretary of the Committee shall within fourteen (14) days after such a meeting notify the Republican State Committee of the names, addresses, and the telephone numbers of each elected delegate and alternate delegate.

XI. Amendments

These by-laws may be amended at any regular meeting of the Committee by two-thirds (2/3) vote of those present and voting, and notice of the action proposed having been included in the written notice of the meeting sent to each Member of the Committee at least ten (10) days prior to the meeting at which the proposed action is to be taken.

XII. Date By-Laws Become Effective

These By-Laws shall take effect when adopted by two-thirds (2/3) vote of those present and voting at a regular Committee meeting or at a special meeting called for such a purpose pending approval of the Republican State Committee.