

Rules and By-Laws of
The Derry Township Democratic Committee
Of Dauphin County
Of the Commonwealth of Pennsylvania

Statement of Principles and Objectives

The Derry Township Democratic Committee is committed to serving the best interest of all the people of the Township of Derry, and to providing them with the broadest possible understanding of, and participation in, all phases of Township Government, especially its fiscal management.

The Committee is dedicated to the election of Democratic candidates to public office and, as part of the rules governing the committee, the following principles:

1. Support of voter registration.
2. Adherence to a non-discrimination policy for membership and/or elective office based on race, religion, color, national origin, gender, age, disability, sexual orientation, familial/marital status or economic status.

Approved by Derry Township Democratic Committee, May 1, 2006

Rule 1

Organization and Qualifications

Section 1.

The representative and authoritative body of the Democratic Party of the Township of Derry shall be the Derry Township Democratic Committee (COMMITTEE). The COMMITTEE shall be composed of the Committee Members and Committee Officers:

Section 2.

- A. The COMMITTEE shall be comprised of one man and one woman from each precinct within Derry Township elected at the Primary Election coinciding with the gubernatorial election for a term of four (4) years.
- B. Each Committee member (MEMBER) shall be a registered Democrat residing in Derry Township within the Member's designated precinct.

Section 3.

Registered Democrats who reside in Derry Township may attend meetings of the Committee. Such persons do not directly participate in the defined Parliamentary Authority actions and have no voting rights. However, these guests will be given an opportunity to speak during the Good of the Order portion of these meetings.

Rule II

Committee Officers and Responsibilities

Section 1.

Elected Committee Officers shall consist of the Committee Chairperson, Vice Chairperson, Secretary, and Treasurer. A special reorganization meeting will be held in June, after election certification results are announced.

Section 2.

The Committee Officers (OFFICERS) shall be elected by majority vote at the reorganization meeting, not later than the fifth Saturday, or any date limited by statute, following the Primary Election in each year in which committee people are elected by the Democratic Electorate. Election of Officers shall be by paper ballot. Results shall be communicated to the Dauphin County Democratic Leader of the 106th Legislative District. Terms are for four (4) years for both Committee People and Officers.

Section 3.

All Officer vacancies occurring in these positions shall be filled at the next regular meeting. Election shall be by paper ballot.

Section 4.

A. The Chairperson shall:

1. Be the executive head of the COMMITTEE, and shall have the duties and responsibilities commensurate with such a position.
2. Develop an efficient organization of the COMMITTEE in accordance with the laws of the Commonwealth of Pennsylvania; the Rules of the COMMITTEE; the County and State Democratic Committees; and shall be responsible to the COMMITTEE.
3. Appoint such other positions as necessary to assist in the organization of the COMMITTEE.
4. Be responsible for recruiting both candidates and committee people as needed.
5. Chair the yearly Fund Raiser.
6. Schedule regular meetings.
7. Notify the Secretary of any information to be sent out, and of the meeting schedule.
8. Assure duties of all Officers are being followed.

Committee Officers and Responsibilities (cont'd)

- B. The Vice Chairperson shall:
 - 1. Assist the Chairperson; and perform any duties designated by the Chairperson and shall replace the Chairperson in the absence of the Chairperson.

- C. The Secretary shall:
 - 1. Record the meeting minutes of the COMMITTEE and maintain hard copy books on file for the COMMITTEE. (These hard copy files will be given within 10 days to a newly elected Secretary.)
 - 2. Notify each Committee Person by U.S. Mail, 10 days prior to each Committee meeting.
 - 3. Conform the format of the Minutes to the format of the meeting agenda.
 - 4. Maintain attendance logs.
 - 5. Provide a copy of the Minutes of the previous meeting to each member present at the current meeting.

- D. The Treasurer shall:
 - 1. Have custody of and responsibility for all books of account and financial records of the COMMITTEE.
 - 2. Deposit all monies received into a Bank Account designated by the COMMITTEE.
 - 3. Disburse funds of the COMMITTEE by check. (The signatures of both the Chairperson and the Treasurer are required to be on all checks.)
 - 4. Report the financial status of the COMMITTEE as required by law.
 - 5. Prepare a financial report to be submitted at each monthly meeting. (Within 10 days of the election of a new Treasurer, the Treasurer shall deliver all papers, checkbook, and any pertinent papers to the new Treasurer).

Rule III

Committee Activities and Parliamentary Authority

Section 1.

- A. The Committee shall meet seven times a year. At the discretion of the Chairperson, he/she may call additional meetings, when deemed needed, with 10 day notice.
- B. Meetings are routinely held in March, April, May, June, September, October, and November.
- C. When the Chairperson deems necessary for an unexpected event requiring a committee vote, a phone vote of the entire committee will be taken.
- D. 20% of the total voting membership shall constitute a quorum for the transaction of any business. A committeeperson represented by a proxy shall be counted toward a quorum.
- E. Any member who is unable to attend a meeting of the COMMITTEE may appoint by proxy a registered Democrat who resides in Derry Township in the absent member's precinct, to attend such meeting and to vote thereat as the representative of the absent member:
 - 1. Any such proxy shall be in writing, signed by the Member giving the same, attested by a witness, and officially naming the person to act as his/her proxy.
 - 2. This official proxy form shall be included within the meeting call
 - 3. No member in attendance at a committee meeting shall be able to cast more than one vote.

Section 2.

Only registered Democrats residing within Derry Township shall be eligible to serve as committee persons from Derry Township.

Section 3.

- A. Committeepersons are expected to participate in COMMITTEE Meetings and Activities, and to attend the Dauphin County Democratic Committee (DCDC) Meetings and Activities.
- B. The Chairperson must be notified if a Committeeperson cannot attend a regular COMMITTEE meeting in order to excuse that member.
- C. Three unexcused absences from COMMITTEE Meetings without representation by proxy will be grounds for removal from the DTDC.
- D. Absence without representation by proxy from two consecutive DCDC Meetings is grounds for removal from the DCDC.
- E. Endorsement of, campaigning for, and/or being associated with any organization that exists for the purpose of supporting any non-democratic candidate when a Democratic candidate is running for the same office, is grounds for removal from the DCDC

Rule IV

Endorsements

Section 1.

- A. A meeting of the COMMITTEE shall be held in the Spring to consider endorsements for the Primary Elections
- B. The meeting shall be held within the time period beginning after the date for circulating nomination petitions and before the final day for candidates to withdraw their names from the Primary ballot.
- C. Members must receive a written notice of the Endorsement Meeting, which must be sent 10 days prior to the meeting.
- D. Voting for endorsement shall be in accordance with Rule II, Section 2(Election of Committee Officers).
- E. Additional Endorsement meetings shall be held if needed.
- F. The Committee Members will be bound by this endorsement, and support Endorsed Candidates of the Democratic Party. Violation of this Rule of Endorsement is grounds for removal.

Section 2.

- A. Robert's Rules of Order shall govern procedures at all meetings of the COMMITTEE, as applicable. Where applicable, the COMMITTEE shall be guided by the Laws of the Commonwealth of Pennsylvania, the Rules of the Dauphin County Democratic Committee, the Rules of the Democratic Party of Pennsylvania, and the guidelines set forth by the Democratic National Committee.
- B. The Rules of the Committee may be amended by a vote of two-thirds of those present at any meeting of the COMMITTEE, provided that notice of the proposed change shall have been set forth in the notice of the meeting.

Addendum to Bylaws

- A. When a COMMITTEE Member and/or a member of the immediate family expires, the Treasurer shall make a contribution in the COMMITTEE's name to the person's designated charity. The remembrance shall be \$25.00.
- B. A Committeeperson-at-Large, as appointed by the Legislative Leader, with duties as defined by the Dauphin County Democratic Committee Executive Board, may be utilized as needed.