

BY-LAWS OF THE EASTTOWN TOWNSHIP DEMOCRATIC COMMITTEE

ARTICLE I. AUTHORITY

SECTION I. The Easttown Township Democratic Committee shall be the authoritative body of the Democratic Party in Easttown Township and shall make such rules for the government and management of the Party in the township, as it may deem proper, not inconsistent with law and with the rules of the Democratic Party in Chester County or the Commonwealth of Pennsylvania. All public meetings will be open to all registered Democrats of Chester County, regardless of race, color, creed, gender, national origin, age, ethnic identity or economic status.

ARTICLE II. DEFINITIONS

1. "Majority" vote shall mean a majority of those present and certified to vote at the meeting.
2. Township Chairperson and Zone Leader shall be used interchangeably in this document.
3. Executive Board of the Township Committee refers to the Chair/Zone Leader, Vice-Chair/Assistant Zone Leader, Secretary and Treasurer.

ARTICLE III. COMMITTEE PERSONS

SECTION 1. The Democratic voters of each election precinct of Easttown Township shall elect at the Spring Primary, when Pennsylvania's gubernatorial candidate is nominated, two precinct committee persons who will serve a term of four years and be eligible for re-election. They shall be duly registered and enrolled Democratic voters of such election precinct. The Easttown Township Democratic Committee shall endeavor as much as possible to achieve an equal number of male and female members on the committee. However, filling vacancies on the committee shall take priority over achieving gender balance.

SECTION 2. They shall hold office for the term of four years.

SECTION 3. It shall be the duty of Committee persons to participate in meetings of the Easttown Democratic Committee; to increase the enrollment of Democratic electors in their voting districts to its maximum number, to see that at least one nomination petition shall be properly circulated and filed for each public office for which nominations are to be made at each Primary Election in their respective election districts, to organize political activity in their precincts thoroughly and effectively to the end of achieving a

BY-LAWS OF THE EASTTOWN TOWNSHIP DEMOCRATIC COMMITTEE

maximum Democratic vote at the polls and Democratic majorities in the elections, to champion and work for Democratic principles and integrity within the Party and the administration of government, and to do all things necessary and proper to advance the goals of the Chester County Democratic Committee in accordance with these By-laws.

SECTION 4. In the case of a vacancy in the office of Precinct Committee person from any election precinct in the township caused by death, resignation, removal to and registration in another election district, change in Party registration, or failure to elect at the Spring Primary, the Township Committee shall select via majority vote a qualified Democratic voter from said election precinct to fill the vacancy for the unexpired term. Zone Chairperson will notify the County Chairperson and simultaneously file with the County Board of Elections the name of the person and their election precinct.

SECTION 5. No Township Committee person filled by the committee (per section 4) or appointed by the County Chairperson whose name has not been certified by the County Board of Elections more than 60 days prior to any meeting shall be entitled to vote at County meetings.

SECTION 6. Dismissal for supporting candidates not endorsed by the Democratic party in a general or special election. (This excludes supporting any candidate in a democratic primary election.) Any Precinct Committee person, whether elected or appointed, may be subjected to disciplinary action for openly or actively supporting any candidate against a candidate endorsed by the County Committee in a general or a special election.

Following the initiation of such charges, a hearing shall be held before the County Executive Committee for the purpose of determining the merits of such charges. All members of the County Executive Committee shall receive at least ten days' written notice of the hearing. The person so charged shall receive at least fourteen days' written notice by certified mail of the hearing. The notice to the person shall set forth the exact charges and allegations instituting the action against him or her. The Chairperson shall chair this hearing. The Chairperson shall conduct this hearing in an expeditious manner and shall make all rulings concerning procedure and evidence. The solicitor shall present evidence, present argument, and examine witnesses on behalf of the County Executive Committee. With the exception of the Solicitor, no member of the County Executive Committee shall present evidence, examine witnesses, or present argument at the hearing. The person charged shall have the right to be represented by counsel and to present a defense, including calling of witnesses, cross-examination of witnesses, and the presenting of evidence and argument. After hearing, all of the evidence the County Executive Committee shall vote whether or not to discipline the person charged. The decision as to whether or not to discipline shall be by majority

BY-LAWS OF THE EASTTOWN TOWNSHIP DEMOCRATIC COMMITTEE

vote. If the County Executive Committee shall vote to discipline the person charged, the Committee shall either censure or suspend such person. If suspended, the person charged shall be subject to the following sanctions:

- (1) The person shall not be entitled to attend any meetings of the County Committee or County Executive Committee during his or her suspension.
- (2) The person shall not receive any campaign literature during his or her suspension.
- (3) The person shall not receive any campaigns during his or her suspension. Any such suspension shall be in effect for the duration of the person's term. No person shall be subjected to disciplinary actions on any charge initiated more than six months after the occurrence of the alleged misconduct.

SECTION 7. Dismissal for poor attendance. Any Precinct Committee person may be dismissed for failing to attend 5 consecutive regular monthly committee meetings or fewer than 4 meetings in a calendar year. The dismissal is effective upon a motion that is introduced, seconded and passes with a simple majority. No motion can be introduced if the subject committee person is present or if they have attended the most recent four consecutive meetings.

ARTICLE IV. THE TOWNSHIP COMMITTEE

SECTION 1. The Township Committee shall consist of an Executive Board, the precinct committee persons (both elected and appointed), and registered Democrats in Easttown Township designated as "at large" members by the Township Executive Board. "At-large" committee members must be registered Democrats in Easttown Township, duly elected by a majority of the township committee, and are instantly entitled to vote at the Easttown Township Democratic Committee meetings. The total number of at-large committee positions shall not exceed one half of the maximum number of precinct committee positions. The County Chair shall only be able to appoint precinct committee members after their position has been vacant for ninety (90) days and such appointees will be eligible to vote in township meetings sixty (60) after their appointment.

SECTION 2. The Township Committee shall meet on the third Thursday of each month. An organizational meeting will be held every four years in the Pennsylvania Gubernatorial election year at the June meeting.

SECTION 3. Four (4) members of the Township Committee or 20% of the voting membership of the Township Committee, whichever is larger, shall constitute a quorum for purposes of any meeting of the Township Committee.

BY-LAWS OF THE EASTTOWN TOWNSHIP DEMOCRATIC COMMITTEE

SECTION 4. Voting on measures. Only members of the Township Committee present at the regularly scheduled meeting of the Township Committee shall be entitled to vote. Except for removals of member for cause, changes in by-laws or motions made outside of regular meetings, voting on motions shall pass with a simple majority.

In truly extreme and urgent conditions motions may be introduced and voted on between regular meetings. Since these conditions severely limit or prevent discussion and debate, they require notification of all committee members and at least 80% majority for passage.

SECTION 5. Meetings of the Township Committee shall be conducted in accordance with the rule of procedure laid down in the latest revised edition of Robert's Rules of Order, newly revised, in all procedural matters not otherwise specifically covered by these By-laws.

SECTION 6. Those members of the Township Committee who are elected or appointed and certified by the County Board of Elections as Committee persons shall elect at the organizational meeting a Chairperson/Zone Leader, a Vice-Chairperson/Assistant Zone Leader, and a Secretary and Treasurer. These individuals shall serve as the Township Committee's Executive Board for a term of four (4) years and/or until their successors are elected. Candidates for the Executive Board must have held the post of precinct committee person/At-Large committee person for a minimum of 60 days prior to the organizational meeting or have been a precinct committee person/At-Large committee person within the previous four years, they must reside in Easttown Township and be a registered Democrat and may be elected for no more than two consecutive terms of office for any one position.

SECTION 7. In the absence of the Chairperson, the Vice-Chairperson shall have the authority to preside at all meetings of the Township Committee or of the Executive Board or any other committee hereafter constituted of which the Chairperson of the Township Committee may be ex-officio Chairperson.

SECTION 8.

A) The Secretary of the Township Committee shall attend all meetings thereof and keep an accurate record, in writing, of all proceedings at meetings of the Township Committee. At or before the next monthly meeting, the Secretary will submit written minutes of the previous month(s) meeting to all committee members for approval. The Secretary, at the direction of the Chairperson, shall be responsible for all of the official correspondence of the Party within Easttown Township.

BY-LAWS OF THE EASTTOWN TOWNSHIP DEMOCRATIC COMMITTEE

B) The Treasurer shall receive and hold all funds of the Committee and shall keep an itemized and accurate account of all receipts and expenditures thereof, and make no payments except upon written order and approval of the Chairperson of the Township Committee and the Executive Board. The Treasurer shall submit all his or her accounts in relation to the funds of the Party at least once a year for inspection or audit and shall turn over all books and records to the Township Committee at the reorganization meeting every two years. A written financial report shall be given to committee members at each monthly meeting.

SECTION 9. Upon leaving his/her office, each officer shall deliver within 14 calendar days all records and files pertaining to said office to his/her successor or, if no successor, to another member of the Executive Board. Failure to deliver said records or files will result in the former officer, being in default, shall be ineligible to hold any Township Committee office in the next election.

SECTION 10. The Executive Board shall fill vacancies on the Township Committee for the unexpired term, within ninety days from the date the vacancy occurs. In the event the office of Township Chairperson becomes vacant and is not filled within sixty days from the date the vacancy occurs by reason of the failure of the Vice-Chairman to call a meeting for that purpose, the Secretary or Treasurer shall forthwith call a meeting of the Township Committee to fill said vacancy.

SECTION 11. The removal of the Township Chairperson, Vice-Chairperson, or Secretary or Treasurer must be initiated by majority vote of the Precinct Committee persons. Within three weeks of the Township Committee action, notice of a special meeting of the Committee shall be sent to all members of the committee. Provided a quorum is present, the Chairperson or other officers may be removed by a vote of at least 2/3rds of the Township Committee Persons present, including at-large committee persons.

ARTICLE V. COMMITTEE EXPENDITURES

SECTION 1. No debt or expense over \$25.00 (twenty-five dollars) shall be incurred on behalf of the Township Committee unless budgeted or previously approved by the Executive Board. No Township Committee funds shall be spent on behalf of any candidate during a Primary campaign. Funds of the committee in the custody of the Treasurer at the committee's approved bank and shall only be transferred, withdrawn or paid out by the Treasurer for lawful purposes after the written approval of the Township Chairperson and the majority vote of the Executive Board and/or the Township Committee.

BY-LAWS OF THE EASTTOWN TOWNSHIP DEMOCRATIC COMMITTEE

SECTION 2. The Township Committee shall maintain a checking account in a bank within the Township. All checks written against said account must be signed by either the Treasurer or Chairperson of the Township Committee.

ARTICLE VI. AMENDMENTS AND REVISIONS

SECTION 1. These By-laws may be amended at any time by the Township Committee, upon two-thirds vote of those present; PROVIDED, however, ten days' notice in writing of the proposed amendments, including a copy thereof, shall be sent to each member before the meeting of the Township Committee at which the proposed amendments shall be submitted for action.

ARTICLE VII. Committee Person Code of Conduct

SECTION 1. As a volunteer organization, we need to keep the motivation of all members front and center. There are no paychecks to compel participation. Treating one another with respect and dignity is mandatory. Not adhering to these basics destroys our effectiveness and the ability to grow our organization. Growing our organization is essential to achieving our shared goals of promoting the election of more democrats and of promoting our liberal ideals.

We must:

1. Seek to understand then be understood. Be able to state the other person's position better than they can.
2. Synergize. What complementing strengths can you identify and bring to the party that will improve the desired outcome.
3. Think WIN-WIN. How can we work together to get the best results?
4. Start with the end in mind. Be certain we are working toward the primary objective.
5. Fix problems not blame

Unacceptable conduct:

1. Disparaging people behind their back. No murmuring. The first question you should ask is have you discussed this with them and what did the person say?
2. Emailing criticism prior to verbal discussion of the issue with the individual.
3. Inappropriately wide email circulation of complaints, leading questions, criticism etc.

BY-LAWS OF THE EASTTOWN TOWNSHIP DEMOCRATIC COMMITTEE

4. Being quiet without sharing your point-of-view with your peers. No checking out.
5. Identifying problems or trashing a solution without concurrently offering a solution.

Repeated violations will be documented in the minutes. Violations over multiple months and be cause for removal.

ARTICLE VIII. EFFECTIVE DATE

SECTION 1. These By-laws shall be effective immediately upon their adoption by the Easttown Township Democratic Committee.

[Handwritten notes in right margin:]
- 2nd meeting - (1st meeting)
- 3rd meeting
- 4th meeting
- 5th meeting
- 6th meeting
- 7th meeting
- 8th meeting
- 9th meeting
- 10th meeting