

Carlisle Area Democratic Committee

BYLAWS

As Amended March 24, 2021

Preamble

Whereas there exists a need for an organization to foster and promote the civic, social, and political goals of voters of Carlisle, Pennsylvania who desire membership in the Democratic Party and wish to participate in the promotion and election of Democratic candidates for office and the positions they espouse, the Carlisle Area Democratic Committee (CADC) is hereby constituted to promote these civic, social, and political ideals and goals.

ARTICLE 1: MISSION & PURPOSE

The mission of the Carlisle Area Democratic Committee is to elect Democrats and support Democratic causes in the greater Carlisle area, as defined by the boundaries of the Carlisle Area School District. The Committee shall be the authoritative body of the Democratic Party in the Carlisle area. It shall have full power to act for the Democratic Party wherever not prohibited by law or by these rules. It may delegate such power to committees or representative Democratic voters of the Carlisle area. The Committee is a not-for-profit, civic and political organization.

ARTICLE 2: MEMBERSHIP

1) The Committee shall have as its members any registered Democrat who resides in the Carlisle area, as defined by the boundaries of the Carlisle Area School District.

2) No person shall be eligible to serve as a member or officer of the Committee who is found to be in violation of Rule 1, Section 2, of the Rules of The Democratic Party of The Commonwealth of Pennsylvania. Complaints that a person is in violation are submitted to the Executive Committee for a hearing, at which the accused person is entitled to present a defense, followed by action by the majority vote of a quorum of the Executive Committee. If a violation is found, the accused person can appeal further as provided in Rule 1, Section 3, of the Rules of The Democratic Party of The Commonwealth of Pennsylvania.

ARTICLE 3: OFFICERS

1) The Officers of the Committee shall be a chairperson, a vice chairperson, a secretary, and a treasurer. They must be eligible members of the Committee at the time of their nomination and election.

2) Officers shall be elected at the Committee's annual reorganization meeting and serve until the conclusion of the next following reorganization meeting. If there is a vacancy in the position of chairperson, the vice chair shall undertake the duties of the chairperson as interim chair until a new chair is duly elected by the Committee. This election must occur within 90 days of the occurrence of the vacancy. Should the vacancy occur within 120 days before a general election, the rule may be suspended by a majority vote of the Committee provided the committee sets a date for the election no more than 30 days following the November election. In all other cases, vacancies shall be appointed by the Executive Committee on an interim basis until the officer(s) can be duly elected by the committee. This election must occur within 90 days of the occurrence of the vacancy. Should the vacancy occur within 120 days

before a general election, the rule may be suspended by a majority vote of the Committee provided the Committee sets a date for the election no more than 30 days following the November election.

3) An officer may be removed from office by a two-thirds majority of those present and voting at any meeting of the Committee, provided that at least ten days' notice of the proposed removal has been given to all members of the Committee, or provided that such notice was given at the last preceding meeting of the Committee.

ARTICLE 4: DUTIES OF OFFICERS

1) The chairperson is the official spokesperson for the Carlisle Area Democratic Committee. Duties include appointment of committees and presiding at the meeting of the Committee.

2) The vice chairperson shall carry out such duties as the chairperson shall designate. In the event of the chairperson's absence, the vice chairperson shall conduct the duties of the office.

3) The secretary shall be responsible for recording, distribution, and retention of the minutes of the Committee's meetings, and shall conduct the Committee's business in the absence of the chairperson and vice chairperson. The secretary shall aid the chairperson in maintaining the official membership rolls of the Committee, credentialing of members at meetings, and handling all correspondence of the Committee as directed by the chairperson or the Executive Committee.

4) The treasurer shall have general supervision of the financial affairs of the Committee and shall jointly with the chairperson or vice chairperson be authorized to sign checks drawn on the bank account of the Committee and shall keep the books and accounts thereof. The treasurer shall distribute a financial report at each meeting of the Executive Committee and shall be responsible for preparing and timely filing all campaign finance reports, as required by state and/or federal law. The treasurer shall receive all funds paid into the Committee and pay all accounts in a timely fashion.

5) All officers, before assuming office, shall sign an agreement that within two weeks of leaving office, they will turn over to their successors all books, papers, records, equipment, and monies received by them for their use while in office.

ARTICLE 5: MEETINGS

1) The Committee shall meet on a weekday evening or a weekend day no later than the sixth Wednesday following the primary election. This meeting shall be the designated Reorganization Meeting of the Committee.

2) The Committee shall meet also at other times and at least four times per year, at such times and place within the Carlisle area as shall be designated by at least 10 days' notice to the members. All Committee meetings, including but not limited to those for the purpose of candidate endorsements, may be called by the chairperson, a majority of the Executive Committee, or at least ten eligible members of the Committee.

3) All meetings of the Committee shall be open to all registered Democrats residing within the boundaries of the Carlisle Area School District, except as otherwise provided by these bylaws. No proxy voting will be permitted.

ARTICLE 6: EXECUTIVE COMMITTEE

- 1) The plenary power of the Committee shall be vested in an Executive Committee, except in those instances in which these bylaws specifically reserve the power to another body, and as long as the actions of the Executive Committee are not inconsistent with those of the Committee.
- 2) Members of the Executive Committee shall be the chairperson, vice chairperson, secretary, treasurer, Area Leader, and chairpersons of the Standing Committees. Officers may also serve as chairperson of no more than one Standing Committee.
- 3) The officers of the Committee shall hold those same offices on the Executive Committee.
- 4) No person shall be eligible to serve as a member of the Executive Committee who is found to be in violation of Rule 1, Section 2, of The Rules of The Democratic Party of The Commonwealth of Pennsylvania. Complaints that a person is in violation are submitted to the Executive Committee for a hearing, at which the accused person is entitled to present a defense, followed by action by a majority vote of a quorum of the remaining Executive Committee members. If a violation is found, the accused person can appeal further as provided in Rule 1, Section 3, of The Rules of The Democratic Party of The Commonwealth of Pennsylvania.
- 5) The Executive Committee shall meet at least once a month during at least nine months of each year, at the call of the chairperson or of twenty-five percent of its members, at a regular time and place or, upon at least one week's notice to all members of the Executive Committee, at such time and place within the Carlisle area as may be designated. All meetings of the Executive Committee shall be open to Committee members. A quorum of the Executive Committee shall consist of one-third of its members.
- 6) Duties of the Executive Committee shall include the preparation and approval of an annual budget and program for the Democratic Party, which shall be made available to all members of the Committee.
- 7) Members of the Executive Committee are expected to attend all Executive Committee meetings, unless prevented from doing so by illness, work or family obligation, or weather conditions, which shall be communicated to the secretary in writing, including email or electronic notification.
- 8) An Executive Committee member chosen by the chairperson may be removed by majority vote of the Executive Committee for missing three Executive Committee meetings in a 12-month period without communicating an excuse as provided above.

ARTICLE 7: COMMITTEES

- 1) The following Standing Committees of the Carlisle Area Democratic Committee are hereby established, whose duties shall be provided by the Executive Committee and whose chairpersons and/or members shall be appointed by the chairperson:
 - a) *Fundraising and Events* – whose responsibility it is to organize events and raise funds for the general operation of the Committee. It shall work in conjunction with the treasurer to ensure oversight of the financial affairs of the Committee.
 - b) *Candidate Recruitment and Endorsements* – who, in cooperation/alliance with relevant local organizations, shall be responsible for the recruitment and training of Democratic candidates for Carlisle area offices up for election in a given cycle. It shall set the schedule and criteria for Screening and Endorsement Meetings, as defined within these bylaws.

c) *Volunteer Recruitment and Training* – who, in cooperation/alliance with relevant local organizations, shall be responsible for the recruitment and training of sufficient volunteers to carry out the activities of the Committee.

d) *Campaigns and Elections* – who, in cooperation/alliance with relevant local organizations, shall be responsible for the organization and execution of all electoral activities of the Committee, including, but not limited to, petitioning, voter registration, voter education and outreach, and get-out-the-vote efforts.

e) *Social Media Communications* – whose responsibility it is to develop and maintain a robust presence across various social media platforms, and communicate with members and the public about the activities, goals, and accomplishments of the Committee and its endorsed candidates and causes, in concert with the Traditional Communications Committee.

f) *Traditional Communications* – whose responsibility it is to communicate with members and the public about the activities, goals, and accomplishments of the Committee and its endorsed candidates and causes through our email newsletter, the website, press releases, etc., and to ensure visibility at appropriate public events, in concert with the Social Media Communications Committee.

2) Additionally, the chairperson or majority of the Executive Committee shall have the authority to create and dissolve such ad hoc committees as they deem necessary and to appoint chairpersons and/or members of said committees. Chairpersons of ad hoc committees will not be part of the Executive Committee.

3) Chairpersons and members of Standing Committees must be registered Democrats in the Carlisle area.

ARTICLE 8: ENDORSEMENTS

1) In order to be considered for endorsement by the Carlisle Area Democratic Committee, a candidate for Representative to Congress, Representative or Senator to the Pennsylvania General Assembly, Magisterial District Judge, County or Borough office must submit a request, in writing, to the chairperson of the Committee on Candidate Recruitment and Endorsements and meet other such criteria as deemed necessary and appropriate by that committee.

2) Endorsements of candidates for public office shall not be considered before the filing deadline for said office.

3) These requirements do not apply to candidates for President of the United States, United States Senate, or statewide offices, which may instead be considered for endorsement by a vote of two-thirds of the Executive Committee and ratified by 60% of members present at an endorsement meeting.

4) The Committee may only recommend candidates that will appear on the ballot of the Carlisle area, as defined by the boundaries of the Carlisle Area School District, and only as many candidates for an office as voters will be allowed to vote for in the election.

5) Prior to an Endorsement Meeting, the Committee on Candidate Recruitment and Endorsements shall hold a Screening Meeting at the call of the chairperson, majority of the Executive Committee, or ten or more members of the Committee for the purpose of reviewing endorsement requests and making recommendations to the Committee. No final endorsement of any candidates shall be made at a Screening Meeting, but the members of the committee may interview prospective candidates and hear presentations on their behalf as the members see fit. More than one Screening Meeting may be held prior to the Endorsement Meeting. There shall be no quorum requirement for Screening Meetings.

6) In addition to one or more Screening Meetings, an Endorsement Meeting may be called by the chairperson or a majority of the Executive Committee, with notification given at least ten days in advance, at which time the Committee may vote whether to recommend a candidate. No endorsement shall be made unless the prospective candidate receives the votes of at least 55% of those present and who are entitled to vote for that office. The chairperson may prescribe the manner of voting at Endorsement Meetings of the Committee except that it shall be by secret ballot if there is more than one candidate for that office.

7) Meetings to consider endorsements shall operate under the same provision as to call, location, notice, openness, and proxies as do other meetings of the Committee, except that the members of the Committee eligible to participate may, by majority vote of those present, decide to close the proceedings, or any portion thereof, to all except members of the Committee and members of the Executive Committee.

8) No candidate for Representative to Congress, Representative or Senator to the Pennsylvania General Assembly, Magisterial District Judge, County or Borough office shall be considered for endorsement unless all of the duly filed Democratic candidates who wish to be endorsed for the same office have been notified of the meeting in the same manner as members of the Committee. All such candidates shall have the right to offer brief remarks to the meeting.

9) An endorsement shall mean the Committee favors the nomination and election of a particular candidate but shall not be binding on any Carlisle area Democrat. No money or effort may be expended by the Committee in support of a candidate who is not endorsed by the Committee.

10) An endorsement may be revoked by the Committee if a candidate exhibits conduct that reflects negatively on the Democratic Party. The endorsement may be revoked by two-thirds vote of the members present.

11) The Executive Committee reserves the right, by a two-thirds vote, to revoke, suspend, or otherwise invalidate an endorsement of the Committee when, in its determination, an endorsement would reflect negatively on the Democratic Party, was made in violation of the Committee's bylaws or policies, or any reason deemed appropriate by two-thirds of the Executive Committee members.

12) Any committeeperson or candidate who circulates or causes to have circulated any campaign literature or sample ballot designed to imply an endorsement by the Carlisle Area Democratic Committee when such an endorsement has not been given or has been given to other candidates shall be removed from any Committee office and membership. The committeeperson shall be removed for two years and a candidate shall be removed for a period equivalent to the term of office sought and further may not receive an endorsement or support for any office for the same period of time.

Additionally, should such a candidate win a primary victory, the Committee and its subordinates shall be under no obligation to support such a candidate in the general election.

13) Specifically, this section precludes unendorsed candidates from using sample ballots and from using the words “Official Democratic Sample Ballot” or “Officially Endorsed” or “Endorsed” or “Democratic Sample Ballot” or any other construction and appearance that would clearly mislead the public into believing a candidate was endorsed by the Committee. Candidates who are not endorsed by the Committee and who choose to distribute sample ballots must distribute sample ballots that are distinct and separate in size, color, and design layout from the official Carlisle Area Democratic Committee’s sample ballot.

14) Any purported violation of this section shall be referred to the Executive Committee, which shall conduct a hearing and report to the Committee, which shall, by a majority vote of the members present, apply the above stated sanctions or dismiss the complaint.

ARTICLE 9: EXPENDITURES

1) The Executive Committee may not expend money beyond its current liquid assets, borrow money, or assume debt in order to fund any campaign or activity. Expenditures may only be made pursuant to the guidelines provided in these bylaws and in compliance with all applicable federal, state, and local laws.

2) The following guidelines shall exist for expenditure of Committee funds:

a) Expenditures of \$1.00 to \$100 may be approved by the chairperson alone, either before or after they are incurred;

b) Expenditures of \$101 to \$1,000 must be approved, in advance, by the Officers;

c) Expenditures of \$1,001 or more must be approved, in advance, by a majority of the Executive Committee;

d) All expenditures, whether proposed or already incurred, must be substantiated by an invoice, receipt, or other writing and submitted to the treasurer for accounting and record-keeping. At least two written estimates shall be solicited for all proposed expenditures above \$1,000.

3) Exceptions to these guidelines shall be made for expenses necessary for the operation of the Committee’s operating expenditures, such as but not limited to utilities, IT infrastructure, insurance, etc. These items are reviewed annually as part of the general budget.

ARTICLE 10: PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order, Newly Revised, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE 11: AMENDMENTS

1) These bylaws may be amended at any regular or special meeting of the Committee, the call for which shall contain due notice of such amendments as will be proposed, and provided that a majority of the eligible members of the Committee attending said meeting vote in favor thereof.

2) All proposed amendments must be submitted to the Executive Committee prior to being presented to or voted on by the Committee. The Executive Committee may, by a two-thirds vote, veto an amendment or otherwise prevent it from being considered by the Committee.

As amended 03/24/2021

By action of the Officers of the Carlisle Area Democratic Committee. Certified by:

Carole Scott DeWall, Chairperson

Julie Lesman, Vice Chairperson

Sherwood McGinnis, Secretary

Donna Williams, Treasurer