

BYLAWS

Of the Democratic Committee of the Kennebunks & Arundel (Updated February 2024)

These and future bylaws may be adopted in whole or in part by a majority vote of the Kennebunk, Kennebunkport, and Arundel Democratic Committees at the biennial Democratic caucus or at a subsequent meeting of the committee. The Secretary of the Committee should forward a signed copy of its bylaws to the Committee, noting the date of adoption. If adopted in part, the Secretary must provide the full text of any changes, deletions, and/or additions, as finally adopted by the Committee, to the State Committee.

ARTICLE I: NAME

The Name of this organization shall be the **Democratic Committee of the Kennebunks & Arundel**, hereafter referred to as the Committee.

ARTICLE II. PURPOSE

The object and purpose of the Committee shall be the following:

1. To promote the principles of the Democratic Party in the towns of Kennebunk, Kennebunkport, and Arundel, York County, the State of Maine, and the Nation.
2. To encourage and maintain participation and unity of enrolled voters in the towns of Kennebunk, Kennebunkport, and Arundel and to increase those rolls whenever possible.
3. To provide voter education and voter outreach activities in the towns of Kennebunk, Kennebunkport, and Arundel.
4. To ensure that the voices of Kennebunk, Kennebunkport, and Arundel Democrats are appropriately represented within Democratic Party organizations at the local, county, state, and national levels.
5. To nominate, sponsor, and elect Democrats to town, county, state, and national positions of public service.

Furthermore, realizing that a democratic society relies upon the decisions of its electorate, the Committee dedicates itself to helping Kennebunk, Kennebunkport and Arundel citizens become fully aware of the political choices they face and to make the most educated decisions possible.

ARTICLE III: MEMBERSHIP

All Members of the Committee, including Officers, must be enrolled voters of the Democratic Party in the towns of Kennebunk, Kennebunkport, and Arundel. The qualification and party enrollment shall be as specified in the State of Maine election laws. There shall be no limit on the numbers of the Committee. Members shall be approved at the biennial town caucus and any enrolled Democrat attending the biennial caucus shall be, upon request, a Member of the Committee. New Members may be added to the Committee by a majority of the Committee in attendance at any meeting convened with proper notice as defined under Article XI of these bylaws. Any enrolled Democrat registered to vote in the towns of Kennebunk, Kennebunkport or Arundel shall be eligible for Membership on the Committee. All members shall retain full membership status unless surrendered by resignation, so long as *they are* a resident and enrolled Democrat in the town of Kennebunk, Kennebunkport or Arundel.

ARTICLE IV: DUTIES OF COMMITTEE MEMBERS

The duties of the Committee members shall be as follows:

1. To attend meetings of the Town Committee
2. To participate in the government and direction of the affairs of and activities of the Democratic Party in the towns of Kennebunk, Kennebunkport, and Arundel
3. To work closely with State and County Party Officers to promote the Democratic Party
4. To collaborate with other Democratic Committee Officers and Members from adjacent municipalities to promote Democratic goals and ideals
5. To aid and cooperate with the campaigns of named Democratic Candidates
6. To assist in fundraising for Committee activities and Democratic Campaigns

ARTICLE V: TENURE

The term of office of all officers and committee members shall be from the date of the last caucus called for the purpose of selecting delegates to the Democratic State Convention (approximately two years). The Chair and/or Vice Chair shall call at least one caucus of the Democrats in the town every two years during that period designated by State Party Rule and on the date prescribed by the Democratic State Committee for the purpose of electing a new town committee, its officers, and state convention delegates and alternates.

ARTICLE VI: OFFICERS

The Officers of the Committee shall consist of a Chair, a Vice Chair, a Secretary, a Communications Coordinator, and a Treasurer, all of whom are elected to serve for one two-year term. All Officers shall be Members of the Committee and shall be elected by a majority vote of the Committee Members present and voting. Election of Officers may be held at a special meeting convened with proper notice as defined under Article XI of these Bylaws, or at a biennial town caucus. Without restricting the will of the electing membership, best efforts should be made to ensure that the officers represent all towns. Additional non-voting members of the Executive Committee may be named by the Officers and tasked with duties necessary to complement this body.

CHAIR

The Chair shall be the general executive officer of the Committee and shall preside at all meetings. They shall be the ex-officio member of all subcommittees, but may at their discretion delegate the appointment of subcommittee members to the subcommittee chair. As provided by the bylaws of the York County Democratic Committee, the Chair is an ex-officio member of the County Committee. The Chair shall provide written agendas for meetings, facilitate meetings, provide minutes taken by the Secretary, and keep a record of Committee business.

VICE CHAIR

The Vice Chair shall be vested with all the powers and shall perform and share in all the duties and responsibilities of the Chair and shall succeed the Chair in their absence or in the event of their death or resignation to the Secretary. The Vice Chair shall also be an ex-officio member of all subcommittees and of the York County Democratic Committee. The Vice Chair shall have identical responsibilities as the Chair as listed above, but shall have operational responsibility in such matters as coordinating subcommittees, special projects, or events, as directed by the Chair.

SECRETARY

The Secretary shall be the recording officer of the Committee and shall keep a complete and accurate record of Committee meetings including members in attendance. They shall promptly file a copy of such record of each meeting with the Committee officers. The Secretary will assist the Communications Coordinator in sending out meeting notifications and other pertinent information to the membership.

COMMUNICATIONS COORDINATOR

The Communications Coordinator shall coordinate with the officers and all subcommittees, as appropriate, to compile all information needed to send out meeting notifications and to maintain the Committee's social media sites. They shall make recommendations for funding and maintaining different media sites including but not limited to an official Committee

website. The Communications Coordinator shall make best efforts to gather information and photos from Committee events and the Secretary to share this information with Committee members and the public through the appropriate media such as newspapers, email, social media, and websites.

TREASURER

The Treasurer shall keep a full and accurate record and account of all receipts and expenditures, and shall deposit all Committee monies in the name of the Democratic Committee of the Kennebunks & Arundel in a recognized bank or trust company indemnified by the FSLIC or FDIC. They shall make proper vouchers and shall render to the Chair, the Vice Chair, and the Committee a full and complete report of all financial transactions of the Committee at such time as requested by the Chair and Vice Chair. They shall prepare and submit all legally required filings with the State Ethics Commission and the Federal Elections Commission on a timely basis and report the status of these filings to the Chair and the Vice Chair.

CHAIR EMERITUS

The immediate past Chair and Vice Chair of the Committee shall be honorary members of the Executive Committee, which shall consist of all active officers described in this Article and immediate past Chair and Vice Chair.

ARTICLE VII: RESIGNATION

Any Committee Member or Officer may resign at any time. Such resignations shall be made in writing and shall take effect upon receipt by the Chair, the Vice Chair, or the Recording or Corresponding Secretary. The officer in receipt shall record such resignation, noting the hour and date of its effectiveness. A Member's removal from the list of Democratic enrolled voters of the towns of Kennebunk, Kennebunkport, and Arundel and shall be considered an automatic resignation from the Committee.

ARTICLE VIII: REMOVAL

Any Officer of the Committee, due to failure to fulfill their duties, may be removed by a vote of two-thirds (2/3) of the Committee members present and voting. A meeting for this specific purpose may be called by any Officer or any three (3) Members of the Committee. Such meetings require written notice of seven (7) days prior to the meeting called for the purpose of removal.

ARTICLE IX: SUBCOMMITTEES

Standing subcommittees may be established to organize such activities, but not be limited

to, publicity and communications, programs, and fundraising. Committee member(s) may be appointed to coordinate the activities of subcommittees. The creation of any subcommittee shall be approved by a majority of the Officers.

ARTICLE X: GRIEVANCES

Any and all grievances by duly enrolled Democrats of Kennebunk, Kennebunkport, and Arundel shall be made in writing and directed to the Chair and Vice Chair. They will place the grievance on the agenda of a Committee meeting within thirty (30) days of the receipt of the complaint, and will duly notify the complainant of the date, time, and place of the meeting. The resultant decision of the Committee may be appealed to the Democratic State Committee's Standing Committee on Administration.

ARTICLE XI: MEETINGS

The Chair and/or Vice Chair may call meetings of the Committee at any time. Moreover, they shall call meetings upon the written request of five (5) Committee Members. If the Chair and/or Vice Chair fail to call a meeting to be held within thirty (30) days of receipt of such request, a meeting may be called by written notice of any five (5) Committee Members. Committee Members shall be given at least seven (7) days' notice of Committee Meetings whenever possible. All Committee Meetings shall be governed by Robert's Rules of Order.

ARTICLE XII: QUORUM

Seven (7) Committee Members present shall constitute a Quorum for transaction of Committee business.

ARTICLE XIII: CONTRACTION AND PAYMENT OF BILLS

No bills shall be contracted by any Officer or Member of the Committee unless they are specifically authorized by a majority vote of the Committee. An exception is allowed for the Chair or Vice Chair to spend an amount not to exceed \$450 when authorized and approved by a majority vote of the Executive Committee for expenses occurring on short notice. These expenses will be reported to the members at the next scheduled general meeting. This limit does not apply to any expenditure expressly authorized by the membership of the committee. All bills shall be itemized or accompanied by a statement that will reasonably show what they are designed to cover.

ARTICLE XIV: ADOPTION OF BYLAWS

Bylaws must be reviewed and re-affirmed or altered at each biennial caucus. These bylaws, once adopted, may be altered or amended only by a two-thirds (2/3) vote of Committee

Members present and voting at a Committee Meeting. Except at the biennial caucus, the exact wording of the proposed amendment(s) must have been introduced:

- i) at the previous Committee Meeting; or
- ii) by electronic mail to Committee Members at least seven (7) days prior to the Meeting at which it/they will be considered

These bylaws were considered and adopted by a majority vote of the Democratic Committee of the Kennebunks & Arundel on February 3, 2024.

SIGNATURE OF COMMITTEE CHAIR:

SIGNATURE OF COMMITTEE SECRETARY:
