



BYLAWS of the LANGHORNE MANOR DEMOCRATIC COMMITTEE

PREAMBLE

Whereas there exists a need for an organization to foster and promote the civic, social, and political goals of voters of Langhorne Manor Borough 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 Langhorne Manor Borough Democratic Committee is hereby constituted to promote these civic, social, and political ideas and goals.

ARTICLE I - MISSION, VISION, VALUES

SECTION 1: MISSION STATEMENT

The Langhorne Manor Democratic Committee will strengthen and promote the interests of the Democratic Party, both within the Manor and beyond.

SECTION 2: VISION STATEMENT

The Langhorne Manor Democratic Committee will...

- Grow and increase the visibility of the Democratic Party.
- Improve Langhorne Manor Borough.
- Support Democratic candidates in Langhorne Manor Borough, neighboring townships, Bucks County, Harrisburg, and D.C.
- Run Democratic candidates in Langhorne Manor Borough.
- Increase voter turnout through Get Out The Vote (GOTV), voter registration, and absentee ballot activities.
- Promote good government.
- Drive advocacy / activism in the Manor and surrounding areas.
- Partner with and support similarly aligned groups.

SECTION 3: VALUES

The Langhorne Manor Democratic Committee emphasizes...

- Integrity
- Transparency
- Advocacy
- Honesty
- Education
- Inclusivity

ARTICLE II - ORGANIZATION

SECTION 1: ORGANIZATION NAME & CONSTITUENT PARTS

The name of this organization is LANGHORNE MANOR DEMOCRATIC COMMITTEE, which consists of the Association, the Executive Committee, and all the auxiliary committees of the Langhorne Manor Democratic Committee.

SECTION 2: ASSOCIATION

The Association consists of the Members of the Langhorne Manor Democratic Committee.

SECTION 3: EXECUTIVE COMMITTEE

The Executive Committee consists of:

- A. Officers of the Langhorne Manor Democratic Committee
- B. All elected and appointed Langhorne Manor Borough Democratic Party Committee Persons in good standing
- C. Any Democratic Party residents of Langhorne Manor Borough holding an elected Federal, State, County, or Borough post, including the Bucks County Democratic Party Executive Board, and State Democratic Committee, if any.

All members of the Executive Committee must be Members of the Association.

SECTION 4: OFFICERS

The Officers of the Langhorne Manor Democratic Committee are: Chairperson, Vice Chairperson, Treasurer, and Secretary.

SECTION 5: CHAIRPERSON

The Chairperson sets the agenda for, and presides at, all meetings of the Association and Executive Committee and performs any other duties as may be assigned to that office by the Association and the Executive Committee. The Chairperson has the power to appoint all committees and committee heads and is an ex-officio member of all such committees.

SECTION 6: VICE CHAIRPERSON

The Vice Chairperson will perform all duties and exercise all the powers of the Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson, the Treasurer and Secretary will preside, taking precedence in the order named.

SECTION 7: TREASURER

The Treasurer shall collect and account for all monies of the Langhorne Manor Democratic Committee, depositing them in the name of the Langhorne Manor Democratic Committee in a bank or trust company approved by the Executive Committee.

SECTION 8: SECRETARY

The Secretary shall keep the records of the Langhorne Manor Democratic Committee. In addition, the Secretary will take the minutes of, produce an agenda prior to, and issue notice of, meetings of the Association. The Secretary will also perform any other duties assigned to the office.

ARTICLE III - MEMBERSHIP IN THE ASSOCIATION

SECTION 1: ELIGIBLE MEMBERS

All duly registered Democratic electors in Langhorne Manor Borough shall be eligible to apply for membership in the Association. New Members must be approved by a majority of all Members present at any Association meeting. No application for membership will be rejected, except for due and sufficient cause.

SECTION 2: ANNUAL DUES

Annual dues may be established or altered by a two-thirds (2/3) vote of the membership at any time during the initial year of existence of the Langhorne Manor Democratic Committee, or at any subsequent January meeting. In cases of hardship or special circumstance, dues may be waived by the Chairperson. Dues will not be made mandatory and are not a requirement for voting. The Treasurer will collect, deposit, and account for any and all dues.

SECTION 3: SUSPENSION AND EXPULSION

- A. Any Member may be suspended or expelled from membership in the Langhorne Manor Democratic Committee by a three-fourths (3/4) vote of the voting Members present at an Association meeting. At least one (1) week advance notice for the purpose of hearing a complaint for suspension or expulsion will be given to the Member complained against, and such Member will have full opportunity to defend against the charges made. Said notice will be written, specific in nature, and filed with the Chairperson. A record of the proceedings will be kept by the Secretary.
- B. Offenses for which suspension or expulsion may be considered will include, but are not limited to:
 - 1. Actively supporting or working in favor of any candidate opposing a Democratic candidate by word or deed in a General Election.
 - 2. Disclosing either written, orally, or electronically, any information with regard to Party aim, policy, strategy or campaign plan to any elector, officer, or candidate of any other Party.
 - 3. Misappropriation of Party funds or submitting false expense reports.
- C. A suspended or expelled Member is prohibited from attending any meeting of the Langhorne Manor Democratic Committee and, consequently, may not vote at any meeting, may not hold office in the Langhorne Manor Democratic

Committee, and may not receive the endorsement of the Langhorne Manor Democratic Committee in any Federal, State, County, or local elections.

- D. A suspended or expelled Member may be reinstated only upon favorable vote of three-fourths (3/4) of the voting Members present at an Association meeting.

ARTICLE IV - MEETINGS

SECTION 1: NOTICE OF MEETINGS

- A. The Association shall hold regular meetings at such times and places as it shall determine. Members shall be notified in writing of the time and place of such meeting no less than one (1) week prior to the date of each meeting.
- B. Executive Committee meetings may be called as needed by the Chairperson or by two (2) or more Officers of the Committee. Members of the Executive Committee shall be notified in writing of the time and place of such meeting no less than two (2) days prior to the date of each meeting.

SECTION 2: QUORUM

Fifty percent (50%) of the members of the Executive Committee shall constitute a quorum, which is required to transact all business of the Association as well as of the Executive Committee.

SECTION 3: MINUTES

Minutes shall be kept of all meetings of the Association and Executive Committee, and shall be made available to all Members of the Association.

SECTION 4: REMOTE PARTICIPATION / ACTION

- A. One or more persons may participate in a meeting of the Association or Executive Committee by means of conference telephone or similar communications equipment, during which all persons participating in the meeting can hear each other. Participation in such a manner shall constitute presence in person at such meeting.
- B. Action required or permitted to be taken at a meeting of the Association or of the Executive Committee may be taken without a meeting if the action is taken by unanimous consent of the Members of the Association or Executive Committee. The action must be evidenced by written consent, and any such written consent shall be filed with the records of Association. A consent filed under this section has the effect of a meeting vote and may be described as such. Action taken under this section is effective when the last Member of the Association or Executive Committee submits consent. Action taken

without a meeting shall be reported at the next subsequent Association Meeting.

ARTICLE V - VOTING

SECTION 1: ELIGIBILITY TO VOTE AT ASSOCIATION MEETINGS

To be eligible to vote at any meeting of the Association, a Member must have attended three (3) of the previous six (6) meetings of the Association. Proxies are not valid in Association voting. (Note: Votes taking place prior to the completion of the initial six (6) meetings of the Association will base eligibility on attendance of at least two (2) prior meetings.)

SECTION 2: ELIGIBILITY TO VOTE AT EXECUTIVE COMMITTEE MEETINGS

To be eligible to vote at any meeting of the Executive Committee, which will occur as needed, Executive Committee members must have attended three (3) of the previous six (6) meetings, which includes all Association and Executive Committee meetings.

Voting at Executive Committee meetings may be exercised by proxy, subject to the following conditions:

- A. The proxy holder may not transfer or assign the proxy assigned them.
- B. In the event that a member of the Executive Committee is or becomes physically present at a meeting for which they are represented by a proxy holder, such proxy privilege immediately becomes null and void.
- C. The privilege of voting by proxy may not be exercised for more than two (2) consecutive Executive Committee meetings.

ARTICLE VI - ELECTION OF OFFICERS

SECTION 1: REORGANIZATION

- A. The reorganization of the Langhorne Manor Democratic Committee, for the purpose of electing Executive Committee Officers, will occur every four (4) years in June (except for the first year of existence of the Langhorne Manor Democratic Committee) following the Spring Primary Election in the year in which the Governor of Pennsylvania is elected.
- B. Nominations for Officers may be made by any voting Member, including members of the Executive Committee. Voting will be done by secret ballot, and the counting of votes will be witnessed by at least three (3) voting Members and conducted in a transparent manner.

- C. Because the Chairperson of the Langhorne Manor Democratic Committee automatically becomes a member of the Bucks County Democratic Committee Executive Board, persons eligible to vote to elect the Chairperson of the Langhorne Manor Democratic Committee are restricted to the following: Elected Langhorne Manor Borough Democratic Party Committee Persons, and any Democratic Party residents of Langhorne Manor Borough holding an elected Federal, State, County, or Borough post, including the Bucks County Democratic Party Executive Board, and State Democratic Committee, if any. This requirement is waived for the first year of existence of the Langhorne Manor Democratic Committee.
- D. Other Officers of the Executive Committee shall be elected by the Members of the Langhorne Manor Democratic Committee. Only Members eligible to vote in the Association shall be eligible to hold office in the Langhorne Manor Democratic Committee.
- E. Elections to replace any removed Officer, or to fill a vacancy, will be conducted as needed. Filled vacancies will serve the remainder of the term as otherwise specified in this document.

SECTION 2: REMOVAL OF OFFICERS

Any Officer of the Langhorne Manor Democratic Committee may be removed upon a three-fourths (3/4) vote of the Executive Committee. The Chairperson will notify the Officer in question, no less than thirty (30) days before the vote for their removal, of the pending action, and cause for removal. Officers may be removed for:

- A. Failure to attend six (6) of the previous eight (8) meetings of the Langhorne Manor Democratic Committee, except for sufficient cause or medical leave.
- B. Failure to carry out the office in the best interests of the Langhorne Manor Democratic Committee.
- C. Any of the infractions listed under Article III, Section 3.

ARTICLE VII – FISCAL AFFAIRS

SECTION 1: PETTY CASH

All expenditures must be submitted for approval by the Executive Committee. Two signatures will be required on all checks.

SECTION 2: AUDIT

The Treasurer's accounts will be audited by a committee to be appointed by the Chairperson at least thirty (30) days prior to the June meeting. At a future date to be determined by the Chairperson, the Treasurer will be bonded for the sum of five

thousand dollars (\$5000.00), with the bonding fee paid by the Langhorne Manor Democratic Committee.

SECTION 3: MONTHLY FINANCIAL STATEMENTS

The Treasurer will submit a monthly financial statement at the meetings of the Association, specifying receipts, disbursements, and balance on-hand, to the Secretary for inclusion to the minutes of said monthly meetings, with copies for the membership. This Treasurer's report will be submitted in the form given below:

Treasurer's Report for the Month of xxxx

PREVIOUS BALANCE ON HAND:

Receipts: (list of all...these are some examples)

Membership dues:

Donations:

Fundraisers:

Total Receipts:

Disbursements: (list of all...these are some examples)

Stationary/Printing:

Postage:

Polling place/Committee people:

Flowers/Condolences:

Total Disbursements:

NEW BALANCE ON HAND:

SECTION 4: DEPOSITING OF FUNDS

All Association funds shall be deposited promptly to the credit of the Association in such banks, trust companies, or other depositories as the Association may approve or designate. The signatories required to open any such accounts shall be Chairperson and Treasurer, or any other Officers as may be authorized by resolution of the Association.

ARTICLE VIII – ENDORSEMENT OF CANDIDATES

Candidates for public office may be endorsed at a meeting of the Association, provided there is the necessary quorum of fifty percent (50%) of the eligible voting Members present at such meeting. A two-thirds (2/3) vote will determine the endorsed candidate.

If so desired, the eligible voting Members may declare an Open Primary at that meeting, provided that such Open Primary is approved by a two-thirds (2/3) vote of the Membership present.

ARTICLE IX - BYLAWS

SECTION 1: AMENDMENTS AND SUSPENSION OF THE BYLAWS

At any meeting of the Association or Executive Committee, any Member may move to amend, suspend, or otherwise alter an individual section of these bylaws, whether for a defined period of time or indefinitely. Such a motion, upon being seconded, must be approved by a two-thirds (2/3) vote of the Members present.

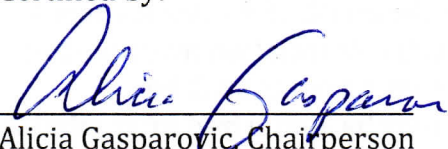
Minor clarification and correction of the bylaws, having no substantive impact or alteration of original intent, may be made as needed upon approval of a simple majority of Officers.

SECTION 2: ADHERENCE OF BYLAWS

The Bylaws of the Langhorne Manor Democratic Committee shall adhere to and be in accordance with the bylaws of the Bucks County Democratic Committee (BCDC), the bylaws of the Pennsylvania State Democratic Committee, and the bylaws of the Democratic National Committee (DNC).

As approved on April 7, 2018, by action of the Langhorne Manor Democratic Committee, Bucks County, PA.

Certified by:


Alicia Gasparovic, Chairperson