

# DEMOCRATIC PARTY COMMITTEE IN PORTUGAL

## BY-LAWS

### ARTICLE I

#### Name

The name of this organization shall be the Democratic Party Committee in Portugal.

The organization may also use the secondary name of “Democrats in Portugal”.

For the purposes of these by-laws the Democratic Party Committee in Portugal shall hereinafter be referred to as the “DPC-Portugal”.

### ARTICLE II

#### Purposes

The purposes of the DPC-Portugal shall be to advance the principles of the Democratic Party of the United States and to provide an effective and responsible organization through which its supporters in Portugal may conduct appropriate activities to further the interests of the Democratic Party.

### ARTICLE III

#### Members

Members must be citizens of the United States of America, of voting age, who subscribe to the principles of the Democratic Party of the United States and live in Portugal.

### ARTICLE IV

#### Officers

The officers of the DPC-Portugal shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Counsel who may act as Parliamentarian. The Vice-Chairperson shall be of the opposite sex from the Chairperson.

#### Chairperson

The Chairperson shall be the chief executive officer of the DPC-Portugal and shall preside at all meetings of the DPC-Portugal and all meetings of the Executive Board, and shall appoint all committees necessary for the proper functioning of the organization.

#### Vice-Chairperson

The Vice-Chairperson shall act in the absence of the Chairperson and shall have such other duties as determined by the Chairperson.

#### Secretary

The Secretary shall record the minutes of all meetings of the DPC-Portugal and the Executive Board and maintain all records and files of the organization.

#### Treasurer

The Treasurer shall manage the finances of the DPC-Portugal, maintain clear and accurate financial records and make financial reports as required.

#### Counselor

The Counselor shall be available for consultation by the Executive Board or its officers on legal and procedural questions relating to the DPC-Portugal and its activities. When acting as Parliamentarian, the Counselor shall be responsible for assisting the Chairperson in conducting orderly meetings.

### ARTICLE V

#### Executive Board

The governing body of the DPC-Portugal shall be the Executive Board. The Executive Board shall be composed of at least 7 members including the Chairperson, Vice-Chairperson, Secretary, Treasurer, Counselor, and the chairpersons of the standing committees. In case of vacancy, removal, or resignation of any officer or chairperson of a standing committee, the Chairperson, upon the approval of the Executive Board, shall appoint a replacement for the unexpired term.

The Executive Board shall meet at least 4 times per year and upon call of the Chairperson.

A quorum of the Executive Board will consist of a majority of the members.

### ARTICLE VI

#### Committees

##### Standing Committees

The Standing Committees shall be Membership, Program, Voter Registration, Finance, and Public Information. The Chairperson of the Executive Board shall, with the approval of the officers of the DPC-Portugal designate, appoint, or revoke the appointments of the chairpersons of the standing committees. The members of each committee shall be selected by the new committee chairperson.

Membership – The Membership Committee shall encourage citizens of the United States, living in Portugal, to become members and to participate in the activities of the

DPC-Portugal. The Chairperson of the Membership Committee shall be responsible for maintaining a current list of members of the DPC-Portugal.

Program – The Program committee shall organize discussion groups, speakers, and other appropriate activities for the DPC-Portugal membership.

Voter Registration – The Voter Registration Committee is responsible for providing to citizens of the United States living in Portugal assistance in registering to vote in national elections of the United States. For this purpose the Voter Registration Committee will obtain and make available to such citizens relevant literature, information, and application forms.

Finance – The Finance Committee shall advise and assist the Chairperson and Treasurer in the raising and expending of funds for the DPC-Portugal. The Finance Committee shall have the primary responsibility for fund-raising activities.

Public Information – The Public Information Committee shall maintain contact with the media and publicize the activities of the DPC-Portugal. The Committee shall also advise the membership of the DPC-Portugal regarding the political campaigns of Democratic candidates and Democratic-support issues.

#### Other Committees

The Chairperson may create one or more committees, with such functions and responsibilities as he or she shall designate, and appoint or revoke the appointment of the chairperson thereof, subject to approval of the Executive Board. The membership of each committee shall be selected by the committee chairperson.

Meetings of the Executive Board shall be open to all members of the DPC-Portugal. Records and financial reports of any committee and of the Executive Board shall be available for inspection to any member upon reasonable request.

### ARTICLE VII

#### Elections

##### Term of Office

The officers of the Executive Board shall hold office for 2 years and shall be elected bi-annually at the March meeting of the DPC-Portugal in each odd-numbered year.

The terms of all incumbent committee chairpersons shall automatically expire upon the election of new officers in accordance with the foregoing paragraph.

##### Nominations

In January of each odd-numbered year the Chairperson of the Executive Board shall appoint a committee to nominate one or more candidates for each office. Members who

wish to be considered for office shall so inform the chairperson of the nominating committee in writing at least 25 days before the election meeting.

At least 15 days before the election meeting, the nominating committee will distribute to all current members of the DPC-Portugal a notice regarding the meeting. The notice shall include the names and a brief summary of the qualifications of the candidates for office. Other nominations for office may be made from the floor at the election meeting.

The officers of the DPC-Portugal shall be elected by a plurality of votes of the members of the DPC-Portugal present at the election meeting.

## ARTICLE VIII

### Meetings of the DPC-Portugal

#### General Meetings

A meeting of members of the DPC-Portugal shall be held at least twice a year, one meeting to be held in the month of March. The officers and chairpersons of all committees shall report to the membership regarding activities for the preceding period. In every odd-numbered year the election of the officers of the DPC-Portugal shall be held at the March meeting.

#### Notice

Notice of the time, date, and location of semiannual meetings shall be mailed to members at the last address on record at least 15 days before the meeting. Such notice will include a preliminary agenda. Additions to the agenda may be submitted to the Chairperson.

#### Other Meetings

Other meetings of the DPC-Portugal may be held upon call by the Chairperson or by 10 other members of the DPC-Portugal who shall request the Chairperson in writing to hold a meeting. Notice of the time, date and location of such meetings shall be given by such method as the Chairperson shall reasonably prescribe.

#### Governing Rules

The ruling of the Parliamentarian, who shall be guided by Roberts' Rules of Order, shall be final with regard to any procedural matters.

## ARTICLE IX

#### Vote

Except as specifically otherwise provided herein, decisions shall be made by a simple majority of the votes of members voting.

## ARTICLE X

The quorum for all DPC-Portugal meetings shall be at least 5 members. Any action taken at a meeting at which a quorum is not present, or of which notice has not been duly sent to the DPC-Portugal membership shall not be binding on the general membership.

## ARTICLE XI

### Amendments to the By-Laws

These by-laws may be amended by a majority vote of DPC-Portugal members present at any general meeting at which there is a quorum, provided that written notice of the proposed amendment has been given to the Chairperson at least 30 days before the meeting and it has been included in the preliminary agenda sent to the members.