

## CONSTITUTION OF THE DFL OF SENATE DISTRICT 52

### Preamble

We, the members of the Democratic-Farmer-Labor Party in Senate District 52 in Convention assembled, in order to organize and perpetuate a representative, effective, and responsible party organization in this district in the State of Minnesota; affiliate with and advance the interests of the Democratic-Farmer-Labor Party in the state and the Democratic Party in the nation; sustain and advance the principles of liberal democracy; and uphold human and civil rights and constitutional government, do hereby establish this Constitution.

### ARTICLE I

#### Name, Membership and Eligibility for Office

##### Section 1. Name.

The name of this organization is Senate District 52 of the Democratic-Farmer-Labor Party of Minnesota.

##### Section 2. Membership.

Membership in this organization will be open to all residents of Senate District 52 (the “**District**”) who support the principles of the Democratic-Farmer-Labor Party of Minnesota (“**DFL Party**”). No person may vote on any motion, resolution, nomination, or election at any caucus, convention, meeting, or conference of the DFL Party who is a member of any other political party.

##### Section 3. Eligibility for Party Office.

Persons of either gender who meet the membership requirements of Article 1, Section 2, and who will reach the voting age by the next general election are eligible for election to any party office.

### ARTICLE II

#### Subordination

##### Section 1.

Minnesota election laws and the United States election laws are part of this Constitution.

##### Section 2.

The Constitution of the DFL Party (“**State Party Constitution**”) is part of this Constitution.

### **ARTICLE III**

#### **Precinct Caucuses, Precinct Chair, and District and State Convention Committees**

##### **Section 1. Precinct Caucuses.**

Senate District 52 will hold precinct caucuses, held on the date prescribed by Minnesota election laws. The caucus call will be prescribed by the State Party Constitution and the Minnesota election laws. The then-current District Executive Committee (defined in Article V, Section 4) will organize the caucus and solicit and appoint caucus conveners.

##### **Section 2. Precinct Chair.**

The precinct chair is a member of the District Central Committee and has the responsibility to assist endorsed candidates campaign in the precinct. With notice, the precinct chair may convene regular meetings of the DFL members in the precinct to consider the business of the party.

##### **Section 3. District Preconvention Committee Appointments.**

The Executive Committee will establish preconvention committees for the District Convention as referenced in the DFL Constitution or otherwise as established by the Executive Committee. The District Chair (with the consent of the Executive Committee) or the Executive Committee will appoint chairs or co-chairs of each such District Convention preconvention committee. A chair or co-chair of the preconvention committee must also have been (or intend to be) selected at the precinct caucus to be a delegate or alternate to the District Convention. The District Chair will be an ex-officio member of each District Convention committee except the nomination committee. Volunteers for each District Convention preconvention committee will be solicited among attendees at the precinct caucus, as well as by general solicitation by the Executive Committee. A person should not chair or co-chair more than one District Convention preconvention committee, but may participate in more than one preconvention committee. After the precinct caucus, the District Executive Committee and/or Central Committee may appoint additional members to any preconvention committee. Unless prohibited under the State Party Constitution, in the event there are District Convention delegate or alternate positions unfilled in a precinct after the precinct caucus, a resident of that precinct who was unable to attend the precinct caucus but who actively participates in a District Convention preconvention committee may at or before the District Convention be appointed by the District Executive Committee to fill an alternate position for such precinct (or, if there is a vacancy, a delegate position). Such person must request such appointment in writing, and the appointment decision will be at the sole and absolute discretion of the District Executive Committee and will be conditioned on such person's active participation as provided herein. As used herein, the term "actively participates" means attending at least 50% of the meetings of the preconvention committee and providing material input and assistance at such meetings.

##### **Section 4. State Preconvention Committee Elections.**

The delegates and alternates to the District Convention will elect from among their members up to one member of each gender to serve on each Preconvention Committee of the DFL Party as defined by the Official State DFL Call. No Delegate or Alternate may serve on more than one Preconvention Committee. If there are vacancies, the District Executive Committee or Central Committee may appoint members to Preconvention Committees.

## ARTICLE IV

### Purposes of Senate District 52 Convention

#### Section 1. District Convention.

A convention of the precinct delegates will be held in the District in each even-numbered year shortly after the caucus (the “**District Convention**”). Each delegate or alternate seated as a delegate may cast only one vote. A majority of the delegates and alternates serving as delegates actually registered at the convention will constitute a quorum.

#### Section 2. Business of the Senate District Convention.

The District Convention (i) will elect District Officers (defined in Article V), (ii) will elect delegates and alternates to the State Central Committee, (iii) will elect delegates and alternates to the DFL Party convention, (iv) will elect delegates and alternates to the DFL Congressional District convention, and (v) may adopt resolutions and conduct other party business of the District as may come before it. The District Convention will also ratify party officers elected at precinct caucuses. The District Officers and other party officers of the District will serve until the next District Convention (unless resigned or removed as provided herein). The District Convention may endorse candidates for the legislature as prescribed in the State Party Constitution.

#### Section 3. Election of Congressional District Committee Members.

The delegates and alternates to the Congressional District pre-convention committees will be elected by delegates and alternates to their respective Congressional District conventions.

## ARTICLE V

### Senate District Officers, Central Committee, Executive Committee and District Finances

#### Section 1. Senate District Officers.

The District party officers (“**District Officers**”) consist of a Chair, Associate Chair (of different gender than the Chair), Secretary, Treasurer, Affirmative Action Officer and no fewer than eleven (11) and no more than fifteen (15) Directors. The Chair, Associate Chair, Secretary, Treasurer and Affirmative Action Officer will collectively be known as the “**Executive Officers**” of the District. It is the goal of the District that no greater than sixty (60) percent of the Directors will be from either House District 52A or 52B, but no changes in existing directorships will be required in the event the resignation or removal of a Director causes a violation in the foregoing 52A/52B split. Gender balance among District Officers is an important goal of the District, as will be ethnic diversity and participation of traditionally under-represented persons.

Section 2. Duties of Senate District Officers.

A. Chair:

- 1) Chief executive officer of Senate District 52;
- 2) Preside over meetings of the District's Executive Committee and Central Committee, including the preparation of agenda for such meetings;
- 3) Represent the District on the Congressional District Central Committees (may split the duties with the Associate Chair) and the State DFL Party Central Committee;
- 4) Appoint, in consultation with either the Central Committee (defined in Section 3 below) or Executive Committee, officers of official District committees, subcommittees and task forces;
- 5) Chief spokesperson for the District in a manner consistent with adopted District policy and actions taken by the Executive Committee and/or Central Committee;
- 6) Ex-officio member of all District, precinct and District Convention committees except the nomination committee;
- 7) Convener of the District Convention and presider of the District Convention until the District Convention chair is elected;
- 8) Appoint two members of the Central Committee to serve as auditors of the Treasurer's records upon transfer to the new Treasurer;
- 9) Prepare for the precinct caucuses in accordance with the State DFL Call;
- 10) To the extent reasonably possible, to attend and participate in all scheduled District activities and events;
- 11) To act in the best fiduciary interests of the District and in the absence of the Treasurer, to disburse funds as authorized;
- 12) In cooperation with the Associate Chair and Treasurer, prepare an annual budget;
- 13) Assign, in consultation with the Executive Committee or Central Committee, the duties of the directorships as described in this Article.

B. Associate Chair:

- 1) Perform above functions in the absence of the Chair, except for the disbursement of District funds;
- 2) Represent the District on the Congressional District Central Committees (may split the duties with the Chair) and the State DFL Party Central Committee;
- 3) Assist in managing District committees, subcommittees and task forces as requested by the Chair;
- 4) To the extent reasonably possible, to attend and participate in all scheduled District activities and events;
- 5) Assist in the preparation of the annual budget;
- 6) Assist the Chair in the management of the District.

C. Secretary:

- 1) Record and disseminate accurate minutes of all meetings of the Executive Committee and Central Committee;
- 2) Distribute typed copies of minutes to the Chair and Associate Chair not fewer than seven (7) days before the next meeting;
- 3) Prepare and send official correspondence;
- 4) Notify members of all meetings in accordance with the District Constitution;
- 5) Maintain the Senate District internet web site in consultation with the Chair and Associate Chair;
- 6) To the extent reasonably possible, to attend and participate in all scheduled District activities and events;
- 7) Transfer all records to successor within ten (10) days of expiration of the term of office.

D. Treasurer:

- 1) Receive all monies and act in the best fiduciary interests of the District;
- 2) Maintain accurate accounting and record of all District receipts and expenditures including preparing and submitting the annual report to the State Campaign Finance Board;
- 3) Disburse funds as authorized and maintain the District's banking relationship;
- 4) Prepare and present a financial report at all Executive Committee and Central Committee meetings, and as may otherwise be requested by the Chair, and assist in the preparation of an annual budget for the District;
- 5) Advise the District officers, the Executive Committee and Central Committee as to the rules and regulations concerning contributions and all financial dealings of the District;
- 6) To the extent reasonably possible, to attend and participate in all scheduled District activities and events;
- 7) In cooperation with the Chair and Associate Chair, prepare an annual budget;
- 8) Transfer all records, after audit, to the successor with ten (10) days of expiration of term of office.

E. Affirmative Action Officer:

- 1) With the advice and consent of the Executive Committee and/or Central Committee, be responsible for creating, organizing and implementing outreach to under-represented persons and groups within the District;
- 2) Prepare and maintain an affirmative action plan for the District, in consultation with the Central Committee and the State DFL Party Affirmative Action Officer;
- 3) To the extent reasonably possible, to attend and participate in all scheduled District activities and events;
- 4) Perform other duties usually incident to the Affirmative Action Officer position.

F. Directors:

The primary duties of each Director will be to (i) attend and actively participate in all Executive Committee and Central Committee meetings, (ii) serve on subcommittees and task forces that may be established from time to time by the Chair, Executive Committee or Central Committee and, (iii) to the extent reasonably possible, attend and participate in all scheduled District activities and events. Directors – along with the Executive Officers - generally serve as ambassadors within the District, and may be called upon to reach out to members and prospective members within the District to assist with District activities and events, and to raise the visibility of the DFL Party organization within the District. Additional duties and responsibilities of the Directors may be assigned by the Chair in consultation with the Executive Committee or Central Committee and may include:

- 1) Keeping an up-to-date roster of precinct chairpersons residing in each precinct and of those active and serving on the Central Committee;
- 2) Holding workshops as well as education and candidate forums;
- 3) Authorized efforts in connection with publicity and press releases;
- 4) Campaign activities in support of endorsed candidates;
- 5) Communicating with District members, by both electronic and regular mail;
- 6) Fundraising;
- 7) Recruiting new voters through special events, educational projects and voter registration drives.

G. Each District Officer will give an accounting at the last Central Committee meeting of the year of his or her activities as related to the duties of the office held.

H. The Chair or Associate Chair may not serve as a chairman manager of the campaign of any person for public office. The Treasurer may not serve as a campaign manager, treasurer or assistant treasurer of the campaign of any person for public office. A District Officer may not use his or her title to support anyone other than a DFL-endorsed candidate.

I. It is acknowledged as critical to the effectiveness of the District that District Officers and the District's State DFL Central Committee delegates and alternates use reasonable efforts and due diligence to fulfill the duties of their office by attending scheduled meetings and actively participating in District affairs. In the event a District Officer or District State DFL Central Committee delegate or alternate is unable or unwilling to fulfill her/his duties, such officer may resign upon written notice to the Chair, Associate Chair or Secretary. In the event a District Officer has failed to attend six regularly scheduled District meetings in any calendar year, the Executive Committee may declare such position to have been vacated and the Secretary will prepare and disseminate a call for nominations to fill such vacated position. In the event a State DFL Central Committee delegate or alternate of the District has failed to attend three regularly scheduled State Central Committee meetings in any calendar year, the Central Committee may declare such position to have been vacated and the Secretary will prepare and disseminate a call for nominations to fill such vacated position. Notwithstanding the foregoing, it is not the intent to encourage the removal of a person from office if such person's inability to fulfill the duties of her/his office is due to illness, unless such person is an Executive Officer.

In the event of an open position due to resignation or removal, a call for nominations will issue in order for such position to be filled by a vote of the next-available meeting of the Executive Committee or Central Committee, provided at least 10 days notice of such vote has been posted on the District's internet web site and sent to each member of the Central Committee.

Section 3. Central Committee.

The Senate District 52 "**Central Committee**" consists of the Chair, the Associate Chair, the Secretary, the Treasurer, the Affirmative Action Officer, the Directors, the precinct chairs, the Congressional District Central Committee members, and the State DFL Central Committee members. The Central Committee will conduct the affairs of the party in the District and must meet at least once a year. Between conventions, the Central Committee will declare and fill vacancies in District Officers and precinct chairs in the manner prescribed in the State DFL Constitution. Twelve members of the Central Committee constitute a quorum.

Section 4. Executive Committee.

The Senate District 52 "**Executive Committee**" consists of the Chair, the Associate Chair, the Secretary, the Treasurer, the Affirmative Action Officer, the Directors and the members of the Congressional District Executive Committee residing within the Senate District. The Executive Committee will conduct the affairs of the party in the district between Central Committee meetings. The Executive Committee will meet at the call of the Chair or any five members. Eight members of the committee will constitute a quorum.

Section 5. Finances of the District.

The Chair, in cooperation with the Associate Chair and the Treasurer, must prepare a budget by no later than the second meeting of the District Officers (Executive Committee or Central Committee, as the case may be) following the District Convention, and by the first meeting of the calendar year on District Convention off-years. The budget will be authorized by a vote of the Executive Committee or Central Committee, whichever is then meeting provided, however, that in order for the Executive Committee to authorize the budget or any change in the budget, at least twelve Executive Committee members will be available to vote on such authorization. The budget may be subject to modification from time to time during the year by the Executive Committee or Central Committee. The budget may authorize a set amount allocated to a program or subcommittee of the Executive Committee, or for an amount allocated toward events or activities of the District. The budget may establish either fixed or conditional spending authorizations. During the year, unbudgeted disbursements in excess of \$250 will require the prior approval of the Executive Committee or Central Committee. The Executive Committee or the Central Committee may authorize the establishment of a subcommittee or task force in connection with the expenditure of an authorized sum of District funds for a specific purpose (e.g., campaign contributions).

**ARTICLE VI**

**Miscellaneous**

**Section 1. Amendments.**

This Constitution may only be amended by a majority vote of the Senate District 52 Convention at its bi-annual session or at a convention called by the Central Committee for the purpose of amending the Constitution.

**Section 2. Procedure.**

In order to be considered by these conventions, proposed amendments must be prepared in writing, codified as to Article and Section, and made a part of the Agenda.

**Section 3. Rules of Order.**

Robert's Rules of Order, Newly Revised, will govern all meetings of the Central Committee, the Executive Committee, and the District Convention (and any subconventions) in the absence of any other specifically adopted rules.

**Section 4. Notices.**

Notices required to be delivered may be delivered by first-class mail, and/or by electronic means, and by posting on the District web site. The Secretary will send notices by first class mail or by personal delivery to those District Officers known not to have a working internet e-mail account unless such District Officer has agreed to other arrangements to receive notice.