

## Senate District 47 DFL Constitution

### Article I – Name and subordination

The name of the organization is the Senate District 47 Democratic-Farmer-Labor Party of Minnesota. This body shall be the organizing unit of Senate District 47.

This Constitution is subordinate to the pertinent parts of the Constitution and Bylaws and Official Call of the State DFL Party.

This organization accepts the principles of affirmative action, outreach, and inclusion stated in the Minnesota DFL State Constitution and Bylaws.

### Article II – Membership

Delegates and alternates to the Senate District Convention shall be those elected at each precinct caucus within Senate District 47.

The Senate District Convention shall be the governing body of the organization. The Senate District 47 Central Committee shall be the governing body of the senate district between conventions. The Senate District 47 Executive Committee shall be the governing body between central committee meetings.

### Article III – A. Executive

The officers shall be a Chair, a Vice Chair (may not identify as the same gender as the chair), an Outreach Officer, a Secretary, and a Treasurer. These officers, eleven directors (gender balanced as much as practicable), and the three elected delegates to the State Central Committee (or their alternates) shall comprise the Senate District 47 Executive Committee. The sole responsibility of the executive committee is the administration of the Senate District 47 DFL.

### Article III – B. Central Committee Duties and Quorum

The Senate District 47 Central Committee shall consist of the executive committee and the precinct chairs. Precinct vice chairs shall be alternates to their precinct chairs on the central committee. In the event a precinct chair is a member of the executive committee, the precinct vice chair shall represent the precinct on the central committee.

The quorum for the Senate District Conventions shall be a majority of those registered at the convention.

The quorum for Senate District Central Committee meetings to conduct the following types of business shall be a majority of the entire membership of the central committee:

1. Endorsement of candidates
2. Alter the Senate District bylaws or Constitution.
3. Hear appeals concerning constitutional interpretations.

Further, such business shall be: 1) heard at no less than 2 consecutive meetings of the central committee not less than 11 days apart or 2) announced at least 10 days prior to the central committee meeting in the meeting notice.

The executive committee cannot conduct such business as described above.

#### Article III – C. Quorum

The quorum for the Senate District 47 Central Committee business other than that described above shall be 20% of the entire membership of the central committee.

The quorum for Senate District 47 Executive Committee meetings shall be 20% of the entire membership of the Executive Committee.

For the purposes of calculating quorum, the phrase “entire membership” shall include only those positions currently filled and shall not include vacant positions.

#### Article IV – Officer and Director Duties

**CHAIR:** The Chair shall be the chief executive officer of the Senate District 47 DFL Party. The Chair shall be empowered to convene and conduct meetings of the Executive Committee and Central Committee and shall convene the Senate District 47 Convention. The Chair shall appoint members of the executive committee (11 directors) to areas of responsibility, appoint in the event of vacancy and be the liaison to campaign organizations. The Chair shall serve as a member of the State Central Committee.

**VICE CHAIR:** The Vice Chair shall aid the Chair and shall fulfill the duties of the Chair in the absence of the Chair or the inability of the Chair to act. The Vice Chair shall also coordinate the activities of standing committees and shall serve as a member of the State Central Committee.

**OUTREACH OFFICER:** The Outreach Officer shall be responsible for outreach to underrepresented groups within the Senate District and shall perform all other duties usually incident to the office of Outreach Officer in the DFL Party.

**SECRETARY:** The Secretary shall take minutes of all Senate District 47 Central and Executive Committee meetings; keep records of all official Senate District 47 actions, prepare all necessary documents, prepare and send all official Senate District 47 correspondence, and notify all members of each Central and Executive Committee meeting, unless another member of the executive committee is assigned to perform these tasks.

**TREASURER:** The Treasurer shall manage all party funds, submit a full written report of receipts and disbursements to each Central and Executive Committee meeting and the Senate District 47 Convention, and submit all records for an audit at least annually or as requested by the Executive Committee. The Treasurer shall also complete and submit any reports on party finance or campaign contributions required by agencies of the state and federal government.

**DIRECTORS:** The Directors shall perform those functions assigned to them from time to time by the Chair and as members of Executive Committee. There shall be up to 11 directors elected.

TEMPORARY SUCCESSION: Temporary succession shall be designated by the Chair beginning with the Vice Chair, Outreach Officer, Secretary, then Treasurer and followed by the directors as determined by the Chair.

#### Article V – General Rules

The Central Committee shall meet a minimum of four (4) times during election years (even) and two (2) times during odd years. The Executive Committee shall meet as needed. Meeting date schedules and locations will be determined through a majority vote of the Executive Committee, with changes allowed at the discretion of the Chair.

Notice of Executive and Central Committee meetings, specifying time and place, shall be sent in writing, or presented to all members not less than ten days in advance of the meeting, except that such notice may be provided not less than seventy-two hours in advance by personal delivery, telephone, or other electronic means. An agenda shall be prepared by the Senate District Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices. The executive committee may permit meetings to take place by telephone, webcast, or other methods as are practical.

The Executive Committee will conduct itself in an open and public fashion and in a manner, which will encourage participation by a broad spectrum of party members.

Any officer or director of the executive committee who shall have three (3) consecutive unexcused absences from executive committee meetings (if notified by the Chair after two (2) absences) shall be considered as resigned, and the position shall be declared vacant. The Chair shall notify any officer or director of this provision after their second unexcused absence.

The Chair shall assign each director one of the following areas of responsibility and furnish them with a description of their duties:

- Website
- Nominations
- Fundraising
- Social Media
- Database
- Meeting Sites
- Programs
- Press Relations
- Voter registration
- Candidate Support
- Festivals
- Any other committees as needed.

#### Article VI -- Finance

The Executive Committee shall adopt a proposed biennial budget at its second meeting following the Senate District 47 Convention. The budget shall also outline proposed means for raising the necessary funds to meet the expected expenditures.

Only the Senate District 47 Treasurer, or the Senate District 47 Chair, will disburse funds with checks drawn off the official account of the Senate District 47 DFL. Such expenditures are to be made only when authorized by a majority vote of the Central or Executive committee.

The Chair at his or her discretion can authorize checks up to \$300 between executive and central committee meetings as warranted.

Resolutions authorizing fundraisers and conventions shall provide for limits on debts incurred and for payment of debts so incurred.

Loans to Senate District 47 may be incurred by the executive or central committee.

At such time as a new treasurer assumes office or within 30 days preceding each Senate District convention, the financial condition of the Senate District 47 DFL shall be audited in a manner proscribed by the executive or central committee. These audits shall be conducted by the audit committee, which shall consist of at least two members of the Executive Committee other than the Treasurer and Chair.

#### Article VII – Bylaw Amendments

Bylaws concerning matters not expressly governed by, nor in conflict with, this constitution may be adopted or amended by majority vote of the Senate District 47 convention.

Bylaws may be adopted or amended by the Senate District 47 Central Committee provided such changes receive majority affirmative vote of the entire central committee membership. A copy of the proposed changes in the bylaws shall be included in the meeting notice of the Senate District 47 central committee.

#### Article VIII – Governing Documents

Matters not provided for in this constitution and bylaws, in the Call, Constitution or Bylaws of the DFL State or Congressional District Parties, or the rules adopted at a Senate District 47 convention, or central committee meeting shall be governed by the most recent revision of Robert's Rules of Order.

#### Article IX – Amendments to the Constitution

This constitution may be amended by a majority vote of a Senate District 47 convention or by a 2/3 vote of the central committee, if advance notice has been given to central committee members of a proposed amendment.

#### Article X – New Constitution

This constitution supersedes all previous constitutions, bylaws, and practices.