

Proposed Draft
CONSTITUTION OF THE
SENATE DISTRICT 40 DEMOCRATIC-FARMER-LABOR PARTY

Preamble: We, the members of the Democratic-Farmer-Labor (DFL) Party of Senate District 40 (District), in order to organize and perpetuate a representative, effective and responsible party organization in the District, advance the interests of the Democratic Party, sustain and advance the principles of democracy, and uphold human and civil rights and constitutional government, do establish this Constitution.

Article I
Our Party

Section 1. Name. The name of this organization is Senate District 40 Democratic-Farmer-Labor Party.

Section 2. Membership. Membership in this Party is open to all residents of District 40 who support the principles of the DFL Party in Minnesota. No member of any other political party may vote within the DFL Party.

Section 3. Eligibility for Party Office. Pursuant to the principles of affirmative action, outreach, and inclusion as stated in the DFL State Constitution, Bylaws and Call, persons who meet the membership requirements of Article I, Section 2, are eligible for election to any Party office.

Section 4. Purpose. The core purpose of the DFL Party shall be to elect candidates to public office who represent our shared values. Those shared values are embodied by our Platform and Action Agenda, and by The Charter and The Bylaws of the Democratic Party. Additionally, the Senate District 40 DFL Party will work to encourage voting within the district, and encourage local DFL participation, and promote and advance democratic policies and initiatives that positively affect local residents.

Section 5. Endorsement. The endorsement process is intended to select the candidates fairly and democratically we agree to support. Party officers, endorsed candidates, and public officials elected with our endorsement, at all levels, shall only support endorsed candidates and shall further this purpose in a fair and transparent manner to all candidates.

Article II
Subordination

This Constitution is subordinate to the pertinent parts of the Constitution and Bylaws and Official Call of the State DFL Party. Subordination does not restrict Senate District 40 DFL from establishing local rules as needed to ensure the district organization can operate effectively and achieve its purposes.

Article III
District Convention

In even-numbered years, the District shall hold a convention.

Section 1. Notice. Written notice of the date, time and place of a convention shall be mailed, emailed, or presented to all delegates and alternates to any convention at least ten days before the date of the convention. Whenever possible, the date for the convention should be presented at Central Committee meeting 2 months before the convention.

Section 2. Voting Membership. The District Convention shall be composed of delegates elected at precinct caucuses, upgraded alternates, District Chair, District First and Second Vice Chairs, District Secretary, District Treasurer, District Outreach Officer, District Communications Officer and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within the District – all of whom are voting members of the convention. A majority of the delegates and upgraded alternates registered at the convention shall constitute a quorum.

Section 3. Business of the District Convention. The convention shall:

- A. Elect the District’s Chair, First and Second Vice Chairs, Outreach Officer, Secretary, Communications Officer and Treasurer.
- B. Elect State Central Committee members and alternates.
- C. Elect Congressional District Central Committee delegates and alternates.
- D. Elect Congressional District Executive Board members and alternates.
- E. Endorse a candidate for the State Senate in appropriate election years.
- F. Separate into House District conventions and endorse for State House of Representatives.
- G. Consider Resolutions.
- H. Elect State Convention delegates and alternates.
- I. Elect District directors and alternates.
- J. Consider amendments to this Constitution.
- K. Conduct any other party business that properly comes before it.

Article IV Central Committee

Section 1. Central Committee. The Senate District 40 Central Committee shall be the governing body of the District between conventions. The Central Committee shall consist of the District’s Executive Committee members (Officers and Directors), precinct chairs elected at each precinct caucus every even-numbered year, and vice chairs upgraded in their absence, and each District resident member of a Congressional District or State Central Committee.

Section 2. Central Committee Meetings. The Central Committee shall meet at least four times per year. Meetings may be called by the District Chair, by one-eighth of the membership of the Central Committee, or by a majority of the Executive Committee. The quorum for Central Committee meetings is 20% of its members.

Section 3. Dismissal for Cause. The Central Committee may dismiss a member for cause on grounds of clear malfeasance or nonfeasance in office. The rules and procedures that must be followed for a dismissal are

detailed in Article III Section 16 of the State DFL Constitution. The discipline processes, which shall include due process for all individuals involved, is established in the DFL Constitution, Bylaws, and Rule Book.

Section 4. Filling Vacancies. A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which the member was elected, or dismissed for cause. The Central Committee, by a majority vote of a quorum at a meeting properly called may declare a vacancy. If a notice of intent to elect is included in the meeting notice, the vacancy may be filled at the same meeting it was declared. Only those vacancies specified in the meeting notice may be filled at that meeting. Vacancies shall be filled within 60 days of their occurrence or as soon as possible thereafter.

Section 5. Endorsements. In the absence of any direction to the contrary by the Senate District Convention, the Central Committee may endorse candidates between conventions. Every endorsement ballot shall be a test of a quorum. **This includes the ability to endorse for municipal and regional offices that are wholly within the confines of the geographic boundaries of SD 40, and as allowable by the DFL Constitution and Bylaws.**

Article V

Executive Committee and Officers

Section 1. Executive Committee. The Senate District 40 Executive Committee shall be the governing body between Central Committee meetings. It shall consist of the District's Officers and Directors elected at the District Convention, with gender identity balance of the Directors as required by the State DFL Constitution. Each member of the Congressional District Executive Committee residing in the Senate District shall also be a member of the Senate District Executive Committee. The quorum for Executive Committee meetings is 20% of its members.

Section 2. Officers and Their Duties.

a. CHAIR: It shall be the duty of the Chair to convene the Convention (following the procedures described in the Call) and preside at meetings of the Central Committee and Executive Committee. The Chair shall attend meetings of the State and Congressional District Central Committees. The Chair shall also perform all other duties incident to the office. This position is an automatic delegate to the Senate District Convention.

b. FIRST AND SECOND VICE CHAIR: The First Vice Chair must be of the opposite gender identity as the chair. The First Vice Chair shall preside at Central and Executive Committee meetings, and convene the Convention, in the absence of the Chair. The Second Vice Chair shall preside at Central and Executive Committee meetings, and convene the Convention, in the absence of the Chair and First Vice Chair. It shall be a further duty of the Vice Chairs to assist the Chair in the discharge of the Chair's duties and other duties as assigned by the Executive Committee or Central Committee. If an Events Chair is not determined, the First Vice Chair shall fulfill the duties of the Events Committee Chair and convene the meetings. If an Outreach Officer is not elected, the Second Vice Chairs shall fulfill the duties of Outreach Officer. Both the First and Second Vice Chair positions are automatic delegates to the Senate District Convention. The First Vice Chair is an automatic delegate to the State Central Committee.

c. OUTREACH OFFICER: The Outreach Officer shall be responsible for outreach, especially to underrepresented groups, within the District, and shall perform all other duties usually incident to the office of Outreach Officer in the DFL Party. This position is an automatic delegate to the Senate District Convention.

d. SECRETARY: It shall be the duty of the Secretary to preserve the minutes and attendance records of all proceedings of the Executive and Central Committees. The Secretary shall, at the direction of the Chair, notify members of the Executive and Central Committees of meetings of this organization. The Secretary shall be responsible for all internal central committee correspondence including but not limited to meeting notices, maintain the district's electronic records and provide said records upon request (and subject to any internal policies on dissemination of records), attend State Party training on use of the DFL voter file and provide training and technical assistance to their unit on use of the voter file as the primary voter file contact in the district; assist the chair and other officers with the technological platform on which the unit's virtual and/or hybrid meetings are held (if any) The Secretary shall perform all other duties usually incident to the office of Secretary. This position is an automatic delegate to the Senate District Convention.

e. TREASURER: The Treasurer shall have charge of the funds of this organization, and shall make no disbursement thereof without authority or ratification by the Executive Committee or Central Committee. The Treasurer shall perform all other duties usually incident to the office of Treasurer. This position is an automatic delegate to the Senate District Convention.

f. COMMUNICATIONS OFFICER: The Communications Officer shall: (1) manage the digital presence of the unit; (2) be responsible for maintaining and keeping current the content on the unit's website; (3) update the unit's social media presences; (4) distribute the unit's newsletter (if any); (5) maintain contact with the State Party's communications office; (6) be responsible for promulgating press releases that may be required of the unit as set forth in the Official Call; (7) be responsible for administration of the unit's website if not hosted by the State Party; and (8) attend State Party training on use of the DFL voter file and provide training and technical assistance to their unit on use of the voter file. This position is an automatic delegate to the Senate District Convention.

g. DIRECTORS: The Directors shall support the work of the District by attending Central Committee meetings and serving on at least one standing committee. There shall be up to 19 directors and 19 alternate directors elected.

Section 3. Committees. The Bylaws of Senate District 40 shall establish committees. The Central Committee may establish additional committees as it determines to be appropriate to execute the business of the organization, and shall designate members to chair and serve on those committees.

Section 4. Terms of Office. The term of any party officer begins at the adjournment of the convention or meeting at which they were elected. They shall serve in their role until a successor has been elected or a vacancy for their office has been declared.

Article VI. General Rules

Section 1. Disposition of Party Records. Upon leaving office, Party officers shall turn over all Party records, books and properties to their successor.

Section 2. Notice of Executive and Central Committee Meetings. Notice of Executive and Central Committee meetings, specifying time and place, including specifically notice of intent to elect or **approve** spending money, shall be mailed, emailed, or presented to all members of the committee not less than 10 days in advance of the meeting, **except that 72 hours in advance of the meeting is adequate notice if given by telephone, personal delivery, express mail, or any other method with guaranteed arrival.** Notice may be sent by electronic communication, including, but not limited to email, **text**, or fax, to members who have consented to electronic notice. An agenda shall be prepared by the District Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

Section 3. Electronic Meetings. Subject to the provisions of this District Constitution **and DFL Constitution and Bylaws**, electronic meetings may be conducted to act on matters when time, weather or special circumstances do not permit a regular meeting.

Section 4. Endorsements. Endorsement of a candidate for public office requires a sixty percent (60%) affirmative vote of those delegates present and voting (excluding blanks and abstentions) at the convention or Central Committee meeting making the endorsement, and every ballot shall be a test of quorum. No convention or Central Committee representing a geographical area less than the area competent to elect the public official may endorse a candidate for that office. No one may vote on an endorsement unless he/she is a resident of the area in which the election will occur. An endorsement given before the primary is valid after the primary only if the candidate's name appears on the general election ballot.

Section 5. Bylaws and Their Amendment. Bylaws concerning matters not expressly governed by, nor in conflict with, this Constitution may be adopted or amended by a majority vote of the Convention. Bylaws may also be adopted or amended by the Central Committee, provided such adoptions or amendments receive a sixty percent (60%) vote of approval. A copy of any proposed change in the Bylaws shall be included in the meeting notice. Germane amendments to bylaws are in order at a meeting in which the initial bylaw language has been distributed to the membership in the meeting notice.

Section 6. Parliamentary Authority. Parliamentary matters not governed by this Constitution and its Bylaws, nor by the rules of the body in question, nor by the Constitution and Bylaws of the State DFL, nor by the Official Call, shall be governed by Robert's Rules of Order, newly revised.

Section 7. Amendments and Supersedes. This Constitution may be amended by a majority vote of the delegates at any Convention and will supersede all previous Constitutions and Bylaws of the District. Amendments will take effect upon adjournment of the Convention at which it was adopted. A copy of this constitution and any amendments to it shall be filed with the State DFL Party Office.

Section 8. Organizational Culture. DFL party officers at every level shall foster and encourage a culture of engagement, civility, and inclusion among all individuals participating in official party activities.

**BYLAWS OF THE
SENATE DISTRICT 40
DEMOCRATIC-FARMER-LABOR PARTY**

I. FINANCES

1. The Treasurer will maintain documentation in accordance with all campaign finance laws, rules, and guidelines. Documentation will show when, to whom, and the purpose of any expenditure, and the source of any receipt unless that receipt is an anonymous cash donation in compliance with campaign finance rules for anonymous donations and made at an event or meeting where tracking individual donations isn't feasible. Entries for food and/or beverages over \$100 will be noted for its purpose, such as specific fundraising or political meetings. Written reports shall be made part of District Central Committee meetings and minutes.
2. The Treasurer may make payments for fees and purchases that are within the approved budget without further consideration by the Central Committee. **Any non-budgeted expenditures shall be brought before the Central Committee for approval.**
3. The Treasurer is authorized to be the sole signer of checks less than \$250. Checks for \$250 or more shall be signed by two of these three people authorized to sign checks: Treasurer, Chair, and Vice Chair.
4. The Treasurer will file reports on time to the Minnesota Campaign Finance and Public Disclosure Board and other agencies as necessary.
5. A Financial Review Committee shall be appointed by the Chair, with the approval of the Central Committee, to review the District financial records and present a report of their findings to the Central Committee (annually), and District Convention (biannually). The treasurer shall not be a member of this committee.

II. COMMITTEES

1. The District shall establish the following standing committees: Budget and Finance; Communications; Events; and Outreach. Committee membership is open to all DFLers in District 40.
2. Central Committee Directors are required to serve on at least one standing committee. The Executive Committee may establish rules or guidance for the assignment of Central Committee Directors as needed to ensure committees have enough participation to accomplish required district party business.
3. The following officers shall convene the first meeting after each District Convention and subsequently serve as Executive Committee liaison on the following committees: Secretary on Communications, Treasurer on Budget and Finance, and Outreach Officer on Outreach.
4. Officers may serve as a chair of their respective committee.