

CONSTITUTION FOR THE Democratic-Farmer-Labor Party FORTY-FIFTH (45th) SENATE DISTRICT

PREAMBLE

We, the members of The Democratic-Farmer-Labor Party of the 45th Senate District of Minnesota, in District convention assembled, in order to organize and perpetuate a representative, effective and responsible party organization in the 45th Senate District, affiliate with, and advance the interests of the Democratic-Farmer-Labor Party in the State of Minnesota, and to affiliate with and advance the interests of liberal democracy, and uphold human and civil rights and constitutional government, do establish this constitution.

ARTICLE I

NAME, MEMBERSHIP, AND ELIGIBILITY FOR OFFICE

Section 1 NAME

The name for this organization shall be the Democratic-Farmer-Labor (DFL) Party of the 45th Senate District of Minnesota.

Section 2 MEMBERSHIP

Membership in this party unit shall be open to all residents of the 45th Senate District who support the principles of the DFL Party of Minnesota.

No person may vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the DFL 45th Senate District who is a member of any other DFL local unit or any other political party.

Section 3 ELIGIBILITY FOR PARTY OFFICE

All persons, regardless of race, ethnic background, disability, religious affiliation, sexual preference or sex, who meet the membership requirements of Article 1, Section 2, are eligible for election to party office, except as limited by the current State DFL Constitution party officer rules. There shall be no age requirement for party office save where prescribed by law.

ARTICLE II

PRECINCT CAUCUSES ORGANIZATION AND OFFICERS

Section 1 PRECINCT CAUCUSES

The basis of party organization structure shall be the precinct caucuses, held on the date prescribed by Minnesota election laws. The Caucus Call shall be prescribed by the State Chair,

subject to the determinations of the State Central Committee and Minnesota election laws. The Call shall be issued at least 20 days before the date set for the holding of such caucuses and shall include notice of County, Senate District, Congressional District, and State conventions. The Call to each precinct shall set forth the number of delegates that precinct is entitled to elect to the Senate District convention, the number of delegates the Senate District is entitled to elect to the State convention, and other pertinent information.

Only persons eligible to vote at the next general election, who attend the caucus of this party for the precinct in which they reside and support the purposes of the DFL Party as stated in the preamble, shall be entitled to vote at the caucus. Only caucus attendees who are eligible to vote at the caucus, or persons who are absent but otherwise eligible and have submitted a proxy, may be elected a delegate, alternate or party officer.

Section 2 PRECINCT ORGANIZATION

The precinct caucus shall elect a caucus chair and judges of caucus elections and shall elect a Precinct Chair who need not be chair of the precinct caucus, and two Precinct Vice Chairs. Each precinct caucus shall elect delegates and alternates to the Senate District conventions, as defined in the current DFL State Constitution and By-laws. The caucus report shall rank succession of alternates according to the number of votes each alternate received, beginning with the highest number. Persons eligible to be elected by the caucus who are not present at the caucus may be elected delegates, alternates or precinct officers only if they have indicated in writing their willingness to serve.

Section 3 PRECINCT CHAIRS AND VICE CHAIRS

The Precinct Chair and Vice Chairs from each caucus shall take office upon ratification by the first Senate District Convention after the caucus. The responsibility of the Precinct Chair shall include, but not be limited to, organization of the precinct for the party. The Chair may convene regular meetings of the DFL members in the precinct to consider the business of the Party. The Chair's duties shall include the following: a canvass of residents to ascertain their party affiliation, with a record thereof; distribution of campaign literature; registration of all voters who can be expected to support the party; and organization of committees to get the party vote to the polls. The duties of the Vice Chairs shall be to assist the Precinct Chair in all of the above duties as needed.

All Senate District Precinct Chairs and Vice Chairs, as member of the Central Committee, are expected to attend all Central Committee meetings.

ARTICLE III

SENATE DISTRICT CONVENTION, COMMITTEES, AND OFFICERS

Section 1 SENATE DISTRICT CONVENTION

A convention session of the precinct delegates shall be held in the 45th Senate District each even-numbered year. A precinct may cast only one vote for each delegate or alternate seated as a

delegate, present and voting. A majority of the delegates and alternates serving as delegates registered at the convention shall constitute a quorum.

Section 2 BUSINESS OF THE SENATE DISTRICT CONVENTION

The Senate District convention shall elect Senate District party officers, delegates and alternates to the State convention and Congressional District convention and delegates and alternates to the State Central Committee in accordance with the State Party Constitution. The convention shall ratify as Precinct Chairs and Vice Chairs those elected at precinct caucuses. It shall be a function of the convention to endorse candidates for the legislature as prescribed in the current DFL State Constitution and By-Laws. The first convention session shall adopt a constitution, which may be amended at any subsequent convention session. The Senate District Central Committee shall act upon any unfinished convention business to the intent permitted by the State DFL Party Constitution and Call.

Section 3 GOVERNING BODY

Subject to the DFL State Party Constitution, Minnesota Election Laws, and the Call, as issued by the State Party Chair acting under the direction of the State Central Committee and/or the State Executive Committee, the Senate District convention shall be the supreme governing body of the Party for the Senate District.

Section 4 NOTICE OF CONVENTIONS; SUBSEQUENT CONVENTIONS

The Senate District Chair, with approval by a majority vote of the Senate District Central committee, at a properly called and conducted meeting, shall be responsible for arranging appropriate facilities for the Senate District conventions. The date, place, and time of this convention shall be announced at the precinct caucuses. Written notice of the date, time and place of the convention shall be mailed or presented to all delegates and alternates to such convention at least ten (10) days before the date of the convention.

A subsequent convention may only be called by a 60% majority vote of the Central Committee of the Senate District. Notice of any subsequent conventions will be made in accordance with the current DFL State Constitution and By-laws. Any such subsequent convention may not reverse or modify a decision of a preceding duly adjourned convention of delegates and alternates elected at the immediately preceding precinct caucuses.

Section 5 CONVENTION COMMITTEES

The following pre-convention committees shall be convened: Rules (if permitted by the Call), Credentials, Nominations, Resolutions (if permitted by the Call), Endorsements, Constitution, Arrangements and such other committees as may be deemed necessary. Such committees and their reports are temporary until officially approved by the convention. The membership (or method of electing or appointing members) of the pre-convention committees shall be determined by the Senate District Central Committee. Notice of the first committee meeting, specifying time and place, shall be given to all committee members not less than 48 hours in advance. The Senate District Chair, with approval by a majority vote of a quorum of the Senate

District Executive Committee or Central Committee, at a properly called and conducted meeting, shall appoint a convener for each committee. At its first meeting, each committee shall elect a committee chair.

Section 6 DELEGATES AND ALTERNATES TO THE CONGRESSIONAL DISTRICT AND STATE CONVENTIONS

The Senate District convention shall elect delegates and alternates in numbers and voting power as described in the current DFL State Constitution and By-laws, and in conformance with Section 13, below. The Senate District convention shall elect one alternate for each delegate. Alternates shall be seated for absent delegates, by rank, as recorded on the convention report of the Senate District.

Section 7 CHALLENGED DELEGATES

The names of individual delegates and alternates appearing on the precinct caucus reports shall constitute the official roll call unless they are successfully challenged. Procedures for challenging a delegate are as set forth in the Official State DFL Convention Call. Challenges must be submitted in writing. All challenges for seats at the Senate District convention shall be finally decided by that convention.

Section 8 SENATE DISTRICT PARTY OFFICERS

A Chair, Vice Chair (of different gender from the chair), Secretary, Treasurer, Outreach & Inclusion Officer and no less than seven(7) nor no more than nineteen (19) Directors (not more than sixty percent (60%) of whom shall be of the same gender) shall be elected as Officers by the convention after the convention has been convened by the temporary chair. The exact number of directors shall be set within the By-Laws.

Chair:

The Chair shall be responsible for promoting, maintaining, and optimizing the Party's organization, and achieving maximum voting power within the district to attain the Party's stated objectives. The Chair shall actively promote precinct level organization through the District Executive Committee and area DFL organizations.

The Chair shall also serve on the State and Congressional District Central Committees. It shall further be the duty of the Chair and Secretary to file with the State Party office and the appropriate Congressional District Party officers the results of the convention, including the listing of delegates and alternates as prescribed by the official call within three (3) days after the adjournment of the Senate District convention.

Vice Chair:

The Vice Chair shall assist the Chair as requested to assure Party growth and effectiveness. The Vice Chair shall assume the duties of the Chair in the event the Chair is absent. The Vice Chair shall have the duty of working with the precinct officers to promote the development of a cohesive, efficient working unit in each precinct. The Vice Chair shall serve on the State and Congressional District Central Committees.

Secretary:

The Secretary shall be in charge of all the files and records of the party and of preparation of necessary documents. The Secretary shall preserve such files and records and open them for examination at reasonable times at the request of any duly elected Central Committee member.

Treasurer:

The Treasurer shall have custody of the funds of the DFL Senate District and shall render written accounts of receipts and disbursements to each meeting of the Central Committee and Executive Committee. The Treasurer shall also make a full report to each convention. The Treasurer and any other party officer or employee responsible for the handling of DFL Senate District funds shall be under sufficient bond, the amount to be determined by the Executive Committee. An audit of all financial records and transactions of the party shall be made as requested by either the Central Committee or the Executive Committee.

Outreach & Inclusion Officer:

The Outreach & Inclusion Officer prepares the Outreach & Inclusion Action Plan and chairs a committee which sees that the Senate District follows the Affirmative Action Guidelines, aiming to ensure representation from the elderly, youths, racial minorities, the disabled and Gay, Lesbian, Bisexual, and Transgender community members.

Activities include:

- (a) Advertising vacant positions (in coordination with the Publicity Director).
- (b) Recruiting to fill vacant positions in the Central Committee.
- (c) Advertising upcoming caucuses to the above-mentioned groups.
- (d) Ascertaining the facilities used for DFL activities comply with the Americans with Disabilities Act (ADA) in coordination with the Facilities Director.

Directors: The Directors shall have such duties as may be set forth in the By-laws or as assigned to them from time to time by the Central Committee or Executive Committee.

B. The Central Committee may designate a member of the Executive Committee as Deputy Treasurer to assist the Treasurer. The Deputy Treasurer will temporarily assume the duties of Treasurer if the office becomes vacant, serving only until the office is filled.

Section 10 STATE CENTRAL COMMITTEE REPRESENTATIVES

The 45th Senate District shall send as its representatives to the State Central Committee the Chair and Vice Chair and other delegates and alternates to be elected by the Senate District convention, as provided by the current State DFL Constitution and By-laws.

Section 11 SENATE DISTRICT EXECUTIVE COMMITTEE

The Senate District Executive Committee shall consist of the Senate District Party Officers and all members of the Congressional District or State Executive Committee residing in the Senate District. Each Executive Committee shall be responsible for affirmative action within its

jurisdiction.

Section 12 SENATE DISTRICT CENTRAL COMMITTEE

The Senate District Central Committee shall consist of the Executive Committee, the Precinct Chairs and Precinct Vice Chairs, and all members of the Congressional District or State Central Committee residing in the Senate District. Between conventions, the Central Committee shall declare and fill vacancies among Senate District Officers, Precinct Chairs and Precinct Vice Chairs in a manner prescribed in Article IV, Section 2, below. A majority of those members in attendance at a meeting convened in accordance with Article V, Section 3, of this Constitution shall constitute a quorum.

Section 13 ELECTION OF DELEGATES TO STATE CONVENTION

The Senate District convention shall assure that delegates to the State convention are proportionally allotted in accordance with the method prescribed in the current State DFL Constitution and By-laws. When sufficient Senate District Delegates to elect one delegate and alternate to the State convention choose to sub-caucus, they shall be permitted to do so. The purpose of each sub-caucus shall be clearly defined when the sub-caucus title is placed in nomination. The convention may use any sub-caucus procedure allowed by the Call.

Section 14 SENATE DISTRICT REPRESENTATIVES TO THE THIRD & FIFTH CONGRESSIONAL DISTRICT CENTRAL COMMITTEES

The number of Senate District representatives to the Third Congressional District Central Committee and to the Fifth Congressional District Central Committee shall be determined by each respective Congressional District. These members must reside in the Congressional District to which they are elected. All members of the State Central Committee from this Senate District shall also serve on the Congressional District Central Committee in which they reside.

ARTICLE IV

VACANCIES IN PARTY OFFICES

Section 1 DISMISSAL FOR CAUSE

The Central Committee may seek a resignation or dismissal order for any member for cause only on the grounds of clear nonfeasance or malfeasance in office. Such nonfeasance or malfeasance may include, but is not limited to, member missing three (3) consecutive meetings of the Central Committee, failing to fulfill the requirements of this office as prescribed by the District Constitution, or publicly supporting a non-DFL endorsed candidate in an election contest with a DFL endorsed candidate. For such dismissal a two-thirds majority vote of those present and eligible to vote is required, but only after the member is given 30 days notice specifying the cause and is granted the opportunity for a hearing.

Section 2 FILLING VACANCIES

The Central Committee is responsible for declaring and filling vacancies in its membership elected at its governing convention. A vacancy occurs for the following reasons: Resignation, Death, Change of residence to a jurisdiction other than the one from which the person was elected, or Dismissal for cause. A majority vote of a quorum, in a properly conducted meeting is sufficient to declare a vacancy. At a meeting properly called after one week's advance notice of intent to elect, the Central Committee, by a majority vote of a quorum, may fill such vacancy. Only those vacancies specified in the meeting notice may be filled at the meeting. Vacancies shall be filled within 60 days, whenever possible, of their occurrence, giving due consideration to the district's Affirmative Action Plan.

ARTICLE V

GENERAL RULES

Section 1 PARTY OFFICERS

All Party Officers elected at the Senate District convention shall be the Officers of their respective Central Committees and Executive Committees. The order of temporary succession of officers shall be: Chair, Vice Chair, Outreach & Inclusion Officer, Secretary, and Treasurer. In the absence of all five above officers, a temporary chair shall be elected from the Central Committee or Executive Committee respectively.

Section 2 RESPONSIBILITY OF CENTRAL COMMITTEE AND EXECUTIVE COMMITTEE

The Central Committee shall be responsible for the policy direction of party affairs, subject to the control and direction of the convention. The Executive Committee shall be responsible for the administration of party affairs subject to the control and direction of the convention and Central Committee.

Section 3 MEETINGS OF EXECUTIVE AND CENTRAL COMMITTEES

The Central Committee shall meet at least semi-annually. The Executive Committee shall meet at least quarterly. Committees may be called to meet by the Chair, by one-eighth (1/8th) of the membership of the Committee, or by a majority of the Executive Committee. Electronic communication of a notice of meeting, specifying date, time and place, shall be the preferred method of communication of such meeting. Notices shall be sent by electronic mail to all members of the committee not less than ten (10) days in advance of the meeting nor less than 72 hours by other personally delivered written notice. Notice shall also be posted to the District website and other available social media currently in use by the District (such as Facebook). Notice for a Central Committee meeting which is to meet within ten (10) calendar days of the District Convention shall be sent in writing by electronic mail to all members of the Committee not less than five (5) days in advance of the meeting, nor less than 72 hours by other personally delivered written notice. The Central and Executive Committee will also be permitted, subject to

an affirmative majority vote of the Central Committee, to set an annual schedule of meetings, with such schedule identifying day, date, time and location of each meeting. Provision of the annual schedule in writing by electronic mail as provided in this section to all members of the Central and Executive Committees shall constitute due notice of the meetings. Any change to such annual schedule shall be made in accordance with the ten (10) day advance notice specified in this section.

The furnishing of email addresses by members shall be tacit permission to use such addresses for all Senate District business including Notice of meetings. Any person who wishes to receive communication by means other than electronically must request, in writing, such means to the Senate District Secretary. The Senate District Secretary shall make all reasonable accommodations to communicate by the alternate means requested.

Section 4 DISPOSITION OF PARTY RECORDS

Upon leaving office, a Party Officer shall turn over all party records, books and properties to the successor or to the convention or Central Committee charged with naming a successor.

Section 5 ENDORSEMENTS

Endorsement of a candidate for public office requires a 60 percent affirmative vote of the convention or Central Committee making the endorsement. No convention or Central Committee representing a geographical area less than the area competent to elect the public official may endorse a candidate. No one who is not a resident of the area in which election will occur may vote on an endorsement. An endorsement given before the Primary is valid after the primary only if the candidate's name appears on the general election ballot. In the absence of any direction to contrary by a convention, a Central Committee may endorse candidates between conventions.

Every ballot for endorsement shall be a test of a quorum. Before a convention which has failed to make an endorsement may adjourn, the delegates shall be given notice that in the absence of any direction to the contrary by the convention, a Central Committee may endorse candidates between conventions. Notice of this provision shall be read at the opening of the convention and immediately prior to the endorsement process.

Section 6 INSTRUCTION AND VOTING OF DELEGATES

No delegate to a convention shall be instructed or bound. Each delegate shall decide and vote independently of the other members of the delegation. No voting by proxy shall be permitted at any convention or meeting of any Party organization. At any convention other than the precinct caucus, balloting, when called for, shall be by delegations and shall be open and not secret, unless a secret ballot is called for by the Chair, or moved and then supported by one-third (1/3rd) of the voting body.

Section 7 ALTERNATES AND VISITORS

At all conventions, Alternates and visitors must be clearly separated from officially accredited Delegates.

Section 8 ELECTION LAWS

Minnesota election laws and United States election laws are part of this constitution.

Section 9 LIMITATIONS FOR PARTY OFFICE

No Party officer may serve in an office filled by partisan ballot, nor as an elected salaried official of a city of the first class or of a county containing a city of the first class.

ARTICLE VI

RULES OF ORDER

Section 1 ROBERT'S RULES OF ORDER

All Senate District convention, Central Committee and Executive Committee matters not governed by the State DFL Constitution, the official Call to the convention, this Constitution or by convention rules or By-laws shall be governed by Robert's Rules of Order, Newly Revised.

ARTICLE VII

AFFIRMATIVE ACTION

Section 1 AFFIRMATIVE ACTION

The District Chair and other DFL Party officers at every level in the 45th District, shall take affirmative steps to encourage those groups which have been under-represented in the past to seek election as delegates, members of party committees and officers; to inform all persons how to effectively participate in the selection process; to encourage all Democrats to select affirmatively such individuals when voting so that such groups shall be represented on such delegations, in committees, and in party offices in reasonable proportion to their presence in the State.

ARTICLE VIII

AMENDMENTS AND BYLAWS

Section 1 AMENDMENTS AND BYLAWS

This Constitution or its By-laws may be amended by a majority vote of the delegates registered at any regular delegate convention of the DFL Party of the 45th Senate District. By-laws concerning matters not expressly governed by nor in conflict with this Constitution, the State

DFL Constitution or Minnesota Election Laws may be adopted by action of the Senate District Central Committee provided such By-laws received a two-thirds affirmative vote of the membership required for quorum and further provided that such Bylaws have been considered at two (2) consecutive meetings of the Central Committee. Notice of intent to consider By-laws shall be included in the meeting notice.

ARTICLE IX

SUBORDINATION

Section 1. Subordination. The 45th Senate District Constitution and By-laws are subordinate to the United States Constitution and the DFL State Constitution and By-laws.

Section 2 Compliance. The Constitution and By-laws of the 45th Senate District will be in compliance with the DFL State Constitution and By-laws.

BY-LAWS OF THE DFL FORTY-FIFTH (45th) SENATE DISTRICT

These By-laws are intended to further define and explain the operating procedures of the District.

I. The number of Senate District Directors, as enumerated below, shall be set at twelve (12), as proscribed within the Constitution. The Senate District Directors shall have the following duties:

The Publicity Director position is eliminated and the duties of the Publicity Director are incorporated into the Communications & Social Media Director position.

The Communications & Social Media Director will work in collaboration with the Webmaster to edit and publish Senate District newsletters as well as establishing and maintaining various social media venues as approved by the Central Committee. The newsletters, web page and social media sites should serve as vehicles for messages from elected representatives and Senate District 45 officials to announce upcoming events such as fundraisers and meetings, and to announce any state or local DFL matter of concern. In addition, the Communications & Social Media Director shall work with the Outreach & Inclusion Officer to contact and maintain contact with those in under-represented minority communities of the District, to include the disabled, in an effort to better serve the members of said communities. The Director shall also maintain communication and coordinate the efforts of the District Precinct Chairs and Precinct Vice chairs.

Fundraising: The Fundraising Director shall plan and coordinate efforts to promote the Senate District 45 DFL Sustaining Fund. The Fundraising Director will plan and coordinate efforts to raise funds and increase contributions to the senate district. They serve as chair of the Finance Committee.

Webmaster: The Webmaster Director will work in collaboration with the Outreach & Communications Director to publish newsletters, and announcements via the Senate District 45 web page, social media sites and any other communication that will be distributed by Internet. Responsibilities include maintaining the website to ensure it is appealing, accessible, current and professional looking and hosts appropriate links.

Campaign Liaison: The Campaign Liaison Director will contact DFL Endorsed district candidates to offer Central Committee assistance and will provide liaison with Endorsed DFL candidates from outside the District. The Director's responsibilities may include activities such as volunteer recruitment, phone bank, get out the vote (GOTV) activities, etc.

Social Director: The Social Director's role is to organize social events with the intent to engage like-minded progressive individuals in supporting the local DFL and to encourage attendance at all District events. The Social Director will ensure invitations are extended to appropriate elected officials, candidates, VIPs and DFL officers from other units such as, but not limited to Congressional Districts, County and State offices.

Facilities: The Facilities Director is responsible for securing and arranging locations for Senate

District 45 DFL meetings, precinct caucuses, conventions, committee activities and fund raising events at the direction of the Central and Executive Committees. The Facilities Director will make arrangements on a timely basis to ensure proper notice may be given to the Secretary, Publicity Director, Communications & Outreach and others for distribution.

Schedule: The Schedule Director's role is to inform the 45th Senate District of upcoming events and meetings scheduled by other Party units such as but not limited to Congressional Districts, County and State DFL office. The Schedule Director will inform SD 45 Central Committee when the state DFL has adopted the Official Call, dates, meetings, and conventions including the Hennepin County convention. This Director will notify the Executive Committee and Central Committee of any conflicts with religious or other holiday observances. The Schedule Director will inform Senate District Central Committee members of local campaign activities during elections.

Young DFL: The Young DFL Director will work to encourage involvement of young adults in DFL activities and will coordinate activities with other appropriate District officers.

Senior Caucus Director: The Senior Caucus Director will work to encourage involvement of older adults in DFL activities and will coordinate activities with other appropriate District Officers. The Senior Caucus Director will work with Precinct Revitalization to draw seniors into an active role in SD 45, the DFL Senior Caucus and the DFL, and as needed by the Senate District Chair.

At-Large: Three (3) district directors will be elected at-large. The At-Large Directors will be assigned responsibilities as needed by the District Chair.

II. Check Signing

If no Deputy Treasurer is designated, according to the Constitution Sec. 9B, any two (2) of three (3) possible signatures may be used to sign checks: Chair, Vice Chair, and/or Treasurer. If a Deputy Treasurer is designated, according to the Constitution Sec. 9B, then any two (2) of four (4) possible signatures may be used to sign checks: Chair, Vice Chair, Treasurer and/or Deputy Treasurer.

III. Resolution of Support/Endorsement (ROSE) Committee

- (A) The ROSE committee consists of five (5) members. The committee will elect one of its members to chair the committee.
- (B) After candidate filings close, the ROSE committee will contact all nonpartisan candidates for Mayor, City Councils, School Boards and any other offices, within SD45, inviting them to screen for a Resolution of Support or Endorsement from the Senate District 45 DFL Central Committee.
- (C) A Resolution of Support or Endorsement requires a Sixty Percent (60%) affirmative vote of the ROSE committee to recommend a Resolution of Support or Endorsement of a

candidate to the full Senate District 45 DFL Central Committee for consideration.