

[SAMPLE] CONSTITUTION
OF THE
GREATER MINNESOTA SENATE DISTRICT ____ DEMOCRATIC-FARMER-LABOR PARTY

Article I.

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

Section 2. Membership. Membership in this Party is open to all residents of Senate District ____ 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.

Article II.
Subordination

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

Article III.
Unit Convention

Section 1. Notice. Written notice of the date, time and place of a convention shall be mailed or presented to all delegates and alternates to any convention at least ten days before the date of the convention.

Section 2. Membership. The Unit Convention shall be composed of precinct delegates, upgraded alternates, Unit Chair, Unit Vice Chair, and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within the Unit. Additionally, any Organizing Unit Chairs or Vice Chairs that reside within the district are also delegates. A majority of the delegates and upgraded alternates registered at the convention shall constitute a quorum.

Districts that do not wish to hold annual conventions should remove this section 3 and replace it with the section 3 under the other editorial text. If both options are left, biennial conventions will be in place, and the provisions for annual conventions will be ignored. Note that the business of the conventions listed here is the minimum set by the State Party Constitution and cannot be reduced.

Section 3. Business of the Unit Conventions. The Unit shall hold an annual convention.

In odd years, the convention shall:

- a. Elect the Chair, Vice Chair, Outreach Officer (if specified in the unit constitution), Secretary, and Treasurer
- b. Consider local Resolutions
- c. Consider amendments to this Constitution

- d. Conduct any other party business that properly comes before it

In even years, the convention shall

- a. Elect party officers not elected in odd years
- b. Endorse candidates for the State Senate
- c. Separate into House District conventions and endorse for State House of Representatives
- d. Consider Resolutions
- e. Consider amendments to this Constitution
- f. Conduct any other party business that properly comes before it

Districts that do not wish to hold annual conventions should replace the previous section 3 with this section 3.

Section 3. Business of the Unit Convention. The Unit shall hold conventions every two years in even numbered years. The convention shall:

- a. Elect party officers
- b. Endorse candidates for the State Senate
- c. Separate into House District conventions and endorse for State House of Representatives
- d. Consider Resolutions
- e. Consider amendments to this Constitution
- f. Conduct any other party business that properly comes before it

Article IV.
Central Committee

Section 1. Central Committee. The Central Committee shall be the governing body of the unit between conventions. The Central Committee shall consist of the unit's Executive Committee members, precinct chairs elected at each precinct caucus every even-numbered year and each resident member of a Congressional District and/or State Central Committee.

Section 2. Central Committee Meetings. The Central Committee shall meet at least two times per year. Meetings may be called by the unit 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.

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 the quorum at a meeting properly called may declare a vacancy. If a notice of intent to elect is included in the

Adopted by Senate District ____ On _____, 201__

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 120 days of their occurrence.

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.

Subsection C. Revocation.

1. For failure to report. If a caucus does not file its report within 60 days after the Secretary's reminder under Subsection B, then the Secretary must notify the caucus by notice mailed to the last known address of the caucus's chair that the Central Committee may revoke the caucus's charter. The proposed revocation will appear on the agenda of the first meeting held at least 30 days after the Secretary mails notice of the proposed revocation.

2. For other cause. The Central Committee may also revoke a caucus's charter for any other cause, provided that proper notice of the proposed revocation is included in the notice of the meeting and a copy of said notice is mailed to the last known address of the caucus's chair by the same deadline.

Article V.

Executive Committee and Officers

Section 1. Executive Committee. The Executive Committee shall be the governing body between Central Committee meetings. and shall consist of the Party Officers elected by the unit 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 unit shall also be a member of the unit 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.

b. VICE CHAIR: The Vice Chair shall preside at Central and Executive Committee meetings, and convene the Convention, in the absence of the Chair. It shall be a further duty to assist the Chair in the discharge of the Chair's duties, and to attend meetings of the State and Congressional District Central Committees.

If an Outreach Officer is not defined in this Constitution, the Vice Chair shall fulfill the duties of Outreach Officer. This

shall include being responsible for outreach to underrepresented groups within the Senate District and performing all other duties usually incident to the office of Outreach Officer in the DFL Party.

Districts that do not wish to have a separate Outreach Officer may combine the position with the Vice Chair by deleting letter c and re-lettering the remaining subsections. If the Outreach Officer section is not removed, it is assumed the district will elect a separate Outreach Officer.

c. 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.

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 perform all other duties usually incident to the office of Secretary.

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 Chair. The Treasurer shall perform all other duties usually incident to the office of Treasurer.

f. DEPUTY TREASURER: A member of the Executive Committee may be designated by the Executive Committee as the Deputy Treasurer, who shall assist the Treasurer and who shall assume the duties of the Treasurer if the office of the treasurer becomes vacant. The Deputy Treasurer will relinquish the duties of the Treasurer upon the filling of the vacancy of the Treasurer.

g. DIRECTORS: The Directors shall perform those functions assigned to them from time to time by the Executive Committee or the Central Committee. There shall be [11] directors elected.

Section 3. Committees. The Executive Committee shall establish committees as it determines to be appropriate to execute the business of the Executive Committee and 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 duly qualified and elected.

**Article VI.
General Rules**

Section 1. Disposition of Party Records. Upon leaving office,

Adopted by Senate District _____ On _____, 201__

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, shall be mailed 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, such as email or fax, to members who have consented to electronic notice. An agenda shall be prepared by the unit Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

Section 3. 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 4. 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.

Section 5. 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 6. Amendments and Supersedes. This Constitution may be amended by a majority vote of the delegates at any Convention and will supersede any all previous Constitutions and Bylaws of the unit. Amendments will take effect upon adjournment of the Convention at which it was adopted. A copy of this constitution shall be filed with the State DFL Party Office.