# CONSTITUTION OF SENATE DISTRICT 63
# DEMOCRATIC-FARMER-LABOR PARTY

First adopted March 24, 2012. Amended March 1, 2014. Amended April 9, 2016. Amended March 24th, 2018.

## ARTICLE I
NAME, PURPOSE, MEMBERSHIP, AND ELIGIBILITY FOR OFFICE

SECTION 1. The name of this organization is the Senate District 63 Democratic Farmer-Labor Party.

SECTION 2. Purpose. The Senate District 63 Democratic Farmer-Labor Party is established to meet organizational requirements for District level participation in the Minnesota DFL and National Democratic Party, sustain and advance the principles of liberal progressive democracy, uphold human and civil rights and constitutional government, and promote endorsed candidates and interests of the DFL Party in Senate District 63.

SECTION 3. Membership. Membership in this party shall be open to any resident of Senate District 63 who supports the principles of the Democratic-Farmer-Labor Party of Minnesota. No person who is a member of any other political party may vote on any motion, resolution, nomination or election at any caucus, convention, meeting or conference of the DFL Party. No financial contribution shall be required for membership in this party.

SECTION 4. Eligibility. Persons who meet the requirements of Article 1, Section 3, are eligible for election to District Office, except as limited by the State Party Constitution. There shall be no age requirement for Party office, except as provided in the State Party Constitution.

## ARTICLE II
SUBORDINATION AND PRECINCT ORGANIZATION

SECTION 1. Subordination. This Constitution is subordinate to the pertinent parts of the constitutions and bylaws of the Fifth Congressional District DFL and the State DFL parties.

SECTION 2. Authority. Precinct caucuses shall be called and precincts organized within Senate District 63 as defined by the State Party Constitution and the election laws of the State of Minnesota. Subject to the approval of the Executive Committee, the District Chair shall nominate conveners for the Precinct Caucuses.

## ARTICLE III
SENATE DISTRICT CONVENTION

SECTION 1. Senate District. A convention session composed of precinct delegates, alternates seated as precinct delegates and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within the senate district, shall be held in Senate District 63 each even-numbered year. A precinct may cast one vote for each delegate or upgraded alternate present and voting. A majority of delegates and upgraded alternates registered at the convention shall constitute a quorum.

SECTION 2. Notice. Written notice of the date, time and place of a convention shall be mailed or presented to all of the delegates and alternates to any convention at least ten days prior to the date of that convention.

SECTION 3. Business. The convention shall elect DFL Senate District 63 officers, Delegates, and alternates to the DFL State and the Fifth Congressional District Conventions, and Delegates and alternates to the DFL State and Congressional District Central Committees as specified in the Official Call.

Delegates and alternates to the State and to the Fifth Congressional District Conventions shall meet following the adjournment of the District Convention to select members to the Fifth District Congressional Convention committees as permitted in the State DFL Constitution.

The convention session may adopt resolutions, amend this Constitution, endorse a candidate for the State Senate, recess in order to allow endorsements for candidates by the House District Conventions and conduct such other business as may come before the convention session.

SECTION 4. Authority. Subject to the DFL State Party Constitution, Minnesota Election Laws, and the Official Call as issued by the State DFL Central Committee, the Senate District Convention shall be the supreme governing body of the DFL Party in Senate District 63.

SECTION 5. Arrangements. The District Executive Committee shall be responsible for arranging the appropriate facilities for the District Convention. The date, time, and place of the convention shall be announced at the precinct caucuses by the conveners.

SECTION 6. Preconvention Committees. At least these committees shall be designated by the District Executive Committee: Arrangements, Constitution, Credentials, Nominations, Resolutions, and Rules. Each precinct may elect up to two Delegates and up to two alternates, from that precinct to each pre-convention committee which meets following the precinct caucuses at a date and site previously determined and which is announced at all caucuses. Actions by pre-convention committees are subject to ratification by the Senate District Convention. The duties of pre-convention committees shall be as follows:

Arrangements: Assist the District Chair and District Executive Committee in preparing for and conducting the District Convention.

Constitution: Review the District Constitution and propose any necessary changes.

Credentials: Hear all delegate challenges and prepare a Credentials Committee report, as required; any challenge to a delegate shall be considered as outlined in the State DFL Call.

Nominations: Screen candidates for party office and make recommendations to the District Convention. In making recommendations, this Committee shall seek to assure fair geographic representation within the District.

Resolutions: Receive platform resolutions passed at the Precinct Caucuses, delete explanatory materials, correct grammar, consolidate related subject matter, and add explanatory clauses when necessary for clarification; prepare a report for consideration by the District Convention.

Rules: Recommend an agenda and a set of rules to be used at the District Convention.

**ARTICLE IV**
SENATE DISTRICT ORGANIZATION

SECTION 1. Senate District Central Committee. The Central Committee shall be the governing body of the Senate District DFL between conventions.

The Central Committee shall consist of the Executive Committee, precinct chairs and vice chairs, and any members of the Congressional District and State Central Committees residing within Senate District 63. Each precinct shall be represented by its precinct chair, or in the chair's absence, by the vice chairs in rank order.

The Central Committee shall have authority for Senate District business and affairs between conventions. The Central Committee shall complete all unfinished business of a convention, unless otherwise directed by the convention. 20% of the Central Committee membership shall be a quorum as required by the State DFL Constitution.

In the absence of any direction to the contrary by the Senate District Convention, between conventions the Central Committee may endorse candidates for State House of Representatives or State Senate. In the case of State House endorsements only members of the Central Committee who reside in the appropriate house district may vote.

Central Committee meetings shall be called by the Chair, the Vice Chair, or by written petition to the chair of at least one-third (1/3) of the current District Executive Committee, at least three (3) times per year. Notification of Central Committee meetings shall go to all committee members and precinct vice chairs.

The Central Committee shall be responsible for Outreach and Inclusion within the District.

SECTION 2. Senate District Executive Committee. The Senate District Executive Committee shall be the governing body between Central Committee meetings.

The Executive Committee shall consist of the District Officers elected by the Senate District Convention as well as any members of the State Executive Committee, and the Fifth District Executive Committee, residing in Senate District 63.

The Executive Committee shall be responsible for management of District business between meetings of the Central Committee. One-third (1/3) of the Committee membership shall constitute a quorum.

The Executive Committee may establish committees as it determines to be appropriate to execute the business of the Executive Committee and the Senate District organization, and shall designate members to chair and to serve on those committees.

Executive Committee meetings shall be called by the Chair, the Vice Chair, or by written petition to the chair of at least one-third (1/3) of the current District Executive Committee, at least once per quarter.

SECTION 3. Senate District Officers. The District Officers shall consist of Chair, Vice Chair, Secretary, Treasurer, Outreach and Inclusion Officer, Technology Officer, and at least twelve (12) Directors. The Chair and Vice Chair shall not identify as the same gender.

A. **Chair.** The Chair shall be responsible for convening the Senate District Convention (following the procedures described in the Official Call), calling and presiding at all Executive and Central Committee meetings~~,~~ and appointing special committees. The Chair shall be the Chief Executive Officer of the District, shall serve as a non-voting member of all committees, shall attend meetings of the State and Congressional District Central Committees, and shall perform all other duties incident to the office.

B. **Vice Chair.** In the absence of the Chair the Vice Chair shall call and preside at Central and Executive Committee meetings and convene the Senate District Convention. The Vice Chair shall assist the Chair in the discharge of the chair's duties, and shall attend meetings of the State and Congressional District Central Committees. The Vice Chair shall succeed in the event of a vacancy of the Chair.

C. **Secretary.** The Secretary shall record and preserve the minutes and attendance records of all proceedings of the Executive and Central Committees. The Secretary shall preserve the files and records of Senate District 63 and open them for inspection at the convenient and appropriate times if requested by any member of the DFL Party as defined in Article I, Section 3 hereof. At the direction of the Chair, the Secretary shall notify members of the Executive and Central Committees of meetings. The Secretary shall perform all other duties usually incident to the office of Secretary.

D. **Treasurer.** The Treasurer shall have custody of any funds of the District, shall make no disbursement thereof without authority or ratification by the Executive Committee and shall render written reports to each meeting of the Central Committee and the Executive Committee and shall also make a full report to the District Convention**.** The Treasurer shall perform all other duties usually incident to the office of Treasurer.

E. **Outreach and Inclusion Officer.** The Outreach and Inclusion Officer shall oversee outreach within the Senate District with an emphasis on under-represented communities, and shall perform all duties usually incident to the office of Outreach and Inclusion Officer in the DFL party.

F. **Technology Officer.** The Technology Officer shall be responsible for identifying, recommending, and applying technologies that aid in the efficiency of the Senate District. Additional duties include administration of the website, social media accounts, and any other digital platforms used by the Senate District, and providing education on using various technologies.

G. **Directors.** The Directors shall plan and implement educational programs, raise funds, promote party participation in the community, provide for the publicity needs of the party, make arrangements for conventions, coordinate campaign activities for the District, and shall perform those other functions assigned to them by the Executive or Central Committees.

SECTION 4. Removal of Officers and Filling Vacancies.

SUBSECTION A. District Officers may be removed from office for malfeasance or nonfeasance in accordance with the DFL State Constitution. Cause for removal may include, but shall not be limited to:

A. Clear malfeasance or nonfeasance in office.
B. Failure to attend at least fifty percent (50%) of the meetings of any committees to which the officer or committee member is elected or appointed, over any twelve month period without an excused absence or without arranging for attendance and participation of a qualified alternate.
C. No longer residing in Senate District 63.

Threats or acts of violence, intimidation, harassment, bullying, and abusive conduct shall be considered as clear malfeasance, whether physical, verbal, or visual. Retaliation against a person who reports this conduct or any malfeasance in good faith shall also be considered as malfeasance.

The Central Committee may dismiss a member for cause only by a two-thirds majority vote of the members present and eligible to vote, but only after the accused member is given thirty days' written notice specifying the cause and is granted a hearing. The person may be suspended from any activities in their position by a simple majority vote by the Executive or Central committee until a hearing is held.

Any officer who shall have three consecutive unexcused absences from central committee meetings, if notified in writing after two absences, shall be considered as resigned, and the position may be declared vacant.

SUBSECTION B. Filling Vacancies. Between conventions, the Central Committee shall declare and fill vacancies among District officers, precinct chairs and vice chairs as prescribed in the State DFL Constitution. A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which elected, or dismissal for cause. The Central Committee, by a majority vote of the quorum at a meeting properly called after notice of intent to elect, may declare a vacancy and fill that vacancy. Only those vacancies specified in the meeting notice may be filled at that meeting.

**ARTICLE V**
GENERAL RULES

SECTION 1. Meetings. The Chair, Vice Chair or by written petition by at least one-third (1/3) of the current District Executive Committee, may call a meeting of the Senate District 63 DFL Party Central Committee.

SECTION 2. Rules. The general rules of the Senate District 63 DFL Party shall be those established in the State DFL Constitution. Any matter not governed by State Party Constitution, the Official State Call to the District Convention or Precinct Caucuses, this Constitution, or by Rules or Bylaws adopted by the District shall be governed by Robert's Rules of Order, Newly Revised.

SECTION 3. Notice of Meetings. Notice of Executive and Central Committee meetings specifying time and place shall be sent in writing, by telephone or electronic means, or presented to all members not less than ten days in advance of the meeting. An Agenda shall be prepared by the Senate District Chair prior to the meetings of the Executive and Central Committees and be included in all notices.

SECTION 4. Endorsements. Endorsement of a candidate for public office requires 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 they are 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. Use of District Officer Title. A District officer may use his or her title in support only of a DFL endorsed candidate.

SECTION 6. Audit. An audit of all financial records and transactions of the District shall be made by February of the even-numbered calendar years and a report made to the convention.

SECTION 7. Disposition of Party Records. Upon leaving office, an officer shall turn over all District records, books and properties to the officer's successor or to the body authorized to name such successor.

**ARTICLE VI**
AMENDMENTS

SECTION 1. Amendment. This Constitution may only be amended by a majority vote of the delegates to the Senate District 63 convention at its biennial session or at a convention called by the Central Committee for the purpose of amending this Constitution.

SECTION 2. Bylaws. Bylaws consistent with this Constitution may be adopted or amended by majority vote of the convention. Bylaws may also be adopted or amended by the Senate District 63 Central Committee provided such changes receive a 60% majority vote of those Committee members present and voting. A copy of the proposed changes in Bylaws shall be included in the meeting notice of the Senate District 63 Central Committee.

**ARTICLE VII**
SUPERSESSION AND EFFECTIVE DATE

SECTION 1. This Constitution and its Bylaws supersede all previous Constitutions and Bylaws of the Senate District 63 DFL Party.

SECTION 2.
This Constitution shall be in full force and effect immediately after its adoption by the 2018 Senate District 63 Convention.