

Senate District 54 Republican Party

CONSTITUTION

Adopted February 25, 2015

Preamble

The Republican Party of Minnesota, Senate District 54, is organized in support of all residents of Minnesota Senate District 54 who desire honest, efficient, and responsive but limited Constitutional government.

Article I-Name

The name of this organization shall be the Senate District 54 Republican Party of Minnesota. This Basic Political Organization Unit is hereinafter referred to as "the BPOU."

Article II-Purpose and Objectives

Section 1: Purpose

The purpose of the BPOU shall be to elect Republican candidates to public office and to manage the affairs of the Republicans of Minnesota within the geographic boundaries of Senate District 54, the BPOU, subject to the direction of State Party and Congressional District authority within the scope of their functions under Minnesota law.

Section 2: Objectives and Duties

The objectives and duties of the BPOU shall include, but not be limited to, the following:

- A) Organize or cause to be organized each precinct in Senate District 54
- B) Recruit, endorse and work to elect qualified Republican candidates to the State Senate and State House of Representatives
- C) Assist in the election of State and Federal Republican endorsed candidates whose constituencies, when elected, will include residents of the district
- D) Work to recruit, endorse and elect Republican or Republican-leaning candidates for non-partisan local offices within the BPOU
- E) Encourage the participation in auxiliary Republican groups, and cooperate with and coordinate their activities
- F) Communicate the Republican message and principles at every opportunity
- G) Expand participation in Republican Party and other civic activities in Senate District 54

Article III-Membership

Participation in this BPOU organization shall be open to all residents eligible to vote in Senate District 54 who wish to be affiliated with the Republican Party and who support the purposes and objectives thereof.

Article IV-Organization

Section 1: Officers

The BPOU Officers shall include:

- A) BPOU Chair
- B) BPOU Deputy Chair
- C) BPOU Secretary
- D) BPOU Treasurer
- E) House District 54A Chair
- F) House District 54A Vice-Chair
- G) House District 54B Chair
- H) House District 54B Vice-Chair
- I) One At-Large Representative from each congressional district.

Section 2: Executive Committee

The management of the BPOU shall rest with the BPOU Executive Committee, subject to the State Party, Congressional Districts, and Senate District 54 Constitutions and applicable State law. The BPOU Executive Committee shall be composed of:

- A. The officers and at-large representative listed in Section 1
- B. Each Republican member of the legislature residing within the district
- C. State Central Committee delegates who reside within the BPOU (they shall not be included in the quorum count unless they are present at a meeting.)

Section 3: Full Committee

The Full Committee shall be composed of:

- A. Voting members of the BPOU Executive Committee
- B. Chairs, or their representatives, of each precinct within the BPOU

Section 4: Other Committees

- A. Other non-standing committees may be formed at the direction of the Executive Committee. The Chairs of these committees will be appointed by the BPOU Chair and confirmed by the Executive Committee. The following are convention committees. The terms of their members shall end with the adjournment of the conventions they serve.
 1. Arrangements: This committee shall arrange for a location, food and facilities for a convention.
 2. Registration and Credentials: This committee shall handle registration of delegates and alternates, keeping record and reporting to the Convention the registration totals.
 3. Rules: This committee shall propose rules to govern the operation of each convention.
 4. Resolutions/Platform: This committee shall be appointed only in even numbered years and shall consider resolutions for changes to the State Party platform. The committee shall report to the Convention for debate and voting on each resolution. The committee will prepare the report of approved resolutions for the Second and Fourth Congressional Districts Conventions' consideration.
 5. BPOU Officer Nominations: This Committee is charged with nominating one or more candidates for each of the BPOU officer positions.
- B. The following committees are standing committees. The chair of each committee must be appointed by the BPOU Chair, with agreement by the Executive Committee, after each BPOU Officer election. Chairs of these committees, if not already officers of the BPOU, are members of the Executive Committee.
 1. Constitution/By-Laws: This committee shall have membership and duties as outlined in Article XI.
 2. Candidate Search: This committee shall have at least one member from each of the House Districts. This committee must meet at least annually and at least four (4) months before each endorsing convention, maintain a list of qualified potential Republican legislative candidates at all times, and identify qualified candidates for all local political offices, even if the office is officially nonpartisan.
 3. Technology committee: This committee will be in charge of all electronic messaging, e.g., Website, email, social media, and the like.
- C. The following committees are voluntary and serve at the discretion of the Executive Committee. Chairs of these committees are appointed by the BPOU chair and confirmed by the Executive Committee but are not necessarily members of the Executive or Full committees. The following list is neither required nor limiting:
 1. Political Activities: This committee shall effectively communicate Republican ideals and issue positions while exposing the opposition.
 2. Get out the Vote: This committee shall be responsible for phone calls, direct mail, literature drops and door knocking.
 3. Community Events: This committee shall promote a positive image of the Republican Party in the community.
 4. Welcome: This committee shall seek out new activists and invite their participation.
 5. Caucus: This committee shall organize and arrange for successful precinct caucuses.
 6. Fundraising: This committee shall facilitate fundraising to support endorsed candidate campaigns.

Section 5: DUTIES

The duties of the Executive Committee shall be as follows:

- A) The BPOU Chair shall conduct BPOU Executive Committee meetings. The BPOU Deputy Chair shall conduct meetings in the Chair's absence. Together, they shall appoint committees and coordinate the activities of the House District officers. They are also ex-officio members of all BPOU committees.
- B) The Secretary shall keep minutes of meetings, be responsible for written correspondence with the members of the BPOU committees, delegates and alternates to BPOU conventions and other correspondence that may be necessary.
- C) The Treasurer shall be responsible for all Party monies, keep financial records, submit monthly written reports to the Executive Committee, disburse monies as authorized by the Executive Committee, prepare and submit all reports to the State as required by law and help submit an annual budget.
- D) House District officers shall assist in managing the affairs of precincts within their legislative district.

Section 6: FINANCES

The BPOU Treasurer shall maintain the BPOU financial records in an orderly fashion.

- A) The Executive Committee shall review all records at least quarterly.
- B) At least every odd year, after the convention, the Executive Committee shall designate the financial institution to be used as a depository for Party funds.
- C) The BPOU Chair, Deputy Chair, Treasurer, and Secretary shall sign all financial institution signature cards.
- D) All disbursements shall be by check or debit card. Any expenditure for an amount greater than \$100 shall require approval by the Chair or Deputy Chair.
- E) Receipts for all expenditures must be submitted to, and kept by, the Treasurer for auditing purposes. All receipts must be turned in by the next BPOU meeting or the next Campaign Finance Board deadline, whichever is first. Receipts not turned in by Campaign Finance Board reporting deadlines will be considered In-Kind donations and be non-refundable.
- F) All funds coming to the BPOU should be consistent with Minnesota and Federal laws and deposited in the SD54 account(s) upon verification, or be returned to the donor.

Article V-BPOU Elections

Section 1: BPOU Officers

The BPOU Officers shall be elected by the delegates at the odd-year BPOU convention. The term will last until the subsequent odd-year convention.

- A) The Chair, Deputy Chair, Secretary and Treasurer shall be elected at large the *BPOU*.
- B) House District officers shall be elected by delegates of their respective House districts.
- C) One at-large Representative from each congressional district, State Central Committee Delegates and ranked alternates shall be elected at large by congressional district.

Section 2: Precinct Officers

Officers of each precinct shall consist of a Chair, Vice Chair and Secretary, elected to a two-year term at the even-numbered year Precinct Caucus, in compliance with State statute. In the event a precinct fails to elect any officer at this caucus, the BPOU Executive Committee may appoint an individual to fill the vacancy in that precinct.

Section 3: Nominating Committee

A nominating committee, as described in Article IV, is charged with nominating one or more candidates for each of the various officer positions. Nominations shall also be accepted from the floor.

Section 4: Majority

A simple majority vote by the seated delegates and alternates shall be required for all officer elections.

Article VI-Meetings

Section 1: Requirements:

- A) The Executive Committee shall meet at least once per quarter. The Executive Committee may hold a meeting at any time on seven (7) days' notice to all members either at the call of the Chair or by request of at least twenty (20) percent of the voting members of the Committee. A meeting can be held with as little as three (3) days verbal notice upon agreement of two-thirds of the voting members.

- B) The Executive Committee may establish a calendar of regular meetings. A seven (7) day advanced notice shall be given to the members of the Committee if a regular meeting is to be cancelled or postponed.
- C) The Full Committee shall meet at least quarterly. The purpose of these meetings shall be primarily to provide information and instruction to precinct chairs, to coordinate community events, outreach, and communications, and to strengthen the Party through wider involvement in Party activities. A meeting of the Executive and Full Committee can coincide. Members shall be given at least seven (7) days written or electronic notice for meetings of the Full Committee.
- D) A quorum shall be 33 percent of members of the Executive or Full Committees for the purpose of transacting BPOU business.
- E) Electronic voting, whether by e-mail, website application or other means, may be used when the executive committee needs to reach a decision on short notice.

Article VII-BPOU Conventions

Section 1: Call

- A) BPOU conventions shall be held each year during the period and for the purpose designated by the Official Call issued by the State Executive Committee, the State Central Committee, the Second (2nd) District and Fourth (4th) district Committees, or the BPOU Executive Committee. The BPOU Executive Committee shall determine the time and place of these conventions. Special BPOU conventions shall be held at the call of the aforementioned groups, or at the discretion of the majority of the BPOU Executive Committee, provided that a minimum of ten (10) days' notice, in writing and/or electronic communication, be sent to each delegate and alternate.
- B) If events warrant a special election for the State Senate or House, a special endorsing convention may be held at the call of the BPOU Chair, with agreement of the majority of the Executive Committee. A notice of not less than five (5) days shall be given to delegates and alternates. It shall be held for the sole purpose of endorsing a candidate for office.
- C) Upon notification by the Candidate Search Committee that a candidate in a local election is one who can advance Republican principles in office, the Executive Committee may call a special endorsing convention, for the sole purpose of endorsing a Republican candidate for the office, even if it may be officially nonpartisan. Delegates to the convention shall be those delegates and alternates within the BPOU who are eligible to vote in the election. Once a candidate is endorsed, the BPOU should work to elect the candidate.

Section 2: Order of Business

- A) At all annual BPOU conventions, the order of business shall follow the practice of previous conventions up to the preliminary credentials report. The Convention shall then proceed to the seating of alternates as outlined in Section 3, followed by election of the permanent officers of the convention and the remainder of business. In general election years the additional items of business shall include:
 1. Endorsement of a candidate for State Senate from Senate District 54; and endorsement of Minnesota House candidates from Districts 54A and 54B
 2. Resolutions for changes to the State Party platform
 3. Election of delegates; and one alternates for each delegate; to the Second Congressional District, Fourth Congressional District and State Republican conventions
 4. Any other matters which might fall within the jurisdiction of the Convention
- A) In odd-numbered years items to be acted upon shall include:
 1. Election of BPOU officers
 2. Election of delegates; and up to two alternates for each delegate; to the State Central Committee
 3. Proposed changes to this constitution
 4. Any other matters which might fall within the jurisdiction of the Convention

Section 3: Seating of Delegates and Alternates

- A) The BPOU Convention shall be composed of delegates and alternates elected at the most recent Republican Party Precinct Caucuses within Senate District 54. The ratio of delegates allotted to Republican votes cast in the precinct at the last election shall be uniform throughout the BPOU. The Credentials Committee shall seat all duly elected delegates of each precinct who are present. In the event that the total registered

delegates and alternates are less than the total allotted to the precinct, all shall be seated. Otherwise, alternates shall be seated in ranking order.

- B) Vacancies shall be filled by the alternates in the order in which they were ranked by the Precinct Caucus; if not ranked, they shall be seated by vote of the seated delegates. If a tie vote arises, the chair shall appoint, by coin toss, one of the alternates who participated in the tie. The alternate so elected may subsequently vote in the election to fill the next vacancy.
- C) If a delegate arrives late, the delegate shall assume the seat of the lowest ranked alternate. A delegate may be seated at any time, unless balloting is in progress.
- D) If a precinct has any vacancies that can't be filled by an alternate from the same precinct, the vacancy shall not be filled.

Section 4: Quorum

A quorum at any convention shall consist of twenty (20) percent of the total number of delegates elected at the precinct caucuses within the district. Once established, it shall prevail until adjournment of the convention.

Section 5: Election of delegates to the State Convention

Delegates and alternates to the Republican State and Congressional District Conventions shall be elected in accordance with the laws of the State of Minnesota and the State Republican Constitution, and shall continue as such until their successors are elected. Delegates and alternates shall be elected by Congressional District at the BPOU convention. Alternates shall be ranked for seating purposes at these conventions.

Section 6: Endorsement

A motion to endorse will be in order at any BPOU convention in the years when these elections occur. This motion must carry by a majority vote.

- A) The BPOU Convention may endorse a candidate for office of State Senator. Endorsement shall be by sixty (60) percent of the valid ballots cast, providing this number exceeds 50 percent of the total seated delegates and alternates as of the last Credentials committee report preceding the vote. The definition of a valid ballot is defined in the Republican Party of Minnesota Constitution.
- B) A Sub-Caucus of a BPOU Convention or a separate convention of the delegates from State House Districts 54A or 54B may each endorse a candidate for State Representative. If endorsement is by a separate convention, agenda of said convention shall be limited to the endorsement of these candidates only. Endorsement shall be by sixty (60) percent of the valid ballots cast, providing this number exceeds 50 percent of the total seated delegates and alternates as of the last Credentials Committee report preceding the vote. The definition of a valid ballot is defined in the Republican Party of Minnesota Constitution.
- C) A BPOU Convention may provide for a non-binding advisory endorsement to candidates for State or Federal office. Endorsement shall be by sixty (60) percent of the valid ballots cast. For non-binding advisory endorsements, there shall only be one ballot per office. With agreement of the Convention, a non-binding straw poll may be taken for any of these offices, and the final tally of the ballot will be made part of the record of the convention.

Article VIII-Congressional District Relationship

Section 1: Congressional District Committee

As the Republican Committee of the 2nd and 4th Congressional Districts may provide, representation from the BPOU on the Congressional District Full Committees shall be in the following order, on a volunteer basis and with approval by the Executive Committee:

- A) BPOU Chair
- B) House district chairs: if there is position for only one, lots shall be drawn as to which shall serve for a period of one year. Then, the other shall serve for a year or until the expiration of his/her term, whichever comes sooner.
- C) BPOU Deputy Chair
- D) House District Vice-Chairs
- E) BPOU Secretary
- F) BPOU Treasurer
- G) At large delegate elected to executive committee from each Congressional District

Section 2: Alternates

Should (any of) the designated representative(s) be unable to attend any CD2 or CD4 meeting, he/she shall arrange for an alternate from the list in Section 1.

Article IX-Vacancies and Removals

Section 1: Vacancies

Vacancies in precinct offices may be filled by appointment of the Executive Committee or, if so directed, by a caucus of Republicans in the affected precinct. Should vacancies occur in the Executive Committee, replacements may be appointed by the remaining members of the Executive Committee.

Section 2: Removals

An officer of the Executive Committee may be removed from office by a two-thirds (2/3) vote of all members of the executive committee provided that the officer in question is furnished with a fourteen (14) day notice, in writing, of the charges that may warrant removal. Further, the officer in question shall be entitled to respond to these charges in person or in writing prior to the vote to remove.

Section 3: Attendance

If a member of the Executive Committee is absent without cause from more than three (3) consecutive meetings, this person shall be subject to the removal provisions outlined in Section 2 of this Article.

Section 4: Cause for Removal

It is the duty of all Executive Committee members to support Republican endorsed candidates. Should any member of this body actively and publicly campaign against a Republican endorsed candidate, that member may be removed from the Executive Committee in accordance with the provisions of Section 2.

Section 5: Conflict of Interest

Any elected member of the Executive Committee who announces their candidacy for Federal or State elected public office shall be placed on immediate leave of absence and if he/she receives endorsement or runs in the Primary Election he/she shall resign their position on the Executive Committee.

ARTICLE X Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the BPOU in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Republican Party of Minnesota, this Constitution, the statutes of the State of Minnesota, or any special rules of order the BPOU may adopt.

Article XI- Amendments

Section 1: Time Period

This constitution shall become effective immediately upon adoption by a majority vote of the BPOU Convention.

Section 2: Constitution Committee

The Executive Committee shall be members of the standing Constitution/By-Laws Committee defined in Article IV. By-laws may be adopted and amended by a majority vote of the Full Committee.

Section 3: Amendments

This Constitution may be amended by two-thirds (2/3) vote of the delegates present at any BPOU convention, provided that the proposed amendments are first referred to the Constitution Committee in writing and signed by the author. The official convention call must indicate the constitutional amendments to be considered. Amendments that are editorial in nature, for purposes of grammar, clarity or style, may be made by the Constitution Committee at any time. The Secretary will maintain a current copy.