

**CONSTITUTION AND BYLAWS
OF THE
WINONA COUNTY
DEMOCRATIC-FARMER-LABOR PARTY**

Preamble

This Constitution and its Bylaws are adopted for use by residents of Winona County who support the principles of a representative, effective, and responsible party organization to sustain and advance the principles of liberal democracy and uphold civil liberties, civil rights and constitutional government, by promoting election to public office of candidates who support those principles, and to assist the First Congressional District Democratic-Farmer-Labor, the Democratic-Farmer-Labor Party of Minnesota and the National Democratic Party.

Article I.

OUR PARTY

Section 1. Name. The name of this organization is the Winona County Democratic-Farmer-Labor Party ("DFL").

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

Section 3. Eligibility for Party Office. Persons who meet the membership requirements of Article I, Section 2 are eligible for election to any party office, except by Article III, Section 3. There shall be no age requirements for party office save where prescribed by law.

Section 4. Affirmative Action, Outreach, and Inclusion

This organization accepts the principles of affirmative action, outreach, and inclusion, stated in the DFL State Constitution, Bylaws, and Call.

Section 5. Purpose. The purpose of the Winona County DFL Party shall be to promote the shared values of our Winona County Democratic-Farmer-Labor Party and to elect candidates to public office who represent those values. Those shared values are embodied by our State Platform and Action Agenda, this document, the Constitution and Bylaws of the First Congressional District DFL, the Constitution and Bylaws, and Rules of the Minnesota Democratic-Farmer-Labor Party, and by The Charter and the Bylaws of the Democratic Party.

Section 6. Organizational Culture

Winona DFL party officers shall foster and encourage a culture of engagement, civility, safety, and inclusion

among all individuals participating in official party activities.

Article II.

SUBORDINATION

This Constitution is subordinate to the pertinent election laws of the United States and of Minnesota and to the pertinent parts of the Constitution and Bylaws of the First Congressional District DFL and the State DFL Party, and the DFL Call.

Article III.

ORGANIZATION AND ADMINISTRATION

Section 1. County Convention.

A convention shall be held each even numbered year.

Subsection A. Authority.

The county convention shall be the governing body of the county party.

Subsection B. 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.

Subsection C. Membership.

The Winona County Convention shall be composed of precinct delegates, upgraded alternates, County Chair, County Vice Chair, and Distinguished Party Leader Delegates as defined in the State DFL Constitution, who reside within Winona County. A majority of the delegates and upgraded alternates registered at the convention shall constitute a quorum.

Subsection D. Business.

The county convention shall:

- a. Elect party officers
- b. Elect State/Congressional Convention delegates and alternates
- c. Elect State Central Committee members and alternates
- d. Consider Resolutions
- e. Consider amendments to this Constitution
- f. Conduct any other party business that properly comes before it.

Section 2. Central Committee.

The Central Committee shall be the governing body between conventions. The Central Committee shall consist of Executive Committee members and Precinct Chairs elected at each precinct caucus in every even numbered year. In the absence of their precinct chair the two precinct vice-chairs, according to their rank of election (#1 and #2), shall represent their precinct.

Subsection A. Meetings.

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

Subsection B. Endorsements.

In the absence of any direction to the contrary by the County Convention, the Central Committee may endorse candidates between conventions. Every ballot shall be a test of a quorum.

Subsection C. Dismissal for Cause.

The Central Committee may dismiss a member for cause on grounds of clear malfeasance or nonfeasance in office. For such dismissal, a two-thirds majority vote of the total membership is required, but only after the member is given thirty (30) days written notice specifying the cause and is granted a hearing.

Subsection D. Filling Vacancies.

A vacancy occurs for the following reasons: resignation, death, change of residence to a jurisdiction other than the one from which they were elected or dismissal for cause. A majority vote of a quorum at a properly conducted meeting is sufficient to declare a vacancy. The Central Committee by a majority vote of a quorum may fill such vacancy only at a meeting properly called after notice of intent to elect. Only those vacancies specified in the meeting notice may be filled at that meeting. Vacancies shall be filled within sixty (60) days of their occurrence.

Section 3. Executive Committee.

The Executive Committee shall be the governing body between Central Committee meetings. The Executive Committee shall consist of a Chair, Vice Chair (of different gender identity than the Chair), the Outreach and Inclusion Officer, Secretary, Treasurer, Data and Technology Officer, Communications Officer, between eight (8) and nineteen (19) directors (not less than four of whom shall be from the City of Winona and not less than four of whom shall be from the other political units of Winona County) with equal division of gender identity of the Directors as required by the State DFL Constitution, the State Central Committee members and alternates elected by the Winona County DFL, and any State Central Committee member or alternate living in Winona County. In addition any qualifying student-led secondary or post-secondary school Democratic Party organization that bases itself in Winona County shall each elect two voting Executive Committee members in accordance with their constitution. (If their constitution, charter, or similar organizing document does not specify, the two

highest ranking student leaders shall be the voting members, they must reside in Winona County, and must not be of the same gender identity), qualifying organizations shall be listed in the Bylaw below. The quorum for Executive Committee meetings is 5 of its members. In determining whether a quorum is present, persons who are members of the body only by virtue of holding an office of a higher level Party body shall not be included when counting either members required for a quorum or members present to achieve a quorum.

Bylaw. Qualifying Secondary and Post-Secondary Organizations

1. To qualify, an organization must be student lead, have a constitution, charter, or similar organizing document and be in good standing with their educational institution.
2. The following organization(s) may elect representatives to the Winona County DFL Executive Committee: Winona State College Democrats.

Subsection A. Officers and Their Duties

a. Chair It shall be the duty of the Chair to open the County Convention (following procedure in the Official Call) and preside at meetings of the Winona County DFL Central Committee and Executive Committee. The Chair shall be an ex-officio member of all county committees, including the three Standing Committees. It shall further be the duty of the Chair to perform all other duties incident to the office.

b. Vice Chair. The Vice Chair shall preside at Central and Executive Committee meetings and the County Convention in the absence of the Chair. It shall further be their duty to assist the Chair in the discharge of their duties. The Vice Chair shall be an active member of at least one standing committee.

c. Outreach and Inclusion Officer. It shall be the duty of the Outreach and Inclusion Officer to ascertain if the Winona County DFL is in compliance with all outreach, inclusion, and affirmative action policies of the Congressional District DFL and State DFL, and make regular reports to the central and executive committees about Winona County DFL's compliance. The Outreach and Inclusion Officer shall Chair the Outreach Committee.

d. Secretary. It shall be the duty of the Secretary to preserve the minutes, roll of membership, and attendance records of all proceedings of the Executive and Central Committee. The Secretary shall, at the direction of the Chair, notify members of the Executive and Central Committees of meetings of the organization. It shall further be the duty of the Secretary to perform all other duties usually incident to the office of secretary. The Secretary shall be an

active member of the Communications and Education Committee.

e. Treasurer. The Treasurer shall have charge of the funds of this organization, and shall make no disbursements thereof without authority of the Executive Committee, and written approval of the Chair. It shall further be the duty of the Treasurer to perform all other duties usually incident to the office of Treasurer. The Treasurer shall be an active member of at least the Finance and Fundraising Committee.

f. Data & Technology Officer. The Data & Technology Officer shall help maintain the unit's electronic records (in coordination with the Secretary), shall be responsible for administration of the unit's website, shall attend any State Party trainings regarding data and technology matters and report back and train interested Winona DFL party members, and shall assist with the holding of any virtual meetings. The Data & Technology Officer shall be an active member of the Communications and Education Committee.

g. Communications Officer. The Communications Officer shall manage the digital presence of the unit, be responsible for maintaining and keeping current the content on the unit's website, update the unit's social media presences, distribute the unit's newsletter (if any), email updates to the membership, maintain contact with the State Party's communications office, be responsible for promulgating the notices and press releases that may be required of the unit as set forth in the Official Call, and, at the direction of the unit Chair and in coordination with the secretary, notify members of the central or executive committee of meetings. The Communications Officer shall Chair the Communications and Education Committee.

h. Directors. The Directors shall be active members of the three Standing Committees; each Director shall be active on at least one Standing Committee.

Subsection B. Standing Committees. There shall be three Standing Committees which shall be activated and have their Chairs selected by the Executive Committee at its first meeting after the Convention. Membership on the Standing Committees will be determined by the Executive Committee and may include any DFL party member within Winona County. The Executive Committee may also establish additional committees as it determines to be appropriate to execute the business of the Standing Committees, the Executive Committee, the Central Committee, and the organization, and shall designate members to chair and serve on those committees. All committees in this subsection are responsible to the Executive Committee and any committee's

consequential actions must be approved by the Executive Committee before implementation. The Winona County Chair shall ensure that the committee responsibilities are carried out and that there is adequate participation on all committees.

Bylaw. A consequential action is defined as, but not limited to, planning an event where spending will exceed \$150, where a party policy or procedure is being altered, or holding an event where candidates, of any party level, not yet endorsed are to appear before an endorsement decision has been made. The Winona County Chair and Vice Chair will help determine if an action should be deemed consequential.

1. Finance and Fundraising Committee

- a. The Treasurer shall be a member of this committee.
- b. This committee shall prepare and submit a biennial budget for the operational expenses of the party.
- c. This committee shall organize and carry out all activities necessary to fund the budget.

2. Outreach Committee

- a. This committee shall be chaired by the Outreach Officer.
- b. This committee shall search for candidates for Winona County DFL party office.
 1. It shall also aid Senate Districts within its jurisdiction in the search for candidates to be elected to public office.
- c. This committee shall work in consultation with the Chair and Vice Chair, Executive Committee, and campaigns with jurisdiction in Winona County to:
 1. Engage in volunteer recruitment and recognition.
 2. Develop voter identification practices.
- d. This committee shall promote the DFL Party at events organized by the committee, and aid the other committees to promote the party at all Winona DFL Party events.
- e. This committee shall propose changes in county unit policies to ensure compliance with all outreach, inclusion, and affirmative action policies of the Congressional District and State Parties.

3. Communications and Education Committee

- a. This committee shall establish and maintain intraparty communications.
- b. This committee shall be responsible for all publicity.
- c. This committee shall be responsible for all activities involving public education.
- d. This committee shall be responsible for all activities involving platform development.
- e. This committee shall help educate new, current, and future members on the DFL Party's processes

- f. This committee shall be responsible for maintaining the Winona County DFL Constitution and Bylaws, and proposing updates when it and the Executive Committee deem them necessary.
- g. This Committee shall assist the Communications Officer to perform the duties of their office.
- h. The Communications Officer shall chair the committee.

Subsection C. Meetings.
The Executive Committee shall meet at least four (4) times per year. Meetings may be called by the Chair or by one-eighth the membership of the committee.

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 IV.
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, 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 Chair prior to the meetings of the Executive and Central Committees and shall be included in all notices.

Section 3. 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 4. 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 5. Amendments and Supersedes. This Constitution may be amended by a majority vote of the delegates and upgraded alternates at the Winona County Convention and will supersede all previous Constitutions and Bylaws of the Winona County Democratic-Farmer-Labor Party. Amendments will take effect immediately after adoption. A copy of this constitution shall be filed with the State DFL Party Office

BYLAWS
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Bylaw I. Disbursements and Reimbursements

The Treasurer, under the direction of the Chair, may make disbursements and reimbursements up to \$150.00 per County activity. All disbursements and reimbursements over \$150.00 per County activity require the approval of the Executive Committee. For the purpose of approving disbursements and reimbursements, the Executive Committee may vote by phone or email.

Bylaw II. Conflicts of Interest
No officer or member of the Winona County DFL Central, Executive, or any subordinate committees should vote on matters in which they have a direct financial interest. In such matters, members of the Central, Executive, or subordinate committees should disclose the direct financial interest and should recuse themselves from any vote on said matters before the Central or Executive committee. Direct financial interest shall include benefit to self, immediate family, or interest in a business, campaign, or nonprofit.

We hereby attest that this Constitution was amended by the Winona County DFL on April 13, 2024.

County Chair

County Vice Chair

County Secretary
