

**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.
THE 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 Democratic-Farmer-Labor Party of Minnesota. No person may vote on any motion, resolution, nomination, or election at any caucus, convention, meeting, or conference of the Democratic-Farmer-Labor Party who is a member of any other political party.

Section 3. Eligibility for Party Office. Party office is open to any DFL member, as defined above, who meets the eligibility criteria for the position sought.

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 is 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 will 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. Authority.**

The county convention is the governing body of the county party.

Section 2. Annual Constitutional Meetings.

The Winona County Democratic-Farmer-Labor Party will hold annual constitutional meetings: a convention in the even-numbered years and a Business Conference in the odd-numbered years.

Subsection A. Notice.

Subject to the directives and determinations of the Executive Committee, the Chair will notify the membership of the appropriate constitutional body of the place, date, and time of the district's constitutional meetings. Such notices shall be distributed at least ten days before any constitutional meeting. Distribution shall be by U.S. mail or in person at the discretion of the chair, and may be sent electronically to the verified email address of a member if the member opts to receive an electronic notice.

Subsection B. Membership.

1. County Convention.

The Winona County Convention is composed of precinct delegates, upgraded alternates, County Chair, County Vice Chair, and Delegates-at-Large as defined in Article IV of the State DFL Constitution, who reside within Winona County. A majority of the delegates and upgraded alternates registered at the convention will constitute a quorum.

2. Business Conference.

The voting members of the business conference are the executive committee and the precinct chairs, with their vice chairs serving as alternates. The quorum for a business conference is the same as that for a meeting of the central committee.

Subsection C. Business.

1. Convention.

The business of the county convention held each even-numbered year includes:

- a. Electing between eight (8) and nineteen (19) directors
- b. Electing State/Congressional Convention delegates and alternates
- c. Electing State Central Committee members and alternates
- d. Selection of platform resolutions to forward for possible consideration by the State Convention
- e. Consideration of resolutions on local issues.
- f. Consideration of amendments to this Constitution
- g. Conducting any other party business that properly comes before it.

The convention must not adjourn until the elections of State Convention delegates and alternates are complete.

2. Business Conference.

The business of the business conference held each odd-numbered year includes:

- a. Electing party officers of chair, vice chair, outreach officer, secretary, treasurer, communications officer, and data and technology officer
- b. Consideration of resolutions on local issues
- c. Conducting any other party business that properly comes before it.

Section 3. Central Committee.

The Central Committee is the governing body between conventions. The Central Committee consists 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), will represent their precinct.

Subsection A. Precinct Leadership.

Each precinct in Winona County will elect a precinct chair, and two vice chairs, at least one vice chair must not be of the same gender-identity as the precinct chair. The precinct chair and vice chairs are responsible for organization of the precinct for the party. The precinct chair and vice chairs may convene regular meetings of the DFL members in their precinct to consider the business of the party. The precinct chair serves as a voting member of the central committee, with the vice chairs (ranked #1 and #2) serving as their alternate.

The duties of the precinct chair (with help from the vice chairs) include the following:

- a. a canvass of residents to ascertain their party affiliation, with a record thereof;
- b. distribution of campaign literature;
- c. registration of all voters who can be expected to support the party;
- d. and organization of committees to get the party vote to the polls.

Subsection B. Meetings.

The Central Committee must 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 C. Letters of Support.

A DFL letter of support may be issued to a candidate or candidates for nonpartisan public office as prescribed by Article IV of the State DFL Constitution and Bylaws. Only residents of the area in which an election will occur may vote to issue letters of support in that election.

Subsection D. 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 E. Resignation by Unexcused Absence.

Any officer or director of the executive committee who shall have three consecutive unexcused absences from executive and/or central committee meetings of the caucus, if notified before a third consecutive unexcused absence from either or both committee(s), is considered as resigned, and the position declared vacant. This notice will be included as part of the absent individual's official meeting notice.

Subsection F. 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 must be filled within sixty (60) days of their occurrence.

Subsection G. Committees.

Membership on Committees in this subsection will be determined by the Executive Committee and may include any DFL party member within Winona County.

1. Standing Committees. Standing Committees may be established in the bylaws to aid in performing the ongoing work of the organization.

2. Other Committees. The Executive Committee may also establish additional ad hoc committees as it determines to be appropriate to execute the business of the organization, and shall designate members to chair those committees.

Bylaw. Standing Committees. The following Standing Committees are established to aid in performing the work of the organization: Finance and Fundraising, Outreach and Inclusion, and Communications and Education. All committees are subordinate to the Executive and Central Committees and any standing committee's consequential actions must be approved by the Executive Committee before implementation. Standing Committees may establish subcommittees to help aid in the execution of their duties. The Winona County DFL Chair, with aid from the Executive Committee, will ensure that the committee responsibilities are carried out. The governance of the standing committees is as follows:

1. Outreach and Inclusion Committee

- a. This committee shall be cochaired 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
 3. Recruit leadership for each precinct.
- d. This committee shall schedule and assist with planning and implementation of 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.

2. Finance and Fundraising Committee

- a. The Treasurer shall be a co-chair of the committee.
- b. Responsibilities of the Finance and Fundraising Committee shall include but not be limited to: be to aid the Treasurer in preparing an annual budget, help to plan and participate in any fundraising activities,
 - a. The Treasurer shall be a member of this committee.
 - b. This committee shall prepare and submit an annual budget for the operational expenses of the party.

- c. This committee shall organize and carry out all events and activities necessary to fund the budget.

3. Communications and Education Committee

- a. The Communications Officer shall be a co-chair of the committee.
- b. This committee shall establish and maintain intraparty communications such as, but not limited to, mailings and other forms of correspondence.
- c. This committee shall be responsible for all publicity such as, but not limited to, social media platforms and the website.
- d. This committee shall be responsible for all activities involving public education.
- e. This committee shall be responsible for all activities involving platform development.
- f. This committee shall help educate new, current, and future members on the DFL Party's processes
- g. 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.
- h. This Committee shall assist the Communications Officer to perform the duties of their office.

Bylaw. Consequential Action. 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.

Section 4. Executive Committee.

The Executive Committee is the governing body between Central Committee meetings. The Executive Committee consists of the 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 will be from the City of Winona and not less than four of whom will 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 will 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 will be the voting members, they must reside in Winona County, and

must not be of the same gender identity), qualifying organizations will 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 must 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-led, have a constitution, charter, or similar organizing document and be in good standing with their educational institution.
2. The following organization(s) currently qualify as stated above and may elect representatives to the Winona County DFL Executive Committee: Winona State College Democrats.

Subsection A. Officers and Their Duties

a. Chair. It is 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 is an ex-officio member of all county committees. It will further be the duty of the Chair to perform all other duties incident to the office.

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

c. Outreach and Inclusion Officer. It will 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.

d. Secretary. It will 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 will, at the direction of the Chair, notify members of the Executive and Central Committees of meetings of the organization. It will further be the duty of the Secretary to perform all other duties usually incident to the office of secretary.

e. Treasurer. The Treasurer will have charge of the funds of this organization, and will make no disbursements thereof without authority of the

Executive Committee, and written approval of the Chair. The Treasurer will prepare an annual budget. It will further be the duty of the Treasurer to perform all other duties usually incident to the office of Treasurer.

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

g. Communications Officer. The Communications Officer will manage the digital presence of the unit, be responsible for maintaining and keeping current the content on the unit's website, monitor and 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, ensure review of external communications by a minimum of two committee members prior to publication, and, at the direction of the unit Chair and in coordination with the secretary, notify members of the central or executive committee of meetings.

h. Directors. Each Director will minimally be an active member on at least one Standing Committee. Directors will also aid in recruitment of precinct leadership and other volunteers to WCDFL by developing and recommending a plan with Precinct Chairs to the Chair. The Chair may direct Directors to implement aspects of an approved plan for recruitment of new members.

i. Deputy Officers. A member of the executive committee may be designated by a majority vote of the Executive Committee as a deputy officer for any of the party officers listed above except for chair, vice chair(s), and any directors. Such designated deputies will assist the relevant officer and will assume the duties of the relevant officer if the office becomes vacant. The deputy will relinquish the duties of the relevant office upon the filling of the vacancy of the relevant office.

Subsection B. Meetings.

The Executive Committee will 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 5. Terms of Office. The term of any party officer begins at the adjournment of the convention or meeting at which they were elected. They will 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 will 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, will 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 will be prepared by the Chair prior to the meetings of the Executive and Central Committees and will 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 will 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, is 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 must be filed with the State DFL Party Office

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

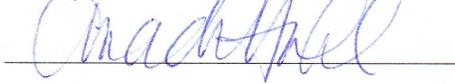
No officer or member of the Winona County DFL Central, Executive, or any subordinate committees should vote on matters in which they have a direct financial interest. In such matters, members of the Central, Executive, or subordinate committees should disclose the direct financial interest and should recuse themselves from any vote on said matters before the Central or Executive committee. Direct financial interest includes 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 February 28, 2026.

County Chair



County Vice Chair



County Secretary

