



# DUNN COUNTY DEMOCRATS

## CONSTITUTION OF THE DUNN COUNTY DEMOCRATS

### ARTICLE I MISSION

The mission of the Dunn County Democrats (DCD) is to promote the platform and resolutions of the Democratic Party of Wisconsin (DPW) and the Democratic National Committee (DNC), ultimately helping to elect Democrats to public office. The DCD will work with other groups that support the goals and priorities of the Democratic Party. In addition, the DCD will strive to educate the general public on the issues facing the community, the state and the nation.

The Dunn County Democrats organization will be consistent with and defer to the Constitution of the DPW in the absence of specific rules in this County Constitution.

### ARTICLE II MEMBERSHIP

Any resident of Dunn County qualifying for membership in the Democratic Party of Wisconsin and having paid the annual membership dues qualifies as a voting member of the Dunn County Democrats. Such a person is automatically a member of both the Dunn County Democrats and the DPW. A current membership list will be available at each Board and General Membership meeting.

### ARTICLE III EXECUTIVE BOARD AND ELECTION OF OFFICERS

- Section 1 The Executive Board** shall consist of Chair, Vice-Chair, Secretary, Treasurer and three at-large members, and three alternate at-large members, and shall serve in an administrative role.
- Section 2 Standing committees** shall function under the direction of the Executive Board.
- Section 3** Standing committees shall include: Membership; Communications; Outreach; and Fundraising and Event Planning. Additional ad hoc committees may be added at the discretion of the Executive Board.
- Section 4 Three consecutive absences from Board and/or General Membership meetings** may be considered a resignation from the Board.
- Section 5 In the event of a vacancy on the Executive Board**, the Board will appoint a replacement to complete the term.
- Section 6 The Executive Board will appoint a three-member audit committee** annually in January to review DCD expenditures and receipts, reporting to the Board and to the General Membership their findings.
- Section 7 Nomination and Elections of Officers and At-Large Members**
- A. Elections shall be held in November or December of even numbered years by voting members of the DCD.
  - B. Terms shall be for two years commencing January 1 following the election.
  - C. A Nominating Committee, consisting of at least three members, will be solicited from general membership volunteers and by recommendations of the Board members at least two months before the election.
    - 1) The Nominating Committee shall present the slate of candidates at the election meeting and prepare paper ballots in case of a secret ballot.
    - 2) Nominations also will be taken from the floor at the biennial election meeting.
    - 3) Nomination must have prior consent of the nominee. Failure to obtain prior consent shall invalidate the election of a person so nominated.
  - D. Officers, at-large members, and candidates for office must be dues paying members of the Dunn County Democrats.



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- E. Notice of election meetings shall be posted on the website and communicated to the members electronically and/or by U.S. mail to the membership no later than ten days before the scheduled meeting.
- F. All memberships must be turned in to the treasurer prior to the election meeting and shall be used as a registration list for the election. A person's legal or voting residence shall be used to determine eligibility for voting membership in the county.
- G. If there is more than one candidate for an office, election shall be by secret ballot. Votes shall be tallied by a committee appointed by the DCD chair.
- H. Election of DCD officers, at-large members and at-large alternates shall require a majority of those present and voting.

### ARTICLE IV DUTIES OF OFFICERS AND AT-LARGE BOARD MEMBERS

#### Section 1 The Chair will:

- A. Preside at meetings of the Executive Board and of General Membership meetings.
- B. Prepare agendas for each meeting to be included with advance notice of the meetings.
- C. Attend County Chair Association and 3rd Congressional District (CD) Executive Committee Meetings.
- D. Serve as the primary contact with the DPW and the 3rd CD.
- E. Submit delegate names to the DPW and the 3rd CD, with the assistance of the Vice Chair.
- F. In consultation with members of the Executive Board and in accordance with established deadlines and procedure, recommend poll workers to city and township clerks, striving to have at least one Party member at each polling place.

#### Section 2 The Vice Chair will:

- A. Assist the Chair in his/her duties.
- B. Preside at meetings in the absence of the Chair, and
- C. Will assume the Chair position in the event of a vacancy. In the event of such a vacancy, a replacement for the Vice-Chair will be confirmed by the general membership at the next general membership meeting.

#### Section 3 The Secretary will:

- A. Take minutes at all Executive Board and General Membership meetings.
- B. Prepare and present the secretary's report at Executive Board and General Membership meetings.
- C. Work with the Communications Committee to ensure the DPW has up-to-date contact information for Executive Board members on the DPW website.
- D. Maintain an email list of all members to facilitate electronic communications.
- E. Send out (or designate another member to send out) meeting notification and draft minutes by email at least seven days before a meeting and a one day email reminder of meetings.

#### Section 4 The Treasurer will:

- A. Keep the financial records of the Dunn County Democrats.
- B. Issue checks and reconcile bank statements.
- C. Prepare and present the treasurer's report at Executive Board and General Membership meetings.



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- D. Coordinate the preparation of an operating budget for approval by the Board and by the General Membership.
- E. Ensure that all expenses presented to the Board for payment receive prior approval either by the Board or General Membership and are consistent with the operating budget. No expenditures will be reimbursed without prior approval.
- F. Ensure reports to the Wisconsin Ethics Committee are filed either personally or by a designee.
- G. Submit records to the Audit Committee on an annual basis.

### Section 5 **At-Large Members will:**

- A. Attend Executive Board and General Membership meetings.
- B. Serve as Board contact for at least one Standing Committee. At-Large Members may serve as chair of such standing committees.

## ARTICLE V STANDING COMMITTEES

**Section 1 The Membership Committee** will focus on member retention and attracting new members.

**Section 2 The Communications Committee** will oversee the website, Facebook, other social media networks, and with the secretary share electronic communication distribution among general membership.

**Section 3 The Outreach Committee** will plan and oversee events to promote and enhance the visibility of the DCD.

**Section 4 The Fundraising and Event Planning Committee** will work within the County to plan special events to raise funds and oversee planning for special events, such as the Dunn County Fair, office operations, and events to promote the Democratic Party and candidates.

**Section 5 Standing Committee chairs** are encouraged to attend Executive Board meetings to regularly report on their efforts, to work collaboratively, and to coordinate efforts.

## ARTICLE VI MEETINGS AND QUORUM

**Section 1 A minimum of six General Membership meetings will be held annually.** Special meetings may be called by the Executive Board, as needed, with appropriate notice given to the membership five days in advance of said meeting.

**Section 2 The Executive Board may meet as needed** to address time-sensitive issues that cannot wait until the next General Membership meeting.

**Section 3 All General Membership meetings** of the Dunn County Democrats shall be open to the public.

**Section 4 Executive Board meetings** will be open to DCD members only. DCD members may present their views on agenda items at the time(s) as established by the Board. Only members of the Board, however, may participate in the deliberations and voting.

**Section 5 The Executive Board** will set the time and place of regular meetings within two months of the Biennial Election meeting.

- A. The first meeting of the newly elected Board shall serve as a planning meeting, incorporating the outgoing Board members and newly elected Board members.
- B. Scheduled meetings shall be posted on the website of the DCD.
- C. Robert's Rules of Order shall be used unless other rules have been adopted by a majority vote. Questions shall be decided by voice vote, show of hands, division of the house, or secret ballot, any one of which may be demanded by a member.



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- D. New business shall be in order at every business meeting.
- E. Email notices of all meetings, Executive Board and General Membership, will be sent to members at least seven days before the meeting, with a reminder one day before meetings.
- F. Regularly scheduled meetings for which notice has been sent shall not be canceled arbitrarily by the chair without consent of the full Executive Board.

### Section 6 Quorums

- A. A quorum for an Executive Board meeting shall consist of at least 50% of the Executive Committee members.
- B. A quorum for a General Membership meeting shall consist of at least 5 members [in addition to members of the Executive Board] or 10% of the membership, whichever is less.

## ARTICLE VII ADOPTION AND AMENDMENTS OF CONSTITUTION

**Section 1 Adoption of this Constitution** shall take place only after two successive readings at either General Membership meetings or meetings especially called and with notice being sent to all members. Adoption shall be by two-thirds vote of members present and will supersede the previous Constitution.

**Section 2 The Executive Board will review the Constitution** of the DCD once every two years to assure consistency with the DPW and to identify/propose amendments.

**Section 3 Amendments to this Constitution may be proposed** by petition signed by 20 percent of the general membership.

**Section 4 Minor corrections of spelling, grammar or punctuation will not require a vote.**

**Section 5 All County Constitution and amendments** must be sent by the Executive Board to state headquarters for approval before becoming effective.

ADOPTED: \_\_\_\_\_

DATE: \_\_\_\_\_

AMENDED: \_\_\_\_\_

DATE: \_\_\_\_\_