

MINNEAPOLIS AREA DFL SENIOR CAUCUS CHARTER

(April 14, 2023, Pending Final State Approval)

PURPOSE: Our purpose, as members of the Minneapolis Area DFL Senior Caucus, will be to promote inclusion as promised by the DFL Constitution. We will work towards the ideals of liberty, justice, and freedom for all regardless of age, gender, race, national origin, religion, sexual orientation, gender orientation and identity or disability. We will work with the State DFL, Chartered DFL Caucuses, and coordinate with the State DFL Senior Caucus to further Legislative and Senior Issues. With this purpose in mind, we establish this Charter.

ARTICLE I NAME

The Name of this organization will be the Minneapolis Area DFL Senior Caucus. (MPLS Area DFL Senior Caucus)

Section 1: MPLS Area DFL Senior Caucus will have a Charter and will be subject to the Charter and Bylaws of the State DFL Senior Caucus, and the State DFL.

ARTICLE II MEMBERSHIP

Section 1: A member of the MPLS Area DFL Senior Caucus will be a member in good standing with the DFL Senior Caucus, and reside in or near the Minneapolis boundaries.

Section 2: Voting members are any members in good standing who attend a published meeting when a vote occurs. All published meetings must follow state meeting laws.

Section 3: Membership shall run from March 1st through the end of the following February.

ARTICLE III OFFICERS

The Executive Board for the MPLS Area DFL Senior Caucus shall have six voting members and will consist of a Chair, Vice-Chair, Secretary, Treasurer, Membership Director, and Political Director for the responsibilities delegated to the Executive Board.

ARTICLE IV Officer Duties

Section 1: The Chair will be the executive officer. He/she will preside over all meetings. The Chair will have the following duties:

- Establish administrative procedures not otherwise provided for in the Charter.
- Act for and on behalf of the Minneapolis Area Senior DFL Caucus.
- Attend all meetings and when unable to attend appoint a suitable replacement and give her/his voting proxy to that replacement.
- Serve as delegation chair to the DFL Senior Caucus state convention.
- Appoint chairpersons to all committees.
- Be an ex-officio member on all committees.
- Be a voting member and a director for the State DFL Senior Caucus.
- Provide a monthly report of activities to the State DFL Senior Caucus Chair.

Section 2: The Vice Chair shall act as Chair if the Chair is absent at a meeting. The Vice Chair shall assist the Chair with a meeting agenda. The Vice Chair will also become Chair if the Chair position becomes open and shall act as Chair until there is a noticed meeting to replace the Chair by membership vote. The Vice Chair shall be considered to be the likely successor to the Chair in a subsequent election. The Vice Chair will work closely with the Political and Membership Directors, and Treasurer on issues in their purview including IT. Additionally will take on tasks in consultation with the Chair.

Section 3: The Secretary shall keep accurate minutes for all meetings of the Executive Board and chapter meetings. The Secretary shall also assume publicity for the Caucus, look over any publications, and assist the Chair. Minutes will be provided to the Executive Board before each meeting from the prior meeting to be approved.

Section 4: The Treasurer shall maintain all financial records for the organization. He/she will also report to the State DFL and or the Campaign Finance Board as needed. The Treasurer will coordinate all financial activities, write checks, make recommendations, deposits, and keep the organization updated by providing a written report to the Board at Chapter meetings to be approved by the membership. The Treasurer will also assist the Membership Director in keeping up with new membership fees to be directly added to the membership list.

Section 5: The Membership Director will have the duties of overseeing the DFL affirmative action policies and will coordinate membership lists with the State DFL Senior Caucus Membership Director. Shall also maintain current membership lists and all member information. With the help of an appointed Membership Committee the Director will be responsible for membership recruiting and organizing.

Section 6: The Political Director will stay informed about candidates and elected officials within the Chapter geography. The Director will stay informed on senior specific and other political issues and legislation at the City, County and State levels affecting the Minneapolis area and will be aware of DFL Party issues and process that impact the Senior Caucus. Additionally, the Political Director will lead the Screening Committee in the endorsement process and recruit members to take assignments. The Director will ensure legitimate endorsements.

ARTICLE V Executive Board

The Minneapolis Area Senior DFL Caucus Executive Board will be the chief policy making body for the Caucus.

Section 1: The Executive Board will have all the responsibilities necessary for the proper and legal execution of all duties of the Minneapolis Area Senior DFL Caucus.

Section 2: The Executive Board will meet no less than (8) times during the course of one fiscal year.

ARTICLE VI General Body

The Minneapolis Area Senior DFL Caucus general body will meet no fewer than eight times during the course of one calendar year.

ARTICLE VII Elections

Section 1: Election of officers will be held at the first meeting held in March of each calendar year. All terms are for two years.

Section 2: The order of elections will be as follows: Chair, Vice Chair, Treasurer, Secretary, Membership Director, and Political Director. No member can hold more than one office per election.

ARTICLE VIII Committees

Section 1: There shall be two standing committees. They shall be the Screening Committee and the Membership Committee.

A: The Screening Committee whose purpose is to screen candidates for public office who seek endorsement and to make a recommendation to the body for endorsement.

B: The Membership Committee whose purpose is to recruit, keep track of membership status, and to communicate regularly with membership.

Section 2: At a spring meeting of the Minneapolis Area DFL Senior Caucus committees will be filled, recruited for, adopted, and passed by members for the year.

ARTICLE IX Candidates

The Minneapolis Area Senior DFL Caucus will not support a candidate running in opposition to an endorsed DFL candidate and will coordinate election activities following the screening committee's report. As a body, the Caucus will work with Labor, other Caucuses, State DFL Senior Caucus, and the Minnesota DFL to assist in aiding the DFL endorsement process.

ARTICLE X Charter Amendments

The Charter will have, in every other year, a committee formed to review the Charter for any changes, recommend amendments, and report to the Executive Board which shall then call for a Charter meeting for the membership to vote on any/all changes. A 2/3 vote of all current and present members is needed to approve any/all changes. These voting meetings will be held in December to provide time to form a committee and give a minimum 14-day meeting notice to all current members.

ARTICLE XI Removal from Office

Section 1: Members holding an office may be removed for cause:

Failure to perform duties

DFL constitutional violations

Section 2: Process:

The person shall be notified of charges

The Executive Board members not included in the charges will form a committee to hear testimony of the person/persons and make a finding. This finding will go to the membership and requires a 60% vote of members present to remove that officer.

Vacancies will be filled at that meeting by the membership either by volunteer, recruited into, or a short speech of two minutes and an election.

ARTICLE XII Member Contributions

The Executive Board shall set a recommended discretionary contribution amount in December of each year, immediately prior to the annual membership drive in late December.

ARTICLE XIV Dissolution

In the event of the dissolution of the Minneapolis Area Senior DFL Caucus, all funds in the Treasury and all other assets and records shall go to the State DFL Senior Caucus after all obligations have been met. All matters that are in conflict with the State DFL Senior Caucus shall be deferred to that body.

ARTICLE XVI Amendments

All matters that are in conflict with the State DFL Senior Caucus shall be deferred to that body. Any changes to the Minneapolis Area Senior Caucus Charter shall be submitted to the State DFL Senior Caucus Board for approval.