

CONSTITUTION
of the
Democratic Party of Sauk County

Adopted November 1, 2007

ARTICLE 1 – NAME

The name of this organization shall be the "**Democratic Party of Sauk County**".

ARTICLE 2 – MISSION

The Democratic Party of Sauk County mission is to provide leadership and support for Democrats and like-minded citizens to translate our ideals into a government that is truly of the people, by the people, and for the people.

ARTICLE 3 – MEMBERSHIP

- Section 1 **Membership** -- Any resident of Sauk County who is eligible for membership in the Democratic Party of Wisconsin is eligible for membership in the Democratic Party of Sauk County, and shall become a member upon payment of dues to, and receipt of such dues by, the Democratic Party of Sauk County, or the Democratic Party of Wisconsin on behalf of the Democratic Party of Sauk County.
- Section 2 **State Party Membership** -- Any member of the Democratic Party of Sauk County is automatically a member of the Democratic Party of Wisconsin and the Congressional District in which they reside.

ARTICLE 4 – MEETINGS

- Section 1 **General Meetings** – General meetings shall be held at times and places set by the Executive Committee, and shall be called by the Chair. General meetings shall be held at least once per calendar quarter. If the Executive Committee fails to schedule a general meeting in a calendar quarter, the Chair shall schedule a general meeting for that calendar quarter. In the event that neither the Executive Committee nor the Chair schedules a general meeting during a calendar quarter, then either (a) the Secretary shall call a meeting upon the filing of a written request by 20 members or 10% of the membership, whichever is less, or (b) the chairperson of the Democratic Party of Wisconsin may call a general meeting in accordance with the Constitution and Bylaws of the Democratic Party of Wisconsin.
- Section 2 **Special Meetings; Events** -- Special meetings shall be held at such times and places as determined by the Executive Committee, and shall be called by the Chair. Other events, such as fundraisers and socials, shall be held at such

times and places as determined by the Executive Committee.

Section 3 **Notice** – Members shall be notified 10 days in advance of a general or special meeting. If the Constitution or Bylaws of the Democratic Party of Wisconsin require that notice of any general or special meeting be given to the Democratic Party of Wisconsin, such notice shall be given in accordance with the Constitution and Bylaws of the Democratic Party of Wisconsin. Notice of events shall be as determined by the Executive Committee. Notice by e-mail shall be deemed sufficient for the purposes of this Section.

Section 4 **Roberts' Rules** -- All business at meetings shall be conducted under Robert's Rules of Order unless other rules have been adopted for the meeting by majority vote. The Chair shall rule on all questions of order, and the Chair's ruling shall be final unless a member present at the meeting demands that the question be determined by majority vote, in which case the question shall be decided by voice vote, show of hands, division of the house, or secret ballot, as determined by the Chair.

Section 5 **New Business** -- New business shall be in order in every general or special meeting.

ARTICLE 5 – ORGANIZATION

Section 1 **Officers** -- The officers of the Democratic Party of Sauk County shall be a Chair, a First Vice Chair, a Second Vice Chair, a Third Vice Chair, a Secretary, a Treasurer and a Membership Secretary.

Section 2 **Duties of Officers** – All officers shall actively participate in the affairs of the Democratic Party of Sauk County. All officers shall, jointly and individually, be responsible for enforcing the observance of this Constitution and for ensuring that the Democratic Party of Sauk County conducts its affairs in accordance with the Constitution and Bylaws of the Democratic Party of Wisconsin, and the rules, requirements, processes, practices and procedures promulgated under this Constitution and/or the Constitution and Bylaws of the Democratic Party of Wisconsin from time to time.

In addition, the officers shall perform the following duties:

Chair The Chair shall call and preside at meetings and special meetings of the Democratic Party of Sauk County, serve as Chair of the Executive Committee, call and preside at meetings of the Executive Committee, serve as an ex-officio member of all committees, represent the Democratic Party of Sauk County in the County Chair Association, perform such duties as may be required of the Chair under this Constitution, perform such duties as may be required of a county chair by the Democratic Party of Wisconsin and/or the County Chair Association from time to time, and perform such additional duties as may be delegated from time to time by the Executive Committee.

First Vice Chair The First Vice Chair shall act as Chair if the Chair resigns, is absent or is unable to act from time to time, represent the Democratic Party of Sauk County in the County Chair Association, perform such duties as may be required of a county vice chair by the Democratic Party of

Wisconsin and/or the County Chair Association from time to time, and perform such additional duties as may be delegated from time to time by the Executive Committee.

Second Vice Chair The Second Vice Chair shall act as Chair if the Chair and the First Vice Chair resign, are absent or are unable to act from time to time, and perform such additional duties as may be delegated from time to time by the Executive Committee.

Third Vice Chair The Third Vice Chair shall act as Chair if the Chair, the First Vice Chair and the Second Vice Chair resign, are absent or are unable to act from time to time, and perform such additional duties as may be delegated from time to time by the Executive Committee.

Secretary The Secretary shall keep an electronic and hard copy record of the proceedings of meetings and special meetings of the Democratic Party of Sauk County, and of meetings of the Executive Committee, keep all books and records of the Democratic Party of Sauk County, perform such duties as may be required of the Secretary under this Constitution, perform such duties as may be required of a county secretary by the Democratic Party of Wisconsin and/or the County Chair Association from time to time, and perform such additional duties as may be delegated from time to time by the Executive Committee.

Treasurer The Treasurer shall receive and disburse funds belonging to the Democratic Party of Sauk County in accordance with rules, requirements, practices, processes and procedures governing receipt and disbursement of funds, creation of bank accounts, and other matters relating to the financial affairs of the Democratic Party of Sauk County, as established by the Executive Committee from time to time, keep an account of all dues, receipts and expenditures, perform such duties as may be required of the Treasurer under this Constitution, perform such duties as may be required of a county treasurer by the Democratic Party of Wisconsin and/or the County Chair Association from time to time, and perform such additional duties as may be delegated from time to time by the Executive Committee.

Membership Secretary The Membership Secretary shall keep an accurate, current record of the name, address, telephone number, e-mail address and voting unit(s) of all members of the Democratic Party of Sauk County, promote membership recruitment and retention, perform such duties as may be required of the Membership Secretary under this Constitution, perform such duties as may be required of a county membership secretary by the Democratic Party of Wisconsin and/or the County Chair Association from time to time, and perform such additional duties as may be delegated from time to time by the Executive Committee.

Section 3 **Election of Officers**

Term The officers shall be elected for a term of one year.

Election Officers shall be elected no earlier than November 1st and no later than the following December 31st in each year, at a general meeting.

The meeting shall be called by the Chair.

Notice of the meeting shall include the names of candidates proposed for each office by the Nominating Committee.

In the event that the Chair shall fail to call a general meeting for the purpose of electing officers within the period specified in this Section, then either the Executive Committee or the chairperson of the Democratic Party of Wisconsin shall be authorized to call such a meeting as soon as practicable, provided always that the provisions of this Section with respect to notice shall be observed.

The Nominating Committee shall propose the names of one or more candidates for each office. Other candidates may be nominated from the floor at the meeting. Each nomination must have prior consent of the nominee. Failure to obtain prior consent shall invalidate the election of the person so nominated. Nominations may be reopened at any time by a majority vote.

Election of officers shall be determined by a majority of all votes cast at the meeting. A majority for the purpose of this Section shall mean more than one-half of the votes cast.

If there is more than one candidate for office, the Secretary shall prepare ballots, and election shall be by secret ballot. Votes shall be tallied by a committee composed of one member of the Executive Committee and a representative chosen by each candidate for the office in question. If necessary, run-off counts shall be held, eliminating the candidates with the least votes, until a majority for a candidate results.

Vacancy In the event that the Chair resigns or the office otherwise becomes vacant, the Executive Committee shall declare the office vacant and the First Vice Chair shall serve as Chair until a new Chair is elected. The new Chair shall be elected within 60 days after the vacancy at a general meeting, with notice to be given in accordance with this Section.

In the event a vacancy occurs in any office other than the Chair, the Executive Committee shall appoint a person to fill the unexpired term, subject to the approval of the members at the next general meeting.

Section 4 **Executive Committee** – The Executive Committee shall be responsible for the conduct of all business of the Democratic Party of Sauk County between general meetings, and shall generally administer the business affairs of the Democratic Party of Sauk County. The Executive Committee shall consist of the officers of the Democratic Party of Sauk County and any committee chairs appointed by the Chair. Committee chairs shall be nonvoting members. The officers of the Democratic Party of Sauk County shall be the officers of the Executive Committee. The Executive Committee shall establish its own rules for the organization, frequency and conduct of its own meetings.

Section 5 **Nominating Committee** – The Nominating Committee shall propose

candidates for offices of the Democratic Party of Sauk County. The Nominating Committee shall establish its own rules for the organization, frequency and conduct of its own meetings.

The Nominating Committee shall consist of three members of the Democratic Party of Sauk County, elected no earlier than September 1st and no later than the following November 31st in each year, at a general meeting. The meeting shall be called by the Chair.

The Executive Committee shall propose three candidates for the Nominating Committee. Notice of the meeting shall include the names of candidates proposed by the Executive Committee. Other candidates may be nominated from the floor at the meeting.

The three candidates who receive the highest number of votes at the meeting shall be elected.

If there are more than three candidates, the Secretary shall prepare ballots, and election shall be by secret ballot. Votes shall be tallied by a committee composed of one member of the Executive Committee and a representative chosen by each candidate for the office in question.

Section 6 **Other Committees** – The Executive Committee may create other committees from time to time, for such purposes and for such time periods as may be determined by the Executive Committee. Each committee shall act within the authority granted to it by the Executive Committee. Each committee shall establish its own rules for the organization, frequency and conduct of its own meetings, subject to approval by the Chair. Members of committees created by the Executive Committee shall be selected, and may be removed or replaced, by the Chair, with the approval of the Executive Committee.

Section 7 **Bylaws** – The Democratic Party of Sauk County may adopt and amend bylaws consistent with this Constitution, by majority vote from time to time. Bylaws or amendments to bylaws may be proposed by the Executive Committee. Proposed bylaws or amendments to bylaws shall be read at two successive general meetings, and shall be voted upon at a general meeting following the two readings. The proposed bylaws or amendments to bylaws may be voted upon at the second meeting during which the proposed bylaws or amendments to bylaws are read. Proposed bylaws or amendments to bylaws shall be deemed to have been "read" at a general meeting if the text of the proposed bylaws or amendments to bylaws are included in the notice of each meeting at which the proposed bylaws or amendments to bylaws are to be read, copies of the proposed bylaws or amendments to bylaws are given to all members present at the meeting, and the proposed bylaws or amendments to bylaws are discussed in at the meeting.

ARTICLE 6 – DELEGATES

Section 1 **Election** – The Chair shall be a delegate to any congressional district conventions and the state convention. Other delegates for the District convention and the State convention shall be selected in a selected on a fair and equitable basis of representation, within quotas set by the Democratic Party of Wisconsin and in compliance with selection processes and procedures of the Democratic Party of Wisconsin.

Section 2 **Vacancy** -- The Chair shall fill any vacancies to the District and State Convention.

ARTICLE 7 -- FINANCES

Section 1 **Membership Dues** -- Membership dues for any calendar year shall be determined by the Democratic Party of Wisconsin.

Section 2 **Application of Membership Dues** -- Membership dues shall be divided between the Democratic Party of Wisconsin and the Democratic Party of Sauk County as determined by the Democratic Party of Wisconsin from time to time.

Section 3 **Funds, Accounts and Expenditures** -- The Executive Committee shall, from time to time, establish rules, requirements, practices, processes and procedures governing receipt and disbursement of funds, creation of bank accounts, and other matters relating to the financial affairs of the Democratic Party of Sauk County. The rules, requirements, practices, processes and procedures shall conform to sound accounting principles, requirements imposed by the Democratic Party of Wisconsin, and state and federal law and reporting requirements. The general membership shall approve spending limits from time to time for the Chair, the Treasurer and the Executive Committee from time to time, and the Chair, the Treasurer and the Executive Committee shall have the authority to approve expenditures within the spending limits in effect from time to time without approval by the general membership. All expenditures exceeding the spending limits in effect from time to time shall require approval by the general membership at a general meeting.

Section 4 **Solicitation of Funds** -- Funds for the Democratic Party of Sauk County may be solicited from sources other than membership dues, as determined from time to time by the Executive Committee in accordance with the Constitution and Bylaws of the Democratic Party of Wisconsin. No contributions to the Democratic Party of Sauk County, the Democratic Party of Wisconsin, or the Democratic Party shall be solicited by any member of the Democratic Party of Sauk County except as, when and under such conditions as solicitation is authorized by the Executive Committee. Any and all solicitation of funds shall be made in the name of the Democratic Party of Sauk County, and all funds received shall be deposited to the account of the Democratic Party of Sauk County.

ARTICLE 8 -- AMENDMENT

This Constitution may be amended by a two-thirds vote of all votes cast at a general meeting, following reading of the proposed amendment at two general meetings in accordance with this Article.

An amendment to this Constitution may be proposed by the Executive Committee or by a majority vote of the membership present at any general meeting.

The proposed amendment shall be read at two successive general meetings, and shall be voted upon at a general meeting following the two readings. The amendment may be voted upon at the second meeting during which the proposed amendment is read. The proposed amendment shall

be deemed to have been "read" at a general meeting if the text of the proposed amendment is included in the notice of each meeting at which the amendment is to be read, copies of the proposed amendment are given to all members present at the meeting, and the proposed amendment is discussed in at the meeting.

No amendment to this Constitution shall be effective unless approved by the Democratic Party of Wisconsin. The amendment, if adopted and approved by the Democratic Party of Wisconsin, shall be effective as of the date on which it is adopted.

ARTICLE 9 – EFFECT; CONFLICT

Section 1 **Effect** -- This Constitution amends and restates the Constitution of the Democratic Party of Sauk County in its entirety, and shall supercede any previous constitution, motions, resolutions or rules made by the Democratic Party of Sauk County. This Constitution shall be effective as of the date on which it is adopted.

Section 2 **Conflict** -- In an event of any conflict between this Constitution and the Constitution or Bylaws of the Democratic Party of Wisconsin, the Constitution or Bylaws of the Democratic Party of Wisconsin shall control. Any provision of this Constitution which is inconsistent with the provisions of the Constitution or Bylaws of the Democratic Party of Wisconsin from time to time shall be deemed to be amended to conform to the provisions of the Constitution or Bylaws of the Democratic Party of Wisconsin. Any provision of this Constitution which is prohibited by the Constitution or Bylaws of the Democratic Party of Wisconsin from time to time shall be null and void.

ARTICLE 10 -- ADOPTION

This Constitution was adopted on this 1st day of November, 2007, having been approved by the Executive Committee and having been approved by a 2/3 vote of the members at a general meeting duly called to for this purpose.