

Bylaws of Senate District 38 Republican Committee

Article I Jurisdiction

Section 1: Jurisdiction

- A. The jurisdiction of these Bylaws shall be of the organization so named, "Senate District 38 Republican Committee" as stated in the Constitution of this Committee.

Article II Functions

Section 1: Functions

The functions of the Committee shall include the following in conjunction with the Constitution of the Senate District 38 Republican Committee:

- A. The Committee shall have the responsibility to coordinate activities that encompass the entire Senate District 38.
- B. The Committee shall carry out such duties as may be appropriately requested by the State Republican Party of Minnesota Executive Committee and the Third and Fifth Congressional District Republican Committee.
- C. The Co-Chairs of the Committee shall represent Senate District 38 on the Third and Fifth Congressional District Full Committee or send an appropriate proxy from the Executive Committee.
- D. Endorse and recommend candidates for office.
- E. Assist in the election of those endorsed and recommended candidates.
- F. To raise funds in order to assist in election efforts.
- G. To encourage volunteering and participating in campaigns, Voter Identification and Get-Out-The-Vote (GOTV) efforts.
- H. To encourage and support formation and involvement of local Republican-affiliated groups.

Article III Duties

Section 1: Full Committee Duties

- A. Develop lines of communication and rapport with the party organizations throughout Senate District 38.
- B. Hold a minimum of one regular meeting per year. No more than one regular meeting shall be held in any calendar month.

- C. Responsibility for overall supervision and monitoring of broad goals, specific objectives, and plans of Senate District 38.
- D. Assure all Senate District 38 wide programs as requested by the Third and Fifth District Committees are carried out in an efficient and productive manner.

Section 2: Executive Committee Duties

- A. Develop a plan that identifies specific objectives and goals of Senate District 38 including but not limited to a calendar, fundraising goals, and responsibilities of non-standing committees as necessary, and to carry out the directives given by the Full Committee.
- B. Hold a minimum of six regular meetings per year in person, unless the full committee is not allowed to gather in one location. If meeting in person is not feasible, meeting over video conferencing is allowed.
- C. Prepare an annual budget and set fund raising targets and goals.
- D. Appoint a Search Committee to actively recruit Republican candidates for each office in which Republican endorsement or recommendation is granted during election years if needed.
- E. Members of the Executive or Full Committee must immediately disclose any direct financial or campaign related conflict of interest they or their immediate family has with any issue before the Committee and must recuse themselves from the discussion and vote on the issue.

Section 3: Chair Duties and Executive Committee Relationship

- A. The Co-Chairs or his/her designee shall be the official spokesmen for the Senate District. No other member of the Executive Committee may make oral or written statements on behalf of the Senate District without the approval of two-thirds of vote of the Executive Committee.
- B. The Co-Chair or his/her designee shall oversee all activities put on by the Senate District and divide responsibilities as they see fit.
- C. The Co-Chair or his/her designee shall be in regular contact with the Chair of the Congressional Districts and State Party.
- D. The Co-Chair or his/her designee shall create an agenda for each meeting and call meetings unless otherwise designated.
- E. The Co-Chair or his/her designee shall oversee all social media and email communications.
- F. The Co-Chair or his/her designee shall oversee finding a location for all full committee meetings, if at least fifty (50) people are allowed to meet in one third party location.
- G. The Co-Chair or his/her designee shall oversee food at any meeting or event that the executive committee votes to have it available.
- H. The Co-Chair or his/her designee shall plan or partake in three fundraising activities for the Senate District yearly.

Section 4: Secretary Duties

- A. The Secretary or his/her designee shall take minutes in accordance with Roberts Rule of Order of the National Association of Parliamentarians for each meeting.
- B. The Secretary or his/her designee shall have a record of all meeting minutes they have taken that is **accessible to all members of the Executive Committee.**

Section 5: Treasurer Duties

- A. The Treasurer must be informed prior to and about the establishment of any Senate District 38 financial activity.
- B. The Treasurer will be responsible for keeping an up-to-date list of all usernames and passwords for all Senate District 38 financial activities and websites, and to share said information with the Chair, Deputy Chair, and Secretary for record keeping purposes only.
- C. The Treasurer will present a financial report at each meeting.
- D. The Treasurer shall keep accurate data on all individuals who have donated to the Senate District.
- E. The Treasurer shall not hold any other position with any other political organization or campaign.

Section 6: Executive Committee Voting

- A. Executive Committee votes may be taken by email in accordance with the following:
 - 1. All voting members are sent vote together.
 - 2. All votes are received by all members.
 - 3. A voting timeline is provided with the motion.
 - 4. A non-voting response counts as an abstention as long as no other official vote has been sent.
 - 5. Vote cannot be finalized unless 2/3 of the voting members have voted, and the votes of the remaining members would not change the outcome.
- B. Votes may be made over the phone by an Executive Committee member if they are unable to attend a particular meeting in accordance with the following:
 - 1. The member is able to connect with someone at the meeting via phone.
 - 2. The member is put on speaker phone for all to hear.

Article IV

Endorsement and Rescission

Section 1: Executive Committee Action

- A. The Senate District Executive Committee may call a convention for the sole purpose of rescinding the endorsement or recommendation granted to any candidate under the following circumstances:
 - 1. If a candidate lies about material legal, financial, or personal information to the candidate search committee that would disparage, discredit, or bring into disrepute the Senate District 38 Republican Party.
 - 2. If, after endorsement, a candidate is charged with a violation of the law or engages in any legal, financial, or personal conduct that would disparage, discredit, or bring into disrepute the Senate District 38 Republican Party.
- B. A meeting of the Executive Committee to discuss a convention to rescind the endorsement or recommendation must be called when requested by six or more members of the

Executive Committee and must be held no later than seven (7) calendar days after such a request.

- C. The Executive Committee shall give notice of an endorsement or recommendation rescission meeting to the candidate subject to such action immediately upon a meeting being called, and the candidate shall be simultaneously provided with a statement of the allegations. The candidate shall be entitled to be heard in his/her defense at the meeting at which an endorsement or recommendation rescission convention is being considered.
- D. A motion to approve an endorsement or recommendation rescission convention must be approved by a two-thirds vote of the Executive Committee.
- E. If approved, the call for an endorsement or recommendation rescission convention shall be issued at least five (5) days prior to the convention. Convention calls and reports required to be mailed prior to a convention may be issued electronically by email.

Section 2: Endorsement or Recommendation Rescission Conventions

A. Rules for registration and voting at an endorsement or recommendation rescission convention will, to the extent practicable, follow those outlined in the Constitution of the Republican Party of Minnesota, Article 5, Sections 2 and 3.

1. It shall first be determined by a majority vote whether endorsement or recommendation rescission shall be considered.
2. An endorsement or recommendation rescission must receive a 60 percent vote.

B. In the event an endorsement or recommendation rescission of any candidate is approved, the Executive Committee may vote to hold another endorsing convention but is not required to do so.

Article V Amendments

Section 1: Amendment Process

- A. The adoption of the Bylaws at the first convention following redistricting shall not be considered an amendment to the Bylaws.
- B. The Bylaws may be amended by a majority of the seated Delegates and Alternates present at any SD38 Convention or by a $\frac{3}{4}$ vote of the Executive Committee.

Article VI Effective Adoption

Section 1: Adoption

- A. This set of Bylaws became effective upon the unanimous vote of the Executive Committee on 10/10/2023.