

Senate District 60 Bylaws

Passed 6-4-12

Preamble

The purpose of the Senate District 60 Bylaws is to provide the organization with operating procedures and guidelines. The Bylaws shall define responsibilities of Executive Officers, responsibilities of Delegates and Alternates, descriptions of the Standing Committees, and operating procedures for meetings and conventions. The Bylaws are authorized by the Senate District 60's Constitution, adopted March 17, 2012. These bylaws may not conflict with either the Senate District 60 Constitution or the Republican Party of Minnesota Constitution.

Article I

Roles And Responsibilities of Executive Officers

This Article shall define the roles and responsibilities of the elected and appointed members of the Senate District Executive Committee.

Section 1: Senate District Chair:

1. Preside over the Senate District's Full Committee Meetings
2. In the absence of the Senate District Deputy Chair, preside over the Executive Committee
3. Represent the Senate District at Official State and Local functions
4. Facilitate the development of a Senate District Events Calendar
5. Cooperate with other Senate Districts in the 5th Congressional District and throughout the State
6. Nominate Vice Chairs for the Executive Committee's approval
7. Be aware of the Senate District's demographics, geographic, and political boundaries
8. Facilitate the training of the Senate District's leadership
9. Approve expenditures of up to 100\$ from district funds per monthly committee meeting cycle
10. Maintain access to all Senate District Accounts.
11. Read party correspondence and share it with appropriate parties in a timely manner
12. Recruit and promote Republican endorsed candidates
13. Promote the Republican Party within the Senate District

Section 2: Senate District Deputy Chair:

1. Preside over the Senate District's Executive Committee Meetings and the Senate District's Full Committee Meetings in the absence of the Chair.
2. Facilitate, coordinate, and preside over the Senate District's Executive Committee
3. Assist in representing the Senate District at Official State and Local functions
4. Assist in developing and in executing the Senate District's Events Calendar
5. Assist the Senate District Chair in cooperating with other organizations
6. Be aware of the Senate District's demographic, geographic, and political boundaries
7. Assist in the training of the Senate District's leadership
8. Approve expenditures of up to 50\$ from district funds per monthly committee meeting cycle
9. Maintain access to all Senate District Accounts.
10. Assist the Senate District Chair in responding to Party correspondence
11. Recruit and promote Republican endorsed candidates
12. Promote the Republican Party within the Senate District

Section 3: Senate District Secretary:

1. Ensure the Senate District's correspondence is maintained and updated with the State Party
2. Keep minutes of the Senate District's Full Committee and Executive Committee meetings
3. Maintain the Senate District's mailing lists of Delegates and Alternates, Volunteers and Event Participants
4. Assist in representing the Senate District at Official State and Local functions
5. Assist the Vice Chairs in coordinating committee activities
6. Recruit and promote Republican endorsed candidates
7. Promote the Republican Party within the Senate District

Section 4: Senate District Treasurer:

1. Maintain the Senate District's books and report financial status to the Executive Committee
2. Assist in representing the Senate District at Official State and Local functions
3. Assist in developing an annual budget
4. Assist in developing a fundraising calendar
5. Approve expenditures of up to 25\$ from district funds per monthly committee meeting cycle
6. Know the District's geographical and political boundaries
7. Facilitate the training of Senate District leadership with respect to state campaign finance laws
8. Read party correspondence, share with appropriate parties, and respond in a timely manner
9. Promote the Republican Party in such a way as to bring respect to the Party, its issues, and its people
10. Assist in recruiting and promoting Republican endorsed candidates

Section 5: House District Chair:

1. Preside over the House District Committee
2. Represent the House District at Official State and Local functions
3. Assist the development of a House District Events Calendar
4. Know the House District's geographical and political boundaries
5. Facilitate precinct development
6. Read party correspondence, share with appropriate parties, and respond in a timely manner
7. Promote the Republican Party in such a way as to bring respect to the Party, its issues, and its people
8. Recruit and promote Republican endorsed candidates

Section 6: Senate District Vice Chair:

1. Coordinate resources and activities to accomplish assigned tasks and goals as determined by SD Executive Committee.
2. Assist in representing the House District at Official State and Local functions
3. Assist in the development of a Senate District Events Calendar
4. Cooperate with other Senate Districts in the 5th Congressional District
5. Know the House District's geographical and political boundaries
6. Assist the House District Chair in precinct development
7. Promote the Republican Party in such a way as to bring respect to the Party, its issues and, its people
8. Recruit and promote Republican endorsed candidates

Section 7: Senate District State Central Delegate and Alternate Representative(s):

1. Represent the Senate District at Official State and Local functions
2. Know the District's geographical and political boundaries
3. Read party correspondence, share with appropriate parties and respond in a timely manner
4. Promote the Republican Party in such a way as to bring respect to the Party, its issues and, its people
5. Recruit and promote Republican endorsed candidates

Section 8: Other Elected and/or Appointed Senate District Officer Positions:

1. Promote the Republican Party in such a way as to bring respect to the Party, its issues and, its people
2. Recruit and promote Republican endorsed candidates.

Article II

Roles and Responsibilities of Precinct, Congressional and State Delegates and Alternates

This Article shall define the roles and responsibilities of the elected and Delegates and Alternates of Senate District 60.

Section 1: The primary responsibility of delegates and alternates for Senate District 60 shall be to attend the Senate District, the Congressional District, and State Conventions.

Section 2: If a Delegate or Alternate of Senate District 60 is unable to attend a convention, the Delegate or Alternate shall notify the Senate District Chair that they will be unable to attend the convention.

Section 3: Senate District Delegates and Alternates should take an active role in the Senate District and its events. This includes activities such as fundraising, putting up lawn signs, event planning, and volunteering for the Senate District events.

Article III

Operating Procedures for Meetings and Conventions

Section 1: “Roberts Rules of Order, Revised” shall govern the proceedings of all conventions and meetings.

Section 2: All Senate District events should be conducted with respect for the members and attendees.

Article IV

Endorsement

Section 1: Expectation of endorsed candidates or those seeking endorsement:

1. Endorsed candidates, or those seeking endorsement should submit a campaign plan within one month of endorsement including:

- a) Financial plan for campaign
- b) Strategy for making contacts
- c) Platform

2. Endorsed candidates, or those seeking endorsement should submit updated reports to the executive staff containing:

- a) Financial campaign plan
- b) Strategy plan
- c) Platform

Section 2: Expectation of Senate District for endorsed candidates:

- 1. A liaison person from the district assigned to their campaign
- 2. Candidate support