

SEVENTH CONGRESSIONAL DISTRICT REPUBLICAN PARTY OF MINNESOTA
~~2022~~ 2023 BYLAWS

Preamble: The purpose of these Bylaws is to specify the duties and responsibilities of the various Officers and Committees of the Seventh Congressional District Republican Party of Minnesota (RPM).

ARTICLE I: OFFICERS AND DUTIES

Section 1: The duties of the Chair are:

- A. To preside and to maintain the announced order of business at Seventh Congressional District Executive Committee Meetings.
- B. To be an Ex-officio member of all appointed Committees of the Seventh Congressional District except the Nominating Committee.
- C. To appoint members of the various committees that require such appointments.
- D. To be familiar with the Constitutions and Bylaws under which the Seventh Congressional District operates, including Robert's Rules of Order, Newly Revised.
- E. To be authorized to sign checks in the absence of the Treasurer.
- F. To be the only official authorized spokesperson for the Seventh Congressional District or to appoint the only authorized spokesperson.
- G. Make available the Voter I.D., Get Out the Vote and Seventh Congressional District email lists to endorsed candidates only, for promotion of candidacy and fundraising.
- I. Appoint a committee for examining the finances of the Seventh Congressional District RPM before each annual convention and as requested by the Seventh Congressional District Executive Committee.

Section 2: The duties of the Deputy Chair are:

- A. In the absence of the Chair, to preside and to maintain the announced order of business at Seventh Congressional District Executive Committee Meetings.
- B. To be an Ex-officio member of all appointed Committees of the Seventh Congressional District except the Nominating Committee.
- C. To perform duties as may be assigned by the Chair with Executive Committee approval.

Section 3: The duties of the State Party Representative are:

- A. To attend PRM State Executive Committee meetings.

- B. To file written reports with the Seventh Congressional District Executive Committee after each State Executive Committee meeting covering the activities of the State Party, of the other Congressional Districts, and/or of the Minnesota RNC Members.
- C. To perform duties as may be assigned by the Chair with Executive Committee approval.

Section 4: The duties of the Treasurer are:

- A. To be responsible for all funds of the Seventh Congressional District RPM. Checking account(s) shall have two signatories, but only one party is required to sign all checks. A party may not sign a check for which she/he is a payee.
- B. To keep complete and accurate records and accounts of the receipts and disbursements of such funds.
- C. To disburse funds from a budget approved by or as authorized by the Seventh District Executive Committee.
- D. To be bonded in such amount, if any, as established by the Executive Committee.
- E. To submit a detailed itemization of receipts and disbursements and the balances on hand for the relevant period at each Seventh District Executive Committee meeting. At least quarterly, an Officer who does not have check signing authority shall review the bank statements for that quarter.
- F. To comply with all relevant state and/or federal campaign finance regulations and reporting deadlines.
- G. The Treasurer may use available technologies, such as online banking or payment services, to accomplish his/her duties.
- H. To be an Ex-Officio member of the Fundraising Committee to provide guidance on relevant state and/or federal campaign finance regulations related to contributions.

Section 5: The duties of the Secretary are:

- A. To keep the minutes of the Seventh Congressional District Executive Committee and to provide copies to all Committee members and BPOU Chairs, if requested.
- B. To send official notices of meetings along with the next meeting's agenda, at the Chair's request.
- C. To maintain updated contact lists within the district, as provided by individual BPOUs
- D. To keep a copy of all minutes, committee reports and attendance of Executive Committee Members in written or electronic format. These are to be passed on to the next Secretary.
- E. To perform duties as may be assigned by the Chair with Executive Committee approval.

Section 6: The duties of the Vice- Chairs are:

- A. To serve on at least one Standing or Special Committee.
- B. To perform duties as may be assigned by the Seventh Congressional District Chair.

Section 7: The duties of the Senate District Directors are:

- A. To organize their respective BPOU leadership for the express purpose of coordinating the Candidate Search and Endorsing Convention for State House and State Senate Districts. The Senate District Director shall coordinate the affected BPOUs by requesting each BPOU Chair whose BPOU lies in whole or in part within the Senate District to issue the convention call provided by the Senate District Director to the precinct delegates residing in those precincts within that Senate District.
- B. The Senate District Director shall have the additional duty to hold a seat on the Seventh Congressional District board with all those responsibilities stated herein.
- C. To serve on at least one Standing or Special Committee.
- D. To perform duties as may be assigned by the Seventh Congressional District Chair.

ARTICLE II: COMMITTEES

Section 1: Standing Committees for the Seventh Congressional District shall be: Fundraising, Communication, and BPOU Support. The Chair of each Standing Committee shall be appointed by the Chair of the Seventh Congressional District with the approval of the Executive Committee. Membership of the Standing Committees shall include the Committee Chair, and at least four (4) Members, as defined in Article III, Section 1 of the Seventh Congressional District Constitution. Members need not be duly elected Delegates and Alternate Delegates to the District Convention. Each appointee shall be from a different BPOU.

- A. Fundraising Committee shall be responsible for increasing the revenues of the Seventh Congressional district while complying with relevant state and federal regulations.
- B. Communication Committee shall be responsible for the messaging from the Seventh Congressional District, including but not limited to, social media, letters to the editor, and press releases, subject to approval by the Chair per Article I, Section 1 (f). The Communication Committee may implement policies to ensure public communications are in line with the party platform and goals and not that of any individual.
- C. BPOU Support Committee shall be responsible to foster growth and encourage best practices for the success of each BPOU in the Seventh Congressional District. In the

event a BPOU does not have an established Board, the committee will be responsible to identify potential leaders and work towards reorganizing the BPOU.

Section 2: Special Committees

A. Special Committees may be created by the Chair, as needed to further the objectives of the organization. Special Committees may include, but are not limited to, Event, Education, Candidate Search, or Community Outreach.

B. The Chair of each Special Committee shall be appointed by the Chair of the Seventh Congressional District with the approval of the Executive Committee.

C. Membership of the Special Committees shall include the Committee Chair, and at least two (2) Members, as defined in Article III, Section 1 of the Seventh Congressional District Constitution. Members need not be duly elected Delegates and Alternate Delegates to the District Convention. Each appointee shall be from a different BPOU.

ARTICLE III: SEVENTH CONGRESIONAL DISTRICT CONVENTION COMMITTEES

Section 1: Standing Committees for each Convention shall be: Convention and Arrangements, Rules, and Credentials.

A. Convention and Arrangements shall be responsible for all convention logistics, such as venue search, coordinating with facility staff, and speaker and/or publicity arrangements. Any contracts for a District Convention must be approved by the Executive Committee and signed by the Chair or his/her designee.

B. Rules shall draft rules of operation specifically required for the respective year's business and send them to the Secretary at least seven (7) days before the convention.

C. Credentials shall be responsible for the convention registration process and making periodic reports to the convention with the number of delegates and alternates duly registered.

D. The Chair of each Standing Committee shall be appointed by the Chair of the Seventh Congressional District with the approval of the Executive Committee.

E. Membership of the Convention Standing Committees shall include the Committee Chair, and at least four (4) members selected by the Committee Chair from the list of duly elected Delegates and Alternate Delegates to the Seventh Congressional District Convention. Each appointee shall be from a different BPOU.

Section 2: Other Committees: The Seventh Congressional District Chair may invoke other committees as circumstances require, including but not limited to: Nominating, Constitution

and Bylaws, and Resolutions. Committee members will be selected by the same procedures outlined above in Section 1, D and E.

Section 3: In all Committees a quorum will be a majority of the membership of the Committee.

Section 4: All Committee Chairs shall maintain a portfolio, both current and historical, to be passed on to succeeding Committee Chairs. A copy of each portfolio shall be maintained by the Seventh Congressional District Secretary.

ARTICLE IV: SENATE DISTRICTS

Section 1: Senate District Conventions: Vacancy In the event the Senate District Director ~~does not fulfill this obligation~~ becomes vacant (and when the Senate District lies wholly within the Seventh Congressional District), the Seventh Congressional District Chair is authorized to convene a meeting with the BPOU Chairs in the Senate District and, with the majority approval of those Chairs, appoint a Senate District Director who will serve until the next scheduled Senate District Convention. The delegate ratio of each BPOU at the most recent Senate District endorsing convention shall apply to each BPOU Chair vote.

Section 2. Senate District Directors will involve their respective BPOU leadership for the express purpose of coordinating a Candidate Search, and the Endorsing Convention for State House and State Senate District.

Section 3. Senate District Directors should establish a Nominations Committee to search for and speak with candidates for State Representative and State Senate endorsement. The current Senate District Director and the current BPOU Chairs in the Senate District, either in whole or in part, or their appointed representative will comprise this committee.

Section 4. The Convention shall elect a secretary and a treasurer for the purpose of conducting the business of the convention only. Any funds collected by the Senate convention treasurer will only be closed used to pay any convention expenses. Any excess monies will be divided and remitted to the BPOUs in whole or in part within the boundaries of the Senate District. The convention secretary shall make note of the legislative endorsements and any other items deemed necessary to document.

Section 5. The Convention will not consider challenges to the seating of its listed delegates or alternates. It being understood that any such challenges should be brought at the BPOU conventions, and once such delegates are reported and accepted by the Republican Party of the

State of Minnesota, no additional challenges will be recognized at the ~~Congressional District~~ Senate level.

ARTICLE V: CANDIDATES

Section 1: Statement of Intent to Run

- A. All Candidates for Congress or for an Executive Officer position must file a completed Statement of Intent to Run. [See Article VII: Miscellaneous Form 2] This declaration must be filed with the Seventh Congressional District Chair to be eligible to receive any data lists pertaining to the position sought.
- B. Only Endorsed candidates for Congress will receive the entire CD7 email list for promotion of candidacy and fundraising.

ARTICLE VI: CODE OF CONDUCT

Section 1. Appropriate etiquette meeting behavior reflects respect for self, others and the Committee.

Section 2. Preparation for meeting: review agenda and all applicable documents.

Section 3. Never be late for meeting unless prior notice given.

Section 4. Do not deviate/digress from key points on agenda.

Section 5. Practice cell phone etiquette during meeting.

Section 6. Address all contributions to the meeting via the Chair.

Section 7. Participants should not have meetings within meeting.

Section 8. Participants should respect each other's contribution and not interrupt when someone is speaking.

Section 9. Participants should take turn talking.

Section 10. Participants should act in a way that is fair and unbiased.

Section 11. Participants should make sure that their comments do not amount to personal attack on another individual and should avoid using heated, emotional and value loaded language and behavior.

Section 12. Participants should avoid acting or speaking in a way that may be perceived as bullying, abusive, discriminatory, or derogatory.

Section 13. No video or other recording of meetings are allowed unless approval is granted by the majority of the voting members of the committee.

Section 14. Individual and personal disputes should not be allowed to affect conduct within the meeting.

Section 15. Any participant who does not comply with the Meeting Code of Conduct rules will be asked to leave the meeting by the Chair. Any person excluded from an individual meeting because of behavior will only be allowed to return to future meetings if they agree to abide by the Code of Conduct rules.

Section 16. Any participant who believes that they have been bullied, abused or discriminated against by a member may file an Incident Report with the 7 CD Executive Committee. Also, if there is evidence that any member does not comply with the principles and objectives of supporting the Republican Party an Incident Report may be filed with the 7 CD Executive Committee for review and any further action such as outlined in Article V Section 6 of the constitution.

ARTICLE ~~VI~~ VII DATA LIST USAGE

Section 1: Declared candidates for Congress shall receive a BPOU leaders list and a current Seventh Congressional Delegate and Alternate list after signing the Agreement to Abide by the Endorsement and any list agreement required by the Republican Party of Minnesota.

Section 2: Candidates for Executive Officer, National Delegates and National Alternates may have promotional information about themselves sent out by the Seventh Congressional District to the full district database.

Section 3: BPOUs may have information sent out by the Seventh Congressional District for political events that are approved by the Seventh Congressional District Chair or his/her approved spokesperson.

ARTICLE ~~VII~~ VIII MISCELLANEOUS

Form 1 – Request for delegate/alternate convention fee reimbursement

Form 2 – Statement of Intent to Run/Candidate Questionnaire

Form 3 – Agreement to Abide by the Endorsement

Form 4 – Seventh Congressional District RPM Candidate Vetting Checklist

Form 5- **Incident Report**

ARTICLE ~~VI~~ IX AMENDMENTS

Section 1: These Bylaws may be amended by a two-thirds majority vote of those present and voting at any regular Seventh Congressional District Executive Committee meeting, or by a majority vote of any regular Seventh Congressional District Convention, provided ten (10) days' notice has been given in either case.