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REPUBLICAN PARTY OF TODD COUNTY CONSTITUTION

PREAMBLE

“The Todd County Republican Party of Minnesota welcomes into its party all Minnesotans of Todd County who are concerned with the implementation of honest, efficient, responsive government. The party believes in these principles as stated in the Declaration of Independence: that all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these rights are life, liberty, and the pursuit of happiness. Therefore, it is the party committed to equal representation and opportunity for all and preservation of the rights of each individual. It is the purpose of this constitution to ensure that the party provides equal opportunity for full participation in our civic life for all citizens of this Todd County Republican Basic Political **Organizational Operating** Unit (BPOU) who believe in these principles regardless of age, race, sex, religion, social or economic status.”

ARTICLE I

Name and Objectives

SECTION 1: Name: The name of this organization shall be the Republican Party Basic Political Organizational Unit (BPOU) of Todd County of the State of Minnesota.

SECTION 2: Area: The geographical area of the organization shall include all the precincts within Todd County proper as established by the approved Minnesota Legislative Redistricting Plan. Hereafter in this Constitution when the name Todd County is used it shall be understood to include all of the above mentioned precincts.

SECTION 3: Objectives: The objectives of the Republican Party of Todd County shall be the maintenance of good government of, by and for the people according to the Constitutions and laws of the United States of America and the State of Minnesota; thereby promoting the principles of the Republican Party National Committee and the Republican Party of Minnesota through active participation and the election of Republicans to office.

- A. Manage the affairs of the Todd County Republican Party
- B. Assist Todd County Party Candidates,
- C. Be responsive to requests and guidance from **Seventh Congressional** District and State Republican leadership.

ARTICLE II

Membership and Rights

SECTION 1: Membership: The membership of the Republican Party of Todd County shall be composed of all citizens of Todd County who desire to support the principles of the Republican Party.

SECTION 2: Rights: Nothing in this Constitution shall be construed to deny or abridge the rights of any voter to participate in any Party Caucus, Primary or Convention, wherein he or she is entitled by law to participate.

ARTICLE III

Conventions

SECTION 1: General Provisions:

- A. Time and place of Convention: Todd County Republican Party Conventions shall be held annually at the call of the State Executive Committee, the State Central Committee, the 7th Congressional District Committee, the Todd County Central Committee, or the Todd County Executive committee, and at such other times and for such other purposes as the committee calling the convention may determine. The place of holding the Todd County Republican Party Conventions shall be determined by the committee calling the convention.
- B. Business: Todd County Republican Party Conventions shall transact such business as is specified in the Call of the convention, and may transact such other business as a majority of the convention shall determine. Such conventions may endorse candidates of any public office in the manner prescribed in the Republican State Constitution. The Call shall be issued at least ten (10) days prior to the convention to all delegates and alternates elected at the last precinct caucuses.

SECTION 2: Composition: Todd County Republican Conventions shall be composed of the following:

- A. Delegates and Alternate: Delegates elected at the precinct caucuses which are held in each precinct every general election year, as required by Minnesota Statutes.
 - 1. If unable to attend the designated Precinct Caucus and having a desire to be considered as a Delegate or Alternate, Notification in writing – (mail or email) – or by telephone (call or text) - or in person to the Chair at least seven (7) days in advance of Precinct caucus.
- B. Seating of Alternates: Alternates shall be seated by the Chairperson in the order designated by the precinct caucuses.
- C. Todd County Republican Party Convention Committees **as determined in associated convention agenda.**
- D. Special caucuses for one or more precincts may be called by the Todd County Republican Party Chair with the approval of the Todd County Republican Party Executive Committee in the manner prescribed by the statute for biennial precinct caucuses for the sole purpose of filling vacancies in precincts where such exist at the time of notice.

SECTION 3: Election and Term of Congressional and State Convention Delegates:

- A. Election and Terms: All Delegates and Alternate Delegates to the **Seventh** Congressional **District, State Convention** and State **Central** Conventions shall be elected by the Todd County Republican Party Convention as allocated and prescribed by the State, **State Central** and **Seventh Congressional** District Constitutions in general election **(even numbered)** years **or the non-election (odd numbered) years as prescribed**, and shall hold office for two (2) years, or until their successors are duly elected.

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- B. Alternate Delegates: The number of Alternate Delegates elected **to State or Seventh Congressional Conventions** can be **up to** twice the number of delegates elected. **The number of Alternate Delegates elected to State Central Conventions can be up to three alternate elected.**
- C. Vacancies: In filling a Delegate vacancy at a **Seventh Congressional** District. **State Central** or State Convention, Alternate Delegates will be seated in the order in which they are recorded in the minutes of the Todd County Republican Party **BPOU** Convention, according to the most number of votes received.

SECTION 4: House District (HD) and Senate District (SD) Endorsement Convention shall be composed of the following:

- A. Delegates and Alternate: Delegates **and Alternates** elected at the precinct caucuses which are held in each precinct every general election **(even numbered)** year, as required by Minnesota Statutes. **Alternate Delegates will be seated in the order in which they are recorded in the minutes of the Todd County Republican Party BPOU Convention, according to the most number of votes received.**
- B. The Call shall be issued at least ten (10) days prior to the convention to all delegates and alternates elected at the precinct caucuses.
- C. **Endorsement of a Candidate (term of endorsement) applies from the time convention elections occur until the date of designated election day.**

SECTION 5: Committees: Todd County Republican Party Convention Committees shall be: Constitution, Credentials, Rules, Resolutions, Nominating, Finance, Publicity, and such other committees as may be necessary or desirable. The members of each committee shall be appointed by a quorum of the Todd County Republican Executive committee and a Vice Chair will be acting Chair for the committee assigned.

SECTION 6: Quorum: Delegate representation from 30% of the precincts within Todd County that held Republican precinct caucuses shall constitute a quorum for a convention during any general election year. During other years, Republican delegate representation from 10% of the precincts within Todd County that held precinct caucuses shall constitute a quorum for a convention.

ARTICLE IV

Republican Party of Todd County Administration

SECTION 1: Todd County Republican Central Committee:

- A. Duties and Responsibilities: The management of the affairs of the Republican Party within Todd County shall be vested in the Todd County Central Committee, subject to the direction of the State Central Committee, the State Executive Committee, and the 7th Congressional District Executive Committee.
- B. Composition: The membership of the Republican Party of Todd County's Central Committee shall consist of all precinct Chairs and Deputy Chairs within Todd County, the Todd County

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Executive Committee, any elected Republican official, any Republican Congressional or State Party Officer residing within Todd County, and such other ex-officio members as the Chair may deem it desirable to appoint, with the consent of the Todd County Executive Committee.

- C. Meetings: the Todd County Central Committee shall meet as needed, and may be called by the Chair and/or Deputy Chair, by any three (3) members of the Todd County Executive Committee, or by any five (5) members of the Todd county Central Committee. Notification of each meeting shall be in writing – (mail or email)– or by telephone (call or text) or in person to each member at least seven (7) days in advance.
- D. Quorum: The presence of a Central Committee member from 25% of the Precincts that held Republican caucuses in Todd County shall constitute a quorum of the **Todd** County Central Committee.
- E. Voting: Voting Member of the Todd County Republican Party BPOU Shall consists of Todd County Republican Central Committee members. All guests cannot vote and are subject to the orders of the chair. Guests agree to remain silent unless given Leave to speak. Guests shall not demonstrate, or disrupt the BPOU meeting in any way. Guests may be required to leave with or without cause, at any time at the call of the chair. No voting member shall be entitled to cast more than their own ballot on any business conducted at the Todd County Republican Central Committee; No voting by proxy shall be permitted.

SECTION 2: Todd County Republican Executive Committee:

- A. Composition and Meetings: The Todd County Republican Executive Committee shall consist of elected officers of the Todd County Republican Party Executive Committee, any elected Republican official, any Republican Congressional or State Party Officer residing within Todd County, and such other ex-officio members as the Chair may deem desirable to appoint, with the consent of the Todd County Executive Committee. The Executive Committee shall conduct such business as shall be directed and approved by the County Central Committee, and shall hold regular monthly meetings on a given date.
- B. Quorum: The presence of five (5) members shall constitute a quorum of the Todd County Republican Party Executive Committee.
- C. Attendance: For Todd County Republican Party Executive Committee members, failure to attend three (3) meetings in a calendar year shall be grounds for removal. **Such Any determination for** removal from office shall be decided by a two thirds (2/3) vote of the Executive Committee, but only after written notice has been mailed to the member at least ten (10) days prior to the meeting at which the removal will be discussed.

SECTION 3: Todd County Republican Party Executive Committee Officers:

- A. Officers: The officers of the Todd County Republican Party Executive Committee shall be Chair, Deputy Chair, ten (10) Vice-Chairs, Secretary, Treasurer, and Finance Chair.
- B. Other Members: Other ex-officio members of the committee may be appointed as the committee deems necessary.

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- C. Nominating Committee: may be appointed by the Todd County Republican Executive Committee in advance of the Todd County Republican **BPOU** Convention held in the non-election year for the purpose of nominating candidates for the offices of the Todd County Republican Executive Committee. Nominations are to be submitted for consideration at the **Todd County BPOU** Convention. Nominations may also be made from the floor **or as outlined by the associated agenda**. Candidates considered for Committee offices by the Nominating Committee shall be those who would be most ably qualified for the performance of their prospective duties in the event of their election to office.
- D. Election of Todd County Republican Executive Committee Officers: The Officers of the Republican Party of Todd County's Executive Committee shall be elected from among the members of the Republican Party residing within Todd County by the Todd County Republican Party **BPOU** Convention held in the **non-election** (odd numbered) years. The officers shall hold offices for a term of two (2) years, or until their successors are duly elected.
- E. Duties of the Todd County Republican Party Chair: The Chairperson shall preside at all Todd County Republican Executive Committee meetings and shall have general supervision over the affairs of the Todd County Republican Party and over the other officers. The Chairperson shall perform all such duties as are incident to the office and maintain copies or meeting records and documents. To be authorized to sign checks in the absence of the Treasurer. To be familiar with the various Constitutions and Bylaws under which the Todd County Republican Party operates, including Robert's Rules of Order Newly Revised.
- F. Duties of the Todd County Republican Party Deputy Chair: The Deputy Chairperson shall preside at all Todd County Republican Executive Committee meetings and shall perform all other duties of the Chairperson, in case of the Chairperson's absence or disability.
- G. Duties of the Todd County Republican Party Treasurer: The Treasurer shall have custody of all monies of Todd County Republicans, and shall give bonds in the sum with such sureties as the Todd County Republican Executive Committee may require, conditioned on the faithful performance of the duties of the office. The Treasurer shall keep regular books of account, and shall make them available together with all vouchers, receipts, records, and other papers to The Finance Chair and/or the Todd County Republican Executive Committee for examination and approval as often as they may require, and shall perform all such duties as are incident to the office. Submit all reports to the state as required by law in a timely fashion. Help submit an annual budget to the Executive Committee within 30 days of beginning calendar year.
- H. Duties of the Todd County Republican Party Secretary: To file the minutes of the Seventh Congressional District meetings and to provide summary to all Committee members and to BPOU Chairs. Send out as needed official notices of meetings. To take care of other duties as assigned by the Executive Committee. To keep on file a copy of all minutes, committee reports and attendance of Executive Committee Members. These are to be passed on to the next Secretary.
- I. Duties of the Todd County Republican Party Finance Chair: To assist/audit the Treasurer in budgeting and fundraising planning; assist/audit in the review of required financial reports to the Minnesota Campaign Finance Board. Assist/audit in the review of treasurer reports and expenditures; Provide and submit report of reviews/audits conducted with the treasurer.

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- J. Duties of the Todd County Republican Party Vice Chair: To perform duties as may be assigned by the Chair with Executive Committee approval. To serve as Chair, if appointed, of one of the Todd County Republican Convention Committees.

SECTION 4: Todd County Republican Party Precinct Officers: It shall be the responsibility of precinct officers to:

- A. There shall be a minimum of two (2) officers, Precinct Chair and Secretary, and such other officers as the precinct may desire who shall be elected at the precinct caucus.
- B. To perform Duties as may be assigned by the Chair with Executive Committee approval.

ARTICLE V

Vacancies and Removals

SECTION 1: Vacancies:

- A. Precinct Vacancies: Vacancies in precinct offices may be filled by appointment by the Todd County Republican Party Executive Committee, or, if so directed by appointment by the Todd County Republican Party Executive Committee by a meeting of Republicans residing within the precinct in which the vacancy occurs.
- B. Officer Vacancies: In the case of a vacancy in the office of either of the Chair or Deputy Chair of the Todd County Republican Party Central Committee, the Central Committee shall select a replacement from the Executive Committee. ***Voting to fill Chair or Deputy Chair vacancy shall be conducted as outlined in SECTION 1: Todd County Republican Central Committee.*** He or she then will perform the duties of that office ***as outlined in SECTION 3: Todd County Republican Party Executive Committee Officer.*** In the event of a vacancy of other offices, the Todd County Executive Committee may appoint a replacement to fill such a vacancy ***as outlined in SECTION 2: Todd County Republican Executive Committee.***
- C. Removals from Membership: A vacancy shall occur upon the death or resignation of an officer of committee member, or upon his or her moving from the geographic area from which he/she was elected, ***or committee member is an endorsed candidate and/or be elected for Legislature, Congress or State constitutional office,*** or upon his/her removal from office for non-attendance ***as outlined in SECTION 2: Todd County Republican Executive Committee.***

ARTICLE VI

Parliamentary Authority

The rules contained in the current edition of “Robert’s Rules of Order, Newly Revised,” shall govern the party in all cases in which they are applicable and in which they are not inconsistent with the Constitution

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and By-laws of the Republican Party of Minnesota, the statutes of the State of Minnesota, the Constitution and By-laws of the Republican Party of Todd County, or any special rule or order the party may adopt.

ARTICLE VII

Constitutional Amendments

This Constitution may be amended by a majority vote of the Delegates present at any Todd County Republican **BPOU** Party Convention, provided that the proposed amendments shall have been first referred to a duly appointed **Todd** County Constitution Committee.

In the event the Constitution must be amended due to changes in National, State or Congressional District Republican Constitutions, this Constitution may be amended by a 2/3 vote of the Todd County Executive Committee. The amended Constitution must be submitted to a majority vote of the Delegates present at the next Todd County Republican Party Convention.