

As Adopted, 2007
Article 1: Democratic Party of Wisconsin Constitution

All provisions of the Constitution and By-Laws of the Democratic Party of Wisconsin governing county organizations are incorporated herein by reference and made a part hereof.

Article 2: Name

The name of this organization shall be the Democratic Party of Dane County, hereafter referred to as the County Party.

Article 3: Mission

The mission of the County Party is to promote and enact the platform of the Democratic Party of Wisconsin and resolutions of the State and County Parties. We do this primarily by electing Democrats to public office who support our platform. We also advocate for issues included in the platform and resolutions, and work with other groups who have similar goals.

It shall be the responsibility of the County Party to:

- Develop the fullest possible membership in the county.
- Hold regularly scheduled meetings.
- Encourage candidates for all elected offices in Dane County.
- Form and maintain an effective campaign organization.
- Make recommendations to the Party platform.
- Promote the interests of the Democratic Party in the county.

Article 4: Membership

4.01 Any resident of Dane County at least 14 years of age who subscribes to the liberal principles of the Democratic Party is eligible for voting membership and shall become a member upon payment and receipt of dues. Such person is automatically a member of the Democratic Party of Wisconsin.

4.02 Students at least 14 years of age who are attending school in Dane County shall become members upon payment and receipt of dues.

4.03 No other restrictions shall be imposed upon membership.

Article 5: County Organization

5.01 The elected officers of the County Party shall include a Chair, 6 Vice-Chairs, a Secretary, a Treasurer, and one representative from each State Assembly District in the county. They shall be elected for a 2-year term at a meeting to be held in November or December of odd number years.

5.02 Officers must be dues-paying members of the County Party.

5.03 The officers shall be nominated by a Nominating Committee at the general membership meeting prior to the biennial election meeting, or from the floor at said meeting. Only persons nominated at this meeting are eligible for election and all nominations must have prior approval of the nominee.

5.04 Any member of the County Party whose membership has been in force for a period of at least 3 months immediately prior to the elections shall be eligible to hold any office in the County Party.

5.05 Election shall be by a majority of votes cast at the election meeting.

5.06 In the event a vacancy occurs in any elected position except the County Chair, the Nominating Committee shall suggest a replacement to fill the unexpired term, subject to approval by the Executive Board and members at the next general membership meeting of the County Party.

5.07 In the event the Chair resigns or can no longer serve, the Vice-Chair of Communication shall serve until the membership, at the next general membership meeting, shall, by a majority of votes cast, choose one of the Vice-Chairs to fill the vacancy. If none of the Vice-Chairs is able to serve as Chair, the Nominating Committee shall suggest persons to fill the unexpired term subject to approval by the Executive Board and members at the next general membership meeting.

5.08 Any elected officer of the County Party may be removed from office for cause by a two-thirds vote of the Executive Board.

Article 6: Duties of Elected Officers

6.01 County Chair

6.01.1 It shall be the duty of the County Chair to:

- Insure the county party is performing its mission.
- Act as a proactive media contact.
- Preside at Executive board meetings and membership meetings.
- Enforce the observance of the Constitution and Bylaws.
- Call all special meetings.
- Appoint County Party members to standing committees.
- Appoint Committees not otherwise provided for.
- Perform other such duties as the office may require.

6.01.2 The County Chair shall be a voting member of all committees and shall maintain contact with all committees to ensure the assigned tasks are being accomplished.

6.01.3 In the event the County Chair is absent the following order of succession shall prevail to ensure that Executive Board and general membership meetings are conducted in the manner described above: Vice-Chair of Communications, Vice-Chair of Membership, Vice-Chair of Campaigns, Vice-Chair of Development, and Vice-Chair of Nominations and Elections, Vice-Chair of Volunteers.

6.01.4 The County Chair shall be bonded and the cost borne by the County Party.

6.02 Vice-Chair of Communications

6.02.1 The Vice-Chair of Communications shall:

- Supervise work on the County Party's communication tools, including the newsletter, website, and e-mail discussion lists.
- Arrange speakers and programs for membership meetings.
- Distribute notices of Board meetings.
- Under the direction and approval of the County Chair, issue press releases and call press conferences as needed to promote the County Party's opinions and activities.
- Develop educational and outreach activities.

6.02.2 The Vice-Chair of Communications shall chair the Communications Committee.

6.02.3 The Vice-Chair of Communications shall be a member of the Finance Committee.

6.03 Vice-Chair of Membership

6.03.1 The Vice-Chair of Membership shall:

- Coordinate membership recruitment and retention efforts.
- Develop working relationships with like-minded community groups.
- Arrange for printing, distributing, collecting, and recording membership application and renewal forms.
- Assure the accuracy of the State Party's membership roster. The Vice-Chair of Nominations and Elections will assist with this for conventions.

6.03.2 The Vice-Chair of Membership shall chair the Membership Committee.

6.03.3 The Vice-Chair of Membership shall be a member of the Finance Committee.

6.04 Vice-Chair of Campaigns

6.04.1 The Vice-Chair of Campaigns, as allowed by law, shall:

- Coordinate the County Party's endorsement process.
- Coordinate campaign activities and volunteer involvement in campaigns.
- Liaison with other campaign organizations.
- Coordinate candidate recruitment.

6.04.2 The Vice-Chair of Campaigns shall chair the Campaigns Committee.

6.04.3 The Vice-Chair of Campaigns shall also be a member of the Finance Committee.

6.05 Vice-Chair of Development

6.05.1 The Vice-Chair of Development shall:

- Oversee all aspects of fundraising for the County Party.
- Organize and plan special events/activities.

6.05.2 The Vice-Chair of Development shall chair the Development Committee.

6.05.3 The Vice-Chair of Development shall also serve as a member of the Finance Committee.

6.06 Vice-Chair of Nominations and Elections

6.06.1 The Vice-Chair of Nominations and Elections shall:

- Prepare a list of delegates and alternate nominees for District and State Conventions.
- Assist the Vice-Chair of Membership in assuring the accuracy of the State Party's membership roster for conventions.
- Oversee the nomination of candidates for County Party officers and conducting the County Party elections.
- Maintain contact with city, village, and town clerks.
- Conduct quadrennial Presidential caucuses to determine delegates to the national convention.

6.06.2 The Vice-Chair of Nominations and Elections shall chair the Nominations and Elections Committee.

6.07 Vice-Chair of Volunteers

6.07.1 The Vice-Chair of Volunteers shall:

- Promote volunteer participation and recruit volunteers.
- Maintain a database of volunteers, including opportunities and participation.
- Provide information on likely volunteers to the other Vice-Chairs, and obtain in return information about new volunteers.

6.07.2 The Vice-Chair of Volunteers shall chair the Volunteers Committee.

6.08 Secretary

6.08.1 The Secretary shall be responsible for:

- Taking minutes of all meetings of the Executive Board and all general membership meetings and distributing the minutes to the Executive Board.
- Maintaining the documents and papers of the County Party.
- Scheduling spaces for meetings.
- Assisting in correspondence for the County Party.

6.09 Treasurer

6.09.1 The Treasurer shall be responsible for:

- Keeping the financial records of the County Party.
- Filing all reports required by federal and state law.
- Issuing all checks for the County Party.

- Submitting a financial report at every meeting of the Board.
- Submitting the books annually for audit.
- Preparing a draft budget in conjunction with the Chair.

6.09.2 The Treasurer shall be bonded and the cost borne by the County Party.

6.09.3 The Treasurer shall serve as a member of the Finance Committee.

6.10 Assembly District Representatives

6.10.1 There shall be an Assembly District Representative elected to represent each Wisconsin Assembly District which has any portion within the boundaries of Dane County.

6.10.2 Assembly District Representatives shall:

- Recruit new party members in their district.
- Communicate with key elected Democrats in their district and offer assistance as requested.
- Assist in organizing campaign workers in their district.
- Serve as liaison from their district to the County Party.
- Plan at least one district function per term.

6.10.3 Assembly District Representatives shall serve as members of the Campaigns and Nominations and Elections Committees.

Article 7: Executive Board

7.01 The elected officers of the County Party shall serve on the Executive Board.

7.02 The following persons shall also serve on the Executive Board ex-officio:

- Immediate past Chair of the County Party.
- One representative from each Young Democrats organization active in Dane County and recognized by the State Young Democrats organization.

7.03 The County Chair with the approval of the Executive Board shall appoint a Resolutions and Platform Representative. The Resolutions and Platform Rep shall serve at the pleasure of the County Chair. His/her duties are detailed in the Bylaws.

7.04 The County Chair with the approval of the Executive Board and the Membership shall be allowed to appoint additional Executive Board members. The total number of all appointed Board members shall not exceed 40% of the total number of elected members.

7.05 A quorum shall be 50% of elected and appointed members of the Executive Board.

7.06 Unexcused absences from three consecutive meetings of the Executive Board by an elected or appointed member shall be considered a resignation.

7.07 The Executive Board shall establish its own rules for the organization, frequency, and conduct of all its own meetings and shall be responsible for the conduct of all County Party business between meetings.

7.08 Decisions made by a majority vote of the Executive Board may be reversed by a majority vote of the general membership.

7.09 Members shall be given due notice of Executive Board meetings by the publishing of said meeting dates in the newsletter and/or via electronic means.

Article 8: Dues and Finance

8.01 Membership dues shall be determined by the Democratic Party of Wisconsin.

8.02 A portion of the annual dues as set by the Democratic Party of Wisconsin shall be sent to the State Party Treasurer. The portion of the membership dues remaining within the county may be used as the County Party determines.

8.03 Funds for the County Party treasury may be solicited from sources other than membership dues.

8.04 A budget shall be approved by the Executive Board at the October Executive Board meeting and by the County Party membership at the November general membership meeting for use in the upcoming calendar year. The budget may be amended with the approval of the membership.

Article 9: Meetings

9.01 The County Party shall hold meetings at such times and places as shall be determined by the Executive Board, provided that a general membership meeting shall be called at least once in every calendar quarter. Written notice of regular meetings shall be mailed to the members at least five days before each meeting.

9.02 When three months elapse without a general membership meeting of the County Party organization, 10% of the general membership or 30 members, whichever is smaller, may petition the Congressional District Chair, who shall call a meeting of the County Party provided the provisions with respect to notice are adhered to.

9.03 Special meetings shall be called by the County Chair or by the Executive Board, or upon written request of any 25 members. Written notice of such special meeting shall be sent at least ten days before each such meeting and shall contain the purpose of the meeting.

9.04 Robert's Rules of Order shall be the parliamentary authority for all meetings, unless contrary to the provisions of this Constitution and Bylaws.

9.05 A quorum shall consist of 30 members or 10% of the County Party's general membership, whichever is smaller.

9.06 The order of business shall be determined by the County Chair and new business shall be in order at every general membership meeting.

9.07 Biennial Election Meeting

9.07.1 The biennial election meeting for the purpose of electing officers shall not be held earlier than November 1 nor later than the following December 31 of odd numbered years.

9.07.2 At least 10 days written notice of such election must be mailed to each member entitled to vote and to the State Party office. Such notice is to include the names of the nominees for each office to be filled.

9.07.3 Members whose dues are received for the calendar year in which the election is to be held and at least 48 hours prior to the election meeting shall be eligible to vote.

9.07.4 In the event that the County Chair shall fail to call the biennial election meeting within the period specified herein, the State Party Chair shall be authorized to call such a meeting as soon as practicable, provided always that the provisions of this Constitution with respect to notice are observed.

9.08 Biennial Election of County Party Officers

9.08.1 The election shall be conducted by the Nominations and Elections Committee. The method of voting shall be by preferential ballot when there are more than two candidates for the same office. Elections shall be determined by a majority vote. In this case a majority meaning more than one-half of all votes cast for the office in question.

9.8.2 The representatives of each Assembly District shall be elected at the biennial election meeting and by a caucus of members from that district attending the meeting. Such caucus may postpone the caucus elections by majority vote until a later date, provided that the caucus election is being held at a membership meeting and provided further notice is mailed to all members entitled to vote. Nominations for Assembly District Representative shall be made per the requirements listed in Article 5 of this Constitution.

Article 10: Congressional District and State Conventions

10.01 The number of delegates and alternates representing Dane County at the District and State Conventions shall be as determined by the Democratic Party of Wisconsin.

10.02 Any member who is current and in good standing within the time limits set by the State Constitution prior to either the Congressional District or State Conventions is eligible for delegate or alternate status at such conventions.

Article 11: Endorsement

The Democratic Party of Dane County may endorse or support any candidate for any elective office in any election in accordance with the Bylaws of the Democratic Party of Wisconsin.

Article 12: Amendments

12.01 Adoption of this Constitution shall take place only after two successive readings at either general membership meetings or meeting especially called, with a ten-day written notice being mailed to all members. Adoption shall be by a majority vote of those voting, providing a quorum is present.

12.02 Amendments to this Constitution shall require two readings and the affirmative vote of the members at the meeting.

12.03 No proposal to amend the Constitution shall be submitted to the membership unless it has been first approved by the Executive Board or endorsed in writing by at least 25 members of the County Party.

12.04 A ten-day written notice shall be sent to all members eligible to vote, such notice to describe the nature of proposed amendments and shall identify the article to be amended.

12.05 The Constitution, Bylaws, and amendments hereto shall be submitted to the State Party Constitution Committee prior to becoming effective.

12.06 If the amendments proposed to this Constitution in 2007 are approved and adopted after the October 2007 general membership meeting, then:

- The person elected in the biennial election of officers in 2007 to the position of Vice-Chair of Organization will fill the role of Vice-Chair of Communication.
- A special election will be held to fill the positions of Vice-Chair of Membership and Vice-Chair of Volunteers. The special election will follow Articles 5 and 9 of this Constitution. Candidates will be nominated at a general meeting and elections will be held at the following meeting. Members must receive 10 days written notice of the special election meeting. Temporary Vice-chairs of Membership and Volunteers may be appointed to serve prior to the special election meeting.
- This transitional section of the Constitution shall be automatically deleted upon its fulfillment.

Article 13: Constitutional Precedence

This Constitution shall supersede any and all previous motions or rules made to the contrary by the County Party. If and when it shall appear that this Constitution is in conflict with the Constitution of the Democratic Party of Wisconsin, the latter shall prevail.

Article 14: Publication

Bylaws and Standing Rules shall always be published along with this Constitution.