CONSTITUTION OF THE 1ST CONGRESSIONAL DISTRICT DEMOCRATS

**Adopted April 2000**

**Revised April 8, 2006**

**Revised April 10, 2021**

# ARTICLE I: NAME OF THE ORGANIZATION

**Section 1:**  This organization shall be known as 1st Congressional District Democrats, hereinafter known as “this organization.”

# ARTICLE II: PURPOSE OF THIS ORGANIZATION

**Section 1:** This organization shall:

1. Seek to elect a Democrat as Representative to Congress in the 1st Congressional District;
2. Coordinate and assist the activities of the county Democratic organizations in the District;
3. Support the policies and principles of the Democratic Party of Wisconsin, hereinafter described as DPW and its candidates for office; and
4. Encourage membership and participation in the Democratic Party.

# ARTICLE III: MEMBERSHIP OF THIS ORGANIZATION

**Section 1:** All members in good standing of the DPW, who reside in the 1st Congressional District of Wisconsin are members of this organization. All members of this organization are eligible to be elected as delegates to District Conventions and as officers of the Executive Committee of this organization.

# ARTICLE IV: EXECUTIVE COMMITTEE OF THIS ORGANIZATION

 **Section 1:** The membership of the Executive Committee of this organization shall be:

1. All elected officers;
2. The chair of the county organization in any county or part thereof in the District, as defined by the DPW, or a substitute appointed by such Chair in writing.
3. The District Platform and Resolutions Committee; and
4. The 1st CD Chair of the Young Democrats of Wisconsin.

**Section 2:** The Executive Committee of this organization shall:

1. Advise the Chair or any officer;
2. Coordinate the activities of the county organizations;
3. Speak for the Democrats of the 1st Congressional District between District Conventions;
4. Set the time and place for the annual District Convention within the time limits established by the State Administrative Committee and see that the call to the District Convention is issued in accordance with the State Constitution, Article V, Section 2, and the State Bylaws, Article V, along with notice of deadlines for submission of proposals to amend the Constitution or Bylaws, proposed resolutions, and a list offices and committee memberships to be filled by election; and
5. Perform other duties assigned by the State Constitution or Bylaws or by the District Convention.

# ARTICLE V: OFFICERS OF THE EXECUTIVE COMMITTEE

**Section 1:** This organization shall have the following officers:

1. Chair
2. First Vice-Chair
3. Second Vice-Chair
4. Third Vice-Chair
5. Fourth Vice-Chair
6. Secretary
7. Treasurer
8. Representative to the State Administrative Committee
9. Alternate to the State Administrative Committee
10. Alternate to the Chair for State Administrative Committee

# ARTICLE VI: DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE

**Section 1:** The Chair shall:

1. Preside over the District Convention and Executive Committee meetings;
2. Speak for this organization in accordance with its positions;
3. Confirm that other officers are performing their duties;
4. Inform the State Administrative Committee of the decisions and recommendations of the Executive Committee and the District Convention; and
5. Determine the times and places of, and call with at least ten days’ notice, meetings of the Executive Committee at least every three months and notify the Chair of each county, any part of which is in the District, of the meetings and their agendas.

**Section 2:** The Vice-Chairs shall assist the Chair in any areas of special responsibility assigned them in the Bylaws and other wise as the Chair requests. In the temporary absence of the Chair, the ranking Vice-Chair shall preside.

**Section 3**: The Secretary shall:

1. Take and keep the minutes of Conventions and of Executive Committee meetings, including records of attendance;
2. Send a copy of these minutes to the Executive Committee;
3. Keep the correspondence of this Organization and its Executive Committee;
4. Receive and transmit to the chairs of all county organizations any proposed amendment to the Constitution or Bylaws which is submitted in writing by a member thirty days prior to the Annual Convention; and
5. Keep the Constitution and Bylaws of the District Organization and furnish copies of any changes in either of them to all county organizations, and to the State Administrative Committee for approval.

**Section 4:** The Treasurer shall:

1. Keep all financial records;
2. Report all income and expenditures at each District and Executive Committee meeting;
3. Submit financial records as required by State and U.S. Law;
4. Keep District funds;
5. With the approval of the chair, make payments authorized to the District Convention or the Executive Committee;
6. Reimburse no expenditure without permission, within three months of the expenditure, of an itemized voucher; and
7. Cooperate with any audit called for by the Executive Committee or the Bylaws.

# ARTICLE VII: QUALIFICATION, ELECTIONS, AND TERMS OF OFFICERS; VACANCIES; SUCCESSION

**Section 1:** The officers, State Administrative Committee Representatives and the two Alternates, and The Platform and Resolutions Committee shall be members of the Executive Committee chosen by the delegates at the District Convention, by secret ballot.

1. The officers and the State Administrative Committee Representative and Alternates shall be elected in odd-numbered years, for terms of two years.
2. The Platform and Resolutions Committee shall be elected in the same manner but in successive years for terms of three years each and an Alternate Member shall be elected for a term of one year. The candidate who receives the largest vote shall be elected.
3. The Chair and the member of the State Administrative Committee shall not be of the same gender.
4. The Alternate Administrative Committee Representative shall be of the same gender as the Representative and the alternate for the Chair shall be of the same gender as the Chair.
5. All candidates for Officers and Platform and Resolutions Committee members of the 1st CD are encouraged to file a “Declaration of Intent” to the Election Chair by 5:00PM, 21 calendar days prior to the start of the Convention. The Nominating Committee shall review any Declarations of Intent and publish a slate to all delegates seven (7) calendar days prior to the Convention. Nominations may also be accepted from the floor at the Convention.

**Section 2:** Before performing any duty**,** each officer shall publicly make the following pledge:

I pledge on my honor faithfully to perform the duties of my office as defined in this Constitution and Bylaws to the best of my ability. I will support and carry out the policies of this organization. I will deliver all books, papers and other property of this organization in my possession to my successor. In an emergency not provided for in this Constitution and Bylaws, I will act in accord with common sense and fairness to advance the interests of the Democratic Party. My only rewards shall be the approval of fellow Democrats and my own conscience.

**Section 3:** No officer may endorse a candidate of an opposing party and remain an officer. An officer may endorse a Democratic candidate for nomination, but not in the capacity as an officer.

**Section 4:**  An office or elected State committee membershipshall be vacated:

1. When its occupant delivers a written resignation to the chair of the First Congressional District Democratic Organization;
2. When its occupant ceases to be a member of the Democratic Party, provided ten days notice of the fact has been given the occupant, in writing by the Chair;
3. When a majority of the members of the Executive Committee find that the occupant is incapacitated, has failed to perform the duties of the office, or has ceased to be a resident of the District.

**Section 5:** The Chair may designate a member temporarily to perform the duties of any office when necessary to the timely conduct of the business of the Organization or the Executive Committee

**Section 6:** In the event of a vacancy in the office of Chair, the first Vice-Chair shall serve in that office until the next annual District Convention.

**Section 7:**  In the failure of the First Vice-Chair to accept the succession within ten days of notification by the State Chair, the Executive Committee shall, by secret ballot at a meeting called by the State Chair for that purpose, elect a successor to serve until the next annual District Convention.

**Section 8:** When any other office or State Committee membership is vacant, the Executive Committee shall elect a person to serve in the office until the next annual District Convention.

# ARTICLE VIII: ANNUAL DISTRICT CONVENTION

**Section 1:** The scheduling, location, calling**,** and conduct of the annual District Conventions shall be governed by the DPW Constitution and Bylaws, particularly the following provisions:

* + 1. DPW CONSTITUTION ARTICLE V SECTION 2. Each congressional District shall hold an annual Convention within the time limits set by the administrative committee, prior to the annual state DPW Convention. The time place of the congressional District Convention shall be set by the District executive committee, which shall provide for giving at least sixty days written notice thereof to the Chair of each county or authorized subdivision in the District. Unless the District Constitution shall provide otherwise, the District Convention shall be held within the boundaries of the congressional District. Delegates and alternates to District Conventions shall be selected by each county unit on a fair and equitable basis of representation within the quotas to be determined from time to time by the state administrative committee, except that counties containing one or more than one congressional District may in their Constitutions include rules governing the selection of delegates and alternates within the quotas set by the administrative committee
		2. Notice of meeting to select delegates and alternates shall be provided for in the Bylaws. The purpose of District Convention in odd-numbered years shall be to elect District officers, one representative to the state administrative committee and two alternates as described in Article III Section 3, and other such officers as may be determined by the Convention and to conduct any business as may come before the Convention.
		3. DPW BY-LAWS ARTICLE V: The congressional district executive committee shall set the time and place of the congressional district convention and shall see that sixty day’s written notice thereof is sent to the chairperson of each county unit or authorized subdivision in the congressional district
		4. DPW BY-LAWS ARTICLE V SECTION 1: CALL TO CONVENTION: The call to Convention must be sent by the congressional District chair no less than sixty days prior to the Convention and shall include date, purpose of the Convention, site, delegate
		5. quotas, registration fees (if any), cutoff dates, and other appropriate information.DPW BY-LAWS ARTICLE V SECTION 2: DATE: The congressional District Convention must be held not less than 21 days prior to the annual state DPW Convention.
		6. DPW BY-LAWS ARTICLE V SECTION 3: SITE: The congressional District Convention must be held within the congressional District boundaries unless the congressional Constitution provides otherwise.

**Section 2:** DPW BY-LAWS ARTICLE V SECTION 4: DELEGATES AND ALTERNATES:

1. Only currently paid members shall be eligible to serve as delegates and alternates.
2. Only properly registered delegates may vote. The state headquarters shall send to each District chair a copy of the final delegate list for the counties in the congressional District to be used to check delegates and alternates as they register.
3. Unless the administrative committee provides differently, delegates and alternates shall be chosen as in Article IV, Section 2 of the Bylaws.
4. The cutoff date for memberships to be in state headquarters in order to be counted toward county quotas shall be fourteen days prior to the date of the congressional District Convention.
5. Notice of meetings to select delegates and alternates shall be given to members and state headquarters as provided in the Constitution Article V Section 2.

# ARTICLE IX: AMENDMENTS AND BYLAWS

**Section 1:** Amendments to this Constitution may be amended by a two-thirds majority of the delegates voting at an Annual Convention, a quorum being present, provided each amendment has been submitted in writing by a member to the Secretary at least thirty days before the convention.

**Section 2:**  Bylaws may be adopted or amended by a two-thirds majority of the Executive Committee of this organization/

**Section 3**: When a constitutional amendment or an amendment to the Bylaws is proposed, the Executive Committee may attach it to a recommendation for its adoption, alteration or rejection along with reasons for its recommendations.

**Section 4:** Any amendment or parts of the State Constitution and Bylaws quoted in Article 7 above shall amend article 7 of this Constitution.