

# Constitution of the Iowa First Congressional District Democratic Central Committee

Proposed: 11 November 2018

## Article I - Title

The name of this organization shall be the Iowa First Congressional District Democratic Central Committee, hereinafter referred to as the First District Central Committee.

## Article II - Aims and Purposes

Section 1. The purpose of this organization shall be to perpetuate a representative, effective, and responsible Democratic party organization; advance the interests of the Democratic party at the county, congressional district, state, and national levels, to sustain and advance the principles of social justice and democracy; to uphold civil rights, civil liberties and constitutional government.

Section 2. This organization shall be primarily tasked with the election of Democratic members of the United States Congress. Additionally, the organization shall be responsible for assisting the election of state legislators whose districts cross county lines within the First Congressional District, serving as a liaison between the county Democratic organizations and the Democratic State Central Committee, and providing a forum at which county leaders can discuss matters of mutual concern to all.

## Article III - Authority

Section 1. Nothing in this constitution shall abrogate the constitution of the Iowa Democratic Party or the Code of Iowa. Any such conflicting provision is deemed null and void.

Section 2. The First District Committee is an independent Democratic Party Committee.

Section 3. The First District Democratic Convention, held biennially, shall be the supreme governing body of this organization.

Section 4. The highest ruling authority of the First District Committee between biennial conventions shall be the general membership of the First District Central Committee.

Section 5. Between First District Central Committee meetings, the highest authority shall be the Executive Board.

Section 6. Between Executive Board meetings, highest authority shall be the Chair(s).

Section 7. Maximum disbursements between membership meetings shall not exceed \$100 as approved by the Chair(s) and must be reported at the next membership meeting. This section shall not prevent the membership from authorizing prior approval of routine expenditures. No additional expenditures should be incurred between membership meetings, but the Executive Board can approve funding for unexpected necessary expenses up to \$500, which must be reported at the next membership meeting.

## Article IV - Membership

First District Central Committee membership shall consist of what is listed in Article V, Section 1 of the Iowa Democratic Party Constitution.

## Article V - Officers

Section 1. First District Central Committee Officers will consist of, at a minimum, a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.

Section 2. Officers will be elected during the regular meeting which occurs in the third quarter of the organization following each Iowa Democratic Party First Congressional District Convention.

Section 3. At the discretion of the First District Central Committee, additional officers may be elected.

Section 4. Each term of office shall begin immediately following election and continue two (2) years.

Section 5. In the event of an Officer vacancy, a new Officer shall be elected within 90 days of the start of the vacancy and shall occur at either a special or regular meeting of the First District Central Committee with proper notice.

## Article VI - Executive Board

Section 1. The Executive Board consists of:

- Voting Members:
  - The Officers elected by the First District Central Committee;
  - The SCC Representatives Committee Chair;
  - The First District Affirmative Action Chair;
  - Three (3) appointments made by the the First District Chair to provide balance to the makeup of the Executive Board.
- Ex-Officio (Non-Voting Members):
  - First District Constituency Caucus Chairs;
  - Information Technology Architect;
  - Parliamentarian(s) who are also appointed by the First District Chair.

Section 2. The Vice-Chair of the First District SCC Representatives Standing Committee and the Vice-Chair of the Affirmative Action Committee may serve as a Voting Member upon the absence of their respective Committee Chairs.

Section 3. The Board duties include preparing agendas, approving expenditures as required, promote the District vision, participate in the planning of future events and regularly scheduled meetings.

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# Article VII - Officer Duties

## Section 1: Chair

The Chair shall:

- Serve as the Chief Executive Officer for the First District Central Committee;
- Serve as an Ex-Officio Member of all Standing Committees;
- Preside at First District Central Committee Meetings and Meetings of the Executive Committee;
- Submit Meeting agendas to the Secretary for distribution.

## Section 2: Vice-Chair

A Vice-Chair may assume the duties of the Chair when a vacancy of the Chair occurs or when the Chair is temporarily unable to serve. The Chair may appoint a Vice-Chair to temporarily fulfill duties as deemed necessary.

## Section 3: Secretaries

- Recording Secretarial Duties:
  - Maintains the records (both paper and digital) of the First District Central Committee, except in the case of those required by the Treasurer;
  - Keep a record of all meetings and transactions;
  - Provide to the Treasurer a written notice of all successful motions to expend First District Central Committee funds to be maintained with the Treasurer's records. Meeting minutes referencing such successful motions shall suffice to meet this requirement.
- Corresponding Secretary Duties:

- Send meeting notices with agenda to all Members by mail (post or electronic) at least seven (7) days prior to all meetings;
- Setup and moderate conference calls;
- Coordinate with Communication Access Real-time Communication (CART) Service.
- Social Media Secretary Duties:
  - Maintain all social media marketing;
  - Create surveys and forms.

#### **Section 4: Treasurer**

The Treasurer will:

- Have custody of the funds of the First District Central Committee;
- Present a written report of total receipts and disbursements at each regular meeting;
- File all proper financial reports as required by law;
- Maintain all financial records and transactions.

All First District Central Committee Bank Accounts shall have both the Treasurer and Chair as signatories on record.

## **Article VIII - Meetings**

### **Section 1: Frequency of Regular Meetings**

Meetings of the First District Central Committee will be held at least once per calendar year quarter.

### **Section 2: Quorum needed to conduct official business**

A quorum shall be 20% of the total voting Membership with at least five (5) counties represented.

### **Section 3: Special Meetings**

A special meeting of the First District Central Committee may be called by a quorum or by the Chair. Any special meeting called will require notice to First District Central Committee Members at least three (3) days prior the date of the meeting.

## **Article IX - Amendments**

Amendments to this Constitution must be presented at a regular meeting of the First District Central Committee and are effective when approved by a three-fifths (3/5) majority of those present and voting at the following meeting. Such amendment must be submitted to the Rules Committee at least 30 (thirty) days in advance of the meeting in which where it will be presented. The Secretary will distribute any amendments with the meeting call.

## **Article X - Ratification**

This Constitution will be ratified and take effect upon approval by a two-thirds (2/3) majority of those present and voting at the first regular meeting after reorganization of the District due to redistricting.

# Bylaws of the First Congressional District Democratic Central Committee

## Article I - Bylaws Management

Section 1: All procedural matters not covered in the Constitution and Bylaws shall be handled in accordance with the provisions of Robert's Rules of Order Revised.

Section 2: These Bylaws may be amended by a majority vote of those in attendance at any meeting provided seven (7) days' notice of the proposed change of the Bylaws was sent to all members.

## Article II - Participation

Section 1: Printed materials provided by the First District Central Committee shall also be available in large print (see definition).

Section 2: Members shall be entitled to full participation via conference call if they are unable to physically attend the meeting.

Section 3: CART shall be provided for all regular and special meetings.

## Article III - Code of Conduct

Section 1: No person shall cast more than one vote, nor shall there be any voting by proxy or absentee ballot.

Section 2: No voting member of the First District Central Committee, nor any member of a standing or ad-hoc subcommittee, shall endorse any candidate in any primary election contest. Individual contributions, including volunteer activities, are permissible so long as they are in the best interests of the Democratic Party.



# Article IV - Standing Committees

## Section 1: Standing Committee Membership

All Standing Committees are open to any person who resides in the First District and is either a Democrat or ascribes to the Democratic Principles of the Iowa Democratic Party.

All Standing Committee Chairs and Vice-Chairs are appointed by the Chair of the First District Central Committee, with the exception of the following:

- Arrangements Committee
- Credentials Committee
- Platform Committee
- Rules and Nominations Committee
- SCC Representatives Committee

## Section 2: Arrangements Committee

The Arrangements Committee is comprised of, at a minimum, the Chair(s), Vice Chair(s) and the previous District Convention's Arrangement Committee Members and Alternates.

- Ensures all First District Events and Meetings occur in ADA Compliant and functionally accessible venues;
- Assists with planning of events to include meals, A/V equipment, and overall venue setup;
- Assists in pre-planning of Conventions.

## Section 3: Credentials Committee

The Credentials Committee is comprised of, at a minimum, the Chair(s), Vice Chair(s) and the previous District Convention Credentials Committee Members and Alternates.

- Ensures First District Meeting Members are credentialed appropriately;

- Works with the First District Central Committee Secretaries to ensure an accurate database is maintained;
- Assists in the pre-planning of Conventions.

#### **Section 4: Platform Committee**

The Platform Committee is comprised of, at a minimum, the Chair(s), Vice Chair(s) and the previous District Convention Platform Committee Members and Alternates.

- Reviews policy issues facing Democrats in the First District;
- Proposes resolutions and position statements;
- Assists in the pre-planning of Conventions.

#### **Section 5: Rules and Nominations Committee**

The Rules and Nominations Committee is comprised of, at a minimum, the Chair(s), Vice Chair(s) and the previous District Convention Rules Committee Members and Alternates. Parliamentarians will be ex-officio Members of the Rules Committee.

- The Rules Committee will review this document and higher documents to ensure consistency and any proposed amendments to the First District Central Committee Constitution and Bylaws;
- Create process for and oversee nominations and elections within the First District Central Committee;
- Assists in the pre-planning of Conventions;
- Act as a resource for First District Counties regarding Rules, the First District Central Committee Constitution and Bylaws.

#### **Section 6: SCC Representatives Committee**

The SCC Representatives Committee is comprised of the eight (8) elected First District Representatives to the State Central Committee.

#### **Section 7: Finance Committee**

The Finance Committee will be comprised, at a minimum, of a Chair, the Audit Committee Chair, and the Treasurer.

- Prepare and submit an annual budget to the Executive Board.
- Coordinate with the Fundraising Committee.
- Recruit Audit Subcommittee Members in conjunction with the Chair of the First District.
- Coordinate with Events/Convention Planning Committee and other Committees as needed to ensure proper collection and accounting of all funds received.

### **Section 8: Fundraising Committee**

The Fundraising Committee will be comprised, at a minimum, of a Chair and the Finance Committee Chair.

Plan events to raise funds for the First District Congressperson, the Central Committee organization.

### **Section 9: Other**

Ad-hoc Committees may be formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

- Ad-hoc Committees may be established and dissolved by the Chair, the First District Central Committee Members during meetings, or by Standing Committees.
- Ad-hoc Committees should be formed by charter that outline the purpose, structure, duties, record keeping and timeline.
- Ad-hoc Committees may become Standing Committees if the task or objective is later identified as ongoing. This will require an amendment to the Bylaws.

Other standing committees may be formed as the need arises.

## **Article V - Officer Absences and Resignations**

Section 1: Officer resignations will be submitted to the Chair, who shall promptly notify the Executive Board in writing.

Section 2: Any Officer who anticipates missing a meeting shall notify the Secretary and Chair as soon as practical.

Section 3: Two consecutive absences without notification will be considered a resignation and the position will be filled as outlined below.

## Article VI - Officer Vacancies

Section 1: Should any Officer resign their position, it will be considered vacant.

Section 2: Vacancies which occur between regular meetings may be temporarily filled by appointment, at the discretion of the Chair.

Section 3: All appointments shall continue until an election is held at the next First District Central Committee meeting.

Section 4: A Vice-Chair may assume the duties of the Chair during a planned absence and will be considered Acting Chair.

Section 5: When multiple Vice Chairs are elected:

- The Chair shall select one of the Vice Chairs.
- If a Chair vacancy occurs without prior notice, the Executive Board will convene to select and appoint one of the Vice-Chairs.

# Appendix

## First District Membership:

### First District Counties in Geographical Order:

- Worth, Mitchell, Howard, Winneshiek, Allamakee;
- Bremer, Fayette, Clayton;
- Blackhawk, Buchanan, Delaware, Dubuque;
- Marshall, Tama, Benton, Linn, Jones, Jackson;
- Poweshiek, Iowa

### First District Counties in Alphabetical Order:

- Allamakee
- Benton
- Blackhawk
- Bremer
- Buchanan
- Clayton
- Delaware
- Dubuque
- Fayette
- Howard
- Iowa
- Jackson
- Jones
- Linn
- Marshall
- Mitchell
- Poweshiek
- Tama
- Winneshiek
- Worth

## Definitions:

**Abrogate:** Abolish by formal or official means; annul by an authoritative act; repeal.

**Large Print:** Minimum 18 point sans-serif type font.

**Ex-Officio:** Position held because of holding another position; Non Voting Member.

### *Calendar Quarter:*

- First Quarter: 1 January - 31 March
- Second Quarter: 1 April - 30 June
- Third Quarter: 1 July - 30 September
- Fourth Quarter: 1 October - 31 December