

**CONSTITUTION of the ENVIRONMENTAL CAUCUS
of the MINNESOTA DFL
As Amended June 24, 2018**

ARTICLE ONE: NAME AND OFFICES

Section 1. Name of Organization. The name of the organization shall be the Environmental Caucus of the Minnesota DFL, hereafter called the Environmental Caucus, or caucus, in this document.

Section 2. Principal Office. The principal office of the caucus shall be at the headquarters of the Minnesota DFL. The caucus may maintain an email address, the contents of which will be monitored and routed to the secretary, chair and vice chair; and a U.S. Post Office box, which shall be established in the name of the Environmental Caucus and which will be monitored by the treasurer or other officer appointed by the chair.

ARTICLE TWO: STATEMENT OF MISSION and PURPOSE

Section 1. Mission. The mission of the Environmental Caucus is to educate and mobilize the citizens of Minnesota *to protect, preserve and restore the natural environment* while increasing participation in the DFL.

Section 2. Purposes. The purposes of the Environmental Caucus are to:

- 1) Educate the DFL party, the electorate, candidates for office, and elected representatives with regard to issues that impact the environment and threaten the health and safety of the biosphere at the local, state, national, and global level.
- 2) Foster active participation in the DFL party by citizens who are knowledgeable of climate change, energy, natural resources and environmental issues.
- 3) Determine and share the voting record and views of elected officials and candidates on environmental issues.
- 4) Endorse DFL candidates for office.
- 5) Support the DFL Party Platform and Action Agenda items related to energy, natural resources, and environmental issues.
- 6) Mobilize the electorate to vote for DFL endorsed candidates who support party platform and action agenda items related to the environment.

ARTICLE THREE: MEMBERSHIP

Section 1. Eligibility. Membership in the Environmental Caucus shall be open to all members of The Minnesota DFL who desire to support the caucus and its mission and purposes.

Section 2. Membership. Each year, the secretary shall prepare and distribute a caucus membership form as prescribed by the executive committee to be signed by all persons enrolling in the caucus. The secretary shall ensure that the caucus

membership form is widely available for use by all members of the Minnesota DFL who wish to enroll.

Section 3. Membership Director. The chair shall appoint a member of the executive committee to serve as membership director. The membership director shall coordinate the recruitment of members, management of membership data, maintenance of membership records and the timely reporting of such records, and determine those members who are in good standing.

Section 4. Member Voting Rights. Members in good standing shall have the same voting rights and privileges as bestowed upon them by the Constitution and Bylaws of the Democratic-Farmer-Labor Party of Minnesota. These voting rights and privileges may be exercised in person, or by telephone or other electronic appearances. See Section 6 of Article 4. Voting by proxy is not permitted.

Section 5. Dues. Annual dues for the Environmental Caucus are \$20. In accordance with DFL principles and the state constitution and bylaws, membership dues are voluntary.

Section 6. Members in Good Standing. Membership is renewable annually as determined and described herein. Members must be in good standing in order to vote at any meeting. A member in good standing has attended in person or electronically a meeting of the caucus in the preceding 12 months and has affirmed their membership by ensuring that the caucus has current contact information. The membership director or their designee shall determine which members are in good standing in conjunction with the treasurer and secretary.

ARTICLE FOUR: MEETINGS

Section 1. General Membership meetings.

Regular meetings of the general membership shall be held at least four times per year. The executive committee shall set the dates of the regular general membership meetings of a given calendar year not later than December of the previous year. The executive committee may reschedule any regular general membership meeting on at least 10 days notice. Notice of meetings may be sent by electronic communication to members who have consented to electronic notice, or by postcard to those who have not. An agenda shall be prepared by the chair prior to the meetings of the general membership.

Section 2. Business of the Annual Membership Meeting. The Environmental Caucus shall hold an annual meeting in the second quarter of each year. The annual general membership meeting shall be held for the purpose of: a) considering

amendments to this Constitution; b) approving a Biennial Report and Financial Statement; c) electing members to fill openings for chair, vice chair, outreach officer, secretary, treasurer, and executive committee members at large; d) designating one caucus officer or DFLEC executive committee member at large as a voting director of the state DFL executive committee; and e) conducting any other business that properly comes before it.

Section 3. Special Meetings. The executive committee may call special meetings of the general membership with at least 10 days' notice. Special meetings of the general membership may also be called upon a petition signed by not less 30% of the caucus membership in good standing. The matters considered by a special meeting of the general membership shall be limited to those contained in the call by the executive committee or the petition.

Section 4. Accessibility. General membership meetings shall be held in a publicly accessible place in Minnesota, which shall be described in notices of such meetings. The executive committee shall make all reasonably practical arrangements to permit and enhance participation in general membership meetings by members around the state by telephone, webcast, or such other methods as are practical. To help keep meetings green and costs low, members are encouraged to gather locally at libraries, homes, or other places with reliable Internet access to participate in web meetings and teleconferences.

Section 5. Quorum requirements. Twenty percent of the Environmental Caucus members in good standing shall constitute a quorum for all meetings of the general membership. Thirty percent of executive committee members shall constitute a quorum for all its meetings.

Section 6. Electronic Participation. To the extent that the means and equipment are available, members of the Environmental Caucus and any of its committees may participate in meetings by teleconference, video conference, or by any communication technology by which all persons participating in the meeting can communicate with each other at the same time. Participation by such means shall constitute attendance at the meeting so long as and for as long as such simultaneous communication is active and enabled.

Section 7. Rural Areas. The executive committee shall take all reasonable steps to promote a high degree of participation in caucus activities by rural area members, including but not limited to promoting meetings of caucus members in their respective rural areas and ensuring their effective participation by telecommunications in general membership meetings and in voting on caucus issues.

Section 8. Community Caucus and Other Organizations

The Environmental Caucus shall coordinate with other DFL community outreach organizations and other organizations to further its goals.

ARTICLE FIVE: OFFICERS and THE EXECUTIVE COMMITTEE

Section 1. Officers. The officers of the caucus shall be a chair, vice chair, secretary, treasurer, and outreach officer.

Section 2. Executive Committee. The executive committee of the caucus shall consist of the officers and up to 16 members at large. In electing officers and members at large, the Environmental Caucus shall strive for representation from all congressional districts; gender balance; and proportional representation of minorities, in accordance with the DFL constitution. Executive committee members are to be elected by the general membership at the annual meeting and may be nominated by a nominations committee or from the floor.

The secretary shall ensure that the executive committee has minutes of its proceedings, shall cause them to be filed with the caucus records maintained by the secretary, and shall distribute these minutes to the executive committee within 30 days after the meeting for which the minutes were taken.

Section 3. Qualifications. Any caucus member in good standing may serve as an officer or member at large of the executive committee.

Section 4. Election and Term of Office. Officers shall be elected by the membership at the annual meeting. The chair, vice chair, and one half of the at-large members are elected in odd years. The remaining officers and at-large members are elected in even years. The membership shall also designate an officer or member of the DFLEC executive committee at large to represent the caucus on the state DFL executive committee. Each newly elected executive committee member shall assume his or her role immediately after the meeting is adjourned. All terms shall be two years. Election of officers, but not at-large members, shall be conducted separately to give members an opportunity to be elected to another office if not elected to their first choice.

Section 5. Resignation and Removal. Any executive committee member may resign effective upon giving written notice to the secretary or chair, or the notice may specify a later time for the effectiveness of such resignation. The acceptance of such resignation shall not be necessary to make it effective. The chair may notify any member that has missed two consecutive meetings of the executive committee without excuse that they may be removed from the committee upon a third unexcused absence. The executive committee may remove the

member effective immediately upon adjournment of the third meeting.

Section 6. Vacancies. Any vacancy caused by the death, resignation, removal, disqualification, or any other reason, of any officer shall be filled by election by the general membership at meeting to be called by the executive committee with due notice.

Section 7. No Compensation. No officer or executive committee member shall accept any compensation for the performance of their duties other than for the actual expenses required to fulfill the duties and expectations of the caucus in accordance with policies established by the executive committee or membership.

ARTICLE SIX: DUTIES OF THE OFFICERS

Section 1. Chair. The chair shall be the chief executive officer of the caucus and shall supervise and control the affairs of the caucus and activities of the officers in accordance with this constitution and policies passed by the executive committee and/or general membership. The chair shall perform all duties incident to the office and such other duties as may be required by the laws of the state of Minnesota, by this constitution or which may be prescribed, from time to time, by the executive committee. The chair shall preside at all meetings of the executive committee and the caucus and except as otherwise expressly provided by law, shall, in the name of the caucus, execute such deeds, mortgages, bonds, contracts, checks or other instruments which may from time to time be authorized by the executive committee or the membership.

Section 2. Vice Chair. In the absence of the chair, the vice chair of the caucus shall perform all the duties of the chair, and when so acting shall have all the powers of, and be subjected to all the restrictions on the chair. The vice chair shall have other powers and perform other such duties as may be prescribed by the laws of the State of Minnesota, by this constitution or which may be prescribed, from time to time by the chair, executive committee or membership.

Section 3. Secretary. The secretary shall take or supervise the recording and maintaining of minutes of all meetings of the membership and executive committee; ensure that all notices are duly given in accordance with this constitution; be the custodian of the records of the caucus; exhibit at all reasonable times to any member of the caucus, as prescribed by the constitution or policies of the executive committee, all records and documents of the caucus maintained by the secretary; and in general, perform or cause to be performed all duties incident to the office of the secretary and other such duties as may be required by the laws of the state of Minnesota, by this constitution or which may be prescribed, from time to time, by the chair or executive committee. The secretary shall be chair of the

communications committee and shall oversee all advertising, web presence, social media, publications, and meeting communications, including electronic resources, and may recruit such volunteers or paid staff as approved by the executive committee. The secretary shall maintain a calendar by which all groups, sub caucuses, and committees shall share notice of meetings.

Section 4. Treasurer. The treasurer shall have charge and custody of, and be responsible for, all funds and securities of the caucus in such banks, trust companies, or other depositories as shall be selected and approved by the executive committee; receive and give receipt for money due and payable to the caucus from any source; disburse, or cause to be disbursed, the funds of the caucus as may be directed by the chair or executive committee; taking proper vouchers for such disbursements; keep and maintain adequate and correct accounts of all the caucus properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses; exhibit at all reasonable times the books of account and financial records to any member of the caucus, as may be prescribed by the executive committee; render to the chair or any member of the caucus, whenever requested, an account of any or all of his or her transactions as treasurer and the financial condition of the caucus as prescribed by the executive committee; prepare or cause to be prepared, and certify, or cause to be certified, any financial statements to be included in any required reports at all regular membership meetings of the caucus; In general, perform all duties incident to the office of the treasurer and other such duties as may be required by the laws of the state of Minnesota, the laws of the government of the United States of America, by this constitution or which may be prescribed, from time to time, by the executive committee.

Section 5. Outreach Officer

The outreach officer shall be responsible for outreach to underrepresented groups and geographies, and shall perform all other duties usually incident to the office of Outreach and Inclusion in the DFL party. The outreach officer's role is defined by the DFL constitution and bylaws and is of particular importance because of the disproportionate number of historically underserved populations, those living in poverty, and those affected by poor environmental conditions both in urban and rural areas.

ARTICLE SEVEN: COMMITTEES

Section 1. Committees. The caucus may have any and all such committees as requested by the membership, chair or executive committee. The chair or executive committee may establish a committee to help meet the Environmental Caucus mission and purposes. Committees shall

act in an advisory capacity to the chair, executive committee and membership.

Section 2. Minutes. Each committee shall keep minutes or reports of its proceedings, and shall cause them to be filed with the caucus records maintained by the secretary.

Section 3. Meetings and Actions of Committees. The executive committee may adopt rules and regulations pertaining to the formation and conduct of committees.

Section 4. Communications Committee. The executive committee shall establish and the secretary shall chair a communications committee to address the communication issues and needs of the caucus. The committee shall include such members as the executive committee deems appropriate, including persons managing social media or websites or generating print media. The communications committee shall identify policies to guide publications and oversee advertising, web presence, use of technology and social media, and publications for approval by the executive committee. The committee may recruit volunteers; paid staff may be recruited as approved by the executive committee.

ARTICLE EIGHT: ENDORSEMENT

The Environmental Caucus may endorse or otherwise offer written support to candidates for office both within the DFL and in local, state and national elections. While the caucus may issue more than one letter of support for candidates in a contested election, it may make only one endorsement per office, and an endorsement immediately nullifies any letters of support for the same office.

The executive committee may approve one or more annual endorsement committees or subcommittees. Such committees and subcommittees will propose a screening process for their assigned elections and submit that process to the executive committee for approval prior to contacting any candidates. Following the approved process, an endorsement committee or subcommittee will screen and submit the names of recommended candidates to the executive committee for ratification. An endorsement committee or subcommittee must approve an endorsement recommendation by at least 60% of a quorum of its members. An endorsement or letter of support is valid so long as that candidate is not opposing a candidate endorsed by the DFL. Candidates must have been formally endorsed to receive donations of funds from the DFL Environmental Caucus.

ARTICLE NINE: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 1. Execution of Instruments. The executive committee, except as otherwise provided in this constitution, may by resolution authorize any officer or agent of the caucus to enter into any contract or execute and deliver any instrument in the name of and on behalf of the caucus, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have the power or authority to bind the caucus by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. Checks and Notes. Except as otherwise specifically determined by resolution of the executive committee, or as otherwise required by law; checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the caucus shall be signed by the treasurer, and notice of the expenditure shall be made by email on the same day to the chair and vice chair.

Section 3. Deposits. All funds of the caucus shall be deposited in a timely manner to the credit of the caucus in such banks, trust companies, or other depositories as the executive committee shall select. Funds held within the caucus may be designated by the executive committee to support functions of specific sub caucuses.

Section 4. Gifts. The executive committee may accept, on behalf of the caucus, any contribution, gift, bequest or devise for the purposes and benefit of this caucus, however the caucus will not accept gifts, contribution, bequest or devise from any entity that would create an appearance of conflict of interest.

Section 5. Disposition of Party Records. Upon leaving office, officers shall turn over all caucus records, books and properties to their successors.

ARTICLE TEN: ASSETS OF THE CAUCUS

Section 1. Prohibition Against Private Inurement.

No part of the net earnings of this caucus shall inure to the benefit of, or be distributed to, its officers, members, agents or other private persons, except that the caucus shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this caucus and in accordance with this constitution and the policies of the caucus.

Section 2. Distribution of Assets. Upon the dissolution of this caucus, its assets remaining after payment, or provision for payment, of all debts and liabilities of this caucus shall be distributed to the Minnesota DFL.

ARTICLE ELEVEN: AMENDMENTS TO THIS CONSTITUTION

Section 1. Except as may be otherwise specified by the constitution of the Minnesota DFL and the

laws of the state of Minnesota, the membership of the caucus shall have the power to amend, alter or repeal any or all sections of this constitution or to adopt a new constitution upon approval of 60% of the members present at the annual meeting. A quorum of 20% of members in good standing is required to approve amendments to this constitution or to substitute a new constitution.

Section 2. Such proposed amendments, alterations or motions to repeal shall be submitted to the secretary either by a constitution committee authorized by the executive committee and appointed by the chair, or in writing signed by no less than 15 members of the caucus or a majority of the executive committee members. The secretary shall coordinate with the chair to submit any changes proposed by a constitution committee directly to the annual meeting for its consideration. The executive committee shall review and the caucus shall consider other submissions on proposals received within 60 days of a meeting.

Section 3. Once an amendment or repeal, other than those in a constitution committee report, has received a review and recommendation of the executive committee, it will be added to the agenda of the annual meeting for a vote by the general membership.

ARTICLE TWELVE: NOTICE

Each member is responsible for ensuring that the caucus receives from the member the member's

current postal address, cell phone, and email address, and shall update any changes in their respective email addresses in a timely manner. **In the interest of environmental and economic conservation, all caucus members are strongly encouraged to opt in to email for notices.**

ARTICLE THIRTEEN: CONSTRUCTION AND TERMS

Section 1. DFL Constitution Prevails When there is any conflict between the provisions of this constitution and the constitution of the Minnesota DFL, the provisions of the constitution of the Minnesota DFL shall govern. Should any of the provisions or portions of this DFLEC constitution be held unenforceable or invalid for any reason, the remaining provisions and portions shall be unaffected by such holding.

Section 2. Parliamentary Authority.

Parliamentary matters neither governed by this constitution, nor by the rules of the body in question, nor by the constitution and bylaws of the DFL, nor by the Official Call, shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.