

CONSTITUTION OF 2nd
CONGRESSIONAL DISTRICT REPUBLICAN PARTY OF MINNESOTA

BYLAWS OF THE SECOND

CONGRESSIONAL DISTRICT REPUBLICAN PARTY

Section 1: Convention Committees

The following committees will normally be established prior to each annual convention. The Chair of each committee is appointed by the CD2 Chair with assent by the Full Committee. The members are normally volunteers, one from each BPOU in the Second District. The terms of service shall end with the adjournment of the conventions they serve.

- A. Arrangements – This Committee shall arrange for a location, food, etc. for a convention.
- B. Registration and Credentials – This Committee shall manage and oversee registration of Delegates and Alternates, keeping record and reporting to the Convention the registration totals.
- C. Rules – This Committee shall propose rules to govern the operation of each convention.
- D. Resolutions / Platform – This Committee shall be appointed only in even-numbered years and shall consider those resolutions that come from the BPOUs for changes to the State Party Platform.
- E. ~~Elected Officer Search Nominations Committee~~ This Committee shall be a continuing committee composed of a Representative from each BPOU. The purpose of the Committee shall be to seek, qualify and nominate candidates for positions in the Party structure to be voted on at the CD2 Convention.

Section 2: Other Committees

The following committees are voluntary and serve at the discretion of the Full Committee. Chairs of these committees are appointed by the CD2 Chair with assent by the Full Committee. The following list is neither required nor limiting:

- A. Political Activities -- effectively communicate Republican ideals and issue positions while exposing the opposition;
- B. Get Out the Vote (GOTV) – Arranging phone calls, direct mail, literature drops and door-knocking for getting out the Republican vote;
- C. Community Events/Parades -- promote a positive image of our candidates and of the Republican Party in the communities;
- D. Election Judges – Recruit Election Judges, make certain the names are properly submitted and follow up to get them placed, including on ballot boards and as counting observers;
- E. Poll Challenging -- seek out volunteers, train them, assign them and coordinate their Election Day activities; and
- F. Caucus -- Arrange training for BPOU Caucus Coordinators and Conveners and organize the BPOUs for successful precinct caucuses.

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Section 3: Elections

- A. **CD2 Officers** are elected in the odd-year convention. The ~~Elected Officer Search and~~ Nominations Committee shall be constituted prior to the convention and may proceed as follows:
- i. Contact and obtain agreement to serve from at least one (1) volunteer for each elected position, starting with the incumbents;
 - ii. Develop or review the job description(s);
 - iii. Develop or review the questionnaire on qualifications. Among those qualifications should be previous service to the Party and support for its endorsed candidate;
 - iv. Establish details of at least two (2) opportunities for interviews with the potential candidates, one the week prior to the Convention and another during the Convention, prior to the election;
 - v. The Convention Call shall specify the offices to be elected, the requirement to meet with the Committee, and contact information;
 - vi. Provide each candidate, on first contact, with the questionnaire and job description, and arrange to meet individually with each to answer further questions;
 - vii. After all candidates have met with the Committee, assemble the Committee report;
 - viii. The Committee may, at its discretion, and with the permission of the individual candidates, publish candidates' qualifications to the Convention;
 - ix. The Committee shall place in nomination the names of all those who have appeared before it but may offer an opinion that the candidate is qualified or unqualified; and
 - x. Convention rules may -allow or disallow, nomination from the floor of any candidate, but such candidate must agree to serve, and the nomination shall require a second.
- B. **Delegates and Alternates to the Republican National Convention** will be elected following a process similar to that for electing CD2 Officers. The job descriptions and requirements will be different, including the understanding that the National Convention is something of an honor and reward for service to the Party, rather than as a working Representative, and may include a pledge to support the eventual Presidential nominee. The names and qualifications of all candidates may be presented to the Convention by a Nominating Committee, and each candidate will be allotted a speech.
- C. **Presidential Electors** are required in each Presidential election year, and one (1) is nominated by each Congressional District. The CD2 Full Committee shall recommend for the approval by the Delegates to the CD2 Convention an individual it deems especially deserving of the honor and trust embodied in this position. If no individual is elected at the CD2 Convention, or the individual selected at the CD2 Convention becomes unwilling or unable to serve, the CD2 Full Committee shall select a substitute nominee for the Presidential Elector from CD2.

Section 4: Reporting

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- A. The Treasurer shall report, at each regular meeting, a summary of receipts and disbursements, the overall balance of accounts, any special or significant entries past or anticipated, and have that report approved.
- B. The Secretary shall report, at each regular meeting, the minutes of any regular or special meeting held since the last minutes were approved and accepted.

Section 5: List Use Agreement *

- A. The CD2 Full Committee shall provide CD2 resources, in the form of Delegate contact lists, to any official candidate for CD2 endorsement, provided that a proper List Use Agreement is signed.
- B. The List Use Agreement may be the recommended agreement provided by the State Party.
- C. The CD2 Executive Committee is authorized to offer and to receive the signed Agreement, upon request from candidates, providing:
 - i. The Full Committee will first approve, in each campaign season, the making of such agreements;
 - ii. The Candidate has a registered Republican campaign;
 - iii. The list provided will include only contact information;
 - iv. The list is provided to all candidates equally;
 - v. There is no written, credible objection signed by two (2) or more members of the Full Committee, and a concurring objection by a 2/3 vote of the Full Committee;
 - vi. When the List Agreement expires (upon endorsement), the secretary must obtain a certified destruction letter from all candidates; and
 - vii. The Secretary should retain a blank copy of the document for distribution, a copy of the signed agreements and the certified destruction letter for each candidate.
- D. ~~*Note: When the List Agreement expires (upon endorsement), the endorsed candidate gets access to DataCenter, a much larger database.~~

Section 6: Audit

An internal audit of the financial records shall be performed after each fiscal year and reported to the Full Committee upon completion. The Audit Committee will consist of the Treasurer, an Audit Committee Chair and at least one other member of the Full Committee. A proper audit will consist of the following:

- A. Testing a 5% minimum and sufficient sample to verify that every transaction in the ledger, both debit and credit, is supported by proper documentation;

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- B. Testing a 5% minimum and sufficient sample to verify that every document representing a debit or credit has been entered into the ledger;
- C. Seeing that the ledger software correctly processes transactions into a (monthly) report;
- D. That there is a proper process for “segregation of duties” between those making the disbursements and those approving the disbursements.
 - i. To ensure a proper “segregation of duties”, some combination of the following may be used:
 - a. The Treasurer writes a physical check to the vendor and provides it to the Chair for signature. The check is then transmitted to the vendor; and/or
 - b. The Chair transmits written transaction approval by hard copy, facsimile, or email to the Treasurer and the Treasurer completes the transaction by credit card, debit card or electronic payment. A copy of the Chair’s approval is kept with the transaction records to verify the authorization of the transaction. Chair receives the monthly account statement and verifies that all expenditures were approved by the Full Committee.
- E. The Chair should have access to the “Transaction audit report” from section G, below;
- F. For the purpose of audit, the threshold expenditure requiring approval by the Full Committee is set at \$200, including recurring expenses that total \$200 in a year. Disbursements below that are considered "petty cash" but must be tracked in the ledger.
- G. For the purpose of an audit, the Secretary and Treasurer must maintain, as an attachment to the Full Committee minutes, a “Transaction Audit Report”. The Transaction Audit Report must include:
 - i. Record of every expenditure approved by the Full Committee;
 - ii. The date approved for each expenditure;
 - iii. The amount and purpose of each expenditure;
 - iv. Documented/paper records/receipts for the the actual expenditure amount(s); and
 - v. Cross-references for corresponding ledger entry/entries.