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# CONSTITUTION

Battlefords-Lloydminster Federal Liberal Association

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Liberal

## CONSTITUTION

### BATTLEFORDS-LLOYDMINSTER FEDERAL LIBERAL ASSOCIATION

#### I. INTERPRETATION

1. In this Constitution:

- a. "**Annual Meeting**" means an annual general meeting of the Members convened pursuant to Article XI;
- b. "**Association**" means the Battlefords-Lloydminster Federal Liberal Association;
- c. "**Board**" means the Board of Directors of the Association established pursuant to Article VII;
- d. "**Committee**" means a duly constituted committee of the Association;
- e. "**Director**" means a director of the Association elected at an Annual Meeting or appointed by the Board;
- f. "**Executive Committee**" means the Committee by that name established pursuant to Article VII;
- g. "**Member**" means a person who is a member in good standing of the Association in accordance with the provisions of this Constitution;
- h. "**Officer**" means an officer of the Association as defined in Article V;
- i. "**Party**" means The Liberal Party of Canada;
- j. "**Electoral District Association**" means the federal electoral district of Saskatoon-Grasswood; and
- k. "**Recorded Address**" means, in the case of a Member, his or her address (including, as applicable, his or her electronic address) as recorded in the register of Members maintained by the Party and, in the case of an Officer, Director, member of the Board or a Committee of the Association, or any other person, his or her address (including, as applicable, his or her electronic address) as recorded in the books and records of the Association.

#### II. NAME

2. The Association shall be known as the "**Battlefords-Lloydminster Federal Liberal Association**".

#### III. OBJECTS

3. The objects of the Association shall be to:

- a. support and promote the philosophies, principles, objectives and policies of the Party;
- b. nominate a candidate of the Party in the Electoral District for election in every general election and in every by-election in the Electoral District ;
- c. assist and promote the election of the candidate of the Party in the Electoral District in every general election and every by-election in the Electoral District;
- d. develop and maintain an efficient organization in the Electoral District to help promote and secure public support for the philosophies, principles, objectives and policies of the Party; and
- e. raise monies, and maintain a fund to support the Association to achieve its objectives, and to assist candidates of the Party in every general election and every by-election in the Electoral District.

#### **IV. MEMBERSHIP**

4. Membership in the Association shall be in accordance with the provisions respecting membership as set out in the Constitution of the Party.
5. An eligible person shall become a Member of the Association upon payment of the annual fees of the Party relating to membership in the Party.
6. A person ceases to be a Member upon submitting to the President or to the Secretary of the Association a written resignation, or upon ceasing to be eligible to be a member under this Article.

#### **V. OFFICERS**

7. The Officers of the Association shall consist of:
  - a. the President;
  - b. up to two (2) Vice-Presidents (one shall be designated as the executive Vice-President);
  - c. the Party's Member of Parliament from the Electoral District or a representative designated by such Member of Parliament (or, if there is no Party member elected from the Electoral District Association, the most recently nominated candidate for election in the Electoral District or the Party's past candidate for election to the Parliament of Canada for the Electoral District);
  - d. the Women's Representative;
  - e. the Youth Representative;
  - f. the Aboriginal Representative;
  - g. the Seniors' Representative;

- h. the Treasurer; and
- i. the Secretary.

## VI. VOTING

- 8. Except as otherwise hereinafter provided, a Member is entitled to vote on all matters coming before a meeting of the Association on which a vote of the Members is required.
- 9. A Youth Member is entitled to vote at any meeting of the Association, and is entitled to exercise all of the other privileges of membership in the Association as permitted by the Constitution of the Party.
- 10. Except as otherwise expressly provided in this Constitution, all matters being voted on at a meeting of the Association shall be decided by a simple majority of Members present and voting.
- 11. In case of a tie vote, the chair of the meeting shall have the right to cast the deciding vote.
- 12. There shall be no voting by proxy at any meeting of the Association or at any meeting of the Board or any Committee of the Association, including the Executive Committee.
- 13. The Executive Committee shall be entitled to pass resolutions in writing (signed by a simple majority of the members of the Executive Committee) or by means of electronic communication (as evidenced by the electronic confirmation of a simple majority of the members of the Executive Committee).

## VII. BOARD AND EXECUTIVE COMMITTEE

- 14. The Board of the Association shall consist of:
  - a. the Officers of the Association;
  - b. the immediate Past-President of the Association (the "**Past-President**");
  - c. a maximum of twenty (20) directors ("**Directors**");
  - d. a maximum of ten (10) regional, local or other representatives (representing defined geographic areas within the Electoral District) as determined and appointed by the Executive Committee from time to time.
- 15. The Executive Committee shall consist of:
  - a. the Officers of the Association;

- b. the immediate Past-President;
- c. the Chairs of each Committee of the Association.

**VIII. FORMATION OF THE BOARD**

- 16. The members of the Board, subject to this Article, shall be elected at the Annual Meeting for a term of one year, and voting shall be done by show of hands (unless a secret ballot is requested) with the candidate for each position who receives the largest number of votes being declared elected.
- 17. The Board may, by resolution, appoint Officers and/or Directors in the event that any Officer's position has not been filled, the maximum number of Directors has not been elected, or in the event of any vacancy.
- 18. Notwithstanding the foregoing, all members of the Board shall hold office until the end of the next Annual Meeting at which their successors are elected or appointed.

**IX. DUTIES OF THE OFFICERS AND OF THE BOARD**

- 19. The President shall preside over all meetings of the members of the Association, all meetings of the Board, and all meetings of the Executive Committee of the Association, and shall perform such duties as the Board may from time to time prescribe.
- 20. The Vice-President(s) shall carry out the duties of the President in his/her absence; the Executive Vice-President shall be called upon first.
- 21. The Treasurer shall receive and account for all monies belonging to the Association and, under the direction of the Board or the Executive Committee shall pay all debts incurred by the Association or its Officers in the proper conduct of their duties on behalf of the Association. The Treasurer shall submit a financial report at each Annual Meeting and whenever called upon by the Board or the Executive Committee do so. All cheques drawn upon the funds of the Association shall be signed by the Treasurer and counter-signed by an Officer.
- 22. The Secretary shall be responsible for recording the minutes of all meetings and for keeping the general records of the Association.

23. The Women's Representative shall be responsible for organizing and promoting the Party among women in the Electoral District Association and shall represent the Association in respect of the activities of the Women's Liberal Commission of Canada.
24. The Aboriginal Representative shall be responsible for organizing and promoting the Party among aboriginal peoples in the Electoral District Association and shall represent the Association in respect of the Liberal Aboriginal Peoples' Commission of the Party.
25. The Youth Representative shall be responsible for organizing and promoting the Party among young Liberals in the Electoral District Association and shall represent the Association in respect of the activities of the Young Liberals Commission of the Party.
26. The Seniors' Representative shall be responsible for organizing and promoting the Party among senior Liberals in the Electoral District Association and shall represent the Association in respect of the activities of the Seniors' Commission of the Party.
27. The Board shall appoint Officers or Directors to chair such Committees as the Board may determine from time to time including, without limitation:
  - a. the Fundraising Committee;
  - b. the Communications Committee;
  - c. the Policy Committee;
  - d. the Outreach Committee;
  - e. the Election Readiness Committee;
  - f. the Membership Committee; and
  - g. such other Committees as the Board, in its discretion, establishes from time to time.
28. One individual may chair more than one Committee.
29. The Board shall prescribe the composition and duties of all Committees and may appoint, or remove, Committee chairs and Committee members at any time and from time to time as it deems necessary.

**X. DUTIES OF THE EXECUTIVE COMMITTEE**

30. The Executive Committee shall be responsible for and shall have the full authority to conduct the ongoing business and affairs of the Association between meetings of the

Board and shall be accountable to, and under the direction of, the Board.

31. The Executive Committee shall make a full report of its activities to the Board at each Board meeting.

32. The Executive Committee may invite any person to attend its meetings.

**XI. ANNUAL GENERAL MEETINGS**

33. General meetings of the Association shall be held at least once per year and may be called by the Board or the Executive Committee to be held on such dates, and at such places, as they may determine. One such meeting shall be designated as the Annual General Meeting at which time the Board of the Association shall be elected.

34. Procedures and rules with respect to meetings, including the Annual General Meetings, of the Association shall be determined by the Board which shall, subject to the provisions of this Constitution, include requirements with respect to calling and notice of the meeting, eligibility to vote at a meeting, conduct of the meeting, an appeal procedure, cut-off dates, and/or (as applicable) deadlines for submission of nominations.

**XII. COMMITTEES OF THE ASSOCIATION**

35. The mandates, terms of reference and policies established by each Committee and any changes thereto shall be subject to ratification by the Board and shall be subject to any limitations or responsibilities imposed by law or provided in this Constitution.

36. Each Committee, through its chair and confirmed by the Board, may invite such additional persons as it may deem necessary to advise and assist in Committee matters and such additional persons will be a full members of the respective Committee, but will not be Officers or Directors of the Association (unless they were otherwise elected or appointed to such positions in accordance with this Constitution).

37. Each Committee shall keep minutes of its meetings in which shall be recorded all decisions made by it, which minutes shall be submitted, as soon as practical, to the Board.

### **XIII. QUORUM FOR BOARD AND EXECUTIVE COMMITTEE MEETINGS**

38. Executive and Executive Committee meetings shall be called by the President or, in his/her absence, a Vice-President of the Association.
39. Quorum for Board meetings shall consist of a majority of the members of the Board.
40. Quorum for meetings of the Executive Committee shall consist of a majority of the members of the Executive Committee.
41. Meetings of the Board and of the Committees of the Association shall permit the Committee members to participate by means of telephone or other electronic means by which all persons participating in the meeting can effectively communicate. Any person participating in such a meeting in such manner shall be considered present at the meeting.

### **XIV. SELECTION OF A CANDIDATE**

42. Subject always to the rules and procedures provided by the Party in relation to selection of candidates and nomination meetings, the selection of an official candidate to represent the Party in the Electoral District shall take place at a meeting (a "**Nomination Meeting**") of the Association duly called for that purpose.
43. Subject always to the rules and procedures provided by the Party in relation to selection of candidates and nomination meetings, the Board shall convene a Nomination Meeting as required from time to time to select a Party candidate in the Electoral District for each general election or by-election in the Electoral District.
44. No business, other than the selection of a candidate, shall be conducted at a Nomination Meeting until after the selection of a candidate.
45. Subject always to the rules and procedures provided by the Party in relation to selection of candidates and nomination meetings, a person seeking nomination as a candidate for the Party in the Electoral District shall present to the Secretary of the Association, at least 14 days prior to the start of the nomination, nomination papers signed by at least five (5) Members entitled to vote at the Nomination Meeting. The nomination papers shall be signed by the nominee indicating acceptance of the nomination. Every nominee must be a Member of the Party and otherwise eligible to hold office and to sit as a Member of



Parliament. Each nominee shall submit a copy of his/her nomination form to the Party in accordance with the provisions of the Constitution of the Party.

46. Subject always to the rules and procedures provided by the Party in relation to selection of candidates and nomination meetings, at a Nomination Meeting the chairman of the meeting shall:

- a. call the meeting to order;
- b. read the notice of the meeting; and
- c. conduct voting by Members entitled to vote.

47. Before a vote is taken on selection of a candidate, each nominee, or other person selected by the nominee, shall be invited by the chairman to address the meeting for such period of time as the Board shall decide. After the vote is taken, the successful nominee shall be invited by the chairman to address the meeting.

48. Subject always to the rules and procedures provided by the Party in relation to selection of candidates and nomination meetings, if more than two candidates have been accepted for nomination, then a preferential vote shall be taken. The preferential count shall continue until one candidate has received 50% + 1 of the votes.

49. Subject always to the rules and procedures provided by the Party in relation to selection of candidates and nomination meetings, in order to vote at a nominating meeting a Member must have held a membership for the preceding seven (7) days. Expired members may renew their membership and vote nomination night providing their membership has expired within six (6) months of the nominating meeting.

50. Subject always to the rules and procedures provided by the Party in relation to selection of candidates and nomination meetings, the procedure for the selection of an official candidate shall be as determined by the Board or the Executive Committee.

**XV. SELECTION OF DELEGATES**

51. The selection of delegates to represent the Association shall take place at a general meeting of the Association duly called for that purpose.

52. Subject always to the rules and procedures provided by the Party in relation to selection of

delegates and delegate nomination meetings, the procedure for the selection of delegates shall be as determined by the Board or the Executive Committee.

**XVI. NOTICES**

53. Any notice, which term includes any communication or documents, to be given, sent, or delivered to a Member, Officer, Director, or any other person in accordance with this Constitution shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered (including by electronic means including email or fax) to his or her Recorded Address by any means of prepaid transmitted or recorded communication.
54. A notice so delivered will be deemed to have been given when deposited in a post office or public letter box, and a notice sent by any means of transmitted or recorded communication (including electronic communication) shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency, or its representative, for dispatch. In addition to the foregoing methods of notice, notice of a meeting of the Members of the Association may also be given by newspaper advertisement (at least 14 days prior to the meeting) in the newspaper that has the largest circulation within the Electoral District.
55. The Secretary may change or cause to be changed the Recorded Address of any Member, Officer, Director, or other person in accordance with any information believed by him or her to be reliable.
56. Notice of any meeting of the Members of the Association shall be given at least 14 days prior to the meeting date.
57. Notice of meetings of the Board shall be given by the President or Secretary of the Association at least seven (7) days prior to the meeting.
58. Notice of any meeting of the Board may be waived by the affirmative vote of all of the voting members of the Board. Attendance at any meeting of the Board shall be deemed to constitute a waiver of notice unless such attendance is for the express purpose of objecting to lack of appropriate notice.

**XVII. AMENDMENTS**

59. This Constitution may be amended by the affirmative vote of at least two-thirds (2/3) of the Members attending and voting at a meeting of the Association for which notice, including a description of the proposed amendment is given.

60. Copies of the proposed amendment shall be made available to Members with the notice of the meeting at which it will be proposed.

**XVIII. FISCAL YEAR**

61. The fiscal year of the Association shall be the 12-month period ending on December 31<sup>st</sup> in each year.

**XIX. CONFLICT**

62. In the event of any conflict between this Constitution and that of the Party, the latter shall prevail.

63. The Board, with consent of the President of the Party or the Leader of the Party, may shorten or vary any of the time periods specified in this Constitution.

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**THIS CONSTITUTION OF THE  
SASKATOON-GRASSWOOD ELECTORAL DISTRICT ASSOCIATION**

**WAS ADOPTED BY THE MEMBERS AND RATIFIED BY**

**THE BOARD**

**AS OF**

**THE \_\_\_\_ DAY OF \_\_\_\_\_, 2014.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair of the Meeting of Members

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