

Scarborough Southwest Provincial Constituency Association Constitution & by-laws 2013

1.1. The name of the Association shall be the Scarborough Southwest Ontario New Democratic Party Constituency Association, hereinafter referred to as the Association.

1.2. The Association is established in accordance with the Constitution of the Ontario New Democratic Party and accepts the principles of democratic socialism.

1.3. The term "constituency", as used hereafter, includes "riding" or "electoral district".

2.1. The purpose of the Association shall be:

2.1.1. To nominate the candidate of the Ontario New Democratic Party in each provincial election and to conduct campaigns to elect those candidates;

2.1.2. To support and promote the principles and policies of the Ontario New Democratic Party through political education and organization; and

2.1.3. To encourage its members to participate in developing party policy and party governance at the provincial level.

3.1. The membership of the Association shall consist of:

3.1.1. All New Democratic Party Members in good standing who reside within the boundaries of the riding/constituency, except those who have been accepted as members in any other provincial or unified New Democratic Party Constituency Association; and

3.1.2. New Democratic Party Members in good standing who reside in other constituencies in Ontario and who request membership and are accepted by the Executive of the Association or by the membership at a general membership meeting.

3.2. No member of this Association may hold membership in any other provincial New Democratic Party Association.

4.1. There shall be an Annual General Meeting of the Association, the business of which shall include:

4.1.1. Annual reports of the President, the Membership Officer, the Chief Financial Officer; and

4.1.2. Election of the Association's Executive and its delegates to Provincial Council.

4.2. Other General Meetings of the Association shall be called:

4.2.1. as determined by the Executive, or

4.2.2. upon the written request of at least fifty (50) members in good standing or one quarter of the Association's members, whichever is less.

4.2.3. A General Meeting under the provisions of Article 4.2.2 shall be held no later than forty-five (45) days after receipt of the original request. The request shall specify the business to be put before the meeting and this information shall be included in the notice of the meeting sent to the membership of the Association. The first order of business shall be this business.

4.3. A General Meeting shall be called to elect the Association's delegates and alternates to a Provincial Convention of the Ontario New Democratic Party.

4.4. In accordance with the Constitution of the Ontario New Democratic Party and the direction of Provincial Council, a nomination meeting shall be held to nominate the Association's candidate for Member of Provincial Parliament.

4.5. Only New Democratic Party members in good standing who reside in the constituency shall be eligible to cast ballots for candidates at a nomination meeting.

4.6. Notice for all General Meetings shall be circulated at least fourteen (14) days prior to the meeting. Notice period requirements for nomination meetings shall be governed by the Constitution of the Ontario New Democratic Party and the Nomination Guidelines adopted by Provincial Council for provincial elections.

4.7. Quorum at a General Meeting shall be a number equal to 75% of the individuals elected to the existing Executive.

5.1. The Executive shall consist of the following:

5.1.1. **President;**

5.1.2. **Provincial Vice-President**, who shall serve as interim President in the event of a vacancy in the presidency;

5.1.3. **Secretary;**

5.1.4. **Provincial Chief Financial Officer;**

5.1.5. **Membership Organizer;**

5.1.6. **Youth Officer;**

5.1.7. **Women's Representative;**

5.1.8. **Disability Rights Committee Representative;**

5.1.9. The **Member of Provincial Parliament** for the constituency, provided she/he is a member in good standing of the Ontario New Democratic Party Caucus;

5.1.10. Those **delegates to Provincial Council** who have not been elected to any of the above positions; and

5.1.11. At its first meeting after its election, the incoming Executive shall appoint a member of the Association as a liaison to each Federal Constituency Association within or partially within its boundaries

5.2. The positions referred to in Articles 5.1.1 through 5.1.9 (above) constitute the **core members of the Executive. Other Executive positions may be created through by-laws adopted by the Association, according to the procedures set forth in Article 9 (below). In the absence of such by-laws, the Association may create and fill other positions on the Executive at an Annual General Meeting or at a General Meeting called for this purpose.** Members of the Executive must be members in good standing of the Association.

5.3. Those elected to positions on the Executive shall serve from the adjournment of the Annual General Meeting at which they were elected until the adjournment of the following Annual General Meeting. In the event of a vacancy in the office of Chief Financial Officer, the President shall immediately appoint a member to fill the vacancy. Other vacancies on the Executive may be filled by appointment of the Executive. If the position of President is vacated, the Provincial Vice-President shall serve as interim president until the next Executive meeting, and a new President shall be appointed by the Executive at such meeting. All appointments to the Executive are subject to ratification by the Association at its next General Meeting.

5.4. Members of the Executive who cannot attend a meeting shall give notice to the President or the Secretary in advance if possible. A member of the Executive who fails to attend three consecutive meetings without such notice shall be deemed to have resigned and shall be notified accordingly in writing.

5.5. The Executive may appoint such committees as may be necessary or desirable to carry out the functions of the Association. Each

committee so appointed shall report regularly to the Executive and shall include at least one member of the Executive.

5.6. The Executive shall meet at least three (3) times during its term of office.

5.7. A quorum at Executive meetings shall be one third of the members of the Executive.

5.8. Each member of the executive shall be entitled to only one vote at executive meetings regardless of the number positions held on the executive.

5.9. Meetings of the Executive shall be open to members of the Association. Non-Executive members may participate in discussions but shall not have the right to vote.

6.1. The Executive shall seek to ensure that women and members of Affirmative Action Target Groups, as designated by Federal Council, are encouraged to seek executive positions and seek to ensure that the membership of the association and of the executive should achieve a goal of gender parity as well as of reflecting the demographic make-up of the community.

7.1. The Association shall comply with all laws, regarding the funds of political Constituency Associations. The funds of the Association shall be kept in a clearly separate account in the name of the Provincial Constituency Association in chartered financial institutions;

7.2. The signing officers for provincial accounts shall be the Chief Financial Officer and two (2) other designated members of the Executive. No cheque or other instrument shall be issued without the signatures of the Chief Financial Officer and one other signing officer.

7.3. When soliciting or receiving donations, the Association shall ensure that the donor specify that the donation is a provincial donation.

8.1. This Constitution may be amended at any General Meeting of the Association by a two-thirds majority of those present and voting, provided that the text of the proposed amendment has been circulated to the membership at least fourteen (14) days prior to the meeting.

8.2. Amendments shall be submitted to Provincial Council for approval in accordance with section 5.05(2) of the Constitution of the Ontario New Democratic Party.

9.1. By-laws consistent with this Constitution may be adopted or amended by majority vote at any General Meeting of the Association, provided the text of the proposed by-law or amendment has been circulated to the membership at least fourteen (14) days prior to the meeting.

10.1. The Association may adopt rules for the conduct of its business. Unless otherwise governed by this Constitution and its duly adopted by-laws or the Constitutions of the New Democratic Party and the Ontario New Democratic Party, the business of the Association shall be conducted according to Robert's Rules of Order.

10.2. In an election, either for an office on the Executive which is held by more than one person, or for more than one delegate to another body, a valid ballot for such office or delegate position shall show as many names as there are positions to be filled, unless fewer candidates are nominated than the number of positions to be filled.

11.1. In any conflict that may arise between this Constitution and its by-laws and the Constitution of the New Democratic Party or the Constitution of the Ontario New Democratic Party, the senior level Constitution shall supersede and prevail.

11.2. On a day-to-day basis, this Constitution shall be interpreted by the President of the Association, or by the Provincial Vice-President in the absence of the President. Decisions of the President or Vice-President may be appealed to the Executive of the Association. Decisions of the Executive may be appealed to the membership at a General Meeting, whether or not the meeting was called for the specific purpose of hearing such an appeal.

11.3. At a meeting of the Association or its Executive, this Constitution and its by-laws shall be interpreted by the President of the Association or by the chairperson in the absence of the President. Any decision of the President or the chairperson may be overturned on appeal by a majority of those present and voting.

11.4. Any interpretation or appeal under Sections 11.2 or 11.3 may at any stage be the subject of a complaint to the Secretary of the Ontario New Democratic Party, to be dealt with in a manner similar to Constitutional matters under Article 16 of the Constitution of the Ontario New Democratic Party. Interpretations and appeals under this section shall give some weight to the benefits of resolving Association decisions at the local level. Actions taken under the authority of this section shall take precedence over actions taken under the authority of sections 11.2 or 11.3.

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Provincial Association BY-LAWS

1. Duties of Executive Members

1.1. The duties of the President shall include presiding at meetings of the Association; convening and presiding at meetings of the Executive; and presenting an annual report on behalf of the Executive at the Annual General Meeting.

1.2. The Vice-President shall perform the duties of the president in the president's absence.

1.3. The duties of the Secretary shall include recording and distributing the minutes of meetings of the Association and the Executive; receiving correspondence for the Association and bringing it to the attention of the Executive; and providing notice of general meetings to the membership.

1.4. The duties of the Financial Agent shall include: maintaining records of all expenditures and revenues of the Association and filing financial reports in accordance with Elections Canada; reporting regularly to the Executive concerning the state of the Association's finances; and preparing an annual financial report for presentation at the Annual General Meeting.

1.5. The duties of the Membership Officer shall include maintaining the Association's membership records; organizing membership drives in cooperation with overlapping provincial constituency associations; exchanging membership reports with the federal and provincial offices of the Party, according to agreements between the New Democratic Party of Canada and the Ontario New Democratic Party; ensuring that an accurate membership list is available for registration at General Meetings of the Association; and preparing an annual membership report for presentation at the Annual General Meeting.

1.6. The duties of the Youth Officer shall include organizing on behalf of the Association among the youth of the Riding and representing the interests of youth within the Association, and liaison between the Association and Ontario New Democratic Youth and New Democratic Youth of Canada.

1.7. The duties of the Women's Representative shall include organizing women's activities and acting as a liaison between the Riding Association and the Women's Committee Executive.

2. Optional Executive Members

2.1.1. The Executive may also include the following positions:

2.2. The Election Readiness Officer who shall be responsible for the maintenance of election records, and shall be responsible for assuring that the riding is prepared for the election;

2.3. Provincial Directors who shall be appointed by each provincial riding association contained, in whole or part within the federal riding, to act as a liaison between the two associations;

2.4. Labour Affiliate Director, who shall be appointed by those labour organizations affiliated to the New Democratic Party with a significant number of residents residing within the riding, provided that the person appointed lives within the riding and is a member of the New Democratic Party. The Labour Affiliate Director shall act as a liaison between those labour organizations and the riding executive.

2.5 Members at large, without specific responsibilities, to serve on committees and participate in decisions of the executive. The number of members at large is to be flexible to allow for those interested in participating to take a leadership role in the association.

2.6 The executive is authorized to recruit and fill vacant positions on the executive and to add members at large between general meetings.

Scarborough Southwest Federal Constituency Association Constitution & by-laws 2013

1. Preamble/Name

1.1. The name of the Association shall be the Scarborough Southwest New Democratic Party Federal Riding Association, hereinafter referred to as "the Association".

1.2. The Association is established pursuant to the Constitutions of the New Democratic Party of Canada and the Ontario New Democratic Party and accepts the principles of democratic socialism.

1.3. The term, "riding" as used hereafter, includes "constituency" or "electoral district".

2. Purpose

2.1. The purpose of the Association shall be:

2.1.1. To nominate the candidate of the New Democratic Party in each federal election and to conduct a campaign to elect the candidate;

2.1.2. To support and promote the principles and policies of the New Democratic Party of Canada through political education and organization; and

2.1.3. To afford to its members a forum for participation in the development of party policy on federal issues and party governance.

3. Membership

3.1. The membership of the Association shall consist of:

3.1.1. All New Democratic Party members in good standing who reside in the riding, except those who have been accepted as members in another riding Association; and

3.1.2. New Democratic Party members in good standing who reside in other federal ridings in Ontario and who request membership in the Association and are accepted by the Executive of the Association or by the membership at a general membership meeting.

4. Meetings

4.1. There shall be an Annual General Meeting of the Association, the business of which shall include:

4.1.1. Annual reports of the President, the Membership Officer, and the Financial Agent; and

4.1.2. Election of the Association's Executive and its delegates to the Council of Federal Ridings, where one is established pursuant to the Constitution of the New Democratic Party of Canada.

4.2. Other General Meetings of the Association shall be called:

4.2.1. as determined by the Executive, or

4.2.2. upon the written request of at least fifty (50) members in good standing or one quarter of the Association's members, whichever is less.

4.2.3. A General Meeting under the provisions of Article 4.2.2 shall be held no later than forty-five (45) days after receipt of the original request. The request shall specify the business to be placed before the meeting and this information shall be included in the notice of the meeting sent to the membership of the Association. The first order of business shall be this business.

4.3 A General Meeting shall be called for the purpose of electing the Association's delegates and alternates to a federal convention of the New Democratic Party.

4.4. In accordance with the federal Constitution and the direction of Federal Council, a nomination meeting shall be held for the purpose of nominating the New Democratic Party candidate for Member of Parliament. Those eligible to cast ballots for the nomination shall be limited to New Democratic Party members in good standing who reside in the riding.

4.5. Notice for all General Meetings shall be circulated not less than fourteen (14) days in advance of the meeting. Notice period requirements for nomination meetings shall be governed by the Constitution of the Ontario New Democratic Party and the Nomination Guidelines as adopted by Provincial Council.

4.6. Quorum at a General Meeting shall be a number equal to 75% of the individuals elected to the existing Executive.

5. Executive

5.1. The Executive shall consist of the following:

5.1.1. **President;**

5.1.2. **Vice-President**, who shall serve as Interim President in the event of a vacancy in the presidency;

5.1.3. **Secretary;**

5.1.4. **Financial Agent;**

5.1.5. **Membership Officer;**

5.1.6. **Youth Officer;**

5.1.7. **Women's Representative;**

5.1.8. **The Member of Parliament** for the riding, provided (s)he is a member in good standing of the Federal Caucus of the New Democratic Party; and

5.1.9. Those delegates to the Council of Federal Ridings who have not been elected to any of the above positions.

5.1.10. At its first meeting after its election, the incoming executive shall appoint a member of the Executive as a liaison to each of the Provincial Constituency Associations within or partially within its boundaries.

5.2. The positions referred to in Articles 5.1.1 through 5.1.9 (above) constitute the core members of the Executive. **Other Executive positions may be created through by-laws adopted by the Association, according to the procedures set forth in Article 9 (below). In the absence of such by-laws, the Association may create and fill other positions on the Executive at an Annual General Meeting or at a General Meeting called for this purpose.** Members of the Executive must be members in good standing of the Association.

5.3. Those elected to positions on the Executive shall serve from the adjournment of the Annual General Meeting at which they were elected until the adjournment of the following Annual General Meeting. If the position of President is vacated, the Vice-President shall serve as interim president until the next Executive meeting. If the position of Financial Agent is vacated, the President is empowered to appoint immediately a Financial Agent subject to ratification by the Executive at its next meeting and the Association at its next meeting. The Executive may appoint people to fill unfilled or vacant Executive positions subject to ratification by the Association at its next meeting.

5.4. Members of the Executive who cannot attend a meeting of the Executive shall give notice to the President or the Secretary in advance if possible. A member of the Executive who fails to attend three consecutive meetings without such notice shall be deemed to have resigned and shall be notified accordingly in writing.

5.5. The Executive may appoint such committees, as may be necessary or desirable to carry out the functions of the Association. Each committee so appointed shall report regularly to the Executive and shall include at least one member of the Executive.

5.6. The Executive shall meet at least three (3) times during its term of office.

5.7. A quorum at Executive meetings shall be one third of the members of the Executive.

5.8. Each member of the executive is entitled to one vote at executive meetings regardless of the number of positions held on the Executive.

5.9. Meetings of the Executive shall be open to members of the Association. Non-Executive members may participate in discussions but shall not have the right to vote.

6. Affirmative Action

6.1. The Executive shall seek to ensure that women and members of Affirmative Action Target Groups, as designated by Federal Council, are encouraged to seek executive positions and seek to ensure that the membership of the association and of the executive should achieve a goal of gender parity as well as of reflecting the demographic make-up of the community.

7. Funds

7.1. The Association shall comply with all laws regarding the funds of political riding Associations. The funds of the Association shall be kept in a clearly separate account in the name of the federal riding Association in chartered financial institutions.

7.2. The signing officer of the Association shall be the Financial Agent. No cheque or other instrument shall be issued without the signature of the Financial Agent

7.3. When soliciting or receiving donations, the Association shall ensure that the donor specify that the donation is a federal donation.

8. Amendment

8.1. This Constitution may be amended at any General Meeting of the Association by a two-thirds majority of those present and voting, provided that the text of the proposed amendment has been circulated to the membership at least fourteen (14) days in advance of the meeting.

8.2. Amendments shall be submitted to Provincial Council for approval in accordance with section 5.05(2) of the Constitution of the Ontario New Democratic Party.

9. By-laws

9.1. By-laws consistent with this Constitution may be adopted or amended by majority vote at any General Meeting of the Association, provided the text of the proposed by-law or amendment has been circulated to the membership at least fourteen (14) days in advance of the meeting.

10. Rules of Order

10.1. The Association may adopt rules for the conduct of its business. Unless otherwise governed by this Constitution, duly adopted by-laws, or the Constitutions of the New Democratic Party of Canada and the Ontario New Democratic Party, the business of the Association shall be conducted according to Robert's Rules of Order.

10.2. In an election, either for an office on the Executive which is held by more than one person, or for more than one delegate to another body, a valid ballot for such office or delegate position shall show as many names as there are positions to be filled, unless fewer candidates are nominated than the number of positions to be filled.

11. Interpretation and Appeals

11.1. In any conflict that might arise between this Constitution and its by-laws and the Constitution of the New Democratic Party of Canada or the Constitution of the Ontario New Democratic Party the senior level Constitution shall supersede and prevail.

11.2. On a day-to-day basis, this Constitution and its by-laws shall be interpreted by the President of the Association, or by the Vice-President in the absence of the President. Decisions of the President or Vice-President may be appealed to the Executive of the Association. Decisions of the Executive may be appealed to the Association's membership at a General Meeting, whether or not the meeting was called for the specific purpose of hearing such an appeal.

11.3. At a meeting of the Association or its Executive, this Constitution and its by-laws shall be interpreted by the President of the Association or by the chairperson in the absence of the President. Any decision of the President or the chairperson may be overturned on appeal by a majority of those present and voting.

11.4. Any interpretation or appeal under sections 11.2 or 11.3 may at any stage be the subject of a complaint to the Secretary of the Ontario Section of the New Democratic Party, to be dealt with in a manner similar to Constitutional matters under Article 16 of the Constitution of the Ontario New Democratic Party. Interpretations and appeals under this section shall give some weight to the benefits of resolving Association decisions at the local level. Actions taken under the authority of this section shall take precedence over actions taken under the authority of sections 11.2 or 11.3

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Federal Association BY-LAWS

1. Duties of Executive Members

1.1. The duties of the President shall include presiding at meetings of the Association; convening and presiding at meetings of the Executive; and presenting an annual report on behalf of the Executive at the Annual General Meeting.

1.2. The Vice-President shall perform the duties of the president in the president's absence.

1.3. The duties of the Secretary shall include recording and distributing the minutes of meetings of the Association and the Executive; receiving correspondence for the Association and bringing it to the attention of the Executive; and providing notice of general meetings to the membership.

1.4. The duties of the Financial Agent shall include: maintaining records of all expenditures and revenues of the Association and filing financial reports in accordance with Elections Canada; reporting regularly to the Executive concerning the state of the Association's finances; and preparing an annual financial report for presentation at the Annual General Meeting.

1.5. The duties of the Membership Officer shall include maintaining the Association's membership records; organizing membership drives in cooperation with overlapping provincial constituency associations; exchanging membership reports with the federal and provincial offices of the Party, according to agreements between the New Democratic Party of Canada and the Ontario New Democratic Party; ensuring that an accurate membership list is available for registration at General Meetings of the Association; and preparing an annual membership report for presentation at the Annual General Meeting.

1.6. The duties of the Youth Officer shall include organizing on behalf of the Association among the youth of the Riding and representing the interests of youth within the Association, and liaison between the Association and Ontario New Democratic Youth and New Democratic Youth of Canada.

1.7. The duties of the Women's Representative shall include organizing women's activities and acting as a liaison between the Riding Association and the Women's Committee Executive.

2. Optional Executive Members

2.1.1. The Executive may also include the following positions:

2.2. The Election Readiness Officer who shall be responsible for the maintenance of election records, and shall be responsible for assuring that the riding is prepared for the election;

2.3. Provincial Directors who shall be appointed by each provincial riding association contained, in whole or part within the federal riding, to act as a liaison between the two associations;

2.4. Labour Affiliate Director, who shall be appointed by those labour organizations affiliated to the New Democratic Party with a significant number of residents residing within the riding, provided that the person appointed lives within the riding and is a member of the New Democratic Party. The Labour Affiliate Director shall act as a liaison between those labour organizations and the riding executive.

2.5 Members at large, without specific responsibilities, to serve on committees and participate in decisions of the executive. The number of members at large is to be flexible to allow for those interested in participating to take a leadership role in the association.

2.6 The executive is authorized to recruit and fill vacant positions on the executive and to add members at large between general meetings.