



WATERLOO FEDERAL LIBERAL ASSOCIATION

Adopted January 19, 2014

Article 1.0 - Definitions

1.1. In this Constitution:

- 1.1.1. "LPC" means Liberal Party of Canada.
- 1.1.2. "LPC(O)" means Liberal Party of Canada (Ontario).
- 1.1.3. "OYL" means Ontario Young Liberals.
- 1.1.4. "EDA" means the Waterloo Federal Liberal Association.
- 1.1.5. "General Meeting" means any meeting of all members of the EDA, properly constituted pursuant to this Constitution.
- 1.1.6. "OLP" means the Ontario Liberal Party.
- 1.1.7. "Electoral District" means the federal electoral district of Waterloo.
- 1.1.8. "EC" means this EDA's Executive Committee.

Article 2.0 - Objects

2.1 The EDA is responsible to pursue actively the objectives of the Party as set out in the LPC constitution and the LPC(O) constitution.

Article 3.0 - Membership

- 3.1. Any person who lives in, or is deemed to live in, the Electoral District and is a member of LPC, as determined by the LPC constitution, is deemed to be a member of the EDA.
- 3.2. Subject to the relevant provisions of the LPC Constitution and any by-laws or other rules in effect, a member of the EDA has the right to:
 - 3.2.1. attend, speak, and vote at a general meeting of the EDA;
 - 3.2.2. stand as a delegate or an alternate delegate to any convention or general meeting of LPC for which the EDA is entitled to send delegates;
 - 3.2.3. subject to the rules of LPC(O), stand as a delegate or an alternate delegate to any convention or general meeting of LPC(O) for which the EDA is entitled to send delegates;
 - 3.2.4. subject to the relevant provisions of the LPC(O) Constitution and this Constitution, stand for any office in the EDA;
 - 3.2.5. vote on the Leadership Vote and on the Leadership Endorsement Ballot conducted in the EDA; and
 - 3.2.6. subject to the relevant provisions of the LPC(O) Constitution, appeal to an appeals tribunal established by LPC(O) in relation to all matters arising under this Constitution.

- 3.3. Subject to the relevant provisions of the LPC Constitution, an associate member of the EDA has all the rights of a member of the EDA, except the right to vote at a General Meeting of the EDA.

Article 4.0 - The Executive Committee of the EDA

- 4.1. The EDA shall have an Executive Committee composed of:
 - 4.1.1. a President;
 - 4.1.2. an Executive Vice-President;
 - 4.1.3. a Treasurer;
 - 4.1.4. a General Secretary;
 - 4.1.5. Vice President: Membership;
 - 4.1.6. Vice President: Fundraising;
 - 4.1.7. Vice President: Policy;
 - 4.1.8. Twenty-four (24) Directors-at-large;
 - 4.1.9. the Liberal Member of Parliament for the Electoral District, the nominated candidate if there is one, or the defeated candidate in the last election or by-election if a new candidate has not been nominated;
 - 4.1.10. the immediate Past President of the EDA;
 - 4.1.11. the President of the federal OYL Club for the Electoral District, if there is one;
 - 4.1.12. the President of the APLCO Association, if any, within the Electoral District;
 - 4.1.13. the President of the Women's Liberal Club or Association, if any, within the Electoral District; and
 - 4.1.14. the President of the Senior's Liberal Club or Association, if any, within the Electoral District.
- 4.2. At least one person twenty-five (25) years of age or under shall be on the Executive Committee of the EDA, plus the President of the Young Liberal Association, if there is one, in the Electoral District.
- 4.3. The Presidents of those Provincial Liberal Associations whose boundaries overlap those of this EDA shall be non-voting, ex-officio members of the EC.
- 4.4. Quorum of the EC shall be not less than 35% of the elected members of the EC.
- 4.5. The EC shall have the following powers:
 - 4.5.1. To manage the affairs of the EDA between annual meetings, provided that the EC shall act in accordance with any motion of the EDA passed at a general meeting thereof;

- 4.5.2. To delegate duties and responsibilities to those Committees established in accordance with the provisions herein;
 - 4.5.3. To declare vacant the position of a member of the EC who has been absent without good reason from three consecutive meetings of the EC;
 - 4.5.4. To fill a vacancy in the EC for the remainder of the current mandate;
 - 4.5.5. To hire an auditor to audit the accounts of the EDA each year, as required by the *Canada Elections Act*.
- 4.6. The officers of the EDA shall have the following rights, duties and responsibilities:
- 4.6.1. The President shall preside at all meetings of the EDA and of the EC and shall be an automatic member of all committees of the EDA. The President will normally be the public spokesperson for the EDA. The President shall ensure that the EDA complies with all non-financial provisions of the *Canada Elections Act* and act as the Chief Executive Officer under that act. The President shall be one of three signing officers of the EC.
 - 4.6.2. The Executive Vice-President shall exercise the powers of the President in the absence of the President.
 - 4.6.3. The Treasurer shall be responsible for funds raised by or owing to the EDA. The Treasurer shall attend to the EDA's banking and pay all accounts of the EDA by cheque that have been budgeted for or otherwise approved by the EC. The Treasurer shall keep account books for the EDA and be one of three signing officers of the EC. The Treasurer shall ensure that the EDA shall comply with all financial provisions of the *Canada Elections Act* and act as the Chief Financial Officer under that act.
 - 4.6.3.1. The Treasurer shall also be responsible for preparing a complete financial statement for the EDA and submitting it to LPC(O) within five months of the end of each calendar year. Such statement shall be signed by the President and Treasurer of the EDA, attesting to the fact that the statement has been approved at a meeting of the EC, and setting out the date of such meeting.
 - 4.6.4. The General Secretary of the EDA, on the instruction of the President, shall call and set the agenda for all meetings of the EDA and of the EC. The General Secretary shall keep written minutes of each meeting and shall distribute such minutes of each meeting at the subsequent meeting for ratification. The General Secretary shall keep a record of all EDA correspondence and ensure that the riding constitution remains compliant with the provisions in both the LPC and the LPC(O) constitutions.
 - 4.6.5. The Vice-President: Membership shall chair the EDA's Membership Committee and create and implement an annual plan to renew the membership of existing members and to actively recruit new members.

- 4.6.6. The Vice-President: Fundraising shall be responsible for a yearly fundraising plan, for chairing the EDA Fundraising Committee and for coordinating special events and fundraising for the EDA. The Vice President: Fundraising should be responsible for the Victory Fund if no other member has been given this responsibility.
- 4.6.7. The Vice-President: Policy shall be responsible for and chair the EDA's Policy Committee and aim to submit one or more policies on behalf of the riding to LPC(O) and or LPC, as required, each year.
- 4.7 The EC shall meet upon receiving five-days' notice from the General Secretary acting under the direction of the President or acting at the written request of five other members of the EC.

Article 5.0 - Committees

- 5.1. The EDA or EC may form committees from time to time. Such committees must be established by way of resolution of the EC or through a motion at an Annual General Meeting.
- 5.2. The EDA shall have a Membership Committee, an Election Readiness Committee, a Fundraising Committee, a Policy Committee and a Communications Committee. It may have any number of other committees created pursuant to 5.1.
- 5.3. Members who do not sit on the EC may be asked to sit on EDA Committees
- 5.4. The President and the Liberal Member of Parliament (or the nominated candidate if there is no sitting member) for the riding, shall be ex-officio members of every EDA committee.

Article 6.0 - Annual and General Meetings

- 6.1. The procedure to be followed at an Annual Meeting of the EDA shall be determined by the Executive Board of LPC(O). However, where LPC(O) is silent, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the EDA may adopt.
- 6.2. There shall be an Annual Meeting of the EDA within 15 months of the previous annual meeting.
- 6.3. General Meetings may be called by the President of the EDA or by the EC. The President shall call a general meeting of the EDA if so petitioned in writing by 40 members in good standing of the EDA. The petition must stipulate the reason for the request for the General Meeting.
- 6.4. The President of the LPC(O) may direct the EC to call a General Meeting, and if the EC fails to do so, the Management Committee of the LPC(O) shall call the Meeting.
- 6.5. Notices for Meetings.

- 6.5.1. Notice of all Annual and General Meetings of the EDA other than Nominating Conventions, or to a meeting to select delegates to a delegated convention, shall be sent pursuant to the notice requirements of the LPC(O) constitution. (28 days in advance of an AGM and 14 days in advance of a General Meeting)
- 6.5.2. Notice requirements of nominating conventions shall be determined by the National Campaign Committee.
- 6.5.3. Notice of meetings to select delegates to a LPC convention shall be given in accordance with the LPC constitution and any by-laws or rules made thereunder.
- 6.5.4. All notices shall be given to all members and associate members of the EDA.
- 6.6. To stand for election at an AGM, a member must file his or her intent to run with the secretary of LPC(O) at least fourteen days before the Annual Meeting. If there should be no person who has provided notice to run for any position on the EC, then nominations may be taken from the floor for such unacclaimed positions. To stand for election, the candidate must be a member in good standing at the time that the intent to run is filed.
- 6.7. Membership Voting "Cut-offs".
 - 6.7.1. All persons entitled to vote at an Annual or General Meeting of the EDA shall be members of the EDA for not less than seven days prior to such meeting, excluding the date of the notice but including the day of the meeting ("Membership Cut-off Date").
 - 6.7.2. The Membership "Cut-off" date for Nomination Conventions shall be determined by the National Campaign Committee.
 - 6.7.3. The Membership "Cut-off" date to determine eligibility to vote for a leadership candidate shall be as determined pursuant to the LPC Constitution and any by-laws or rules made thereunder.
- 6.8. The President or a nominee must obtain a pre-clearance from LPC(O) of the date of an Annual Meeting. No Annual Meeting shall be called or held without the prior consent and approval of the President of LPC(O) or his/her designate. Except with the prior approval of LPC(O) Management Committee, meetings must be held within the boundaries of the Electoral District.
- 6.9. Delegate Selection Voting Requirements.
 - 6.9.1. At a meeting to elect delegates to an LPC(O) or LPC convention one ballot shall be cast for all positions. Those receiving the highest number of votes shall be delegates up to the required number, and those receiving the next highest number of votes shall be alternates up to the required number, provided the required men, women, and youth positions respectively receiving the highest number of votes shall be elected to the respective positions of delegates and alternates.

6.9.2. In the event any delegate fails to register at the meeting or convention of LPC(O) or LPC to which they have been elected, alternates present thereat shall fill such vacancy in order of votes received, provided that men, women and youth positions shall be filled only by men, women and youth respectively.

6.9.3. A delegate to an LPC(O) or LPC meeting or convention or policy rally, must be a member or associate member of the EDA.

6.10. President, VP Membership, and Treasurer shall present reports to the Annual Meeting;

6.11. The election of members of the EC shall be by one secret ballot if there is more than the minimum required number of candidates nominated to fill each office.

6.11. Quorum for an annual or general meeting of the EDA shall be 25 members.

Article 7.0 - Nominating Conventions

7.1. The procedure to be followed at a Nominating Convention for the nomination of a Candidate shall be as determined by the National Campaign Committee.

7.2. Where a person who is a member of the EC indicates an intention to seek the nomination as a candidate of the EDA in a Federal election or by-election, that person shall forthwith take a leave of absence as a member of the EC until the Nominating Convention is held or nominations are closed with only one declared candidate, whichever comes first.

Article 8.0 - Constitutional Amendment and Application

8.1. This Constitution may only be amended at an annual meeting or a general meeting called for that purpose. Notice of proposed amendments, other than those proposed by the President or the Constitution Committee, must be made by at least two members in good standing of the EDA. Proposed amendments must be forwarded, in writing, to the President of the EDA and to the chair of the Constitution committee, if there is one, at least 48 hours prior to the applicable EDA meeting.

8.2. Approval of a constitutional amendment requires the support of at least two-thirds of the members present and voting (excluding abstentions).

8.3. Notwithstanding any express or implied statement in this constitution to the contrary, this constitution shall conform to the provisions of the LPC(O) and LPC constitutions. Any conflict between this constitution and the LPC(O) or LPC constitution shall be determined by accepting the relevant article of the LPC(O) or LPC constitution.

8.4. Where this constitution is silent on a particular point or issue, the EDA shall refer to the relevant provisions of the LPC(O) or LPC constitution. If the LPC(O) or LPC constitution is silent on that point or issue, the EDA will act in accordance with the most democratic procedure possible.

8.5. This constitution may be amended from time to time by the EC in consultation with LPC(O) to make those housekeeping changes necessary to keep this constitution in compliance and consistent with LPC/LCP(O) constitutions.

8.6. A copy of this Constitution as amended from time to time shall be sent to the Liberal Party of Canada (Ontario) within 10 days of its adoption or amendment.

Article 9.0 - Notice

9.1. Any written notice required or permitted to be given to any person shall be validly given if delivered personally or if mailed by pre-paid ordinary mail to such person at his or her last known address, and such notice shall be deemed given and received on the date of such delivery or mailing, as the case may be.

9.2. Notwithstanding article 9.1, any notice required under this constitution may be sent by email to the email address contained in the National Membership Registry of LPC for a member instead of being sent by pre-paid, ordinary mail. However, if the sender of such notice is informed that the email was not delivered, then notice must be sent as required by article 9.1 and it shall be effective as of the date it was originally sent via email.

PASSED AT A MEETING OF THE WATERLOO FEDERAL LIBERAL ELECTORAL DISTRICT
ASSOCIATION,

This 19th day of January, 2014.