



# Alberta Party

## Schedule “A” - Constituency Association Constitution for the Alberta Party Political Association

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## ARTICLE 1. NAME

- (a) The name of the Association is the Alberta Party [INSERT NAME OF CONSTITUENCY] Constituency Association.

## ARTICLE 2. INTERPRETATION

- (a) In this constitution:
  - (i) “Annual General Meeting” means a meeting of the Association called pursuant to Article 6(f);
  - (ii) “Annual Term” means a period of time between two consecutive Annual General Meetings;
  - (iii) “Association” means the Alberta Party [INSERT NAME OF CONSTITUENCY] Constituency Association;
  - (iv) “Association Member” means an individual member of the Alberta Party meeting the criteria in Article 4 and “Association Membership” means all the members of the Alberta Party meeting the criteria in Article 4;
  - (v) “Board of Directors” or "the Board" means the Board of Directors of the Association as established under Article 7;
  - (vi) “Candidate” means the person selected by the Association Membership to run for election to the Legislative Assembly of Alberta on behalf of the Party;
  - (vii) “Candidate Selection Committee” means the committee appointed by the Board of Directors to run the Candidate Selection Process;
  - (viii) “Candidate Selection Meeting” means a meeting called pursuant to Article 9 to select a Candidate;
  - (ix) “Candidate Selection Process” means the process of selecting a Candidate for the Constituency, as outlined in Article 9;
  - (x) “Close of Nominations” means 5:00pm on the day designated by the Candidate Selection Committee that is between fourteen (14) and 45 days after the Notice that the Candidate Selection Process has started is first sent;
  - (xi) “Constituency” means the Alberta Electoral District of [INSERT NAME OF CONSTITUENCY];
  - (xii) “Director” means any member of the Board of Directors;
  - (xiii) “Executive Committee” or “Executive”, means the President, Vice-president, Chief Financial Officer, Secretary and any other members as decided by the Executive Committee.
  - (xiv) “Formal Recognition” means the official acceptance of Constituency Association by the Provincial Board after the Constituency Association has satisfied all requirements as may be established by the Party;

- (xv) "General Meeting" means a meeting of the Association called pursuant to Article 6 that is not an Annual General Meeting;
- (xvi) "Leader" means the leader of the Party as defined in the Party's Constitution;
- (xvii) "Membership Fee" means the fee set by the Provincial Board that must be paid to the Party in order to become and remain a Party Member in good standing;
- (xviii) "Membership List" means the record reflecting the names, contact information and constituency of all Party Members that is maintained by the Provincial Board or any person designated by the Provincial Board;
- (xix) "Nomination Paper" means a form prepared by the Provincial Executive and made available to the Association Membership that
  - 1) shall indicate an individual's willingness to serve as the Association's Candidate and support for the Party's principles,
  - 2) contain the signatures of the individual seeking to become a Candidate and not less than ten (10) signatures of individuals who have been Association Members for at least ten (10) days prior to signing the form;
- (xx) "Nominee" means a person standing for election in the Constituency as Candidate who has complied with all requirements and has not been disallowed by the Executive Committee or the Provincial Executive;
- (xxi) "Notice" means notice in writing where required by this Constitution sent by the Secretary or, where relevant, a committee to the Association Membership using any one of the contact methods identified on the Membership List, including but not limited to direct mail delivery or e-mail;
- (xxii) "Officer" means a Director of the Board, tasked with a specific portfolio or responsibilities;
- (xxiii) "Party" means the Alberta Party Political Association;
- (xxiv) "Party Member" and "Party Membership" mean an individual member of the Party as determined by the Party's Constitution and all such members of the Party, respectively;
- (xxv) "Provincial Board" means the Board of Directors of the Party;
- (xxvi) "Provincial Executive" means the Executive Committee of the Party;
- (xxvii) "Returning Officer" means a member of the Candidate Selection Committee, appointed by the Board, pursuant to Article 9;
- (xxviii) "Secretary" means the duly appointed Secretary of the Board of Directors of the Association.
- (xxix) "Super Majority" means a 75% majority of all Board Members present.

### ARTICLE 3. OBJECTIVES

- (a) The objectives of the Association are:
  - (i) to support and promote the principles and values of the Party, and to maintain an effective Constituency organization for that purpose;
  - (ii) to nominate a Candidate to represent the Party in the Constituency at each provincial election and by-election;
  - (iii) to assist and promote the election of the Candidate of the Party in the Constituency at each provincial election and by-election;
  - (iv) to raise money and maintain a fund to support the Association and to assist Candidates in provincial elections and by-elections in the Constituency; and, (v) to assist the Party in developing policies and election platforms.

### ARTICLE 4. MEMBERSHIP

- (a) Membership in the Association is open to all Party Members ordinarily resident in the Constituency.
- (b) An eligible person shall become an Association Member upon paying the Membership Fee to the Party and being entered in the Membership List. (c) Membership in the Association shall be terminated:
  - (i) by failing to maintain Party Membership status;
  - (ii) by no longer residing in the Constituency; or
  - (iii) by a resolution passed by a Super Majority vote of the Board of Directors.

### ARTICLE 5. VOTING

- (a) Only Association Members in good standing may vote on matters coming before a General Meeting of the Association.
- (b) In order to pass and unless otherwise provided for in this Constitution, resolutions require a majority vote of persons present at a General Meeting or Annual General Meeting eligible to vote, which number shall not be less than ten (10). In the event of a tie vote, the meeting chair shall cast the deciding vote.
- (c) Only Association Members in good standing for at least ten (10) days immediately prior to the date of voting shall be entitled to vote in an election for the Directors and Officers of the Association.
- (d) Only Association Members in good standing 48 hours before a Candidate Selection Meeting may vote in a Candidate Selection Process.
- (e) Voting on matters set out in Article 5(c) and Article 5(d) shall be by secret ballot.
- (f) Proxy voting is not permitted.
- (g) The Board may appoint a committee to assist in running the elections referred to in

Article 5(c) by identifying and recruiting qualified persons to stand for election. Nominations for the positions in Article 5(c) shall not close until nominations from the floor have been called at the General Meeting or the Annual General Meeting where the vote is to take place.

## ARTICLE 6. MEETINGS

- (a) Meetings of the Association shall be called by the Board as required.
- (b) Notwithstanding Article 6(a), the Secretary shall call a General Meeting of the Association within 45 days of receiving a written request signed by the greater of:
  - (i) ten (10) Association Members; or
  - (ii) 10% of the Association Membership. Notice of such General Meetings shall state the matter(s) to be dealt with at the General Meeting, as described in the written request. Only the matter(s) described in the written request shall be dealt with at the General Meeting.
- (c) A quorum at General Meetings and the Annual General Meeting shall be the lesser of:
  - (i) five (5) Association Members; or
  - (ii) 50% of the Association Membership, all of whom must be entitled to vote.
- (d) Should a quorum not be present for a General Meeting or an Annual General Meeting, the President or acting chair of the meeting shall have the discretion to re-schedule the meeting within the next seven (7) days without triggering the Notice requirements of this Constitution. General Meetings or Annual General Meetings scheduled outside the seven (7) day period must meet the Notice requirements of this Constitution and, in the case of a General Meeting called pursuant to Article 6(b), a new written request must be submitted to the Secretary.
- (e) Meetings of the Association shall be held within the boundaries of the Constituency unless a majority of the Board of Directors votes to hold the meeting in another suitable venue as close as possible to the Constituency boundaries.
- (f) The Association shall hold Annual General Meeting once every 18 months. Without limitation, the following business shall be conducted at each Annual General Meeting:
  - (i) a report by the Board of Directors;
  - (ii) a presentation of financial statements;
  - (iii) and the election of Directors and Officers.

## ARTICLE 7. BOARD OF DIRECTORS AND OFFICERS

- (a) The Board of Directors shall govern the operations of the Association.
- (b) The Association Membership shall elect the Association's Directors whom, except as provided elsewhere in this Schedule A, shall be members of the Association, at the

Annual General Meeting for a single term, concluding at the next Annual General Meeting.

- (c) The Board of Directors shall be comprised of:
  - (i) the Directors and Officers of the Association; and
  - (ii) the Party's Member of the Legislative Assembly of Alberta from the Constituency or Candidate, as the case may be.
- (d) The number of Directors elected to serve on the Board at any given time shall not exceed fifteen (15).
- (e) The Officers elected each year to the Board shall be elected by the Directors from the list of Directors, or named by the Association Membership as provided in 7(f) or appointed by the Board as provided by 7(g) below, and shall include:
  - (i) a President;
  - (ii) at least one (1) Vice-President;
  - (iii) a Secretary; and
  - (iv) a Chief Financial Officer.
- (f) The Association Membership can name up to an additional three (3) Directors from among the Directors, to also serve as an Officer. All other individuals elected to the Board shall have the title Director-at-Large.
- (g) If necessary, the Chief Financial Officer may be appointed by the Board, and need not be ordinarily resident in the Constituency in order to serve on the Association's Board.
- (h) The President shall chair all General Meetings, Annual General Meetings, and Board meetings. The President shall also be an ex-officio member of all committees of the Association, except the Nomination Committee and the Candidate Selection Committee.
- (i) The Vice-President(s) shall act for the President where the President is absent, or unable or unwilling to act. The Board may also assign the Vice-President(s) particular portfolios or responsibilities.
- (j) The Secretary shall be responsible for recording the minutes of all General Meetings, Annual General Meetings, and Board meetings. The Secretary shall also send Notices, as required, and maintain an up-to-date contact sheet for the Association Membership and its affiliates.
- (k) The Chief Financial Officer of the Association shall administer the financial affairs of the Association and keep or cause to be kept all such financial records as may be required to properly reflect the financial affairs of the Association. The Chief Financial Officer shall also insure that the Association's financial affairs are administered in accordance with all applicable legal requirements, including but not limited to those established by the Chief Electoral Officer of Elections Alberta and the Legislative Assembly of Alberta.

- (l) A Director or Officer may be removed from office by a resolution passed by a Super Majority of the Directors present and voting at a Board meeting called for that purpose on not less than fourteen (14) days Notice. The Provincial Executive must also approve the removal of the Chief Financial Officer.
- (m) If a Director or an Officer ceases to hold office, the Board of Directors may fill the position from among the Association's Members until the next Annual General Meeting.
- (n) The Board shall meet at the call of the President or upon written request to the Secretary of at least three (3) Board members.
- (o) A quorum at a Board meeting shall be a majority of the Directors participating in person, by telephone conference or video conference.
- (p) Reasonable effort shall be made to notify all Directors and Officers of Board meetings.
- (q) The Executive Committee shall provide a report to each Board meeting that is to be attached to the minutes of the Board meeting.
- (r) In order for a person to be eligible to serve as a member of the Board of Directors or as an Officer he or she must be a Party Member in good standing, with the exception of the President, who must be an Association member in good standing. The Directors may appoint additional Directors beyond the 15 director limit defined in Article 7(d), to be entitled "Associate Directors", who may serve on the Board of Directors as non-voting Directors of the Board.

## ARTICLE 8. CANDIDATE SELECTION

- (a) No Association shall formally begin the Candidate Selection Process, for a particular upcoming general election, until the Board of Directors of the Party has opened the Nomination Process, through a motion of the Board of Directors of the Party which has been communicated to all active Associations and to the general membership of the Party.
- (b) If the Board has not started the Candidate Selection Process within nine (9) months following the opening of the Nomination Process by the Board of Directors of the Party or within one (1) month of the Association becoming devoid of a Candidate, the Provincial Executive may at any time thereafter give 30 days notice that it will initiate its own selection process unless the Association takes material steps to start the Candidate Selection Process before the end of the 30 day period.
- (c) If a provincial election or by-election is called and the Association does not have a Candidate in place, the Provincial Executive shall have the sole discretion to appoint the Association's Candidate.
- (d) At any time before starting the Candidate Selection Process, the Board may waive its right to run that process, thereby allowing the Provincial Board to appoint a Candidate.
- (e) To initiate the Candidate Selection Process, the Board shall appoint a Candidate Selection Committee to organize and manage the Candidate Selection Process in

- accordance with the Candidate Selection Rules set out by the Provincial Executive.
- (f) The Candidate Selection Committee shall be comprised of not less than three (3) Association Members, at least one of which cannot be a Director or Officer.
  - (g) The Candidate Selection Committee shall send Notice to the Association Membership that:
    - (i) declares the Candidate Selection Process open;
    - (ii) provides a complete timeline for the Candidate Selection Process;
    - (iii) outlines all other requirements provided for in this Constitution; and outlines any additional rules and regulations deemed necessary by the Candidate Selection Committee that do not conflict with this Constitution.
  - (h) An individual seeking to be the Association's Candidate shall have been a Party Member for at least 30 days prior to the Close of Nominations. In order to be confirmed as a Nominee, the Member must
    - (i) submit to the Candidate Selection Committee a properly prepared Nomination Paper (as provided by the Provincial Executive) by the Close of Nominations; and
    - (ii) submit to an interview with the Candidate Selection Committee;
  - (i) Any Director or Officer declaring an intention to seeking to become a Candidate in a provincial election or by-election shall immediately resign his or her Director or Officer position by providing the Executive Committee with written resignation.
  - (j) The Candidate Selection Committee shall interview each Nominee before the Candidate Selection Meeting. In conducting such interview(s), the Candidate Selection Committee shall satisfy itself as to the character of the Nominee and the Nominee's support of the Party's principles and values. The Candidate Selection Committee shall present its findings to the Executive Committee and the Provincial Executive.
  - (k) The Candidate Selection Committee shall not have the right to disallow the candidacy of any person, however, either the Executive Committee or the Provincial Executive have the right to reject any Nominee on any grounds either body sees fit up to 48 hours before the Candidate Selection Meeting.
  - (l) The Candidate Selection Meeting shall be held fourteen (14) to 60 days after the Close of Nominations. The Candidate Selection Committee may set rules for campaigning during the time between the Close of Nominations and the Candidate Selection Meeting.
  - (m) If, at the Close of Nominations, no Candidate has complied with the filing requirements set out in Article 9, the Candidate Selection Committee may extend the date for the Close of Nominations and Candidate Selection Meeting one time, for a period of up to thirty (30) days.
  - (n) At a Candidate Selection Meeting, no business other than the selection of a Candidate shall be conducted, which may include speeches by the Nominees.
  - (o) The Board shall appoint a Returning Officer from among the members of the



Candidate Selection Committee. The Returning Officer shall obtain from the Provincial Executive the Membership List for the Constituency for use at the Candidate Selection Meeting. The Returning Officer shall

- (i) supervise the credentialing of voters subject to any rules established by the Provincial Executive;
  - (ii) supervise the voting and vote count;
  - (iii) declare the winner of the Candidate Selection Process;
  - (iv) retain possession and custody of the ballots for fourteen (14) days after the Candidate Selection Meeting for delivery to the Provincial Executive, if requested; and
  - (v) destroy the ballots, if they are not requested.
- (p) Each Nominee on the ballot at the Candidate Selection Meeting must be given the opportunity to address the Association Membership at least once during the time leading up to and including the Candidate Selection Meeting. Each Nominee shall be given equal time to speak.
- (q) When there are only two (2) Nominees, voting at a Candidate Selection Meeting shall be by traditional marked ballot (voters indicating their choice by an X or check). Where there are three or more Nominees, voting at a Candidate Selection Meeting is by sequential ballot where, if after the first vote no Nominee receives more than 50% of the valid votes cast, the Nominee receiving the least number of votes shall withdraw and another vote shall be taken. This process shall be repeated until one (1) Nominee receives more than 50% of the valid votes cast.
- (r) Nominees may request one scrutineer (for each Nominee) be present during the counting of the votes.
- (s) Acclamations do not require a ballot.
- (t) Where it appears that geography, weather and transportation will likely hinder the Association Membership from attending a Candidate Selection Meeting, the Candidate Selection Committee, in conjunction with the Executive and the Provincial Executive, may establish certain rules to allow for higher participation in the Candidate Selection Meeting.
- (u) The Candidate Selection Process shall be completed within 120 days of the Candidate Selection Committee being appointed, unless at the Close of Nominations, taking into account any potential extension in accordance with Article 9(b), no one has come forward as a Nominee or unless the Executive Committee or the Provincial Executive have rejected the only Nominee. In such cases, the Provincial Executive shall have the discretion to restart the Candidate Selection Process on a timeline of its choosing or by appointing a Candidate.
- (v) No Nominated Candidate or sitting MLA shall continue as their Association's candidate beyond the provincial general election or by-election for which they are nominated, without first going through the Candidate Selection Process.

- (w) If an Association wishes to consider an individual who does not meet the membership requirements of Article 8 (h) above, the Association may ask the Provincial Board to waive such requirement by majority vote of the Provincial Board.
- (x) If an Association has not initiated their candidate selection process by December 20<sup>th</sup> of the year proceeding a scheduled general election, the process is automatically turned to the Provincial Executive. The Provincial Executive may:
  - (i) Appoint the association's Candidate; or
  - (ii) hold a nomination contest, which must conclude before February 1st in the year of a scheduled general election, in accordance to the Candidate Selection Rules set out by the Provincial Executive

## ARTICLE 9. NOTICE AND TIME PROVISIONS

- (a) Association Members shall receive at least fourteen (14), but no more than 45 days' Notice of all General Meetings and Annual General Meetings. The Notice of these meetings shall provide the date, time, location, and agenda of the meeting in question.
- (b) Notice of Board meetings shall be given to all Directors by either the President or the Secretary not less than seven (7) days prior to the day of the Board meeting. The President or Secretary may dispense with providing such Notice where either the President or the Secretary or both believe in good faith that the Board Meeting is necessary for the good governance and responsible management of the Association. In such cases, the President or Secretary must make good faith efforts to provide all Directors with at least twenty-four (24) hours' notice, either in writing or by telephone, of the meeting.
- (c) A Director may waive the right to Notice of a Board meeting. Notice requirements for any Board meeting must be waived by a Super Majority of the Directors.
- (d) Any prescribed time periods in this Constitution, including those related to the provision of Notice and the Candidate Selection Process may be suspended by the Board of Directors where there is a pending provincial election or by-election and it is in the best interests of the Association or the Party to do so.

## ARTICLE 10. FORMAL RECOGNITION

- (a) The Party Constitution establishes the rules and requirements for Formal Recognition.
- (b) The Association will take all steps necessary to retain Formal Recognition and will at all times comply with the Party Constitution, the Party's rules and policies, and any and all other requirements as may be established by the Provincial Board or bylaw.
- (c) It shall be the duty of the Board of Directors to uphold and enforce the provisions of this Constitution and the Party Constitution.

## ARTICLE 11. AMENDMENTS

- (a) This Constitution may be amended only in accordance with the Party Constitution.

## ARTICLE 12. FISCAL YEAR

- (a) The fiscal year of the Association shall be a twelve (12) month period.

## ARTICLE 13. BOUNDARY ADJUSTMENT

- (a) In the event of a legal change to the boundaries of a Constituency, one person from each Constituency so affected and one person appointed by the Provincial Board shall meet to decide the fair division of assets of the affected Constituencies and the transfer and coordination of all records. In the event the affected Constituencies cannot decide on the division of assets, the Provincial Board Member appointed by the Provincial Board shall decide on the division of the assets.

## ARTICLE 14. REGULATIONS

- (a) The Board of Directors may pass regulations, with respect to the operation of the Association, which shall not conflict with this Constitution or the Party Constitution. Copies of regulations must be kept by the Secretary and shall be sent to the Provincial Office.

## ARTICLE 15. LIABILITY

- (a) No Director or Officer of the Association shall be liable for any debts, actions, claims, demands, liabilities or commitments of any kind made by the Association. The Association shall indemnify and hold harmless each Director and Officer against any such debt, action, claim, demand, liability or commitment, except as the result of bad faith, a knowing contravention of any law or legal requirement, or gross negligence.