

# Toronto Centre New Democratic Party Federal Riding Association Constitution

Approved by the AGM Jan 31, 2015

## 1.0 – PREAMBLE/NAME

- 1.1. The name of the Association shall be the Toronto Centre New Democratic Party Federal Riding Association which serves as the Federal Constituency Association, hereinafter referred to as 'the Association.'
- 1.2. The Association is established pursuant to the Constitution of the New Democratic Party of Canada.
- 1.3. The terms, "riding" and "constituency", as used hereafter, are equivalent and include "electoral district".

## 2.0 - PURPOSE

- 2.1. The purpose of the Association shall be:
  - 2.1.1. To nominate the candidate of the New Democratic Party of Canada in each federal election and to conduct campaigns to elect those candidates;
  - 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 encourage its members to participate in developing party policy and party governance at the federal level.

## 3.0 - MEMBERSHIP

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

#### **4.0 – 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, the Chief Financial Officers; and
  - 4.1.2. Election of the Association's Executive.
- 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 Federal Convention of the New Democratic Party of Canada.
- 4.4. In accordance with the federal Constitution and the direction of Federal Council, a nomination meeting shall be held for the pur-

pose of nominating the New Democratic Party candidate for Member of 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.
- 4.7. Notice for all General Meetings shall be communicated to the membership at least fourteen (14) days prior to the meeting. Notice period requirements for nomination meetings shall be governed by the Constitution of the New Democratic Party and the Nomination Guidelines adopted by Federal Council.
- 4.8. Quorum at a General Meeting shall be a number equal to 75% of the individuals elected to the existing Executive.

## **5.0 - 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. Recording Secretary;
- 5.1.4. 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 Parliament for the riding, provided she/he is a member in good standing of the Federal Caucus of the New Democratic Party;
- 5.1.10. If required, at its first meeting after its election, the incoming Executive shall appoint a member of the Association as a liaison to each provincial 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 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 to be scheduled at the earliest opportunity.
- 5.4. Members of the Executive who cannot attend a meeting shall give notice to the President or the Secretary. A member of the Executive who fails to attend three consecutive meetings without 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 fifty percent (50%) of the members of the Executive. Quorum shall be based on the number of individuals elected to Executive at a properly called General Meeting of the Association.

- 5.8. Each member of the executive shall be entitled to only 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. Notice of Executive meetings shall be provided to the membership.

## **6.0 – AFFIRMATIVE ACTION**

- 6.1. At least one half of the elected members of the Executive and Convention delegates shall be women. The Executive shall ensure that members of Affirmative Action Target Groups, as designated by Federal Council, are encouraged to seek Executive positions.

## **7.0 - FUNDS**

- 7.1. The Association shall comply with all laws, regarding the funds of Riding and Constituency Associations. The funds of the Association shall be kept in one account in a chartered financial institution, in the name of the federal riding;
- 7.2. The signing officer for federal accounts shall be the Chief Financial Officer. No cheque or other instrument shall be issued without the signature of the Chief Financial Officer.
- 7.3. When soliciting or receiving donations, the Association shall ensure that the donor specify that the donation is either a federal or provincial donation.

## **8.0 – AMENDMENTS**

- 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 Federal Council for approval.

## **9.0 – 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 prior to the meeting.

## **10.0 – RULES OF ORDER**

- 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 Constitution of the New Democratic Party of Canada, 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.

## **11.0 – INTERPRETATION AND APPEALS**

- 11.1. In any conflict that may arise between this Constitution and its by-laws and the Constitution of the New Democratic Party of Canada, 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 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 Asso-

ciation 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. Appeal shall be conducted according to procedural rules of order.

- 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 National Director of the New Democratic Party..

# **Toronto Centre New Democratic Party Riding Association**

## **By-laws**

Approved by the AGM Jan 31, 2015

### 1.0 Executive Officers

1.1. In addition to the Executive Officers identified in S5.1, the Association Executive shall include the following:

- 1.1.1 Fundraising Director
- 1.1.2 Aboriginal Liaison
- 1.1.3 LGBT Liaison
- 1.1.4 Ethnocultural Liaison
- 1.1.5 Labour Liaison
- 1.1.6 Social Convenor
- 1.1.7 Two (2) Members at Large
- 1.1.8 Communications Director
- 1.1.9 Voter Contact Organizer

### 2.0 Responsibilities of Executive Officers

2.1. Duties of Executive Members shall include the following:

- 2.1.1 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.
- 2.1.2 The Vice-President shall perform duties as directed by the Executive, and perform the president's duties in the president's absence.
- 2.1.3 The duties of the Recording Secretary shall include recording and distributing the minutes of meetings of the Association and the Executive; receiving corre-



spondence for the Association and bringing it to the attention of the Executive; and providing notice of general meetings to the membership.

- 2.1.4 The duties of the Chief Financial Officer shall include: maintaining records of all expenditures and revenues associated with federal activities 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.
- 2.1.5 The duties of the Membership Organizer shall include maintaining the Association's membership records; organizing membership drive; 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.
- 2.1.6 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.
- 2.1.7 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.
- 2.1.8 The duties of the Fundraising Director shall include maintaining records related to Association donors and identifying opportunities to raise funds to support Association activities.
- 2.1.9 The duties of the Aboriginal Liaison shall include

organizing activities for Aboriginal members and supporters and acting as a liaison between the Association and relevant provincial and federal committees.

- 2.1.10 The duties of the LGBT Liaison shall include organizing activities for LGBT identifying members and supporters and acting as a liaison between the Association and relevant provincial and federal committees.
- 2.1.11 The duties of the Ethnocultural Liaison shall include organizing activities for members and supports of diverse ethnic and cultural identifications and acting as a liaison between relevant provincial and federal committees.
- 2.1.12 The duties of the Labour Liaison shall include organizing activities for members and supporters affiliated with organized labour and acting as a liaison between relevant provincial and federal committees.
- 2.1.13 The duties of the Social Convenor shall include event planning related to social activities for Association members.
- 2.1.14 The duties of the Members at Large shall include representing the membership to the Executive and assisting in Association activities.
- 2.1.15 The duties of the Communications Director shall be promoting Association events through traditional and social media.
- 2.1.16 The duties of the Voter Contact Organizer shall include organizing regular canvasses, running information based campaigns at the direction of the Executive and maintaining an active list of volunteers.