

BY-LAWS FOR OTTAWA CENTRE UNIFIED FEDERAL RIDING / PROVINCIAL CONSTITUENCY ASSOCIATIONS

The following are the By-Laws of the Ottawa Centre New Democratic Unified Federal-Provincial Constituency Association (hereinafter called the "Association").

By-law 1 - Standing Committees

- 1.1 The standing committees of the association shall be as follows:
 - 1.1.1 Budget.
 - 1.1.2 Fundraising.
 - 1.1.3 Communications.
 - 1.1.4 Membership.
 - 1.1.5 Outreach.
 - 1.1.6 Political Action.
 - 1.1.7 Education.
 - 1.1.8 Labour.
 - 1.1.9 Francophone.

By-law 2 - Organization of Standing Committees

- 2.1 The duties of the Standing Committees shall be to provide assistance to table officers of the Association by way of designated terms of reference.
- 2.2 Membership in Standing Committees shall be open to any member in good standing of the Association.
- 2.3 That the executive be empowered be empowered to create sub-committees of the Standing Committees to increase participation in the Association of members of communities and groups in the Riding.

By-law 3 - Chairs of Standing Committees

- 3.1 The Chairs of the Standing Committees shall be as follows:
 - 3.1.1 Budget: The Provincial Treasurer and the Federal Treasurer.
 - 3.1.2 Fundraising: The Fundraiser.
 - 3.1.3 Communications: The Communications Co-ordinator.
 - 3.1.4 Membership: The Membership Organizer and the Membership Secretary.
 - 3.1.5 Outreach: The Outreach Co-ordinator.
 - 3.1.6 Political Action: The Political Action Co-ordinator.
 - 3.1.7 Education: The Education Co-ordinator.
 - 3.1.8 Labour: The Labour Co-ordinator.
 - 3.1.9 Francophone: The Francophone Co-ordinator.

MODEL CONSTITUTION: Joint Federal Riding / Provincial Constituency Associations

Article 1. Preamble/Name

- 1.1 The name of the Association shall be the [name of riding/constituency] New Democratic Party Association, hereinafter referred to as the Association.
- 1.2 This Constitution is adopted by the [name of riding] New Democratic Party Federal Riding Association and the [name of constituency] New Democratic Party (provincial) Constituency Association to enable the two associations to function jointly, given that their boundaries are coterminous. In the event that their boundaries should cease to be coterminous, this Constitution shall cease to have effect and each of the two associations shall resume separate functioning under the provisions of their previous constitutions or, in the absence thereof, under the provisions of the model constitutions approved by Provincial Council for Federal Riding Associations and Provincial Constituency Associations.
- 1.3 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.
- 1.4 The term "constituency", as used hereafter includes "riding" or "electoral district".

2. Purpose

- 2.1 The purpose of the Association shall be:
 - 2.1.1 To nominate the candidates of the New Democratic Party in each provincial and 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 and the Ontario New Democratic Party through political education and organization; and
 - 2.1.3 To afford to its members a forum for participation in the development of party policy and party governance at both federal and provincial levels.

3. Participation

- 3.1 The Association shall ensure that at least 50% of its executive members are women, and shall follow the guidelines established in Articles 5 and 7. Furthermore, the Association shall make every effort to ensure representation from the ethno-cultural communities of Ottawa Centre.

4. Membership

- 4.1 The membership of the Association shall consist of:
 - 4.1.1 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 federal or provincial or unified New Democratic Party Constituency Association.
 - 4.1.2 New Democratic Party Members in good standing who reside in other constituencies in Ontario who request membership and are accepted by the Executive of the Association.
 - 4.1.3 A member of this Association holds both federal and provincial membership in this Association. No member of this Association may hold membership in any other federal or provincial New Democratic Party association.

5. Meetings

- 5.1 There shall be an Annual General Meeting of the Association, the business of which shall include:
 - 5.1.1 Annual reports of the President, the Membership Officer, the Federal Riding Treasurer and the Chief Financial Officer; and
 - 5.1.2 Election of the Association's Executive and its Delegates to Provincial Council and to the Council of Federal Ridings where one is established by the Constitution of the New Democratic Party of Canada.
- 5.2 Other General Meetings of the Association shall be called:
 - 5.2.1 as determined by the Executive, or
 - 5.2.2 upon the written request of at least fifty (50) members in good standing or one quarter of the Association's members, whichever is less.
 - 5.2.3 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.
- 5.3 A General Meeting shall be called for the purpose of electing the Association's delegates and alternates to a federal or provincial convention of the New Democratic Party.

- 5.4 In accordance with the Constitution of the New Democratic Party of Canada and the direction of Federal Council, a nomination meeting shall be held for the purpose of nominating the Association's candidate for Member of Parliament.
- 5.5 In accordance with the Constitution of the Ontario New Democratic Party and the direction of Provincial Council, a nomination meeting shall be held for the purpose of nominating the Association's candidate for Member of Provincial Parliament.
- 5.5 Those eligible to cast ballots for candidates at a nomination meeting shall be limited to New Democratic Party members in good standing who reside in the constituency.
- 5.6 Notice for all General Meetings shall be mailed 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 adopted by Provincial Council for provincial elections or by Federal Council for federal elections.
- 5.7 Meetings of the Executive shall be open to members of the Association.

6. Executive

- 6.1 The Annual General Meeting shall elect the following table officers:
 - 6.1.1 Two (2) Co-Presidents.
 - 6.1.2 One (1) Secretary and one (1) Membership Secretary.
 - 6.1.3 Provincial Treasurer.
 - 6.1.4 Federal Treasurer.
 - 6.1.5 Education Co-ordinator.
 - 6.1.6 Communications Co-ordinator.
 - 6.1.7 Francophone Co-ordinator.
 - 6.1.8 Labour Co-ordinator.
 - 6.1.9 Membership Organizer.
 - 6.1.10 Political Action Co-ordinator.
 - 6.1.11 Fundraiser.
 - 6.1.12 Outreach Co-ordinator.

6.1.13 Two Youth Officers.

6.2 In addition the Annual General Meeting shall elect:

6.2.1 14 Members at Large.

6.2.2 Provincial Council Delegate(s) and Alternate(s).

6.3 The Member of Provincial Parliament and/or nominated candidate, and/or the Federal Member of Parliament and/or nominated candidate (where appropriate) will be ex-officio member(s) of the executive.

7. Election of Executive Members and Provincial Council Alternates

7.1 The Annual General Meeting shall elect its table officers following these guidelines:

7.1.2 Election of officers shall be held in the order listed in Article 5, beginning with 6.1.1.

7.1.3 The election of table officers shall be held in the five groups (6.1.1; 6.1.2; 6.1.3, 6.1.4, 6.1.5, 6.1.6, 6.1.7 and 6.1.8; 6.1.9, 6.1.10, 6.1.11, and 6.1.12; 6.1.13).

7.1.4 In each group at least 50% of the positions shall be filled by a women.

7.1.5 At least 50% of the Provincial Council Delegate positions shall be filled by women.

7.1.6 The Member-at-Large positions shall be filled to ensure at least 50% of the Executive are women.

7.2. Provincial Council delegates and alternates shall be elected for a one-year term according to the following procedure:

7.2.1 The number of delegate and alternate positions elected at the Annual General Meeting shall correspond to the delegate entitlement of the Association on the day of the meeting.

7.2.2 Delegates and alternates shall be elected in order (first, second, third, etc.).

7.2.3 At least 50% of the delegates must be women. Of both the delegates and alternates at least 50% must be women.

7.2.4 If the Association receives an additional delegate the First Alternate shall become a delegate. If the Association loses a delegate the lowest ranking delegate becomes First Alternate and all other alternates drop down accordingly.

- 7.2.5 A person holding another position on the executive may serve as a Provincial Council delegate or alternate.
- 7.2.6 If during an executive term a delegate becomes an alternate due to the Association losing a delegate he/she shall remain a member of the executive.

8. Responsibilities of the Executive

- 8.1 The executive shall be empowered to act on behalf of the Association between general membership meetings. One-half of the table officers and one third of the Members at Large shall constitute quorum. For the purposes of quorum Provincial Council Delegates shall be considered Members at Large.
- 8.2 An executive member who misses three (3) consecutive meetings without notice of just cause shall be deemed to have vacated that position. Executive positions that become vacant during the term of office of the executive may be filled by a vote of the executive following notice of the vacancy to the membership.
- 8.3 Any member, at any time, who resigns from the executive, or chooses not to stand for another term (re-election), shall be responsible for ensuring their replacement is given the necessary materials and training in an expedient manner.
- 8.4 Individual officers who accept tasks or responsibilities during their term of office, shall report on these tasks or responsibilities, and shall be accountable to the executive as a whole and to the membership.

9. Search Committee

- 9.1 The executive shall convene a search committee at least two (2) months prior to the Annual General Meeting.
- 9.2 The purpose of this committee is to ensure that new executive members are actively being sought and encouraged, in keeping with the purposes of the executive, and in particular the principles listed in Article III.
- 9.3 This committee does not have a mandate to function as a slate committee, nor does it have a mandate to present a slate of candidates to the membership. This committee shall encourage all members of the Association to run for the Executive.

10. Duties of the Officers

- 10.1 **Co-Presidents.** The Co-Presidents shall be the presiding officers of the Association. They shall be ex-officio members of Association Committees and shall maintain general supervision of all affairs of the Association. They shall:
 - 10.1.1 Call the Annual General Meeting in accordance with Article 4 of this constitution.
 - 10.1.2 Schedule regular monthly executive meetings.

- 10.1.3 Make a written annual report to the membership at the Annual General Meeting.
 - 10.1.4 Sign all instruments in the name of the Association, except those elsewhere referred to in Article 10.
 - 10.1.5 Represent the Association, or ensure proper representation, on all relevant associations and organizations.
 - 10.1.6 Jointly share the day-to-day running of the Association, and divide these general liaison duties, as defined by the roles of the additional table officers, as follows: Group 2: Secretary, and Membership Secretary; Group 3: Provincial Treasurer, Federal Treasurer, Education Co-ordinator, Communications Co-ordinator, Francophone Co-ordinator, and Labour Coordinator; Group 4: Membership Organizer, Political Action Co-ordinator, Fundraiser, and Outreach Co-ordinator; Group 5: Two (2) Youth Officers.
- 10.2 **Secretary.** The Secretary shall be responsible for:
- 10.2.1 Taking minutes at meetings.
 - 10.2.2 Maintaining such files and records as are necessary for the normal operations of the Association.
 - 10.2.3 Handling all correspondence of the Association.
 - 10.2.4 Assisting in the day-to-day operations of the Association.
- 10.3 **Membership Secretary.** The Membership Secretary shall be responsible for ensuring that the membership lists are kept up-to-date, both in the riding and at Provincial Office and that the records are readily accessible by the Executive in a usable format.
- 10.4 **Provincial Treasurer.** The Provincial Treasurer shall be the financial officer of the Association and as such shall be in charge of the provincial books, records and accounts so as to manage the financial operation of the Association. The Treasurer shall submit a written financial report to the Annual General Meeting, and submit all financial returns required by law.
- 10.5 **Federal Treasurer.** The Federal Treasurer shall be the financial officer of the Association and as such shall be in charge of the federal books, records and accounts so as to manage the financial operation of the Association. The Treasurer shall submit a written financial report to the Annual General Meeting, and submit all financial returns required by law.
- 10.6 **Education Co-ordinator.** The Education Co-ordinator shall be responsible for organizing policy and education activities.

- 10.7 **Communications Officer.** The Communications Officer shall be responsible for ensuring the executive is maintaining on-going communication with the membership of the Association. The Communications Officer is responsible for producing the newsletter and organizing the membership phone tree.
- 10.8 **Francophone Co-ordinator.** The Francophone Co-ordinator shall be responsible for Francophone affairs, which may include outreach, education, policy, liaison, and communications.
- 10.9 **Labour Co-ordinator.** The Labour Co-ordinator shall be responsible for education, outreach, and liaison with labour organizations and activists.
- 10.10 **Membership Organizer.** The Membership Organizer is responsible for organizing membership recruitment activities.
- 10.11 **Political Action Co-ordinator.** The Political Action Co-ordinator shall be responsible for liaising with progressive groups in Ottawa Centre.
- 10.12 **Fundraiser.** The Fundraiser is responsible for the research, planning, implementation and follow-up of fund-raising events/drives. The Fundraiser shall maintain the appropriate records and is responsible for co-ordinating events/drives and co-operating with the relevant executive members and associated organizations, individuals and groups.
- 10.13 **Outreach Co-ordinator.** The Outreach Co-ordinator shall be responsible for maintaining contact with ethno-cultural communities in Ottawa Centre and encouraging the involvement of members of those communities with the Association.
- 10.14 **Youth Officers.** The Youth Officers will recruit and organize within the constituency association or club(s) affiliated with the Ontario New Democratic Youth (ONDY); organize youth activities with the co-operation of the constituency association and act as liaison between youth members and the constituency association.
- 10.15 **Members at Large.** A Member at Large may be responsible for co-ordinating various tasks or events, or assisting in their completion, and reporting on their activities to the Executive as a whole. Each of the duties listed under a Table Officer's position may be delegated to a Member at Large, and a Member at Large is encouraged to seek out these tasks. As well, a Member at Large is encouraged to be a member of the standing committees of the executive.
- 10.16 **Provincial Council Delegate(s).** Provincial Council Delegate(s) and/or their Alternates, should any or all of the Provincial Council Delegate(s) not be able to attend Provincial Council, are responsible for representing the Association at Provincial Council. In addition they shall submit a written report to the Association at the Annual General Meeting and shall report to the Executive on a regular basis.

10.17 All Executive Members shall serve on committees of the Association as required.

11. Funds

- 11.1 The Association shall comply with all laws, both federal and provincial, regarding the funds of political constituency associations. The funds of the Association shall be kept in clearly separated accounts for provincial and federal matters, each in chartered financial institutions; and there shall not, under any circumstances, be any combining or mixing of these accounts or transfers between these accounts.
- 11.2 The signing officers for provincial accounts shall be the Provincial Treasurer 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.
- 11.3 The signing officers for federal accounts shall be the Federal Treasurer and two (2) other designated members of the Executive. No cheque or other instrument shall be issued without the signatures of the Federal Riding Treasurer and one other signing officer.
- 11.4 Any costs incurred by the Riding Association will be reimbursed from the Federal and Provincial accounts in proportion to the amount of use by the respective parties of the goods and/or services involved.
- 11.5 When soliciting or receiving donations, the Association shall ensure that the donor specify whether the donation is federal or provincial. Donors who wish to contribute both provincially and federally shall be required to do so in separate transactions. When forwarding funds to the Provincial Office for processing, the donors' intentions shall be clearly indicated.

12. Amendment

- 12.1 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.
- 12.2 Amendments shall be submitted to Provincial Council for approval in accordance with section 2.5 of the constitution of the Ontario New Democratic Party.

13. By-Laws

- 13.1 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.

14. Rules of Order

- 14.1 The Association may adopt rules for the conduct of its business. Unless otherwise governed by this Constitution, duly adopted by-laws, of 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.
- 14.2 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.

15. Interpretation and Appeals

- 15.1 In any conflict that might 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.
- 15.2 On a day-to-day basis, this Constitution shall be interpreted by the Co-Presidents of the Association, or in the event of conflicting interpretations from the Co-Presidents, by the Executive at a duly constituted meeting. Decisions of the Co-Presidents 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.
- 15.3 At a meeting of the Association or its Executive, this Constitution and its by-laws shall be interpreted by the chairperson. Any decision of the chairperson may be overturned on appeal by a majority of those present and voting.
- 15.4 Any interpretation or appeal under Sections [15.2] or [15.3] 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 [15.2] or [15.3].

16. Election Committees

- 16.1 The Executive shall be authorized to appoint an Election Planning Committee and/or related committees for all elections involving the Ottawa Centre area.

17. Family Care

- 17.1 The Association shall cover reasonable family care and/or transportation costs to enable Association members in good standing to attend general or nomination meetings.

- 17.2 A special Family Care Fund will be established by the Association to cover the cost of this policy.
- 17.3 Notice of this policy must be included in every notice of general or nomination meetings.
- 17.4 The Association will cover reasonable family care and/or transportation costs to enable executive members to attend executive meetings.

18. Bilingualism

- 18.1 The English and French versions of this constitution shall have equal status.