

**CONSTITUTION**

**OF**

**THE AJAX- PICKERING LIBERAL WOMEN'S CLUB**

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**CONSTITUTION  
OF  
THE AJAX-PICKERING LIBERAL WOMEN'S CLUB**

**ARTICLE 1  
NAME**

**1.1 Name**

The name of this organization shall be the "The Ajax – Pickering Liberal Women's Club" (the "**Club**").

**ARTICLE 2  
DEFINITIONS**

**2.1 Definitions**

"**business day**" means any day of the week other than a Saturday, Sunday or statutory or civic holiday observed in Ontario.

"**LPC**" means Liberal Party of Canada.

"**LPC(O)**" means Liberal Party of Canada (Ontario).

"**NWLC**" means the National Women's Liberal Commission.

"**OLP**" means Ontario Liberal Party.

"**OWLC**" means the Ontario Women's Liberal Commission.

**ARTICLE 3  
OBJECTIVES**

**3.1 Objectives**

The objectives of the Club include the following:

- (a) to advocate and support Liberal principles;
- (b) to maintain an active organization of women Liberals in the federal electoral district of Ajax-Pickering;
- (c) to contribute to the development of provincial and federal policy, in particular, as it relates to, and affects, women;
- (d) to identify potential women Liberal candidates for election, and to promote the election of women Liberal candidates, to the Parliament of Canada and to the Legislative Assembly of Ontario;
- (e) to promote the election of Liberals to municipal and local elective offices and, in particular, the election of women's candidates; and
- (f) to support and encourage the active participation by women within the federal and provincial Liberal parties.

## **ARTICLE 4 MEMBERSHIP**

### **4.1 Membership Requirements**

The membership of the Club shall be open to all women who are aged 14 years and over if they are not members of any other federal or provincial political party.

### **4.2 Application**

Any eligible woman who wishes to join the Club may do so by submitting a completed membership application in form prescribed by the Executive Committee in accordance with the requirements of LPC(O), OLP or both, to the Membership Secretary of the Club and by paying the annual membership fee prescribed by the Executive Committee from time to time. This membership automatically constitutes membership in the Liberal Party of Canada.

### **4.3 Membership in the Ontario Liberal Party**

All clubs ratified by the OWLC are eligible to send delegates to OLP Conventions. In order to have standing at the convention, all delegates from the Club must be members of the Ontario Liberal Party and be elected in accordance with the rules as set out on the OLP Constitution.

### **4.4 Minimum Membership**

This Club shall maintain a membership of not less than twenty-five (25) members in good standing at all times.

### **4.5 Maintaining List of Members**

This Club shall at all times maintain an up-to-date list of the following information for each member: name, residential address including postal codes, telephone and, where applicable, the email address of each member.

### **4.6 Membership Fee**

The annual membership fee for this Club shall be Seniors \$10 General \$15 and that such fee shall not be less than five dollars (\$5.00) and shall not be greater than twenty-five dollars (\$25.00) per person per year.

#### **4.7 Membership Year**

The membership year for each individual member of the Club shall correspond with the calendar year in which the membership is purchased, provided that, where an individual becomes a member on or after October 1 of any year, the membership shall expire at the end of the following year.

### **ARTICLE 5 OFFICERS AND EXECUTIVE COMMITTEE**

#### **5.1 Officers**

The following shall be elected as officers of the Club for a term of two (2) years:

- (a) President;
- (b) Vice President;
- (c) Secretary; and
- (d) Treasurer.
- (e) Membership secretary
- (f) Directors at large (the number of which will not exceed seven (7))

#### **5.2 Executive Committee**

The Executive Committee of the Club shall be composed of the following:

- (a) the elected officers; and
- (b) the immediate past president of the Club.

#### **5.3 Role of Executive Committee**

The Executive Committee shall manage the affairs of the Club between annual meetings.

#### **5.4 President**

The President shall preside over meetings of the Club and of the Executive Committee. The President will have overall administrative responsibility for the activities of the Club and shall be the public representative of the Club.

#### **5.5 Vice President**

The Vice President shall assist the President and shall act in her absence.

**5.6 Secretary**

The Secretary shall be responsible for preparing and sending all notices of meetings to the Executive Committee and to members of the Club and preparing and circulating all minutes of meetings of the Club and of the Executive Committee. The Secretary shall maintain an up-to-date list of the members of the Executive Committee and shall further maintain a record of all Club correspondence.

**5.7 Treasurer**

The Treasurer shall be responsible for accounting for the funds of the Club, the Club's banking and payment all accounts of the Club by cheque upon approval of such accounts by the Executive Committee. The Treasurer shall keep account books for the Club and shall sign cheques with one of two designated members of the Executive Committee. The Treasurer shall also provide a written report on the financial status of the Club at each meeting of the Executive Committee and at each annual meeting of the members of the Club.

**5.8 Membership Secretary**

The Membership Secretary shall be responsible for maintaining and updating information with respect to the membership of the club. The membership secretary shall ensure all annual renewals are remitted to LPC(O) in a timely fashion.

**ARTICLE 6  
MEETINGS OF THE EXECUTIVE COMMITTEE**

**6.1 Convening Meetings**

Meetings of the Executive Committee shall be convened by the Secretary when so requested by:

- (a) the President; or
- (b) at the written direction of any three members of the Executive Committee.

**6.2 Schedule of Meetings**

The Secretary, on the direction of the President, shall establish a schedule of dates for regular meetings of the Executive Committee to be held not less than once each quarter in the calendar year. No further notice shall be required of the meetings after the schedule has been established and distributed to the Executive Committee.

### **6.3 Notice of Meetings**

Subject to section 6.3, the Secretary shall give notice in writing of meetings of the Executive Committee to its members at least seven (7) days in advance of the date of the meeting. Meetings of the Executive Committee may be held at any time without such notice, or any irregularity in the notice calling the meeting may be waived if all of the Executive Committee members are present and agree to the holding of the meeting. No error or omission in giving notice of a meeting of the Executive Committee shall invalidate any resolutions passed or proceedings taken at the meeting.

### **6.4 Quorum**

A majority of the members of the Executive Committee entitled to be in office shall constitute a quorum of a meeting of the Executive Committee.

## **ARTICLE 7 POWERS OF THE EXECUTIVE COMMITTEE**

### **7.1 Powers**

The Executive Committee shall have the following powers:

- (a) to manage the affairs of the Club between annual meetings subject to the direction of the members any annual meeting of Club;
- (b) subject to the provisions of section 4.6, to set the annual membership fee for the Club;
- (c) to delegate duties and responsibilities to those committees established in accordance with the provisions contained in this Constitution, to appoint standing or ad hoc committees of the Executive Committee and to delegate or assign such responsibilities as the Executive Committee sees fit to any standing or ad hoc committee of the Executive Committee;
- (d) unless the Executive Committee decides otherwise by a vote of two thirds of such committee, the position of a member of the Executive Committee who fails to attend three (3) consecutive meetings without justifiable reason shall automatically be vacated;
- (e) to fill a vacancy in the Executive Committee for the remainder of the current term;
- (f) to appoint the chairs of any standing or ad hoc committee and the duties of such chair at any meeting.

## **ARTICLE 8 COMMITTEES**

### **8.1 Standing Committees**

Until changed by resolution of the Executive Committee, the Executive Committee may constitute the following standing committees (collectively, "Standing Committees of the Executive Committee"):

- (a) Membership Committee;
- (b) Finance/Fundraising Committee; and
- (c) Policy Committee;

### **8.2 Other Committees**

The Executive Committee may establish other committees as it may determine to be appropriate from time to time and may appoint the chair and members of such committee and determine its duties at any meeting. The Executive Committee may at any time dissolve any committee.

### **8.3 Composition**

The President shall be an ex officio voting member of all committees. Except as otherwise provided, the Executive Committee may appoint Club members to any committee and following such appointment, and subject to any contrary determination of the Executive Committee, such person shall be entitled to vote at meetings of such committees.

## **ARTICLE 9 COMMITTEE MEETINGS**

### **9.1 Notice**

The President or the Chair of a committee may at any time convene a meeting of such committee.

### **9.2 Minutes**

Minutes shall be kept of all committee meetings and distributed to the Executive Committee as soon as approved by the applicable committee.

### **9.3 Reporting**

A full report shall be made by the chair of each committee to the next meeting of the Executive Committee.

#### **9.4 Voting**

Business arising at any committee meeting shall be decided by a majority of votes cast. In the case of equality of votes, the chair of the committee shall, in addition to her original vote, have a second or casting vote.

#### **9.5 Quorum**

A quorum for any committee meeting shall be a majority of the members of the committee entitled to vote.

### **ARTICLE 10 MEMBERSHIP COMMITTEE**

#### **10.1 Membership Committee**

The duties of the Membership Committee shall include the following and such other duties as may be assigned thereto by the Executive Committee from time to time:

- (a) to maintain an accurate and up-to-date file of all members of the Club including name, residential address (including postal codes) and telephone number and email address, where applicable, of each member;
- (b) to report changes in the membership to the OWLC and to the NWLC, from time to time, and within twenty (20) business days of the annual meeting.

### **ARTICLE 11 FINANCE/FUNDRAISING COMMITTEE**

#### **11.1 Finance/Fundraising Committee**

The duties of the Finance/Fundraising Committee shall include the following duties and such other duties as may be assigned thereto by the Executive Committee from time to time:

- (a) advising the Executive Committee on all matters relating to the Club's financial affairs and resources;
- (b) preparation and presentation of the Club's annual budgets and financial statements;
- (c) preparation of annual fundraising programs in order to finance the operations of the Club, including funds raising for contribution to the Margaret Campbell Fund.

#### **11.2 Chair of Finance/Fundraising Committee**

The Treasurer shall be the chair of the Finance/Fundraising Committee.

## **ARTICLE 12 POLICY COMMITTEE**

### **12.1 Policy Committee**

The Policy Committee shall have responsibility of leading the Club in the development of provincial and federal policy for the purpose of contributing to the policies of the Liberal Party, including those policies that relate to and affect women.

## **ARTICLE 13 ANNUAL AND GENERAL MEETINGS**

### **13.1 Annual Meetings**

The Club shall hold an annual general meeting which shall be held within fifteen (15) months of the previous annual meeting.

### **13.2 Transaction of Business**

Business transacted at the annual meeting of the Club shall be determined by the Executive Committee and shall include and not be limited to:

- (a) approval of the minutes of the previous annual meeting;
- (b) a report of the President;
- (c) presentation of financial statements to the members of the Club;
- (d) new business;
- (e) the election of officers to the Executive Committee in accordance with Article 5.1 of the Constitution.

### **13.3 General Meetings**

General meetings of the members of the Club, other than the annual general meeting shall be convened no less than three (3) times in a calendar year at any time at a place the Executive Committee shall determine and at such meeting, such business shall be transacted which the Executive Committee may determine.

### **13.4 Notice**

Notice of the annual general meeting or of a general meeting shall be given to the members of the Club by the Secretary not less than fourteen (14) days before the meeting is to take place by prepaid first class mail or by any electronic means of sending messages to any member who has consented to receive notice by such method. Each notice shall be deemed to have been received on the business day it was delivered or sent by electronic means or on the third (3rd) business day it was mailed. Any person entitled to receive any notice may waive such notice either before or after the meeting to which the notice relates.

### **13.5 Quorum**

A quorum for the transaction of business at any annual or general meeting of the members shall consist of six (6) members in good standing of the Club entitled to vote at such meeting.

### **13.6 Delivery of Membership Information**

Within twenty (20) business days or four (4) weeks from its annual general meeting, the Club shall deliver to the OWLC each of the following:

- (a) minutes of the last annual meeting;
- (b) a complete and up-to-date list of officers of the Executive Committee;
- (c) a complete and up-to-date membership list;
- (d) the constitution adopted at its first annual meeting and any amendments made to the constitution thereafter.

## **ARTICLE 14 MEMBERSHIP VOTING**

### **14.1 Annual or General Meetings of LPC(O)**

In order to be entitled to vote at an annual meeting of the Club or at a meeting to elect delegates to an annual or general meeting of the Liberal Party of Canada (Ontario) or the Ontario Liberal Party, a member shall be in good standing of the Club for at least seven (7) days prior to the date of such meeting.

### **14.2 Compliance**

The Club shall comply with all time limitations and deadlines for the election of its delegates to any meeting as this Club may be directed by the OWLC.

### **14.3 Rules of Certification**

For the purpose of any meeting or convention of the Liberal Party of Canada, the Club shall comply with any Rules for Certification of Clubs passed by the NWLC.

### **14.4 Delegates to LPC(O)**

For the purpose of electing delegates to a meeting of the Liberal Party of Canada (Ontario) or the Liberal Party of Canada, an immediate past member is any woman who was a member in good standing of the Club in the membership year preceding the current year. However, a member has only ninety (90) days after expiry of her membership to renew a membership after which date she shall be considered to be a new member.

#### **14.5 Delegates to OLP**

For the purpose of electing delegates to a meeting of the Ontario Liberal Party, an immediate past member is any woman who was a member in good standing of the Club in the membership year preceding the current year and must be a member of the OLP.

### **ARTICLE 15 CONTRIBUTIONS**

#### **15.1 Convention Fund**

This Club shall maintain a fund which will provide or assist with expenses of delegates of the Club to attend conventions, annual meetings, workshops, policy rallies and similar meetings of the OWLC, LPC(O), OLP and national meetings of the Liberal Party of Canada.

#### **15.2 OWLC and NWLC Contributions**

The Club shall contribute an annual affiliation fee of \$3.50 per member to the OWLC per calendar year, which includes the \$1.00 fee prescribed by the NWLC. In addition, this Club shall annually support the Margaret Campbell Fund.

### **ARTICLE 16 CONSTITUTION AND AMENDMENTS TO THE CONSTITUTION**

#### **16.1 Constitution**

This Club shall act solely in accordance with the provisions of its constitution provided that any provision shall be deemed to be invalid if it is in conflict with any provision of the constitution of the OWLC or is in conflict with any regulation passed pursuant thereto.

#### **16.2 Amendment of Constitution**

This Constitution may be amended by a two-thirds (2/3rd) majority vote of those present and voting at any annual meeting of the Club or any general meeting of the Club called specifically for that purpose.

#### **16.3 Notice of Amendments**

Notice of proposed amendments, other than proposed by the Executive Committee or Constitution Committee, if appointed, must be made by at least two (2) members in good standing of the Club. Proposed amendments must be forwarded in writing to the President of the Club and to the chair of the Constitution Committee, if any, at least ten (10) days prior to the annual or general meeting. If the provisions of this Constitution are silent in respect of a matter, such matter shall be determined in accordance with the relevant provision of the OWLC constitution and in the event such regulation is also silent, in accordance with the provisions of the constitution of the LPC(O) and the OLP.