

CONSTITUTION OF THE ONTARIO WOMEN'S LIBERAL COMMISSION

ARTICLE 1

NAME OF ORGANIZATION AND RELATIONSHIP TO THE ONTARIO LIBERAL PARTY (OLP)

- 1.1 The name of this Organization is the Ontario Women's Liberal Commission (the "OWLC").
- 1.2 The OWLC, a self-governing association, is governed exclusively by this Constitution.
- 1.3 Where this Constitution is silent, the Constitution of the Ontario Liberal Party (OLP) shall prevail.

ARTICLE 2

OBJECTIVES

- 2.1 The objective of the OWLC shall be to maintain an active organization of women members of the Ontario Liberal Party in an effort to speak with a collective voice on behalf of Liberal women in Ontario, while simultaneously upholding Liberal principles and supporting the Ontario Liberal Party.
- 2.2 To that end, the OWLC shall strive to accomplish the following:
 - (a) advocate and encourage the participation of women in the political process;
 - (b) recruit, encourage, and assist women to run for positions within the Ontario Liberal Party;
 - (c) promote both the nomination and election of women;
 - (d) support and promote the Margaret Campbell Fund; and,

- (e) participate in the development of policy to ensure that issues that related to and/or affect women are properly addressed in the policy of the Ontario Liberal Party.

ARTICLE 3
MEMBERSHIPS

- 3.1 Membership of the OWLC is open to all women who are members in good standing of the OLP, as defined by its Constitution.
- 3.2 The OWLC may recognize Liberal women’s groups in Ontario, which shall be known as Clubs or Associations (referred to herein as “Clubs”).

ARTICLE 4
OFFICERS OF THE OWLC

- 4.1 The Executive of the OWLC will consist of the following officers who shall be elected for two-year terms at an Annual General Meeting of the OWLC (the “AGM”), as described in Article 8:
 - (a) President;
 - (b) Executive Vice-President;
 - (c) Recording Secretary;
 - (d) Membership Vice-President;
 - (e) Treasurer;
 - (f) Policy and Constitutional Affairs Vice-President;

- (g) Communications Vice-President;
- (h) 8 Regional Vice-Presidents;
- (i) Fundraising Vice-President;
- (j) Vice-President, Young Women;
- (k) Vice-President, Indigenous Women; and
- (l) Vice-President, Senior Women.

4.2 In the event of a vacancy of an elected position; (i) the Executive Committee may appoint a replacement to hold office until the next AGM, (ii) if the position of President is vacated where there is an Executive Vice-President, the Executive Vice-President will automatically be appointed as President unless she declines such appointment, (iii) if the Executive Vice-President declines, the Executive Committee shall appoint a replacement to hold office until the next AGM.

4.3 The President shall be an *ex-officio* member of the Executive Council, the Provincial Council, and the Policy Committee of the OLP.

4.3.1 The President may designate a member of the Executive Committee to attend any meeting that she is unable to attend.

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

4.5 The Treasurer shall be responsible for the receipt and disbursement, as well as accounting of, all monies of the OWLC. For this purpose, the Treasurer shall cooperate and act through the authority of such agents of the OLP, as may be required for audit purposes of compliance with applicable provincial legislation.

4.5.1 The Treasurer shall provide a written report on the financial status of the OWLC at each of the following meetings:

- (a) the Executive Committee;
- (b) AGMs; and

(c) General Meetings.

4.6 The Recording Secretary shall be responsible for preparing and:

- (a) sending all notices of meetings to the Executive Committee;
- (b) taking minutes during all meetings and circulating all minutes of meetings of;
 - (i) Executive Committee;
 - (ii) AGMs; and
 - (iii) General Meetings.
- (c) maintaining an up-to-date Executive Committee List of the OWLC.

4.7 The Membership Vice-President shall be responsible for:

- (a) providing all documentation to Regional Vice-Presidents that all recognized Clubs may be required by the OWLC for the purpose of certification and ratification;
- (b) preparation and maintenance of the membership lists of recognized Clubs, which will include the: name, residential address, postal code, telephone and where possible the email address of each member;
- (c) working with the Regional Vice-Presidents to ensure the recruitment of new members and the formation of new Clubs; and
- (d) act or appoint an Executive Committee member to act, as chair of founding meetings and annual general meetings of Clubs.

4.8 The Policy and Constitutional Affairs Vice-President shall be responsible for:

- (a) coordinating policy formation on behalf of the OWLC and transmitting these policies to the OLP; and,

- (b) ensuring that the OWLC Constitution is consistent with the Constitution of the OLP.

4.9 The Communications Vice-President shall coordinate the communication activities of the OWLC to both the membership and the OLP.

4.10 There shall be eight (8) Regional Vice-Presidents, one for each of the following regions:

- (a) Greater Toronto Area (Central);
- (b) Greater Toronto Area (North);
- (c) Greater Toronto Area (East);
- (d) Northern Ontario;
- (e) Eastern Ontario;
- (f) Ottawa;
- (g) Southwest Ontario; and,
- (h) Golden Horseshoe.

Who shall be responsible for communication between the OWLC and the Clubs in their respective areas and for reporting to the Executive Committee as to the activities of the Clubs in their respective areas as well as matters of interest or concern.

4.11 The Fundraising Vice-President shall be responsible for raising funds for the Margaret Campbell Fund in compliance with all governing Constitutions and laws.

4.12 The Vice-President, Young Women, shall be responsible for communication between the OWLC and young women members of the Ontario Young Liberals. Only members of the OWLC between the ages of 14 and 30 are eligible to be elected to the position of Vice-President, Young Women.

4.13 The Vice-President, Indigenous Women, shall represent the interests of indigenous women members.

- 4.14 The Vice-President, Senior Women, shall represent the interests of senior women members.

ARTICLE 5

EXECUTIVE COMMITTEE

- 5.1 There shall be an Executive Committee of the OWLC comprised of the following:
- (a) the Elected Officers, as identified in Section 4.1; and,
 - (b) the immediate Past President of the OWLC.
- 5.2 It is the role of the Executive Committee to administer the OWLC, subject to any direction arising out of any AGM or general meeting.
- 5.2.1 The Executive Committee shall only disburse funds when previous decisions on spending funds has been approved by the Executive through a vote.
- 5.3 The Executive Committee shall meet at least eight times during a calendar year (the "Executive Meeting").
- 5.3.1 An Executive Meeting requires seven (7) days written notice.
- 5.3.2 Notice may be given by the Secretary following a call for a meeting by:
- (a) the President; or
 - (b) any three (3) Members of the Executive Committee if said direction is received in writing and each of the three (3) members have affixed their signatures on the written direction.
- 5.3.3 Written Notice shall be deemed to be given on the day which is the earlier of:
- (a) the day of actual receipt;

- (b) the day of actual delivery to the usual resident of the intended recipient; or
 - (c) the second day following the day of mailing by prepaid post or email.
- 5.3.4 A quorum for the Executive Meeting shall be the lesser of six (6) members or one third (1/3) of the Executive Committee, by phone and or in person.
- 5.4 The Executive Committee may appoint *ad hoc* committees of the Executive Committee and, subject to the provisions of this Constitution, may delegate and assign such responsibilities as it sees fit to these committees for the purpose of furthering the work thereof.
- 5.5 Subject to the provisions of the Constitution of the OLP, the Executive Committee may appoint a member of the OWLC to each OLP Committee.

ARTICLE 6

TABLE OFFICERS

- 6.1 The table officers of the OWLC shall be the following individuals:
- (a) President;
 - (b) Executive Vice-President;
 - (c) Recording Secretary;
 - (d) Treasurer; and
 - (e) Immediate Past-President.
- 6.2 The table officers shall be *ex-officio voting* members of the Ontario Liberal Party Provincial Council.

ARTICLE 7

MEETINGS

- 7.1 The OWLC shall hold an AGM once every calendar year.
- 7.2 Written Notice of the AGM shall be sent at least thirty (30) days in advance of the date set for the AGM to the:
- (a) President of each recognized Club;
 - (b) President every OLP Provincial Liberal Association; and,
 - (c) President of every ratified Ontario Young Liberal Club and every Student Club in Ontario.
- 7.3 Written Notice of the AGM shall include the:
- (a) name and contact information of the Nominations Coordinator;
 - (b) list of positions open for election; and
 - (c) date, location, time and purpose.
- 7.4 For the purposes of organizing the AGM, Executive Committee shall appoint an individual that is not standing for election as the AGM Coordinator.
- 7.5 The AGM Coordinator shall:
- (a) recommend a budget for the AGM to the Executive Committee;
 - (b) recommend a registration fee and a deadline for registration of delegates to the Executive Committee;
 - (c) appoint a Board of Arbitration consisting of three (3) OWLC members in good

standing to decide any disputes arising with respect to the election of the Officers;

- (d) appoint a Credentials Committee to determine delegates eligibility;
- (e) specify a time at which voting will open and close;
- (f) appoint a Returning Officer who shall appoint as many Deputy Returning Officers as necessary; and
- (g) issue credentials to all delegates.

7.6 Every member of OWLC is eligible to register as a delegate to the AGM.

7.7 The quorum for the AGM shall be thirty (30) delegates.

7.8 An AGM should be held in each year, but the AGM should not be held more than twenty-four (24) months or less than ten (10) months following the previous AGM.

7.9 In addition to the AGM, the Executive Committee may call a General Meeting of the OWLC at such time and place as the Executive Committee sees fit.

7.9.1 The notice provisions applicable to the AGM shall apply to any General Meeting.

7.9.2 All Members of the OWLC shall be entitled to vote at a General Meeting, unless otherwise directed by the Executive Committee.

ARTICLE 8

ELECTIONS

8.1 All Elected Officers set out in Article 4 shall be elected at an AGM on the expiration of their terms.

- 8.1.1 For greater certainty, an Officer's term is based on the date of the AGM rather than the calendar year.
- 8.1.2 No person who is an Elected Officer shall hold the same office for more than three (3) consecutive terms.
- 8.2 Two (2) months preceding the date of the AGM, the Executive Committee shall appoint a Nomination Coordinator who shall be responsible for:
- (a) requesting nominations for the positions of: President, Executive Vice-President, Recording Secretary, Membership Vice-President, Treasurer, Policy and Constitutional Affairs Vice-President, Communications Vice-President, 8 Regional Vice-Presidents, Fundraising Vice-President, Vice-President Young Women, Vice-President Indigenous Women and Vice-President Senior Women;
 - (b) ensuring that there is at least one nominated candidate for each Executive position;
 - (c) determining and setting the rules for nomination procedures and speeches and ensuring that all Members are aware of the same; and
 - (d) overseeing the voting procedures at the AGM in conjunction with the Returning Officer.
- 8.3 Nominations for each Elected Officer must be received by the Nomination Coordinator at least seven (7) days prior to the date of the AGM.
- 8.4 No member or individual appointed to a position pursuant to Article 7.4 may stand as a candidate for an Elected Office at an AGM

ARTICLE 9

CLUBS AND ASSOCIATIONS

- 9.1 Clubs that comply with the provisions of this Constitution shall be recognized as duly formed by the Executive Committee.
- 9.1.1 No electoral district may have more than one Club recognized as an Electoral District Women's Liberal Club and no Region may have more than five (5) clubs recognized as Area Women's Liberal Clubs.
- 9.1.2 If a Club has been established in a manner that strictly conforms to the boundaries of the electoral district corresponding to the constituency association, and the Club is affiliated with the constituency association, then the President of such Club shall be an *ex-officio* member of the Executive of the constituency association.
- 9.2 Prior to recognition of a Club, the Club must have:
- (a) no less than ten (10) women members in good standing; and
 - (b) a written constitution that accords with the provisions of this Constitution.
- 9.2.1 The constitution of each Club shall include the following:
- (a) a minimum membership requirement of not less than ten (10) current members;
 - (b) a requirement that each member is a member of the Ontario Liberal Party;
 - (c) provision for an Annual General Meeting to elect Officers;
 - (d) mechanisms to ensure that an up to date membership list is maintained, which will include the:
 - (i) name;
 - (ii) residential address;

- (iii) postal code;
 - (iv) telephone; and
 - (v) where possible, email addresses of each member.
- (e) a clause indicating that the members shall act in accordance with the Constitution of their respective Clubs save and except to the extent that such clause conflicts with any provision of this Constitution, in which case, such clause shall be deemed to be of no further force and effect;
- (f) provision to ensure compliance with all time limitations and deadlines for the election of its delegates to any meeting, as may be directed by the OWLC; and
- (g) recognition of the need to support the Margaret Campbell Fund.

9.3 The Executive Committee may withdraw recognition of a Club at any time should said Club fail to act in accordance with the provisions of this, or its own, Constitution.

9.4 Within twenty (20) working days, or four (4) weeks from their Annual Meeting, the Club shall deliver to the OWLC each of the following:

- (a) minutes from said Annual Meeting;
- (b) a completed updated Executive list;
- (c) a complete and up to date membership list;
- (d) any amendments made to the Club's Constitution.

ARTICLE 10

MEMBERS IN A CLUB

- 10.1 Each person applying for membership in a Club must be a member in good standing of the OLP.
- 10.2 The membership year for each individual membership shall correspond to the calendar year in which the membership is purchased provided that if an individual becomes a member on or after October 1 of a given year, the membership shall expire at the end of the following year.

ARTICLE 11

MEETINGS OF CLUBS

- 11.1 For the purposes of each Annual Meeting and every general meeting, six (6) female members in good standing of a Club shall constitute a quorum.
- 11.2 In order to be entitled to vote at an Annual Meeting, or a meeting to elect delegates to a General Meeting of OLP, a woman shall be a member in good standing of their respective Club seven (7) days prior to the meeting.
- 11.3 For the purpose of electing delegates to a meeting of OLP, an immediate past member, during the period from January 1 to March 31 of a particular year, and only during that period, means a person whose membership expired on December 31 of the immediately preceding year.

ARTICLE 12

REPRESENTATION AT CONVENTIONS AND MEETINGS OF THE ONTARIO LIBERAL PARTY

12.1 There shall be two (2) delegates elected by a simple majority for each Club entitled to attend and vote at an OLP Annual Meeting provided such Club is recognized by the Executive Council of the OLP and the OWLC and provided that such delegates and the members of the Club who elect such delegates are members in good standing of the OLP.

In addition, the President of each Women's Club shall be entitled to accreditation as a delegate *ex-officio* to an Annual Meeting provided she is a member in good standing of her Club and the OLP.

12.1.1 Each Club shall elect one (1) delegate to a Leadership Convention of the OLP provided the Club has been recognized by the Executive Council at least 12 months prior to the date of the Leadership Convention.

12.1.2 The President of each Club shall be entitled to accreditation as a delegate *ex-officio* to the Leadership Convention provided that the Club has been recognized by the Executive Council of the OLP at least twelve (12) months prior to the date of the Leadership Convention.

12.1.3 The election of delegates shall take place at a Leadership Election Meeting in the manner prescribed in Article 9 of the OLP Constitution.

12.1.4 Women who meet the following requirements are eligible to vote at an OLP Leadership Election Meeting:

(a) Members of a Club in good standing as of the Qualifying Date provided that the Club had been continuously recognized by the Executive Council of the OLP for at least twelve (12) months prior to the date of the opening of the Leadership Convention.

- (b) Immediate past members of a Club who were members of the OLP who renew their membership at or prior to the Leadership Election Meeting, provided that the Club had been continuously recognized by the Executive Council of OLP for at least twelve (12) months prior to the date of the opening of the Leadership Convention.

ARTICLE 13

BOARD OF THE OLP

- 13.1 Disputes with respect to meetings and matters within the jurisdiction of the OLP relating to the OWLC shall be decided by an Arbitration Committee appointed by the Executive Council of the OLP pursuant to Article 7 of the OLP Constitution.

ARTICLE 14

CODE OF CONDUCT

- 14.1 Every elected officer to the OWLC, and of Clubs duly recognized by the OWLC, shall, in exercising their duties as elected officers, conduct themselves in an ethical manner during their term of office, in both Club and Riding matters, regardless of the level of the political activities.

ARTICLE 15

REMOVAL OF OFFICERS

- 15.1 Any Executive Officer may be removed from office if the other Executive Officers determine their conduct to constitute an offence.
- 15.2 Offences include, but are not limited to:
- (a) neglect of duties in such a way as to be detrimental to the interests and welfare of the OWLC;
 - (b) disregard for the provisions of the Constitution; and
 - (c) failure to attend three (3) consecutive Executive Meetings of the OWLC without prior notice and reasonable grounds.
- 15.2.1 Any Executive Officer whose conduct the remaining Executive Officers considers to be an offence may be removed from office by a vote of two-thirds (2/3) of the Executive present at an in-camera meeting where the member has been given an opportunity to be heard.
- 15.2.2 Reasonable notice of such a meeting must be mailed or emailed to the member at her last known address.

ARTICLE 16

THE CONSTITUTION

- 16.1 This Constitution shall replace and supersede all previous Constitutions of the OWLC and amendments thereto.
- 16.1.1 This Constitution may be amended by a two-third (2/3) majority vote of those present and voting at any AGM of the OWLC or any General Meeting of the OWLC called specifically for that purpose.
- 16.1.2 Notice of any proposed amendment to this Constitution shall be delivered to the Policy and Constitutional Affairs Vice-President at least ten (10) days prior to the relevant meeting.
- 16.2 In the event that provisions of this Constitution are silent in respect of a matter, such matter shall be determined in accordance with any Regulations passed in accordance with the provisions of this Constitution and, in the event such regulations are also silent, in accordance with the provisions of the constitution of the OLP.

February 4, 2018

