

Constitution
of the
Ontario Women's Liberal Commission



Constitution of the Ontario Women's Liberal Commission

		Page
Article 1	Name of Organization and Relationship to the Ontario Liberal Party (OLP)	1
Article 2	Objectives	1
Article 3	Memberships	2
Article 4	Officers of the OWLC	2
Article 5	Executive Committee	5
Article 6	Table Officers	7
Article 7	Meetings	7
Article 8	Elections	9
Article 9	Clubs and Associations	10
Article 10	Members in a Club	11
Article 11	Meetings of Clubs	12
Article 12	Representation at Conventions and Meetings of the Ontario Liberal Party	12
Article 13	Arbitration	12
Article 14	The Constitution	13

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 is a self-governing association operating within the Ontario Liberal Party. It is governed exclusively by this Constitution but where on a matter of Ontario Liberal Party business or compliance with applicable legislation, the Constitution of that organization is in conflict or 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 related to and/or that affect women are properly addressed in the policies of the OLP.

ARTICLE 3
MEMBERSHIPS

- 3.1 Membership in 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 Committee 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, as well as the immediate Past President of the OWLC:
 - (a) President;
 - (b) Executive Vice-President;
 - (c) Treasurer;
 - (d) Secretary;
 - (e) Vice-President Membership;
 - (f) Vice-President Policy and Constitutional Affairs;

- (g) Vice-President Communications;
- (h) Regional Vice-Presidents;
- (i) Vice-President Fundraising;
- (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 from the Executive Committee to hold office until the next AGM.

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

4.4 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 and compliance with applicable provincial legislation.

4.5 The Treasurer shall provide a 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 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 Vice-President Membership shall be responsible for:

- (a) providing a Clubs package (including templates) to Regional Vice-Presidents that all recognized Clubs shall use as part of their founding meeting and certification with OWLC;
- (b) preparation and maintenance of the executive lists and membership lists of recognized Clubs, which will include the: name, residential address, postal code, telephone and 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 Vice-President Policy and Constitutional Affairs shall be responsible for

- (a) coordinating policy formation on behalf of the OWLC and transmitting these policies to the OLP;
- (b) ensuring that the OWLC Constitution is consistent with the Constitution of the OLP; and
- (c) for receiving proposed amendments to this Constitution in accordance with Article 14, and for preparing such amendments to this Constitution as she considers appropriate to recommend for adoption in accordance with Article 14.

- 4.9 The Vice-President Communications shall coordinate the communication activities of the OWLC to both the membership and the OLP.
- 4.10 There shall be one Regional Vice-President, for each Region of OLP, as structured by OLP from time to time; 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 Vice-President Fundraising 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 women set out in Article 4.
- 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.

- 5.3 The Executive Committee shall disburse funds only in accordance with the adopted resolutions of the Executive Committee and subject to such oversight by the Chief Financial Officer of the Ontario Liberal Party as she or he may consider necessary or appropriate in order best to comply with the requirements of applicable legislation.
- 5.4 The Executive Committee shall meet at least eight times during a calendar year (an "Executive Meeting").
- 5.5 An Executive Meeting requires seven (7) days written notice.
- 5.6 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 written or electronic signatures on the written direction.
- 5.7 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.
- 5.8 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.
- 5.9 An elected or appointed member of the Executive Committee shall not be absent from three consecutive regular meetings of the Executive Committee without the authorization of Executive Committee.
- 5.10 If an elected or appointed member of the Executive Committee is absent from three consecutive regular meetings without such authorization, the office held by that member shall become vacant at the conclusion of the third meeting.

- 5.11 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.
- 5.12 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) Secretary;
 - (d) Treasurer; and
 - (e) Immediate Past-President.

ARTICLE 7

MEETINGS

- 7.1 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.

- 7.2 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 of every OLP Provincial Liberal Association; and,
 - (c) President of every ratified Ontario Young Liberal Club.
- 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, and time.
- 7.4 For the purposes of organizing the election of officers at the AGM, Executive Committee shall appoint an individual that is not standing for election as the Nominations Coordinator.
- 7.5 The Nominations Coordinator shall:
- (a) appoint a Board of Arbitration consisting of three (3) OWLC members in good standing who shall not then be eligible to stand for election to decide any disputes arising with respect to the election of the Officers;
 - (b) appoint a Credentials Committee to determine delegate eligibility;
 - (c) specify a time at which voting will open and close; and
 - (d) appoint herself or another person as Returning Officer who shall appoint as many Deputy Returning Officers as necessary.
- 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 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 The notice provisions applicable to the AGM shall apply to any General Meeting.

7.10 All Members of the OWLC shall be entitled to vote at a General Meeting.

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.

8.2 The term of office of an elected officer shall expire upon the election or appointment of a successor to the office.

8.3 No person who is an Elected Officer shall hold the same office for more than three (3) consecutive terms.

8.4 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, Treasurer, Secretary, Vice-President Membership, Vice-President Policy and Constitutional Affairs, Vice-President Communications, Regional Vice-Presidents, Vice-President Fundraising, 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.

- 8.5 Nominations for each Elected Officer must be received by the Nomination Coordinator at least seven (7) days prior to the date of the AGM. In the event that no such nomination is received in respect of a particular position, the Nomination Coordinator shall be empowered to extend this deadline as appropriate.
- 8.6 No member or individual appointed to a position pursuant to Article 7.4 or 7.5(a) 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.
- 9.2 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.
- 9.3 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.
- 9.4 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) email addresses of each member.
- (e) 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
- (f) recognition of the need to support the Margaret Campbell Fund.
- 9.5 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.
- 9.6 Within twenty (20) working days, or four (4) weeks after its 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.

ARTICLE 11

MEETINGS OF CLUBS

- 11.1 For the purposes of each Annual Meeting and every general meeting, five (5) 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.

ARTICLE 12

REPRESENTATION AT CONVENTIONS AND MEETINGS OF THE ONTARIO LIBERAL PARTY

- 12.1 OWLC delegate representation and accreditation to conventions and meetings of the Ontario Liberal Party shall be as set out in the Constitution of the OLP.

ARTICLE 13

ARBITRATION

- 13.1 There shall be an Arbitration Committee of the OWLC comprised of the following officers of the OWLC Executive: President; Executive Vice-President and Vice President Policy and Constitutional Affairs.
- 13.2 Any disputes with respect to meetings, matters, and individuals within the operation and/or membership of the OWLC shall be referred to an Arbitration Committee. If at any time a conflict arises or is claimed to have arisen for any member of the OWLC Arbitration Committee, the member may choose to recuse herself and if she does not

do so, the other members of the Arbitration Committee will determine if the Committee member should recuse herself or refer the matter to the OLP Arbitration Committee for resolution.

ARTICLE 14

THE CONSTITUTION

- 14.1 This Constitution shall replace and supersede all previous Constitutions of the OWLC and amendments thereto.
- 14.2 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.
- 14.3 Notice of any proposed amendment to this Constitution shall be delivered to the Vice-President Policy and Constitutional Affairs at least ten (10) days prior to the relevant meeting.
- 14.4 The Vice-President Policy and Constitutional Affairs shall, at least seven (7) days prior to the relevant meeting, submit to the Executive Committee all proposed amendments received in accordance with Article 14.3, above, and any additional amendments that she considers appropriate to recommend for adoption.
- 14.5 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.

June 8, 2019