

# BURLINGTON FEDERAL NDP RIDING ASSOCIATION CONSTITUTION

## **1. Preamble/Name**

1.1. The name of the Association shall be the Burlington Federal NDP Riding Association, hereinafter referred to as "the Association".

1.2. 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.

1.3. The term, "riding" as used hereafter, includes "constituency" or "electoral district".

## **2. Purpose**

2.1. The purpose of the Association shall be:

2.1.1. To support and promote the principles and policies of the New Democratic Party of Canada through political education and organization;

2.1.2. To nominate the candidate of the New Democratic Party in each federal election and to conduct a campaign to elect the candidate;

2.1.3. To afford to its members a forum for participation in the development of party policy on federal issues and party governance; and

2.1.4. To support and advocate for the Burlington Riding and surrounding areas.

### **3. Membership**

3.1. The membership of the Association shall consist of:

3.1.1. All New Democratic Party members in good standing who reside in the riding, except those who have been accepted as members in another federal riding Association; and

3.1.2. New Democratic Party members in good standing who reside in other federal ridings 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.

### **4. 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, and the Financial Agent;

4.1.2. Election of the Association's Executive and its delegates to the Council of Federal Ridings, where one is established pursuant to the Constitution of the New Democratic Party of Canada; and

4.1.3. Any items as seen fit by the 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 in good standing, 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 placed 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 for the purpose of electing the Association's delegates and alternates to a federal convention of the New Democratic Party.

4.4. In accordance with the federal Constitution and the direction of Federal Council, a nomination meeting shall be held for the purpose of nominating the New Democratic Party candidate for Member of Parliament. Those eligible to cast ballots for the nomination shall be limited to New Democratic Party members in good standing who reside in the riding.

4.5. Notice for all General Meetings shall be communicated 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 New Democratic Party of Canada and the Nomination Guidelines as adopted by Federal Council.

4.6. Quorum at a General Meeting shall be a number equal to 10% of the

members in good standing of the Riding Association.

## **5. 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. Secretary;

5.1.4. Financial Agent;

5.1.5. Membership Organizer;

5.1.6. Youth Officer;

5.1.7. Women's Representative;

5.1.8. Disability Representative

5.1.9. The Member of Parliament for the riding, provided (s)he is a member in good standing of the Federal Caucus of the New Democratic Party;

5.1.10. Those delegates to the Council of Federal Ridings who have not been elected to any of the above positions.

5.1.11. At its first meeting after its election, the incoming executive shall appoint a member of the Executive as a liaison to each of the Provincial Constituency Associations within or partially within its boundaries;

5.1.12. The nominated candidate for the riding; and

5.1.13. The executive may appoint up to five executives–without–portfolio.

5.2. The positions referred to in Articles 5.1.1 through 5.1.9 (above) constitute the members of the Core 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. If the position of President is vacated, the Vice-President shall serve as interim president until the next Executive meeting. If the position of Financial Agent is vacated, the President is empowered to appoint immediately a Financial Agent subject to ratification by the Executive at its next meeting and the Association at its next

meeting. The Executive may appoint people to fill unfilled or vacant Executive positions subject to ratification by the Association at its next meeting.

5.4. Members of the Executive who cannot attend a meeting of the Executive shall give notice to the President or the Secretary in advance. A member of the Executive who fails to attend three consecutive meetings without such notice shall be deemed to have resigned at the discretion of the Executive and shall be notified accordingly in writing. The Executive should vote to affirm or reject such resignation at the third missed meeting.

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 forty percent (40%) of the members of the Core 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 is entitled to 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.

## **6. Affirmative Action and Gender Parity**

6.1. Nothing in this Article shall affect the democratic right for members of the Association (as set out in Article 3) to stand for election to executive positions;

6.2 The Executive shall ensure that gender parity is encouraged to be sought for the Executive, Convention Delegates, and Federal Council; and

6.3 The Executive shall ensure that members of Affirmative Action Target Groups, as designated by Federal Council, are encouraged to seek executive positions.

## **7. Funds**

7.1. The Association shall comply with all laws regarding the funds of political riding Associations. The funds of the Association shall be kept in a clearly separate account in the name of the federal riding Association in chartered financial institutions;

7.2. The signing officer of the Association shall be the Financial Agent. No cheque or other instrument shall be issued without the signature of the Financial Agent; and

7.3. When soliciting or receiving donations, the Association shall ensure that the donor specify that the donation is a federal donation.

## **8. Amendment**

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 in advance of the meeting; and

8.2. Amendments shall be submitted to Federal Council for approval.

## **9. 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 in advance of the meeting.

## **10. Rules of Order**

10.1. The Association may adopt rules for the conduct of its business. Unless otherwise governed by this Constitution, duly adopted by-laws, or the Constitutions 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. Contested elections shall be conducted via secret ballot.

## **11. Interpretation and Appeals**

11.1. In any conflict that might arise between this Constitution and its by-laws and the Constitution of the New Democratic Party of Canada the senior level Constitution shall supercede 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 Association's 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 Association 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.

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 of Canada, to be dealt with in a manner similar to Constitutional matters under Article 12 of the Constitution of the New Democratic Party of Canada. 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 11.2 or 11.3.



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Appendix 1  
*FEDERAL RIDING BY-LAWS*

**1. Duties of Executive Members**

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.

1.2. The Vice-President shall perform the duties of the president in the president's absence.

1.3. The duties of the Secretary shall include recording and distributing the minutes of meetings of the Association and

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

1.4. The duties of the Financial Agent shall include: maintaining records of all expenditures and revenues 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.

1.5. The duties of the Membership Officer shall include maintaining the Association's membership records; organizing membership

drives in cooperation with overlapping provincial constituency associations; 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.

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.

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. Optional Executive Members**

2.1.1. The Executive may also include the following positions:

2.2. The Election Readiness Officer who shall be responsible for the maintenance of election records, and shall be responsible for assuring that the riding is prepared for the election;

2.3. Provincial Directors who shall be appointed by each provincial riding association contained, in whole or part

within the federal riding, to act as a liaison between the two associations;

2.4. Labour Affiliate Director, who shall be appointed by those labour organizations affiliated to the New Democratic Party with a significant number of residents residing within the riding, provided that the person appointed lives within the riding and is a member of the New Democratic Party. The Labour Affiliate Director shall act as a liaison between those labour organizations and the riding executive.