

**FEDERAL RIDING CONSTITUTION**

**1. Preamble/Name**

- 1.1 The name of the Association shall be the *Scarborough-Guildwood New Democratic Party Federal 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.

**2. Purpose**

- 2.1 The purpose of the Association shall be:
  - 2.1.1. To nominate the candidate of the New Democratic Party in each federal election and to conduct a campaign to elect the candidate;
  - 2.1.2. To support and promote the principles and policies of the New Democratic Party of Canada through political education and organisation; and
  - 2.1.3. To afford to its members a forum for participation in the development of party policy on federal issues and party governance.

**3. Membership**

- 3.1 The membership of the Association shall consist of all New Democratic Party members in good standing who reside in the riding, except those who have been accepted as members in another Riding Association; and
- 3.2 New Democratic Party members in good standing who reside in other federal ridings in Ontario and who request membership in the Association and are accepted by the Executive of the Association.

**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 Treasurer; and
  - 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.
- 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, 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 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 as adopted by Provincial Council.

4.6 Meetings of the Executive shall be open to members of the Association.

## **5. Executive**

5.1 The Executive shall consist of the following:

- 5.1.1 President;
- 5.1.2 Vice-President, who shall succeed to the presidency in the event of a vacancy;
- 5.1.3 Secretary;
- 5.1.4 Treasurer;
- 5.1.5 Membership Secretary;
- 5.1.6 Member Organizer;
- 5.1.7 Youth Officer;
- 5.1.8 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; and
- 5.1.9 Those delegates to the Council of Federal Ridings who have been elected to any of the above positions.

5.2 The positions referred to in Articles 5.1.1 through 5.1.9 (above) constitute the core members of the 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.

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. Vacancies on the Executive may be filled by appointment of the Executive and must be ratified at the next General 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 if possible. A member of the Executive who fails to attend three consecutive meetings without such notice shall be deemed to have resigned.

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 Executive.

## **6. Affirmative Action**

6.1 At least one half of the elected members of the Executive, convention delegates and delegates to the Council of Federal Ridings shall be women. The Executive shall ensure that members of Affirmative Action Target Groups, as designated by Federal Council, are encouraged to seek such positions in proportion to their representation among the membership.

## **7. Funds**

7.1 The funds of the Association shall be deposited in a chartered financial institution.

7.2 The signing officers of the Association shall be the Treasurer and two (2) other members of the Executive. No cheque or other instrument shall be issued without the signatures of the Treasurer and one other signing officer.

## **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.

8.2 Any amendment adopted shall be submitted for approval to the Council of Federal Ridings, or, if none has been established, to Provincial Council.

### **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 and the Ontario New Democratic Party, the business of the Association shall be conducted according to *Robert's Rules of Order*

10.2 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.

### **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 or the Constitution of the Ontario New Democratic Party or policies adopted by federal conventions or Federal Council; the senior level Constitution and policies adopted by Federal Council and the federal convention shall supersede 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 maybe 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 Secretary of the Ontario Section of the 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 11.2 or 11.3

**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 Treasurer shall include maintaining the financial records of the Association 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 Secretary shall include maintaining the Association's membership records; 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.
- 1.5 The duties of the Member Organizer shall include organising membership drives and fundraising in co-operation with overlapping provincial constituency associations; and organizing communications with the membership.
- 1.6 The duties of the Youth Officer shall include organising 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.

**2. Optional Executive Members**

The Executive may also include the following positions:

- 2.1 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;
- 2.2 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;
- 2.3 Labour Affiliate Director, who shall be appointed by those labour organisations 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 organisations and the riding executive.