

CONSTITUTION

of the

University of Guelph Young Liberals

Adopted April 2, 2014

CONSTITUTION of the University of Guelph Young Liberals

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ARTICLE 1: Name and Definitions

- 1.1 The organization shall be known as the University of Guelph Young Liberals.
- 1.2 The organization shall be the Young Liberals of Canada and Ontario Young Liberals Campus club for the University of Guelph.
- 1.3 In this constitution and in all resolutions of the Committee unless the context otherwise requires:
 - 1.3.1 "UGYL" means University of Guelph Young Liberals;
 - 1.3.2 "OYL" means Ontario Young Liberals;
 - 1.3.3 "YLC" means Young Liberals of Canada;
 - 1.3.4 "OLP" means the Ontario Liberal Party;
 - 1.3.5 "LPC" means the Liberal Party of Canada;
 - 1.3.6 "LPC(O)" means the Liberal Party of Canada (Ontario);
 - 1.3.7 "Liberal Organization" means OYL, YLC, OLP, LPC, and/or LPC(O);
 - 1.3.8 "Member" means any person in good standing as per Article 4;
 - 1.3.9 "AGM" means Annual General Meeting;
 - 1.3.10 "DSM" means Delegate Selection Meeting;
 - 1.3.11 "Club" means University of Guelph Young Liberals Campus Club.

ARTICLE 2: OBJECTIVES

- 2.1 The objectives of the University of Guelph Young Liberals shall be:
 - 2.1.1 To promote and make more widely known Liberal principles and policies;
 - 2.1.2 To assist in the election of Liberal members to the Federal Parliament and Provincial Legislature;
 - 2.1.3 To develop and determine Liberal policies that reflect the concerns and ideas of the members.

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ARTICLE 3: CONSTITUTION

- 3.1 The UGYL is the official Liberal student club at the University of Guelph, and shall be the sole authority for the interpretation of this Constitution.
- 3.2 The UGYL is subject to renewal of club accreditation by the OYL and the YLC following an UGYL AGM.
- 3.3 Proposed amendments to the constitution shall be given to the President in writing via email a minimum of seven (7) days prior to a designated constitutional amendment session for circulation to UGYL members. The President shall distribute the proposed amendments to the Club membership a minimum of five (5) days prior to designated amendment session.
- 3.4 This constitution may be amended by a two-thirds (2/3) vote membership present and voting at a designated constitutional amendment session.
- 3.5 In any case where the UGYL constitution and the OYL constitution disagree, the OYL constitution shall have authority.

ARTICLE 4: MEMBERSHIP

- 4.1 All persons who are not younger than fourteen (14) years of age and not older than twenty-five (25) years of age, and are registered students of the University of Guelph shall be eligible to be members.
- 4.2 Any person wishing to become a member must duly apply for a federal Liberal membership through LPC(O) and pay the applicable fee.
- 4.3 To be a member of the UGYL you must hold a valid membership in the Liberal Party of Canada. To be valid, a membership form must be filled out and a membership fee paid. The form must be processed and the membership fee subsequently received and accepted by the Liberal Party of Canada. In order to vote at any UGYL meeting you must hold a current membership.
- 4.4 A membership year shall be defined as January 1st to December 31st of the same year, and in such cases where an applicant becomes a member on or after September 1st of a given year, the membership will expire at midnight on December 31st of the following year.
- 4.5 At no time is anyone ever considered to hold of the status of immediate past member in the Club.

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- 4.6 Members may only vote in one Student Club in one academic year. A person shall be deemed to have voted in which Ontario Young Liberal Student Club they wish to have the right to vote by virtue of the first vote cast by that person in such a year.

ARTICLE 5: EXECUTIVE BOARD

- 5.1 The Executive Board shall be comprised of the following officer positions to be elected at the Annual General Meeting, and serve until the next Annual General Meeting:

- 5.1.1 President
- 5.1.2 Vice President
- 5.1.3 Federal Affairs Director
- 5.1.4 Provincial Affairs Director
- 5.1.5 Policy Director
- 5.1.6 Communications Director
- 5.1.7 Membership Director
- 5.1.8 Treasurer
- 5.1.9 Secretary

- 5.2 The Executive Board shall be responsible for the following:

- 5.2.1 Subject to the election of officers described in Article 5.1 at the Annual General Meeting, the Executive Board shall have charge of the general administration and affairs of the Club;
- 5.2.3 The Executive shall have the power to delegate any authority it sees fit to committees that they establish;
- 5.2.4 Notice of Executive meetings shall be given to each member a minimum of seven (7) days in advance of the meeting unless such a notice is waived in writing by three fifths (3/5) of the Executive;
- 5.2.5 The Executive shall meet at least four (4) times per year at a time and place determined by the President, or by written notice of three fifths (3/5) of the Executive members; and,

- 5.3 The Executive Board shall be responsible for calling a minimum of one (1) general meeting per month, unless waived by a two thirds (2/3) majority vote of the Executive Board, during the academic year. All members shall be given notice seven (7) days in advance.
- 5.4 No decision, act, representation or major financial expenditure over the amount of \$25 shall be undertaken by any Executive Board Member without prior consent and approval of a majority (2/3) of the Executive Board. Any Executive Board member who fails to

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comply with this section may be held responsible for any and all debts incurred as a result of the unauthorized action.

5.5 The Executive Board members shall have the following duties:

5.5.1 The President shall:

- a) Be responsible for co-coordinating the general management of the Club;
- b) Chair all meetings and ensure that the Executive fulfill their responsibilities;
- c) Act as the primary spokesperson of the Club;
- d) Be a full member of all committees established by the Club;
- e) Be one (1) of three (3) required signatories.

5.5.2 The Vice-President shall:

- a) Act in the absence of the President and assume the responsibilities assigned by the Executive;
- b) Assume the office on an interim basis until the next Annual General Meeting of the Club In the event that the position of President becomes vacant;
- c) Assist the President and members of the Executive where needed;
- d) Enact duties as delegated by the President;
- e) Be one (1) of three (3) required signatories.

5.5.3 The Director of Federal Affairs shall:

- a) Be responsible for representing the Club as a liaison to the Guelph Federal Liberal Association and the sitting the Member of Parliament;
- b) Be prepared and ready for a federal election if needed;
- c) Promote issues of federal nature;
- d) Be present in meetings and communications between the Club and the Guelph Federal Liberal Association creating a strong relationship between the two organizations.

5.5.4 The Director of Provincial Affairs shall:

- a) Be responsible for representing the Club as a liaison to the Guelph Provincial Liberal Association and the sitting Member of Provincial Parliament;
- b) Be prepared and ready for a provincial election if needed;
- c) Promote issues of provincial nature;
- d) Be present in meetings and communications between the Club and the Guelph Provincial Liberal Association creating a strong relationship between the two organizations.

5.5.5 The Policy Director shall:

- a) Be responsible for coordinating the policy creating process within the Club;
- b) Lobbying to have UGYL policy adopted by the OYL and YLC, and subsequently adopted by the Government of Canada and the Government of Ontario;

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- c) Ensure that before any policy conference of all Liberal Organizations, the policies of the UGYL that are to be proposed are properly submitted;
- d) Attending policy conferences of all Liberal Organizations as the chief UGYL representative.

5.5.6 The Communications Director shall:

- a) Be responsible for all out-going media from the Club, including emails, social media, and website;
- b) Be the main source of contact between members and the executive;
- c) Post notices of UGYL events and meetings, as information is available.

5.5.7 The Membership Director shall:

- a) Maintain an updated membership list in conjunction with LPC(O);
- b) Coordinate recruitment activities and membership renewal;
- c) Submitting valid membership forms to the OLP or LPC(O) office in a timely manner;
- d) Be responsible for reconciling differences between the UGYL membership list and the OLP or LPC(O) membership list.

5.5.8 The Treasurer shall:

- a) Be responsible for coordinating fundraising activity;
- b) Provide a financial report upon request at any Executive Meeting;
- c) Provide a written financial report at any Annual General Meeting.
- d) Be one (1) of three (3) required signatories.

5.5.9 The Secretary shall:

- a) Keep a record of all Executive Committee and General Meetings;
- b) Presenting the minutes from the previous Executive Board meeting for approval at each Executive Board meeting;
- c) Be responsible for the reproduction and distribution of all information to the Club and the maintenance of all records.

5.6 An Executive Board member may resign upon giving notice thereof in writing to the President.

5.7 In the event of a vacancy of an Executive Board position, the President shall inform all Executive Board members within seven (7) days of the date of vacancy.

5.7.1 The Executive Board may either nominate an appointee, or open nominations to the entire membership. The decision on which action to be taken will be decided by a two-thirds (2/3) majority vote of the Executive Board.

5.7.2 Should a vacant position move to an open nomination, Intent to Stand for such position must be filed in writing to the President seven (7) days prior to the meeting.

5.7.3 The Executive Board retains the right to not fill the vacancy.

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- 5.7.4 In the case of an open nomination, should no one seek the position, the position shall remain vacant until the next Annual General Meeting.
- 5.7.5 A two-thirds (2/3) majority vote of the Executive Board will decide on which candidate shall receive the position.
- 5.8 Any member of the Executive Board may be removed from Office by a two-thirds (2/3) majority vote of the Executive in favour of the motion to remove.
- 5.8.1 A notice of the motion shall be sent out to all Executive Board members at least seventy two (72) hours in advance of the disciplinary meeting.
- 5.8.2 The person about whom the allegation is brought against shall be allowed to speak in their own defense, should they so wish, at the meeting.
- 5.8.3 Offenses warranting removal from the Executive are as follows:
- a) Neglect of assigned responsibilities as described in Article 5.
 - b) Disregard for the guidelines and rules set out in this Constitution or the Constitutions of the OYL and YLC.
 - c) Accusation of any action deemed to be detrimental to the best interests of the UGYL.
- 5.8.4 Any allegation against an Executive Board member regarding removal from office must meet all requirements set out in section 5 before being brought forward.
- 5.9 The Executive Board shall have three signatories, of which any two can sign off on any financial matter of the Club.
- 5.9.1 Should one of the three signatories Executive Board Positions become vacant, the Executive Board shall appoint another, Executive Board member to become signatory.
- 5.9.2 There must always be three signatories for the Club.

ARTICLE 6: EXECUTIVE BOARD MEETINGS

- 6.1 The Executive Board shall meet a minimum of four (4) times during their term of office. Meetings of the Executive Board can be called by:
- a) The President; or
 - b) Upon written request of five (5) members of the Executive Board.
- 6.1.1 Upon receiving written direction or petition as set out in Article 7.1 (b), the President shall, within seventy-two (72) hours, call an Executive Board Meeting to take place within seven (7) days.

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- 6.2 Notice of each meeting shall be given to each Executive Board member a minimum of seven (7) days prior to the date of the meeting unless such notice is waived by vote or written approval by two-thirds (2/3) of the Executive Board; or, in the event of an existing federal, provincial, or leadership election that is taking place during that time period.
- 6.3 Quorum for meetings of the Executive Board shall be two thirds (2/3) of members of the Executive Board.

ARTICLE 7: ANNUAL GENERAL MEETINGS

- 7.1 The UGYL AGM shall take place on a weekday prior to the beginning of examinations, as determined by the Executive Board. The AGM must be held by the end of each University of Guelph academic year and by April 30.
- 7.1.1 In the event of an existing federal, provincial, or leadership election that is taking place during that time period, the AGM may be postponed until fourteen (14) days following the election, as determined by the Executive Board.
- 7.1.2 The President is responsible for ensuring that the AGM is held within one (1) year of the previous AGM, unless Article 7.1.1 can be reasonably invoked.
- 7.1.3 The AGM must be held at a location accessible by all University of Guelph students on the University of Guelph Campus.
- 7.2 The President must give written notice of the following fourteen (14) days in advance, to all members of the UGYL, to the OYL President, to the OYL Student Director, and to the corresponding OYL Regional Coordinator:
- a) The date, time, and exact location of the AGM;
 - b) The recommended Chair;
 - c) The contact information for the UGYL President.
- 7.2.1 Any modifications to the time and location are forbidden within 48 hours of the AGM, unless approved by two-thirds (2/3) of the UGYL Executive Board by vote or in writing.
- 7.3 Persons eligible to vote must be members in good standing seven (7) days prior to the date of the election, at which time a cut-off meeting must be held. Membership is not allowed to be closed at any time prior to the cut-off meeting. All memberships must be received by the LPC(O) office by the time of the cut-off meeting.
- 7.4 Quorum for the AGM shall be ten (10) members, or ten percent (10%) of the members eligible to vote, whichever is greater.
- 7.4 Members seeking candidacy for the Executive Board must declare, in writing, their intention to the Executive Board a minimum of seven (7) days before the AGM, by the time of the cut-off meeting.

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- 7.5 All candidates for the Executive Board must be nominated and seconded by voting members present at the AGM.
- 7.5.1 In the case that no intent submitted for an available position, nominations will be taken from the floor, for that position.
- 7.5.2 An absent member may be nominated for election provided a written and signed acceptance is received by the chair of the AGM.
- 7.6 Members must cast their ballot in secret.
- 7.7 A plurality ballot shall be used to elect members to the Executive Board. The chief returning officer shall decide rules pertaining to the balloting.
- 7.7.1 In the case of a tie, an instant runoff will determine the winner. If there are three or more candidates, the candidate with the lowest number of votes shall be dropped from the ballot, and another vote will be held. This process will continue until a candidate is declared elected.
- 7.8 Voting in absentia and voting by proxy are expressly forbidden in any UGYL election.
- 7.9 Within fourteen (14) days of an AGM, the UGYL must submit to the OYL President, to the OYL Student Director, and to the corresponding OYL Regional Coordinator the following items:
- a) The constitution of the UGYL including any amendments passed;
 - b) The list of executive members;
 - c) The membership list of the UGYL; and,
 - d) The minutes of the AGM, including a list of those in attendance at the AGM.

ARTICLE 8: DELEGATE SELECTION MEETINGS

- 8.1 A UGYL DSM for a convention by any Liberal Organization shall take place on a day and location determined by the Executive Board.
- 8.1.1 In the event of an existing federal, provincial, or leadership election that is taking place during that time period, the DSM may be postponed until fourteen (14) days following the election, as determined by the Executive Board.
- 8.1.2 The DSM must be held at a location accessible by all University of Guelph students.
- 8.2 The President must give written notice of the following fourteen (14) days in advance, to all members of the UGYL, to the OYL President, to the OYL Student Director, and to the corresponding OYL Regional Coordinator:
- (a) The date, time, and exact location of the AGM;
 - (b) The recommended Chair;

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(c) The contact information for the UGYL President.

8.2.1 Any modifications to the time and location are forbidden within 48 hours of the DSM, unless approved by two-thirds (2/3) of the UGYL Executive Board by vote or in writing.

8.3 Persons eligible to vote must be members in good standing seven (7) days prior to the date of the DSM, at which time a cut-off meeting must be held. Membership is not allowed to be closed at any time prior to the cut-off meeting. All memberships must be received by the OYL office by the time of the cut-off meeting.

8.3.1 For all DSMs, quorum shall be five (5) members, or ten percent (10%) of the members eligible to vote; whichever is greater.

8.4 Members seeking candidacy as a UGYL Delegate to a convention by any Liberal Organization must declare, in writing, their intention to the appropriate Liberal Organization Board, a minimum of seven (7) days before the DSM, by the time of the cut-off meeting.

8.5 All candidates in the DSM must be nominated and seconded by voting members of the UGYL present at the DSM.

8.5.1 In the case that no intent submitted for an available position, nominations will be taken from the floor, for that position.

8.5.2 An absent member may be nominated for election provided a written and signed acceptance is received by the chair of the DSM.

8.6 Members must cast their ballot in secret.

8.7 A plurality ballot shall be used to elect Delegates to conventions. The chief returning officer shall decide rules pertaining to the balloting.

8.7.1 In the case of a tie, an instant runoff will determine the winner. If there are three or more candidates, the candidate with the lowest number of votes shall be dropped from the ballot, and another vote will be held. This process will continue until a candidate is declared elected.

8.8 Voting in absentia and voting by proxy are expressly forbidden in any UGYL elections.

8.9 DSMs for all events by Liberal Organizations shall be governed by the rules set out by those Liberal Organizations, including but not limited to such things as membership cut-offs, notices, chairs, and number of delegates.