

CONSTITUTION

of

THE PRINCE EDWARD ISLAND LIBERAL ASSOCIATION INC.

ARTICLE 1 – NAME

- (a) The name of the Association shall be “The Prince Edward Island Liberal Association Inc., herein referred to as the “Association”.
- (b) “Party” means the Liberal Party of Prince Edward Island, unless otherwise specified.

ARTICLE II – OBJECTS

- (1) The objects of the Association are:
 - a) to promote the political, economic and social advancement of citizens of Canada in general, and of Prince Edward Island in particular, by advocating and supporting the political principles and policies of the Association;
 - b) to promote the interest of the Liberal Party in Prince Edward Island generally, and the election of Liberal candidates to the House of Commons of Canada and the Legislative Assembly of the Province of Prince Edward Island in particular;
 - c) to develop and maintain at all times a thorough and efficient political organization in all provincial and federal electoral districts in the province;
 - d) to co-ordinate the provincial and federal electoral district organizations and Party Associations in the province;
 - e) to foster and promote among the citizens of Prince Edward Island interest in political affairs by encouraging and promoting good candidates to seek elective political office; and
 - f) to ensure the principle of equitable representation of aboriginal people in the structure and operation of the Association.

ARTICLE III – MEMBERSHIP

- (1) Every person who:
 - (a) is aged fourteen (14) years or over;

- (b) is ordinarily resident in the Province of Prince Edward Island as defined in the Election Act, R.S.P.E.I. 1998;
 - (c) subscribes to the objects set out in Article II above;
 - (d) pays any membership fees prescribed by the Provincial Executive; and
 - (e) is not a member of any other federal or provincial political party; shall be a member in good standing of the Association.
- (2) The Officers of the Association may, after written notice to the person affected and after providing him or her with an opportunity for a hearing, by a two-thirds vote of the Officers present at a meeting, for cause dismiss any Officer or Director of the Association, deny membership in the Association to an applicant or suspend or expel any member from the Association.
- (3) A decision of the Officers made pursuant to section (2) may be appealed by the affected person to the Executive of the Association which, after providing to the Appellant an opportunity to be heard, may either confirm the decision made by the Officers, reverse in whole or in part the decision made by the Officers or substitute such other discipline as the Provincial Executive deems appropriate in the circumstances.

ARTICLE IV – PROVINCIAL EXECUTIVE

- (1) There shall be a Provincial Executive of the Association which shall be responsible for promoting the aims and objectives of the Association and for management supervision and control of the affairs of the Association.
- (2) The Provincial Executive shall be comprised of the following:
- (a) The Leader of the Party, who shall be a non-voting member, and who shall be the honorary President of the Association;
 - (b) The President, two Vice-Presidents, one of whom shall be male and one of whom shall be female, Secretary and Treasurer of the Association, each whom shall be elected at large at an Annual Meeting;
 - (c) The immediate past President of the Association;
 - (d) The President of each of the provincial electoral districts;
 - (e) The President of each of the federal constituency associations within Prince Edward Island (4);
 - (f) The President of the Prince Edward Island Women's Liberal Association;
 - (g) The President of the Prince Edward Island Young Liberal Association;

- (h) The President of the Prince Edward Island Aboriginal Liberal Commission;
- (i) One representative of the Prince Edward Island Women's Liberal Association from each of the Federal constituencies in the Province, to be selected by the Prince Edward Island Women's Liberal Association (4);
- (j) One young Liberal from Prince Edward Island Young Liberal Association representing each federal constituency in the province, to be selected by the Prince Edward Island Young Liberal Association;
- (k) The Executive Director of the Association, who shall be a non-voting member;
- (l) A youth liaison representative, appointed by the Provincial Executive, subject to ratification by the Executive Committee of the Young Liberals of Prince Edward Island, who shall serve as a contact person and assist that Association, who shall be a non-voting member;
- (m) One member of the caucus of the Party;
- (n) One member of the Prince Edward Island caucus of the Liberal Party of Canada;
- (o) The Chief Fundraiser of the Association, who shall be a member of the Finance Committee, and shall be appointed by the Leader of the Party;
- (p) The Official Agent of the Party;
- (q) The Chair of the following Provincial Standing Committees, namely;
 - (i) Policy;
 - (ii) Constitutional and Legal Affairs;
 - (iii) Election Readiness;
 - (iv) Organization;
 - (v) Membership; and
 - (vi) Publicity and Communications (Amended 2002)
- (r) The Association's representative on each of the following Standing Committees of the Liberal Party of Canada;
 - (i) Organization;
 - (ii) Communications and Publicity;
 - (iii) Finance; and

- (iv) National Campaign Committee.
- (s) A Provincial representative of the Chief Fundraiser of the Liberal Party of Canada, who shall be a member of the Finance Committee.
- (t) The Vice-Chair of the following Provincial Standing Committees, namely;
 - (i) Policy;
 - (ii) Constitutional and Legal Affairs;
 - (iii) Finance;
 - (iv) Organization;
 - (v) Membership; and
 - (vi) Publicity and Communications.
- (u) The President of the Senior Liberals Commission of Prince Edward Island.
(Amended 2005)
- (3) The term of office of each member elected or appointed directly to the Provincial Executive shall be until the next annual general meeting of the Association or thereafter until his or her successor is elected or appointed.
- (4) Any vacancies occurring during a term shall be filled for the duration of the team by the appropriate association.
- (5) Any member of the provincial Executive elected or appointed directly to the Provincial Executive who is absent from three meetings of the Provincial Executive in any year shall automatically be removed from the Provincial Executive unless his or her absence is excused by a vote of the Provincial Executive.

ARTICLE V – OFFICERS

- (1) The officers of the Provincial Executive shall be responsible for the management, supervision and control of the affairs of the Association between meetings of the Provincial executive. The officers of the Provincial Executive shall be as follows:
 - (a) Provincial leader, who is the Honorary President and a non-voting officer;
 - (b) Immediate past President;
 - (c) President;
 - (d) Two Vice-Presidents;

- (e) Secretary;
 - (f) Treasurer;
 - (g) The Chair of the on Election Readiness; provincial standing committee
 - (h) The Official Agent;
 - (i) The Chief Fundraiser;
 - (j) Federal Election Readiness Committee Chair; and
 - (k) The Executive Director, who shall be a non-voting officer.
 - (l) The President of the Prince Edward Island Women's Liberal Commission.
 - (m) The President of the Prince Edward Island Young Liberal Association.
 - (n) One officer elected by and from the Provincial Executive from each county, if and only if none of the offices in the preceding paragraphs are occupied by a person normally resident in the said county. (Amended 2003)
- (2) Any vacancies occurring among the officers shall be filled for the duration of the term by and from the Provincial Executive.

ARTICLE VI – DUTIES OF OFFICERS

- (1) The President shall:
- (a) be the Chief Executive officer of the Association;
 - (b) preside at all meetings of the Association, of the Provincial Executive and of the officers of the Association;
 - (c) supervise the general management of the Association;
 - (d) be the spokesperson for the Association; and
 - (e) appoint provincial representatives to the standing committees of the Liberal Party of Canada where such appointments are provided for in the Constitution of the Liberal Party of Canada having due regard for the provisions of the Article 3(2)(b)(i) and (ii) and Article 3(2)(j) of the Constitution of the Liberal Party of Canada.
- (2) Each Vice-President shall:
- (a) Assist the President in carrying out his or her duties;

- (b) in the absence of the President, co-chair all meetings of the Association, of the Provincial Executive and of the officers of the Association;
 - (c) be eligible to assume the role of President of the Association upon election by a majority of the Provincial Executive if, during the President's term of office, he or she, for whatever reason, ceases to perform the functions of President; and
 - (d) be a member of the Policy Committee.
- (3) The Secretary shall:
- (a) in conjunction with the Executive Director, ensure the safe custody of the minute books, records, and correspondence of the Association, ensure that accurate minutes are kept of all meetings of the officers, Provincial Executive, and general membership of the Association, and ensure that agendas are prepared and proper notice is given as required for all meetings; and
 - (b) perform such other duties as may be assigned from time to time by the President or the Provincial Executive.
- (4) The Treasurer shall:
- (a) have the care and custody of all funds of the Association;
 - (b) ensure that accurate books of account showing the financial transactions, assets and liabilities of the Association are kept;
 - (c) regularly report to the Provincial Executive, and report to the Annual Meeting of the Association;
 - (d) act as Chair of the Finance Committee and regularly report to the officers of the Association on the activities of that Committee; and
 - (e) perform such other duties as may be assigned from time to time by the President or the Provincial Executive.

ARTICLE VII – DISTRICT ASSOCIATIONS

- (1) There shall be, affiliated with the Provincial Association, a District Association for each of the federal and provincial electoral districts of the Province.
- (2) Those who are eligible for membership in the Provincial Association under the provisions of Article III shall be members of the district association of the federal and provincial electoral district in which they reside.
- (3) There shall be a district executive for each district association consisting of such directors and officers as are required by the district constitutions.

- (4) Each district association, shall hold an annual meeting between September 15 and November 30 of each year, commencing in 1996, at which each member in good standing of the district association shall have one vote, provided however that the district executive shall have the authority to postpone the annual general meeting for a period of up to six months as a result of a provincial or federal election or by-election.
- (5) A District Association may conduct fund raising activities to raise funds for the benefit of the District Association or of the Provincial Association.
- (6) Each District Association shall have a written constitution which shall contain provisions which comply with Article XII of this constitution. Any provision in the constitution of a district which is inconsistent with the provisions of this constitution shall be deemed to be amended to comply with the provisions of this constitution.

ARTICLE VIII – MEETINGS

- (1) An Annual Meeting of the Association shall be held where practical annually but in any event at least every 18 months at such time and place as may be determined by the Provincial Executive, unless the Provincial Executive decides to postpone the Annual Meeting as a result of a Provincial or Federal Election, or By-Election. At least 28 days public notice of the date, time and place of the Annual Meeting shall be given.
- (2) Special General meetings of the Association shall be called by the President on the written request of the ten (10) members of the Provincial Executive, or on the written request of seventy-five (75) members of the Association or may be called by the President on his own initiative, provided at least seven (7) days public notice of any Special General meeting is given.
- (3) The Provincial Executive shall meet regularly, and at any rate, at least six (6) times a year.
- (4) Special meetings of the Provincial Executive may be called at any time by the President or on the written request of ten (10) members of the Provincial Executive.
- (5) The Provincial Executive shall call a Policy Convention in place of the Annual Meeting at such time and place as circumstances may warrant, provided that in any even a Policy Convention shall be held at least once in every four (4) years.
- (6) Subject to the provisions of this Constitution, the Provincial Executive shall have the authority to prescribe rules and regulations governing convention procedure, delegate selection and accreditation, voting procedures and all other matters pertaining to the orderly conduct of business at all meetings or conventions of the Association. The Provincial Executive may delegate the organization of such meetings or conventions in whole or in part to a convention committee or to subcommittees.

ARTICLE IX – ORDER OF BUSINESS

- (1) The order of business at an Annual Convention of the Association shall include the following:
 - (a) Call to Order;
 - (b) Report on last Annual Meeting;
 - (c) Minutes of any Special General Meetings held during the year;
 - (d) Leader's report;
 - (e) President's report;
 - (f) Treasurer's report;
 - (g) Report of the President of the Prince Edward Island Women's Liberal Association;
 - (h) Report of the President of the Prince Edward Island Young Liberal Association;
 - (i) Report of the President of the Prince Edward Island Aboriginal Commission;
 - (j) Standing Committee reports;
 - (k) Unfinished Business;
 - (l) Election of Officers;
 - (m) New Business;
 - (n) Special Speakers; and
 - (o) Adjournment.
- (2) The order of business at any Special General Meetings of the Association shall be prescribed by the Provincial Executive subject to the approval of the general membership at such meeting.
- (3) The order of business at any regular or special meeting of the Provincial Executive shall be prescribed by the Provincial Executive.

ARTICLE X – NOMINATION PROCEDURE

- (1) Nominations for positions of President, Vice-Presidents, Secretary and Treasurer of the Association, who are to be elected at the Annual Meeting, must be actually received by the Executive Director at least seven days before the date scheduled for the Annual Meeting.

- (2) Each nomination submitted shall indicate the name of the person being nominated, and the position for which that person is being nominated.
- (3) Each nomination submitted shall be signed by the person being nominated signifying that person's consent to stand for nomination.
- (4) Following the close of nominations, the list of nominees shall be open for inspection by any member in good standing.
- (5) Any nominee may withdraw from the election at any time before or after the close of nominations by delivering notice in writing of the withdrawal, signed by the nominee, to the Executive Director.
- (6) Notice of the call for nominations and of the date by which such nominations must be received by the Executive Director shall be included in the public notice given concerning the date, time and place of the Annual Meeting.
- (7) Rules governing the conduct of the election of such officers shall be prescribed by the Executive.

ARTICLE XI – QUORUM

- (1) The attendance of seventy-five (75) members of the general membership at any Annual Meeting or Special General Meeting shall constitute a quorum.
- (2) The attendance of fifteen (15) voting members of the Provincial Executive at any regular or special meeting of the Provincial Executive shall constitute a quorum.
- (3) The attendance of five (5) of the officers, at least two (2) of whom shall be members elected to the Executive, at any regular or special meeting of the officers of the Association shall constitute quorum.
- (4) If, at any meeting of the general membership, the Provincial Executive or the officers, a quorum is not in attendance, the meeting shall be adjourned to a later date and reasonable notice of that date shall be given to the appropriate group and at the re-convening of the meeting a quorum shall be deemed to be in attendance notwithstanding the provisions of paragraphs (1), (2) and (3) of this Article.

ARTICLE XII – VOTING

- (1) Unless otherwise specified in this Constitution, at all meetings or conventions of the Association each member in good standing shall have one vote on all question upon which a vote is called, despite any multiple qualification, with the exception of the Chair of the meeting or convention, who shall cast a vote only in the event of a tie.
- (2) At all regular and special meetings of the Provincial Executive, each voting member of the Provincial Executive shall have one (1) vote, provided that a District Association

President may designate the Vice President in that district to vote in his or her place. The Chair shall cast a vote only in the event of a tie. (Amended 1998).

- (3) Every member in good standing of the Association shall be entitled to vote at any provincial leadership convention provided:
 - (a) the person has been a member in good standing of the Association for not less than thirty (30) days prior to the scheduled starting time of the meeting; or
 - (b) the person was a member in good standing of the Association for any thirty (30) day period within the last five years and renews his or her membership prior to the scheduled starting time of the meeting.
- (4) Every member in good standing of the Association shall be entitled to vote at any nomination convention called for the provincial district in which that person resides, provided:
 - (a) the person has been a member in good standing of the Association for not less than thirty (30) days prior to the scheduled starting time of the meeting; or
 - (b) the person was a member in good standing of the Association for any thirty (30) day period within the last five years and renews his or her membership prior to the scheduled starting time of the meeting.
- (5) Voting by proxy shall be prohibited at all meetings of the general membership or of the Provincial Executive.
- (6) Unless otherwise specified in this Constitution, all questions upon which a vote is taken at any meeting of the Provincial Executive or of the general membership of the Association shall be decided by a simple majority.
- (7) Voting for the election of officers shall be conducted by secret ballot.
- (8) All other voting shall be verbal, by a show of hands, or by a standing vote, unless a special resolution authorizing a secret ballot on any question has been passed.

ARTICLE XIII – COMMITTEES

- (1) There shall be seven (7) standing committees of the Association , namely:
 - (a) Finance;
 - (b) Election Readiness;
 - (c) Constitution and Legal Affairs;
 - (d) Policy;

- (e) Organization;
 - (f) Membership; and
 - (g) Publicity and Communications.
- (2) The Treasurer shall be the Chair of the Finance Committee. The Chair of the Election Readiness Committee shall be appointed by the Leader of the Party. The Chairs of the Constitutional and Legal Affairs Committee and the Policy Committee shall be appointed by the Provincial Executive. All other members of each committee shall be appointed by the Provincial Executive, in consultation with the respective committee Chairs.
- (3) The Executive shall appoint a Vice-Chair for each of the Finance Committee, the Constitutional and Legal Affairs Committee, and the Policy Committee. The Vice-Chair so appointed shall be of the opposite sex to the Chair appointed for the relevant standing committee.
- (4) Special Committees may be appointed by the Provincial Executive, or the officers of the Association at any time.
- (5) The Provincial Executive may delegate authority to the President to appoint any and all such Special Committees.
- (6) All Committees of the Association shall be accountable to and make their reports, together with any recommendations to the Provincial Executive.

ARTICLE XIV – DUTIES AND POWERS OF COMMITTEES

- (1) The Finance Committee, acting under the direction of the Treasurer, and subject to the approval of the Provincial Executive, shall:
- (a) have general responsibility for the finances of the party and prepare and implement annual operating budgets and long range financial plans;
 - (b) plan, coordinate and organize fundraising activities for the party; and
 - (c) coordinate the financing of elections with the province.
- (2) The Election Readiness Committee shall:
- (a) supervise the organization, expansion and coordination of the activities of the party throughout the province;
 - (b) coordinate efforts to stimulate, develop and solicit membership from citizens in the province and to retain and expand such membership; and
 - (c) direct and coordinate all election-related functions both during elections and between elections.

- (3) The Constitution and Legal Affairs Committee shall:
 - (a) advise the party generally on constitutional and legal affairs; and
 - (b) review the Constitution and draft constitutional amendments at the request of the Provincial Executive.
- (4) The Policy Committee shall:
 - (a) have its Chair sit as a member of the Election Readiness Committee;
 - (b) formulate and propose policies for the party;
 - (c) coordinate the formulation of policies to be presented to national conventions; and
 - (d) organize Provincial Policy Conventions and record and compile resolutions approved by such conventions.
- (5) The Organization Committee shall;
 - (a) plan and implement the training program known as “Liberal University”;
 - (b) assist provincial districts with district management, election readiness and election campaign management;
 - (c) promote election readiness among the provincial districts.
- (6) The Membership Committee shall;
 - (a) maintain an accurate record of current members and of anyone who has held a membership in any of the previous five (5) years;
 - (b) establish and enforce policies for the issuance of membership lists;
 - (c) receive applications for membership;
 - (d) issue proof of membership to members in good standing;
- (7) The Publicity and Communications shall;
 - (a) develop communication strategies on issues of provincial importance;
 - (b) plan and implement a plan for effective communications with the members of the Liberal Party of Prince Edward Island about activities, organization and policies of the Liberal Party of Prince Edward Island;
 - (c) develop material for publication by the Liberal Party of Prince Edward Island;

- (d) develop and review policies dealing with the collection and use of personal information (including addresses, telephone, fax numbers and e-mail addresses) by the Liberal Party of Prince Edward Island;
- (e) suggest and explore new technologies that will improve communications between the Liberal Party of Prince Edward Island and grass root Liberals. (Amended 2005)

ARTICLE XV – PARTY LEADERSHIP

- (1) The Leader of the Party shall be chosen at a Leadership Convention called by the Provincial Executive in the vent of a vacancy in the Leadership of the Party.
- (2) In the event that the Leadership of the Party becomes vacant, a caucus of the Liberal Members of the Legislative Assembly, together with the Provincial Executive of the Association, shall jointly appoint an interim House Leader who shall be a Liberal Member of the Legislative Assembly, and such House Leader shall carry on the Leadership of the Party until a Leader is chosen at a Leadership Convention.

ARTICLE XVI – SELECTION OF EXECUTIVE DELEGATES

- (1) Where a convention of the Liberal Party of Canada is called delegates shall be selected in accordance with the provisions of the Liberal Party of Canada Constitution and the ten delegates to be selected shall be:
 - (a) seven members of the caucus of the Party, three of whom shall be of the same sex as the Leader and four of whom shall be of the opposite sex, to be elected by the caucus of the Party; provided, however, that where the caucus of the party contains fewer than seven members or where the gender requirements cannot be met through the election of caucus members as delegates, then the number of caucus delegates to be elected shall be the maximum number, not exceeding seven, who can be elected without resulting in more than four delegates, including the Leader, being the same gender; and
 - (b) the remaining delegates shall be elected by the Provincial Executive at a regular meeting of the Executive, or a special meeting called for that purpose, provided that notice of the election is given to members of the Provincial Executive on the agenda of the meeting mailed or delivered to members of the Provincial Executive prior to the meeting.

ARTICLE XVII – BY-LAWS

- (1) The Provincial Executive of the Association may prescribe fees and make by-laws, rules and regulations for the efficient administration and better management of the Association.

ARTICLE XVIII – SIGNING AUTHORITY

- (1) Subject to the Provincial Executive appointing alternate signing officers when deemed necessary, the signing officers of the Party shall be the President and Secretary acting together, or with either one of them acting in conjunction with the Executive Director of the Association or the Chief Fundraiser of the Association.

ARTICLE XIX – RULES OF PROCEDURE

- (1) The Rules of Procedure to be used at all meetings or conventions of the general membership shall be Robert's Rules of Order as amended at the opening of each such meeting or convention.

ARTICLE XX – AMENDMENTS TO CONSTITUTION

- (1) This Constitution may be amended by a two-thirds majority vote of any legally constituted Annual Meeting, Policy Convention, Leadership Convention, or Special General Meeting of the general membership of the Association provided that either the Provincial Executive has proposed the amendments, or notice of the proposed amendments, signed by a minimum of then (10) members in good standing has been given, in writing, to the Secretary of the Association at least four (4) weeks prior to the date of the meeting or convention.

ARTICLE XXI – APPOINTMENT OF AUDITOR

- (1) The Provincial Executive shall appoint the auditors for the Association and determine the term of said appointment.

THIS CONSTITUTION AS AMENDED TO THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD ON JUNE 4TH, 2005.