

# CONSTITUTION

of the

## Ontario Young Liberals

**As adopted November 16 2002,  
and amended August 7 2004, October 22 2005, March 3 2007,  
March 9 2008,  
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August 17, 2014, March 30, 2016.**

# CONSTITUTION OF THE ONTARIO YOUNG LIBERALS

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## **1. DEFINITIONS**

In this document:

- 1.1. "OYL" means Ontario Young Liberals;
- 1.2. "LPC" means Liberal Party of Canada;
- 1.3. "YLC" means Young Liberals of Canada;
- 1.4. "LPC(O)" means Liberal Party of Canada in Ontario;
- 1.5. "OLP" means Ontario Liberal Party;
- 1.6. "Federal Constituency Association" means a Federal Liberal Association in an electoral district in Ontario;
- 1.7. "Provincial Constituency Association" means a Provincial Liberal Association in an electoral district in Ontario;
- 1.8. "OYL Club" means an Ontario Young Liberal Student Club or an Ontario Young Liberal Federal Riding Club or an Ontario Young Liberal Provincial Riding Club;
- 1.9. "Member in Good Standing" means any person, who is not younger than fourteen (14) years of age and not older than twenty-five (25) years of age, that holds a current valid membership with a Federal or Provincial Constituency Association or any person that holds a current valid membership with a Student Club, and does not hold a membership with any other political party.

## **2. OBJECTIVES**

- 2.1. The objects of the Ontario Young Liberals shall be:
  - a To develop, determine, and actively advocate and promote the policy positions of the Ontario Young Liberals;
  - b To advocate and support Liberal Party political principles;
  - c To promote the election of Liberal Party candidates;
  - d To organize the Ontario Young Liberals in federal and provincial constituencies and on post-secondary school campuses in Ontario;
  - e To ensure that each Ontario Young Liberal Club participates actively in its community;
  - f To promote youth issues;
  - g To promote gender equality; and
  - h To promote multiculturalism.

## **3. OFFICIAL LANGUAGES**

- 3.1. The official languages of the Ontario Young Liberals are English and French.
- 3.2. Any member may address meetings of the organization in either official language.
- 3.3. The constitution is to be available and distributed in both official languages and both versions shall be equally binding.

## **4. CONSTITUTION**

- 4.1. The Ontario Young Liberals are an independent body and shall conduct its own affairs. The Ontario Young Liberals are also the officially recognized youth organization for the Liberal Party of Canada (Ontario) and the Ontario Liberal Party, and are the officially recognized Ontario organization for the Young Liberals of Canada. In order for an Ontario Young Liberals Club to participate in any of these three organizations, the Club must be ratified and recognized by that organization and by the Ontario Young Liberals.
- 4.2. This constitution may be amended by a two-thirds (2/3) vote of the delegates present and voting at a designated constitutional amendment session at an Annual General Meeting of the Ontario Young Liberals.
- 4.3. Notice of proposed amendments to the constitution shall be furnished to the Chief Returning Officer in writing a minimum of fourteen (14) days prior to the Annual General Meeting for circulation to delegates at the Annual General Meeting of the Ontario Young Liberals.
- 4.4. Unless otherwise specified in the proposed amendment, any adopted amendment to this constitution shall take effect at the time of the meeting at which it is adopted.
- 4.5. All members of the Ontario Young Liberals have the right to propose constitutional amendments at the Annual General Meeting provided they follow 4.3
- 4.6. This constitution shall be interpreted in the following manner:

- 4.6.1. Where this constitution is silent, Robert's Rules of Order shall be used to conduct the affairs of the Ontario Young Liberals Management Committee and Executive Board.
- 4.6.2. This constitution is to be interpreted by the Ontario Young Liberal President, but any ruling of the President may be overturned by a two-thirds (2/3) vote of the Ontario Young Liberal Executive Board.
- 4.7. The Executive Board of the Ontario Young Liberals shall have the authority to enact policies, regulations, and procedures so long as they are consistent with this constitution, to be included in the OYL Governance Manual.
  - 4.7.1. The OYL Governance Manual shall have equal authority over all aspects of the organization and administration of the Ontario Young Liberals so long as it is consistent with this constitution.
  - 4.7.2. All rulings of interpretation shall be incorporated into the OYL Governance Manual.
  - 4.7.3. The OYL Governance Manual is the responsibility of the Executive Vice President or the Chair of the Constitutional and Legal Affairs Committee, and must be kept up to date and current when any changes are approved at an Executive Board meeting. The OYL Governance Manual shall be made available to any member of the Ontario Young Liberals upon request to the Executive Vice President within one (1) week.
- 4.8. There shall be an Ontario Young Liberals Constitutional and Legal Affairs Committee.
  - 4.8.1. Following each Annual General Meeting at which this constitution is amended, the Constitutional and Legal Affairs Committee shall oversee the publication of this constitution as amended, and may, in so doing:
    - a Renumber the provisions hereof to accommodate the changes that have been made;
    - b Correct errors, which are purely typographical;
    - c Correct errors of spelling;
    - d Replace gender biased language with gender neutral language, only insofar as such changes will not change the substantive meaning of the provision; and
    - e Update any changes to riding names.

## **5. CLUBS**

- 5.1. Three (3) types of OYL clubs shall be recognized:
  - 5.1.1. A 'Federal Riding Club' shall exist and operate within a federal constituency, and shall be affiliated with the Liberal Party of Canada (Ontario) Constituency Association within that electoral district.
  - 5.1.2. A 'Provincial Riding Club' shall exist and operate within a provincial constituency, and shall be affiliated with the Ontario Liberal Party Constituency Association within that electoral district.
  - 5.1.3. A 'Student Club' shall exist and operate on the campus of a post-secondary institution.

## **6. MEMBERSHIP**

- 6.1. The following shall be members of the Ontario Young Liberals:
  - 6.1.1. All members of the Liberal Party of Canada (Ontario) who are not younger than fourteen (14) years of age and not older than twenty-five (25) years of age, and whose names appear on an official list provided by the Liberal Party of Canada (Ontario).
  - 6.1.2. All members of the Ontario Liberal Party who are not younger than fourteen (14) years of age and not older than twenty-five (25) years of age, and whose names appear on the official list provided by the Ontario Liberal Party.
  - 6.1.3. All members of an Ontario Young Liberal Student Club, which shall be limited to registered students of the post-secondary campus who are not younger than fourteen (14) years of age and not older than twenty-five (25) years of age.
- 6.2. For an Ontario Young Liberal Provincial Riding Club, the membership form shall be any form designated by the Ontario Liberal Party for the Provincial Constituency Association with which the Club is affiliated.
- 6.3. For an Ontario Young Liberal Federal Riding Club, the membership form shall be any form designated by the Liberal Party of Canada (Ontario) for the Federal Constituency Association with which the Club is affiliated.
- 6.4. The Ontario Young Liberal Executive Board shall determine the membership form, distribution

and regulations for OYL Student Clubs.

## **7. EXECUTIVE BOARD COMPOSITION**

7.1. There shall be an Executive Board of the Ontario Young Liberals.

7.1.1. The following shall be voting members of the Executive Board, provided that they are members in good standing of the Ontario Young Liberals:

- a President
- b Executive Vice President
- c Vice President Federal Affairs
- d Vice President Provincial Affairs
- e Treasurer
- f Communications Director
- g Policy Director
- h Student Director
- i Riding Director
- j Recruitment Director
- k Northern Regional Coordinator
- l Eastern Regional Coordinator
- m Central Regional Coordinator
- n Toronto Regional Coordinator
- o South Central Regional Coordinator
- p Southwestern Regional Coordinator

7.1.1.1. If a voting member of the Executive Board becomes ineligible to be a member of the Ontario Young Liberals due to the age limit clause, the member shall continue in office until the next Annual General Meeting.

7.1.2. The Immediate Past President of the Ontario Young Liberals shall be a non-voting member of the Executive Board, provided they are a member in good standing of the Liberal Party of Canada (Ontario) or the Ontario Liberal Party.

7.2. Any voting member of the Executive Board can be removed at a meeting of the Executive Board if:

- a A notice of motion is sent out to all Executive Board members at least fourteen (14) days in advance;
- b The person being removed from the Executive Board is allowed to speak in their defense, should they so wish, at the meeting;
- c There is an allegation of neglect of duties as given to them by the constitution or by the Management Committee or by the Executive Board; and;
- d Three-quarters (3/4) of the Executive Board vote in favour of the motion to remove.

7.3. In the event of a vacancy on the Executive Board, the President shall inform all Executive Board members and all Presidents of Student and Riding Clubs within seven (7) days of the date the vacancy occurred. The position shall be filled at the next Executive Board meeting, provided the meeting occurs more than fourteen (14) days after the vacancy occurred.

7.3.1. All applicants for the vacancy shall submit a resume to the Executive Board for consideration a minimum of three days before the scheduled Executive Board meeting.

7.3.2. Should no one seek the position, the position shall remain vacant until the next Executive Board meeting. The Executive Board retains the right to select none of the applicants.

7.3.3. A preferential ballot system should be used if more than two applicants apply.

## **8. EXECUTIVE BOARD RESPONSIBILITIES**

8.1. The Executive Board of the Ontario Young Liberals shall be responsible for the following:

- a Giving direction to the President, or to any other member of the Executive Board;
- b Enact policies, regulations, and procedures to be included in the OYL Governance Manual;
- c The approval of the Ontario Young Liberals Budget;
- d The filling of vacancies within the Ontario Young Liberals Executive Board;
- e The ratification and de-ratification of OYL Student Clubs and OYL Riding Clubs;
- f The setting of the time and place of the Ontario Young Liberals Annual General Meeting;

- g Executive Board members shall submit an individual quarterly report on their respective portfolios to include progress on their goal setting for the year.
- 8.2. The Executive Board shall seek board training to consist of:
- a Introduction to the Ontario Young Liberals history and functions;
  - b Ontario Liberal Party and Liberal Party of Canada organizational structure;
  - c Robert's Rules of Order, OYL Constitution and OYL Governance Manual;
  - d Budgeting and fiduciary responsibility;
  - e Goal-setting.
- 8.3. The Executive Board shall be responsible to the membership of the Ontario Young Liberals through two (2) Accountability Sessions each year. All Presidents of Student and Riding Clubs shall be given fourteen (14) days notice of the Accountability Session.
- 8.4. The following are the duties of the members of the Executive Board:
- 8.4.1. The President shall be responsible for:
- a Coordinating the general administration of the Ontario Young Liberals;
  - b Presiding over all Management Committee and Executive Board meetings, and shall delegate responsibilities dealing with the general administration of the Ontario Young Liberals when necessary;
  - c Ensuring that the members of the Executive Board properly carry out their duties;
  - d Representing the Ontario Young Liberals at all activities of the Liberal Party of Canada (Ontario), the Ontario Liberal Party, the Liberal Party of Canada, and the Young Liberals of Canada;
  - e Maintaining an up-to-date list of all ratified OYL Clubs;
  - f Jointly approving with the Treasurer any expenditure under \$500.
- 8.4.2. The Executive Vice President shall be responsible for:
- a Advising the Executive Board on any constitutional and legal questions that arise and will seek professional legal opinion on behalf of the Executive Board when necessary;
  - b Reviewing this constitution for required, desired, or intended changes, and tabling a report fourteen (14) days before the Annual General Meeting including any proposed constitutional amendments;
  - c Maintaining the OYL Governance Manual and ensuring that it is kept up to date;
  - d Assuming the responsibilities of the President at all meetings of the Executive Board in the absence of the President;
  - e Assuming the office of the President until the next Annual General Meeting if the position is declared vacant, in which case the office of the Executive Vice President shall be declared vacant.
- 8.4.3. The Vice President Federal Affairs shall be responsible for:
- a The federal organization of the Ontario Young Liberals and outlining the priorities and direction that the OYL should take federally;
  - b Whenever possible, act as the OYL liaison with Liberal Party of Canada (Ontario) Executive, the Liberal Party of Canada (Ontario) office, the Young Liberals of Canada Executive, and the Young Liberals of Canada office;
  - c Attending Liberal Party of Canada (Ontario) meetings in the absence of the President to act as the OYL representative.
- 8.4.4. The Vice President Provincial Affairs shall be responsible for:
- a The provincial organization of the Ontario Young Liberals and outlining the priorities and direction that the OYL should take provincially;
  - b Whenever possible, act as the OYL liaison with the Ontario Liberal Party Executive and the Ontario Liberal Party office;
  - c Attending Ontario Liberal Party meetings in the absence of the President to act as the OYL representative;
  - d Undertaking the organization of the annual Ontario Model Parliament or designating the responsibility to a Toronto area person to assist them if necessary.
- 8.4.5. The Treasurer shall be responsible for:
- a Maintaining the financial records of the Ontario Young Liberals;
  - b Presenting a financial report at all Executive Board meetings of the Ontario Young Liberals;

- c Acting as the Chief Financial Officer of the Ontario Young Liberals, and maintaining the bank account;
  - d Preparing a budget for approval by the Executive Board following the Annual General Meeting in consultation with Management Committee, and sharing with any Ontario Young Liberal Standing Committee tasked with reviewing financial accountability;
  - e Heading fundraising efforts unless otherwise delegated;
  - f Jointly approving with the President any expenditure under \$500.
- 8.4.6. The Communications Director shall be responsible for:
- a Overseeing the media strategy of the Ontario Young Liberals;
  - b Posting notices of Ontario Young Liberal events and meetings, as information is available;
  - c The taking of minutes during all meetings of the Executive Board;
  - d Presenting the minutes from the previous Executive Board meeting for approval at each Executive Board meeting;
  - e Making available the approved minutes of any Executive Board meeting to any member of the Ontario Young Liberals upon request within one (1) week;
  - f Ensuring that all mailing lists are kept current and up-to-date;
  - g Ensuring that all Riding and Student Club Presidents receive any and all official communication on behalf of the Ontario Young Liberals;
  - h Overseeing regular website updates, and ensuring that the website of the Ontario Young Liberals is as current and up-to-date as possible.
- 8.4.7. The Policy Director shall be responsible for:
- a The development and determination of Ontario Young Liberal policy;
  - b Lobbying to have Ontario Young Liberal policy adopted by the Government of Canada and the Government of Ontario;
  - c Examining all possible lobbying methods to promote Ontario Young Liberal policy;
  - d Organizing the Annual Policy Conference;
  - e Organizing of the Regional Policy Parliaments in conjunction with the Regional Coordinators and Area Coordinators, prior to the Annual Policy Conference;
  - f Ensuring that before any policy conference of the Ontario Liberal Party, the Liberal Party of Canada (Ontario), or the Young Liberals of Canada, the policies of the Ontario Young Liberals that are to be proposed are properly submitted.
- 8.4.8. The Student Director shall be responsible for:
- a The organization and maintenance of Ontario Young Liberal Student Clubs;
  - b Convening the Presidents' Council along with the Riding Director;
  - c Keeping the Student Club Presidents informed of the activities of the Ontario Young Liberals, the Young Liberals of Canada, the Ontario Liberal Party, the Liberal Party of Canada, and the Liberal Party of Canada (Ontario), and assisting the Student Clubs in participating in these activities;
  - d Voicing the concerns of the Student Club Presidents to the Ontario Young Liberals Executive Board;
  - e Maintaining an open line of communication with Student Club Presidents and ensuring that all new Presidents receive a welcome letter on behalf of the Ontario Young Liberals.
- 8.4.9. The Riding Director shall be responsible for:
- a The organization and maintenance of Ontario Young Liberal Riding Clubs;
  - b Convening the Presidents' Council along with the Student Director;
  - c Keeping the Riding Club Presidents informed of the activities of the Ontario Young Liberals, the Young Liberals of Canada, the Ontario Liberal Party, the Liberal Party of Canada, and the Liberal Party of Canada (Ontario), and shall assist the Riding Clubs in participating in these activities; Voicing the concerns of the Riding Club Presidents to the Ontario Young Liberals Executive Board;
  - d Maintaining an open line of communication with Riding Club Presidents and ensuring that all new Presidents receive a welcome letter on behalf of the Ontario Young Liberals.
- 8.4.10. The Recruitment Director shall be responsible for:
- a The recruitment strategies for the Ontario Young Liberals;
  - b Ensuring that pertinent material such as contact lists and other items that the Management

- Committee deems necessary is distributed in the annual Young Liberals of Canada package;
  - c Undertaking to produce a similar package of material in the event that the Young Liberals of Canada do not issue its annual package;
  - d Posting as much recruitment information as possible on the Ontario Young Liberals website.
- 8.4.11. Each Regional Coordinator shall be responsible for:
- a Representing their region to the Executive Board, and representing the Executive Board to their region;
  - b Organizing towards the goal that each riding and post-secondary institution in their region has an active Ontario Young Liberal Riding or Student Club;
  - c Selecting an Area Coordinator that meets the approval of the Management Committee for each of the three (3) areas in their region;
  - d Assisting the Policy Director and Area Coordinators in organizing the Regional Policy Parliament;
  - e Holding any responsibilities assigned to them by the Management Committee or Executive Board.

## **9. EXECUTIVE BOARD MEETINGS**

- 9.1. The Executive Board shall meet a minimum of three (3) 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; or
  - c Upon written request of twenty (20) Student Club or Riding Club Presidents.
- 9.1.2. Upon receiving written direction or petition as set out in Article 9.1 (b) or (c), the President shall, within 72 hours, call an Executive Board Meeting to take place within fourteen (14) days.
- 9.2. 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 two-thirds (2/3) of the Executive Board.
- 9.3. Quorum for meetings of the Executive Board shall be half (1/2) of the voting membership of the Executive Board, and only members in attendance may vote, voting in absentia and voting by proxy are forbidden.
- 9.4. Unless otherwise specified in this Constitution, all votes of the Executive Board shall simply be determined by majority, based on whether there are more votes in support of the motion or more votes against the motion.
- 9.5. Executive Board Meetings shall be open to all members of the Ontario Young Liberals. The exceptions to this are when the Executive Board is discussing the following issues:
- a The removal of office of an Executive Board member;
  - b Filling a vacant position on the Executive Board;
  - c Discussing bids for hosting of the Annual General Meeting or an issue where bids are discussed;
  - d If a majority of the Executive Board present votes to close the meeting for a particular issue.

## **10. MANAGEMENT COMMITTEE**

- 10.1. There shall be a Management Committee of the Ontario Young Liberals.
- 10.1.1. The following shall be voting members of the Management Committee:
- a President
  - b Executive Vice President
  - c Vice President Federal Affairs
  - d Vice President Provincial Affairs
  - e Treasurer
- 10.2. The Management Committee of the Ontario Young Liberals shall be responsible for the following:
- a General management of the Ontario Young Liberals;

- b Giving direction to the Regional Coordinators and Area Coordinators;
- c Selecting representatives of the Ontario Young Liberals to serve on all Liberal Party of Canada (Ontario) and Ontario Liberal Party committees to which the OYL is invited to have representation on, such as multicultural, policy, and women's committees, and giving direction to these representatives;
- d The establishment of committees and appointment of committee Chairs;
- e Hiring of Ontario Young Liberals staff;
- f The approval of any expenditure over \$500;
- g Any affairs not specifically outlined within this constitution as responsibilities of the Executive Board.

10.3. Quorum for meetings of the Management Committee shall be four-fifths (4/5) of the Management Committee.

## 11. REGIONAL ORGANISATION

11.1. The Ontario Young Liberals shall be organised into the following 6 regions, according to the current Ontario Liberal Party regions:

- a Northern
- b Eastern
- c Central
- d Toronto
- e South Central
- f Southwestern

11.2. There shall be a Regional Coordinator elected to represent each region.

11.3. The Ontario Young Liberals shall be organised into 18 areas, which shall encompass the following ridings:

- a Northern A – Kenora Federal, Kenora-Rainy River Provincial, Thunder Bay-Atikokan Provincial, Thunder Bay-Rainy River Federal, Thunder Bay-Superior North Federal, Thunder Bay-Superior North Provincial.
- b Northern B – Algoma-Manitoulin Provincial, Algoma-Manitoulin-Kapuskasing Federal, Sault Ste. Marie Federal, Sault Ste. Marie Provincial, Timiskaming-Cochrane Provincial, Timmins-James Bay Federal, Timmins-James Bay Provincial.
- c Northern C – Nickel Belt Federal, Nickel Belt Provincial, Nipissing Provincial, Nipissing-Timiskaming Federal, Parry Sound-Muskoka Federal, Parry Sound-Muskoka Provincial, Sudbury Federal, Sudbury Provincial.
- d Eastern A – Bay of Quinte Federal, Hastings-Lennox and Addington Federal, Kingston and the Islands Federal, Kingston and the Islands Provincial, Lanark-Frontenac-Kingston Federal, Lanark-Frontenac-Lennox & Addington Provincial, Northumberland-Peterborough South Federal, Northumberland-Quinte West Provincial, Prince Edward-Hastings Provincial.
- e Eastern B – Carleton-Mississippi Mills Provincial, Glengarry-Prescott-Russell Federal, Glengarry-Prescott-Russell Provincial, Leeds-Grenville Provincial, Leeds-Grenville-Thousand Islands and Rideau Lakes Federal, Renfrew-Nipissing-Pembroke Federal, Renfrew-Nipissing-Pembroke Provincial, Stormont-Dundas-South Glengarry Federal, Stormont-Dundas-South Glengarry Provincial.
- f Eastern C – Carleton Federal, Kanata-Carleton Federal, Nepean Federal, Nepean-Carleton Provincial, Orleans Federal, Ottawa Centre Federal, Ottawa Centre Provincial, Ottawa-Orleans Provincial, Ottawa South Federal, Ottawa South Provincial, Ottawa-Vanier Federal, Ottawa-Vanier Provincial, Ottawa West-Nepean Federal, Ottawa West-Nepean Provincial.
- g Central A – Bramalea-Gore-Malton Provincial, Brampton Centre Federal, Brampton East Federal, Brampton North Federal, Brampton South Federal, Brampton-Springdale Provincial, Brampton West Federal, Brampton West Provincial, Mississauga-Brampton South Provincial, Mississauga Centre Federal, Mississauga East-Cooksville Federal, Mississauga East-Cooksville Provincial, Mississauga-Erindale Provincial, Mississauga-Erin Mills Federal, Mississauga-Lakeshore Federal, Mississauga-Malton Federal, Mississauga South Provincial, Mississauga-Streetsville Federal, Mississauga-Streetsville

- Provincial.
- h Central B - Barrie Provincial, Barrie-Innisfil Federal, Barrie-Springwater-Oro-Medonte Federal, Dufferin-Caledon Federal, Dufferin-Caledon Provincial, Simcoe-Grey Federal, Simcoe-Grey Provincial, Simcoe North Federal, Simcoe North Provincial, York-Simcoe Federal, York-Simcoe Provincial, Aurora-Oak Ridges-Richmond Hill Federal, King-Vaughan Federal, Markham-Stouffville Federal, Markham-Thornhill Federal, Newmarket-Aurora Federal, Newmarket-Aurora Provincial, Oak Ridges-Markham Provincial, Richmond Hill Federal, Richmond Hill Provincial, Thornhill Federal, Thornhill Provincial, Vaughan Provincial, Vaughan-Woodbridge Federal.
  - i Central C – Ajax Federal, Ajax-Pickering Provincial, Durham Federal, Durham Provincial, Haliburton-Kawartha Lakes-Brock Federal, Haliburton-Kawartha Lakes-Brock Provincial, Markham-Unionville Federal, Markham-Unionville Provincial, Pickering-Uxbridge Federal, Oshawa Federal, Oshawa Provincial, Peterborough Provincial, Peterborough-Kawartha Federal, Pickering-Scarborough East Provincial, Whitby Federal, Whitby-Oshawa Provincial.
  - j Toronto A – Etobicoke Centre Federal, Etobicoke Centre Provincial, Etobicoke-Lakeshore Federal, Etobicoke-Lakeshore Provincial, Etobicoke North Federal, Etobicoke North Provincial, Humber River-Black Creek Federal, Parkdale-High Park Federal, Parkdale-High Park Provincial, York Centre Federal, York Centre Provincial, York South-Weston Federal, York South-Weston Provincial, York West Provincial.
  - k Toronto B – Beaches-East York Federal, Beaches-East York Provincial, Davenport Federal, Davenport Provincial, Eglinton-Lawrence Federal, Eglinton-Lawrence Provincial, St. Paul’s Provincial, Spadina-Fort York Federal, Toronto Centre Federal, Toronto Centre Provincial, Toronto-Danforth Federal, Toronto-Danforth Provincial, Toronto-St. Paul’s Federal, Trinity Spadina Provincial, University-Rosedale Federal
  - l Toronto C – Don Valley East Federal, Don Valley East Provincial, Don Valley North Federal, Don Valley West Federal, Don Valley West Provincial, Scarborough-Agincourt Federal, Scarborough-Agincourt Provincial, Scarborough Centre Federal, Scarborough Centre Provincial, Scarborough-Guildwood Federal, Scarborough-Guildwood Provincial, Scarborough North Federal, Scarborough-Rouge Park Federal, Scarborough-Rouge River Provincial, Scarborough Southwest Federal, Scarborough Southwest Provincial, Willowdale Federal, Willowdale Provincial.
  - m South Central A – Burlington Federal, Burlington Provincial, Halton Provincial, Milton Federal, Oakville Federal, Oakville Provincial, Oakville North-Burlington Federal.
  - n South Central B – Hamilton West-Ancaster-Dundas Federal, Ancaster-Dundas-Flamborough-Westdale Provincial, Flamborough-Glanbrook Federal, Hamilton Centre Federal, Hamilton Centre Provincial, Hamilton East-Stoney Creek Federal, Hamilton East-Stoney Creek Provincial, Hamilton Mountain Federal, Hamilton Mountain Provincial, Brant Provincial, Brantford-Brant Federal, Haldimand-Norfolk Federal, Haldimand-Norfolk Provincial.
  - o South Central C –, Niagara Centre Federal, Welland Provincial, Niagara Falls Federal, Niagara Falls Provincial, Niagara West Federal, Niagara West-Glanbrook Provincial, St. Catharines Federal, St. Catharines Provincial.
  - p Southwestern A – Chatham-Kent-Essex Provincial, Chatham-Kent-Leamington Federal, Essex Federal, Essex Provincial, Lambton-Kent-Middlesex Federal, Lambton-Kent-Middlesex Provincial, Sarnia-Lambton Federal, Sarnia-Lambton Provincial, Windsor-Tecumseh Federal, Windsor-Tecumseh Provincial, Windsor West Federal, Windsor West Provincial.
  - q Southwestern B – Elgin-Middlesex-London Federal, Elgin-Middlesex-London Provincial, London-Fanshawe Federal, London-Fanshawe Provincial, London North Centre Federal, London North Centre Provincial, London West Federal, London West Provincial, Oxford Federal, Oxford Provincial, Perth-Wellington Federal, Perth-Wellington Provincial.
  - r Southwestern C – Bruce-Grey-Owen Sound Federal, Bruce-Grey-Owen Sound Provincial, Cambridge Federal, Cambridge Provincial, Guelph Federal, Guelph Provincial, Huron-Bruce Federal, Huron-Bruce Provincial, Kitchener Centre Federal,

- Kitchener Centre Provincial, Kitchener-Conestoga Federal, Kitchener-Conestoga Provincial, Kitchener South-Hespeler Federal, Kitchener-Waterloo Provincial, Waterloo Federal, Wellington-Halton Hills Federal, Wellington-Halton Hills Provincial
- 11.3.2. Notwithstanding riding redistribution by the Parliament of Canada or Legislative Assembly of Ontario, any amendment to the regional organization of the Ontario Young Liberals should involve the consultation of the region(s) and area(s) impacted, and must be recommended by the Ontario Young Liberals Executive Board.
- 11.3.3. The following organization for Central Region and South Central Region shall be in place until the call of the AGM following the 2014 OYL AGM, at which time this section shall automatically be deleted.
- a Central A – Barrie Provincial, Barrie-Innisfil Federal, Barrie-Springwater-Oro-Medonte Federal, Dufferin-Caledon Federal, Dufferin-Caledon Provincial, Simcoe-Grey Federal, Simcoe-Grey Provincial, Simcoe North Federal, Simcoe North Provincial, York-Simcoe Federal, York-Simcoe Provincial.
  - b Central B – Aurora-Oak Ridges-Richmond Hill Federal, King-Vaughan Federal, Markham-Stouffville Federal, Markham-Thornhill Federal, Markham-Unionville Federal, Markham-Unionville Provincial, Newmarket-Aurora Federal, Newmarket-Aurora Provincial, Oak Ridges-Markham Provincial, Richmond Hill Federal, Richmond Hill Provincial, Thornhill Federal, Thornhill Provincial, Vaughan Provincial, Vaughan-Woodbridge Federal.
  - c Central C – Ajax Federal, Ajax-Pickering Provincial, Durham Federal, Durham Provincial, Haliburton-Kawartha Lakes-Brock Federal, Haliburton-Kawartha Lakes-Brock Provincial, Pickering-Uxbridge Federal, Oshawa Federal, Oshawa Provincial, Peterborough Provincial, Peterborough-Kawartha Federal, Pickering-Scarborough East Provincial, Whitby Federal, Whitby-Oshawa Provincial.
  - d South Central A – Bramalea-Gore-Malton Provincial, Brampton Centre Federal, Brampton East Federal, Brampton North Federal, Brampton South Federal, Brampton-Springdale Provincial, Brampton West Federal, Brampton West Provincial, Milton Federal, Mississauga-Brampton South Provincial, Mississauga Centre Federal, Mississauga East-Cooksville Federal, Mississauga East-Cooksville Provincial, Mississauga-Erindale Provincial, Mississauga-Erin Mills Federal, Mississauga-Lakeshore Federal, Mississauga-Malton Federal, Mississauga South Provincial, Mississauga-Streetsville Federal, Mississauga-Streetsville Provincial.
  - e South Central B – Ancaster-Dundas-Flamborough-Westdale Provincial, Burlington Federal, Burlington Provincial, Halton Provincial, Hamilton Centre Federal, Hamilton Centre Provincial, Hamilton East-Stoney Creek Federal, Hamilton East-Stoney Creek Provincial, Hamilton Mountain Federal, Hamilton Mountain Provincial, Hamilton West-Ancaster-Dundas Federal, Oakville Federal, Oakville Provincial, Oakville North-Burlington Federal.
  - f South Central C – Brant Provincial, Brantford-Brant Federal, Flamborough-Glanbrook Federal, Haldimand-Norfolk Federal, Haldimand-Norfolk Provincial, Niagara Centre Federal, Niagara Falls Federal, Niagara Falls Provincial, Niagara West Federal, Niagara West-Glanbrook Provincial, St. Catherines Federal, St. Catherines Provincial, Welland Provincial.
- 11.4. In the event that the government of Canada or the government of Ontario redistributes the electoral boundaries in Ontario, the Management Committee shall undertake to create an ad hoc distribution of ridings for each area, which shall be in effect until the next Annual General Meeting.
- 11.4.1. Additionally, in the event that the government of Canada or the government of Ontario renames or redistributes any electoral boundaries in Ontario, the Executive Vice President shall include a proposed constitutional amendment for Article 11.3 in their report to be tabled fourteen (14) days before the Annual General Meeting.
- 11.5. There shall be an Area Coordinator selected by the Regional Coordinator to represent the Regional Coordinator within each area. The Management Committee must approve the selection of each Area Coordinator. The Regional Coordinator is responsible for completing this within one (1) month of the Annual General Meeting wherever possible.

- 11.5.1. The Management Committee may remove any Area Coordinator at any meeting of the Management Committee.
- 11.6. The Area Coordinators shall hold any responsibilities assigned to them by the Regional Coordinator and the Management Committee.
  - 11.6.1. Each Area Coordinator shall assist the Regional Coordinator in organizing towards the goal that each riding and post-secondary institution in their area has an active Ontario Young Liberal Riding or Student Club.
  - 11.6.2. Each Area Coordinator shall assist the Policy Director, the Regional Coordinator, and the other two Area Coordinators from the same region in organizing the Regional Policy Parliament.
  - 11.6.3. The Area Coordinators shall report to the Regional Coordinator with an update of their activities on a regular basis as determined by the Regional Coordinator.

## **12. COMMITTEES**

- 12.1. The Management Committee shall determine the nature of and number of Ontario Young Liberals Standing Committees.
- 12.2. Each Committee shall be given terms of reference, stating objectives and time frames, and each Committee shall report regularly to the Management Committee of the Ontario Young Liberals.
- 12.3. Each Committee shall have a Chair who shall be accountable to the Management Committee of the Ontario Young Liberals, and who can be removed by the Management Committee.
- 12.4. The President of the Ontario Young Liberals shall be a member of each Committee.
- 12.5. Notice of Committee Meetings shall be sent to each member of the committee a minimum of three (3) days prior to the date of the meeting, unless such notice is waived in writing by two-thirds (2/3) of the members of the Committee.
- 12.6. Failure of a committee to complete a responsibility that is a constitutional duty of an Executive Board member is the fault of the Executive Board member and should be considered a breach of duty.

## **13. ANNUAL GENERAL MEETING**

- 13.1. The Annual General Meeting of the OYL shall be held on a weekend between February 1st and February 29th every year, as determined by the Executive Board. In the event of an existing federal, provincial or leadership election that is taking place during that time period, the Annual General Meeting may be postponed to a weekend between May 1<sup>st</sup> and May 31<sup>st</sup> of that year as determined by the Executive Board, and the date will revert back to February 1st to February 29th the following year.
  - 13.1.1. The Annual General Meeting shall not be held in the same region on two consecutive occasions.
  - 13.1.2. Notwithstanding any provision of this Constitution, including but not limited to Article 13.1, the next Annual General Meeting of the OYL shall be held no later than February 29, 2016, after which time this provision shall be automatically deleted.
- 13.2. The Executive Board shall create an Annual General Meeting Steering Committee at some time prior to the Official Notice being sent, consisting of at least:
  - a The Chief Returning Officer;
  - b The Chair or Co-Chairs;
  - c At least one (1) Executive Board member that is not seeking re-election; and
  - d A member of staff
- 13.2.2. The Steering Committee shall undertake the organization of the Annual General Meeting.
- 13.2.3. The Chair or at least one Co-Chair of the Annual General Meeting shall be bilingual and able to conduct the meeting in both official languages of Canada.
- 13.3. Official notice in writing shall be sent at least forty (40) days prior to the date of the Annual General Meeting to Presidents of all Student Clubs and Riding Clubs entitled to send delegates, to all Constituency Association Presidents where there is no Riding Club, to the Secretary of the Liberal Party of Canada (Ontario) and to the Secretary of the Ontario Liberal Party. The notice shall be posted on the Ontario Young Liberals website and emailed to all official Ontario Young Liberal email lists.
- 13.4. The following shall be delegates entitled to attend and vote at the Annual General Meeting of the

Ontario Young Liberals:

- a The President of all recognized Student Clubs and Riding Clubs;
  - b Fifteen (15) delegates elected from each recognized Student Club;
  - c Fifteen (15) delegates elected from each recognized Federal Riding Club;
  - d Fifteen (15) delegates elected from each recognized Provincial Riding Club;
  - e Three (3) delegates from each federal riding where there is not a recognized Ontario Young Liberal Riding Club, appointed by the Constituency Association President;
  - f Three (3) delegates from each provincial riding where there is not a recognized Ontario Young Liberal Riding Club, appointed by the Constituency Association President;
  - g All members of the Ontario Young Liberal Executive Board.
- 13.4.1 Members of the Ontario Young Liberals are only eligible to be elected or appointed as a delegate from a federal riding, provincial riding, Riding Club or Student Club if they are a Member in Good Standing of that federal riding, provincial riding, Riding Club or Student Club at the time of their election or appointment.
- 13.5. All members of the Ontario Young Liberals shall be entitled to attend the Annual General Meeting subject to the limitations of Article 13.4 and 13.4.1.
- 13.6. In order to send delegates, Clubs must be recognized at least forty (40) days prior to the date of the Annual General Meeting.
- 13.6.1. The Executive Board shall hold a meeting exactly forty (40) days prior to the date of the Annual General Meeting.
- 13.7. Twenty-six (26) delegates present at any plenary session of the Annual General Meeting shall constitute Quorum.
- 13.8. Only qualified delegates present shall be entitled to vote.
- 13.8.1. Provided notification of absenteeism, any member in good standing of the Ontario Young Liberals will be able to officially stand as a candidate for any OYL Executive Board position. However, for legal considerations regarding the signature of contracts, only candidates that have reached the age of eighteen (18) at the time of the Annual General Meeting shall be considered for the positions of President and Treasurer.
- 13.9. Elections for voting members of the Executive Board shall occur at the Annual General Meeting and shall be elected at large by the delegates in attendance at that convention, except in the case of the Regional Coordinators where only delegates representing that region may vote. In the case that more than two candidates are nominated for a position, a preferential ballot shall be used. The returning officer shall decide rules pertaining to the balloting. A coin toss shall be used in the case of a tie.
- 13.9.1. All Regional Coordinator candidates must reside in the region a majority of the time and must provide proof of residence at the Annual General Meeting.
- 13.9.2. All Executive Board candidates must be members of both the Ontario Liberal Party and the Liberal Party of Canada at the moment they declare their intention to run to the Chief Returning Officer
- 13.10. Notices and agendas for the Annual General Meeting shall be made available in both official languages.
- 13.11. Each member of the Executive Board shall present a written report at the Annual General Meeting.

#### **14. ANNUAL POLICY CONFERENCE**

- 14.1. An Annual Policy Conference shall be held to consider policy at least once a year.
- 14.2. Notice in writing shall be sent a minimum of forty (40) days prior to an Annual Policy Conference to the Presidents of all Student Clubs and Riding Clubs, to all provincial and federal Constituency Association Presidents, to the Secretary of the Liberal Party of Canada (Ontario) and the Secretary of the Ontario Liberal Party.
- 14.3. The Chair or at least one Co-Chair of the Annual Policy Conference shall be bilingual and able to conduct the meeting in both official languages.
- 14.3.1. Notices and agendas for the Annual Policy Conference shall be made available in both official languages.

## **15. REGIONAL POLICY PARLIAMENTS**

- 15.1. Each Region will host at least one (1) Policy Parliament before the Annual Policy Conferences of the Ontario Young Liberals. The Policy Director shall ensure that these Policy Parliaments are reasonably distributed throughout the year. A Policy Parliament may not be held within fourteen (14) days prior to the Annual Policy Conference of the Ontario Young Liberals.
- 15.2. The Policy Director shall convene each Policy Parliament with assistance from the Regional Coordinator and Area Coordinators from the region.
- 15.3. At the Regional Policy Parliament, all members of the Ontario Young Liberals may attend. Only members from that region may vote.
- 15.4. Fifteen (15) voting members of the Ontario Young Liberals shall constitute quorum for each Regional Policy Parliament, with the exception of the Northern Region, where eight (8) voting members of the Ontario Young Liberals shall constitute quorum.

## **16. PRESIDENTS' COUNCIL**

- 16.1. The Ontario Young Liberals Presidents' Council shall consist of the Executive Board, the Area Coordinators, all Student Club Presidents, and all Riding Club Presidents.
- 16.2. Presidents' Council shall be convened at least once during each term of office of the Ontario Young Liberals Executive Board.
- 16.3. Each Presidents' Council meeting shall be organized and co-chaired by the Student Director and the Riding Director.

## **17. RIDING CLUBS**

- 17.1. Wherever possible there shall be an Ontario Young Liberal Riding Club in each federal and provincial riding.
  - 17.1.1. There shall be two (2) types of Ontario Young Liberal Riding Clubs:
    - a Federal Riding Clubs;
    - b Provincial Riding Clubs.
- 17.2. In Ridings where a Riding Club does not exist, a Founding Meeting may be held when five (5) or more persons who are not younger than fourteen (14) years of age and not older than twenty-five (25) years of age, and our current members of the Constituency association, together apply in writing to the President of the Ontario Young Liberals to found a Federal Riding Club or Provincial Riding Club.
- 17.3. All Ontario Young Liberal Riding Club Founding Meetings, Annual General Meetings and Delegate Selection Meetings to OYL events must follow the provisions included in this constitution. In any case where the Club constitution and the OYL constitution disagree, the OYL constitution shall have authority.
  - 17.3.1. For all Founding Meetings, Annual General Meetings, and Delegate Selection Meetings to OYL events, the following persons must receive official notification 336 hours, which is fourteen (14) days to the hour, before the meeting:
    - a The Ontario Young Liberal President;
    - b The Ontario Young Liberal Riding Director;
    - c The corresponding Ontario Young Liberal Regional Coordinator;
    - d All members of the Club; and
    - e The Constituency Association President.
    - 17.3.1.1. For all Founding Meetings, Annual General Meetings, and Delegate Selection Meetings to OYL events, notification must include the following:
      - a. The date, time, and location of the meeting;
      - b. Contact information for the Club President, or in the case of a Founding Meeting the person organizing the meeting; and
      - c. The recommended Chair of the meeting.
    - 17.3.1.2. The Ontario Young Liberal President must give approval of the notice. Approval shall not be withheld unless the requirements for the meeting are not met, or in the case of a federal or provincial election or Liberal Party of Canada or Ontario Liberal Party leadership convention and the Ontario Young Liberal President determines it is not in the best interests of the Ontario Young Liberals. In the event that the Ontario Young Liberal President explicitly states

that they do not give approval, the meeting shall not take place unless the Executive Board overturns the decision.

- 17.3.1.3. The Ontario Young Liberal President may decide to approve the recommended Chair, or they may decide to appoint a different person to Chair the meeting. If the President decides to appoint a different Chair, this must be done within three (3) days that notice is received by the President.
- 17.3.2. Within fourteen (14) days of each Ontario Young Liberal Riding Club Founding Meeting or Annual General Meeting, the Riding Club must submit to the Ontario Young Liberal office the following minimum requirements:
  - a The constitution of the Club;
  - b The list of executive members and their contact information;
  - c The membership list of the Club; and
  - d The minutes of the meeting, including a list of those in attendance.
- 17.3.2.1. For a Founding Meeting or Annual General Meeting, quorum shall be five (5) members, or ten percent (10%) of members eligible to vote, whichever is greater.
- 17.3.3. In the case of a Founding Meeting, if all the requirements in Articles 17.3.1 and 17.3.2 have been met, the Executive Board of the Ontario Young Liberals shall ratify the Ontario Young Liberal Riding Club and shall recommend that the Liberal Party of Canada (Ontario) or the Ontario Liberal Party recognize the Riding Club.
- 17.3.4. In the case of an Annual General Meeting, failure to comply with the requirements in Articles 17.3.1 and 17.3.2 shall empower the Executive Board of the Ontario Young Liberals to de-ratify the Club if they so choose, and recommend to the Liberal Party of Canada (Ontario) or the Ontario Liberal Party that they no longer recognize the Club. Also, if the Club does not hold an Annual General Meeting within fifteen (15) months of the previous Annual General Meeting, the Executive Board shall have the authority to de-ratify the Club if they so choose and recommend to the Liberal Party of Canada (Ontario) or the Ontario Liberal Party that they no longer recognize the Club.
- 17.3.5. Any Riding Club that does not hold an Annual General Meeting within twenty-four (24) months of its previous Annual General Meeting shall no longer be recognized by the OYL and will automatically be de-ratified.
- 17.4. Delegate Selection Meetings for Liberal Party of Canada (Ontario) events and Ontario Liberal Party events shall be governed by the rules set out by those organizations, including such things as membership cut-offs, notices, chairs, and number of delegates.
- 17.5. All Ontario Young Liberal Riding Club constitutions must include the following provisions. In any case where the Club constitution and the OYL constitution disagree, the OYL constitution shall have authority.
  - 17.5.1. Riding Club constitutions shall have the following objectives:
    - a To promote and make widely known and understood, Liberal principles and policies;
    - b To promote the election of Liberal members to the Federal Parliament or the Provincial Legislature;
    - c To develop and determine policy that reflects the concerns and ideas of the members.
  - 17.5.2. Riding Club constitutions must provide for the holding of Annual General Meetings. If no such meeting is held within one (1) year of the previous Annual General Meeting, the Executive Board of the Ontario Young Liberals shall have the authority to call such a meeting at a time and place in the riding as it sees fit. If no such meeting is held within fifteen (15) months of the previous Annual General Meeting, the Executive Board shall have the authority to de-ratify the Club.
  - 17.5.3. Riding Club constitutions must provide for giving of written notice a minimum of fourteen (14) days prior to the date of the Annual General Meeting and Delegate Selection Meetings to OYL events, to all members of the Club, to the Ontario Young Liberal President, to the Ontario Young Liberal Riding Director, to the corresponding Ontario Young Liberal Regional Coordinator, and to the Constituency Association President. Failure to give proper notice to the Ontario Young Liberal President shall render the meeting a nullity.
  - 17.5.4. Riding Club constitutions must provide that for all Annual General Meetings and

Delegate Selection Meetings to OYL events, persons entitled to vote must be members in good standing seven (7) days prior to the date of the Meeting, provided that an immediate past member of a provincial Riding Club may renew at the Annual General Meeting or the Delegate Selection Meeting. Clubs are not allowed to close memberships at any time prior to the cut-off deadline. All memberships must be received by the relevant Liberal Party office by the time of the cut-off deadline.

- 17.5.5. Riding Club constitutions must provide that for all Annual General Meetings, quorum shall be five (5) members, or ten percent (10%) of the members eligible to vote, whichever is greater.
  - 17.5.6. Riding Club constitutions must provide that for all Delegate Selection Meetings to OYL events, quorum shall be five (5) members, or ten percent (10%) of the members eligible to vote, whichever is greater.
  - 17.5.7. Riding Club constitutions must provide that within fourteen (14) days of an Annual General Meeting, the Club must submit to the Ontario Young Liberal office the following items:
    - a The constitution of the Club;
    - b The list of executive members;
    - c The membership list of the Club; and
    - d The minutes of the meeting, including a list of those in attendance.
  - 17.5.8. Federal Riding Club constitutions must provide that members of an Ontario Young Liberal Federal Riding Clubs must meet the requirements of the constitution of the Liberal Party of Canada (Ontario).
  - 17.5.9. Provincial Riding Club constitutions must provide that members of an Ontario Young Liberal Provincial Riding Club must meet the requirements of the constitution of the Ontario Liberal Party.
  - 17.5.10. Riding Club constitutions must provide that the official membership list for the Club is the list that is maintained by the relevant Liberal Party office.
  - 17.5.11. Riding Club constitutions must provide that members of the Riding Club shall be all those members of the Constituency Association who are not younger than fourteen (14) years of age and not older than twenty-five (25) years of age.
  - 17.5.12. Federal Riding Club constitutions must provide that any person seeking to transfer their membership from one federal Constituency Association to another, he or she may apply to do so by submitting to the Secretary of LPC(O) a signed, written request to transfer the membership, along with a duly completed application form and the applicable membership fee required to join the new association.
  - 17.5.13. Provincial Riding Club constitutions must provide that members may belong to any number of provincial Constituency Associations, yet a person may only vote in one Ontario Young Liberal Provincial Riding Club in any given year. A person shall be deemed to have voted in which Provincial Riding Club they wish to have the right to vote by virtue of the first vote cast by that person in such year.
  - 17.5.14. Riding Club constitutions must provide that voting in absentia and voting by proxy are expressly forbidden in any elections in the Riding Club.
  - 17.5.15. Riding Club constitutions must require that only one (1) member hold the position of President. Multiple or co-Presidents shall be specifically prohibited.
- 17.6. Ridings which are classified as Rural by the OYL are entitled to, in addition to having a physical Founding Meeting or Annual General Meeting, have the option to allow participation through a conference call.
- 17.6.1. The following ridings shall receive a Rural designation: Algoma-Manitoulin, Algoma-Manitoulin-Kapuskasing, Bruce-Grey-Owen Sound, Carleton-Mississippi Mills, Chatham-Kent-Essex, Dufferin-Caledon, Durham, Elgin-Middlesex-London, Glengarry-Prescott-Russell, Haldimand-Norfolk, Haliburton-Kawartha Lakes-Brock, Huron-Bruce, Lambton-Kent-Middlesex, Kenora, Kenora-Rainy River, Lanark-Frontenac-Lennox & Addington, Leeds-Grenville, Niagara West-Glanbrook, Oxford, Parry Sound-Muskoka, Perth-Wellington, Prince Edward-Hastings, Sarnia-Lambton, Simcoe-Grey, Simcoe North, Stormont-Dundas-South Glengarry, Thunder Bay-Atikokan, Thunder Bay-Rainy River, Thunder Bay-Superior North, Timiskaming-Cochrane, Timmins-James Bay, Wellington-

## **18. STUDENT CLUBS**

- 18.1. Wherever possible there shall be an Ontario Young Liberal Student Club on each post-secondary campus.
- 18.2. On a post-secondary campus where no Ontario Young Liberal Student Club exists, a Founding Meeting may be held for that campus when five (5) or more students together apply in writing to the President of the Ontario Young Liberals to found a Student Club.
- 18.3. All Ontario Young Liberal Student Club Founding Meetings, Annual General Meetings, and Delegate Selection Meetings to OYL events must follow the provisions included in this constitution. In any case where the Club constitution and the OYL constitution disagree, the OYL constitution shall have authority.
- 18.3.1. For all Founding Meetings, Annual General Meetings, and Delegate Selection Meetings to OYL events, the following persons must receive official notification 336 hours, which is fourteen (14) days to the hour, before the meeting:
- a The Ontario Young Liberal President;
  - b The Ontario Young Liberal Student Director;
  - c The corresponding Ontario Young Liberal Regional Coordinator;
  - d All members of the Club; and
  - e The YLC National Director.
- 18.3.1.1. For all Founding Meetings, Annual General Meetings, and Delegate Selection Meetings to OYL events, notification must include the following:
- a. The date, time, and location of the meeting;
  - b. Contact information for the Club President, or in the case of a Founding Meeting the person organizing the meeting; and
  - c. The recommended Chair of the meeting.
- 18.3.1.2. The Ontario Young Liberals President must give approval of the notice. Approval shall be not be withheld unless the requirements for the meeting are not met, or in the case of a federal or provincial election or Liberal Party of Canada or Ontario Liberal Party leadership convention and the Ontario Young Liberal President determines it is not in the best interests of the Ontario Young Liberals. In the event that the Ontario Young Liberals President explicitly states that they do not give approval, the meeting shall not take place unless the Executive Board overturns the decision.
- 18.3.1.3. The Ontario Young Liberal President may decide to approve of the recommended Chair, or they may decide to appoint a different person to Chair the meeting. If the President decides to appoint a different Chair, this must be done within three (3) days that notice is received by the President.
- 18.3.2. Within fourteen (14) days of each Ontario Young Liberal Student Club Founding Meeting or Annual General Meeting, the Student Club must submit to the Ontario Young Liberal office and to the YLC National Director the following minimum requirements:
- a The constitution of the Club;
  - b The list of executive members and their contact information;
  - c The membership list of the Club; and
  - d The minutes of the meeting, including a list of those in attendance.
- 18.3.2.1. For a Founding Meeting or Annual General Meeting, quorum shall be five (5) members, or ten percent (10%) of members eligible to vote, whichever is greater.
- 18.3.3. In the case of a Founding Meeting, if all the requirements in Articles 18.3.1 and 18.3.2 have been met, the Executive Board of the Ontario Young Liberals shall ratify the Ontario Young Liberal Student Club and shall recommend that the Liberal Party of Canada (Ontario), the Ontario Liberal Party and the Young Liberals of Canada recognize that Student Club.
- 18.3.4. In the case of an Annual General Meeting, failure to comply with the requirements in Articles 18.3.1 and 18.3.2 shall empower the Executive Board of the Ontario Young Liberals to de-ratify the Club if they so choose, and recommend to the Liberal Party of

Canada (Ontario), the Ontario Liberal Party, and the Young Liberals of Canada that they no longer recognize the Club. Also, if the Club does not hold an Annual General Meeting within fifteen (15) months of the previous Annual General Meeting, the Executive Board shall have the authority to de-ratify the Club if they so choose and recommend to the Liberal Party of Canada (Ontario), the Ontario Liberal Party, and the Young Liberals of Canada that they no longer recognize the Club.

- 18.3.5. Any Student Club that does not hold an Annual General Meeting within twenty-four (24) months of its previous Annual General Meeting shall no longer be recognized by the OYL and will automatically be deratified.
- 18.4. Delegate Selection Meetings for Liberal Party of Canada events, Young Liberals of Canada events, Liberal Party of Canada (Ontario) events, and Ontario Liberal Party events shall be governed by the rules set out by those organizations, including such things as membership cut-offs, notices, chairs, and number of delegates.
- 18.5. All Ontario Young Liberal Student Club constitutions must include the following provisions. In any case where the Club constitution and the OYL constitution disagree, the OYL constitution shall have authority.
  - 18.5.1. Student Club constitutions shall have the following objectives:
    - a To promote and make widely known and understood, Liberal principles and policies;
    - b To promote the election of Liberal members to the Federal Parliament and the Provincial Legislature;
    - c To develop and determine policy that reflects the concerns and ideas of the members.
  - 18.5.2. Student Club constitutions must provide for the holding of Annual General Meetings. If no such meeting is held within one (1) year of the previous Annual General Meeting, the Executive Board of the Ontario Young Liberals shall have the authority to call such a meeting at a time and place on the campus as it sees fit. If no such meeting is held within fifteen (15) months of the previous Annual General Meeting, the Executive Board shall have the authority to de-ratify the Club.
  - 18.5.3. Student Club constitutions must provide for giving of written notice a minimum of fourteen (14) days prior to the date of the Annual General Meeting and Delegate Selection Meetings to OYL events, to all members of the Club, to the Ontario Young Liberal President, to the Ontario Young Liberal Student Director, and to the corresponding Ontario Young Liberal Regional Coordinator. Failure to give proper notice to the Ontario Young Liberal President shall render the meeting a nullity.
  - 18.5.4. Student Club constitutions must provide that for all Annual General Meetings or Delegate Selection Meetings to OYL events, persons entitled to vote must be members in good standing seven (7) days prior to the date of the Meeting. Clubs are not allowed to close memberships at any time prior to the cut-off deadline. All memberships must be received by the relevant Liberal Party office by the time of the cut-off deadline.
  - 18.5.5. Student Club constitutions must provide that for all Annual General Meetings, quorum shall be five (5) members, or ten percent (10%) of the members eligible to vote, whichever is greater.
  - 18.5.6. Student Club constitutions must provide that for all Delegate Selection Meetings to OYL events, quorum shall be five (5) members, or ten percent (10%) of the members eligible to vote, whichever is greater.
  - 18.5.7. Student Club constitutions must provide that within fourteen (14) days of an Annual General Meeting, the Club must submit to the Ontario Young Liberal office and to the YLC National Director the following items:
    - a The constitution of the Club;
    - b The list of executive members;
    - c The membership list of the Club; and
    - d The minutes of the meeting, including a list of those in attendance.
  - 18.5.8. Student Club constitutions must provide that members of the Student Club must meet the requirements of the constitutions of the Liberal Party of Canada (Ontario), the Liberal Party of Canada, the Ontario Liberal Party and the Young Liberals of Canada.
  - 18.5.9. Student Club constitutions must provide that the official membership list for the Club is the list that is maintained by the relevant Liberal Party office.

- 18.5.10. Student Club constitutions must provide that members of the Student Club shall be limited to registered students of the post-secondary campus who are not younger than fourteen (14) years of age and not older than twenty-five (25) years of age.
- 18.5.11. Student Club constitutions must provide for a membership year of January 1st to December 31st, 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.
- 18.5.12. Student Club constitutions must state that at no time is anyone ever considered to hold of the status of immediate past member in the Club.
- 18.5.13. Ontario Young Liberal 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.
- 18.5.14. Student Club constitutions must provide that only registered students at that campus shall be eligible for voting membership in the Ontario Young Liberal Student Club. Faculty, staff, and alumni are eligible for nonvoting status.
- 18.5.15. Student Club constitutions must provide that Annual General Meetings shall take place during the normal academic year, which shall be on those days when classes are in attendance at that campus at any time between September 1 and April 30.
- 18.5.16. Student Club constitutions must provide that voting in absentia and voting by proxy are expressly forbidden in any elections in the Student Club.
- 18.5.17. Student Club constitutions must require that only one (1) member hold the position of President. Multiple or co-Presidents shall be specifically prohibited.

## **19. ARBITRATION**

- 19.1. There shall be an Ontario Young Liberals Arbitration Committee.
- 19.2. The Management Committee shall appoint a Chair of the Arbitration Committee.
  - 19.2.1. In consultation with the Arbitration Committee Chair, the Management Committee shall appoint an additional four (4) people to the Arbitration Committee, who shall be OYL Honourary Senate whenever possible. The Arbitration Committee shall be a mix of youth representatives and senior party members. Ontario Young Liberals Executive Board members are ineligible to be members of the Arbitration Committee.
- 19.3. All appeals regarding matters pertaining to the Ontario Young Liberals shall be made in writing no later than seventy two (72) hours after the matter being appealed has taken place and should include a \$250 deposit with a written statement of complaint including full particulars of the grounds of complaint. The \$250 deposit shall be returned minus expenses incurred upon completion of arbitration.
  - 19.3.1. Appeals may be made in respect to:
    - a Election of delegates or officers in any Ontario Young Liberal Club;
    - b Admission of members in any Ontario Young Liberal Club;
    - c Decisions of the Management Committee and the Executive Board;
    - d Any other matter referred to the Arbitration Committee by the Management Committee or Executive Board.
  - 19.3.2. All matters pertaining to the OYL that are to be appealed, shall be appealed to the OYL Arbitration Committee, not to the Liberal Party of Canada (Ontario) or the Ontario Liberal Party.
    - 19.3.2.1. If the Liberal Party of Canada (Ontario) or the Ontario Liberal Party chooses to hear an appeal regarding a matter of the OYL, they have granted themselves that authority under their constitutions. However, they should await the outcome of an appeal to the OYL Arbitration Committee before deciding to hear an appeal regarding any matter pertaining to the OYL.
  - 19.3.3. Upon submission of an appeal, the Chair of the Arbitration Committee shall select two (2) members of the Arbitration Committee, who along with the Chair shall make a decision in the dispute in a timely manner.
- 19.4. Any decision of the Arbitration Committee may be revisited by the Executive Board if at least one-third (1/3) of Executive Board indicates in writing a desire to do such within forty-eight (48)

hours of the decision

19.4.1. A two-thirds (2/3) vote of the Executive Board is required to overturn a decision of the Arbitration Committee.

## **20. OYL HONOURARY SENATORS**

- 20.1. The OYL shall have Honourary Senators whose purpose is to offer advice to members of the Executive Board and to give assistance to OYL fundraising endeavors.
- 20.2. During their term of office, the Ontario Young Liberals Executive Board shall have the power to recognize up to ten (10) people as OYL Honourary Senators.
- 20.3. All Past Presidents of the Ontario Young Liberals shall be OYL Honourary Senators.
- 20.4. An OYL Honourary Senator shall retain his/her title for life, so long as they remain in good standing within the Ontario Liberal Party or the Liberal Party of Canada (Ontario).
- 20.5. An up to date list of all OYL Honourary Senators shall be kept on file at the Ontario Young Liberals Office and posted on the Ontario Young Liberals website.
- 20.6. All OYL Honourary Senators shall have non-voting status to any event or gathering of the Ontario Young Liberals.