

# How to Found an OYL Riding Club

*So you want to found an OYL club in your riding?*

Your first point of contact should be **MacKenzie Collings, the OYL's Riding Director (mcollings@oyl.org)**. Let him know of your interest, and he'll help walk you through the process of starting a club. Should you need a template to help call your meeting or create your club's constitution, he will be able to provide you with that.

To create a new OYL riding club, you must hold a founding meeting. Make sure you have five (5) interested young Liberals who are between the ages of 14-25, and are registered members of the Ontario Liberal Party depending on the club (*note: all provincial executive members must be a member of OLP, while the federal club's executive must all be members of LPC*).

## Before the Meeting (the Meeting Notice)

1. The chair of the AGM MUST be a registered member of the Ontario Liberal Party in good standing who is preferably over the age of 25 and is NOT on the club's membership list.
2. The notice MUST include the contact information for both the meeting organizer and the chair.
3. The notice MUST be sent to;
  - a. The OYL President: [hqaisar@oyl.org](mailto:hqaisar@oyl.org)
  - b. The Riding Director: [mcollings@oyl.org](mailto:mcollings@oyl.org)
  - c. The VP Organization: [nsamiei@oyl.org](mailto:nsamiei@oyl.org)
  - d. Your OYL Regional Coordinator
    - i. Northern Regional Coordinator: VACANT
    - ii. Eastern Regional Coordinator: [aburgess@oyl.org](mailto:aburgess@oyl.org)
    - iii. Ottawa Regional Coordinator: [lmaragha@oyl.org](mailto:lmaragha@oyl.org)
    - iv. GTA North Regional Coordinator: VACANT
    - v. GTA East Regional Coordinator: [shayder@oyl.org](mailto:shayder@oyl.org)
    - vi. GTA Central Regional Coordinator: [sjasat@oyl.org](mailto:sjasat@oyl.org)
    - vii. Golden Horseshoe Regional Coordinator: [sdatta@oyl.org](mailto:sdatta@oyl.org)
    - viii. Southwestern Regional Coordinator: VACANT
  - e. The President of the Provincial Liberal Riding Association.
  - f. The OLP OYL Official: [mkirkeby@ontarioliberal.ca](mailto:mkirkeby@ontarioliberal.ca)
  - g. The entire membership of the club
4. The notice MUST be sent out fourteen (14) days before the meeting will be held.
5. The cut off date for memberships MUST be listed as seven (7) days prior to the meeting before 5pm, if held on a weekend the cut off date is the Friday prior to the seven (7) days.

- a. All memberships must be completed online by the cut off date and time in order for those members to be eligible to vote.
6. A copy of your clubs proposed constitution must be sent out with the founding meeting notice.
7. If there is a cut off date for intents to stand the date, time, and contact information for that needs to be provided on the founding meeting notice.

### **During the Founding Meeting**

There must be at least five (5) registered voting members of the club at the Founding Meeting to make quorum.

### **Following the Founding Meeting**

You must provide the following information to the OYL President, Riding Director, Communications Director and your Regional Coordinator within fourteen (14) days of your founding meeting:

1. Your ratified Constitution,
2. The minutes of your meeting,
3. Your Executive list and their contact information
4. The membership list of your club