

By-laws of the Notre-Dame-De-Grace-Westmount NDP federal riding association

1. NAME

The name of the association is the Notre-Dame- De-Grace-Westmount NDP federal riding association, henceforth referred to as the association.

2. MANDATE

The association's mandate consists of two components. The first is preparation for the next federal election campaign, which includes: membership and volunteer recruitment; fundraising; candidate search in accordance with the statutes of the party; and support for the MP. The second involves submitting resolutions and sending delegates to general councils, Quebec Section conventions and the federal conventions to contribute to the development and formulation of party policy.

3. MEMBERS

All members of the New Democratic Party of Canada who reside within the boundaries of the electoral district of Notre-Dame-de-Grâce--Westmount are members of the association. All members are eligible to vote at Annual General Meetings (AGM) and nomination meetings, seek a position on the association's executive committee, represent the association at any general council, Quebec Section convention or federal convention, and propose resolutions for submission at any general council, Quebec Section convention or federal convention.

4. EXECUTIVE COMMITTEE

- (a) The executive committee is composed of ten officers and three at-large members. The executive committee may appoint up to three additional co-opted non-voting members whose duties shall be such projects or mandates as may be determined from time to time by the executive committee. ..
- (b) The executive committee meets when its members schedule a meeting (the committee should aim to meet once a month or more frequently if an event is being organized). Quorum is met if five executive committee members are in attendance.
- (c) A member of the New Democratic Party of Canada who does not reside within the boundaries of the electoral district can serve on the executive committee as a voting member, provided that he/she is elected by the association's members. However, an executive committee member who lives in another electoral district cannot vote during AGM or

nomination meetings and cannot represent the association at any general council, Quebec Section Convention or federal convention.

- (d) Anyone who works as an employee of the NDP, a member of parliament, or caucus services cannot sit on the executive as a voting member.
- (e) The executive committee cannot hold a meeting without inviting the MP to attend. In the event that the MP cannot attend, one of the MP's assistants should attend and participate in the meeting as a non-voting member.

5. OFFICERS OF THE EXECUTIVE COMMITTEE

Officers of the executive committee are elected by members of the association at the AGM. Every member must be elected by a simple majority using a secret ballot. In the event that a position remains vacant after the AGM, or becomes vacant in between AGMs, the executive committee can choose someone to fill the vacant position until the next AGM.

(a) President: Chairs the meeting of the Executive Committee and communicates with the Party and Section Québec.

(b) Secretary: Issues notices of meetings, draws up agendas, keeps minutes and records of resolutions.

(c) Treasurer: Maintains financial records, collects incoming funds and controls disbursement. The treasurer also has some responsibility for organizing fundraising, though this should be shared generally among the executive.

(d) VP Communications: Responsible for sending out announcements to members, maintaining social media accounts, and contacting the local press. Also responsible for our social media database (i.e., Nationbuilder).

(e) VP Events: Handles the logistical organization of meetings, policy discussions and social events.

(f) VP Outreach: Responsible for developing and maintaining links with other NDP organizations (campus clubs, neighbouring Riding Associations). The Outreach officer will also develop links with community and labour groups.

(g) VP Membership: Responsible for recruiting new members, sending reminders of renewals and maintaining an up-to-date membership list. They should co-operate with the Communications officer in maintaining our database.

(h) VP Campaign Organizer: Will prepare for the next election, ensure Riding Association participation in Party training events, and organize Days of Action and other such events.

(i) VP Policy: The Policy Officer will work with the membership to develop policy proposals, either to present as resolutions at party conventions and councils or develop awareness of specific issues within the community.

(j) VP Youth : Responsible for representing youth perspectives, developing policies and events on issues important to youth, and recruiting and training our younger members.

(k) At-large: Three members who will assist the Vice-Presidents and take on additional tasks as they come up.

(l) Co-opted Members. The Executive Committee may appoint up to three (3) additional non-voting members who shall sit with the Executive Committee and shall undertake projects which the Executive Committee from time to time.

6. LENGTH OF THE MANDATE

The executive committee's mandate lasts one year, from the end of the AGM when it was formed until the election of the new executive at the following AGM one year later.

7. MEETINGS

(a) Annual general meetings (AGMs). The AGM is held every year, in accordance with the statutes of the Quebec Section. The main purpose the AGM is to elect the officers of the executive committee. Prior to the election of the new executive, the outgoing officers present reports to the members, including a financial report. Furthermore, the association's statutes have to be re-adopted (with the possibility of amendments) at every AGM. An association that does not hold an AGM will no longer be recognized by the Quebec Section.

- (b) A notice of an AGM must be sent to all members of the association at least two weeks in advance. Members who do not provide the party with an email address must be mailed an invitation or receive an invitation by telephone.
- (c) A director of elections has to be nominated by the executive committee and approved by the members in advance of the AGM. Nominations for executive positions can be sent to the director of elections from the time the AGM has been called until nominations have been closed at the AGM.
- (d) In order to be eligible to vote at an AGM, people must register as members of the party at least two weeks prior to the day on which the AGM is held. However, people whose membership has lapsed, but still have their name on the list of members, may renew their membership at the AGM and be eligible to vote.
- (e) A special AGM may be called by the executive. In this case, members must receive at least 48 hours notice.
- (f) The executive committee decides whether each of its meetings is only for members of the executive committee or if it is open to members at large.

8. COMMITTEES

The executive committee can form sub-committees or delegate certain responsibilities to other members of the association.

9. FINANCES

- (a) All money collected through the riding association must be submitted to the association's financial agent. The financial agent is responsible for submitting the association's financial report to elections Canada.
- (b) All expenditures must be approved by the executive committee. Under certain circumstances, the executive committee may provide the president with a mandate to authorize expenditures himself/herself.
- (c) Members of the executive committee cannot be remunerated for any work done on behalf of the association.

10. DISCIPLINE

The association has the right, through the authority of its executive committee,

- (a) to accept or reject a request for membership, in conformity with the statutes of the Quebec Section.
- (b) to suspend or expel a member whose actions contravene the statutes of the Quebec Section

11. NOMINATION OF CANDIDATES FOR ELECTIONS

- (a) A candidate for a general election is chosen by members of the association during a special general assembly (known as a nomination meeting). All candidates for the nomination must be members of the party in good standing as of two weeks prior to the date on which the meeting is held, but not necessarily members of the association. The candidates must be approved by the director of the party and officially submit their candidacy for the nomination at least two weeks prior to the meeting.
- (b) The president must submit a request to hold a nomination meeting to the Quebec Section Election Planning Committee.
- (c) Members of the association must receive an invitation to the nomination meeting at least two weeks in advance.
- (d) The members of the association vote by secret ballot. In order to secure the nomination, a candidate must receive a simple majority of the votes.
- (e) A director of elections has to be nominated by the executive committee and approved by members at the beginning of the nomination meeting.

12. MODIFICATIONS AND AMENDMENTS

The statutes can only be modified by a 2/3 majority vote of the members during an AGM.

For further information, consult the by-laws of the Quebec Section.

*Only the French version of these by-laws is officially recognized by the Quebec Section.