

# CONSTITUTION OF THE

## \_\_\_\_\_ WOMEN'S LIBERAL CHAPTER

(Region Name)

April 12, 2025

### ARTICLE I

#### **NAME:**

The name of the Chapter shall be "The \_\_\_\_\_ Women's Liberal

(Region Name)

Chapter"; herein called "The Chapter".

### ARTICLE II

#### **DEFINITIONS:**

"Women" is defined as any persons identifying as women.

"Regions" are the Federal election boundaries as defined by Elections Canada.

### ARTICLE III

#### **OBJECTS:**

The objects of The Chapter will be:

1. To advocate and support the political principles of the Liberal Party.
2. To collaborate with and support the New Brunswick Women's Liberal Commission.
3. To foster among women awareness of the Liberal Party and the political system.
4. To seek, encourage and support women to run for office within the Liberal Party.
5. To promote the election of women Liberal candidates for seats in the Legislative Assembly.
6. To represent and promote the interests of women within the Party at all levels.
7. To support the Candidates (both elected and non-elected) on an on-going basis.
8. To support the Tony Barry Fund.

### ARTICLE IV

## **MEMBERSHIP:**

a) The Chapter is open to all female members of the Liberal Associations within the \_\_\_\_\_ region.

(Region Name)

b) All members of The Chapter which are accredited by the New Brunswick Women's Liberal Commission annually, shall be members of the New Brunswick Women's Liberal Commission.

c) A woman Liberal, in a constituency where there is no local women's Chapter, may become a Sustaining member of The Chapter.

d) A woman Liberal, deemed an Honorary Member of the New Brunswick Women's Liberal Commission, may become an Honorary Member of The Chapter and shall be an ex-officio member.

## **ARTICLE V**

### **A) FORMATION OF A CHAPTER:**

A Chapter is formed when a group of at least 3 women Liberals hold a founding meeting, elect an interim Executive (President, Vice-President, Secretary/Treasurer) and adopt a Chapter Constitution/Bylaws.

### **B) ACCREDITED CHAPTER:**

The Chapter is accredited as a provincial Chapter.

### **C) MEMBERSHIP REQUIREMENTS FOR ACCREDITATION:**

The Chapter requires a minimum of 3 (three) registered members.

### **D) SUBMISSION REQUIREMENTS FOR ACCREDITATION:**

To meet accreditation requirements provincially, The Chapter must submit within one month following The Chapter's Annual meeting to the Liberal Party Office, 715 Brunswick Street, Fredericton, N.B. E3B 1H8, email: [info@nbliberal.ca](mailto:info@nbliberal.ca), and the New Brunswick Women's Liberal Commission, the following:

- Minutes of the Annual meeting
- Membership list
- Chapter Executive names with contact information (address, phone number(s), email).
- Month of Annual meeting per The Chapter's Constitution/Bylaws.

## **E) DISBANDMENT OF THE CHAPTER:**

In the event of The Chapter being disbanded, a notice, written by The Chapter Secretary, signed by the President, Secretary & Treasurer, must be sent to the President of the New Brunswick Women's Liberal Commission. Upon receipt of such notice, the New Brunswick Liberal Association will be notified.

## **ARTICLE VI**

### **BOARD OF DIRECTORS:**

The Board of Directors of The Chapter shall be the immediate Past President, President, Vice-President, Secretary and Treasurer or Secretary/Treasurer, and any members of The Chapter.

For the purpose of the foregoing, that portion of any Provincial Constituency Association falling within the boundaries of the above region shall be deemed to form a part of that region and, as such, be represented at any regional function called by the Regional Directors.

The Board shall meet at the call of the President.

Fifty percent (50%) plus one, shall constitute a quorum at all meetings of the Board.

## **ARTICLE VII**

### **EXECUTIVE:**

The day to day affairs of The Chapter shall be managed by the Executive composed of the Immediate Past President, President, Vice-President, the Secretary and Treasurer or Secretary/Treasurer.

The Executive shall meet at the call of the President.

Fifty percent (50%) plus one, shall constitute a quorum at all meetings of the Executive.

## **ARTICLE VIII**

### **DUTIES OF THE BOARD OF DIRECTORS:**

1. Immediate Past President

Shall act in an advisory role as an ex-officio, non-voting member.

2. President

Shall preside at the Board, Executive, Annual, and any other meetings of The Chapter; but shall not be entitled to vote, except in the case of a tie.

Shall be responsible for administering the affairs of The Chapter.

Shall meet, at a minimum, bi-annually with the Regional Director to report and review matters of importance to The Chapter. She shall schedule a minimum of one meeting in January and one meeting in June.

Shall be the liaison between The Chapter and the New Brunswick Women's Liberal Commission.

### 3. Vice-President

Shall in the absence of the President perform the duties of the President.

### 4. Secretary

Shall keep and present the minutes of all meetings of The Chapter.

Shall conduct the correspondence of The Chapter.

Shall send a copy of the minutes of each meeting of The Chapter to all members of the Executive and to any other member of The Chapter upon written request.

Shall, in the event there is no Treasurer, also carry out the duties of the Treasurer as the Secretary/Treasurer.

### 5. Treasurer

Shall receive and account for all monies belonging to The Chapter.

Shall draw up a budget, expense account forms and guidelines.

Shall in December and in June submit a financial statement to the Official Agent of the New Brunswick Liberal Association.

Shall, along with the President or the Secretary, be a Signing Officer of The Chapter.

## **ARTICLE IX**

### **MEETINGS OF THE EXECUTIVE:**

The Executive shall meet at the call of the President.

The Executive shall meet at least twice in each year.

Notices of meetings of the Executive shall be mailed or emailed to all members of the Executive at least two weeks prior to the date of such meetings.

## **ARTICLE X**

## **MEETINGS OF THE BOARD:**

The Board of Directors shall meet at the call of the President.

The Board shall meet a minimum of 6 times in each year.

Notices of meetings of the Board shall be mailed or emailed to all members of the Board at least two weeks prior to the date of such meetings.

## **ARTICLE XI**

### **ANNUAL MEETINGS:**

An Annual meeting of The Chapter shall be held each year at a time and place determined by the Board of Directors in consultation with the Regional Director.

Notice of Annual General Meeting must be given to The Chapter members a minimum of 30 days prior by mail or email.

All accredited members of The Chapter are eligible to vote at the Annual General Meeting.

### **BIENNIAL MEETINGS, POLICY WORKSHOPS & SPECIAL MEETINGS OF THE NEW BRUNSWICK WOMEN'S LIBERAL COMMISSION:**

The New Brunswick Women's Liberal Commission shall hold a Biennial Meeting every two years in the Spring unless superseded by party priorities, a Policy Workshop every alternate year and a Special meeting from time to time.

All accredited members of The Chapter, ex-officio members and Sustaining members shall be eligible to attend the aforementioned meetings of the Commission.

Only accredited delegates or their alternates shall have the right to vote at the aforementioned meetings of the Commission.

## **ARTICLE XII**

### **ACCREDITED DELEGATES:**

Accredited delegates to the Biennial Meetings, Policy Workshops and Special meetings of the New Brunswick Women's Liberal Commission shall be:

- a) The President and Executive of The Chapter.
- b) Five Duly accredited members elected by The Chapter who shall be non-executive or ex-officio members.
- d) Alternates may be elected on the same basis.

\* In the event that Chapters and Regional Directors are not established in the 10 regions, all Commission members will be considered delegates.

### **ARTICLE XIII**

#### **ELECTIONS:**

A) The Executive Officers of The Chapter, other than the Past President, shall be elected by a majority of the votes cast at the Annual meeting.

B) Elected Executive Officers may hold office for two consecutive terms or no more than five consecutive years. After a 1-year absence, the Executive member may reoffer as before. If political circumstances prevent regular Annual meetings, a Special Meeting shall be convened for the purpose of the election of officers.

C) The Regional Director shall be elected by the members of the Chapters in the region within (60) days of any New Brunswick Women's Liberal Commission Biennial convention, at a meeting called by the Commission.

### **ARTICLE XIV**

#### **ATTENDANCE:**

After a Board director or Committee member misses three consecutive meeting without just cause, the office shall be declared vacant and the Board of Directors shall name a replacement for completion of the office term.

### **ARTICLE XV**

#### **ORDER OF BUSINESS - ANNUAL MEETINGS:**

Business conducted at the Annual meeting shall include:

- a) Reading of the Minutes of the preceding Annual meeting and of any intervening Special meeting.
- b) Business arising out of the Minutes
- c) Correspondence
- d) Treasurer's Report
- e) President's Report
- f) Report of Resolutions Committee
- g) Report of other Committees
- h) Election of Officers
- i) Introduction of Incoming President

- j) New Business
- k) Adjournment
- l) Special Speakers

## **ARTICLE XVI**

### **COMMITTEES:**

There shall be 8 Ad Hoc Committees, namely: Fundraising, Communication, Policy, Organization, Constitution, Archives, Credentials and Nominating.

The Chairperson of each Ad Hoc Committee shall be a Board Member of The Chapter with additional Committee members from the membership of The Chapter, approved by the Board of Directors.

An Ad Hoc Committee shall have a minimum of three committee members.

An Ad Hoc Committee shall meet upon the Call at such time and place as the Chairperson deems necessary.

A report of each Ad Hoc Committee shall be submitted by the Chairperson of that Committee to the Board and Annual meeting.

Ad Hoc Committees shall have such powers and perform such duties as may be delegated to them from time to time by the Board of Directors in addition to the following:

#### **A) Fundraising Committee**

The Fundraising Committee shall have charge of raising funds to meet the requirements of The Chapter other than by the payment of dues. Funds shall be raised in a manner approved by the Board. The Chairperson shall acknowledge all contributions to the funds of The Chapter and shall forward all monies to the Treasurer.

#### **B) Communication Committee**

The Communications Committee shall plan programming for all Policy Workshops & Annual meetings. This Committee shall be responsible for all publicity in connection with The Chapter.

#### **C) Organization Committee**

The Organization Committee shall encourage and assist in the organization of The Chapter and seek Sustaining Members where no Chapter exists and maintain a roster of all Sustaining members.

D) Constitution Committee

The Constitution Committee shall submit recommendations for such amendments to the Constitution as may from time to time be required.

E) Archives Committee

The Archives Committee shall keep up to date the recorded history of The Chapter.

F) Policy Committee

The Policy Committee shall receive all resolutions from the Secretary and shall submit such resolutions to The Chapter as the Committee is prepared to recommend for adoption by The Chapter.

G) Credentials Committee

The Credentials Committee shall confirm Liberal, New Brunswick Women Liberal Commission and The Chapter membership credentials with the New Brunswick Liberal Association, New Brunswick Women's Liberal Commission and The Chapter Board of Directors for voting and delegate purposes.

H) Nominating Committee

Two months preceding the date for the Annual meeting, a Chairperson of the Nominating Committee who shall be the Immediate Past President shall be appointed. In the event she is unable to serve, the President, in consultation with the Board of Directors, may name another woman. The Nominating Committee shall consist of at least three women.

The Nominating Committee:

- (a) Shall request nominations for all Offices of The Chapter. All nominations shall be received at least one week prior to meeting date with written consent of nominees.
- (b) Shall ensure at least one nominated candidate for each elected Executive office.
- (c) Shall notify all The Chapter members of all confirmed candidates one month prior to meeting date and again one week prior to meeting date.
- (d) Shall notify all confirmed candidates of all nominations one month prior to meeting date and again one week prior to meeting date.
- (e) Nominations close midnight of the seventh day prior to the meeting date.
- (f) Shall appoint Chair of Elections.



(g) Shall determine and set rules for nomination speeches and procedures and inform members of such rules.

(h) Shall take charge of balloting.

H) Further Special Ad Hoc Committees may be appointed as needed by the Board of Directors and shall meet at such place and time as the Chairperson deems necessary.

## **ARTICLE XVII**

### **RESOLUTIONS:**

a) All proposals asking The Chapter to pronounce on questions of policy or to take action as The Chapter shall be by resolution.

b) All resolutions on questions of policy or requesting action as The Chapter must be filed with the Policy Chairperson thirty (30) days before the meeting at which they are to be presented.

c) Any resolutions which the Policy Committee is not prepared to submit and recommend for adoption by The Chapter may, on recommendation of one or more members of the Committee, be submitted to a meeting of The Chapter.

d) Any resolution submitted to The Chapter and duly approved by a majority of the voting members of The Chapter present at a duly constituted meeting shall be adopted.

e) Resolutions adopted at a duly constituted meeting of The Chapter shall be forwarded to the Regional Director and the New Brunswick Women Liberal's Commission.

## **ARTICLE XVIII**

### **AMENDMENT:**

a) The Constitution of The Chapter may be amended by a two-thirds vote of accredited delegates at the Annual meeting of The Chapter.

b) Written notice of any proposed amendment to the Constitution shall be filed with the Constitution Committee Chairperson at least sixty (60) days before the meeting at which it is to be considered.

## **ARTICLE XIX**

### **BY-LAWS:**

The Chapter at the Annual meeting and the Executive Committee may make by-laws respecting all aspects of this Constitution and generally for the better administration of The Chapter. Any by-law enacted by the Executive Committee shall be subject to

ratification at the next Annual meeting of The Chapter but prior to ratification shall be in full force and effect as if enacted at an Annual meeting.

## **ARTICLE XX**

### **RULES OF ORDER:**

The Rules of Order at all meetings shall be in accordance with "Robert's Rules of Order, Newly Revised."