

**CONSTITUTION OF THE
NEW BRUNSWICK WOMEN’S LIBERAL COMMISSION**

April 12, 2025

ARTICLE I

NAME:

The name of the Commission shall be "The New Brunswick Women's Liberal Commission".

ARTICLE II

DEFINITIONS:

“Women” is defined as any persons identifying as women.

“Regions” are the Federal electoral boundaries as defined by Elections Canada.

ARTICLE III

OBJECTS:

The objects of the Commission will be:

1. To advocate and support the political principles of the Liberal Party.
2. To foster among women awareness of the Liberal Party and the political system.
3. To seek, encourage and support women to run for office within the Liberal Party.
4. To promote the election of women Liberal candidates for seats in the Legislative Assembly.
5. To represent and promote the interests of women within the Party at all levels.
6. To assist with the establishment and direction of Chapters.
7. To provide assistance and leadership to Chapters.
8. To support the Candidates (both elected and non-elected) on an on-going basis.

ARTICLE IV

MEMBERSHIP:

- a) The New Brunswick Women's Liberal Commission is open to all female members of the Liberal Associations within New Brunswick.
- b) All members of women's Liberal Chapters 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, can become a Sustaining member of the New Brunswick Women's Liberal Commission.
- d) Women may be admitted to Honorary Membership in the New Brunswick Women's Liberal Commission on a resolution of a meeting of the Executive and shall be ex-officio members.

ARTICLE V

A) FORMATION OF CHAPTERS:

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 Constitution/Bylaws.

B) ACCREDITED CHAPTERS:

A women's Liberal Chapter may be accredited as a provincial Chapter.

C) MEMBERSHIP REQUIREMENTS FOR ACCREDITATION:

The New Brunswick Women's Liberal Commission requires a minimum of 10 (ten) registered members.

D) SUBMISSION REQUIREMENTS FOR ACCREDITATION:

To meet accreditation requirements provincially, a 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 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 Chapter's Constitution/Bylaws.

E) DISBANDMENT OF A CHAPTER:

In the event of a 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 Commission shall be the immediate Past President, President, Vice-President, Secretary and Treasurer or Secretary/Treasurer, 10 (ten) Regional Directors, (regionally elected, as per the Federal election boundaries), a woman appointed by each of the New Brunswick Liberal Commissions, and the President of the Tony Barry Fund.

The 10 (ten) Regions are the Federal election boundaries as defined by Elections Canada.

For the purpose of the foregoing, that portion of any Provincial Constituency Association falling within the boundaries of the above regions 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 Commission 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, Biennial, and any other meetings of the Commission; but shall not be entitled to vote, except in the case of a tie.

Shall be responsible for administering the affairs of the Commission.

Shall meet, at a minimum, bi-annually with the Leader of the Liberal Party of New Brunswick to report and review matters of importance to the New Brunswick Women's Liberal Commission. She shall schedule a minimum of one meeting in January and one meeting in June.

Shall serve on the Tony Barry Fund Board of Directors as the liaison between the Tony Barry Fund and the New Brunswick Women's Liberal Commission.

3. Vice-President

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

Shall be responsible for ensuring that all regions have duly elected Regional Directors.

Shall work with Regional Directors to ensure that all regions are informed and active.

Shall convene an annual meeting of Regional Directors.

4. Secretary

Shall keep and present the minutes of all meetings of the Commission.

Shall conduct the correspondence of the Commission.

Shall send a copy of the minutes of each meeting of the Commission to all members of the Executive and to any other member of the Commission 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 Commission.

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 Commission.

6. Regional Directors

Shall be the President of, or work closely with the President of, each Chapter in her region.

Shall inform Sustaining members of activities within her region.

Shall attend area Chapter meetings regarding issues of particular interest to women and report to the provincial Board and Biennial meetings of the New Brunswick Women's Liberal Commission.

7. New Brunswick Liberal Commission Representatives

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

8. President of the Tony Barry Fund

Shall be responsible for the promotion and fundraising for the Tony Barry Fund.

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

BIENNIAL MEETINGS, POLICY WORKSHOPS & SPECIAL MEETINGS OF THE COMMISSION:

The Commission shall hold a Biennial Meeting every two years in the Spring unless superseded by party priorities. The Commission shall hold a Policy Workshop every alternate year.

The Commission shall hold a Special meeting at any time and place that the Executive may direct.

All members of accredited Chapters, 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.

Ten (10) delegates shall constitute a quorum for all the aforementioned meetings of the New Brunswick Women's Liberal Commission.

Notice in writing of the Biennial meetings, Policy Workshops and Special meetings shall be sent to all members of the Commission, including ex-officio members, thirty (30) days prior to the meeting.

The notice of the Biennial Meeting shall include the names of the Executive Officers and the status of their eligibility to re-offer.

ARTICLE XII

ACCREDITED DELEGATES:

Accredited delegates to the Biennial Meetings, Policy Workshops and Special meetings of the N.B.W.L.C. shall be:

- a) All women who are members of the Board, including ex-officio members.
- b) All Presidents and Executives of the Chapters.
- c) Five Duly accredited members elected by each affiliated 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 Commission, other than the Past President, shall be elected by a majority of the votes cast at the Biennial 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 Biennial meetings, a Special Meeting shall be convened for the purpose of the election of officers.

C) a- the 10 Regional Directors shall be elected by the members of the women's Liberal Chapters in each region within (60) days of any Biennial convention. In the

event there is no Chapter in a region, the Board of Directors will appoint the Regional Director for that region.

b- Notification shall be given at least 14 days prior to a meeting for the purpose of the election of a Regional Director.

c- The Vice-President of the New Brunswick Women's Liberal Commission, in cooperation with the Organization Committee of the Commission, is hereby empowered to call Regional meetings for the aforesaid purpose.

d- The Board of Directors shall have the power to fill any vacancy which may occur in any Office of the Commission.

ARTICLE XIV

ATTENDANCE:

After a New Brunswick Women's Liberal Commission 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.

After a New Brunswick Women's Liberal Commission representative on the NBLA executive misses three consecutive meetings 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 - BIENNIAL MEETINGS:

Business conducted at the Biennial meeting shall include:

a) Reading of the Minutes of the preceding Biennial 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(s) of each Ad Hoc Committee shall be a Board Member of the Commission with additional Committee members from the membership of the Commission, 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 Biennial 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 Commission other than by the payment of dues. Funds shall be raised in a manner approved by the Board. The Chairperson(s) shall acknowledge all

contributions to the funds of the Commission and shall forward all monies to the Treasurer.

B) Communication Committee

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

C) Organization Committee

The Organization Committee shall encourage and assist in the organization of women's Liberal Chapters throughout the province 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 New Brunswick Women's Liberal Commission.

F) Policy Committee

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

G) Credentials Committee

The Credentials Committee shall confirm Liberal and New Brunswick Women Liberal Commission membership credentials with the New Brunswick Liberal Association for voting and delegate purposes.

H) Nominating Committee

Two months preceding the date for the Biennial 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, respecting regions and language.

The Nominating Committee:

(a) Shall request nominations for all Offices of the Commission. 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 Commission 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 Commission to pronounce on questions of policy or to take action as a Commission shall be by resolution.

b) All resolutions on questions of policy or requesting action as a Commission 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 Commission may, on recommendation of one or more members of the Committee, be submitted to a meeting of the Commission.

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

e) Resolutions adopted at a duly constituted meeting of the New Brunswick Women's Liberal Commission shall be forwarded to the National Women's Liberal Commission, the President of the New Brunswick Liberal Association, the Vice-President Policy of the New Brunswick Liberal Association, the Policy Co-Chairs of the New Brunswick Liberal Association and the Leader of the Liberal Party of New Brunswick.

ARTICLE XVIII

AMENDMENT:

a) The Constitution of the Commission may be amended by a two-thirds vote of accredited delegates at the Biennial meeting of the Commission. In the event Chapters and Regional Directors are not established in the 10 regions, all Commission members will be considered delegates at the Biennial meeting of the Commission.

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

ARTICLE XIX

BY-LAWS:

The Commission at the Biennial meeting and the Executive Committee may make by-laws respecting all aspects of this Constitution and generally for the better administration of the Commission. Any by-law enacted by the Executive committee shall be subject to ratification at the next Biennial meeting of the Commission but prior to ratification shall be in full force and effect as if enacted at a Biennial 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."