

# Constitution of the Sudbury Federal Green Party Association

1. The name of the association shall be the Sudbury Federal Green Party Association herein after called "the EDA".
2. The EDA is a subsection of the Green Party of Canada (the "Party"), and is bound by the constitution and bylaws of the Party.
3. The purpose of the EDA shall be to:
  - 3.1 Support and promote the principles, objectives and policies of the Party and maintain an effective EDA for that purpose.
  - 3.2 Provide organizational and financial support to the Party's candidate in the EDA.
  - 3.3 Raise money to support the fundamental purposes of the Party and the purposes and activities of the EDA;
  - 3.4 Create an Annual Plan within 60 days of the AGM that will outline how the EDA will create a level of awareness of issues important to the Party in our local community, including providing community leadership, a local community presence and participation in community events.
4. The EDA is formed pursuant to the provisions of the Canada Elections Act. The boundaries of the EDA are the boundaries of the Electoral District of Sudbury, as those boundaries are set from time to time by the Government of Canada.
5. All members in good standing of the Party residing within the boundaries of the Electoral District of Sudbury are members of the EDA. Only members of the EDA are entitled to vote at meetings of the EDA.
6. The EDA shall hold an annual general meeting (AGM) no later than fifteen (15) months following the previous AGM.
7. The business of the AGM shall include the election of the Executive of the EDA. The Executive shall be the governing body of the EDA between general meetings.
8. The Executive will appoint an auditor as per the requirements of Elections Canada. \* See Appendix 1
9. The Executive of the EDA shall be comprised of: \*\* See Appendix 2
  1. Chief Executive Officer (CEO)
  2. Financial Agent (FA)

And at least one of the following positions, numbered 3 through 11: (\*\* See Appendix 2)

- |                               |                              |
|-------------------------------|------------------------------|
| 3. Membership Chair           | 8. Elections Readiness Chair |
| 4. Membership Administrator   | 9. EDA Liaison Chair         |
| 5. Fundraising / Events Chair | 10. Member at Large          |
| 6. Organizing Chair           | 11. Member at Large          |
| 7. Communications Chair       |                              |

10. The position of Youth Chair shall also exist as a voting position on the Executive, but must not be counted as one of the first three mandatory positions to fill the executive. The position of Youth Chair shall be subject to the following procedural rules
  - 10.1. The Youth Chair will be appointed to the Executive by the Sudbury Federal Young Greens Association within two weeks prior to the AGM.
  - 10.2. The Sudbury Federal Young Greens Association shall be responsible to enact its own regulations regarding the procedure for electing the Youth Chair.
  - 10.3. Where there is no Sudbury Federal Young Greens Association in place, the Youth Chair shall be elected by the membership at the AGM, as per other positions.
  - 10.4. If the position of Youth Chair is still not filled after the AGM, the Executive may appoint a replacement who shall hold office until the position can be filled by one of the procedures listed above.
  - 10.5. The Youth Chair must be under 30 years of age at the time of the AGM.
11. In the event of a vacancy on the Executive, the Executive may appoint a replacement who shall hold office until the position can be filled by election at the AGM of the EDA.
12. The accounts of the EDA shall be audited as required by the Elections Act.
13. A quorum at general meetings shall be the lesser of five (5) percent of the membership or twenty-five members.
14. This constitution may be amended by a 75% vote of approval of the members present at a general meeting, providing that quorum is met.
15. Any amendment to the constitution may only be considered at a general meeting if notice of the amendment(s) proposed has been given to the members by regular mail, postmarked at least 2 weeks prior to the date of the general meeting.
16. Unless it dissolves, the EDA will continue as long as the EDA exists with the boundaries as set by Elections Canada. The EDA may not change its name or merge or join with any other federal political party.
17. Motions not concerning amendments to the constitution shall be passed with a simple majority of those present at meetings.
18. The quorum for all Executive meetings shall be more than fifty (50) percent of members of the Executive at the time the meeting is called to order.
19. Meetings of the Executive shall be announced via the EDA's website at least one week prior to the meeting and shall be open to attendance by any member of the EDA providing space permits and unless the executive enacts a bylaw to hold a closed meeting.
20. Executive meetings shall include a Financial Report of the EDA by the Financial Agent, including exact figures regarding the EDA's transactions since the previous meeting of the Executive, and the balance of any bank accounts existing in the EDA's name at the time of the meeting. Details of the Financial Report must be submitted in writing at the time of the meeting and included as an appendix of the minutes.
21. If the Financial Agent cannot attend the Executive meeting, the written component of the Financial Report shall be submitted to the CEO in advance, and presented to the Executive by the CEO at the meeting.
22. The Executive shall record minutes of each meeting. Minutes shall be available to any member of the EDA upon request, with the exception of those portions of the minutes which include personal, financial or proprietary information.
23. The Executive shall make decisions through Resolution and by by-laws, enacted through a simple majority vote at meetings of the Executive. Resolutions and by-laws will be duly recorded

by the Organizing Chair in the minutes of meetings. A list of by-laws will also be readily available to members of the EDA upon request.

24. For transparency and clarity, The Executive is required to enact by-laws which address the following:
  - 24.1 The establishment of Committees of the Executive;
  - 24.2 A communications protocol for all communications from the Executive to EDA membership;
  - 24.3 A financial protocol for all financial transactions of the Executive;
  - 24.4 Closed meetings;
25. Participation in any meeting of the EDA is subject to a minimum membership period of thirty (30) days unless specifically otherwise set by the Party
26. Proxy voting is not permitted.
27. The Executive, on the approval of two-thirds (2/3) of those present and voting, may remove an Executive member who has missed four (4) consecutive regularly scheduled meetings of the Executive without reasonable explanation; or whose conduct is judged detrimental to the objectives of the EDA. The removal may only occur at a meeting called for that purpose. At such a meeting, the Financial Advisor will not be required to submit a Financial Report.
28. The EDA Executive shall appoint a Candidate Nomination Committee for the purpose of recruiting potential nomination contestants. Prior to appointment, committee members must agree to maintain neutrality with respect to the nomination process and all potential nomination contestants and agree not to seek nomination themselves.
29. Any member of the Executive after filing nomination papers to seek the nomination as a candidate in an upcoming federal election or by-election shall take a leave of absence as an Executive member and may only resume duties when they are no longer a contender for the nomination or the election or by election, as the case may be.
30. The EDA shall hold a nomination meeting to select a candidate for the Party in the Electoral District in accordance with nomination contest rules provided by the party.
31. All approved nomination contestants shall be invited to attend meetings of the Executive.
32. In the event the membership of an EDA and/or its Executive wish to replace a nominated candidate, a meeting of the membership may be called in accordance with rules provided by the Party.

## Appendix 1

### According to Elections Canada:

An electoral district association must appoint one *financial agent* and one *auditor*. The financial agent is responsible for administering the association's financial transactions and for reporting on them. If the association has accepted contributions or incurred expenses of \$5,000 or more in a fiscal year, its auditor must prepare an audit report on the association's financial transactions return.

A registered association may also appoint *electoral district agents*, who are authorized to accept contributions and to incur and pay expenses on behalf of the association. Within 30 days of an agent's appointment, the association must give the Chief Electoral Officer a report listing the name and address of the agent, any terms and conditions of the appointment, and a certification by the financial agent. The financial agent is considered to be an electoral district agent.



## Appendix 2

### Duties of EDA Executive\*\*\*

1. **Chief Executive Officer (CEO):** The role of the CEO shall be to organize and chair regular meetings of the Executive; to oversee the operation of the EDA; to recruit an Auditor; to recruit a Financial Agent if one is not elected at the AGM or if the standing Financial Agent resigns; and to deliver an annual report of the EDA at the AGM.
2. **Financial Agent (FA):** The Financial Agent is to maintain the EDA's bank account(s); to issue tax receipts; to file financial reports at Executive meetings; and to deliver the annual financial report.
3. **Membership Chair:** The role of the Membership Chair shall be to maintain relationships with the members of the EDA; to recruit new members; and to ensure that the EDA has the means to sign up new members at all functions. The Membership Chair shall co-ordinate these functions with the Membership Administrator.
4. **Membership Administrator:** The role of the Membership Administrator shall be to perform administrative aspects related to Membership, including mail-outs and maintenance of an up-to-date and accurate Membership List. The Membership Administrator shall carefully proof-read and edit all communications prior to their being distributed, and shall act as a central intake for communications with the membership on behalf of the Executive. The Membership Administrator shall co-ordinate these functions with the Membership Chair.
5. **Fundraising/Events Chair:** The role of the Fundraising Chair shall be to organize and implement fundraising events and initiatives.
6. **Organizing Chair:** The role of the Organizing Chair shall be to record and maintain the minutes of the EDA and the Executive and coordinate with the candidate campaign team during elections and is also responsible for maintaining and keeping a list of all by-laws for the EDA.
7. **Communications Chair:** The role of the Communications Chair shall be to build the presence of the EDA in the community through the media and other means; and to maintain communication with other groups within the boundaries of the EDA that share similar values to the Party.
8. **Elections Readiness Chair:** The role of the Elections Readiness Chair is to chair the Candidate Nomination Committee; to keep up-to-date with all matters pertaining to elections readiness between elections cycle; to be the point of contact for elections readiness training; and to facilitate training to membership.
9. **EDA Liaison Chair:** The role of the EDA Liaison Chair shall be to liase with neighbouring EDAs, especially those in north-eastern Ontario for the purposes of looking for opportunities for growth and cooperation with the neighbouring EDAs; to liase with the Sudbury Provincial Green Party Constituency Association; and to promote the Sudbury EDA amongst international Green Party associations.
10. **Youth Chair:** The role of the Youth Chair shall be to promote the Party and the EDA to youths (persons under 30 years of age) within the boundaries of the EDA; to liase with student organizations; and to liase with the Young Greens of Canada. This position is to be held only by a member under 30 years of age.
11. **Member At Large:** The role of the Member At Large shall be to attend executive meetings (as a voting member) and to take on duties at the request of the Executive that may fall out of the jurisdiction of the other positions.

*\*\*\* Members of the EDA Executive may be called upon to perform duties other than those listed in Appendix 2.*