

# Generic Constituency Association Constitution

## 1 Fundamental Provisions

- 1.1 The name of the constituency association shall be the Green Party of Alberta \_\_\_\_\_ Constituency Association, hereinafter referred to as the Association or Constituency Association (CA).
- 1.2 The Association is formed pursuant to the applicable provincial legislation (the *Election Act* and the *Election Finances and Contributions Disclosure Act*) and the constitution of the Green Party of Alberta.
- 1.3 The boundaries of the Association are the boundaries of the electoral division of \_\_\_\_\_, as those boundaries are set from time to time by the government of Alberta.
- 1.4 Notice of amendments to this document (“the constitution”) shall be included in the notice of a general meeting at which the amendments shall be considered. Amendments shall be adopted by at least two thirds of the votes cast at a general meeting.
- 1.5 As per the definition of “constituency association” in the *Election Finances and Contributions Disclosure Act* (section 1(1)(d)), the Association is the organization endorsed by the Green Party of Alberta for the electoral division of \_\_\_\_\_.
- 1.6 The Association shall not seek the endorsement of any other political party.
- 1.7 As per the Constitution of the Green Party of Alberta, the Association is an entity independent from the Party and the Party shall not be responsible for any liabilities or obligations of the Association.

## 2 Purpose

The purpose of the CA is to:

- 2.1 Support and promote the principles, vision, mission and policies of the Green Party of Alberta (“the Party”).
- 2.2 To nominate a candidate for each general election or by-election for \_\_\_\_\_ and to provide such candidates with organizational and financial support.
- 2.3 Focus on raising awareness of the Green Party of Alberta and Green principles within the \_\_\_\_\_ electoral division.

### **3 Constituency Association Membership**

- 3.1 All members of the Party residing within the boundaries of the electoral division of \_\_\_\_\_ shall be members of the Association.
- 3.2 Only members of the Party residing within the electoral division shall be members of the Association.
- 3.3 A member of the Association has the right to receive newsletters, information, membership services, and notices of general meetings and other activities from the Association as these may be issued by the Association from time to time.
- 3.4 GPA members living outside \_\_\_\_\_ can participate in Association activities and meetings but do not have a vote at Association meetings.

### **4 Constituency Association Board**

- 4.1 The Constituency Association Board shall be elected by the membership at the annual general meeting (AGM) of the Association.
- 4.2 In between annual general meetings the Board shall be the governing body of the Association.
- 4.3 The Board shall be comprised of a minimum of three persons occupying the positions of President, Chief Financial Officer, and Secretary. The Board may additionally include the positions of Vice President, Membership Chair, Communications Chair, Fundraising Chair, up to eight Members at Large, and other Chairs as deemed necessary by the Board.
- 4.4 All Board positions are elected at the annual general meeting. The members of the Board thus elected serve until the close of the following AGM.
- 4.5 In the event of a vacancy on the Board, the Board may appoint a member to fill the position until the time of the next scheduled election for that position.
- 4.6 Members of the Party residing outside the \_\_\_\_\_ electoral division may serve on the Association Board, but shall not be eligible to be members of the Association or to vote, except at board meetings. At least two-thirds of board members must be residents of the electoral division.
- 4.7 When a board member ceases to be a member of the Party, that person also ceases to be a member of the Board.
- 4.8 The Board may create committees as necessary and appoint the members of such committees.

- 4.9 The Board shall define the procedures to be followed in board meetings and general meetings.
- 4.10 A member of the Board may participate in board meetings and all general meetings except nomination meetings, via pre-arranged telecommunication (e.g. phone, Skype) and will be eligible to vote and be counted as part of the quorum for the meeting.
- 4.11 Quorum for a board meeting is half the number on the board (rounded down) + 1.
- 4.12 Proxy voting is not permitted.
- 4.13 The CA Board may, at a meeting called for that purpose and with the approval of two-thirds (2/3) of its members present and voting, remove any board member whose conduct is judged improper or unbecoming, or is likely to adversely affect the interest or reputation of the CA or the Party.

## **5 Constituency Association Financial Affairs**

- 5.1 The Chief Financial Officer shall fulfill all financial responsibilities of the Association and make regular reports to the membership.
- 5.2 The Chief Financial Officer shall fulfill all the requirements necessary for the proper maintenance of the Association's registration with Elections Alberta.
- 5.3 If a CA voluntarily discontinues operations, it must first transfer to the Party all of the assets remaining after its debts are paid.

## **6 Constituency Association General Meetings**

- 6.1 General meetings will be called by the Board as required. Written notice of such general meetings shall be sent to all members at least fourteen (14) days before the meeting. The Board must call a membership meeting within thirty (30) days of receiving a written request that a general meeting be called for a specific reason, if the request is signed by at least the lesser of thirty (30) members or one-quarter of the membership of the Constituency Association.
- 6.2 The Association shall hold an AGM once per calendar year and not later than 18 months following the previous AGM. Written notification of the AGM shall be sent to all association members a minimum of 30 days before the meeting.
- 6.3 Persons who have been members for at least fourteen (14) days in advance of the date of a general meeting are entitled to speak to and vote on any motions at that General Meeting and to vote in any CA Board elections being held at that General Meeting.

- 6.4 Proxy voting is not permitted.
- 6.5 Quorum for a general meeting is the lesser of 10% of the membership or 15 members, with a minimum of 3 members.

## **7 Constituency Association Candidate Nominations**

- 7.1 Except where the Executive Council of the Party decides that the Party will not be running a candidate in \_\_\_\_\_, the Association shall hold a general meeting to nominate a candidate for the Party in the electoral division (hereinafter, a nomination meeting.)
- 7.2 The Board shall set the date for the nomination meeting and shall normally send notice to all members of the Association in writing dated no later than 30 days prior to the nomination meeting.
- 7.3 Candidates seeking the party nomination shall be sponsored in writing by at least 3 members of the association and shall deliver that written notice to the President at least 14 days before the date of the nominating meeting.
- 7.4 In the event that an election has been called before a date for the nomination meeting has been set, the board shall set the nomination meeting as soon as possible and shall provide notice of the meeting by telephone or email no less than 48 hours prior to the nomination meeting. In this case, the Board will set such procedural requirements for candidate nominations as it deems appropriate.
- 7.5 In the event that it is not possible to hold a nomination meeting the Board may appoint a candidate.
- 7.6 No member of the Association shall simultaneously be a member of the Board and a nominee or a candidate. If a Board member wants to seek nomination as GPA candidate for \_\_\_\_\_, he or she must resign their position on the Board.
- 7.7 All members of the Association in attendance at a nomination meeting may vote at that meeting.

## **8 Constituency Association Voting**

- 8.1 Only members of the Association are entitled to vote at meetings of the Association.
- 8.2 The Board shall decide on the voting procedure to be used for all meetings including board meetings, general meetings, and nomination meeting.