



Toronto Centre Young Liberals (Provincial) Constitution

TCYL.CA

TCYL(F) Constitution

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ARTICLE 1.0 - NAME

- 1.1 This organization shall be known as the Toronto Centre Young Liberals (Provincial) - "TCYL(P)".

ARTICLE 2.0 - OBJECTIVES

- 2.1 The objectives of TCYL(P) shall be:
 - 2.1.1 To promote and make widely known and understood Liberal principles and policies;
 - 2.1.2 To promote the election of Liberal members to the Federal Parliament and the Provincial Parliament;
 - 2.1.3 To develop and determine policy that reflects the concerns and ideas of the members; and,
 - 2.1.4 To work closely and in coordination with the Toronto Centre Young Liberals (Provincial) ["TCYL(P)"], the Toronto Centre Federal Liberal Association (TCFLA), and the Toronto Centre Provincial Liberal Association (TCPLA).

ARTICLE 3.0 - JURISDICTION

- 3.1 TCYL(P) shall operate within the geographical boundaries of the Provincial riding of Toronto Centre and shall be affiliated with the Ontario Liberal Party.

ARTICLE 4.0 - MEMBERSHIP

The following shall be members of the TCYL(P):

- 4.1 All persons who are between fourteen (14) and twenty-six (26) years of age shall be eligible to be members;
- 4.2 All members must hold valid memberships. To be valid, a membership form must be filled out and a membership fee paid. The form must be processed and the membership fee collected by either the Toronto Centre Federal Liberal Association, or the TCYL Vice-President Constitution and Membership);
- 4.3 All members must meet the requirements of the constitution of the Ontario Liberal Party.
- 4.4 TCYL(P) must have a minimum of ten (10) members at all times.
- 4.5 A minimum of ninety (90) percent of members must be residents of the affiliated

Provincial constituency of Toronto Centre.

- 4.6 No person shall be eligible for membership if they hold a current membership in another federal riding association other than that indicated in Article 3 of this Constitution. Any member who holds such a membership shall immediately cease to be a member of TCYL(P).
- 4.7 Any person seeking to transfer their membership to or from TCYL(P) in the same membership year must obtain the approval of the Executive Committee of the Ontario Young Liberals.

ARTICLE 5.0 – EXECUTIVE COMPOSITION

- 5.1 The TCYL(P) Executive shall be comprised of the following positions and shall be elected at the AGM:

- a) President (Provincial);
- b) Vice-President Provincial Affairs (Provincial);
- c) Director of Policy Development (Provincial);
- d) Director of Social Affairs (Provincial); and,
- e) Two (2) Member-At-Large (Provincial) positions;

- 5.1.1 TCYL(P) and TCYL(F) will elect the **same individual** for the following positions on both Executives¹, and these Executives will be automatically elected for both clubs depending on which club holds their Annual General Meeting first within the allotted time frame established by the OYL.

- a) Executive Vice-President (TCYL Federal and Provincial);
- b) Vice-President Finance (TCYL Federal and Provincial);
- c) Vice-President Federal (Federal);
- d) Director of Communications (Federal and Provincial);
- e) Director of Recruitment and Campus Club Affairs (Ryerson, Victoria College at U of T, George Brown) (TCYL Federal and Provincial);
- f) Director of Fundraising (Federal and Provincial);
- g) Director of Community Engagement (TCYL Federal and Provincial); and,

¹ (please refer to the document **“TCYL (F and P) Executive Structure”** for more information).

- h) Director of Constitution and Membership (TCYL Federal and Provincial).

5.2 The TCYL(F) and TCYL(P) Executive will elect either the outgoing TCYL(F) or TCYL(P) President as an ex-officio member of the Executive for the following term. The position will be entitled “Past-President” and will not have voting rights on the Executive and will act only in an advisory capacity as required. The TCYL(F) and TCYL(P) Executive maintains the right not to elect this position.

5.2.1 The following list is the complete TCYL(P) Executive:

- President (Provincial);
- President (Federal);
- Executive Vice-President (Federal and Provincial);
- Vice-President Provincial Affairs (Provincial);
- Vice-President Finance (Federal and Provincial);
- Director of Policy Development (Federal);
- Director of Social Affairs (Federal);
- Director of Communication (Federal and Provincial);
- Director of Recruitment and Campus Club Affairs (Ryerson, Victoria College at U of T, George Brown) (Federal and Provincial);
- Director of Fundraising (Federal and Provincial);
- Director of Community Engagement (Federal and Provincial);
- Director of Constitution and Membership (Federal and Provincial);
- Two (2) Member-At-Large (Provincial) positions; and,
- Past-President

where (Federal and Provincial), the Executive member shall sit on both the TCYL(F) and TCYL(P) Executives, where (Federal), the Executive member shall sit on the TCYL(F) Executive, where (Provincial), the Executive member shall sit on the TCYL(P) Executive.

5.2.2 The Executive of the Toronto Centre Young Liberals (Provincial) shall work closely and in coordination with the Toronto Centre Young Liberals (Federal).

5.2.3 If a member of the TCYL(P) Executive holds a Federal-Provincial position, they shall be entitled to only one (1) vote.

5.3 The executive shall be responsible for the following:

5.3.1 Subject to the decisions of the Annual General Meeting, the Executive shall have charge of the general TCYL(P) administration and shall be responsible for the general affairs of the TCYL(P);

5.3.2 The Executive shall have the power to delegate any authority they see fit to committees that they may establish;

- 5.3.3 Notice of Executive meetings shall be given to each member a minimum of seven (7) days in advance of the meeting unless such a notice is waived in writing by three-quarters (3/4) of the Executive;
- 5.3.4 The Executive shall meet at least four (4) times per year at a time and place determined by the President, or by written notice of three-quarters (3/4) of the Executive members; and,
- 5.3.5 Quorum for Executive meetings shall be a **majority** of Executive Members.
- 5.4 The Executive Officers shall have the following duties:
- 5.4.1 The President:
- A. Shall be responsible for co-ordinating the general management of TCYL(P);
 - B. Chair all meetings and ensure that the executive fulfil their responsibilities; and,
 - C. The President and Vice-President Provincial and Federal Affairs shall represent TCYL(P) at all meetings of the Toronto Centre Provincial Liberal Association; and,
 - D. The President and Vice-President Provincial Affairs shall represent TCYL(P) at all meetings of the Toronto Centre Provincial Liberal Association.
- 5.4.2 The Executive Vice-President (Federal and Provincial):
- A. Shall act in the absence of the President and shall assume any responsibilities assigned by the executive; and,
 - B. In the event that the position of President becomes vacant, the Executive Vice-President shall assume the office until the next Annual General Meeting of TCYL(P);
- 5.4.3 Vice-President Provincial Affairs (Provincial):
- A. Shall be responsible for liaising with TCPLA;
 - B. Shall be responsible for updating TCYL(F) and TCYL(P) on all Provincial Liberal party events and meetings; and,
 - C. Shall be responsible for assisting with the coordinator of TCYL(P)'s federal election campaigns.
- 5.4.4 Director of Policy Development (Provincial):
- A. Shall be responsible for the policy development process for TCYL(P);
 - B. Shall be responsible for liaising with the OYL Policy Director; and,
 - C. Shall be responsible for ensuring TCYL(P) submits policy to the OYL, TCFLA, and LPC(O).
- 5.4.5 Director of Social Affairs (Provincial):
- A. shall be responsible for coordinating and organizing all TCYL(P) social events; and,

- B. shall be responsible for helping with all TCYL(P) fundraising events.
- 5.4.5 Vice-President Finance (Federal and Provincial):
- A. shall be a signing officer of TCYL(F) and TCYL(P);
 - B. shall be responsible for preparing the TCYL Budget; and,
 - C. shall be responsible for the overall financial management of TCYL(P).
- 5.4.7 Director of Communication (Federal and Provincial):
- A. Shall be responsible for taking minutes of all TCYL(F) meetings;
 - B. Shall be responsible for informing executives and members of all meetings and events;
 - C. Shall be responsible for ensuring TCYL's contact information is updated on the OYL website (www.oyl.org) and the Young Liberals of Canada website;
 - D. Shall be responsible for maintaining the TCYL website, TCYL Facebook Group, TCYL YouTube account, TCYL Blog, and TCYL Twitter account; and,
 - E. Shall be responsible for creating the graphics and promotional material for TCYL events.
- 5.4.8 Director of Recruitment and Campus Club Affairs (Ryerson, Victoria College at U of T, George Brown) (Federal and Provincial):
- A. Shall be responsible for liaising with the Ryerson Young Liberals, the University of Toronto Young Liberals, and the George Brown Young Liberals; and,
 - B. Shall be responsible for bringing in new members to TCYL(P).
- 5.4.9 Director of Fundraising (Federal and Provincial):
- A. Shall assist with creating plans and proposals for raising funds for the club;
 - B. Shall work closely and collaboratively with the Vice-President Finance and the Executive Management Committee; and,
 - C. Shall ensure all funds raised are done so in accordance with all relevant electoral and Liberal Party of Canada (Ontario) regulations and laws.
- 5.4.10 Director of Community Engagement (Federal and Provincial):
- A. Shall be responsible for creating opportunities for TCYL members to volunteer and participate in community events in Toronto Centre and Toronto.
- 5.4.11 Vice-President Constitution and Membership (Federal and Provincial):
- A. Shall be responsible for maintaining an accurate and updated membership list;
 - B. Shall be responsible for assisting members with processing their membership forms; and,
 - C. Shall be responsible for maintaining a copy of the constitution and updating the document after each AGM.

- 5.4.12 Member-At-Large (Provincial):
- A. Shall sit on the Executive and having voting rights; and,
 - B. Shall take on tasks as directed by the executive or bring forward projects they wish to pursue that are within the mandate of TCYL.
- 5.5 TCYL(F) will strive for an executive which is diverse, inclusive and reflective of the diverse population of Toronto Centre.

ARTICLE 6.0 - ANNUAL GENERAL MEETING (AGM)

- 6.1 The AGM of TCYL(P) shall be held once per year and on the same day as the AGM of the TCYL(F) and either 15 minutes before or after the TCYL(P) AGM as coordinated by the TCYL(F) President.
- 6.2 Notice in writing must be given a minimum of fourteen (14) days prior to the date of the AGM to:
- all members of TCYL(F) and TCYL(P);
 - the Ontario Young Liberal (OYL) Regional Co-ordinator responsible for TCYL(P);
 - the Riding Director of the OYL;
 - the President of the OYL;
 - the President of the Toronto Centre Federal Liberal Association; and,
 - and the President of the Toronto Centre-Rosedale Liberal Association.
- 6.3 In order to vote at the Annual General Meeting, one must be a member in good standing a minimum of seventy-two (72) hours prior to the time of the meeting. Immediate past members may renew up to the time of the Call to Order of the Meeting.
- 6.4 Voting in absentia and voting by proxy are expressly forbidden in any elections or voting of TCYL(P).
- 6.5 The Executives shall be elected at the Annual General Meeting according to the following:
- 6.5.1 Candidates shall be nominated and seconded from the floor by members present.
 - 6.5.2 Candidates shall be allowed to address the Annual Meeting. The Chair shall determine the speaking time and Candidates shall speak in reverse order of nomination.
 - 6.5.3 The Chair shall determine the means of balloting and may appoint a returning officer to conduct voting procedures. A secret ballot shall be taken for those offices for which more than one candidate is nominated.

- 6.5.4 The candidate receiving the most votes shall be declared elected. In the case of a tie, a coin toss shall determine the candidate deemed to have received the most votes.
- 6.6 Within fourteen (14) days following the Annual General Meeting, the following information must be forwarded to the Ontario Young Liberal office:
- 6.6.1 The current constitution of TCYL(P), including any amendments;
 - 6.6.2 The list of executive members, including addresses and phone numbers;
 - 6.6.3 The membership list of TCYL(P), including addresses and phone numbers; and,
 - 6.6.4 The minutes of the Annual General Meeting a list of those in attendance at the meeting.
- 6.7 Failure to comply with Articles 6.1, 6.2, and 6.5 shall empower the Executive Committee of the Ontario Young Liberal to suspend the authority of TCYL(P) to elect delegates to any convention or meeting of the Ontario Young Liberals, the Young Liberals of Canada, and the Liberal Party of Canada (Ontario), and the Ontario Liberal Party. This failure shall also empower the Executive Board of the Ontario Young Liberals to decertify TCYL(P) and recommend to the Liberal Party of Canada (Ontario) and the Young Liberals of Canada to no longer recognize the TCYL(P).
- 6.8 A person may vote in only one **Provincial** Club in any one membership year.
- 6.9 Quorum for AGMs shall be ten (10) members eligible to vote, or ten (10) percent of members eligible to vote, whichever is greater.

ARTICLE 7.0 - EXECUTIVE AND MEMBER MEETINGS AND COMMITTEES

- 7.1 General Meetings of TCYL(P) shall be called by the Executive for the purposes of electing delegates or for any other purpose.
- 7.2 Notice in writing must be given a minimum of fourteen (14) days prior to the date of the Meeting to all members of TCYL(P), the OYL Regional Coordinator, the OYL President and the OYL Riding Club Director.
- 7.3 In the case of Delegate Selection Meetings, the proceedings must comply with the requirements of the Ontario Young Liberals and the Ontario Liberal Party.
- 7.4 Voting in absentia and voting by proxy are expressly forbidden in any elections or voting of TCYL(P).

- 7.5 Members may vote in only one Provincial Club in any one membership year.
- 7.6 Quorum for General Meetings shall be five (5) members eligible to vote, or ten (10) percent of members eligible to vote, whichever is greater.
- 7.7 TCYL(F) and TCYL(P) will aim to have Executive meetings at least once every two months. Members are welcome to attend Executive meetings.
- 7.8 The TCYL(P) Executive shall establish committees as necessary to carry out specific projects or tasks.
- 7.9 TCYL(F) will have an Executive Management Committee (EMC).
- 7.10 The following shall be voting members of the EMC:
- 7.10.1 TCYL(F) and TCYL(P) Presidents;
 - 7.10.2 Executive Vice President (Federal and Provincial);
 - 7.10.3 Director of Communications (Federal and Provincial); and,
 - 7.10.4 Vice-President Finance (Federal and Provincial).
- 7.11 The EMC shall be responsible for the following:
- 7.11.1 General management of the TCYL(P);
 - 7.11.2 Giving direction to members of the Executive;
 - 7.11.3 The appointment of committee Chairs;
 - 7.11.4 The approval of any expenditure over \$500; and,
 - 7.11.5 Any affairs not specifically outlined within this constitution as responsibilities of the Executive.
- 7.12 Quorum for meetings of the Management Committee shall be four-fifths (4/5) of the Management Committee.
- 7.13 The EMC shall meet between Executive Committee meetings and discuss strategic directions and important tasks for TCYL(F) and TCYL(P). Any significant decision made by the EMC must be ratified by the Executive.

ARTICLE 8.0 - CONSTITUTION

- 8.1 This constitution may be amended by two-thirds (2/3) of the members present and voting at an Annual General Meeting.

- 8.2 Notice of proposed amendments to the constitution shall be provided to the members along with the Notice of Meeting.
- 8.3 Where this Constitution is silent, the Constitution of the Ontario Young Liberals shall hold authority. Where this Constitution is in conflict with the Constitution of the Ontario Young Liberals, the Constitution of the Ontario Young Liberals shall have authority.
- 8.4 The TCYL(P) Constitution must be displayed on the TCYL Website.

ARTICLE 9.0 – BUDGET AND FINANCIAL CONTROLS

- 9.1 TCYL(F) and TCYL(P) will use a joint budget (herein referred to as “The TCYL Budget”).
- 9.2 The purpose of the TCYL Budget will be used for the sole purpose of
- advancing the TCYL(F) and TCYL(P) profile within the Liberal Party by cultivating an active membership; and,
 - increasing the Club’s involvement in the community.
- 9.3 Spending of the TCYL Budget will be at the discretion of the respective executives, as noted below, and based on the principles named in this constitution. Expenditures should be reasonable, within the mandate of TCYL(F) and TCYL(P) and should seek to spend resources in a responsible manner.
- 9.4 The Executive Vice President (Federal and Provincial) and Vice President of Finance (Federal and Provincial) will be responsible for creating a budget, once a year, which will serve as a financial guideline for TCYL(F) and TCYL(P) to follow. The Executive Vice President, and Vice President of Finance will be responsible for preparing a year-end financial statement to be presented at the TCYL(F) and TCYL(P) AGMs.
- 9.5 Funding for the TCYL Budget will be principally derived from fundraising activities and in cooperation with the senior Toronto Centre riding clubs. To this effect, the TCYL executive will be responsible for holding at least two (2) fundraisers per year.
- 9.6 TCYL(F) and TCYL(P) will use a joint account (herein referred to as “The TCYL Account”).
- 9.7 There will be a total of four (4) signing officers for the TCYL Account, outlined as follows:
- President (Federal);
 - President (Provincial);
 - Executive Vice President; and,
 - Vice President of Finance.

- 9.8 Any issuance of funds from the TCYL Account, and in accordance with the TCYL Budget, requires the authorization of two (2) signing officers at minimum. If one individual holds more than one position (IE President (Federal) and Vice-President Finance (Federal and Provincial), authorization for expenditure of funds requires an additional signing officer. Email transfers from the TCYL Account must be accompanied by documentation and or a print out of the cheque requisition.
- 9.9 The TCYL Account and finances will be audited at least once a year in order to ensure accountability and fiscal responsibility.
- 9.10 The Vice President of Finance will be responsible for managing the finances of the club; overseeing the processing of funding requests, issuing of funds, and any other tasks related to budgeting.
- 9.11 Members wishing to request a reimbursement of expenses incurred or fees paid, must submit a completed TCYL Member Reimbursement Form to the Vice President of Finance. All requests for reimbursement must be submitted with appropriate documentation in the form of transaction receipts or financial statements in order for funding to be granted. Exceptions to this rule can be made at the discretion of the respective executives, on a case-by-case basis. Any such exceptions should be properly documented.
- 9.12 Any financial statements, access to the TCYL Account and documents pertaining to the TCYL(F) or TCYL(P) at the end of each term shall be passed on to the incoming Executive of the clubs.
- 9.13 TCYL(F) and TCYL(P) shall only use funds received from TCFLA or TCPLA for the respective Federal or Provincial activity, event, initiative, or cheque requisition. Federal funds can only be used for Federal work and Provincial funds can only be used for Provincial work. The Vice-President Finance (Federal and Provincial) shall maintain detailed records to ensure this article is adhered to.

ARTICLE 10.0 – MULTIMEDIA CONTROLS

- 10.1 The Director of Communications (Federal and Provincial) shall work with the Executive to ensure TCYL maintains an active and interesting TCYL website (“the Website”).
- 10.2 The Director of Communications and any TCYL Executive member providing content shall ensure that any text or graphic displayed on the Website is not sexist, racist, homophobic, ableist, or discriminatory in any way, shape or form. Any content deemed discriminatory will immediately be removed.
- 10.3 The Website will always be open-access and permit any Executive member to post and upload content, with the oversight of the Director of Communications

(Federal and Provincial).

- 10.4 The Executive will ensure any content displayed on the Website, TCYL Facebook Group, Twitter account, YouTube account, or TCYL Blog is in the best interest of TCYL and the Liberal Party (Federal and Provincial), and the Toronto Centre Federal and Provincial Liberal Associations. The TCYL(F) President maintains veto power over any content deemed inappropriate after consultation with the Executive.
- 10.5 The Director of Communications shall act as the Editor-in-Chief of all TCYL multimedia platforms and will work with the Executive to ensure the sites are frequently updated, organized, and
- 10.6 The Director of Communications shall be responsible for ensuring all the fees associated with the TCYL.CA website are paid.
- 10.7 All Executive members have the right to have a @tcyl.ca email account and shall use it in accordance with article 10.2.
- 10.8 The Director of Communications shall ensure any inflammatory content posted on the TCYL Facebook group is immediately removed.

ARTICLE 11.0 - HONOURARY SENATORS

- 11.1 The TCYL shall have Honourary Senators whose purpose is to offer advice to members of the Executive and to give assistance to TCYL fundraising endeavours.
- 11.2 During their term of office, the TCYL(F) Executive shall have the power to recognize up to three (3) people as TCYL(F) Honourary Senators.
- 11.3 A TCYL Honourary Senator shall retain his/her title for life, so long as they remain in good standing within the Liberal Party of Canada (Ontario).
- 11.5 An up to date list of all TCYL(F) Honourary Senators shall be kept on file by the TCYL(F) President posted on the TCYL website.
- 11.6 All TCYL(F) Honourary Senators shall have non-voting status to any event or gathering of the TCYL(F).
- 11.7 TCYL(F) Honourary Senators shall be elected at the TCYL(F) AGM and must be submitted seven (7) days in advance to the President.
- 11.8 Honourary Senators shall be elected at the TCYL(F) AGM and the rationale for their contribution to the TCYL(F) shall be noted in the agenda of the TCYL(F) AGM.