



# SENIOR LIBERALS' COMMISSION

## **CONSTITUTION of the SENIOR LIBERALS' COMMISSION of the Liberal Party of Canada**

This Constitution was approved at the Biennial General Meeting of the SLC held May 26, 2016.

**PREAMBLE:** The Liberal Party of Canada (LPC) is an association of members who share a belief in those principles set out in the LPC Constitution as amended from time to time, and who strive to elect candidates to the House of Commons for the purpose of advancing these principles.

The Liberal Party of Canada (LPC) established a Senior Liberals' Commission (SLC) as a constituent body at a National Convention for the purpose of encouraging older Canadians to participate in the political affairs of their country and to provide the LPC with insight and understanding of the needs and concerns of Canada's current and future senior citizens.

Older Canadians have contributed to Canada's development, and shared in the benefits throughout their lives. They continue to share their energies, knowledge, and experiences in working toward building a better Canada. It is acknowledged that senior Canadians have different needs as they age, but they also bring certain perspectives on public policy that are reflective of their lifelong experiences, and are of significance to many Canadians. The SLC provides an opportunity to bring these needs and perspectives to the fore.

The LPC National Constitution describes the framework within which the SLC is to operate. This SLC Constitution describes the principles and key processes which guide the affairs and operations of the SLC within this framework. Clause 41.3 of the LPC Constitution defines certain elements that must be included in this SLC Constitution.

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**1. DEFINITIONS**

BGM	The Biennial General Meeting of the SLC
CFO/Chief Financial Officer	The Chief Financial Officer of the LPC
Day	A calendar day, unless otherwise qualified
EDA	Electoral District Association, the local association of the LPC within each federal electoral district (formerly known as a riding association)
LPC	The Liberal Party of Canada
NBOD	The National Board of Directors of the LPC
NPEP	The National Policy and Election Platform Committee of the LPC
Permanent Appeals Committee	The Permanent Appeals Committee of the LPC established in accordance with the LPC National Constitution
SLC Appeals Board	The Board established in accordance with Clause 23 to hear appeals from SLC members
PTA	Provincial Territorial Association of the LPC responsible for conducting the affairs of the LPC within each province or territory of Canada.
SLC	The Senior Liberals' Commission of the Liberal Party of Canada
SLC Section	The SLC organization within each province or territory of Canada
Special Resolution	A resolution presented to the BGM to amend this Constitution, or to ratify, amend, or repeal a By-law.

**2. NAME and AFFILIATION of the ORGANIZATION**

- 2.1. The name of this organization shall be the Senior Liberals' Commission of the Liberal Party of Canada, and commonly referred to as the SLC.
- 2.2. The SLC is established as a constituent body of the Liberal Party of Canada and bound by the LPC Constitution as well as this SLC Constitution.
  - 2.2.1. The SLC is represented at the national level of the LPC by the SLC National Executive.
  - 2.2.2. The SLC is represented at the provincial/territorial level by SLC Section Executives and SLC Clubs
- 2.3. In the event of a conflict between this Constitution or any By-laws approved by the SLC and the LPC Constitution, the LPC Constitution and By-laws shall have precedence.

### **3. PURPOSE and OBJECTIVES**

- 3.1. The purpose of the SLC is to represent and promote the interests and needs of senior citizens within the LPC, and to encourage senior members of the LPC to actively participate in its affairs.
- 3.2. The SLC seeks to achieve this purpose through a number of specific objectives, as follows:
  - 3.2.1. Encourage its members to participate in the affairs of their EDA as well as the affairs of the SLC;
  - 3.2.2. Support members of the LPC as candidates for election to the House of Commons;
  - 3.2.3. Encourage the formation of an SLC Section within each province and territory of Canada;
  - 3.2.4. Support the formation, where practicable, of an SLC Club in each Electoral District;
  - 3.2.5. Gather views of its members on a regular basis regarding issues of importance to Canadians, and share these views within the LPC, including through the LPC Policy Process;
  - 3.2.6. Represent and promote the needs and concerns of seniors within national bodies of the LPC; and,
  - 3.2.7. Communicate regularly with its members regarding its policies and activities.
- 3.3. The SLC shall, as articulated in the LPC Constitution, respect: the principle of equitable representation of men and women; the recognition of English and French as official languages of Canada; and, the regional nature of Canada in its structure and operations.

### **4. MEMBERSHIP**

- 4.1. Every member of the LPC in good standing who has reached their 65<sup>th</sup> birthday is a member of the SLC.

### **5. RIGHTS and RESPONSIBILITIES of MEMBERSHIP**

- 5.1. Every member of the SLC has the responsibility to share and promote the purpose and objectives of the SLC, and to participate in its activities.
- 5.2. Every member of the SLC has the right to attend, speak, and vote in all membership meetings of the SLC in accordance with this Constitution and any special rules in effect for such a meeting.
- 5.3. Every member of the SLC has the right to be elected to any office of the SLC.
- 5.4. Every member of the SLC has the right to receive notices from the SLC regarding general membership meetings and information regarding its activities.
- 5.5. Every member of the SLC has the right to appeal actions or decisions of the SLC National Executive, or the conduct of a meeting of the SLC to the SLC Appeals Board in accordance with Clause 23 of this Constitution.

**6. RIGHTS and RESPONSIBILITIES of the SENIOR LIBERALS' COMMISSION**

- 6.1. The SLC shall develop a current understanding of the political issues and concerns of Canada's seniors that fall within the responsibilities of the federal government, and reflect a national perspective of these issues and concerns within the LPC.
- 6.2. The SLC shall establish appropriate procedures to encourage members to participate in identifying seniors' concerns and needs, and bring these matters to the attention of the LPC including through background papers and policy resolutions.
- 6.3. The SLC has the right to submit up to ten (10) policy resolutions for each LPC Policy Conference, consistent with the rules established by NPEP for that Policy Conference.
- 6.4. The SLC shall provide the National Board of Directors of the LPC (NBOD) an annual plan of its activities, a budget for these activities, and a plan that indicates how the money for these activities will be raised.
- 6.5. The SLC has the right to be represented and participate on NBOD and certain of its standing committees.
- 6.6. The SLC has the right to propose changes to the LPC Constitution.
- 6.7. The SLC will encourage and support the establishment of an SLC Section within each province/territory, and that Section shall be accepted and recognized as part of its PTA.
- 6.8. Up to seven (7) Officers of the SLC National Executive and those provincial/territorial SLC Presidents who are members of the Council of Presidents will generally be ex-officio delegates to all conventions and policy conferences of the LPC.

**7. FINANCIAL and RELATED MATTERS**

- 7.1. The SLC shall comply with all financial reporting and internal control procedures as required by the Chief Financial Officer to ensure compliance with federal law.
- 7.2. No commitment or expenditure of funds by the SLC shall be made without the prior approval of the SLC National Executive.
  - 7.2.1. For clarity, SLC Sections and Clubs do not require approval of commitments or expenditures of funds from the SLC National Executive, but rather must adhere to their own constitutions.
- 7.3. The SLC may not incur election or other debts without the prior written approval of NBOD.
- 7.4. The SLC may raise funds to support its purpose and activities through any method approved by the SLC National Executive.
  - 7.4.1. For clarity, SLC Sections and Clubs may raise funds to support their respective activities without seeking approval from the SLC National Executive, provided this fundraising is approved consistent with their respective constitutions.
- 7.5. The SLC, including its Sections and Clubs, may not issue receipts for any contributions it receives.
- 7.6. The LPC holds for the sole use of the SLC:
  - 7.6.1. Any gift or contribution intended for the use of the SLC in accordance with federal legislation;
  - 7.6.2. Any revenue raised by the SLC from any source;

- 7.6.3. Copyright of any material or publication either produced at the expense of the SLC or contributed to the SLC by the original creator of that material or publication;
- 7.6.4. Any right or benefit conferred upon the SLC; and,
- 7.6.5. Any other goods, services or contributions that are ordinarily recognized as intended for use of the SLC.

## **8. MEETINGS of the SENIOR LIBERALS' COMMISSION**

- 8.1. A Biennial General Meeting of the SLC shall be held coincident with each Biennial LPC Convention. Business to be conducted at each Biennial General Meeting shall include, *inter alia*:
  - Reports from Co-Chairs describing the activities of the SLC National Executive;
  - A report of expenditures by the SLC for the period since the last BGM;
  - Consideration of proposed amendments to the SLC Constitution or By-laws provided the requirements of Clause 21 are met;
  - Election of the Officers of the SLC National Executive to serve until the next BGM;
  - Other items of business considered to be important to the affairs and activities of the SLC; and,
  - An opportunity for members to provide feedback on the activities and policies of the SLC.
- 8.1.1. Notice of the Biennial General Meeting, including a summary of the business to be conducted at the meeting, shall be distributed to SLC members at least 35 days prior to the date of the Biennial General Meeting.
- 8.1.2. All members of the SLC have the right to attend, speak, and vote at the Biennial General Meeting, whether or not they are delegates to the associated LPC Biennial Convention.
- 8.1.3. The quorum for the conduct of a Biennial General Meeting of the SLC shall be 30 members of the SLC, who need not be delegates to the LPC Convention.
- 8.2. The SLC National Executive may call a general meeting of members at any time, for the purpose of providing an opportunity for members of the SLC to discuss matters of interest, and to provide feedback and guidance to the SLC National Executive. Such general meetings may include meetings held through electronic means, provided every member in attendance has an opportunity to participate.

## **9. DELEGATE SELECTION MEETINGS of the SENIOR LIBERALS' COMMISSION**

- 9.1. Only SLC Clubs recognized by the LPC as set out in Clause 19.3 of this SLC Constitution, and subject to the provisions in the LPC Constitution, have the right to send SLC delegates to any LPC national Convention, Policy Conference, or other delegated meeting in accordance with the rules established for that convention or meeting.
  - 9.1.1. In order to elect delegates to a delegated meeting of the LPC, an SLC Club must be recognized by the LPC according to Clause 19.3 at least 12 months prior to the date of the call of the meeting.

- 9.2. Every eligible member of a recognized SLC Club has the right to be selected as a delegate to any delegated meeting of the LPC, subject to the rules in effect for that meeting.
- 9.2.1. In order to be eligible as an SLC delegate to an LPC national meeting, that person must have reached their 65<sup>th</sup> birthday and have been a member in good standing of the SLC Club for a minimum of 41 days immediately preceding the date of the Delegate Selection Meeting, and meet any other requirements of delegates as set by the LPC or PTA.
- 9.3. SLC Clubs having the right to send delegates to any LPC National Convention, Policy Conference, or other delegated meeting in accordance with Clause 9.1, shall hold Delegate Selection Meetings at least 50 days prior to the date of the Convention. Such meetings shall be in accordance with the rules established by the LPC or the relevant PTA for the conduct of such meetings.

## 10. THE SENIOR LIBERALS' COMMISSION NATIONAL EXECUTIVE

- 10.1. The **Officers** of the National Executive of the SLC shall be:
- 10.1.1. Two Co-Chairs, one English speaking and one French speaking;
- 10.1.2. Secretary/Treasurer;
- 10.1.3. Five Regional Directors, one representing each of the following regions:
- Western Region which includes British Columbia, Alberta, Yukon, and NWT;
  - Central West Region which includes Saskatchewan, Manitoba, and Nunavut;
  - Ontario Region;
  - Quebec Region; and,
  - Atlantic Region which includes New Brunswick, Nova Scotia, PEI, and Newfoundland and Labrador;
- 10.1.4. SLC Policy Chair;
- 10.1.5. SLC Communications Chair;
- 10.1.6. The immediate Past Co-Chairs; and,
- 10.1.7. The LPC Commissions Coordinator, who shall be a non-voting member.
- 10.2. Additional **Members** of the National Executive of the SLC include:
- 10.2.1. One representative appointed by each PTA, normally the President of the provincial/territorial SLC Section; and,
- 10.2.2. Such non-voting members as may be appointed by the SLC National Executive.
- 10.3. In the event that an officer or a member of the SLC is unable to attend a meeting, that officer or member may appoint an alternative for that meeting, and should advise the Co-Chairs accordingly in advance of the meeting.

## 11. ELECTION of OFFICERS

- 11.1. Officers of the SLC National Executive shall be elected during each LPC Biennial Convention in accordance with the rules established by the LPC.
- 11.1.1. Only senior members of the LPC attending the LPC Biennial Convention as delegates are allowed to vote for the Officers of the SLC National Executive.

- 11.1.2. The winner of the election will be the candidate who receives a plurality of votes cast.
- 11.2. Members of the SLC seeking Office on the SLC National Executive shall submit their nomination in accordance with the rules established by the LPC for that position or, in the absence of specific LPC rules, in accordance with rules or guidelines established by the SLC Nominating Committee.
  - 11.2.1. The members supporting the nomination of persons seeking the position of Regional Directors shall be from the specific region.
- 11.3. The SLC may establish a Nominating Committee in accordance with Clause 17.3 to facilitate the identification of members interested in holding an Office on the SLC National Executive, and facilitate the meeting of the requirements for nomination of those members.

## **12. QUALIFICATIONS for OFFICER POSITIONS**

- 12.1. Members seeking any Office on the SLC National Executive must be recognized by the LPC as members in good standing of the SLC. Among other requirements, this means that they will have reached their 65<sup>th</sup> birthday.
- 12.2. Except as provided in Clause 13.1.3, no member may serve in the same Office for more than two elected terms, an elected term being the period between two consecutive SLC Biennial General Meetings.

## **13. VACANCIES on the NATIONAL EXECUTIVE**

- 13.1. In the event of an Officer position being vacant, either immediately following an election at a Biennial Convention, or as a result of an elected Officer being unable to complete their term, the SLC National Executive shall promptly appoint a member of the SLC to fulfill the remainder of the term until the next SLC Biennial General Meeting.
  - 13.1.1. In the event that a member is appointed in accordance with Clause 13.1 to fill an Office that remains vacant following the conclusion of a BGM, that member shall be considered to have been appointed for a term.
  - 13.1.2. In the event that a member is appointed in accordance with Clause 13.1 to complete the term of an Officer who was elected at a BGM and is subsequently unable to complete their term, that member shall be considered to be completing the term of the elected officer and not to be serving a separate term.
  - 13.1.3. Subject to the provisions of 13.1, if a suitable candidate is not found after a diligent search, the SLC National Executive may appoint a member of the SLC to a vacant Officer position regardless of the number of terms that person has previously served in that position.
- 13.2. Notwithstanding Clause 12.2, if a vacancy develops for one of the two Co-Chairs, the position will be offered to the corresponding immediate Past Co-Chair before Clause 13.1 will apply.
- 13.3. In the event that a vacancy occurs in one of the Regional Director positions, the appointment of a replacement shall be done in consultation with the Presidents of the provincial/territorial SLCs within that region or in the event where there is no active



provincial/territorial SLC, then in consultation with the PTA presidents in that region.

#### **14. RESPONSIBILITIES and POWERS of the SLC NATIONAL EXECUTIVE**

- 14.1. The SLC National Executive is responsible for:
  - 14.1.1. Managing the affairs of the SLC between Biennial General Meetings on behalf of the SLC membership in accordance with this Constitution, any By-laws approved by the membership, and any direction provided by the membership at a Biennial General Meeting;
  - 14.1.2. Planning and conducting the Biennial General Meeting and any general meeting of the SLC called in accordance with Clause 8.2;
  - 14.1.3. Encouraging and assisting the existence of active SLC Sections within each province or territory of Canada;
  - 14.1.4. Ensuring that members of the SLC have opportunities to share their views regarding issues of concern to them and of importance to Canadian voters, and to develop working papers and policy resolutions to reflect these views;
  - 14.1.5. Preparing and submitting an annual activity plan as required under Clause 6.4 of this Constitution, and executing the plan to achieve its goals and objectives; and,
  - 14.1.6. Providing support and counsel to each of the provincial/territorial SLC Sections.

#### **15. RESPONSIBILITIES and POWERS of the OFFICERS**

- 15.1. General Provisions
  - 15.1.1. The holder of any Office in the SLC, in exercising a function of that office, must exercise the care, diligence and skill of a reasonably prudent person.
  - 15.1.2. The SLC National Executive may establish policies or guidelines concerning expected standards of conduct for members of the SLC National Executive.
  - 15.1.3. Any member of the SLC National Executive who is, directly or indirectly, interested in a proposed contract or transaction with the SLC must disclose fully and promptly the nature and extent of their interest to each other member of the SLC National Executive, and shall not participate in that portion of any meeting that considers that contract or transaction.
  - 15.1.4. An SLC Officer who is absent from three consecutive meetings of the SLC National Executive, and who has not sent an alternative will be considered to have resigned provided that due consideration is given to mitigating circumstances.
    - Any Officer who has thus resigned shall be notified in writing of their revised status. Upon written request from an Officer so advised, the SLC National Executive may reinstate them by simple majority vote at the next regular meeting of the SLC National Executive.

**15.2. Co-Chairs**

- 15.2.1. Ensure that the affairs of the SLC are conducted in accordance with this Constitution, SLC By-laws and guidance received from members at a Biennial General Meeting, and in a manner that gives consideration to both Francophone and Anglophone perspectives.
- 15.2.2. Call meetings of the SLC National Executive, the SLC Officers or SLC members as required and ensure that appropriate notice is provided.
- 15.2.3. Preside at all meetings of the SLC including membership meetings and National Executive meetings.
- 15.2.4. Represent the SLC on NBOD in accordance with the LPC Constitution.
- 15.2.5. Are the official spokespersons for the SLC, and approve all SLC publicity or public statements.
- 15.2.6. Appoint, pursuant to a resolution of the SLC National Executive, persons to represent the SLC on any committee of the LPC.
- 15.2.7. Guide and support the other members of the SLC National Executive to achieve the goals and objectives of the annual work plan.

**15.3. Secretary /Treasurer**

- 15.3.1. Advise and assist National Co-chairs in communications with members of SLC, the SLC National Executive and its committees including notices and records of meetings.
- 15.3.2. Establish and maintain a system for filing and retrieving notices and agendas of meetings, summary records of all meetings, any correspondence received or sent by the SLC, and other documents of significance to the SLC including the current version of the SLC Constitution and all By-laws.
- 15.3.3. At the request of the Co-Chairs serve notice of meetings to SLC members or members of the SLC National Executive as appropriate.
- 15.3.4. Prepare a summary record of the discussions, decisions and actions agreed upon during any national meeting of the SLC members or the National Executive, and distribute such records to all members of the National Executive within 7 days of the meeting.
- 15.3.5. Advise the LPC regarding the members of the National Executive of the SLC following each Biennial General Meeting, as well as appointments to LPC Committees, and any changes that occur in these positions or appointments prior to the next Biennial General Meeting.
- 15.3.6. Deposit a copy of the latest approved version of this SLC Constitution and the summary record of each BGM with the LPC National Office.
- 15.3.7. Maintain, in concert with the LPC Commissions' Support and the Chief Financial Officer, an appropriate record of financial transactions of the SLC as described in Clause 24.1.1.

**15.4. Regional Directors**

- 15.4.1. Ensure SLC Sections are properly constituted and active within each province and territory within their region.
- 15.4.2. Guide and support the Presidents of the SLC Sections within their region to accomplish their goals and objectives.
- 15.4.3. Work with the Presidents of the SLC Sections within their region to encourage the formation of SLC Clubs within each province and territory.
- 15.4.4. Consider and approve requests for official recognition of Clubs within their region in accordance with Clause 19 of this Constitution, and inform LPC and SLC accordingly.
- 15.4.5. Participate as (non-voting,) ex-officio members of the SLC Section executive committees within their region.

**15.5. SLC Policy Chair**

- 15.5.1. Chair the SLC Standing Policy Committee.
- 15.5.2. Represent the SLC on NPEP
- 15.5.3. Establish and maintain a mechanism and guidelines, subject to approval by the SLC National Executive, for gathering the views of seniors in relation to issues of national concern that will lead to the development of SLC policy that reflects the interests of the membership of the SLC, will assist the LPC to achieve its national electoral objectives, and is consistent with the policy development process established by NPEP.
- 15.5.4. Submit SLC policy resolutions for consideration at LPC Policy Conferences consistent with the rules established for such Policy Conferences.
- 15.5.5. Maintain a record of all issues identified and working papers and policy resolutions developed by the SLC.

**15.6. SLC Communications Chair**

- 15.6.1. Chair the SLC Standing Communications Committee.
- 15.6.2. Represent the SLC on LPC communications committee as required.
- 15.6.3. Develop and implement communications strategies, subject to approval by the SLC National Executive, for the Commission, including but not limited to strategies relating to the SLC's national website and Liberalist usage.
- 15.6.4. Report as required detailing communications activities of the SLC.

**15.7. LPC Commissions' Co-ordinator**

- 15.7.1. Provide liaison between the SLC and the National Office of the LPC.
- 15.7.2. Provide staff support to facilitate the ongoing activities of the SLC.
- 15.7.3. Arrange for translations and other special services which may be required from time to time to facilitate the activities of the SLC.

## 16. MEETINGS of the SLC NATIONAL EXECUTIVE

- 16.1. The SLC National Executive shall meet at the call of the Co-Chairs, but there shall be at least six (6) regular meetings called throughout any calendar year.
  - 16.1.1. Meetings of the SLC National Executive can also be called by five (5) of the Officers of the SLC.
- 16.2. Meetings of the SLC National Executive will generally be held by telephone conference call, but efforts will be made to hold face-to-face meetings whenever practical.
- 16.3. Notice of regular SLC National Executive meetings shall be distributed to each member of the SLC National Executive by e-mail at least seven (7) days prior to the meeting. An agenda for the meeting shall be distributed at least three (3) days prior to the meeting.
- 16.4. The notice of any special meeting of the SLC National Executive shall be distributed by e-mail to each member of the SLC National Executive at least ten (10) days prior to the meeting. The notice should include a statement of the purpose of the meeting, and any supporting documents.
- 16.5. Quorum for any meeting of the National Executive shall be a minimum of 50% of both the officers and the members.
- 16.6. The SLC Officers may meet at any time between regular meetings of the SLC National Executive, at the call of the Co-Chairs, to deal with matters critical to the operation of the SLC, but any decisions taken by the Officers at such a meeting must be ratified at the next regular meeting of the SLC National Executive.
- 16.7. Notice of any meeting of the Officers of the SLC shall be distributed to each Officer by e-mail at least five (5) days prior to such meeting. The notice should include a summary of the business to be conducted at the meeting.
- 16.8. Quorum for any meeting of the SLC Officers shall be 50% of the SLC Officers.
- 16.9. A draft record of any meeting of the SLC National Executive or the SLC Officers, incorporating a summary of the discussion and any decisions or actions agreed upon, shall be distributed to all members of the SLC National Executive within seven (7) days of the meeting.

## 17. COMMITTEES of the SENIOR LIBERALS COMMISSION

- 17.1. The SLC has the following Standing Committees:
  - 17.1.1. Standing Policy Committee;
  - 17.1.2. Standing Communications Committee;
- 17.2. Additional Standing Committees can be established by resolution of members at a Biennial General Meeting.
- 17.3. A Nominating Committee, if established, shall be comprised of three (3) members in good standing of the SLC appointed by the SLC National Executive. Members appointed to such a Nominating Committee shall be regionally distributed, and such members shall not currently hold any SLC Office nor be standing for election to any SLC Office.

- 17.3.1. A Nominating Committee may establish rules, subject to approval by the SLC National Executive, related to the nomination and election of Officers of the SLC, provided they are consistent with the rules established by the LPC for the nomination and election of persons for that position.
- 17.4. The SLC National Executive may establish Ad-Hoc Committees, and assign specific duties and tasks to these Ad-Hoc Committees, whose lifetime is expected to be of limited duration.
- 17.5. At their discretion, the Co-Chairs may be members of each SLC Committee with the exception of a Nominating Committee.

## 18. SLC PROVINCIAL/TERRITORIAL SECTIONS

- 18.1. A provincial/territorial SLC Section, established in accordance with Clause 6.7, is the principal representative of the SLC within its province or territory, and is expected to develop close working relationships with its PTA and EDAs.
- 18.2. The provincial/territorial SLC Sections are responsible for developing, based on input from their members, an understanding of the political issues, concerns and needs of seniors from a regional or national perspective, that fall within the responsibilities of the federal government, and reflect these interests and needs within their PTA, as well as bringing them to the attention of the SLC National Executive for consideration from a national perspective as described in Clause 6.1.
- 18.3. It is expected that provincial/territorial SLC Sections will work effectively through their PTA organization to ensure that issues of a regional nature are recognized and supported at the provincial/territorial level.
- 18.4. An important role for the provincial/territorial SLC Sections is to encourage and assist SLC members to establish clubs at regional or riding levels in accordance with Clause 19 of this Constitution, and encourage these Clubs to hold periodic meetings.
- 18.5. In the absence of SLC Clubs, provincial/territorial SLC Sections will organize periodic regional meetings (or other mechanisms) at which members can share their views in relation to seniors' needs and concerns, and determine what follow-up action is appropriate.
- 18.6. Each SLC Section is expected to provide support and counsel to the SLC National Executive.
- 18.7. Each provincial/territorial SLC shall have a constitution that is consistent with this Constitution and with its PTA Constitution and that includes *inter alia* the following elements:
  - 18.7.1. The principles set out in the preamble to this Constitution defining its purposes and objectives in a manner consistent with Clause 3, Clause 6 and Clauses 18.1, 18.2, 18.3 and 18.4;
  - 18.7.2. A provision that any member of the SLC Section has the right to receive from the SLC Section, newsletters, information, and notices of general meetings and other activities arranged by the SLC Section, the right to attend, speak and vote at any general meeting of the SLC Section, and the right to hold office in the SLC Section;
  - 18.7.3. A provision for the election of Officers of the SLC Section ;

- 18.7.4. A provision for an appeal procedure with regard to any action or decision of the SLC Section, and any irregularities in connection with any meetings of the SLC Section except where the appeal is within the jurisdiction of the LPC Permanent Appeals Committee;
- 18.7.5. A provision for the establishment and maintenance of proper financial records, records of meetings, and correspondence; and,
- 18.7.6. A provision for the establishment of SLC clubs, with each club having a constitution consistent with the SLC Section Constitution, and incorporating the elements described in SLC By-law 1-1 Clause 3.
- 18.8. The President of each provincial/territorial SLC Section is a voting member of the LPC Council of Presidents.

## **19. CLUBS of the SENIOR LIBERALS' COMMISSION**

- 19.1. Wherever practicable, SLC members are expected to establish SLC clubs as a critical interface at the regional or riding level, through which members can meet periodically to share fellowship and exchange views on issues, concerns, and other matters relating to the interests and needs of the SLC membership, and to determine appropriate follow-up activity.
- 19.2. An SLC Club can be formed when a group of at least ten (10) members of the SLC holds a founding meeting, elects an interim executive, and adopts a temporary Constitution.
  - Such newly established Clubs should advise the appropriate PTA SLC President in accordance with SLC By-law 1-1 Clause 1.
- 19.3. To be recognized as an SLC Club by the LPC, the Club must have at least 25 members, and make application for recognition in accordance with SLC By-law 1-1 Clause 2.
- 19.4. SLC Clubs are expected to hold periodic meetings at which their members exchange views on seniors' needs and concerns of local, regional, or national interest, and discuss potential responses to these needs and concerns toward the goal of developing working papers and policy resolutions for consideration within their provincial/territorial SLC Section.
- 19.5. If a provincial/ territorial SLC Section establishes through its Constitution or a By-law, an associate or other membership class (of an SLC Club) within its province/territory, then such members:
  - 19.5.1. Will not be recognized as members of the SLC by the LPC; and,
  - 19.5.2. Cannot be selected as SLC delegates to any LPC Convention; and,
  - 19.5.3. Cannot be elected or appointed as members of the SLC National Executive

## **20. BY-LAWS**

- 20.1. The SLC National Executive may make any Type 1 By-law to regulate the affairs of the SLC.

- 20.2. Any Type 1 By-law passed by the SLC National Executive to regulate the affairs of the SLC shall be ratified by a minimum of 60% of the members present at the next Biennial General Meeting of the SLC.
- 20.3. In the event that such a Type 1 By-law is not ratified at the Biennial General meeting it is considered repealed effective immediately, and the SLC National Executive must submit any replacement By-law to the membership for approval at a subsequent Biennial General Meeting before it can become effective.
- 20.4. The SLC National Executive may make any Type 2 By-laws relating to the effective conduct of the SLC National Executive, but such by-laws must be consistent with this SLC Constitution.

## **21. CONSTITUTIONAL AMENDMENTS**

- 21.1. This SLC Constitution may be amended in accordance with this Clause by a Special Resolution at a BGM provided the following requirements are met:
  - 21.1.1. A copy of each proposed amendment is provided, in writing, to the SLC National Co-Chairs at least 48 days prior to the BGM at which it is to be considered;
  - 21.1.2. Reference is made to consideration of the Special Resolution in the notice of the Biennial General Meeting distributed in accordance with Clause 8.1.1;
  - 21.1.3. A copy of the Special Resolution including each proposed amendment is posted on the SLC National Website at least 35 days prior to the BGM at which the proposal is to be considered; and,
  - 21.1.4. The resolution is passed by 60% of the members present at the BGM.
- 21.2. Amendments to the SLC Constitution may be proposed by:
  - 21.2.1. The SLC National Executive, or
  - 21.2.2. Any provincial/territorial SLC Section.
- 21.3. A constitutional amendment takes effect at the time it is adopted or any later date specified (if any) in the amendment.

## **22. NOTICES**

- 22.1. Unless this SLC Constitution otherwise provides, any notice to SLC members may be given by e-mail, by posting to the SLC National website or through the LPC Members Update.
- 22.2. The inadvertent failure to give notice to a member of the SLC of any SLC meeting or event does not invalidate the notice, the meeting, the event, or any business conducted during the meeting or event.

## **23. APPEAL PROCEDURE**

- 23.1. There shall be an SLC Appeals Board whose membership shall include three persons who are members in good standing of the LPC, and are not currently members of the SLC National Executive or any provincial/territorial SLC executive committee.

- 23.2. The members of the SLC Appeals Board shall be appointed by the SLC National Co-Chairs in consultation with NBOD. The appointed members of the SLC Appeals Board shall elect a chair from among their members.
- 23.3. Any member of the SLC has the right to appeal, to the SLC Appeals Board, in writing, accompanied by the payment referred to in sub-Clause 23.7 below, concerning any of the following matters, provided that they do not fall within the scope of the Permanent Appeals Committee. These matters include:
  - 23.3.1. An action or decision by the SLC at a general meeting of members, or the SLC National Executive, if that action relates to the participation of the SLC in the affairs of the LPC, including the selection of delegates or alternate delegates; and,
  - 23.3.2. An irregularity in connection with any meeting of the SLC or the SLC National Executive.
- 23.4. The SLC Appeals Board will not consider appeals made as a result of an action, or decision by a provincial/territorial SLC, a provincial/territorial SLC Executive committee, an SLC Club, or an irregularity in connection with any meeting of a provincial/territorial SLC, a provincial territorial SLC Executive Committee, or an SLC Club.
- 23.5. A person appealing under sub-Clause 23.3.1 must deliver written notice stating the reasons for the appeal to the Chair of the SLC Appeals Board promptly after becoming aware of the matters under appeal, but in no case later than 30 days after the action or decision.
- 23.6. A person appealing under sub-Clause 23.3.2 must deliver written notice stating the reasons for the appeal to the Chair of the SLC Appeals Board within seven (7) days of that meeting.
- 23.7. A member of the SLC making an appeal to the SLC Appeals Board must pay to the LPC an amount of \$250. This amount must be returned to that person if their appeal is successful.
- 23.8. Any appeal received by the SLC Appeals Board will be handled in accordance with the appeal procedure outlined in SLC By-law 1-2.

## 24. RECORDS

- 24.1. The official financial records as required by Clause 41(3)(e) of the LPC National Constitution, shall be maintained on behalf of the SLC by the LPC.
- 24.2. The SLC shall maintain appropriate financial records, minutes of meetings and correspondence as required by Clause 41(3)(e) of the LPC National Constitution.
  - 24.2.1. Appropriate financial records are considered to be a summary record of any revenues received, expenditures made, and financial commitments in relation to the annually approved budget.
- 24.3. At the end of their term, Officers shall make arrangements to pass on the records and files appropriate to their position to the incoming Officers.



## 25. RULES of ORDER

- 25.1. Meetings of the SLC and the SLC National Executive shall be conducted in accordance with the current edition of Roberts Rules of Order.

## 26. INTERPRETATION

- 26.1. Interpretation of this SLC Constitution and any SLC By-laws is the responsibility of:
- 26.1.1. The members of the SLC present at a Biennial General Meeting, subject to reference to the SLC National Executive in the event that members are unable to reach agreement. If the SLC National Executive is unable to reach agreement on the interpretation, the matter shall be referred to the Permanent Appeals Committee of the LPC whose decision shall be final; or
  - 26.1.2. The SLC National Executive between Biennial General Meetings, subject to referral to the Permanent Appeals Committee of the LPC if agreement cannot be reached.
- 26.2. Any interpretation of this SLC Constitution or any by-laws or decisions arising from this Constitution by the SLC members or the SLC National Executive must be consistent with the following principles:
- 26.2.1. A reasonable interpretation in a manner that is consistent with the LPC National Constitution, and the Purpose and Objectives of this SLC Constitution;
  - 26.2.2. Provision of a liberal construction to the provisions of this SLC Constitution in a manner that is consistent with the Canadian Charter of Rights and Freedoms and the Canada Elections Act, and is in the best interests of the LPC and its traditions;
  - 26.2.3. Words importing the singular include the plural and vice versa;
  - 26.2.4. Words implying the male gender include the female gender and vice versa;
  - 26.2.5. The power to appoint includes the power to replace;
  - 26.2.6. The power to make a by-law includes the power to amend or repeal that by-law; and,
  - 26.2.7. Wherever any period between two events is expressed as a number of days, the days on which the first and second event occurs are not to be counted.

## 27. OFFICIAL LANGUAGES

- 27.1. This Constitution and any By-laws of the SLC, the SLC National website, and all materials distributed at any BGM shall be produced in English and French. Both languages shall be considered equally binding and authentic.
- 27.2. Any difference of interpretation arising from the French and English versions of this Constitution or of any By-laws of the SLC shall be addressed in accordance with Clause 26.
- 27.3. All Biennial General Meetings of the SLC shall be presided over in English and in French. Translation services shall be provided.



## SLC BY-LAW 1-1: SLC CLUBS

As noted in Clause 19 of the SLC Constitution, an SLC Club must meet certain criteria and be recognized by the LPC before it is eligible to select delegates to LPC national or conventions and other meetings.

This By-law details the requirements that must be met, and associated procedures to be followed for an SLC Club to be accredited to send delegates to LPC conventions and other meetings.

Before an SLC Club can apply for recognition by the LPC in accordance with Clause 2 below, it must be first established as an SLC Club in accordance with Clause 1 below.

### 1. ESTABLISHING an SLC CLUB

To be formally established as a Club of the SLC, the Club must make application to the appropriate SLC Regional Director. To be eligible for such status, the club must:

- 1.1.1. Have held a founding meeting with at least 10 members in good standing of the LPC and who have reached the age of 65 years, selected an interim executive, and adopted a temporary constitution;
- 1.1.2. Provide a letter to the President of its provincial/territorial SLC Section. The letter shall include the following documents:
  - 1.1.2.1. Minutes of the founding meeting indicating the date and place of that meeting;
  - 1.1.2.2. The names, addresses, telephone numbers, e-mail addresses, and LPC membership numbers of persons attending the founding meeting;
  - 1.1.2.3. A copy of the temporary constitution as approved at the founding meeting;
  - 1.1.2.4. The names, addresses, telephone numbers, e-mail addresses, and LPC membership numbers of the members of the interim executive; and,
  - 1.1.2.5. The names, addresses, telephone numbers, e-mail addresses, and LPC membership numbers of the members of the SLC Club.
    - 1.1.2.5.1. Members of the club must have completed a membership application, in a form approved by its provincial/territorial SLC Section.
- 1.1.3. If the application is deemed legitimate, the President of the provincial/territorial SLC Section will advise the appropriate SLC Regional Director and the President of the appropriate PTA that the SLC Club has been established.
- 1.1.4. If they agree, the SLC Regional Director will send a letter acknowledging the establishment to the Interim President of the SLC Club with copies to the SLC

Section President, the PTA President and the SLC National Co-Chairs.

## 2. RECOGNITION of an SLC CLUB by the LPC

To be recognized as an SLC Club of the LPC, the Club must make application to the appropriate SLC Regional Director. To be eligible for recognition, the Club must:

- 2.1.1. Have at least 25 members who are members in good standing of the LPC and have reached the age of 65 years;
- 2.1.2. Have established financial reporting and internal control procedures as required by the Chief Financial Officer and have, in the opinion of the Chief Financial Officer, complied with them;
- 2.1.3. Have held an Annual General Meeting within the past 12 months for the purpose of renewing memberships in the Club, enrolling new members, and electing an executive;
- 2.1.4. Have approved a Constitution, and any associated By-laws, to replace the temporary constitution approved at its founding meeting;
- 2.1.5. Have held at least one membership meeting within the past 12 months for the purpose of meeting the requirement of Clause 19.4 of the SLC Constitution; and,
- 2.1.6. Have provided a letter to the President of its provincial/territorial SLC Section noting that the Club has met the above requirements and is requesting recognition.

The letter shall include the following documents:

- 2.1.6.1. A summary record of the membership meeting held within the past 12 months including the date and place of the meeting, the number of members in attendance, and the major points of discussion;
- 2.1.6.2. Minutes of the AGM held within the past 12 months, indicating the date and place of the meeting, the number of members in attendance, and a summary of all business considered at the meeting;
- 2.1.6.3. The names, addresses, telephone numbers, e-mail addresses, and LPC membership numbers of the members of the executive elected at the AGM;
- 2.1.6.4. A copy of the latest approved version of the Club Constitution, and any Club By-laws;
- 2.1.6.5. A copy of the opinion of the Chief Financial Officer as to the extent to which the Club has complied with agreed financial reporting and internal control procedures; and,
  - 2.1.6.5.1. The names, addresses, telephone numbers, e-mail addresses and LPC membership numbers and ages of all members of the SLC Club.
  - 2.1.6.5.2. Members of the club must have completed a membership application, in a form approved by its provincial/territorial SLC Section.
- 2.1.7. If the SLC Section President determines that the Club has met the above requirements, the President will advise the appropriate SLC Regional Director and the appropriate PTA President of this, and recommend that the SLC Club be recognized to send delegates to the upcoming Convention.
- 2.1.8. If the SLC Section President and the SLC Regional Director agree, the SLC Regional Director will send a Letter of Recognition to the President of the SLC Club,

with copies to the SLC Section President, the PTA President, the SLC Co-Chairs, and the LPC Commissions Manager.

**3. REQUIRED ELEMENTS of an SLC CLUB CONSTITUTION**

3.1. In accordance with Clause 41(3)(f) of the LPC Constitution, the Constitution of an SLC Club must include:

- 3.1.1. A statement of principles reflecting Clause 3, Clause 6, and Clauses 18.1, 18.2, 18.3 and 18.4 of this Constitution;
- 3.1.2. Provision that any member of the Club has the right to receive newsletters, information, member services, notices of general meetings and other activities from the Club, and has the right to attend, speak and vote at a general meeting of the Club; and the right to be elected to any office in the Club;
- 3.1.3. Provision for the election of a President of the Club and an Officer primarily responsible for the policy of the Club, by a vote open to all members of the Club;
- 3.1.4. Provision for an appeal procedure with regard to any action or decision of the Club and any irregularities in connection with any meetings of the Club except where an appeal is within the jurisdiction of the Permanent Appeals Committee;
- 3.1.5. Provision for the establishment and maintenance of appropriate financial records, minutes of meetings and correspondence; and,
- 3.1.6. Provision for full financial disclosure in accordance with generally accepted accounting procedures.



## **SLC BY-LAW 1-2: APPEALS PROCEDURE**

The Chair of the SLC Appeals Board, must within 30 days of receiving notice of an appeal establish an SLC Appeals Panel comprising one or more members of the SLC Appeals Board to consider the appeal, and that Panel must do so within a reasonable time. The Chair of the SLC Appeals Board may terminate the appointment of a Panel member and may fill any vacancy on the Panel.

The SLC Appeals Panel may establish procedures with respect to any appeal that it considers. These procedures may include, but are not limited to:

- Requirements for the conduct of the appeal by way of written argument and dispensing with a hearing;
- Disclosure of documents to all parties in advance of any hearing;
- Disclosure of all witnesses and a résumé of their evidence to all parties in advance of any hearing;
- The time, location and form of any hearing; and,
- Requirements for written submissions and argument in connection with a hearing.

If, after considering an appeal under sub-Clause 23.3.1, a Panel determines that there has been a manifest error, or bad faith, or that there are no reasonable grounds for the action or decision, it may make an order to correct the wrong done.

If, after considering an appeal under sub-Clause 23.3.2, a Panel determines that a substantial irregularity has occurred, it may declare the meeting to be invalid. The Panel must then order a new meeting to be held in place of the invalid meeting, determine that notice be given of the new meeting, and supervise the conduct of the new meeting.

A member making an appeal has the right to be represented at the meeting at which the appeal is considered, and to make representations concerning the appeal.

The entity whose actions are being appealed has the right to be represented at the meeting at which the appeal is considered.

The SLC Appeals Panel may invite other persons to appear before it, or to make written or oral submissions when considering an appeal.