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**Senior Liberals' Commission • Liberal Party of Canada  
Commission des aînés libéraux • Parti libéral du Canada**

## **CHARTER of the SENIOR LIBERALS' COMMISSION Of the Liberal Party of Canada**

**PREAMBLE:** The Liberal Party of Canada (LPC) is an association of Registered Liberals who share a belief in those principles set out in the LPC Constitution 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 interests and needs 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 interests and 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 interests and needs forward.

The LPC Party Bylaw #1 Commissions, along with several other LPC By-laws and the LPC Constitution, describes the framework within which the SLC is to operate. This SLC Charter describes the principles and key requirements which guide the affairs and operations of the SLC within this framework.

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## 1. DEFINITIONS

Associate Member	A non-voting member of an SLC Club who is a Registered Liberal but does not meet the SLC membership criteria;
CFO/Chief Financial Officer	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);
Ex-officio	Persons who are members of a Committee by virtue of an office they hold. Ex-officio members have the same rights and privileges as do all other Committee members, including the right to vote.
GM	General Meeting of the SLC, a Section or Club;
Governance	The manner in which structure, direction, authority, resources and accountability interrelate and operate within the organization;
LPC	Liberal Party of Canada;
National Board	National Board of the LPC as described in Section D of the LPC Constitution;
NPC	National Policy Committee of the LPC;
Permanent Appeals Committee	The Permanent Appeals Committee of the LPC established in accordance with the LPC Constitution;
PTB	Provincial Territorial Board of the LPC responsible for conducting the affairs of the LPC within each province or territory of Canada;
Registered Liberal	A person registered with the LPC as defined in LPC By-law 4;
SGM	Special General Meeting of the SLC;
SLC	The Senior Liberals' Commission of the Liberal Party of Canada, including its Sections and Clubs;
SLC Section	The SLC organization within each province or territory of Canada through which the SLC operates;
SLC Club	A 'council', 'association' or 'club' of senior Registered Liberals located within an EDA or region of any province or territory in Canada;
Special Resolution	A resolution presented to the General Meeting to amend this Charter or its appendices.

## 2. NAME and AFFILIATION of the ORGANIZATION

The name of this organization shall be the Senior Liberals' Commission of the Liberal Party of Canada, and commonly referred to as the SLC.

2.1. The SLC is a constituent body of the Liberal Party of Canada and is bound by the LPC Constitution, By-laws and this SLC Charter.

2.1.1. The SLC is represented at the national level of the LPC by the SLC National Board.

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- 2.1.2. The SLC operates at the provincial/territorial level through its Sections and Clubs.
- 2.2. In the event of a conflict between this Charter and the LPC Constitution or By-laws, the LPC Constitution and By-laws shall have precedence.

**3. PURPOSE**

- 3.1. The purpose of the SLC is to engage with and represent and promote the interests and needs of senior Registered Liberals within the LPC, and to encourage senior Registered Liberals to actively participate in its affairs.
  - 3.1.1. The SLC shall respect the regional nature of Canada in its structure and operations.

**4. MEMBERSHIP**

A Registered Liberal who has reached the age of 60 is a member of the SLC.

**5. RIGHTS and RESPONSIBILITIES of MEMBERSHIP**

- 5.1 SLC members have the right to:
  - 5.1.1. Attend, speak, and vote at all General Meetings of the SLC, their respective Section or Club, in accordance with this Charter;
  - 5.1.2. Be elected to any office of the SLC;
  - 5.1.3. Participate in the SLC Policy Process at the club, section and national levels;
  - 5.1.4. Receive notices from the SLC regarding General Meetings.
- 5.2 Each Senior Registered Liberal shall support and promote the purposes of the Liberal Party of Canada and the SLC and respect the rights of all other Registered Liberals, as outlined in the Constitution.

**6. RIGHTS and RESPONSIBILITIES of the SLC**

- 6.1. The SLC shall develop a current understanding of the political interests and needs of Canada's seniors that fall within federal jurisdiction.
- 6.2. The SLC shall establish appropriate procedures to encourage members to participate in identifying seniors' interests and needs, and bring these matters to the attention of the LPC.
- 6.3. The SLC has the right to submit policy resolutions for each LPC National Convention, consistent with the rules established by the NPC.
- 6.4. The SLC shall, in accordance with Clause 11.1 of the LPC Party By-law #1 Commissions, provide the National Board with a comprehensive annual work plan for its activities with objectives and measurable goals.
- 6.5. The SLC has the right to be represented and participate on the National Board and certain of its standing committees.
- 6.6. The SLC has the right to propose changes to the LPC Constitution, By-law 1 and the SLC Charter.
- 6.7. The SLC shall encourage and support the establishment of an SLC Section within each province/territory.

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6.7.1. In accordance with Clause 4.4 of the LPC Party By-law 8 PTB, each SLC Section has the right to name a voting representative to its PTB.

## **7. FINANCIAL and RELATED MATTERS**

- 7.1. The SLC National Board shall approve a comprehensive annual work plan, including financial requirements for the SLC and its Sections, and submit it to LPC for review by such time as required by LPC for its annual budgeting process.
- 7.2. No commitment or expenditure of funds shall be made by the SLC National Board or its SLC Sections until approved by LPC.
- 7.3. Requests for expenditure of funds shall be submitted and considered in compliance with SLC's Financial Management Procedures.
- 7.4. SLC Clubs shall not be funded by the SLC. SLC Clubs wishing to receive and expend funds shall be required to establish a financial administration relationship with a federal electoral district association according to the provisions in the SLC Club Procedure Manual provided by the SLC.

## **8. GENERAL MEETINGS and NOTICES**

- 8.1. A General Meeting of the SLC shall be held concurrently with each LPC National Convention. Business to be conducted at each General Meeting shall include, but not be limited to:
  - A report from each Co-chair describing the activities of the SLC National Board including SLC expenditures for the period since the last General Meeting;
  - Reports from other Officers and Committee Chairs as appropriate;
  - A report describing any changes made to the SLC Charter since the last General Meeting;
  - Announcement regarding the slate of candidates standing for election as Officers of the SLC, and, as appropriate, an opportunity for them to present their credentials;
  - 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 including proposed changes to the SLC Charter.
- 8.1.1. Notice of the 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 General Meeting.
- 8.1.2. All members of the SLC have the right to attend, speak, and vote at the General Meeting provided they are registered to attend the associated LPC National Convention.
- 8.1.3. The quorum for the conduct of a General Meeting of the SLC shall be 30 members of the SLC.
- 8.1.4. SLC members who wish to be observers are entitled to attend SLC General Meetings but do not have the right to speak or vote.

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- 8.2. A Special General Meeting (SGM) may be called between General Meetings by the SLC National Board or at the written request of 100 members for the specific purpose detailed in the agenda. The SGM shall address only the matters detailed in the agenda. The Notice of the SGM shall be consistent with notice requirements of a General Meeting.
- 8.3. Each SLC Section shall hold a General Meeting concurrently with each PTB Convention or as determined by the LPC National Board or LPC Management Committee.
- 8.4. Each SLC Club shall hold a General Meeting in accordance with the SLC Club Procedure Manual.

## **9. BOARD MEETINGS and NOTICES**

- 9.1. The SLC National Board, the SLC Section Boards and SLC Club Boards shall each meet not less than four times per calendar year.
- 9.2. Regular meetings of the SLC National Board, the SLC Section Boards and Club Boards, may be called on five (5) days' notice by either the Co-chairs or Chair (respectively) or any five (5) voting members of the Board. A meeting agenda shall be circulated at least three (3) days prior to the meeting.
- 9.3. A Special meeting of the SLC National Board, the SLC Section Boards and Club Boards, may be called on ten (10) days' notice by either the Co-chairs or Chair (respectively) or by any five (5) voting members of the Board. A special meeting shall address only the matters set out on the special meeting agenda provided with the notice of meeting.
- 9.4. An Emergency meeting of the SLC National Board, the SLC Section Boards and Club Boards, may be called on 72 hours' notice by either the Co-chairs or Chair (respectively) or by any five (5) voting members of the Board. An Emergency meeting shall address emergency matters only as set out on an emergency meeting agenda provided with the notice of meeting.
- 9.5. The SLC National Board, SLC Section Boards and Club Boards may meet in person, or by electronic means, but if they meet by electronic means, each member must be able to communicate with each other member.
- 9.6. A simple majority of the voting members must be present, either in person or electronically, for a meeting to be called to order or continue.
- 9.7. A question at any meeting of a Commission Executive, Section Board, or Club Board shall be determined by a majority of votes cast by the voting members who are present. The Co-chairs may vote on any question, but if the vote is tied, the question is answered in the negative. The Co-chairs do not have a second or deciding vote.
- 9.8. Minutes of all Commission meetings shall be kept and distributed within seven (7) days of the meeting.

## **10. THE SLC NATIONAL BOARD**

- 10.1. There shall be six (6) elected **Officers** of the SLC National Board as follows:
  - 10.1.1. Two Co-chairs, one English speaking and one French speaking;
  - 10.1.2. Secretary;
  - 10.1.3. SLC Governance Chair;
  - 10.1.4. SLC Policy Chair;
  - 10.1.5. SLC Communications Chair;

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- 10.2. Additionally, one representative of each SLC Section, the Section Chair or his or her designate, shall be a member of the SLC National Board.
- 10.3. In the event that an Officer or a Section Chair is unable to attend a meeting, that Officer or Section Chair may appoint a designate for that meeting, and should advise the Chair accordingly in advance of the meeting.
- 10.4. The immediate past Co-chairs shall serve in a non-voting board resource capacity, for a one year term.
- 10.5. A non-voting representative of the LPC Caucus.

**11. ELECTION of OFFICERS**

- 11.1. Officers of the SLC National Board shall be elected during each LPC National Convention in accordance with LPC Party By-law 6 and any other rules established by the LPC.
  - 11.1.1. Only senior Registered Liberals of the LPC who are registered to vote at the LPC National Convention shall be allowed to vote for the Officers of the SLC National Board.
- 11.2. The SLC shall establish a Nominating Committee in accordance with Clause 16.2 to identify members interested in holding an Office on the SLC National Board.

**12. QUALIFICATIONS for OFFICER POSITIONS**

- 12.1. An individual seeking any Office of the SLC National Board, or a Section or Club Board, must be a Registered Liberal and a member of the SLC.
- 12.2. Except as provided in Clause 13.1.3, no member may serve in the same Office on the SLC National Board for more than two elected terms; an elected term being the period between two consecutive SLC General Meetings.

**13. VACANCIES on the SLC NATIONAL BOARD**

- 13.1. In the event of an Officer position being vacant, either immediately following an election at a National Convention, or as a result of an elected Officer being unable to complete their term, the SLC National Board shall appoint, as soon as possible, a member of the SLC to fulfill the remainder of the term until the next SLC 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 General Meeting, that member shall be considered to have been appointed for a full 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 General Meeting 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 Board 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.

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**14. RESPONSIBILITIES and POWERS of the SLC NATIONAL BOARD**

- 14.1. The SLC National Board is responsible for:
  - 14.1.1. Managing the affairs of the SLC between General Meetings in accordance with this Charter, and any direction approved at a General Meeting;
  - 14.1.2. Planning and conducting General Meetings;
  - 14.1.3. Encouraging and assisting in the formation and sustainability of active SLC Sections within each province or territory of Canada;
  - 14.1.4. Providing support and counsel to each of the provincial/territorial SLC Sections;
  - 14.1.5. 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;
  - 14.1.6. Preparing and submitting an annual comprehensive work plan as required under Clause 6.4 of this Charter, and executing the plan to achieve its goals and objectives;
  - 14.1.7. Establishing policies or guidelines concerning expected standards of conduct, conflict of interest and confidentiality for members of the SLC National Board, SLC Section Boards and SLC Club Boards; and
  - 14.1.8. Removing/replacing any SLC Officer not fulfilling their Board approved mandate following unsuccessful implementation of a Board approved remediation action plan.

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

**15.1 General Provisions**

- 15.1.1 An SLC Officer shall fulfill their Board approved mandate and must conduct themselves in a manner that upholds the interests and reputation of the SLC and the Liberal Party of Canada.
- 15.1.2 An SLC Officer who is absent from three consecutive meetings of the SLC National Board, and who has not named a designate shall 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.

**15.2 Co-Chairs of the SLC National Board**

- 15.2.1 Shall ensure that the affairs of the SLC are conducted in accordance with this Charter and guidance received from members at a General Meeting, and in a manner that gives consideration to both Francophone and Anglophone perspectives.
- 15.2.2 Shall call and preside at all meetings of the SLC National Board, the SLC Management Committee or SLC General Meeting as required and ensure that appropriate notice is provided.
- 15.2.3 Shall represent the SLC on the National Board of LPC in accordance with the LPC Constitution.
- 15.2.4 Shall be the official spokespersons for the SLC National Board and approve all SLC National Board publicity or public statements.



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- 15.2.5 Shall appoint, pursuant to a resolution of the SLC National Board, persons to represent the SLC on any committee of the LPC.
- 15.2.6 Shall guide and support the other members of the SLC National Board to achieve the goals and objectives of the annual comprehensive plan;
- 15.2.7 Shall be ex-officio members of all Committees of the Board.

**15.3 Secretary**

- 15.3.1 Shall provide advice and assistance to the SLC National Board Co-chairs with preparation and circulation of Board meeting notices and records of meetings.
- 15.3.2 Shall keep accurate minutes of all SLC Board and Management Committee meetings and circulate draft minutes to the Board within seven (7) days of the meeting.
- 15.3.3 Shall 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 Charter and all LPC By-laws.
- 15.3.4 Shall, at the request of the Co-chairs, serve notice of meetings to SLC members or members of the SLC National Board as appropriate.
- 15.3.5 Shall prepare a summary record of the discussions, decisions and actions agreed upon during any General meeting of the SLC members or the National Board, and distribute such records to all members of the SLC National Board and LPC National office within seven (7) days of the meeting.
- 15.3.6 Shall maintain, and provide to LPC, a current record of SLC Board member contact information.

**15.4 Governance Chair**

Shall chair the Governance Committee which shall be responsible for:

- 15.4.1 Advising on and assisting with the development of Board governance practices, policies and regulations for Board approval.
- 15.4.2 Investigating and making recommendations on amendments to the SLC Charter, LPC By-law 1 (Commissions), and the LPC Constitution;
- 15.4.3 Ensuring annual comprehensive planning occurs;
- 15.4.4 Sharing SLC Board approved governance documents with Section Governance Chairs;
- 15.4.5 Developing and sharing protocols and governance templates with Sections;
- 15.4.6 Reporting at each General Meeting;
- 15.4.7 Other duties as assigned by the SLC Board.

**15.5 SLC Policy Chair**

- 15.5.1 Shall chair the SLC Policy Committee comprised of SLC Section Policy Chairs or designates.
- 15.5.2 Shall represent the SLC on the NPC.
- 15.5.3 Shall collaborate with the Policy Committee, refine and implement a policy development process, consistent with the NPC Policy Development Guidelines and subject to approval by the SLC National Board. The process shall include identifying

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and prioritizing the policy interests of senior Registered Liberals throughout Canada.

- 15.5.4 Shall submit SLC approved policy resolutions for consideration at LPC National Conventions consistent with the rules established for such National Conventions.
- 15.5.5 Shall maintain a record of all identified issues, working papers and policy resolutions developed by the SLC.

#### **15.6 SLC Communications Chair**

- 15.6.1 Shall chair the SLC Communications Committee comprised of SLC Section Communication Chairs or designates.
- 15.6.2 Shall represent the SLC on a LPC communications committee as required.
- 15.6.3 Shall collaborate with the Communications Committee to develop and implement SLC Board approved communications strategies including but not limited to, strategies relating to the SLC's national website and Liberalist usage.
- 15.6.4 Shall support communications requirements of the SLC Policy process.
- 15.6.5 Shall report as required on communications activities of the SLC.

### **16 COMMITTEES of the SLC**

- 16.1 All SLC Committees shall be guided by a Terms of Reference approved by the SLC National Board.
- 16.2 The SLC shall have the following Standing Committees, each chaired by an SLC Officer:
  - 16.2.1 Management Committee;
  - 16.2.2 Governance Committee;
  - 16.2.3 Policy Committee;
  - 16.2.4 Communications Committee;
  - 16.2.5 Appeals Committee.
- 16.3 The SLC shall have a Nominations Committee chaired by a Board member.
- 16.4 Additional Standing Committees may be established by the SLC National Board.
- 16.5 All Standing Committees shall appoint a Vice-chair.

### **17 SLC PROVINCIAL OR TERRITORIAL SECTIONS**

- 17.1 In accordance with LPC By-law 1 (Commissions), the SLC may choose to establish and recognize one or more Sections to oversee the SLC's affairs in a Province, Territory or Region.
  - 17.1.1 A member of a Section Board must be a Registered Liberal and a member of the SLC.
- 17.2 A SLC Section, established in accordance with LPC By-law 1, is the principal representative of the SLC within its respective province, territory or region and is expected to develop close working relationships with its PTB and EDAs.
- 17.3 SLC Sections shall be responsible for developing, based on input from their members and consistent with requirements of the SLC policy process, an understanding of the political interests and needs of senior Registered Liberals and to provide regular updates to the SLC Policy Chair as to these interests.

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- 17.4 SLC Sections shall encourage and assist SLC members to establish clubs at regional or riding levels in accordance with LPC By-law 1, Section 18 and Appendix B of this Charter.
- 17.5 SLC Sections shall encourage appointment/election of a SLC Representative to each EDA Board in compliance with LPC By-law 2 (EDAs).
- 17.6 SLC Sections shall establish contact with SLC Representatives on EDA Boards appointed as detailed in Appendix A of this Charter, and work with them to organize periodic regional meetings (or other mechanisms) at which members may share their views in relation to seniors' interests and needs, and determine what follow-up action is appropriate.
- 17.7 Each SLC Section shall provide support and counsel to the SLC National Board.
- 17.8 Each SLC Section shall have a governing document that is consistent with this Charter, LPC By-law 1 (Commissions) and LPC By-law 8 (PTBs) and includes – but is not limited to – the following elements:
  - 17.8.1 The principles set out in the preamble to this Charter defining its purposes and objectives in a manner consistent with Section 3, Section 6, and Clauses 18.1 to 18.4;
  - 17.8.2 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;
  - 17.8.3 In accordance with LPC By-law 6 – Elections, a provision for the election of six (6) Officers of the SLC Section (Chair, Vice-chair, Secretary, Governance Chair, Policy Chair and Communications Chair) and other voting and non-voting directors as the Section deems necessary;
  - 17.8.4 A provision for the establishment and maintenance of financial records, records of meetings, and correspondence.
- 17.9 Sections shall submit an annual plan to the SLC Management Committee that includes their role in achieving the goals of the SLC. These annual plans shall be included in the SLC Comprehensive Plan.

## **18 SLC CLUBS**

- 18.1 SLC Sections shall endeavour to establish SLC Clubs in their respective provinces and territories, where practicable, as a critical interface at the regional or riding level, through which members meet periodically to share fellowship, exchange views on interests, needs, and other SLC related matters.
  - 18.1.1 A member of an SLC Club Board must be a Registered Liberal and SLC member.
- 18.2 An SLC Club shall be formed when at least ten (10) senior Registered Liberals of the SLC hold and attend a founding meeting, elect its officers and adopt a procedure manual consistent with the example provided in the SLC's Club Start-up kit.

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- 18.3 To be recognized as an SLC Club by the SLC, the Club must have at least ten (10) senior Registered Liberals and make application for recognition in accordance with Section 6 of LPC By-law 1 and Parts 1 and 2 in Appendix B of this Charter.
- 18.4 SLC Clubs are expected to hold periodic meetings at which their members exchange views on seniors' interests and needs of local, regional, or national interest and, discuss potential responses to these interests and needs.
- 18.5 An SLC Club may have associate members to promote the purpose and objectives of the SLC and participate in Club activities. However, such associate members will not be recognized as members of the SLC by the LPC, cannot be elected or appointed as members of any SLC (national, Section or Club) board, and are excluded from voting on all Club decisions.

## **19. CHARTER AMENDMENTS**

Amendments to the SLC Charter may only be proposed by the SLC National Board or any provincial/territorial SLC Section.

- 19.1 Proposed amendments to the SLC Charter must be approved by the SLC National Board.
- 19.2 Any Charter amendment takes effect upon approval by the LPC National Board.

## **20 APPEAL PROCEDURE**

The SLC Appeals Committee shall hear all disputes arising from this Charter. Any member of the SLC wishing to appeal a decision or action made by the SLC National Board may begin the process by requesting a copy of the Appeal Procedure from the SLC Co-chairs in writing. A decision made by the SLC Appeals Committee shall be final.

## **21 RECORDS**

- 21.1 SLC National Board, SLC Section and Club Board Officers shall maintain and archive records of all meetings, guides, policies, work plans and governing documents for their respective Boards and committees in a safe, secure and confidential manner.
- 21.2 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.

## **22 RULES of ORDER**

Meetings of the SLC and the SLC National Board shall be conducted in accordance with the current edition of Robert's Rules of Order.

## **23 INTERPRETATION**

- 23.1 Interpretation of this SLC Charter is the responsibility of the SLC National Board.
- 23.2 Any interpretation of this SLC Charter or decisions arising from this Charter by the SLC members or the SLC National Board must be consistent with the following principles:

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- 23.2.1 A reasonable interpretation in a manner that is consistent with the LPC Constitution and applicable Party By-laws, and the Purpose of this SLC Charter;
- 23.2.2 Words importing the singular include the plural and vice versa;
- 23.2.3 The power to appoint includes the power to remove;

**24 OFFICIAL LANGUAGES – MEETINGS and DOCUMENTATION**

- 24.1 National General Meetings shall be conducted in both official languages with all meeting-related materials made available in both official languages before, during and after each such meeting.
- 24.2 National Board Meetings shall be conducted in a manner respecting the official language requirements of all members with any document requiring a decision by vote of the Board made available in both official languages.
- 24.3 **Documentation:**
  - 24.3.1 This Charter, national governance and guide documents, national brochures and the SLC website shall be published in both official languages.
  - 24.3.2 National Board meeting minutes shall be made available in both official languages.
  - 24.3.3 Content in all documents and other communication materials shall have the same meaning, force and effect in both official languages.

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## **Appendix A**

### **SLC Representatives**

In accordance with LPC By-law 2 (Electoral District Associations), an EDA's Board of Directors shall include, as voting members, a representative of each commission recognized in LPC By-law 1 (Commissions).

### **SLC Representative Appointment**

- 1.1 An EDA SLC Representative shall be appointed by the SLC Section in consultation with the EDA.
- 1.2 The SLC Section Executive, by a simple majority vote, may rescind the appointment of an EDA SLC Representative following consultation with the EDA and consideration of the justification for such action.
- 1.3 The responsibilities of SLC EDA Representative include the following:
  - Attend and participate in Executive meetings of the EDA;
  - Connect with other EDA SLC Representatives in the other EDAs;
  - Participate in Regional and Provincial conference calls as required;
  - Maintain communication between the SLC Section and the EDA;
  - When and where possible, attend the SLC General Meeting at the LPC National Convention;
  - Participate in Liberal riding events and other senior events in the community;
  - Assist in developing policy on seniors' issues with the SLC Section and the LPC;
  - Connect and get to know seniors who are Registered Liberals in the EDA as well as seniors who live in the electoral district who are not members of the Party;
  - Assist with the formation of one or more SLC Club(s) in the EDA.

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## **Appendix B**

### **SLC Club Requirements**

The term 'Club' is used throughout this Charter in order to maintain compliance with LPC's Constitution and By-laws. This Appendix details the requirements and associated procedures for an SLC Club (council or association) to be formally recognized by the SLC along with suggested best practices for club operation.

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

#### **1. Establishing an SLC Club**

An SLC Club must be declared as formally established by the appropriate SLC Section. To qualify for recognition the Club must:

- 1.1 Have held a founding meeting with at least ten (10) senior Registered Liberals who are 60 years of age or older in attendance, selected its officers and adopted a Club Procedure Manual consistent with the example provided in the SLC Club Start-up Kit.
- 1.2 Provide a letter of application to the Chair of the SLC Section for the province or territory in which the Club is being established along with:
  - 1.2.1 Minutes of the founding meeting indicating the date and place of the meeting;
  - 1.2.2 A copy of the Club's temporary Procedure Manual;
  - 1.2.3 The Club membership registry including the names, telephone numbers, mailing and email addresses for Club members - including the executive members - attending the founding meeting.
- 1.3 The SLC Section Chair shall send a letter acknowledging formal recognition of the Club to relevant EDA Chair(s), the LPC Commissions Coordinator, the PTB Chair and the SLC National Co-chairs.

#### **2. Maintaining SLC Club Recognition**

- 2.1 Each SLC Section will maintain an archive of founding documents, updated membership registries, regular and general meeting minutes for all recognized SLC Clubs within its province or territory. The SLC Section Chair shall contact each SLC Club Chair on an annual basis to confirm the Club's status, preferably on or shortly after the anniversary date of the Club's founding meeting, collect and provide the necessary documentation for ongoing recognition to the SLC Section Chair. Necessary documentation will include:
  - 2.1.1 An updated Club membership registry confirming the Club has at least ten (10) Registered Liberals who are 60 years of age or older, including executive members;
  - 2.1.2 A copy of the Club's current, adopted Procedure Manual;
  - 2.1.3 Minutes of all Club regular and general meetings held since the Club's founding or last general meeting.

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- 2.2 The SLC Section Chair shall send a letter acknowledging the Club has met the requirements for continued recognition to the Club Chair. Copies shall be sent to relevant EDA Chair(s), the SLC Section Chair, the LPC Commissions Coordinator, the PTB Chair and the SLC National Co-chairs.

### **3. Best Practices for Club Operation**

The Constitution of the LPC provides that only the Party, an EDA or a campaign, is permitted to hold property and money, accept contributions, make expenditures, or enter into any contracts, leases or other arrangements.

A commission club is not permitted to do any of the above in its own name but may do so provided it has established a collaborative working relationship with an affiliated LPC Electoral District Association (EDA).

The SLC recommends each SLC Club establish a collaborative and mutually beneficial working relationship with an EDA. Mutually agreed upon terms may include (but not be limited to) the following arrangements:

- To have all funds collected by the Club deposited with the EDA's treasurer or financial agent to be held in trust for the use of the Club and disbursed from Club funds as the Club directs;
- To have requests for Club funds addressed to the EDA treasurer or financial agent in the form of a Club resolution approved at a regular Club meeting and endorsed (signed) by at least two Club Officers, one being the Club treasurer;
- To have the EDA treasurer or financial agent provide the Club treasurer with regular reports detailing all Club transactions in the form of a balance sheet so that the Club treasurer is prepared, in advance, to provide reports to Club members during regular Club meetings;
- To arrange for the Club's General Meetings to coincide with the EDA's General Meetings as provided for in LPC By-law 6 (Elections) and for giving Notice of General Meetings jointly;
- To take advantage of opportunities for co-sponsorship of events and activities that attract the general public to become more involved with the LPC and become Registered Liberals; and,
- To encourage Club members to become active volunteers as members of LPC candidate election campaign teams.