

# **Constitution and By-Laws of the Saanich-Gulf Islands Green Party Electoral District Association (2022)**

## **Constitution**

### **Part I – General**

1. The name of the association is “The Saanich-Gulf Islands Green Party Electoral District Association” (this is the name with which it is registered with Elections Canada) hereinafter referred to as the “SGI-EDA”.
2. The SGI-EDA is an association of members of the Green Party of Canada (hereinafter referred to as “GPC”) in the Saanich-Gulf Islands Electoral District, and is bound by the constitution and bylaws of the Green Party as amended from time to time. If there is a conflict, the Green Party constitution and bylaws take priority.
3. The SGI-EDA is formed according to the provisions of the Canada Elections Act.
4. The SGI-EDA is governed by Elections Canada rules and where there is a conflict between the Constitution or Bylaws of the SGI-EDA and Election Canada rules, the Elections Canada rules take priority.
5. The purpose of the SGI-EDA is to:
  1. Support and promote the principles, objectives and policies of the GPC;
  2. Provide organizational and financial support to the GPC candidate for Saanich Gulf-Islands in an election or by-election and for the GPC Member of Parliament for Saanich-Gulf Islands once elected; and,
  3. Raise money to support the fundamental objectives of the GPC and the purposes and activities of the SGI-EDA.
6. All current members of the GPC residing in the Saanich-Gulf Islands electoral district are members of the SGI-EDA.
7. The SGI-EDA will operate unless and until it is dissolved as specified under Election Canada Rules.
8. The SGI-EDA will operate within the boundaries and parameters set by Elections Canada.
9. The SGI-EDA may not change its name, or merge or join with any other political party.

### **Part II – Executive Committee**

10. The Executive Committee shall be the governing body of the SGI-EDA.
11. Members of the Executive Committee will be elected at a General Meeting of the SGI-EDA.

12. Executive Committee members carry out their roles on a strictly volunteer basis.
13. To comply with Elections Canada regulations, the Executive Committee of the SGI-EDA must include at least the following two officers:
  1. Chief Executive Officer (CEO)
  2. Financial Agent (FA)
14. The Executive Committee will also appoint an auditor as per the requirements of Elections Canada.
15. The Executive Committee will appoint a Secretary.

## **Bylaws:**

### **Part I – Executive Committee**

16. The Executive Committee shall be comprised of a minimum of seven (7) and a targeted maximum of eleven (11) members elected from the SGI-EDA membership at the Annual General Meeting (AGM).
17. To facilitate the election of members to the Executive Committee of the SGI-EDA a nominating committee shall be struck at an Executive Committee meeting prior to 60 days before the next AGM.
18. This nominating committee shall be chosen by the SGI EDA Executive Committee and shall be comprised of two members of the existing SGI-EDA Executive Committee and one SGI-EDA member not serving on the Executive Committee . The nominating committee shall identify candidates for the Executive Committee and accept nominations from the general membership of the SGI-EDA.
19. The nominating committee shall issue a call for nominations to all SGI-EDA Members at least 60 days prior the AGM.
20. Nominations will close 7 days prior to the SGI AGM. There will be no nominations from the floor of the General Meeting.
21. In the event that the membership of the Executive Committee falls below seven (7) or the CEO or Financial Agent are required to leave their positions, the Executive Committee may appoint a replacement, who shall hold office until the position can be filled by election at the AGM of the SGI-EDA.
22. Members of the Executive Committee shall serve for a term of three (3) years and are eligible to run for a second term. Terms will be structured such that approximately one third of the Executive Committee shall stand for election at each AGM.
23. A member of the SGI-EDA Executive Committee may be removed following absence of a member from four (4) consecutive meetings, unless prior consent has been arranged with the chair.

24. Conduct by a member of the SGI-EDA Executive Committee that contravenes the principles of the GPC may be grounds for that member's removal from the Executive Committee. A special meeting of the SGI-EDA Executive Committee may be called and the member invited to present his or her position. The member will then be asked to withdraw from the meeting, and the Executive Committee will, after appropriate discussion conduct a secret ballot to determine if the member shall be removed from the Executive Committee.
25. The Executive Committee shall also consider if the conduct referred to in Section 24 is grounds for reporting to the GPC President of the the Federal Council
26. Quorum for all SGI-EDA Executive Committee meetings shall be more than fifty (50) percent of members of the Executive Committee.

## **Part II – Officers**

27. The CEO and Financial Agent of the Executive Committee shall be chosen by secret ballot of the Executive Committee at the first meeting following the AGM of the membership.
28. The CEO shall:
  1. Chair all meetings of the SGI-EDA.
  2. Cast a vote only when his or her vote would affect the outcome. In the absence of the CEO from the meeting, another member of the Executive Committee may assume the functions of the chair.
  3. Oversee the overall activities and operations of the SGI-EDA.
  4. In the absence of the CEO from a meeting, the Executive Committee shall appoint another member of the Executive Committee to act as CEO of the meeting
29. The Financial Agent shall be responsible for:
  1. Overseeing all SGI-EDA revenues and expenditures, acting on behalf of the executive.
  2. Keeping the financial records, including books of account, necessary to comply with the Canada Elections Act.
  3. Preparing, and provide at the Annual General Meeting the financial statements for the year just ended, and:
  4. Rendering financial statements and reports to Elections Canada, the Executive Committee, the general members of the SGI-EDA, and
30. The Secretary shall:
  1. Cause notices of meetings of the SGI-EDA and of the Executive Committee to be issued,
  2. Keep minutes of all meetings of the SGI-EDA and of the Executive Committee,
  3. Ensure the SGI-EDA retains custody of all records and documents of the SGI-EDA except those required to be kept by the Financial Agent,
  4. Ensure the SGI-EDA maintains the registration of Executive Committee members with Elections Canada, and

31. In the absence of the Secretary from a meeting, the Executive Committee shall appoint another member of the Executive Committee to act as Secretary of the meeting.
32. In addition to the positions of Chief Executive Officer and a Financial Agent, members of the Executive Committee may be assigned the responsibility for positions such as:
  1. Membership Chair
  2. Fundraising Chair
  3. Events Chair
  4. Communications Chair

### **Part III – SGI-EDA Finances**

33. The financial management of the SGI EDA must comply with and is subject to Election Canada Rules.
34. The Executive Committee has all the powers necessary to manage the SGI-EDA but the Executive Committee shall not borrow money or use the SGI-EDA's assets as security unless authorized to do so by a special resolution of the membership at a General Meeting.
35. The Executive Committee may authorize the payment of a member's out-of-pocket expenses where such payment appears to the Executive Committee to be in the SGI-EDA's best interests, and where the activity or expense have been approved in advance by the Executive Committee. Proper receipts must be provided.
36. In compliance with Election Canada rules the Executive Committee shall appoint a professionally accredited person who is not a member of the Executive Committee to audit the financial books and records of the SGI-EDA. The Financial Agent shall present a report of this audit at the next Annual General Meeting.
37. Requests for Financial Support from non SGI-EDA members or organizations:
  1. Must be in written or electronic form and must support GPC and SGI-EDA principles.
  2. Amounts over \$1000 will be given only if approved by three-quarters vote of Executive Committee.
  3. Amounts under \$1000 will be given only if approved by vote of Executive, and the process may be conducted electronically, by email or by web-based software.

### **Part IV – Annual General Meeting**

38. A list of nominations for membership of the Executive Committee will be made available to the membership in advance of the AGM.
39. Participation in any meeting of the SGI-EDA requires that the participant has been a member of the GPC for at least thirty (30) days prior to the meeting, unless there is a specific exception set by the GPC.

40. The SGI-EDA shall hold an annual general meeting (AGM) once per calendar year and no later than 15 months after the previous AGM. The business of the AGM shall include the election of the Executive Committee of the SGI-EDA.
- 40.1 When determined by the SGI-EDA executive as necessary or desirable, an AGM or other General Meeting may be held in whole or in part using telecommunications or online technology which allows simultaneous and real time communication between attendees. Participation in such an online meeting shall constitute "attendance in person" at the meeting.
41. Notice of each AGM shall be given by email at least 30 days prior to the AGM and will be sent to the email address of each member of the electoral district association that is on file in the national database of the GPC at that time.
42. All current members, and only current members, of the SGI-EDA are entitled to vote at general meetings of the SGI-EDA. Memberships that have lapsed within the preceding 12 months can be returned to active status by the member donating a minimum of \$10 and requesting the membership be renewed.
43. Motions shall be passed if supported by a simple majority of more than 50 percent of those present at meetings.
44. Constitutional amendments may be proposed by any member of the SGI-EDA to the Executive Committee who may suggest modifications. The proposed amendments will then be presented to the SGI-EDA at the next AGM. The Executive Committee may add a recommendation for approval or rejection.
45. Notice of proposed amendments to the constitution shall be included in the notice of a general meeting at which the amendments shall be considered.
46. A quorum at an AGM shall be the lesser of five (5) percent of the membership or 25 members.
47. Proxy voting is not permitted at any SGI-EDA meeting.

#### **Part V – Election Campaigns**

48. Candidate selection procedures are governed by the GPC Candidate nomination procedures.
49. The SGI-EDA Executive Committee shall appoint a Candidate Nomination Committee for the purpose of recruiting potential candidates. Prior to appointment, Nomination Committee members must agree to be neutral in the nomination process, and agree not to seek nomination themselves.
50. Any member of the Executive Committee, after filing nomination papers to seek the nomination as a candidate in an upcoming federal election or by-election, shall take a leave of absence from the Executive Committee , and may resume duties only when they are no longer a contender for the nomination.
51. The SGI-EDA shall hold a nomination meeting to select a candidate for the Green Party in the Electoral District in accordance with nomination contest rules provided by the GPC.
52. In the event that the membership of the SGI-EDA and/or its Executive wish to replace a nominated candidate, a meeting of the membership may be called in accordance with rules provided by the GPC .

## **Part VI – Campaign Finances**

53. Campaign finances will be managed in compliance with the Elections Canada Act.
54. The budget for a campaign will be prepared and submitted to the Executive for approval.
55. Under special circumstances, funding to other EDAs may be approved by the Executive Committee. if the Executive Committee deems that such funding will benefit the GPC or SGI-EDA and our nominee, candidate, or elected Member of Parliament. Approval will be in advance of providing funding and will be in compliance with and consistent with the Elections Canada Act and section 37 of these bylaws.

## **Part VII – Membership Fees, Donations and Fundraising**

56. Membership in the GPC is free with a minimum donation to either the federal party or the SGI EDA. A \$10 donation entitles the donor to a one year membership and \$25 to a three year membership. Donors must request the membership. Members are responsible for ensuring their membership remains in good standing by logging in to [www.greenparty.ca](http://www.greenparty.ca) regularly.

## **Part VIII – Special Events**

57. Special events which are held from time to time require prior approval by the Executive Committee.
58. Claims for expenses incurred for special events will be provided to the Financial Agent in a timely fashion.

## **Part IX – Operations**

59. The SGI-EDA Executive Committee may from time to time hire staff or engage a contractor who shall report to the CEO.
60. Technical support for the SGI-EDA data systems is critical for election campaign success and for ongoing communications with the SGI-EDA membership. The Executive Committee is responsible for maintaining the integrity and security of the SGI-EDA data systems
61. The SGI and GPC data systems contain sensitive, confidential,proprietary and strategic information. Authorization for access to these data systems will be granted by the CEO of the Executive Committee or designate. Anyone with authorization to access to this information will be required to complete a confidentiality and non-disclosure agreement, prior to such authorization.