



## Constituency Association Rules

### I. General

#### A. Authority

1. The Constituency Association (the “CA”) is an unincorporated association created under the authority of the Wildrose Independence Party (the “Party”). The CA is authorized in law by the Election Act and the Election Finances and Contribution Disclosure Act in force at any given time in the Province of Alberta. The CA is governed by these rules and is subject to the authority of the Party Bylaws.
2. Recognition of a CA and membership in the Party is subject to the Wildrose Independence Party Bylaws.

### II. Objectives

#### A. Representation

1. Members shall be organized into Constituency Associations (CAs) according to their residence in Alberta as set out by the Alberta Elections Act. The CA is the primary organization through which the rights of the members are exercised.
2. Beyond representing the membership, each CA shall function to elect a Wildrose Independence Party Candidate, who, if elected, will represent the people of the Constituency as a Member of the Legislative Assembly of Alberta (“MLA”).

#### B. Responsibilities

1. Each CA shall be responsible for the following;
  - i. Supporting the principles, objectives and policies of the Party and maintaining an effective local organization for that purpose in the constituency,
  - ii. Providing organizational and financial support to the Wildrose Independence Party Candidate during an election
  - iii. Facilitating the engagement of the residents of the Constituency in the political affairs of Alberta, and the involvement of Members in the affairs of the CA and the Party

### III. Membership

## **A. Rights of Members**

1. All residents of the Constituency who are members in good standing (of) with the Party are Members of the CA.
2. Members in good standing are entitled to;
  - i. Attend and participate in any AGM of the CA, including voting on motions and the election of the Board of Governors
  - ii. Stand for election to the CA Board of Governors
  - iii. Attend any CA Board of Governors meeting as an observer
3. Members have a 14 day grace period in which they can renew their membership prior to voting at a CA meeting or an AGM

## **IV. The CA Board**

### **A. Governance**

1. The CA Board, under the leadership of its Officers, and in accordance with Party direction, shall carry out actions as are necessary to meet the objectives of the CA and the Party.
2. The CA Board shall conduct themselves in a manner consistent with the Founding Principles and Policies of the Party, the Party Constitution, these Rules, and shall not prejudice the interests or well-being of the Party or any other Constituency Association of the Party.
3. The CA Board shall;
  - i. Preside over the affairs of the CA;
  - ii. Fix the date, hour and place of CA Board meetings and Annual General Meetings;
  - iii. Perform other such duties as specified in these Rules.
4. CA Board members or Member(s) at Large, shall not have the authority to act for or on behalf of the CA except as specifically provided for in these rules or by the CA Board through adoption of a motion or a standing rule of order.
5. The CA Board shall meet once per month during each calendar year and meet no less than 9 times in a given calendar year.

### **B. Board Composition**

1. The CA Board shall be comprised of: The Officers and the Directors elected or appointed pursuant to these Rules
2. The total number of voting members on the CA Board shall not exceed 30. ( with ten percent of that number open to members from outside of the CA.) Board members that reside outside the constituency

boundary may be elected to the Board provided they not exceed 10% of the total Board. (ie 10% of the Board – if there are only 20 Board members, then only 2 can reside outside the boundaries).

3. An Elected Member of or a Candidate Nominated for, the Legislature of Alberta shall be entitled to be present at their local Constituency Association meetings as a non-voting observer to report their activities and to answer questions. The Elected Member or the Nominated Candidate may designate another person to be their representative at CA meetings.

4. The regional Director, or any member of the Provincial Board of Governors shall be entitled to be present at a CA meeting as a non voting observer to report their activities and to answer questions, and to convey information about the CA to the provincial Board of Directors.

#### **D. Officers**

1. The CA shall have, at a minimum, the following officers: President and Treasurer (CFO).
2. The CA may also elect the following additional officers: Vice-President Membership, Vice-President Policy, Vice-President Fundraising, Vice-President Communications, and Secretary.
3. The President shall have the responsibility, as the Chief Executive Officer of the CA, to preside over all meetings of the CA including the AGM at which they are in attendance.
4. The Treasurer (CFO) shall;
  - i. Be responsible for all accounting and budgeting activities, including the preparation of financial statements and reports,
  - ii. Have custody of, and maintain all financial records and documents of the CA.
  - iii. Work with the Party in the verification and presentation of the CA financial statements and statutory filings.
  - iv. Become familiar with, and ensure the CA complies with, all Electoral Laws and other laws governing the financial affairs, financing, and financial disclosure requirements of the CA.
  - v. Prepare a financial report to be accepted by vote of the members at each AGM.
  - vi. Prepare and change all signing authorities on the CA bank account following the AGM
5. The CA Board shall elect a CA Board member to perform the duties of the Secretary. The Secretary shall;
  - i. Prepare the minutes of the CA meetings,
  - ii. Make copies of the prepared meeting minutes available to the CA Board members,
  - iii. Ensure the minutes include: date, time, place and attendance of the meeting, the approved agenda, accurate wording of all approved motions naming the mover and the seconder; time of adjournment and the date of the next meeting if known.
  - iv. Ensure copies of minutes are filed with the Secretary of the Wildrose Independence Party and made available for viewing by CA members upon reasonable request.

v. Have custody and maintain all records of the CA, except financial and membership records

vi. Prepare all forms of registration of CA changed to Officers to Elections Alberta and the Party immediately following the AGM and Election of officers.

6. The VP-Membership, shall be the first VP and shall act as President in the absence of the President. The VP-Membership shall be responsible for the growth of the CA, the maintenance of the membership lists and renewals, and for CA development and organization.

7. The VP-Fundraising, shall be the second VP and shall act as President in the absence of the President and the VP-Membership. The VP- Fundraising shall be primarily responsible for planning events and raising funds for the CA.

8. The VP-Communications shall be responsible for all communications, advertising and promotional programs of the CA.

9. The VP-Policy will have primary responsibility to organize and manage all meetings and processes related to the development of policies and constitutional amendments for consideration by members of the Party.

#### **D. Meetings of the CA**

1. The CA Board shall meet at the call of the President. The Board is encouraged to meet monthly but must meet the minimum requirements of meeting at least nine times in each calendar year. The CA Board Governors will receive by email or telephone notice of such 7 days in advance.

2. At each regular meeting of the CA Board the following matters, at the minimum, should be included in the Agenda;

i. Presidents report

ii. CFO Report outlining the financial state of the CA,

iii. VP Membership report regarding membership retention and acquisition

iv. VP Fundraising report on fundraising plans including events, goals and achievements,

v. Other VP reports on progress of their activities regarding their sphere of focus.

vi. A brief account of legislative activities by the MLA, or their designate, if any, or, an account of activity by a nominated Candidate.

vii. If time permits, at the discretion of the CA President, it is encouraged that after the conclusion of CA business, a prominent stakeholder in the CA area (This would include but is not limited to local union representatives, first nations leaders, business leaders, farm and rancher leaders, healthcare workers or teachers.) be invited to give a presentation along with a question and answer period.

3. A CA Board, at any meeting following the AGM, may elect a member at large to fill a vacant Governors position on the CA Board, so long as the maximum number of Board Governors is not exceeded. The member is approved if the quorum requirement is met and the majority of the CA Board Governors present vote in favor by secret yes/no ballot. The elected member must immediately sign the Code of Conduct and the Non-Disclosure Agreement

4. The CA Board, if the requirement of quorum is met and the majority of the Board Governors present vote in favor, the Board may remove an Officer or Governor of the CA Board who has missed three consecutive regularly scheduled CA Board meetings without reasonable explanation. This is done by way of a secret yes/no ballot based on the motion to do so.

5. The CA Board may remove an Officer or Governor from its Board for violations of the Wildrose Independence Party Constitution or other inappropriate conduct as defined by the Code of Conduct. The Board of Governors and the President of the Party must receive 7 days advance notice by email or telephone of the motion to remove and the grounds for removal. Two thirds (2/3) majority of the entire CA Board of Governors must vote in favor of removal by yes/no secret ballot.

6. If approved by the CA Board, any member of the CA Board may participate in a meeting of the CA Board by means of video or teleconferencing technology that allows all persons participating in the meeting to hear each other, and the members so participating shall be deemed to be present at the meeting and shall be included in the quorum.

7. The CA Board may, upon presentation of a motion, conduct a vote via email at the discretion of the President, provided all Board members are included. Any action taken must be ratified at the next CA Board meeting and included in the minutes.

8. The quorum for all CA meetings shall be one of;

- i. 1/3 (rounded up) of all Governors with three Officers present,
- ii. A majority of all Governors with at least one Officer present.

9. Any two CA Governors members can request the President, or Secretary, call a Board meeting, if an Agenda is provided to all CA Governors with seven (7) days advance notice.

## **E. Vacancies and Committees**

1. The Board of Governors may establish, by motion, such committees as are deemed necessary to conduct the affairs of the CA. Committee Chairpersons shall be CA Board of Governors members, but CA members at large may be appointed as committee members.

2. Vacancies in Officer positions between AGMs may be filled from within the existing board in the same manner as protocol at the AGM.

3. The Board of Governors may, by motion, create and define the position of VP-Youth. The VP Youth will be elected from among the Governors on the Board of Governors by secret ballot yes/no vote.

## **V. Annual General Meetings of the CA**

### **A. Timing and Notice**

1. CA AGMs shall be held at a date, time and place within the boundaries of the Constituency to be fixed by the CA Board.
2. The CA must notify all members that reside within the constituency boundaries and the Provincial Party Board of Governors of the date, time place and place of the AGM. Such notice must be sent not less than twenty one (21) days in advance of the date of the meeting. This notice may be sent by the CA or the Party as an email or recorded telephone call.
3. Quorum for an AGM shall be the lesser of;
  - i. A majority of CA members,
  - ii. Ten CA members.
4. Members who reside outside the constituency boundaries do not count towards quorum.
5. Subject to these Rules, an AGM shall be convened by the CA Board, once per calendar year with a maximum of eighteen months between AGMs.
7. All CA members in good standing shall have the right to attend their AGM and vote if they provide photo ID and proof of physical address, and are on the members list provided by the Party.
8. Persons who have been members for at least 60 days in advance of the date of the AGM are entitled to speak to and vote on any motions at that meeting and to vote in any CA Board elections being held.
9. The CA President shall be Chairperson the AGM. If there is no President, the Regional Director for that geographic zone, or other designate of the Board of Governors, will chair the meeting.
10. Since all CA funds are held in trust for the members, the Treasurer shall present a financial report for approval by the members. This report should include a balance sheet and a record of major transactions.

## **B. ELECTION OF THE CA BOARD**

1. Nominees for Officer, and Director, positions on the CA Board must be members of the party and must remain members, in good standing, of The Party throughout their elected term(s). A grace period of two weeks is allowed for a CA Board of Governors member to renew a lapsed membership
2. The Governors for the CA Board shall be elected by secret yes/no ballot at each AGM by the members to serve until their successors are elected.
3. The Returning Officer shall supervise the credentialing of members, shall conduct the election, shall supervise the counting of ballots, and announce the results and be responsible for the destruction of ballots. The RO is recruited by the CA Board of Governors or AGM Committee, if one is formed, and shall not reside within the constituency boundaries.
3. Directors term of office shall begin at the close of the AGM at which they are elected until the close of the AGM at which their successors are elected.
4. Officers (at minimum: President and CFO) will be elected from within the elected CA Governors at the first CA Board meeting – to be held immediately following the adjournment of the AGM.

5. The following rules apply to the election of CA Directors;

- i. There are no restrictions on the number of times an individual may be elected to a term of office on the CA Board,
- ii. In addition of nominees on the Ballot, elections cannot proceed without the opportunity for nominations from the floor,
- iii. Each nominee is entitled to speak, if they wish.
- iv. Each voting member can cast one vote per each available position for the CA Board,
- v. voting shall proceed by way of secret yes/no ballot with each nominee requiring majority approval to be elected.

6. CA Governors and Officers will be required to sign a Code of Conduct to be filed with the Secretary of the CA and the Secretary of the Provincial Party.

7. A report of all CA Governors and Officers elected must be filed with the Secretary of the Party.

8. Upon election, the CA President agrees their telephone and email address will be made available to the Board of Governors and to other CA Presidents on a contact list maintained by the Party.

9. At this first Board meeting, signing authorities for the bank account will be determined by motion.

10. Immediately following the first Board meeting following the AGM, the appropriate documents regarding the election of Officers will be filed with Elections Alberta with a copy to the Secretary of the Provincial Party

## **VI. Financial Management**

### **A. Legislative Requirements**

1. The fiscal year of the Association shall be from January 1 to December 31 of each year.
2. The CA shall operate in accordance with Electoral Laws and shall comply with all provisions governing the financial management, financing, and financial disclosure obligations of the CA.
3. The CFO or President shall promptly send the Secretary of the Party a copy of all documents filed with Elections Alberta.

### **B. Party Requirements**

1. No CA is entitled to take on debt for any reason except by means of submitting a special request to the Provincial BoG who will decide with a motion and a vote.

## **VII. Rules of Order**

1. Subject to these rules and any directives from the Party, the CA Board shall follow Roberts Rules of Order.

## **VIII. Interpretations and Amendments**

### **A. Elections Alberta**

1. These Rules are to be interpreted and read to Accord with the Electoral Laws of Alberta and the Party Bylaws. Unless the context otherwise requires, words and phrases used in the rules have the same meaning as in Alberta Electoral Laws and the Party Bylaws.
2. To the extent there is a conflict between any provision of these rules and Alberta Electoral Law, the latter shall prevail.
3. To the extent there is a conflict between the Party Bylaws and these rules, the former shall prevail.

**B. Amendment**

1. These rules may be amended from time to time by the Board of Governors or a Member's Assembly.
2. The CA Board does not singularly have the authority to in any way alter these rules.

**C. Code of Conduct**

1. There shall be one Code of Conduct (CoC) for the entire Party. The CA shall neither have the power to write its own Code of Conduct nor substitute its own interpretation of the existing CoC.