

# **The Council of Canadians London, Ontario Chapter**

## **Constitution**

1. The name of the society is: The London Chapter of the Council of Canadians
2. The purposes of the society (hereafter referred to as the Chapter) are as follows:
  - 2.1 To safeguard and strengthen Canadian sovereignty by the progressive ~~(as opposed to conservative)~~ enhancement of our political, economic, social and environmental autonomy.
  - 2.2 To contribute to Canada's democratic development through advocacy of public policies designed to reinforce our self-determination in **progressive** politics and economics, social justice and environmental justice.
  - 2.3 To promote the attainment of the above progressive objectives through public education on national, provincial and municipal policy issues, the initiation and support of relevant public causes, and collaboration with other progressive associations to secure their implementation.

## **By-Laws**

### **General Meetings**

1. There shall be one general meeting per year, which shall be referred to as the Annual General Meeting (AGM) and held no later than November 30. At the AGM:
  - 1.1 The annual report of the Chapter Chair shall be presented.
  - 1.2 The Annual Statement of the Chapter finances since the last AGM will be submitted by the Treasurer in writing to the supporters of the Chapter, and a verbal summary of the Annual Statement shall be presented by the Treasurer.
  - 1.3 Reports from the other Steering Committee members and the Chapter Committee Chairs will be given.
  - 1.4 The election of the Chapter Steering Committee members to serve until the next AGM shall be held. They take office and their duties begin immediately

following the adjournment of the AGM, at which point the previous Steering Committee members cease to serve unless re-elected.

2. A quorum shall consist of at least 10 supporters of the Chapter; a quorum is necessary for any general meeting to proceed.
3. Notice of the AGM, including the agenda, shall be sent to the Chapter supporters at least 30 days prior to the meeting date.
4. Other general meetings can be called any time at the discretion of the Chapter Steering Committee.
5. A general meeting can be called at any time by supporters of the Chapter. It shall be held within 30 days of the filing (with the Secretary or Chair of the Chapter) of a request in writing signed by at least 20 supporters of the Chapter.

#### **The Chapter Steering Committee**

6. The Chapter Steering Committee
  - 6.1 carries out the instructions of the supporters of the Chapter.
  - 6.2 approves the expenditure of funds.
  - 6.3 establishes or discharges committees as required.
  - 6.4 holds monthly Chapter meetings open to all supporters of the Chapter and invited guests (Sept.-June).
  - 6.5 holds Chapter Steering Committee meetings as needed.
  - 6.6 holds meetings of the Steering Committee + Committee Chairs as needed.
  - 6.7 organizes the Chapter AGM.
  - 6.8 ensures that one of the two designated signing officers sign every cheque (in addition to the Treasurer, who is a required signer).
  - 6.9 appoints Chapter Steering Committee members to fill vacancies between AGMs.
  - 6.10 appoints delegates to the National and Regional AGMs.
7. Members of the Chapter Steering Committee shall include 6 officers:

- 7.1 Chapter Chair (& Chapter Contact)
- 7.2 Secretary
- 7.3 Treasurer
- 7.4 Membership Chair
- 7.5 Media & Communications Chair
- 7.6 Website & Social Media Administrator
- 8. The Chapter Steering Committee may also include a Youth Representative and additional positions as established by The Chapter Steering Committee.
- 9. The duties of the Chapter Steering Committee members are as follows.
  - 9.1 The Chapter Chair (& Chapter Contact)
    - 9.1.1 oversees the operation of The Chapter.
    - 9.1.2 officially represents The Chapter.
    - 9.1.3 acts as the liaison to associate organizations (including the Regional and National Offices of the Council of Canadians).
    - 9.1.4 sets meeting agendas.
    - 9.1.5 is a designated signing officer.

(Two signing officers shall be designated as co-signers with the Treasurer, including the Chapter Chair and one other member of the Steering Committee.)
  - 9.2 The Secretary
    - 9.2.1 takes minutes at general meetings.
    - 9.2.2 files and maintains all archival non-financial documents.
    - 9.2.3 takes care of official correspondence.
  - 9.3 The Treasurer
    - 9.3.1 maintains all financial records.

9.3.2 provides a report on finances at all general meetings.

9.3.3 is a required signing officer.

(In order to ensure that there are always sufficient funds available in The Chapter bank account, the Treasurer is required to sign each cheque, together with either one of the two designated signing officers.)

#### 9.4 The Membership Chair

9.4.1 maintains membership lists.

9.4.2 provides membership list information as required.

9.4.3 acts as a liaison to membership and contacts.

#### 9.5 The Media & Communications Chair

9.5.1 provides advice regarding the media.

9.5.2 writes and administers news releases.

9.5.3 acts as a liaison to the media.

9.5.4 edits the Chapter newsletter (can be delegated).

#### 9.6 The Website & Social Media Administrator

9.6.1 maintains and advises the Chapter Steering Committee on the Chapter website.

9.6.2 re-directs email enquiries to the appropriate member(s) of the Steering Committee and/or Chapter Committee Chair(s).

9.6.3 maintains the blog associated with the Chapter website.

9.6.4 maintains the Chapter Facebook Page.

9.6.5 maintains the Chapter Twitter profile.

### **The Chapter Committees**

#### 10. Each Chapter Committee Chair

10.1 oversees the operation of that Chapter Committee and its activities.

10.2 officially represents the Chapter on the affairs of that Committee.

10.3 keeps the Chapter Steering Committee informed on the activities of that Chapter Committee and attends Steering Committee meetings when requested by the Steering Committee to do so, but only for reporting purposes, ~~not voting~~ without authority to vote.

10.4 provides a report of the activities of that Chapter Committee to all Chapter AGMs.

10.5 appoints and discharges members of that Chapter Committee as needed.

### **Chapter Elections**

11. The term of office for Chapter Steering Committee members is from the end of the AGM at which they are elected until the next AGM.

12. Elections shall be by secret ballot at the Chapter AGM.

13. All appointed Chapter Steering Committee members are slated for election at the next AGM, unless they decline to stand.

14. A notice of intent to run for a Chapter Steering Committee position must be received by the Chapter Steering Committee at least one week prior to the date of the Chapter AGM.

### **Amending These By-Laws**

15. Amendments to these by-laws can be made only at a Chapter AGM.

16. An email notice of a proposed amendment must be given to the Chapter Steering Committee at least 30 days prior to the Chapter AGM and must be circulated among the supporters of the Chapter at the same time that notice of the AGM is given to them.

RATIFIED: London Chapter Annual General Meeting, November 28, 2014