

By-Laws of the
**Kitchener Centre New Democratic Party
Federal Electoral District Association**

As approved at the Founding Meeting on June 29, 2006, and
amended at the Annual General Meeting on February 7, 2012

By-laws of the Kitchener Centre New Democratic Party Federal Electoral District Association

By-Law 1: Duties of Executive Members

1.1. The duties of the President shall include:

- 1.1.1. Providing leadership and enthusiasm for the Association;
- 1.1.2. Presiding at general meetings of the Association, and presenting an annual report on behalf of the Executive;
- 1.1.3. Convening and presiding at meetings of the Executive;
- 1.1.4. Working with the Executive in establishing and meeting annual goals of the Association;
- 1.1.5. Liaising with other local NDP association presidents to develop mutual goals, joint events, and improved public relations; and
- 1.1.6. Liaising with the federal office in garnering support for the Association, including visits by MPs.

1.2. The duties of the Vice-President shall Include:

- 1.2.1. Providing leadership and enthusiasm for the Association;
- 1.2.2. Supporting the President in their duties; and
- 1.2.3. In the President's absence, convening and presiding at meetings of the Executive.

1.3. The duties of the Secretary shall include:

- 1.3.1. Recording and distributing the minutes of meetings of the Association and the Executive;
- 1.3.2. Receiving correspondence for the Association and bringing it to the attention of the Executive; and
- 1.3.3. Providing notice of General Meetings to the membership.

- 1.4. The duties of the Financial Agent shall include:
 - 1.4.1. Maintaining records of all expenditures and revenues of the Association;
 - 1.4.2. Filing financial reports to the Association's auditor and Elections Canada in accordance with the Canada Elections Act;
 - 1.4.3. Reporting regularly to the Executive concerning the state of the Association's finances; and
 - 1.4.4. Preparing an annual financial report for presentation at the Annual General Meeting.
- 1.5. The duties of the Membership Secretary shall include:
 - 1.5.1. Maintaining the Association's membership records;
 - 1.5.2. Developing strategy for and organizing membership drives;
 - 1.5.3. Exchanging membership reports with the federal and provincial offices of the Party, according to agreements between the New Democratic Party of Canada and the Ontario New Democratic Party;
 - 1.5.4. Ensuring that an accurate membership list is available for registration at General Meetings of the Association; and
 - 1.5.5. Preparing an annual membership report for presentation at the Annual General Meeting.
- 1.6. The duties of the Provincial Council Delegates shall include:
 - 1.6.1. Representing the Association at Provincial Council meetings; and
 - 1.6.2. Reporting to the Executive outcomes of Provincial Council decisions and other items of note.
- 1.7. The duties of the Labour Representative shall include:
 - 1.7.1. Advocating to the Executive on issues affecting the labour movement;
 - 1.7.2. Organizing labour movement activities on behalf of the Association or in conjunction with local labour and labour-focused groups; and
 - 1.7.3. Liaising between the Association and local labour and labour-focused groups.

- 1.8. The duties of the Youth Representative shall include:
 - 1.8.1. Advocating to the Executive on issues affecting youth;
 - 1.8.2. Organizing youth activities on behalf of the Association or in conjunction with local community groups or services;
 - 1.8.3. Liaising between the Association and the New Democratic Youth of Canada; and
 - 1.8.4. Liaising between the Association and local youth-focused community groups and services.
- 1.9. The duties of the Women’s Representative shall include:
 - 1.9.1. Advocating to the Executive on issues affecting women;
 - 1.9.2. Organizing women’s activities on behalf of the Association or in conjunction with local community groups or services;
 - 1.9.3. Liaising between the Association and the Women’s Commission of the federal NDP; and
 - 1.9.4. Liaising between the Association and local women-focused community groups and services.
- 1.10. The duties of the LGBTQ Representative shall include:
 - 1.10.1. Advocating to the Executive on issues affecting LGBTQ people;
 - 1.10.2. Organizing activities for LGBTQ people on behalf of the Association or in conjunction with local community groups or services;
 - 1.10.3. Liaising between the Association and the Lesbian, Gay, Bisexual and Transgendered Committee of the federal NDP; and
 - 1.10.4. Liaising between the Association and local LGBTQ-focused community groups and services.
- 1.11. The duties of the Disability Representative shall include:
 - 1.11.1. Advocating to the Executive on issues affecting persons with disabilities;
 - 1.11.2. Organizing activities for persons with disabilities on behalf of the Association or in conjunction with local community groups or services;
 - 1.11.3. Liaising between the Association and the Disability Rights Committee of the federal NDP; and
 - 1.11.4. Liaising between the Association and local community groups and services for persons with disabilities.

1.12. The duties of the Aboriginal Representative shall include:

- 1.12.1. Advocating to the Executive on issues affecting aboriginal people;
- 1.12.2. Organizing activities for aboriginal people on behalf of the Association or in conjunction with local community groups or services;
- 1.12.3. Liaising between the Association and the New Democrat Aboriginal Commission of the federal NDP; and
- 1.12.4. Liaising between the Association and local aboriginal-focused community groups and services.

1.13. The duties of the Diversity Representative shall include:

- 1.13.1. Advocating to the Executive on issues affecting ethnic, religious, and racial minorities;
- 1.13.2. Organizing activities for ethnic, religious, and racial minorities on behalf of the Association or in conjunction with local community groups or services;
- 1.13.3. Liaising between the Association and the Participation of Visible Minorities Committee of the federal NDP; and
- 1.13.4. Liaising between the Association and local ethnic, religious, and racial focused community groups and services.

1.14. The duties of Members-at-Large shall include:

- 1.14.1. Assisting with the activities of the Association.

Coming into Force:

As approved at the Founding Meeting on June 29, 2006, and amended at the Annual General Meeting on February 7, 2012.

