

OPCCA



Ontario Progressive Conservative Campus Association Constitution

As Amended in Niagara Falls
on 21 February 2009

Article I. NAME

- 1) *The organization shall be named “The Ontario Progressive Conservative Campus Association” (hereinafter referred to as the “Association” or “OPCCA”).*

Article II. OBJECTS

- 1) *The objects of the Association shall be:*
 - a) **To study, discuss, and promote the policies of the Ontario PC Party through active participation in the Party’s policy process.**
 - b) **To promote the ideas and ideals of conservatism on our campuses, in our communities and province.**
 - c) **To promote and assist in the election of Ontario PC Party candidates to the Ontario Legislature.**
 - d) **To promote and assist in the election of conservative politicians at all levels, be it federal, provincial, municipal, regional, or campus.**

Article III. MEMBERSHIP

- 1) *The membership of the Association shall be composed of all members of the Ontario PC Party who are students, faculty members, or employees of an institution of higher learning in the province of Ontario who:*
 - a) **Are members of certified member campus associations;**
 - b) **Are granted membership in the Association by the executive for the purpose of carrying out the objects of the Association and of forming a campus association eligible for certification.**
- 2) *Notwithstanding Section 1, the Executive may grant membership at large in the Association, annually, to a person who is a student at an institution of higher learning outside of Canada, provided that person had previously been a member of the Association under Section 1 for at least one (1) year.*

Article IV. OFFICERS AND OPCCA COUNCIL

1) *The Executive of the Association shall consist of the following officers:*

- a) **The President;**
- b) **The Vice-President;**
- c) **The Secretary-Treasurer;**
- d) **The Communications Chair;**
- e) **The Policy Chair;**
- f) **The Fundraising Chair;**
- g) **The Membership Chair;**
- h) **Director of Training;**
- i) **Director of Campus Activism;**
- j) **The Past President;**
- k) **The President of the Ontario PC Youth Association**

2) *The OPCCA Council shall consist of:*

- a) **The above members;**
- b) **The president of each member association recognized by the OPCCA Executive;**
- c) **In a case where an officer of the Executive is also a president of a member association, he or she may designate a representative from his or her club for voting purposes;**
- d) **If the president of a member association is unable to attend the OPCCA Council then he or she may designate a representative from his or her association for voting purposes;**
- e) **Only voting members of the Executive and presidents of member associations that have been recognized for over one year are eligible to vote at meetings of the OPCCA Council.**

Article V. DUTIES OF OFFICERS AND OPCCA COUNCIL

1) *The President*

- a) **Shall preside over all Annual and General Meetings, and meetings of the Executive and the OPCCA council, and shall decide all questions of order, announce results of all voting and perform such duties as usually revolve upon the office;**
- b) **Shall see to the effective and efficient performance of the Executive and of its members;**
- c) **Shall be the official spokesperson of the Executive, the council and the Association;**

- d) Shall see to it that the Constitution of the Association is duly observed at all meetings of the Executive, the Council, the Association and all committees thereof;
- e) Shall act as the chair of meetings of the Executive, and shall vote in the case of a tie;
- f) Shall be an ex-officio member of all committees but may designate any member of the Association to act as his/her substitute on any committee;
- g) May, with the approval of the majority of the Executive, from time to time, appoint up to three (3) non-voting members of the Executive;
- h) Shall be explicitly responsible for ensuring that all motions pertaining to spending are brought before the Executive in the presence of the Vice-President and the Treasurer, before such measures can be approved. At the first meeting of the Executive, the Executive will set a limit under which expenses need not be approved in advance.

2) *The Vice-President:*

- a) Shall help in organizing new associations and in maintaining established member associations;
- b) Shall be responsible for ensuring that member associations are equipped with any recruitment materials the Association can provide;
- c) Shall, in the absence of the President; fulfill the duties of that office;
- d) Shall assist the President in matters relating to the Association.

3) *The Secretary-Treasurer:*

- a) Shall keep full, complete, and permanent minutes of all meetings.
- b) Shall advise all persons concerned of all meetings and shall conduct correspondence and perform such duties as the Association, the Executive or the OPCCA Council shall require;
- c) Shall keep an updated Constitution at all times, and shall distribute copies to any members in good standing at their request.
- d) Shall, in conjunction with the President, prepare an annual budget;
- e) Shall manage the funds of the Association in accordance with accepted practice;
- f) Shall be responsible for keeping Executive expenditures within budgeted limits.

4) *The Communications Chair:*

- a) **Shall supervise the publication of Association materials and generally work to improve communications amongst the members of the Association.**

5) *The Membership Chair:*

- a) **Shall assist in organizing new associations and in maintaining established member associations;**
- b) **Shall be responsible for developing and maintaining a full, complete, and accurate membership list;**
- c) **Shall be responsible for ensuring that member associations are equipped with any recruitment materials the Association can provide.**

6) *The Policy Chair:*

- a) **Shall chair all policy meetings;**
- b) **Shall endeavor to stimulate policy discussion at the campus level and at the Association level, and shall assist the president in making representations to the Ontario PC Party and the Conservative Party of Canada.**

7) *Director of Training:*

- a) **Shall be responsible for running the training programs of the association, including determining training priorities and organizing training sessions.**

8) *Director of Campus Activism:*

- a) **Shall attempt to recruit, train, and facilitate the candidacies of as many conservative students as possible in student government elections.**

9) *The President of the Ontario PC Youth Association:*

- a) **Shall act as liaison officer between the Association and the Ontario PC Youth Association.**

10) *The members of the OPCCA Council:*

- a) **Shall perform such duties as the Association of the Executive may require;**
- b) **Shall act as an advisory body of the Executive;**
- c) **Shall, at the discretion of the Executive or the Policy Committee, hold policy meetings to discuss and pass policy resolutions for the Association;**
- d) **May, by a majority vote, direct the Executive to reconsider decisions on any matter of an organizational nature.**
- e) **Establish the rules for the election of officers and delegate selection meetings;**
- f) **Select the position of Chair of Elections and Chair of Credentials;**
- g) **After an OPCCA bidding process has commenced under the discretion of the OPCCA president, the Council shall vote on such bids to determine the location of the OPCCA convention.**

11) *The Executive as a Whole:*

- a) **Shall as a body actively pursue the objectives of the Association;**
- b) **Shall report to the Council at least three times during its term, and outline its proposed activities.**

Article VI. MEETING OF THE EXECUTIVE

- 1) *The Executive shall meet at the call of the President. In the event of the neglect or refusal of the President to call a meeting of the Executive, at the request of five (5) or more Executive members, the President shall be required to call such a meeting.*
- 2) *A quorum at the meeting shall consist of the President or Vice-President and three other officers of the Association.*

- 3) *A minimum of eight (8) meetings shall be held during the term of office. For the purposes of this section, an OPCCA Council meeting is considered and Executive meeting.*
- 4) *Any member of the Executive described under Article IV, Section 1, subsections (a) to (k), who is absent for three (3) consecutive properly constituted meetings of the Executive shall automatically cease to be a member. Such a removal is subject to being overturned by a simple majority resolution of the Executive.*

Article VII. FILLING OF VACATED EXECUTIVE POSITIONS

- 1) *In the event of a vacancy among the elected positions on the Executive, the Secretary will give at least three (3) weeks' notice to the membership and ask interested members to apply to the President before the next Executive meeting. At that meeting the Executive will, by a simple majority resolution, fill the position from the nominees.*

Article VIII. EXECUTIVE DELEGATIONS TO PARTY CONVENTIONS

- 1) *Delegates representing the Executive at any conference or convention of the Ontario PC Party shall be selected by a majority vote of the Executive, in accordance with the rules set out for the said convention.*

Article IX. MEETINGS OF THE OPCCA COUNCIL

- 1) *The OPCCA Council shall meet at the call of the President.*
- 2) *In the event of the neglect or refusal of the President to call a meeting, such a meeting may be called at the written direction of two (2) officers or a majority of the members of the OPCCA Council.*
- 3) *Notice of any meeting of the OPCCA Council shall be given to all members of the OPCCA Council not less than ten (10) days prior to the date of the meeting.*

- 4) *A majority of the voting members of the OPCCA Council, where such a majority includes at least two (2) elected officers of the Association, shall constitute a quorum for meetings of the OPCCA Council.*

Article X. CERTIFICATION OF MEMBER CLUBS

- 1) *The Executive shall have the power to certify a Conservative campus group as a member association of the Association, and shall have the power to revoke such certification, subject to the conditions set forth herein-below. Certification votes require a majority vote.*
- 2) *The Executive shall satisfy itself that the following conditions have been fulfilled before it certifies a campus group as a member association of the Association:*
 - a) **Each of the persons forming the said group must support the objects of the Association and must recognize the Constitution;**
 - b) **The said group must have at least ten (10) members;**
 - c) **Notice of a founding meeting, complete with time, date and location, a full and complete list of the campus group's membership, and a proposed constitution must be submitted to the Secretary of the Association no less than fourteen (14) days prior to a founding meeting.**
 - d) **There must be no other member of the Association in good standing at the same post-secondary institution as the said group, unless:**
 - i) *That college or faculty is located on a campus that is geographically separated, or that constitutes a separate degree granting institution, as determined by the Executive, from the remainder of the institution, or*
 - ii) *The applicant is the PC Club at Osgoode Hall Law School of York University.*
- 3) *Each certified member association and associate member club shall provide the following to the Secretary of the Association:*
 - a) **An annual report of its activities;**
 - b) **A full and complete membership list, setting out the names and addresses of the newly-elected executive, to be submitted before the first day of the month of May each year. The Executive may defer the submission of the list until the first day of the month of November for those associations which elect their executive in the**

autumn or for those associations which otherwise have good reason, as determined by the Executive;

- c) **A full and complete membership list must be submitted at least sixty (60) days before the Annual Meeting;**
- d) **A copy of the Clubs current constitution, to be submitted with the application for certification and resubmitted immediately after any amendments have been made to the said constitution, or after a request for resubmission from the Executive.**

4) *A member association or associate member club which:*

- a) **Has not complied with the provisions of Section 3, subsection (a) to (d) of this Article, or**
- b) **Has given the Executive reason to believe that the said member association who legitimately represent the member association club, has or have violated Section 2, subsection (a) of this article; or,**
- c) **Is unable to prove that it has ten (10) members; or,**
- d) **Has given the Executive reason to believe that the said member association, or members who legitimately represent the said member association, has or have acted in such a way as to bring the Association into disrepute, as determined by a three-quarters majority of the Executive, are no longer in good standing with the Association.**

5)

- a) **The Executive may, by a three-quarters majority vote at an Executive meeting at which there is a quorum, revoke the certification of a member club or associate member club which is no longer in good standing.**
- b) **Appeals from the above decision may be taken to the OPCCA Council, where the issue dispute shall be resolved by a three-quarters majority vote of the General Assembly.**
- c) **Notice of appeal under this section shall be sent to the Secretary of the Executive within twenty one (21) days of the receipt by the member association affected of notice of decision under subsection (a) of this section.**
- d) **Pending an appeal under this section, the member association in question shall retain its certification status.**

- 6) *No new member association shall have the right to send delegates to the Annual General Meeting of the Association unless the request for certification by the said member association is made to the Executive at least sixty (60) days prior to the said Annual Meeting.*
- 7) *Nothing in this constitution shall be deemed to limit a member association from making a determination to include a full or partial reference to either the Ontario PC Party (also known as the Progressive Conservative Party of Ontario) or the Conservative Party of Canada in its name and, for all purposes, partial or full reference to one in this constitution or the constitution of a member association shall include the other.*

Article XI. POLLING

- 1) *In matters where the President considers it useful or necessary to obtain an expression of opinion or a consensus from the membership, the necessary solicitations shall be forwarded by the Secretary to the president of each certified member association.*
- 2) *Two (2) weeks from the date of mailing of such solicitations shall be allowed for receipt of replies from the various certified member clubs.*
- 3) *Each solicitation shall contain all information considered reasonable and necessary to indicate the substance and import of the matter under consideration.*
- 4) *A consensus by the majority of the certified member association shall be binding on the Executive and the OPCCA Council.*

Article XII. STANDING COMMITTEES

- 1) *There shall be three permanent Standing Committees of the Associations, designated as follows:*
 - a) **Standing Committee on Policy;**
 - b) **Standing Committee on Organization;**

c) Standing Committee on Finance.

- 2) *The Executive shall be empowered to establish such standing committees as may be necessary, from time to time, to deal with any specific interests which the Executive or the Council deems appropriate.*
- 3) *The duties of the aforementioned committees shall be as follows:*

a) The Standing Committee on Policy

- i) Shall prepare and compile policy briefs for the Ontario PC Party;*
- ii) Shall encourage policy discussions on individual campuses;*
- iii) Shall prepare and distribute policy-related material for member clubs;*
- iv) Shall be responsible for such other duties as are assigned by the Executive and/or OPCCA Council.*

b) The Standing Committee on Organization:

- i) Shall establish an ongoing recruitment program for the Association;*
- ii) Shall provide organizational information and assistance to all member clubs;*
- iii) Shall encourage the involvement of Association members in student government and student affairs;*
- iv) Shall be responsible for ongoing consultation and recommendations with regards to campaign policy and strategy and maintain formal relationships with the Ontario PC Policy Committee;*
- v) Shall be responsible for such duties as are assigned by the Executive and/or OPCCA Council.*

c) The Standing Committee on Finance:

- i) Shall develop an ongoing fundraising strategy for the Association;*
- ii) Shall aid member clubs preparing fundraising projects;*
- iii) Shall be responsible for such other duties as are assigned by the Executive and/or OPCCA Council.*

d) All Committees shall submit the minutes of their meetings to the Secretary of the Association for distribution to the Executive and the Association.

- 4) *The Composition of the aforementioned standing committees shall be as follows:*

- a) **Each committee shall consist of two (2) members of the Executive, and those members of the Association interested in the subject area of the committee, subject to the restriction that under ordinary circumstances, no person shall be a member of more than two (2) standing committees at any given time.**
 - b) **Each committee shall have a chair, as outlined below:**
 - i) *The Policy Chair, or in his/her absence, a person designated by the Committee, shall chair the Standing Committee on Policy;*
 - ii) *The Organization Chair, or in his/her absence, a person designated by the Committee, shall chair the Standing Committee on Organization;*
 - iii) *The Treasurer, or in his/her absence, a person designated by the Committee, shall chair the Standing Committee on Finance.*
- 5) *Each standing committee shall meet at the call of the chair of the committee, or at the instruction of the Executive or OPCCA Council.*
- 6) *The Committee shall, in any event, meet at least four (4) times a year.*

Article XIII. ANNUAL MEETINGS

- 1) *The Annual Meeting of the Association shall be held yearly in March, on a date set by the Executive, or at another time of the year where the Executive decides that special circumstances exist, provided that in no case shall more than fifteen (15) months elapse between successive Annual Meetings. The date and location for the Annual Meeting must be established by the Executive no less than sixty (60) days prior to the Annual Meeting.*
- 2) *Notice of an Annual Meeting shall be mailed to presidents of all certified member clubs at least thirty (30) days prior to the Annual Meeting.*
- 3) *A quorum for the Annual Meeting shall consist of representation of fifty (50) delegate members representing a simple majority of certified member clubs.*
- 4) *Only delegate members shall be entitled to vote at an Annual Meeting. Passage of regular business will be decided by a majority vote by all delegates present, except in the case of constitutional amendments, as per Article XVII.*

- 5) *All officers of the Association shall be elected by a majority vote on a secret ballot, subject to the following conditions:*
 - a) **In the case of more than two (2) candidates contesting an office, where no candidate has received a majority of the votes cast, the candidate with the lowest number of votes shall withdraw, and further ballot shall be held. The process shall continue until a candidate has a majority.**
- 6) *No person shall be eligible to seek or hold office unless she/he is a student, faculty member or employee of her/his educational institution at the commencement of her/his term of office.*
- 7) *The rules for the election of officers and DSM's shall be established by the OPCCA Council. The positions of the Chair of Elections and Chair of Credentials shall be filled by persons selected by the OPCCA Council. OPCCA Council meetings dealing with these issues must be accessible via conference call.*
- 8) *Under no circumstances shall any person receive more than one (1) ballot for each contested position.*

Article XIV. DELEGATE MEMBERS TO ANNUAL MEETINGS

- 1) *Delegate members to the Annual Meeting shall consist of the following:*
 - a) **The members of the Executive of the Association;**
 - b) **Ten (10) delegates democratically elected by the membership of each certified club.**
- 2) *A delegate must be a student, faculty member or employee at the educational institution that she or he represents.*

Article XV. ALTERNATE DELEGATES TO ANNUAL MEETINGS

- 1) *Ten (10) alternative delegates shall be democratically elected by the membership of each certified club.*
- 2) *The vote of a delegate member from a certified member club who fails to register at an Annual Meeting shall be granted to an alternate delegate from the same certified member club.*
- 3) *Each alternative delegate member shall have and exercise all the powers of the delegate member she or he may replace.*
- 4) *An alternative delegate must be a student, faculty member or employee at the educational institution that she or he represents.*

Article XVI. THE QUORUM AT AN ANNUAL MEETING

- 1) *For the purpose of Article XIII, Section 3 and Section 4, and Article XVII Section 2, the President shall ascertain whether a quorum exists by a quorum call when requested to do so by any delegate member.*
- 2) *Except where elsewhere specified in this Constitution, a quorum shall be established under Article XIII, and passage for business on the agenda shall be by a simple majority of those delegate members voting.*
- 3) *Should a delegate member leave an Annual Meeting, such delegate member shall be considered to have left her/his vote with the meeting, and the quorum shall not be affected unless the delegate member requests to withdraw her/his vote.*

Article XVII. RESOLUTIONS

- 1) *All resolutions for consideration at an Annual Meeting shall be submitted to the appropriate committee chair (i.e. Policy, Organization, and Finance) and the Secretary.*

- 2) *Resolutions shall be voted upon only when there is present a quorum including at least one half of the certified member clubs registered at the Annual Meeting.*

Article XVIII. AMENDMENTS TO THE CONSTITUTION

- 1) *Amendments to this Constitution may be made only at a General Meetings of its membership where participation at said meeting is determined through a democratic delegate selection process, and notice of proposed amendments must be sent to the Secretary at least fourteen (14) days prior to the time of the General Meeting in order that copies of all proposed amendments may be sent in due course to all certified member clubs.*
- 2) *Amendments to this Constitution may be made effective only by the affirmation vote of at least two thirds of the delegates at the General Meeting.*

Article XIX. RULES OF ORDER

- 1) *Annual, General, Council, and Executive meetings shall be guided in their procedure by Roberts' Rules of Order. Where the latter conflicts with the provisions of this Constitution shall prevail.*