



# CHARTER OF THE YOUNG LIBERALS OF CANADA

## PREAMBLE

The Young Liberals of Canada are the officially recognized youth wing of the Liberal Party of Canada. The YLC is comprised of registered Liberals ages 14 to 25, organized into clubs in ridings and on post-secondary campuses in each of Canada's provinces and territories. The YLC's mission is serving as a strong voice for the values and priorities of Young Liberals within the party while promoting Liberal ideals and policies to all young Canadians.

Reflecting the energy and diversity of Canada's young people, the YLC works to engage them in the political process. Young Liberals are committed to ensuring all young Canadians vote in elections, advocate for progressive issues and help elect Liberals to office. Through this, the YLC empowers the next generation of Canadian leaders, bringing them together to build a better country.

With a history of activism dating back to 1936, the YLC's direction is informed by our Liberal values. These recognize the dignity of each individual, regardless of gender identity or sexual orientation. They acknowledge the unique contributions and challenges of Indigenous peoples, the equality of English and French and the need to protect and strengthen Canada's ethnic and linguistic diversity.

Young Liberals see government as a force for good in the world and strive to ensure it lives up to its obligations to society's most vulnerable. They believe that every Canadian has the right to a good education, quality health care and affordable housing. They are proud of our country's natural beauty and believe that a sustainable economy goes hand in hand with a healthy and clean environment. They want Canada to be a global leader, working towards a more peaceful and just world. Young Liberals know that these are more than ideas - they are issues that affect young people's everyday lives. This informs Young Liberal activism both within the party and nationwide.

Led by the national executive, the Young Liberals of Canada are committed to engaging every young Canadian in support of our growing movement. To this end, the YLC has instituted the necessary structures and policies to allow any young Canadian to become involved and affect change in their community and country. Outlined in this charter are the procedures through which the Young Liberals of Canada work on behalf of all registered Young Liberals.

## **1. Establishment**

The Young Liberals of Canada (YLC) are established as a commission through the Liberal Party of Canada By-law 1 - Commissions.

## **2. Purpose**

(1) The fundamental purposes of the YLC are:

- a. to advocate and support principles and policies within the Liberal Party of Canada that are determined to be of particular relevance or importance to youth;
- b. to promote registering with the Liberal Party of Canada amongst Canadian youth in the Liberal Party of Canada;
- c. to provide a forum for the youth of the Party to contribute their ideas and influence the policies, platform and direction of the Party;
- d. to serve as a liaison between the youth and other branches of the Liberal Party of Canada;
- e. to coordinate the activities of the youth of the Party;
- f. to achieve a common goal among young people of the different provinces and territories of Canada.

(2) In pursuing its fundamental purposes and in all its activities, the Young Liberals of Canada must:

- a. promote equal participation in both official languages, and avoid discrimination based on gender, race, ethnicity, sexual orientation, or religion;
- b. uphold the fundamental purposes of the Liberal Party of Canada as outlined in the Constitution of the Liberal Party of Canada.

## **3. Membership**

(1) All Registered Liberals who are between the ages of 14 and 25, inclusively, qualify as members of the YLC.

- (2) A registered Liberal of the YLC has the right to newsletters, information, membership services, and notices of general meetings and other activities from the YLC, and from their PTB.
- (3) Subject to the relevant provisions of this Charter, a registered Liberal of the YLC has the right to:
- a. attend, speak, and vote at a general meeting of the YLC; and
  - b. seek election to any office in the YLC, following the Rules of Procedures as set out in the Liberal Party of Canada By-law 6 - Elections;
  - c. all individuals who wish to seek office in the YLC will follow section 4.4 in the Rules and Procedures in the By-law 6 - Elections citing eligibility to vote;
  - d. meaning they must prove that they are a Registered Liberal, prove their identity, and;
  - e. if running for a Provincial-Territorial YLC Board, must prove that they live in that province;
  - f. if a Young Liberal is ineligible to vote in a PTB election for reasons including age, residence, and inability to prove they are a Registered Liberal, they are automatically unable to run.

#### **4. Provincial and Territorial Boards**

- (1) The Young Liberals of Canada holds a national board comprised of the executive officers and the director of each of the following boards (each, a "Provincial or Territorial Section" or a "Section"):
- a. Young Liberals of Canada (Newfoundland and Labrador)
  - b. Young Liberals of Canada (Prince Edward Island)
  - c. Young Liberals of Canada (Nova Scotia)
  - d. Young Liberals of Canada (New Brunswick)
  - e. Young Liberals of Canada (Quebec)

- f. Young Liberals of Canada (Ontario)
- g. Young Liberals of Canada (Manitoba)
- h. Young Liberals of Canada (Saskatchewan)
- i. Young Liberals of Canada (Alberta)
- j. Young Liberals of Canada (British Columbia)
- k. Young Liberals of Canada (Yukon)
- l. Young Liberals of Canada (Northwest Territories)
- m. Young Liberals of Canada (Nunavut)

(2) Each Provincial or Territorial Section is responsible for:

- a. organization and policy development in its province or territory;
- b. representing its province or territory to the Young Liberals nationally;
- c. implementing Liberal Party strategies and field organizing programs and initiatives in its province or territory; and
- d. communicating regularly with its members and with the public in its province or territory in connection with the federal affairs of the YLC.

(3) Each Section may have Registered Liberal youth hold the following positions:

- a. Section Chair
- b. Vice-Chair, English
- c. Vice-Chair, French
- d. Policy Chair
- e. Finance Chair
- f. Communications Chair
- g. Organization Chair
- h. Membership Chair

(4) a Section may not exceed this number of positions, nor create new positions;

(5) in the event that a French-speaking person is not seeking the office of the Vice-Chair, French, then the position will be made null on that Section. A Board may not elect a person that cannot express themselves in French for the role. The same applies for the office of the Vice-Chair, English.

(6) the Chair of each Section will report to the Chair of the National Executive;

(7) each Section will follow the YLC Charter as its governing document, and will ensure that its own processes and procedures are consistent with the Charter.

## **5. Rights**

(1) Each Section may propose amendments to the YLC Charter.

(2) The process for amendments falls under Section 3.2 in By-law 1 - Commissions of the Liberal Party of Canada;

(3) the amendment must follow the consultations process as set out in Section 32 of the Constitution of the Liberal Party of Canada, and then

(4) a Section may submit their amendment to the National Board of the Liberal Party of Canada for consideration under Section 3 of By-law 1 - Commissions.

## **6. National Executive**

(1) The National Executive Consists of:

a. the following voting members (referred to in this Charter as the "Executive Officers"):

The National Chair

The National Vice-Chair, English

The National Vice-Chair, French

The Policy Chair

The National Finance Chair

The National Organization Chair

The National Communications Chair

The National Membership Chair

b. the following additional voting members:

The Chair of each of the Provincial or Territorial Sections

The Women's Representative of the Young Liberals

The Indigenous Representative of the Young Liberals

c. the following non-voting members who have the right to attend and speak, but may not vote, at meetings of the National Executive:

The National Youth Organizer of the Liberal Party of Canada (or, if there is currently no National Youth Organizer, the LPC staff member responsible for YLC support)

The Past National Chair, who is the person, other than the existing National Chair who was most recently elected to the office of the National Chair

(2) All members of the YLC National Executive must be Registered Liberals of the Liberal Party of Canada, and must also be members of the Young Liberals of Canada (being between the ages of 14 and 25, inclusive, years of age) at the time of their election.

(3) At the National Convention of the Party during which there is a General Meeting of the YLC, the YLC must elect the Executive Officers and Representative roles by secret ballot following the procedures set out in the Liberal Party of Canada By-law 1 – Commissions and By-law 6 – Elections.

(4) The Executive Officers and Representative roles serve until new officers and representatives are elected at the next National Convention of the Party. No person may serve in the same office for more than two terms.

(5) A person who has resigned the office of the National Chair cannot subsequently serve as the Past National Chair unless they are first re-elected to the office of National Chair.

(6) If there is a vacancy in the office of:

a. the National Chair: one of the National Vice-Chairs (as determined by the National Executive) must assume the functions of the National Chair until an election can be held; and

b. any other Executive Officer or Representative member: the National Executive must promptly select a member of the YLC to assume the functions of the vacant office.

c. the member selected by the National Executive will undergo a vetting and interview process by the executive, and will then be voted on at the next meeting of the National Executive of the YLC.

(7) A person who assumed the functions of a vacant office holds that office only for the time until the next YLC General Meeting.

(8) A person ceases to be a member of the Commission Executive or of the Section Board:

(a) By delivering their resignation in writing to the Chair of Commission Executive or Section Board or by mailing or delivering it to the address of the Liberal Party of Canada;

(b) On being removed from office by a two-thirds vote of the remaining Commission Executive or Section Board, with reasonable cause;

(c) If they fail to attend three consecutive Commission Executive or Section Board meetings without reasonable excuse;

## **7. Roles and Responsibilities of Executive Officers and Representatives**

(1) The National Executive of the YLC is responsible to:

a. manage and supervise the management of the activities and affairs of the YLC;

b. manage and supervise the management of the budget of the YLC;

c. take all actions appropriate in order to carry out the provisions of this Charter and the purposes of the YLC;

(2) The National Chair is responsible for:

a. being the lead during meetings of the National Executive;

- b. supervising the affairs of the YLC and being responsible for the administration of the YLC;
- c. acting as the chief liaison and advocate to the Liberal Party of Canada;
- d. acting as a liaison between the YLC and non-party organizations;
- e. being the individual that Section Chairs are responsible for reporting to, and giving mentorship on decision-making and project management.

(3) The National Vice-Chair, English is responsible for:

- a. assisting the National Chair as required;
- b. sharing the duties of the National Chair with the Vice-Chair, French in the National Chair's absence, or if the National Chair resigns, or is expelled from office;
- c. working with the YLC representatives to coordinate outreach efforts towards underrepresented communities - including but not limited to young women, multicultural communities, indigenous youth and LBGTQ2 youth - and to act to ensure their full representation and inclusion in the affairs of the YLC and the Liberal Party of Canada;
- d. ensuring that all YLC materials, including meeting agendas and communications, are in both official languages; and
- e. perform any other duties assigned by the National Executive.

(4) The National Vice-Chair, French is responsible for:

- a. assisting the National Chair as required;
- b. Sharing the duties of the National Chair with the Executive Vice-Chair, English in the National Chair's absence, or if the National Chair resigns, or is expelled from office;
- c. working with the YLC representatives to coordinate outreach efforts towards underrepresented communities - including but not limited to young women, multicultural communities, indigenous youth, francophones and LBGTQ2 youth - and to act to ensure their full representation and inclusion in the affairs of the YLC and the Liberal Party of Canada;



d. ensuring that all YLC materials, including meeting agendas and communications, are in both official languages; and

e. performing any other duties assigned by the National Executive.

(5) The National Policy Chair is responsible for:

a. coordinating the YLC policy development process;

b. preparing a comprehensive annual plan for the policy development process;

c. acting as a liaison between the YLC and the National Policy and Platform Committee of the Liberal Party of Canada;

d. being the individual that Section Policy Chairs are responsible for reporting to, and giving mentorship on policy processes.

(6) The National Finance Chair is responsible for:

a. ensuring meticulous financial planning of the YLC and the proper keeping of the books of records for all transactions;

b. ensuring that no disbursement of funds is made without authorization of the National Executive, or as provided in the Liberal Party of Canada By-law 1 - Commissions and Liberal Party of Canada Constitution;

c. present audited financial statements to the General Meeting of the YLC;

d. present a budget for ratification to the National Executive each year;

e. being the individual that Section Finance Chairs are responsible for reporting to, and giving mentorship on financial processes, fundraising rules and budgeting.

(7) The National Organization Chair is responsible for:

a. providing organizational support to the provincial and territorial YLC organizations and campus clubs;

- b. coordinating the recruitment efforts of the YLC;
- c. coordinating the federal election readiness efforts of the YLC;
- d. being the individual that Section Organization Chairs are responsible for reporting to, and giving mentorship on organizational practices.

(8) The National Communications Chair is responsible for:

- a. providing communications support to the provincial and territorial YLC organizations and campus clubs;
- b. maintaining a current membership list for the YLC;
- c. managing all communications from the YLC, including, but not limited to:
  - (i) newsletters;
  - (ii) the YLC website; and
  - (iii) recruitment materials.
- d. being the individual that Section Communications Chairs are responsible for reporting to, and giving mentorship on strategic messaging and communications platforms.

(9) The National Membership Chair is responsible for:

- a. providing support to campus clubs and riding associations by increasing membership;
- b. maintaining membership lists of Sections and campus clubs;
- c. performing and organizing outreach at events to grow membership amongst registered Liberal youth;
- d. working with the National Youth Organizer to create a strategy to grow the membership of registered Liberal youth.

(10) The Women's Representative of the Young Liberals is responsible for:

- a. the YLC Women's Representative will sit on the National Women's Liberal Commission (NWLC) board as the Youth YLC Representative to the NWLC.

- b. performing outreach and encouraging the participation of women-identifying youth within the YLC.
- c. working with the YLC and NWLC in promoting the interests of women-identifying youth within the YLC.
- d. acting as the voice for women-identifying youth within each subject areas or responsibility described herein;
- e. in collaboration with the NWLC, chairing a Young Liberals of Canada (YLC) Sub-Committee on Women Youth, comprised of regional YLC Women's Youth Representatives; and
- f. when there are vacancies, collaborating with the NWLC to select new regional YLC Women's Representatives.

(11) The Indigenous Representative of the Young Liberals is responsible for:

- a. The YLC Indigenous Representative will sit on the Indigenous Peoples' Commission (IPC) National Executive as the Your YLC Representative to the IPC.
- b. performing outreach and encouraging the participation of Indigenous youth within the YLC
- c. working with the YLC and the IPC in promoting the interest of Indigenous youth within each of the subject areas or responsibility described herein;
- d. acting as the voice for indigenous youth Registered Liberals of the Liberal Party of Canada;
- e. In collaboration with the IPC, chairing a Young Liberals of Canada (YLC) Sub-Committee on Indigenous Youth, comprised of regional YLC Indigenous Youth Representatives; and
- f. when there are vacancies, collaborating with the IPC to select new YLC Indigenous Youth Representatives.

(12) The Past National Chair is responsible to:

- a. act as a resource to the National Executive;
- b. ensure continuity in the affairs of the YLC;
- c. ensure a smooth transition by providing the new executive with all documents and materials from the previous executive.

(13) With the exception of Past National President, all positions will be elected at each National General Meeting of the Young Liberals of Canada, at the National Convention of the Liberal Party.

(14) Candidates for the Indigenous Representative of the Young Liberals of Canada will only be voted on by Indigenous youth, meaning Registered Liberals who are between the ages of 14 and 25 inclusively and who are members of the Indigenous Peoples' Commission.

(15) Candidates for the Women's Representative of the Young Liberals of Canada will only be voted on by women-identifying youth, meaning women-identifying Registered Liberals who are between the ages of 14 and 25 inclusively.

## **8. Selection of Electoral District Association Representatives**

(1) The role of Young Liberals of Canada representative to each EDA (the "YLC EDA Representative") shall be filled as follows:

- a. In any riding where a recognized YLC Riding Club exists, and such YLC Club is designated as exclusively serving the particular electoral district and no other electoral district (a "Recognized EDA Club"), the Chair of such Recognized EDA Club or their designate shall be the Young Liberals Commission representative to such EDA.
- b. If no YLC EDA Representative has been selected pursuant to #8a) above, the Section Board of the province or territory may, in consultation with the relevant EDA, appoint a YLC EDA Representative to such EDA until the next following General Meeting of the EDA.

(2) To be eligible to hold the position of YLC EDA Representative, an individual must be a Registered Liberal who is a member of the Young Liberals of Canada.

(3) Each YLC EDA Representative has the following responsibilities:

- a. To attend EDA Board of Directors meetings as a representative of the Commission Club (where applicable) and member of a Youth Club of an EDA;

- b. To provide information to the EDA Board of Directors on the activities of the YLC Club Board and the Commission Section; and,
- c. Such other duties as the EDA Board may delegate.

## 9. Meetings

- (1) The National Executive must meet at least four times each year;
- (2) In the event of a member not able to attend an in-person meeting, they may meet electronically.
- (3) The National Executive may meet in person or by any electronic communications means by which all people participating are able to communicate with each other.
- (4) A meeting of the National Executive may be called on 72 hours notice by:
  - a. the National Chair; or
  - b. any five voting members of the National Executive.
- (5) A majority of the sitting voting members of the National Executive must be present before a meeting of the National Executive can be called to order, or for it to continue.
- (6) A question at any meeting of the National Executive will be determined by the majority of votes cast by the voting members who are present. The National Chair will be impartial except in the case of a tie, where the National Chair will be the deciding vote.
- (7) A YLC General Meeting shall be held concurrently with the Liberal Party of Canada's National Convention.
- (8) The business of the General Meeting of the YLC is to:
  - a. elect the Executive Officers;
  - b. receive reports from the Standing Committees and from each Executive Officer;
  - c. consider policy resolutions;

d. each Executive Officer to give an individual report on their work for the term, to ensure accountability.

(9) The General Meeting of the YLC may consider any other business as determined by the National Executive.

(10) All members of the YLC have the right to attend and vote subject to By-law 5 – Conventions and By-law 6 - Elections.

## **10. Committees**

(1) As determined in section 10.1 in By-law 1 - Commissions, each commission may establish committees as it deems necessary;

(2) Every standing committee, and every committee established under section 10 may meet at any time, and may make rules for the conduct of its business, subject to the following general requirements:

a. The chair of each committee is responsible to call regular meetings of the committee and must give its members at least six days notice of each meeting;

b. Before a meeting of a committee may be called to order, and, in order for the meeting to continue, at least a majority of the committee members must be present;

c. A question at any committee meeting will be determined by the majority of votes cast by the members who are present. The presiding member may vote on any question, but if the vote is tied, the presiding member does not have a second or deciding vote;

d. Every committee must keep regular minutes of its meetings, and must report on its meetings and other activities as follows:

(i) Every committee established in section 10 must report to the National Executive at any time the National Executive requires.

## **11. Campus Clubs**

(1) In order to be recognized as an official club of the Young Liberals of Canada, the campus club must be ratified by the National Executive.

(2) The ratification process and election of members must take place no less than once every 2 years.

(3) The criteria and process for ratification is to be set by the National Executive, and must include:

- a. proof that the club has at least 10 members who are members of the YLC;
- b. an appointed financial officer of the club for the purposes that are under the Liberal Party of Canada Constitution.
- c. a copy of the YLC Charter, to keep their processes and procedures consistent with the Charter and the Constitution of the Liberal Party of Canada.

(4) If a campus club cannot achieve this criteria, they may submit for a review to the YLC National executive to decide if granting a campus club status can occur under special circumstances.

(5) Each campus club has the right to receive support, guidance, and materials as available from the YLC.

(6) Each Campus Club is responsible for:

- a. organization and policy development on campus;
- b. representing its campus to the Young Liberals nationally;
- c. implementing Liberal Party strategies and field organizing programs and initiatives on campus; and
- d. communicating regularly with its members and with the public on its campus in connection with the federal affairs of the YLC.

(7) Each Campus Club will follow the YLC Charter as its governing document, and will ensure that its own processes and procedures are consistent with the Charter.

(8) Each Campus Club may have members hold the following positions:

- a. Chief Officer
- b. Finance Officer
- c. Communications Officer
- d. Policy Officer
- e. Organization Officer
- f. Membership Officer

(9) a campus club may not exceed these positions nor create new positions;

(10) The Campus Club Chief Officer will report to the Section Chair of their province.

(11) No campus club may accept donations or funds from a non-party organization, student union, or levee fund.

## **12. Federal Riding Association Youth Clubs**

(1) In order to be recognized as an official club of the Young Liberals of Canada, the youth club must be ratified by the National Executive.

(2) The ratification process and election of members must take place no less than once every 2 years.

(3) The criteria and process for ratification is to be set by the National Executive, and must include:

a. proof that the club has at least 10 members who are members of the YLC;

b. a copy of the YLC Charter, to keep their processes and procedures consistent with the Charter and the Constitution of the Liberal Party of Canada.

(4) If a riding association youth club cannot achieve this criteria, they may submit for a review to the National Board to decide if granting a riding association youth club status can occur under special circumstances.

(5) Each riding association youth club has the right to receive support, guidance, and materials as available from the YLC.

(6) Each Youth Club is responsible for:

a. continuously building youth membership in the riding;

b. representing its riding association to the Young Liberals nationally;

c. implementing Liberal Party strategies and field organizing programs and initiatives in the riding; and

d. communicating regularly with its members and with the public in its riding in connection with the federal affairs of the YLC.



(7) each Youth Club will follow the YLC Charter as its governing document, and will ensure that its own processes and procedures are consistent with the Charter.

(8) each Youth Club may have members hold the following positions:

- g. Chief Officer
- h. Fundraising Officer
- i. Communications Officer
- j. Policy Officer
- k. Organization Officer
- l. Membership Officer

(9) a youth club may not exceed these positions nor create new positions;

(10) the Riding Association Youth Club Chief Officer will report to the Section Chair of their province.

(11) no youth club may accept donations or funds from a non-party organization.

### **13. Review of Incidents or Appeal**

(1) Any YLC section that wishes to appeal a decision by the Executive Officers of the YLC, or

(2) Would like to have an incident, not limited to harassment, bullying, or an unfair election, reviewed;

(3) May do so by calling for a Review of Incident or Appeal;

(4) The members who will review this appeal or incident will be:

- a. The National Chair
- b. Four Provincial or Territorial Section members, who are not Executive Officers
- c. The National Youth Organizer (or, if there is currently no National Youth Organizer, the LPC staff member responsible for YLC support)

(5) Decisions of this board will be based on the provisions as set in the Liberal Party of Canada's Constitution, and members will seek guidance from the National Board of the Liberal Party of Canada before determining the outcome.

(6) If any member of the National Executive of the Young Liberals of Canada, Provincial or Territorial Section member, Campus Club, or Riding Association Youth Club member commits an act that is, but not limited to: harassment, bullying, discrimination, tampering with an election, refusing to follow rules and responsibilities they will face the possibility of a review as a member.

(7) With the support of three National Board members, a Young Liberal may submit a review for an impeachment of the person(s);

(8) This review will undergo the same process of being overseen by the National Executive President, four Provincial or Territorial Section members who are not Executive Officers, and the National Youth Organizer (or, if there is currently no National Youth Organizer, the LPC staff member responsible for YLC support), in consultation with the National Board of the Liberal Party of Canada;

(9) In the event that the member called for review is the National Chair,

(10) Their position will be replaced by both the Vice-Chair, English and Vice-Chair, French for the proceedings.

(11) In the event that a member is found to be guilty of committing an act of, but not limited to, harassment, bullying, tampering with an election, refusal to follow rules and procedures that member will lose their good-standing among the Young Liberals and will not be able to seek office, at any level, within the Young Liberals of Canada.

## **14. TRANSITION**

(1) This Charter will take effect upon approval by the National Board.

(2) To transition smoothly, as federal-level Liberal Party associations hold their General Meetings, the federal YLC sections will be created in order to unblend the current YLC sections that hold both provincial and federal status.

(3) As these General Meetings are advertised, the YLC National Executive will promote YLC elections to their Sections in order to attract talented Young Liberals for the positions.

(4) All campus clubs will fall under the jurisdiction of the Young Liberals of Canada.

(5) Any campus club that currently holds a bank account will have to submit to the Liberal Party of Canada the details of the account, and a decision will be made regarding the future of that account as campus clubs can no longer hold their own accounts.

(6) All membership lists of the campus clubs will be under the control of the YLC. Because the personal information of the individuals was sent to the federal Liberal Party, it is important that it is not handed over.

(7) All position titles will change in order to make a chain of command more obvious;

(8) The titles of the National Executive will stay the same, but Section Presidents will become Section Chairs, and campus clubs Presidents will become campus club Officers.

(9) This change of Directors to Presidents is to ensure no confusion between the President (provincial leader) of the Provincial or Territorial association of their respective youth wing, and the federal leader of the federal Provincial or Territorial youth wing.

(10) The change in these position titles will happen concurrently with YLC Section elections. With a final date of April 19th, 2018 for titles to be permanently changed.

(11) The YLC Charter will be voted on for approval by the National Board of the Liberal Party of Canada, and if accepted, will be the new governing document of the YLC.

(12) By April 19th, 2018, all YLC Sections will be unblended, and all new federal YLC Sections will follow this charter as their only governing document.