



**NOVA SCOTIA  
YOUNG LIBERALS**

**BY-LAWS  
OF THE  
NOVA SCOTIA YOUNG LIBERALS**

As amended March 4, 2013



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## **ARTICLE I – DEFINITIONS**

1. In this document:
  - a) “NSLP” means the Nova Scotia Liberal Party
  - b) “NSYL” means the Nova Scotia Young Liberals
  - c) “YLC” means the Young Liberals of Canada
  - d) “LPC” means the Liberal Party of Canada
  - e) “Federal Constituency Association” means a Federal Liberal Association in an electoral district in Nova Scotia
  - f) “Provincial Constituency Association” means a Provincial Liberal Association in an electoral district in Nova Scotia
  - g) “NSYL Club” means a NSYL Club, representing a campus club or a NSYL Club representing a Federal Constituency Association or Provincial Constituency Association
  - h) “Member in Good Standing” means any person who is either (1) between the ages of fourteen (14) and twenty six (26) years of age, inclusive, as of the date on their membership application form filed with the NSLP and who holds a valid membership with the NSLP and does not hold a membership with any other Nova Scotia political party, or (2) is attending full-time a post-secondary institution within Nova Scotia between the ages of fourteen (14) and thirty (30) years of age as of the date of their membership application form filed with the NSLP and who holds a valid membership with the NSLP and does not hold a membership with any other Nova Scotia political party.
  - i) “Campus Club” means an organization representing the student body of a post secondary institution capable of being ratified by the YLC

## **ARTICLE II – NAME**

1. The Commission shall be known as the Nova Scotia Young Liberals, hereinafter referred to as the NSYL.

## **ARTICLE III – ROLE AND PURPOSE**

1. The objectives of the NSYL are:

a) To represent and promote the policies and principles of the Nova Scotia Liberal Party, hereinafter referred to as the NSLP, and the Liberal Party of Canada, hereinafter referred to as the LPC

b) To promote the exchange of ideas among youth

c) To foster an awareness of the political system among youth

d) To develop and determine policy that is in the best interest of youth in Nova Scotia.

e) To provide a means of forwarding the opinions and policies of the members of the NSYL to other elements of the NSLP, LPC, and to the public at large

f) To organize the youth in Provincial and Federal Constituencies in Nova Scotia and at all Post-Secondary Institutions in Nova Scotia.

#### **ARTICLE IV – MEMBERSHIP**

1. Any person who is a member in good standing of the NSLP and who is between the ages of fourteen (14) and twenty-six (26) inclusive shall be eligible for membership in the NSYL.

#### **ARTICLE V – TABLE OFFICERS**

1. There shall exist a committee of Table Officers, who shall be tasked with the responsibility for the management of the day-to-day operations of the NSYL.
2. The Table Officers of the NSYL shall be:
  - a) President
  - b) Executive Vice-President
  - c) Vice-President Communication
  - d) Vice-President Finance
  - e) Vice-President Organization
  - f) Vice-President Policy
  - g) Vice-President (Provincial)
  - h) Vice-President (Federal)

- j) Members-at-Large
  - k) Immediate Past President
  - l) A representative from every Post-Secondary NSYL Club.
  - m) One Regional Director from each federal riding within Nova Scotia.
2. In addition to their individual responsibilities as outlined in Article VI of the NSYL By-Laws, the Table Officers shall:
- a) Be responsible, collectively, for the day-to-day operations of the NSYL
  - b) Have the authority to establish Committees
  - c) Appoint a member of the NSYL as one (1) of two (2) members of the Standing Committee on Policy Development (Federal) of the NSLP
  - d) Have the authority to fill any Table Officer position that becomes vacant prior to the NSYL Annual General Meeting, subject to the provisions outlined in Article VIII.
  - f) Have the authority to appoint Members-at-Large to the Table Officers so that these Members may fulfill the duties outlined in Article VI. A unanimous vote of the executive must occur for additional Members at Large to be added to the Table Officers.
3. The quorum for Table Officers meetings shall be one-half plus one of the occupied positions.
4. Meetings of the Table Officers shall be held at least ten (10) times per year, with no more than two (2) months between meetings.
5. Meetings shall be held at the call of the President. When a quorum of the occupied Table Officer positions informs the President that they would like a meeting called, the President shall call a meeting.
6. Notice of all Table Officers meetings shall be given in writing at least seven (7) days prior to the planned meeting date.
7. A Campus Club President may hold up to one other Table Officer position, provided the individual shall only possess one vote.

**ARTICLE VI – DUTIES OF THE TABLE OFFICERS**

1. The Table Officers may, subject to the provisions of the By-Laws of the NSYL and contained herein, do all such things as are incidental or conducive to the attainment of the objectives of the NSYL.
2. The Table Officers are responsible for the affairs of the NSYL
3. The President shall:
  - a) Be the chief administrative officer of the NSYL
  - b) Have the authority to call Table Officers meetings
  - c) Chair Table Officers Meetings
  - d) Vote in the event of a tie at Table Officers Meetings
  - e) Be the official spokesperson for the NSYL
  - g) Submit an oral report of all NSYL Table Officers' activities at all NSYL Table Officer Meetings
  - h) Submit a written and oral report to the NSYL Annual General Meeting
  - i) Submit a written and oral report to the Annual General Meeting of the NSLP
  - j) In conjunction with the Vice-President Communication, be responsible for the drafting and issuing of media releases in conjunction with the Table Officers
  - k) Ensure that all Table Officers carry out their duties
  - l) Be one (1) of three (3) signing officers of the NSYL.

The Table Officers may, from time to time, designate the Executive Vice-President to act as the President in the event of the President's absence, incapacity, or refusal to act.

4. The Executive Vice-President shall:
  - a) Assist the President in the execution of his/her duties
  - b) In the event the President is unable to fulfill his/her duties, assume the responsibilities and duties of the President until the next NSYL Annual General Meeting
  - c) Facilitate contact with non-Liberal organizations

d) Conduct an annual review of the NSYL By-Laws and bring forth proposed amendments where applicable to the NSYL Annual General Meeting

e) Assist the Vice-President Communication and the Vice-President Organization in maintaining the official NSYL email list

f) Be one (1) of three (3) signing officers of the NSYL.

5. The Vice-President Communication shall:

a) Be responsible for recording the minutes of all Table Officer and Annual General Meetings of the NSYL

b) Be responsible for drafting and sending all official NSYL correspondence in conjunction with the Table Officers as required

c) Assist the Vice-Presidents Organization, (Provincial), and (Federal) with communications with all Provincial, Federal and Student Youth Representatives of the NSYL, as required.

d) Be responsible for maintaining a record of official correspondence between the Table Officers and all Provincial and Federal Youth Representatives of the NSYL

e) Be responsible for maintaining a record of official correspondence between the Table Officers and all Federal, Provincial, and Student Youth Clubs of the NSYL

f) Be responsible for maintaining a record of official correspondence between the Table Officers and all other Provincial, Federal, and Student Youth Representatives of the NSYL.

g) Be responsible for maintaining the official NSYL email list in conjunction with the Executive Vice-President and the Vice-President Organization.

6. The Vice-President Finance shall:

a) Be responsible for all financial matters of the NSYL

b) Be responsible for all fundraising duties of the NSYL

c) Clearly and orderly record all financial transactions of the NSYL

d) Present written quarterly financial reports to the Table Officers



- e) Prepare the NSYL Annual Budget
- f) Submit an oral report at all NSYL Table Officer Meetings
- g) Submit a written and oral report to the NSYL Annual General Meeting
- h) Be one (1) of the three (3) signing officers of the NSYL.
- i) Upon the request of a majority of the Table Officers, make available for viewing and review the financial records of the NSYL.

7. The Vice-President Organization shall:

- a) Work to develop and create NSYL Student Youth Clubs at all Post-Secondary Institutions in Nova Scotia
- b) Ensure that all NSYL Student Clubs at Post-Secondary Institutions are accredited with the Young Liberals of Canada
- c) Hold the NSYL membership list on behalf of the Table Officers and assist the Executive Vice-President in the quarterly audit and revision of the NSYL membership list
- d) Assist the Executive Vice-President and the Vice-President Communication in maintaining the official NSYL email list.
- e) Coordinate the planning of the Annual General Meeting of the NSYL
- f) Coordinate any other event sponsored by the NSYL in conjunction with the Table Officers

8. The Vice-President Policy shall:

- a) Organize and conduct at least three (3) policy meetings per year, at least one (1) of which must take place in the Halifax Regional Municipality, one (1) of which must take place outside the Halifax Regional Municipality, and one (1) other which must be conducted online with call-in or e-conference capabilities.
- b) Establish procedures for the conduct of the aforementioned policy meetings in conjunction with the Table Officers
- c) Collect, coordinate, and maintain a coherent set of policies put forth by the NSYL in all of its capacities

- d) Be knowledgeable of the policies put forth by the NSLP and LPC
  - e) Work in conjunction with the NSLP and LPC to adopt the policies of the NSYL.
9. The Vice-President (Provincial) shall:
- a) Be responsible for the organization of youth in the Provincial Constituencies in Nova Scotia for the NSYL
  - b) Ensure there is a Provincial Youth Representative on each of the Provincial Constituency Associations of the NSLP
  - c) Assist the Provincial Youth Representatives for the NSYL
  - d) Act as the liaison between the Provincial Youth Representatives and the Table Officers
  - e) Work to develop and create Provincial Constituency NSYL Youth Clubs in conjunction with the Provincial Youth Representatives and the Vice-President Organization.
10. The Vice-President (Federal) shall:
- a) Be responsible for the organization of youth in the Federal Constituencies in Nova Scotia for the NSYL
  - b) Ensure there is a Federal Youth Representative on each of the Federal Constituency Associations of the NSLP
  - c) Assist the Federal Youth Representatives for the NSYL
  - d) Act as the liaison between the Federal Youth Representatives and the Table Officers
  - e) Work to develop and create Federal Constituency NSYL Youth Clubs in conjunction with the Federal Youth Representatives and the Vice-President Organization.
11. The Members-at-Large shall:
- a) Assist the Table Officers in performing their duties as required.
12. The Immediate Past President shall:

- a) Act in an advisory capacity to the Table Officers in order to provide experience and promote continuity
  - b) Be a non-voting member of the Table Officers
13. The Campus Club Presidents shall:
- a) Be responsible for liasoning between the club they represent and the NSYL
  - b) Submit a or oral report at every Table Officers meeting of the activities of the club they represent
14. The Regional Directors shall:
- a) Be responsible for liasoning with federal and provincial ridings they represent and the NSYL.
  - b) Submit a report at every Table Officers meeting of the activities of the club they represent.

#### **ARTICLE VII – REMOVAL FROM OFFICE**

1. Any Table Officer may be removed from office.
2. Table Officers may be removed for:
  - a) The conscious neglect of the guidelines of the NSYL By-Laws and/or neglect of their duties as outlined in the NSYL By-Laws
  - b) Personal or professional conduct unbecoming an NSYL member which would reflect negatively upon the NSYL
  - c) Failure to attend three (3) consecutive Table Officer meetings unless granted leave of absence by the Chairperson.
3. A motion of removal must be sponsored by two-thirds (2/3) of the occupied Table Officer positions and must be submitted in writing to the Table Officers.
4. The Table Officer in question must be given two (2) weeks notice of the motion of removal. The Table Officer in question shall be given the opportunity to address the motion of removal before a duly called Table Officers meeting.
5. A vote of two-thirds (2/3) of the occupied Table Officers positions is required to declare a position vacant under this article.

6. Notwithstanding sections 2, 3, 4, & 5, a regional director shall be removed by a process approved by the Young Liberals Commission of the region.
7. The Young Liberals of a region shall notify the NSYL of the process of removal they intend to have stand before any regional director may sit

### **ARTICLE VIII – VACANCIES**

1. In the event a Table Officer is removed or retires from his/her position prior to the completion of his/her term, the remaining Table Officers shall have the authority to elect another member to fill that role until the next NSYL Annual General Meeting.
2. The Table Officers shall elect a replacement no later than forty (40) days from the date the Table Officer position was declared vacant. The date that the replacement will be elected must be communicated by all reasonably available means to the membership of the Nova Scotia Young Liberal Association no later than seventy two (72) hours after the Table Officer position was declared vacant.
3. To be eligible, candidates interested in the position must:
  - a) Submit, in writing, their qualifications to the Table Officers no less than seven (7) days prior to the date of election
  - b) Be a member in good standing of the NSYL thirty (30) days prior to the date of election.
4. The position shall be filled by the candidate who receives a simple majority vote of the occupied Table Officers positions on the date of election. Should there be more than two (2) candidates seeking the vacancy, the election shall take place using an instant runoff ballot.
5. The vote shall be conducted by secret ballot.

### **ARTICLE IX – ANNUAL GENERAL MEETINGS**

1. The NSYL shall hold Annual General Meetings to:
  - a) Elect Table Officers
  - b) Consider policies and activities of the NSYL
  - c) Receive an oral and written report from each Table Officer as to the activities conducted during his/her term in office

- d) Hold a By-Laws Discussion and Amending Session in such instances where amendments to the By-laws are proposed.
2. Every Annual General Meeting of the NSYL shall be held no less than ten (10) months and no more than fourteen (14) months after the previous Annual General Meeting. In the event of a Provincial or Federal General Election, a Provincial or Federal Leadership Election, or a Provincial Party Annual General Meeting the interval between Annual General Meetings may be extended up to four times by up to three (3) months each time, provided that such an extension is not opposed by more than one-quarter (1/4) of the occupied Table Officers positions.
3. The Table Officers shall be responsible for determining the date and location of the Annual General Meeting subject to the provisions of this Article.
4. Notice of the Annual General Meeting shall be given no later than forty-five (45) days prior to the date thereof and shall be published in an email sent to all Young Liberals within the Province according to the NSLP Membership Database.

#### **ARTICLE X – ELECTIONS OF TABLE OFFICERS**

1. Elections of Table Officers, with the exception of the Members' At Large, the Past President, Regional Directors, and the campus club Presidents, shall be held during the NSYL Annual General Meeting.
2. The Table Officers shall appoint a Chief Electoral Officer.
3. The Chief Electoral Officer shall:
  - a) Supervise the Elections of Table Officers at the Annual General Meeting
  - b) Adjudicate all rules and procedures governing elections
  - c) Acquire the ballots and ballot boxes
  - d) Count the ballots with the assistance of scrutineers
  - e) Have no vote in any election
  - f) Announce the elections' results
  - g) In the presence of scrutineers, destroy the ballots once the ballots have been counted.
4. Every person who is a member in good standing of the NSLP shall be entitled to register as a delegate and vote at any Annual General Meeting of the NSYL provided that person is a member in good standing of the NSYL, ordinarily

resides in Nova Scotia, and is a member in good standing of the NSLP thirty (30) days prior to the date of the Annual General Meeting of the NSYL.

5. Candidates for elections shall be:
  - a) Registered delegates to the Annual General Meeting
  - b) Permitted to appoint one (1) scrutineer for the counting of ballots and required to notify the Chief Electoral Officer of the appointment
  - c) Permitted to make a five (5) minute address to the registered delegates of the Annual General Meeting
  - d) Nominated verbally by a nominator and seconder who must be registered delegates to the Annual General Meeting. The nominator shall be permitted to make a two (2) minute address. The seconder shall simply state his/her name and address and the name of the candidate they are seconding. The seconder shall not be permitted to address the registered delegates.
6. Candidates shall submit a written statement of intention to stand for election to the Table Officers at least ten (10) days prior to the Annual General Meeting.
7. If no nominations are received for a position, nominations will be accepted for the position from the floor at the Annual General Meeting.
8. The Chief Electoral Officer shall take any appropriate remedial action in the event of any violation of the election rules and procedures.
9. All votes shall be conducted using an instant runoff ballot.
10. In the event of a tie for any position, the deciding vote shall be determined by a coin toss carried out by the Chief Electoral Officer.
11. Within thirty (30) days of voting, all individuals and teams who participated in the NSYL election must disclose to the Table Officers the source of all campaign contributions of \$100 or greater.
12. Regional directors shall be selected by a process determined by the Young Liberals Commission of the particular region.
13. The NSYL shall be notified of the selection process before any Regional Director from that region may take their spot.

#### **ARTICLE XI – AMENDMENTS**

1. A petition for amendment to the NSYL By-Laws, consisting of a mover and a seconder, must be presented to the Table Officers, in writing, at least ten (10) days prior to the date of the Annual General Meeting. A copy of any proposed amendment must accompany the notice to amend.
2. Amendments must be approved by a two-thirds (2/3) majority of those registered NSYL delegates present at the By-Laws Discussion and Amending Session at the Annual General Meeting.
3. Each speaker shall address the members for a period not to exceed five (5) minutes.
4. Amendments to the By-Laws shall take effect immediately upon their adoption.
5. Amendments accepted to the By-Laws shall be made known to the general NSYL membership.

#### **ARTICLE XII – RULES OF ORDER**

1. In all cases not provided for herein, Roberts' Rules of Order shall be deemed authority.

#### **ARTICLE XIII – SUPREMACY**

1. These By-Laws are subject to the limitations of the Nova Scotia Liberal Party Constitution and By-Laws.