

# PARTY CONSTITUTION

**Christian Heritage Party of Canada**

## **Ratified**

1987 - Hamilton Convention

## **Amended**

1989 - Edmonton

1991 - Ottawa

1994 - Vancouver

1995 - London

1998 – Richmond

2002 – Niagara Falls

2005 - Winnipeg

2008 – London

2011 – National Board grammatical amendments

2012 - Abbotsford

2014 - Hamilton

## **Editorial Note:**

The Youth Caucus Constitution (Appendix 3) is not amended or changed in the 1994, 1995, 1998, 2002, 2005 2008, 2012 & 2014 issues, except for references to Party Constitution Articles and the fee structure of Article 9.

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## **Article A: INTRODUCTION**

### **1. NAME**

The "CHRISTIAN HERITAGE PARTY of CANADA", (PARTI DE L'HÉRITAGE CHRÉTIEN DU CANADA) herein after called, the "Party".

### **2. PRINCIPLES**

Party principles (Addendum #2) are based on these Biblical ethics (Addendum #1) and are unalterable:

- (a) We believe there is one Creator God, eternally existent in three Persons, Father, Son and Holy Spirit. We believe in the Lordship of Jesus Christ.
- (b) We believe the Holy Bible to be the inspired, inerrant written Word of God and the final authority above all man's laws and government.
- (c) We believe civil government to be under the authority of God.
- (d) We believe the purpose of civil government is to ensure freedom and justice for a nation's citizens by upholding law and order in accordance with Biblical principles.
- (e) We believe that decision-making processes by civil government must not in any way contravene these Biblical ethics.

### **3. OBJECTIVES**

The aim of the Party is:

- (a) To provide true Christian leadership and to defend, promote and uphold Biblical principles in federal legislation.
- (b) To gain seats in Parliament so that we can have a direct influence on policy and policy changes.
- (c) To contend for, and attain the leadership of the federal government of Canada through the existing democratic process.

### **4. DEFINITION**

The Christian Heritage Party is a political organization of like-minded persons who have a common religious basis for their beliefs as defined in the Party Principles (Article A.2). The party affirms that both church and state have distinct and separate functions to fulfill in society, which must be respected and recognized.

### **5. MEMBERSHIP**

#### **(a) ELIGIBILITY**

Membership shall be open to all persons resident within Canada or Canadian citizens living temporarily abroad who:

## ARTICLE A: INTRODUCTION

- (1) Have reached the full age of eighteen (18) years,
- (2) Subscribe to the Party Constitution,
- (3) Have signed the application form prescribed by the Party,
- (4) Have paid the membership fee.

### **(b) MEMBERSHIP VALIDATION AND RENEWAL**

A new membership shall become valid twenty-one (21) days after the date of application and upon approval by the National Board. Renewal of membership is the responsibility of each member. Membership renewed within one year of the renewal date shall be dated for renewal as though the membership had not lapsed. Only members in good standing are eligible for membership privileges.

### **(c) MEMBERSHIP CARD**

Each application, together with the membership fee, shall be forwarded to the National Office. Upon approval of the new member by the Board, the official membership card will be forwarded directly to the individual and a notice of such new membership shall be sent to the appropriate federal, Provincial/Territorial Office, the provincial Party Office, the federal Electoral District and provincial Constituency Associations. A CHP National membership card automatically qualifies the member to have both federal and provincial CHP status.

### **(d) MEMBERSHIP LISTS**

- (1) Members' names shall be confidential and shall not be sold or used for any purpose other than that required by the Party.
- (2) Memberships shall only be on record in the National Office, the appropriate Provincial/Territorial Office, the appropriate provincial Party Office and in the member's local Electoral District and Constituency Associations.

### **(e) MEMBERSHIP PRIVILEGES**

Only Party members in good standing may:

- (1) Hold an elected or appointed position within the Party or in a Federal Electoral District Association.
- (2) Take part in discussion and vote at membership meetings of the Party and/or at the federal Electoral District Association of which he or she is a member.
- (3) Be a Party candidate in a federal election.
- (4) Move resolutions, be a delegate or an alternate delegate to Party conventions or meetings.
- (5) Be a nominator or seconder of a Party candidate for a federal Electoral District.

### **(f) FEES**

- (1) The National Board shall set and administer membership fees.

(2) Membership fees together with the membership application shall be sent to national office within one month of receipt of payment by a CHP Agent.

## **6. DISCIPLINE AND APPEAL PROCEDURES**

(a) All cases warranting Party discipline or membership refusal shall be dealt with promptly and according to the Biblical principle that any charge or accusation (before it will be considered) must always be substantiated by at least two (2) independent witnesses, and may not be based on hearsay.

(b) Since membership is jointly held with the provincial CHP, consideration will be given to involve the appropriate provincial organization. If the discipline includes removal from the membership roll, the National Board must be involved via the federal PEP director.

(c) Lifestyles and conduct judged to be in violation of Party principles shall be initially dealt with at the level directly affected, be it Electoral District Association Executive, Provincial/Territorial Council, or National Board.

(d) No one shall be disciplined without written notice of the charge and an opportunity for a full hearing by the Electoral District Association Executive, Provincial/Territorial Council, or National Board. To be valid, all decisions shall be conducted by secret ballot and must receive a 2/3 majority in accordance with Article C.19 - 20.

(e) A decision by the Electoral District Executive may be appealed to the Provincial/Territorial council. A decision by the Provincial/Territorial council may be appealed to the National Board. A decision by the National Board may be appealed to the general membership at the National Convention.

(f) All appeals to the general membership shall be dealt with by an appeal committee of nine (9) voting delegates nominated on the convention floor, and acceptable to both the National Board and the appellant. The decision of this committee shall be reported to the convention and shall be final and binding.

## **Article B: INTEGRITY ANALYSIS OF PARTY OFFICIALS**

### **1. REQUIREMENTS**

All members in good standing, wishing to stand for elected or appointed office shall be required to furnish evidence of integrity in accordance with Party philosophy. Requirements shall include a combination of the following:

- (a) Personal resume.
- (b) Successful interview with the Nomination Committee of the Electoral District Association, using the Integrity Analysis Questionnaire.
- (c) A signed statement of the Party's Solemn Pledge (Addendum #2).
- (d) Two (2) character references.
- (e) Successful interview with at least two (2) Party members who themselves have passed an Integrity Analysis, using the Integrity Analysis Questionnaire.
- (f) The Integrity Analysis shall be considered current for four (4) years. After that period, it shall be considered obsolete and a full Integrity Analysis required. The PEP Director shall destroy, by cross cut shredding, all obsolete Integrity Analyses.

### **2. CRIMINAL INVESTIGATION**

Any person holding or aspiring to an office or position requiring an Integrity Analysis, whether it be at the National, Provincial/Territorial or Riding Association level, and who becomes aware of being under criminal investigation or is charged under the Criminal Code, shall immediately inform both verbally and in writing the Criminal Investigations Review Committee (See Article E-14) and follow the Committee's instructions thereafter.



## **Article C: FEDERAL ELECTORAL DISTRICT ASSOCIATIONS**

### **1. ELECTORAL DISTRICT ASSOCIATION DEFINITION**

Electoral District Associations are structured along these evolving patterns within the boundary of a federal electoral district:

- (a) Registered electoral district associations with less members than one tenth of one percent (1/10%) of the number of names appearing on the last published List of Electors.
- (b) As a CHARTER electoral district with more members than one tenth of one percent (1/10%) of the number of names appearing on the last published List of Electors, and a minimum of four (4) elected officials.

### **2. MEMBER AFFILIATION**

- (a) A member in good standing, resident in an electoral district, is a member of that specific Electoral District Association and may exercise all the privileges of membership.
- (b) No member shall claim or attempt to exercise voting rights in more than one Electoral District Association.

### **3. CROSS-BOUNDARY MEMBERSHIP AND CANDIDACY**

- (a) No member may transfer his or her membership to an electoral district other than the one represented by his or her place of residence, except as specified in (b) below.
- (b) Any member in good standing may contend for Party candidacy in an electoral district other than the one represented by his or her place of residence by declaring his/her candidacy to the Nomination Committee of the specific Electoral District Association in question, not less than seven (7) days prior to the Nomination Meeting. Those members with the two highest number of votes in the election for candidate by the membership may transfer, on the approval of the executive, their membership, with full membership privileges, to that Electoral District Association until the next Nomination Meeting. The home Electoral District Association of the member and the National Board must be informed in writing of the transfer of membership.

### **4. AREA ASSOCIATION**

Members from unregistered and neighbouring federal electoral districts may join together to form an Area Association. The Area Association is for organizational and electoral district development purposes only, with the goal of developing separate charter electoral district associations. The Area Association will have electoral district association status, and must be annually reviewed and approved by the provincial council.

### **5. THE ELECTORAL DISTRICT ASSOCIATION EXECUTIVE**

- (a) The Executive of a Charter Electoral District should consist of the following:
  - (1) President (CEO)

- (2) Vice-President
- (3) Secretary
- (4) Treasurer (Financial Agent)
- (5) Elected Federal Candidate
- (6) President of the Youth Caucus
- (7) Directors who shall serve as Committee Chairmen
- (8) Directors-at-Large

(b) The Executive of a Pioneer Electoral District will have a minimum of four elected officials, including a President (CEO) and a Treasurer (Financial Agent).

(c) An Ad-Hoc Committee, ratified by the Provincial/Territorial Council through Integrity Analysis, as per article B.1(a) and (c) - (e), has a minimum of four self-appointed officials, including a President.

## **6. DIRECTORS AND COMMITTEES**

(a) Directors shall be appointed to serve on the following committees, preferably as chairmen:

- (1) Membership Committee
- (2) Communications and Publicity Committee
- (3) Finance and Fundraising Committee
- (4) Hospitality Committee
- (5) Education Committee
- (6) Prayer Committee
- (7) Nominations Committee

(b) Within these guidelines, the Electoral District Association at its Annual Meeting may, by a two-thirds (2/3) majority resolution, alter the number of directors to be elected, although the total number for a Charter Electoral District may not be more than fifteen (15).

## **7. ELECTION OF THE EXECUTIVE**

(a) The President (CEO), Vice-President, Secretary, Treasurer (Financial Agent), and other officers shall be elected at the Annual Meeting of the Electoral District Association. The report of the Nomination Committee shall be in writing and received by the present Executive not less than fourteen (14) days prior to that meeting at which the elections are to be held. Integrity Analysis as per Article B.1 (a) - (d) shall apply for all nominees. The required documents shall be submitted to the Electoral District Association Executive not less than seven (7) days prior to the Annual Meeting.

(b) The Electoral District Association shall be permitted to exercise the following options of procedure of electing its Table Officers (i.e. President (CEO), Vice President, Secretary and Treasurer (Financial Agent)), with the first option given priority.

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(1) Elect a candidate for each vacant executive position of the Electoral District Association during the annual general membership meeting. The names of the candidates for each Table Officer's position shall be placed on a separate ballot. Voting will proceed consecutively down from the most senior position in order to enable non-successful candidates to enter the competition for a less senior position. The election of Directors shall conclude the election proceedings; or

(2) Elect a slate of general officers who, together with those officers already serving, will, at their first meeting following the annual general membership meeting choose from amongst themselves those who will fill the various Executive offices.

(c) The required executives and directors shall be chosen by placing the names of candidates for each position on a single ballot. Those candidates receiving at least fifty percent (50%) plus one (1) votes shall be declared elected while that candidate receiving the least votes for this office shall be removed from succeeding ballots in that round of voting. The voting process shall be repeated until the required number of officers remain on the ballot, at which time these members shall be declared elected.

(d) The terms of office for Electoral District Association officers shall be for three (3) years, and election of one-third (1/3) of such officers shall be held at every Annual Meeting of the Electoral District Association. There shall be a limitation of three (3) consecutive terms that an officer may serve.

**8. DUTIES OF TABLE OFFICERS AND ELECTORAL DISTRICT EXECUTIVE**

(a) The duties of the Table Officers shall be the daily operation of the Electoral District Association. Decisions made by the Table Officers must be ratified at the next meeting of the Electoral District Association Executive. The President (CEO) of the local Electoral District Association, or his/her designee, shall be the only official person speaking for the Association.

(b) The President (CEO) shall be responsible for the overall direction of the local Electoral District Association business in all areas of jurisdiction.

(c) The Vice-President shall substitute for the President (CEO) as required.

(d) The Treasurer (Financial Agent) shall collect, account for, and deposit all Electoral District Association moneys, prepare an audited financial statement for the Annual Meeting, and present a monthly report to each executive meeting. He/she shall be an ex-officio member of all finance and fundraising committees.

(e) The Secretary shall keep and distribute approved minutes of all meetings as necessary and coordinate all correspondence for the Electoral District Association {See C.12 & C.15}.

(f) The Executive of the Electoral District Association shall be required to act in accordance with the decisions made at duly constituted membership meetings, but shall have full authority to deal with matters affecting the welfare of the electoral district which may arise during their term of office, provided that such action in no way contravenes the Party Constitution, Party Policy and Party Platform.

## **9. VACANCIES**

In the event of a vacancy on the Executive between Annual Meetings, the office thus vacated shall be filled by appointment by a two-thirds (2/3) majority vote of the Electoral District Association Executive, but shall be vacant at the next regular Annual Meeting. Such appointees shall also meet the requirements as per Integrity Analysis Article B.1 (a) & (c) & (b) or (e).

## **10. MEETINGS**

Federal Electoral District Association Meetings shall be convened:

- (a) Monthly for the Executive. These meetings are open to the membership except where the executive declares the meeting, or a portion thereof, "in camera" in order to deal with sensitive issues.
- (b) Annually for the purpose of electing the Executive, and dealing with business the Executive deems necessary or that members of the electoral district raise.
- (c) To elect the electoral district's Federal Candidate at a specifically convened Nomination Meeting.
- (d) At the discretion of the Electoral District Executive following a two-thirds (2/3) majority decision.
- (e) At such times as made necessary by the issuance of an election writ or to deal with matters related to a National Convention (see Article F: THE NATIONAL CONVENTION)

## **11. QUORUM**

- (a) Quorum for Executive meetings shall consist of fifty percent (50%) plus one (1).
- (b) Quorum for Membership meetings shall be ten percent (10%). If no quorum is present, another meeting shall be convened two (2) weeks later and whoever attends shall constitute a quorum.

## **12. MINUTES OF MEETINGS**

- (a) The Secretary shall provide the President and Vice-President of the Provincial/Territorial Council with a copy of the approved minutes of all Executive and membership meetings.
- (b) A copy of the minutes shall also be sent to the Secretary and President of the National Board.

## **13. COMMITTEES (Recommended)**

- (a) The chairmen of all committees shall report to the executive.
- (b) Integrity Analysis per article B1(c) & (e) is required for the chairs of all committees.
- (c) At least one member of each committee may be appointed by the local Youth Caucus executive.

- (d) The Membership Committee shall conduct an ongoing drive for new memberships and renewals, and maintain accurate membership lists.
- (e) The Communications and Publicity Committee shall, within the boundaries of the electoral district, arrange publication of local newsletters and advertising.
- (f) The Finance and Fundraising Committee shall formulate strategy for fundraising in compliance with the fundraising guidelines as per Article C.14. Distribution of funds shall be according to the guidelines set by the National Board.
- (g) The Hospitality Committee shall coordinate social activities; refreshments for meetings; and arrangements for billeting.
- (h) The Education Committee shall maintain a library for members' use; provide educational events for membership meetings; arrange speaking engagements and audio-visual presentations; and engage in research on current problems to enable the Electoral District Association to respond to social/political concerns of its membership and voters.
- (i) The Prayer Committee shall bring the Party's prayer needs to the membership and relay special prayer requests to the Provincial Director as required. It shall also maintain regular contact with local prayer groups and churches.
- (j) The Nominations Committee shall seek out and interview potential candidates for upcoming and vacant positions, and ensure that the requirements set in Articles B.1 (a) - (d) & C.7 (a) are met. (See also 18(a))

#### **14. FUNDRAISING**

- (a) Each Electoral District Association is responsible for raising funds to meet its own needs. It must initiate at least one fundraising event per year that includes individual communication with its members.
- (b) No fundraising events shall be conducted on a Sunday.
- (c) Fundraising events shall be initiated and organized by the Fundraising Committee in cooperation with all Committees.
- (d) Approved fundraising events shall reflect sound Christian values and may include such things as dinners and guest speakers; bazaars; art, handicraft and hobby shows; theater skits; music recitals; recreational and sports functions; Christian film evenings; merchandise sales; car washes; educational workshops; garage sales; or other activities approved by the Electoral District Association.
- (e) Non-approved fundraising events are those that may cause offense because of differing sensitivities with regard to games of chance (Bingo games, raffles, lotteries, gambling, etc.) and the serving of alcohol. Other events that are to be avoided are those that may be construed as "anti-social" or in poor taste.

#### **15. MEMBERSHIP MEETINGS**

- (a) The Electoral District Association shall hold a regular Annual Meeting not later than June 30th of each year. The Executive shall give twenty-one (21) days written notice to the membership of the Annual Meeting, Nominating Meeting, or extraordinary meeting.

(b) At the Annual Meeting the membership will elect the Electoral District Association Executive (in alternate years). See Article C.7.

(c) The Executive shall present to the Annual Meeting an audited financial report of the Association and a general review of the Party's affairs within the electoral district for the past year. Copies of these reports, bearing the signatures of the President (CEO) and Treasurer (Financial Agent), shall be forwarded to the Provincial/Territorial President and Vice-President and the National Board within thirty (30) days.

(d) Following the Annual Meeting, the Secretary shall forward minutes and reports of the meeting to the Provincial/Territorial President and Vice-President and the National Board within thirty (30) days. These minutes shall include the names, addresses, phone numbers and titles of the new executive.

## **16. NOMINATING MEETING OF FEDERAL CANDIDATES**

(a) In an unregistered electoral district without an Ad-Hoc Committee the National Board and Party Leader may appoint a candidate (See E.18). Ad-Hoc Committees, Pioneer and Charter Electoral District Associations may nominate their own candidate. In every case, candidate nominations must be ratified by the Party Leader to be official.

(b) The Chairman of the Nominating Meeting shall be an Executive member of an adjacent electoral district, approved by the majority of the members present. Exemptions may be requested of the Provincial/Territorial Council.

(c) The call for a Nominating Meeting shall be by the Executive of the Electoral District Association, not less than twenty-one (21) days prior to the meeting.

(d) Where the election writ has been issued, notice in writing of the date, time and place of the Nominating Meeting shall be mailed or delivered not less than seven (7) days prior to the Nominating Meeting to every member of the electoral district and to the President and Vice-President of the Provincial/Territorial executive and National Board.

(e) In the event that one or more electoral districts are affected by redistribution and have already nominated candidates prior to changes in electoral boundaries, such nomination shall be declared null and void. New nominating meetings shall then be called by the new executive of the realigned Electoral District Association.

(f) Where the Nominating Meeting has been called before a federal election is called and an election writ is thereafter issued, the President (CEO) may advance the date of the Nominating Meeting by giving the said seven (7) days notice.

## **17. CREDENTIALS COMMITTEE**

(a) The Credentials Committee shall consist of the Membership Chairman, Secretary, and two other members of the Executive as designated by the Electoral District Executive. No Affirming Integrity Analysis is required.

(b) The Credentials Committee shall meet before the commencement of the Nominating Meeting, and examine the eligibility and good standing of those persons requesting voting privileges at the Nominating Meeting, and report to the Nominating Meeting.

**18. NOMINATIONS OF CANDIDATES FOR FEDERAL ELECTORAL DISTRICTS**

- (a) All moved and seconded nominations of persons proposed as candidates shall be presented to the EDA Executive in writing by the Nominations Committee (see also 13 (j)) not less than three (3) days prior to the meeting date.
- (b) Rules of conduct for the nominees during the nomination period and an electoral district association membership list should be distributed to all approved nominees.
- (c) The President (CEO) shall confirm that the proposed candidates have met the requirements as per Article B.1 (a) - (d), including IA Questionnaire Part III.
- (d) Prior to voting, the nominators and candidates may address the meeting, in order determined by lot.

**19. VOTING**

Voting at Nominating Meetings shall be by ballot.

**20. RULES OF BALLOT**

- (a) A ballot shall be considered spoiled for the following reasons:
  - (1) if it is blank;
  - (2) if any of the candidates named appear more than once on the ballot;
  - (3) if the ballot is marked in such a way that the voter can be identified;
  - (4) if there are more names than the number of candidates to be elected.
- (b) A ballot containing fewer names than the number of candidates to be elected shall be considered valid.
- (c) The results of all election ballots shall be tallied and announced.
- (d) Balloting shall be carried out by the process of elimination as explained in Article C.7(c).
- (e) Other voting procedures may be used as approved by the National Board, pursuant to Article E15. (h).

**21. CAMPAIGN COMMITTEE**

- (a) Following the Nominating Meeting, the candidate shall appoint a Campaign Committee whose term shall expire once the election is over. Integrity Analysis as per Article B.1(c) & (e) shall apply to the Campaign Manager.
- (b) The Committee shall comply with Federal Elections Act regulations and the Party's campaign manual.

**22. EDA AND CAMPAIGN ACCOUNTS**

- (a) The National Executive Committee may set donation limits, taking into consideration Elections Canada rules. Contributions to the Campaign and EDA Accounts during one fiscal year in excess of such limits must be submitted to the Electoral District or National Table Officers for approval.

(b) The campaign account shall be subject to audit. All campaign accounts shall be closed out and the balance transferred to the general account of the Party Electoral District Association as required by the Elections Act.

### **23. YOUTH CAUCUS**

(a) Efforts must be ongoing to establish a Youth Caucus to involve young persons in the political activity of the Party. The local Youth Caucus shall operate under the auspices of the Electoral District Association.

(b) Membership in the Youth Caucus shall be open to all persons who:

- (1) Are resident within Canada, and between fourteen (14) and thirty (30) years of age inclusive;
- (2) Subscribe to the Youth Caucus Constitution;
- (3) Subscribe to the Party Principles;
- (4) Have signed the application form prescribed by the Party;
- (5) Have paid the membership fee.

(c) The Youth Caucus shall perform as per its own constitution that forms an addendum to this constitution.

(d) Prior to the age of eighteen (18) members voting privileges are restricted to their caucus, with the exception of voting as Youth Caucus delegates or representatives at Electoral District Executives, Provincial/Territorial Councils, the National Board and Conventions. Upon attaining the age of eighteen (18), a member shall be required to become a Party member.

### **24. DEREGISTRATION OF AN ELECTORAL DISTRICT ASSOCIATION**

(a) Should an Electoral District Association choose to deregister, the Chief Executive Officer and Financial Agent must, 90 days prior to advising Elections Canada, notify the Leader and the Executive Director of the Christian Heritage Party to provide their reasons for ceasing to be officers of the Electoral District Association and allow the Christian Heritage Party to find replacement officers for the Electoral District Association. The CHP National Executive may (with or without the active participation of the corresponding provincial council) seek suitable replacements from among CHP members residing within or outside (*notwithstanding article C3*) of the electoral district in question, provided they are eligible electors within Canada, have passed or are able to pass the current requirements of our Integrity Analysis and are willing to accept responsibility for advancing the growth and development of the said EDA for a minimum of one year and, if residing outside of the EDA, a maximum of two years. These replacement officers must be prepared to meet on a regular basis, in person or via teleconference, etc. They must be willing to communicate with the CHP members residing within the district, with the National Executive, with the provincial council if so advised and with one another in order to restore functionality and growth to the EDA.



## ARTICLE C: FEDERAL ELECTORAL DISTRICT ASSOCIATIONS

The appointed officers shall fulfill all the requirements of office and shall file all required documents in a timely fashion.

These appointed officers shall oversee the regular annual general meeting of the EDA according to the CHP constitution and shall attempt to have their positions refilled by election from among the members of the EDA which they are serving. If unable to field qualified candidates for these positions at the first AGM, they will continue to serve until the following AGM. If unable to field candidates for their positions at their second AGM, they will initiate deregistration proceedings by reporting to the National Leader and National Executive Director who, after 90 days, will then assist with deregistration.

(b) The CHP National Board may choose to deregister an Electoral District Association with sufficient cause. Prior to commencing the deregistration process the National Board will assign an Intervention Committee to meet with the Chief Executive Officer and Financial Agent of the Electoral District Association. A General Meeting will be called with the members of the Electoral District Association, including the Executive, to discuss the situation, which has preceded the decision to deregister. The Intervention Committee will advise the National Leader who, along with two party officers who are listed with the Registry, will sign the necessary application.

(c) In the event of Involuntary Deregistration by Elections Canada, the Electoral District Association must comply with Elections Canada requirements within 30 days of receiving the notice. Prompt and remedial action must be taken to satisfy the Chief Electoral Officer and the National Board of the Party that the situation was not due to negligence or lack of good faith.

## **Article D: THE PROVINCIAL / TERRITORIAL COUNCIL**

For the purpose of administration, representation to the National Board shall be in accordance with Canada's provincial and territorial boundaries. At its discretion, the National Board may further expand its representation to include regional groups within, or encompassing some of the geographic boundaries.

### **1. COMPOSITION**

The Provincial/Territorial Council in each province / territory may consist of:

- (a) President
- (b) Vice-President
- (c) Secretary/Treasurer (appointed)
- (d) Presidents of Provincial Charter Electoral District Associations
- (e) One member or the President of the Ad-Hoc Committees of registered and unregistered electoral districts
- (f) Provincial Youth Caucus President
- (g) Past President
- (h) Provincial Executive Director (optional, appointed)
- (i) Provincial Prayer Coordinator

These positions may not be held by more than one member of an immediate family. The positions of secretary and treasurer may be held by two separate members elected as such by the Council.

### **2. MEETINGS**

Meetings shall be called at the discretion of the President, or by the expressed wishes of any five (5) members of the council. Quorum shall consist of fifty percent (50%) plus one (1).

### **3. ELECTION PROCEDURE**

(a) The President and Vice-President shall be elected, by the Party members of their respective Provinces/Territories, prior to and in conjunction with the National Convention. Their election will be confirmed by a swearing-in ceremony at the National Convention. Election procedures shall proceed as per Articles C.7 (b)(1), C.7(c) & C.20 {and E.15 (h)}.

(b) The written call for nomination of Presidents and Vice- Presidents to the Provincial Council shall be circulated to the Electoral District Associations with the notice of the National Convention by National Office in accordance with Article F.3.

(c) Any person wishing to run for the position of Provincial President or Vice-President must be a member in good standing and eligible to vote under the Federal Elections Act. A nominee to the position of Provincial President or Vice-President must file with the appropriate Provincial Council twenty-one (21) days prior to the date of the election of the position, nomination papers upon which appear the names, signatures and addresses of twenty-five (25) provincial members in good standing who currently reside in the appropriate province.

(d) Nominations and acceptance of nomination for President and Vice-President for each province and territory shall be in writing and forwarded to the PEP Director via the National Office at least 15 days before the date of the elections, together with the necessary documents. Integrity Analysis as per Article B.1 (a) & (c) - (e) shall apply.

(e) The term of office of the President and Vice-President shall be until the next National Convention. There shall be a limit of three (3) consecutive terms that Provincial/Territorial officials may serve.

(f) The retiring or past president may be appointed for a one-year term by a 2/3 vote of the current officers. The past president shall have voice but no vote and the term of the past president may be extended another year by a 2/3 vote of the current officers.

#### **4. DUTIES**

(a) The newly elected President shall take office as President of the Provincial / Territorial Council and as member of the National Board immediately after confirmation of his/her election. The President or his/her designee shall be the only official spokesman for the Party in that province.

(b) The Provincial/Territorial Council President shall make a report of his/her activities to the National President and the National Board at least one time per month.

(c) The Vice-President shall substitute for the President as required and shall receive and monitor minutes of meetings sent in from all Electoral District Associations, campaign committees, the Electoral District Organizing Committee, and the Provincial Youth Caucus within his jurisdiction, and report to the Provincial Council.

(d) The Secretary/Treasurer shall forward minutes and financial reports to the National Board and each Electoral District Association following each Provincial Council meeting.

#### **5. SUPPORT STAFF**

(a) The Provincial Council may appoint additional support staff subject to Integrity Analysis as per Article B.1(c) and National Board approval. All appointed members shall have no vote.

(b) An Executive Director may be appointed by the National Board. Integrity Analysis as per Articles B.1 (a) & (c) - (e) shall apply. The Executive Director, being appointed, shall have voice, but no vote, at Provincial/Territorial Council meetings.

## **6. VACANCIES**

Vacancies as they occur shall be filled by the Provincial Council until the next National Convention. Integrity Analysis per Article B.1 (a) & (c) - (e) shall apply.

## **7. ELECTORAL DISTRICT ORGANIZING COMMITTEE**

(a) Shall be established on a provincial/territorial basis in order to establish and maintain new Electoral District Associations throughout the provinces or territories.

(b) Shall consist of:

- (1) The Vice-President (or Executive Director)
- (2) At least one member appointed from the Youth Caucus
- (3) Other members who may be appointed by the Provincial Council.

(c) Integrity Analysis as per Article B.1(c) shall apply to all committee members.

(d) The Electoral District share of revenue received by donations from unregistered Electoral Districts will be forwarded to the appropriate Provincial/Territorial Council to be used for activities specifically designed to develop that Electoral District.

## **8. FINANCES**

Each Provincial/Territorial Council is responsible for raising funds to meet its own needs.

## **Article E: NATIONAL BOARD**

### **1. LOCATION**

The National Office location shall be designated by the National Board.

### **2. COMPOSITION**

The National Board shall consist of:

- (a) Party Leader
- (b) President
- (c) Vice-President
- (d) Secretary
- (e) Treasurer
- (f) Past President (ex officio) with voice but no vote
- (g) The Presidents (or Vice-Presidents) of the Provincial/Territorial Councils\*
- (h) Youth Caucus President
- (i) The Executive Director (ex officio) with voice but no vote
- (j) Personnel, Ethics and Prayer Director (ex officio) with voice but no vote
- (k) Deputy Leader with voice but no vote. Article E.7 (d) 1.

These positions may not be held by more than one member of an immediate family.

\*See also introductory paragraph of Article D: THE PROVINCIAL / TERRITORIAL COUNCIL.

### **3. MEETINGS**

Meetings of the Board shall be at the call of the President, not less than three (3) times per year or upon the written request of not less than five (5) members of the Board. Quorum shall consist of fifty percent (50%) plus one (1).

### **4. MINUTES OF MEETINGS**

Minutes, excluding only those matters pertaining to individuals, discipline and strategy, of all board meetings and conventions shall be distributed to all Electoral District Association Executive within thirty (30) days of the meeting or conventions.

### **5. THE EXECUTIVE COMMITTEE**

(a) The Table Officers shall be elected at the National Convention of the Party. Election procedures shall proceed as per Articles C.7 (b)(1), C.7(c) & C.20.

(b) The written call for nomination of National Table Officers shall be circulated to the Electoral District Associations with the notice of the National Convention by the National Office in accordance with Article F.3

## ARTICLE E: NATIONAL BOARD

(c) Any person wishing to run for a National Table Officer's position must be a member in good standing and eligible to vote under the Federal Elections Act. A nominee to a National Table Officer's position must file with the PEP Director via the National Office twenty-one (21) days prior to the date of the election of the position(s), nomination papers upon which appear the names, signatures and addresses of twenty-five (25) party members in good standing. Integrity Analysis per Article B.1 (a) & (c) - (e) shall apply.

(d) The term of office shall be until the next National Convention. There shall be a limit of three (3) consecutive terms that Table Officers may serve.

(e) In the event that any vacancies occur, they shall be filled by a two-thirds (2/3) majority vote from the Board, and such appointment shall be valid until the next National Convention. Integrity Analysis per Article B.1 (a) & (c) - (e) shall apply.

(f) The retiring or past president may be appointed for a one-year term by a 2/3 vote of the current officers. The past president shall have voice but no vote and the term of the past president may be extended another year by a 2/3 vote of the current officers.

(g) The Board may appoint such other officials as in their discretion they consider necessary for the proper conduct of the Party. Integrity Analysis as per Article B.1 (a) & (c) - (e) shall apply. Such officials shall have voice but no vote at Executive Committee meetings, and such appointments shall be valid until the next National Convention. (See E.15 (j))

### **6. DUTIES**

(a) The President shall exercise the general care and supervision of the Party's affairs. The President shall be an ex-officio member of all authorized committees.

(b) The Vice-President shall perform such duties as are delegated to him by the Board. Whenever the President shall cease to hold office or be unable to attend to any of his duties, the Vice-President shall succeed him or perform his said duties.

(c) The Secretary shall on behalf of the Board, keep records of all Board meetings, and of decisions and resolutions made at the National Convention. A current register of all Electoral District Associations and Party members shall be maintained. The Secretary shall report to each Electoral District Association within two (2) months after the National Convention, informing them of the resolutions adopted and any action required.

(d) The Treasurer shall be responsible for the financial administration of the Party including:

- (1) Receiving and depositing all funds of the Party
- (2) Establishing and administering bank accounts for all Party funds
- (3) Ensuring no disbursement is made without authorization of the Board
- (4) Presenting an independently audited report of the Party's finances and transactions for the two (2) fiscal years immediately preceding the Convention.
- (5) Sitting as a member of the Finance Committee

## ARTICLE E: NATIONAL BOARD

- (6) Submitting an annual budget and financial statement for approval to the Board. Copies of the annual budget and financial statement shall be forwarded to every local Electoral District Association Executive within thirty (30) days of their approval by the National Board. A summary of the financial statement shall be made available to all Party members.
  - (7) Providing regular updates on the Party's financial status to the Electoral District Associations.
- (e) The day-to-day affairs of the Party shall be executed by the National Executive Committee that shall have, and exercise, between full Board meetings, all the powers vested in the Board of the Party, except the power to fill vacancies. The National Executive Committee shall render a full account of their collective actions to the National Board for their approval. The Table Officers may not vote on National Board motions to approve their collective actions, except the President may vote to break a tie.

### **7. PARTY LEADER AND DEPUTY LEADER**

(a) The Party Leader shall be elected by the membership as set out in Article G: THE LEADERSHIP CONVENTION. Such leader shall serve until he/she resigns, is incapacitated, or is relieved of office, for cause, by a 2/3 majority of the National Board. Under the aforementioned circumstances, the Deputy Leader shall become Interim Leader until the next Leadership Convention (see G2). If the Party Leader fails to obtain a 2/3 majority at the leadership review at a National Convention the Party Leader shall remain in office until either he/she is re-elected or a new Party Leader is elected at a Leadership Convention (see F5).

(b) Duties of the Party Leader:

- (1) The Party Leader shall be the principal spokesperson for the CHP on all national issues.
- (2) The Party Leader shall promote and explain the policies of the CHP, as adopted by the National Convention. If he/she is called upon to deal with issues on which there is no stated CHP policy or in situations where current CHP policy has become obsolete or irrelevant because of changed circumstances, the Party Leader shall consult with the National Executive Committee before making public statements on such issues. Any statement of policy produced after such consultation shall be subject to approval at the next regular or special National Board meeting.
- (3) The Party Leader shall be a voting member of the National Board.

(c) The Leader of the Party shall bring forward the name of his/her choice for Deputy Leader to be ratified by the National Board at its first meeting after the Leadership Convention.

(d) Duties of the Deputy Leader:

- (1) The Deputy Leader shall attend all meetings of the National Board, having a voice but no vote.
- (2) In consultation with the Party Leader, the Deputy Leader may be delegated to represent the CHP at functions where the Party Leader is unable to be present.

## ARTICLE E: NATIONAL BOARD

(3) Upon the inability of the Party Leader to carry out the duties of his/her office, for whatever cause, the Deputy Leader shall assume the position of Interim Leader, and shall hold it until either the Party Leader is able to return, or a new Party Leader is elected at a Leadership Convention.

(4) The Interim Leader shall assume all the duties and prerogatives of the Party Leader.

### **8. COMMITTEES**

(a) All committee chairpersons shall be allowed to attend Board meetings and regularly report to the National Board and Executive Committee which in turn shall report to the National Convention.

(b) Committees reporting to the Board may include the following:

- (1) Policy and Strategy (P&S)
- (2) Publicity, Communications and Education (PC&E)
- (3) Finance
- (4) Organization and Membership (and Youth Caucus)
- (5) Personnel, Ethics and Prayer (PEP)
- (6) Criminal Investigations Review Committee

### **9. POLICY AND STRATEGY COMMITTEE (P&S)**

(a) The Policy and Strategy Committee shall be under the Chairmanship of the Party Leader and present to each National Convention recommendations for changes to the Party policy. Members of this committee shall be selected by the Leader and approved by the National Board. The committee may establish sub-committees to study specific issues.

(b) The Policy and Strategy Committee shall prepare an ongoing document that shall incorporate the resolutions adopted at the National Convention. This document shall be subject to revision and amendments at each National Convention.

### **10. PUBLICITY, COMMUNICATIONS AND EDUCATION COMMITTEE (PC&E)**

This Committee shall publish newsletters or Party newspapers on a regular basis for the benefit of the membership and public at large. Moreover, this committee shall be in charge of all Party advertising, and promotional and educational material at the national level, and provide guidelines for the EDAs. In addition it shall approve candidate and EDA websites and provide guidelines to EDAs with respect to internet communications to assure that they are in harmony with CHP Policy statements.

### **11. FINANCE COMMITTEE**

The Finance Committee shall advise the National Board in regard to the financial administration of the Party. Its responsibilities shall include:

- (a) Advising and coordinating fundraising proposals under the federal Election Expenses Act, and any fundraising for internal party benefits.
- (b) Reviewing disbursements relative to budgets.



- (c) Reviewing and advising the Treasurer on financial statements.
- (d) Fundraising to meet the needs of the National Office and the National Campaign Office.

## **12. ORGANIZATION AND MEMBERSHIP COMMITTEE**

The Organization and Membership Committee shall maintain accurate membership records as they pertain to members' changes of address and memberships due. This committee shall provide regular updates on the memberships to the National and Provincial/Territorial Boards, the local Electoral District Association Executive, and the Youth Caucus Executive.

## **13. PERSONNEL, ETHICS AND PRAYER COMMITTEE (PEP)**

The Committee shall under the auspices of a Chairperson (PEP Director) appointed by the National Board:

(a) Supervise the performance, work standards, salaries and benefits of all employees and advise the National Board in respect to hiring and terminating of employment. The Committee's recommendation for wage increases and hiring additional employees shall be based on:

- (1) Ability to pay
- (2) Merit
- (3) Job Performance.

(b) Ensure that all official agreements entered into by the Party or its members meet Constitutional requirements and are consistent with Biblical Principles.

(c) Draft and maintain up-to-date job descriptions for National Board approval.

(d) Inform the Party President of any disciplinary problems and to serve with counsel and advice to diffuse potential problem situations.

(e) Present written reports to the National Board of all interviews and discussions conducted on its behalf.

(f) Contact prayer groups, churches, Electoral District Associations and individuals to alert them to special needs for prayer within the Party, the nation and the world.

## **14. CRIMINAL INVESTIGATIONS REVIEW COMMITTEE**

The Personnel, Ethics and Prayer (PEP) director together with the Party Leader and the National President constitute the standing Criminal Investigations Review Committee.

When the Committee becomes aware that any person holding or aspiring to an office or position, requiring an Integrity Analysis, is under a criminal investigation or is charged under the Criminal Code, the Committee shall diligently enquire into the matter and advise the person to resign or cease running if the Committee considers such in the best interest of the Party.

The Provincial and Federal Committees must involve one another.

The Committee shall remain informed on the development and keep all concerned levels of the Party informed as necessary.

## **15. GENERAL REGULATIONS**

The Board shall:

- (a) Transact all business of the Party except such as is expressly reserved to a National Convention of the Party.
- (b) Appoint the Chairman of standing committees.
- (c) Publish and maintain Organizational Manuals.
- (d) Make available to the membership new Party Constitution and Party Policy booklets, incorporating all additions, deletions, and amendments thereto, as approved at the National Convention no later than three (3) months following said National Convention.
- (e) Act in accordance with the decisions of the National Convention.
- (f) Deal with all resolutions forwarded by the Provincial/Territorial Councils at the next scheduled board meeting.
- (g) Deal with all matters affecting the welfare of the Party provided that they in no way contravene the Constitution and Platform of the Party.
- (h) The Board may, by a two-thirds (2/3) majority of the Board, authorize alternative voting methods for the election of Electoral District Association or Provincial Council officers, if in its judgment, any concerns of fairness and confidentiality are met in the proposed method. Such methods may be appealed to the general membership at the Convention. Approval of the appeal will require a majority decision of the delegates as described in Article H.6 (a)(1) & (2). Election results and other decisions made through the method may be overturned, without retroactive effect, by a majority decision of the delegates as described in Article H.6 (a)(1) & (2), if the method is found to be unsound.
- (i) The Board may make an order by a two-thirds (2/3) majority vote of the Board to resolve any problem not provided for in these bylaws. Such Order shall stand as a valid ruling until the next National Convention. The Board shall report all such orders to the National Convention which may endorse, amend or repeal the Order of the Board, but such amendment or repeal shall take effect on the date of the National Convention or such date as the National Convention shall order.
- (j) Past Party Leaders, Past National Presidents and Past National Prayer, Personnel and Ethic Directors may be designated by the National Board as (ex-officio) members of the National Board as long as their memberships in the Party are valid. The National Board at its discretion may call upon these former officers when the past experience and wisdom of these former officers is considered helpful in seeking clarity with matters before the Board. Their contribution will be in an advisory capacity and, if physically present, will permit them to contribute with voice and no vote.

**16. PARTY SEAL**

The Seal of the Party shall be kept in the custody of the President, or such other person as may be designated by the Board. The seal of the Party shall not be affixed to any document without a resolution of the Board authorizing its use.

**17. REMUNERATION TO PARTY OFFICIALS**

The remuneration, if any, of the officials of the Party shall be granted by a two-thirds (2/3) majority vote by the Board.

**18. APPOINTING CANDIDATES**

The National Board may in consultation with the Provincial/Territorial Council involved, appoint and financially support a candidate for election in an electoral district that has no official Electoral District Association at the time an election writ is issued. All appointed candidates must meet the requirements as per Article B.1(a), (c) - (e).

## **Article F: THE NATIONAL CONVENTION**

### **1. FREQUENCY**

A National Convention shall be held every three years plus or minus six (6) months, in order to facilitate election of directors to the National Board, to vote on resolutions, and to conduct a leadership review. The dates of the convention will not include a Sunday.

### **2. POWERS**

(a) A National Convention shall have complete power to act in any matter affecting the welfare and policy of the Party.

(b) Without limiting the generality of the foregoing, a National Convention expressly reserves the power to:

- (1) Elect the leader of the Party. (See Article G 5)
- (2) Elect the National Table Officers of the Party.
- (3) Amend Party Policy and this Constitution except for the Party Principles.
- (4) Vote on resolutions presented by the Electoral District Associations.

### **3. CALLING A NATIONAL CONVENTION**

(a) The call for a National Convention shall be by letter from the National President to all Provincial/Territorial Presidents (Provinces/Territories), Electoral District Association Presidents, and Party members not less than sixty (60) days prior to the date set for the National Convention.

(b) Delegates to the National Convention and their alternates shall be elected at an Electoral District Association membership meeting. Election procedure shall be according to Article C.7(c). Voting and Rules of Ballot as per Article C.20 shall apply. Integrity Analysis as per Article B.1(c) shall apply to all delegates and alternates.

(c) Proper delegate credentials (duly signed by the president and secretary) shall be drafted, to be presented at the National Convention.

(d) Resolutions from Charter Electoral Districts to be forwarded to the National Convention shall be dealt with at an Electoral District Association membership meeting within the time limit set by the National Board for submissions. A quorum and majority vote is necessary to validate resolutions. See Article C.11 (b). Registered EDAs, Ad-Hoc committees and members from unregistered electoral districts may submit resolutions for the convention to the Provincial/Territorial Council for prior approval.

(e) A special National Convention may be called at the discretion of the Board with a 2/3 majority decision and it shall suffice that not less than twenty-one (21) clear days notice of any such meeting be given to the Presidents (i.e. Provinces/Territories and Electoral District Associations).

## ARTICLE F: NATIONAL CONVENTION

(f) The notice calling any regular or special National Convention, at which it is proposed to change the Party Constitution or the Party Policy, whether by way of alteration or addition, shall expressly stipulate the proposed change.

### **4. QUORUM**

A quorum for the National Convention shall be two-thirds (2/3) of the voting delegates present at the Convention.

### **5. LEADERSHIP REVIEW**

The leadership, if not contested, shall be reaffirmed by a secret vote and a two-thirds (2/3) majority, according to the voting rules for an Extraordinary Resolution per Article H.6(a)(1) & (2), unless another procedure is established per Article G.5(g) (see E.7(a) and G).

### **6. DELEGATES**

The following Party members shall be eligible to attend as delegates to the National Convention:

- (a) Members of the National Board
- (b) Senators, Members of Parliament
- (c) General delegates, according to the following formula:
  - (1) Maximum of twenty (20) voting delegates and ten (10) youth delegates if the electoral district has “Charter” status.
  - (2) Maximum of ten (10) voting delegates and five (5) youth delegates for registered electoral districts without Charter status.
  - (3) Alternates who may take the place of voting delegates according to the convention rules.
- (d) Where there is no registered EDA and a member from that electoral district wishes to attend the convention as a delegate, their registered Provincial Councils may appoint a maximum of five (5) delegates and two (2) youth delegates from each electoral district. The required credentials must be provided.
- (e) Where there is neither registered EDA nor registered provincial council, the national board may appoint a maximum of five (5) delegates from such (an) electoral district(s). The required credentials must be provided.

### **7. CREDENTIALS COMMITTEE**

The Credentials Committee shall be appointed by the Board. This committee shall approve delegates' status for the National Convention according to the rules established by the Board.

## **8. RESOLUTIONS**

- (a) A Constitution Committee (or a Resolution Committee) and the Policy and Strategy Committee (P&S) will receive, review and prioritize resolutions for discussions and voting by delegates to the National Convention.
- (b) Each committee shall, not less than four (4) weeks before the National Convention, send the Electoral District Associations the proposed changes to the Constitution and Policy. {Article H.6(c)}
- (c) Changes to Constitution and Policy: All changes to the Party Constitution or Party Policy shall be made by extra-ordinary resolution.
- (d) Resolutions received too late to meet the above requirements may be received by the convention by a two-thirds (2/3) majority vote of a quorum of delegates.

## **9. FINANCES**

The National Board shall set delegates' fees and formulas for travel pools at its discretion.

## **10. REPORTS**

All appropriate Board members and standing Committees shall distribute a written report of their activities to the National Convention.

## **11. CONVENTION RULES**

- (a) Rules shall be established to govern the conduct and activity relating to a National Convention. They shall include rules of procedure for the Convention, campaign rules for all candidates and spending limits for all candidates.
- (b) Convention rules established in (a) shall be distributed to all Electoral District Associations not less than sixty (60) days prior to the convention.
- (c) The Agenda, Program and Convention Rules must be adopted by the Convention Delegates.

## **Article G: THE LEADERSHIP CONVENTION**

### **1. PURPOSE OF THE CONVENTION**

The Party shall hold a Leadership Convention at such times as determined by the result of a leadership review held at the previous National Convention. (See E.7(a))

### **2. SPECIAL LEADERSHIP CONVENTION**

Upon the death, resignation or incapacity of the elected leader, the National Board shall within sixty (60) days serve notice to all EDA Executives, Provincial/Territorial Presidents and Vice-Presidents, and party members advising as to the time and place of such convention, or of another election procedure established per Article G.5. (see E.7(a))

### **3. CANDIDATE FOR PARTY LEADERSHIP**

(a) Any person wishing to run as a candidate for the leadership of the Party must have been a member in good standing for at least one hundred and eighty (180) days prior to applying to be a contestant {See Articles A.5 (a) & (b) & B} and be eligible to vote under the Federal Elections Act, and furnish evidence of integrity per Article B.1(a) & (c) - (e) to the PEP Director via the National Office.

(b) Each candidate shall file with the PEP Director via the National Office one hundred and twenty (120) days prior to the date of such convention, nomination papers upon which appear the names, signatures and addresses of one hundred (100) members in good standing, unless other procedures, time period and/or quantities are established per Article G.5).

### **4. ELECTION OF PARTY LEADER**

Leadership shall be decided by a vote of fifty percent (50%) plus one (1). All voting shall be by ballot according to Article C.20, unless a different majority and/or voting procedure is established under G 5.

### **5. ELECTION PROCESS**

(a) The procedure for election of the National Party Leader shall be determined by the National Board on each occasion; and

(b) the procedure shall be communicated within 60 days of the Leader's position becoming vacant (Article G 2); and

(c) the procedure shall allow a period of at least 120 days between the communication per (b) and the election of a new Leader; and

(d) the procedure shall be designed to include the maximum number of Party members in the voting activity; and

(e) the procedure shall describe and define candidate budgets, nomination deadline, and candidate nomination papers (see G.3(b)); and

(f) the communicated process shall include a campaign calendar of events; and

ARTICLE G: THE LEADERSHIP CONVENTION

(g) the procedure for Leadership Review shall be determined by the National Board for each occasion and communicated in a timely manner.

**6. CONVENTION RULES**

Articles F.4, 6, 9 & 11 will apply to a Leadership Convention.



## **Article H: GENERAL REGULATIONS**

### **1. RULES OF ORDER**

Robert's Rules of Order shall prevail at meetings of the Party where they are not inconsistent with the provisions of this Constitution.

### **2. RULES OF CONVENTION**

The rules to govern proceedings at any convention shall be the rules, with any necessary changes, adopted for such convention.

### **3. ORDER OF MEETINGS**

All public meetings shall open with prayer and scripture reading. Public meetings should include the singing of our National Anthem.

### **4. TRANSFER OF DUTIES**

Officials of all units of the Party, when not re-elected, shall immediately transfer their respective duties, and shall be responsible for handing over to their successors all records, correspondence, or information properly belonging to the offices being relinquished.

### **5. PROXY**

No votes shall be cast except by persons actually present at the proceedings and who are entitled to vote, except in the case of a leadership contest, in which case the procedures approved by the board could include electronic or mail-in ballots. There shall be no voting by proxy. (i.e. No member shall be permitted to cast a ballot on behalf of another.)  
{Note E.15 (h)}

### **6. EXTRAORDINARY RESOLUTIONS**

(a) For the approval of an Extraordinary Resolution, both of the following conditions must be met:

(1) It must be supported by a 2/3 majority of the delegates who vote on the resolution.

(2) The votes obtained in favour of that resolution must number more than 50% of the number of voting delegates registered as attending the Convention.

(b) Must be addressed to the National Office and postmarked not less than sixty (60) days prior to the National Convention.

(c) Require written notice to all Electoral District Association Presidents, Provincial/Territorial Presidents and Vice-Presidents and members not less than four (4) weeks prior to the National Convention or Special National Convention. {Article F.8 (b)}

## **7. INDEBTEDNESS**

No person other than those authorized by the Board in writing shall commit the Board or the Party to any indebtedness whether for goods or services. Any person purporting to do so shall be personally liable for any such indebtedness incurred.

## **8. EXAMINATION OF THE BOOKS AND RECORDS**

The financial books and records of the Party may be inspected by any member of the National Board. All requests for specific information dealing with the financial operation of the Party shall be directed by any member in writing to the National Board. If the request is denied, a written explanation shall be forwarded to the member within thirty (30) days.

## **9. FISCAL YEAR**

The end of the fiscal year of the Party shall be December 31st for all levels of its operation.

## **10. INTEGRITY ANALYSIS QUESTIONNAIRE and UPDATE**

(a) The original of an Integrity Analysis Questionnaire of any person is to be kept on file by the National PEP Director. A copy is kept by the nominee.

(b) When a member takes on a different office the original of the CHP Affirmation Form is to be sent to the PEP Director via the National Office, updating any changes to issues of integrity or affirming the absence of any changes. If the new position is candidacy for Federal Member of Parliament, Part III of the Questionnaire is also to be completed and forwarded.

## **11. LOGO**

The Party's official logo is the property of the Party; its design and colours will be determined from time to time by the National Board.

## **12. AUTHORIZED VERSION**

In the event of a dispute, the English version of the Party Constitution shall be deemed the official version.

## **Article J: GLOSSARY (Party Constitution)**

In these Bylaws the following definitions shall apply:

1. *ANNUAL MEETING* - the required meeting of the electoral district association as set forth in Article C.15.
2. *AUDIT* - an independently verified review of the Party's accounts and records at all levels of the Party by a certified auditor as appointed by the National Board or Electoral District Executive.
3. *BOARD* - the governing body of the Party established by Article E of the Constitution.
4. *CONSTITUTION - (Party Constitution)* the rules and principles that govern the operation of the Party and the document duly registered with the Chief Electoral Officer of Canada. (Note: Constitution here includes the declaration and bylaws.)
5. *DELEGATE FORMULA* - The number of Convention delegates per electoral district as stipulated in Article F.6(c).
6. *DISCRETION OF THE BOARD* - an order/decision of the Board issued by the authority of Articles E.5 (g), E.6 (e) & E.14.
7. *ELECTORAL DISTRICT* - any of the individually designated geographic areas within Canada as described in the Elections Act as having the right to elect a member to the House of Commons. (Also called electoral districts).
8. *ELECTORAL DISTRICT ASSOCIATION* - all those members in good standing as per Articles A.5 (a) & (b) resident within the boundaries of the electoral district, organized for the purpose of electing a federal candidate.
9. *ELECTORAL DISTRICT ASSOCIATION CONVENTION MEETING* - Formal meeting to elect Convention Delegates and approve resolutions. Article F.3 (b).
10. *(NATIONAL) EXECUTIVE COMMITTEE* - The National Table Officers, the Party Leader and other officials as appointed by the Board.
11. *EXTRAORDINARY RESOLUTION* - a resolution proposing to:
  - (a) amend this Party Constitution or the Party Policy;
  - (b) deal with other matters as the Board from time to time may deem necessary to address.
12. *[IN] GOOD STANDING* - meeting the requirements of a member in Article A.5 of the Party Constitution or Article I.4 of the Youth Caucus Constitution.
13. *IMMEDIATE FAMILY* - relationships of husband / wife, parent / child, and/or siblings.
14. *MEMBER* - a Christian Heritage Party member in good standing according to Articles A.5 (a) & (b).

ARTICLE J: GLOSSARY

15. *MINUTES* - A written summary of a meeting which accurately describe the proceedings and decisions made at that meeting. When reference is made to the distribution of the minutes, it also includes all relevant reports.
16. *NATIONAL OFFICE* - headquarters of the Party where the daily business of the Party is conducted.
17. *NOMINATING MEETING* – an electoral district association meeting held for the purpose of nominating a candidate to contest the federal election or by-election. This meeting shall meet all requirements of Article C.16.
18. *PARTY* - the Christian Heritage Party of Canada.
19. *PLATFORM* – CHP policies translated into everyday language describing how CHP Canada would address current federal issues which are deemed to be important by the Party in its bid to form the next government.
20. *POLICY* - (*Party Policy*) a basic fundamental statement of biblical principle underlying any given issue.
21. *TABLE OFFICERS* - President, Vice-President, Secretary and Treasurer, who are each elected to that office.

## **ADDENDUM #1 - Ethics**

### **STATEMENT OF BELIEFS AND PRINCIPLES**

#### **A. WE BELIEVE THERE IS ONE CREATOR GOD...**

We believe that God is the Creator of all things, Who gave every creature their life, form, intellect, or instinct that they might serve Him. We believe that God rules and governs over all creation. We believe that man was made to inhabit the earth so that he might render praise unto his Creator and serve God by living in obedience to His law. We are told many times in the Holy Bible that God is the Creator of all things. Read for example, Genesis chapters 1 and 2, Gen. 5: 1-2, Gen. 6:7, Deut. 4:32, Ps. 89:12, Ps. 90:2, Ps. 95:1-7, Ps. 139:13, Isa. 42:5, Isa. 45:18, John 1:1-3, Col. 1:16, 1 Tim. 4:4, Rev. 4:11, Rev. 10:6.

Having made all things, God is therefore the ultimate owner of all things. We believe that God has placed man in a position of stewardship over His creation and man is therefore accountable for his actions. We believe that man was charged to be fruitful and to multiply; to fill the earth and subdue it; to exercise dominion over all other living things (Gen. 1:28). This cultural mandate places man in a unique position of responsibility to His Creator.

#### **B. ETERNALLY EXISTENT IN THREE PERSONS, FATHER, SON AND HOLY SPIRIT...**

We believe in one God who reveals Himself in Three Persons: Father, Son and Holy Spirit. These three personal revelations of God are co-equal and co-eternal, and they are the one Creator God. The doctrine of the Holy Trinity is proclaimed in the Holy Bible (e.g. Gen. 1:26-27, Deut. 6:4, Matt. 3:16, Matt. 28:19, Luke. 1:35, John 1:1-3, John 3:34, and 2Cor. 13:14.).

#### **C. WE BELIEVE IN THE LORDSHIP OF JESUS CHRIST...**

We believe that the death of Jesus Christ on the cross at Calvary was God's only provision to reconcile man unto Himself. By having redeemed man through His shed blood, death and resurrection, Christ Jesus has paid in full, canceling the debt of sin of all those who believe on His name and receive His free gift of forgiveness. Having purchased and redeemed man before God the Father, Christ is placed in a position of Lordship over all mankind, indeed, over all creation.

A future redemption and restoration was promised in Gen. 3:15 and Gen. 49:10. It was also foreshadowed in the old Testament ceremonial laws, and poetically expressed in the book of Psalms such as Ps. 2, Ps. 18:40. Ps. 22, Ps, 72. Ps, 145, and other books and passages. The Redeemer and Savior was promised in Isa. 9:6-7, Isa.11:53,61, Daniel 2, Micah 5:2 and other prophets.

Furthermore, this prophecy was fulfilled through the virgin birth (Matt. 1: 18-23); the suffering (Mark 14 and 15); the death (Luke 23:44-47); the resurrection (John 20); and the ascension (Acts 1:1-11) of our Lord Jesus Christ to whom all authority has been given in heaven and on earth (Matt. 28:18). His Kingdom is an everlasting Kingdom and His Lordship we acknowledge over every area of life. As His disciples we are charged to interact righteously with society until Christ returns in power and glory to make all things new (Revelation 1:8, Rev. 22).

**D. WE BELIEVE THE HOLY BIBLE TO BE THE INSPIRED, INERRANT, WRITTEN WORD OF GOD...**

We believe that God is Truth and the Source of all truth, and that the Bible is the inerrant and infallible Word by which God communicates truth to man. On that basis of the Bible itself, we believe that God uses scripture to communicate all truth necessary to life and godliness, including the basic principles which govern every aspect of human conduct.

We believe that the divine inspiration of the Holy Bible is partly manifested by its order and completeness. Consisting of the Old and New Testament and written over a sixteen hundred year period on three continents by over forty different writers from all walks of life, the Bible displays a perfect unity and consistency throughout. From Genesis through Revelation it teaches one code of ethics, one system of doctrine, one plan of salvation and one rule of faith. The Bible is also the only religious document which reveals God to be eternal yet personal; worthy to be exalted, and yet extending grace and mercy upon man; willing that man may receive His forgiveness by faith and thereby be reconciled to Him. The Bible has withstood the test of time, and its historical accuracy has been repeatedly verified by discoveries in archaeology and natural history. No proven scientific fact disagrees with the teaching of the Bible. In many cases the Bible has disclosed details about the earth, moon and stars long before they became generally accepted as true facts through independent scientific investigation.

The Bible also reveals knowledge about the invisible realm, the occult, and the rebellious forces of Satan, which lie outside the scope of science but nevertheless have clear influences in the visible realm.

The divine origin of Scripture is further manifest in the fulfillment of many prophecies contained in the Bible. Many prophecies of scripture are not vague predictions, but are clear, plain and inerrant. There are more than three hundred prophecies concerning the birth, life, death and resurrection of the Lord Jesus. Each of these prophecies has been fulfilled exactly as foretold.

The divine nature of the Holy Bible becomes visible to each individual as eyes are opened, and God's Truth is revealed to the heart of the believer under the ministry and conviction of the Holy Spirit. The Bible has revealed God to people from different cultures, contrasting backgrounds, various occupations, sundry ages and in dissimilar periods of history. In short, the Bible testifies that it is the only inspired Word of God through its order and completeness, its historical accuracy, its scientific and spiritual illumination, its prophetic fulfillment, its ability to bring conviction of sin, and its ability to speak to the hearts of people from all generations who seek after Truth (2 Tim. 3:16).

**E. AND THE FINAL AUTHORITY ABOVE ALL MAN'S LAWS AND GOVERNMENT...**

Law in itself cannot be neutral. It must have as its basis some ethical code, which means that all laws are fundamentally religious in nature. In any culture, the source of law is the god of that society, and therefore every political decision is fundamentally a religious decision. We believe that all civil governments - local, provincial, and national - derive their authority from God, not from the people (John 19:11). No man, therefore, has any rightful power over other men unless it is received from God. All human power, including all civil authority, is delegated and ministerial (Rom. 13:4).

The principles and precepts contained in the scriptures ought to form the basis of all our civil constitutions and laws. All the misery and evils which men suffer, including vice, crime, injustice, oppression, slavery, and war, are the result of sin which is the transgression or rejection of the precepts contained in the Holy Bible.

We reject a secular humanistic worldview that places man at the center of reason, knowledge, and insight for determining social policy. "I am the Lord, that is my Name. I will not give my glory to another, nor my praise to graven images" (Isaiah 42:8).

**F. WE BELIEVE CIVIL GOVERNMENT TO BE UNDER THE AUTHORITY OF GOD...**

We believe that God is the only ultimate authority: all other authority is delegated and therefore limited. Each sphere of authority should be recognized as subservient to God. No one government (be it family, church, or state) can claim its government as ultimate; neither can any one form of government validate or invalidate another legitimate governmental authority. The Bible states clearly in Romans 13:1 that there is no authority except that which has been established by God.

Man was made to serve God; man was not made to serve the state. The state was made to serve man by protecting various God-given rights of the people. The state is not divine, but is divinely sanctioned and accountable to God. It must serve the good order and physical needs of the people in a manner consistent with Biblical principles. The state, therefore, is under God, and not a law unto itself; while the civil ruler is a minister of God and not an usurper of power.

Nothing could benefit a civil government more than to pass legislation which is in accordance with the Law of God. The Word of God should be the rule of law, while the Biblical view of decency and good order should set the standard for any nation. That nation's citizenry is blessed which seeks to base its civil laws on the Bible. (Prov. 8:18; 10:2; 11:14; 12:28; 14:34; 16:12; 20:8).

**G. WE BELIEVE THE PURPOSE OF CIVIL GOVERNMENT IS TO ENSURE FREEDOM AND JUSTICE FOR A NATION'S CITIZENS BY UPHOLDING LAW AND ORDER IN ACCORDANCE WITH BIBLICAL PRINCIPLES...**

The application and enforcement of civil laws which are based on Biblical principles serve to protect the God-given rights of all human beings. The Bible speaks about civil government as "God's servant to do you good. But if you do wrong, be afraid, for he does not bear the sword for nothing. He is God's servant, an agent of wrath to bring punishment on the wrongdoer" (Rom 13:45). When a society rejects Biblical principles in favor of man-made community standards (e.g. national consensus) as the basis for its legislation, than that society advances toward legalized sinfulness and ultimate disintegration. It has made a god of a human idol and will therefore receive increasing judgment and social death. Being under the authority of God, civil government, therefore, has a duty to enact laws which make the pursuit of sin more difficult and the pursuit of virtue easier (Ps 11:3).

Law must define the boundaries within which a harmonious society may conduct its affairs. However, the state has no ability to impart virtue and righteousness to the individual. This can only be attained through the regeneration of one's heart through the indwelling power of the Holy Spirit.

**H. WE BELIEVE THAT DECISION-MAKING PROCESSES BY CIVIL GOVERNMENT MUST NOT IN ANY WAY CONTRAVENE THESE BIBLICAL ETHICS...**

The reasonable limits of rights and freedoms are those expressed in the Bible. Without this safeguard, the danger is real that democracy becomes abused and freedoms violated when dissenters use their influence, whether by majority vote or manipulation, to abridge or abrogate fundamental rights to which every Canadian is entitled. Inevitably the result would be an amorphous, godless and authoritarian state, rather than "one Canada under God".

In order to resist further erosion of our Christian heritage we believe that any decision-making process (such as legislation, plebiscite, or referendum) must not contravene Biblical principles. In this way - insofar as it applies to Canada - God's will may be done on earth as it is in heaven.



## **ADDENDUM #2 - Principles**

### **THE SOLEMN PLEDGE OF THE CHRISTIAN HERITAGE PARTY OF CANADA.**

We, citizens of the Dominion of Canada, Executive Members of the Christian Heritage Party of Canada, officially registered as a federal political party on June 17, 1986, adhering to the Christian faith, having as our desire the glory of God and the coming of the Kingdom of our Lord and Savior Jesus Christ, as well as true liberty, safety and peace, pledge before the most High God to uphold the following principles:

1. That the family, consisting of those individuals related by blood, marriage, or adoption, is the foundational social unit of the nation, and that the family has primary responsibility for the welfare, education, and property of its members. Civil government must respect the sanctity of the family and its unique sphere of authority, and it must preserve and promote optimum conditions in which the integrity of the family unit can be maintained.
2. That God is the Author of life, and that human life originates at conception. Abortion and euthanasia must be opposed under all circumstances as the shedding of innocent blood.
3. That God has established laws of sexual morality for the well-being of society, prohibiting pornography, prostitution, adultery, incest, homosexuality and other sexual aberrations which abase man, as well as defile and pollute our nation.
4. That parents, not civil government, have the primary responsibility before God for child-rearing and the education of their children, and that parents must therefore have the freedom to educate their children according to the dictates of their conscience.
5. That it is everyone's duty to submit to the God-ordained governing authorities. The primary responsibility of civil government is to protect the lives of a nation's citizens and to ensure that those who violate law and order receive just punishment. Crime should never carry with it a reward, and therefore the Biblical principle of restitution and compensation to victims of crime should be enforced.
6. That the Church is a God-ordained fellowship charged to proclaim God's truth and to set an example of godly living before the world, both outwardly and inwardly. It has no authority to use physical coercion, but only to challenge man's conscience to do what is right. Civil government (or the state) is a God-ordained institution with authority to deal only with the outward deeds of the people. Both Church and State are unique in their responsibilities before God; neither may seek to usurp the other's role, but neither can be free of the influence of the other.
7. That civil government exists to serve the people, not people the civil government, and that people are therefore obliged to sustain civil government through just taxation.
8. That civil government has authority to build up and maintain an adequate military preparedness to protect a nation's unique national identity and sovereignty.
9. That Biblical principles concerning economics should be consistently upheld and respected by civil government, including honest weights and measures and avoidance of currency debasement. We further uphold the principle of responsible free enterprise, meaning maximum freedom to develop one's talents matched with responsibility before God in all dealings with our fellow man.

Note: Upon a Party Member's successful election or appointment to a party position, they are expected to declare their support of the preceding nine principles by quoting or signing the following SOLEMN PLEDGE.

"BEFORE GOD AND MAN, I SOLEMNLY DECLARE TO UPHOLD THESE NINE PRINCIPLES, AFFIRMING MY WILLINGNESS TO PROMOTE AND DEFEND THEM OUT OF A SINCERE HOPE AND DESIRE THAT GOD'S WILL MIGHT TRULY BE DONE ON EARTH AS IT IS IN HEAVEN."

**ADDENDUM #3 - Constitution of the Youth Caucus**

# CONSTITUTION of the YOUTH CAUCUS

## Christian Heritage Party of Canada

### **Ratified**

1987 - Hamilton Convention

### **Amended**

1989 - Edmonton

1991 - Ottawa

1994 - Vancouver

1995 - London

1998 – Richmond

2002 – Niagara Falls

2005 – Winnipeg

2008 - London

2012 - Abbotsford

2014 - Hamilton

### **Editorial Note:**

This Youth Caucus Constitution is not amended or changed in the 1994, 1995, 1998, 2002, 2005, 2008, 2012 and 2014 issues, except for references to Party Constitution Articles, the fee structure of Article 9 and the removal of references to ‘platform.’

## **Article I: INTRODUCTION**

### **1. NAME**

The "CHRISTIAN HERITAGE PARTY of CANADA YOUTH CAUCUS", herein after called, the "Youth Caucus".

### **2. PRINCIPLES**

Party principles (Addendum #2) are based on these Biblical ethics (Addendum #1) and are unalterable:

- (a) We believe there is one Creator God, eternally existent in three Persons, Father, Son and Holy Spirit. We believe in the Lordship of Jesus Christ.
- (b) We believe the Holy Bible to be the inspired, inerrant written Word of God and the final authority above all man's laws and government.
- (c) We believe civil government to be under the authority of God.
- (d) We believe the purpose of civil government is to ensure freedom and justice for a nation's citizens by upholding law and order in accordance with Biblical principles.
- (e) We believe that decision-making processes by civil government must not in any way contravene these Biblical ethics.

### **3. OBJECTIVES**

To involve young persons in the political activities of the Party. Their work is not to act independently, but to compliment the Party on all levels and in cooperation with the Party Executive.

### **4. MEMBERSHIP**

Membership in the Youth Caucus shall be open to all persons who:

- (a) Are resident within Canada, between fourteen (14) and thirty (30) years of age inclusive and not married,
- (b) Subscribe to the Youth Caucus Constitution,
- (c) Subscribe to the Party's principles,
- (d) Have signed the application form prescribed by the Party,
- (e) Have paid the membership fee.

## **5. MEMBERSHIP VALIDATION AND RENEWAL**

A new membership shall become valid forty (40) days after the date of application and upon approval by the Youth Caucus Board. Renewal of membership is the responsibility of each member on a yearly basis. Only members in good standing are eligible for membership privileges.

## **6. MEMBERSHIP CARD**

Each application shall be forwarded to the National Office. The official membership card will be sent directly to the individual and a notice of such new membership shall be sent to the appropriate Provincial/Territorial Council, the local Electoral District Association Executive, and the Youth Caucus Board.

## **7. MEMBERSHIP LISTS**

Memberships shall be on record with the National Office, Provincial Council, Youth Caucus Board, and local Youth Caucus. It shall be confidential and not be sold or used for any purpose than that required by the Party.

## **8. MEMBERSHIP PRIVILEGES**

Only Youth Caucus members in good standing may:

- (a) Hold an elected or appointed position within the Youth Caucus,
- (b) Take part in discussion and vote at any meeting of the Youth Caucus,
- (c) Be a delegate or an alternate delegate to any Youth Caucus convention or meeting,
- (d) Be a nominator or seconder of any Youth Caucus candidate or delegate,
- (e) Represent the Youth Caucus at conventions, committees, or executive boards of the Party at the local, provincial or national level.

## **9. FEES**

The annual membership fee shall be two dollars (\$2.00) or part of a family fee structure. Upon attaining the full age of eighteen (18) years, each Youth Caucus member must apply for full membership in the Christian Heritage Party of Canada.

## **10. FEES ALLOCATION AND DIVISION OF INCOME**

- (a) Moneys received through memberships shall go to the Youth Caucus Board,
- (b) All donations and net proceeds of fundraising moneys received shall be disbursed as determined by the National Board of the Party.

**11. DISCIPLINE AND APPEAL PROCEDURES**

All cases warranting Party discipline shall be referred to the appropriate executive level and be dealt with according to provisions set forth in Article A.6(a) - (e) of the Party Constitution.

## **Article II: INTEGRITY ANALYSIS OF YOUTH CAUCUS CANDIDATES**

### **1. REQUIREMENTS**

All members in good standing, wishing to stand for elected or appointed office shall be required to furnish evidence of integrity in accordance with Party philosophy.

Requirements include the following:

- (a) Personal resume,
- (b) Successful interview with the executive of the local Electoral District Association,
- (c) A signed statement of the Party's Solemn Pledge. \*

\* (see addendum #2 of the Party Constitution)

## **Article III: THE YOUTH CAUCUS**

### **1. COMPOSITION**

Each chapter of the Youth Caucus shall be attached to its respective Electoral District Association. There shall be not less than four (4) nor more than (12) executive officers consisting of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Chairman of Membership Committee
- (f) Chairman of Communications and Publicity Committee
- (g) Chairman of the Policy Committee
- (h) Chairman of the Hospitality Committee
- (i) Chairman of the Education Committee
- (j) Chairman of the Fundraising Committee
- (k) Directors at large

### **2. ELECTION OF THE EXECUTIVE**

- (a) The Executive shall be elected at the Annual Meeting of the Youth Caucus. Nominations of a member to stand as an Executive Officer shall be made by two (2) members in good standing. Nominations and acceptance of nominations shall be in writing and received by the Youth Caucus Executive not less than fourteen (14) days prior to the annual meeting at which the elections are to be held. Integrity Analysis as per Article II (a,b,c) shall apply for all nominees. The required resume and signed Solemn Pledge shall be submitted to the Youth Caucus Executive not less than (7) days prior to the Annual Meeting.
- (b) The Youth Caucus shall elect its executive by placing the names of the candidates for each executive position on a separate ballot. Voting will proceed consecutively down from the most senior position, in order to enable non-successful candidates to enter the competition for a less-senior position. The election of Directors (if applicable) shall conclude the election proceedings.
- (c) The required executives and directors shall be chosen by placing the names of candidates for each position on a single ballot. Those candidates receiving at least fifty percent (50%) plus one (1) votes shall be declared elected, while the candidate receiving the fewest votes for this office shall be removed from succeeding ballots in that round of voting. The voting process shall be repeated until the required number of officers remain on the ballot, at which time these members shall be declared elected.

- (d) The terms of office for Youth Caucus officers shall be for two (2) years and election of such officers shall be held at every alternate Annual Meeting. There shall be a limitation of three (3) consecutive terms that an officer may serve.

### **3. DUTIES OF EXECUTIVE OFFICERS**

- (a) The Table Officers shall consist of the President, Vice-President, Treasurer and Secretary. Their duties shall be the daily operation of the Youth Caucus. The President, or his/her designee shall be the official spokesperson for the Youth Caucus. The Table Officers shall be required to act in accordance with the decisions reached at the Annual meeting, but shall have full authority to deal with matters affecting the welfare of the electoral district which may arise during their term of office, provided that such action in no way contravenes the Constitution of the Party, Party Policy.
- (b) The President shall be responsible for the overall direction of the Youth Caucus in all areas of jurisdiction and shall report to the local Electoral District Association.
- (c) The Vice-President shall substitute for the President as required.
- (d) The Treasurer shall collect, account for, deposit, and disburse all Youth Caucus moneys, prepare an audited financial statement for the annual meeting, and present a monthly report to each executive meeting. He/she shall be an ex-officio member of all finance and fundraising meetings.
- (e) The Secretary shall keep and distribute approved minutes of all meetings, provide copies for the local Electoral District Executive, and coordinate all correspondence for the Youth Caucus.

### **4. VACANCIES**

In the event of a vacancy in the executive between Annual Meetings, the office thus vacated shall be filled by appointment with a two-thirds (2/3) majority resolution of the Youth Caucus Executive, but shall be vacant at the next Annual Meeting. Such appointees shall be approved by the local Electoral District Executive, and must meet the requirements as per Integrity Analysis Article II.

### **5. MEETINGS**

Youth Caucus Meetings shall be convened:

- (a) Monthly for the Executive,
- (b) Quarterly for the membership (in conjunction with the monthly Executive meeting) or as often as a two-thirds (2/3) majority of the Executive deem it necessary,
- (c) Annually, for the purpose of electing the Executive, the National Convention delegates, and for voting on the resolutions to be brought forward at the Party's National Convention.

### **6. QUORUM**

- (a) Quorum for executive meetings shall consist of fifty percent (50%) plus one (1).



- (b) Quorum for membership meetings shall be ten percent (10%). If no quorum is present, another meeting shall be convened two (2) weeks later and whoever attends shall constitute a quorum.

## **7. COMMITTEES**

- (a) The following committees are recommended to form part of each Youth Caucus:
  - (1) Membership Committee
  - (2) Communications and Publicity Committee
  - (3) Policy Committee
  - (4) Hospitality Committee
  - (5) Education Committee
  - (6) Fundraising Committee
  - (7) Prayer and Ethics Committee
  - (8) Nomination Committee
- (b) The Committees shall report to the Youth Caucus Executive, and through them to the Executive of the Electoral District Association.
- (c) The Membership Committee shall conduct an ongoing drive for new memberships and for renewals and maintain accurate records at all times.
- (d) The Communications and Publicity Committee shall liaise with other organizations within the boundaries of the electoral district and arrange speaking engagements, audio-visual presentations, and provide input for informational circulars, newsletters and advertising.
- (e) The Policy Committee shall engage in research on current issues to enable the Youth Caucus to respond to social/political concerns of its membership and voters.
- (f) The Education Committee shall maintain a library for members' use and provide educational events for membership meetings.
- (g) The Fundraising Committee shall organize social activities and raise funds.
- (h) The Prayer and Ethics Committee shall bring the Party's prayer needs to the membership as relayed to them by the Party's local Prayer Coordinator.
- (i) The Nomination Committee shall seek out and interview potential candidates for upcoming and vacant positions, and ensure that the Integrity Analysis, Article II, requirements are satisfied.

## **8. ANNUAL MEETING**

- (a) The Youth Caucus shall hold an Annual Meeting not later than June 30<sup>th</sup> of each year. In the event that the Youth Caucus Executive fails to set the date and place for the Annual Meeting, the local Electoral District Executive may do so and issue notice accordingly to the Youth Caucus membership.

### ADDENDUM #3 – III: YOUTH CAUCUS

- (b) The purpose of the Annual Meeting shall be to elect the Youth Caucus Executive Officers, elect National Convention delegates and to approve those resolutions that will be presented at the next National Convention of the Party.
- (c) The procedure for choosing delegates and alternates for the National Convention shall be in accordance with Article C.20 & F.3(b)–(d) of the Party Constitution. The number of delegates is as specified in Article F.6(c)(2) of the Party Constitution.
- (d) The Youth Caucus Executive shall give twenty-one (21) days written notice to the membership of the agenda of the annual meeting, nomination meeting, or extraordinary meeting.
- (e) The Executive shall present to the annual meeting an audited financial statement of the Caucus and a general review of the association’s affairs within the Party’s Federal Electoral District for the past year. Copies of these reports, bearing the signatures of the President and Treasurer shall be forwarded to the Executive of the Electoral District Association, the Provincial Council and Party National Office.
- (f) Following the Annual Meeting, the Secretary shall forward the minutes to the Executive of the Electoral District Association, the Provincial Council and Party National Office within thirty (30) days. The minutes shall include the names, addresses, phone numbers and positions of the current slate of Officers.

#### **9. FUNDRAISING**

- (a) No fundraising events shall be conducted on a Sunday.
- (b) Approved fundraising events are to reflect sound Christian values and may include such things as dinners and guest speakers; bazaars; art, handicraft and hobby shows; theatre skits; music recitals; recreational and sports functions; Christian film evenings; merchandise sales; car washes; educational workshops; garage sales; or other activities approved by the National Board.
- (c) Non-approved fundraising events are those that may cause offense because of differing sensitivities with regard to games of chance (Bingo games, lotteries, gambling) and the serving of alcohol. Other events that are to be avoided are those that may be construed as “anti-social” or in poor taste.
- (d) Careful consideration must also be given to “feasibility” prior to committing large sums of money towards hall rentals, restaurants, and refreshments prior to hosting a fundraising function.

#### **10. BOOKKEEPING**

- (a) Accurate records must be kept of all income and expenses, with supportive receipts and documentation. All cheques must be counter-signed.
- (b) The books and records of the Youth Caucus may be inspected by the Executive of the respective Electoral District Association upon request.

**11. RESOLUTIONS**

- (a) All resolutions and other matters which are to be referred to the National Convention shall be passed by majority vote at the Annual Youth Caucus Meeting. A quorum must be present.
- (b) Any resolutions to be placed on the National Convention agenda must be forwarded to the National Office and post-marked not less than sixty days prior to the date of the Convention.

## **Article IV: GENERAL RULES AND REGULATIONS**

### **1. RESOLVING PROBLEMS**

Any problem arising from inadequate provisions set forth in this constitution shall be referred to the National Board for a decision.

### **2. AUTHORIZED EXPENDITURES**

No person other than those authorized by the Board in writing shall commit the Board or the Caucus to any indebtedness, whether for goods or services rendered. Any person found doing so shall be personally liable for any such indebtedness incurred.

### **3. FISCAL YEAR**

The end of the fiscal year of the Youth Caucus shall be December 31<sup>st</sup>.

### **4. RULES OF ORDER**

Robert's Rules of Order shall prevail at Youth Caucus meetings where they are not consistent with the provisions of this constitution.

### **5. RULES OF CONVENTIONS**

During the National Convention, the Youth Caucus delegates from each respective province shall elect two of their delegates (as primary and alternate) to represent them on the Council of each respective province. In addition, from among these elected Provincial Council Members, two (2) shall in turn be elected by ballot to represent them as a member of the National Board.

### **6. ORDER OF MEETINGS**

All meetings shall open with prayer and Scripture reading. Public meetings should include the singing of our National Anthem.

### **7. TRANSFER OF DUTIES**

Officials of all units of the Youth Caucus, when not re-elected, shall immediately transfer their respective duties and shall be responsible for handing over to their successors all records, correspondence, or information properly belonging to the office which is being relinquished.

### **8. PROXY**

Votes shall only be cast by eligible members actually present at the proceedings and who are entitled to vote. There shall be no voting by proxy.

**9. EXTRA-ORDINARY RESOLUTIONS**

- (a) Require a quorum of not less than fifty percent (50%) of the voting delegates for passage.
- (b) Require a two-thirds (2/3) majority vote for passage.
- (c) Must be addressed to the National office and postmarked not less than sixty (60) days prior to the National Convention.
- (d) Require written notice to all Electoral District Association Presidents, Provincial/Territorial Councils and members not less than four (4) weeks prior to the National Convention or Special Convention.

## **Article V: GLOSSARY (Youth Constitution)**

In these Bylaws the following definitions shall apply:

1. *ALTERNATE DIRECTOR* – that person elected by the delegates at the National Convention to serve as an alternate on a Provincial Council or the National Board.
2. *ANNUAL MEETING* - the required meeting of the Youth Caucus as set forth in Article III (8).
3. *AUDIT* - an independently verified review of the accounts and records of the Youth Caucus as appointed by the Board or Electoral District Association Executive.
4. *BOARD* - the governing body of the Party established by Article E of the Constitution.
5. *CAUCUS* – Youth Caucus of the Federal Christian Heritage Party of Canada.
6. *CONSTITUTION* - (*Party Constitution*) the rules and principles that govern the operation of the Party and the document duly registered with the Chief Electoral Officer of Canada. (Note: Constitution here includes the declaration and bylaws.)
7. *DIRECTOR (PROVINCES/TERRITORIES)* – the person elected at the National Convention by the youth delegates from a particular Province or Territory to sit on the Provincial Council of the Party.
8. *DISCRETION OF THE BOARD* - an order/decision of the National Board issued by the authority of Articles E.5 (g), E.6 (e) & E.14 of the Party Constitution.
9. *ELECTORAL DISTRICT* - any of the individually designated geographic areas within Canada as described in the Elections Act as having the right to elect a member to the House of Commons.
10. *ELECTORAL DISTRICT ASSOCIATION* - all those members in good standing as per Article I (4), resident within the boundaries of the electoral district.
11. *EXTRAORDINARY RESOLUTION* - a resolution proposing to:
  - (a) amend this Youth Constitution or the Party Policy;
  - (b) deal with other matters as the Board from time to time may deem necessary to address.
12. *MEMBER* - a Christian Heritage Party member, or Youth Caucus member, in good standing according to Article I (4).
13. *NATIONAL OFFICE* – the headquarters of the Party where the daily business of the Party is conducted.
14. *NOMINATING MEETING* – an electoral district association meeting held for the purpose of nominating a candidate to contest the federal election or by-election. This meeting shall meet all requirements of Articles C.16–20 of the Party Constitution.
15. *PARTY* - the Christian Heritage Party of Canada.
16. *PLATFORM* - the principles, issues, and proposed legislation deemed to be important by the Party in its bid to form the next government.



# INTEGRITY ANALYSIS QUESTIONNAIRE

## Addendum #4 - Integrity Analysis Questionnaire

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Nominees for CHP Leadership positions, please complete Parts I & II  
Candidate nominees, please complete Parts I, II & III  
This document is confidential; please send to the National Office.

### Part I-Standard of Life

Part I page 1

Dear Party Member:

Before you proceed with this integrity analysis, we would like you to have a clear understanding as to its purpose. It is the sincere desire of the Christian Heritage Party of Canada (CHP) to do all it possibly can to:

- Minimise the likelihood that the name of Christ is ever dishonoured on our account.
- Minimise the possibility that the reputation of the CHP will fall into disrepute.
- Avoid the possibility that your own reputation will ever be maligned.

*This analysis consists of a three-part questionnaire with a two-fold objective.*

**Part I** is a written declaration that addresses the standard of life and behaviour we have adopted as essential for those seeking leadership roles within the CHP.

**Part II** is a candid appraisal of one's past activities and qualifications. This part takes the form of an interview. Responses are recorded and the resulting statement signed by all those present.

**Part III** is only for candidates seeking to represent the CHP in Parliament

AFTER HAVING CONSIDERED THE FOLLOWING PREREQUISITES, PLEASE SIGN THE DECLARATION BELOW.

I am a member, in good standing, of the CHP.

I attend a Christian Church regularly.

I am not addicted to alcohol, illicit drugs, pornography, or gambling.

There are no improper domestic or sexual practices in my life (e.g. infidelity, homosexuality, etc.)

I am not presently under criminal investigation.

I have not failed to file an income tax return, and to the best of my knowledge, I have not filed one in recent years that could lead to charges of wrongdoing or prosecution.

I am pro-life without exception. I believe that there is never a reason to have an abortion, or to wilfully terminate the life of those who are elderly, infirm, or ill.

I understand and agree with the Party principles of the Christian Heritage Party as found in the Party Constitution Article A 2 and expounded in Addendum #1:

Party principles are based on these Biblical ethics and are unalterable:

- We believe there is one Creator God, eternally existent in three Persons, Father, Son and Holy Spirit. We believe in the Lordship of Jesus Christ.
- We believe the Holy Bible to be the inspired, inerrant written Word of God and the final authority above all man's laws and government.
- We believe civil government to be under the authority of God.
- We believe the purpose of civil government is to ensure freedom and justice for a nation's citizens by upholding law and order in accordance with Biblical principles.
- We believe that decision-making processes by civil government must not in any way contravene these Biblical ethics.















