



## Constitution

November 30, 1999  
Amended November 18, 2004  
Amended May 31, 2007

### **1. NAME**

The Canada-Africa Parliamentary Association is hereby created. Its purpose, composition and operation shall be explained in detail in the present statutes.

### **2. PURPOSE**

The Canada-Africa Parliamentary Association shall promote exchanges between African and Canadian parliamentarians propose initiatives likely to lead to a better mutual understanding of national and international problems and work to develop co-operation in all the fields of human activity.

### **3. MEMBERSHIP**

The Parliamentary Association shall be composed of members of the Senate and the House of Commons who have expressed the intention of joining the Association and have paid the annual dues.

### **4. WORKING YEAR**

The working year of the Parliamentary Association shall correspond to the fiscal year, that is, April 1 to March 31.

### **5. PARLIAMENTARY ASSOCIATION**

The Parliamentary Association shall function through the General Assembly and the Executive Committee.

### **6. ANNUAL GENERAL MEETINGS (AGM)**

- a. At least one meeting of the general membership shall be held each fiscal year.
- b. An AGM must be held within 60 calendar days of the Opening of a new Parliament.
- c. The Executive Committee, or 10 members of the Parliamentary Association, may call an Annual General Meeting upon giving two week's notice in writing to all members.

- d. The quorum shall be set at 20 or one-third of the total membership, whichever is the lesser amount, provided that the Senate and the House of Commons are represented.

## **7. FUNCTIONS OF THE GENERAL MEETING**

The functions of the General Meeting shall be the following:

- a. to elect the members of the Executive Committee;
- b. receive a summary report of the expenses of the previous fiscal year and a written report of the Association's activities for that year from the Co Chairs;
- c. to debate and ratify draft programs proposed by the Executive Committee;
- d. to debate and ratify financial and administrative reports prepared by the Parliamentary Association;
- e. to amend, where necessary, and with one week's notice, the Association statutes by a two-third majority vote of the members present;
- f. to make suggestions and adopt resolutions in accordance with the aims of the Association;
- g. to dissolve the Association, if necessary, by a two-third majority of the members present.

## **8. SPECIAL GENERAL MEETING**

The Executive Committee or 10 members of the Association may, upon two weeks notice, call a special general meeting.

## **9. EXECUTIVE COMMITTEE**

- a. The Executive Committee has fifteen members (five (5) from the Senate, ten (10) from the House of Commons) elected at the Annual General Meeting. The members consist of two (2) Co-Chairs (one (1) from the Senate, one (1) from the House of Commons), seven (7) Vice-Chairs (two (2) from the Senate, five (5) from the House of Commons) and six (6) Directors (two (2) from the Senate, four (4) from the House of Commons); The outgoing Co-Chairs shall be ex officio members of the executive if they remain members of the Parliamentary Association;
- b. Each recognized political party should be represented on the Executive Committee in numbers proportionate to their representation in the Senate and the House of Commons; nothing precludes an independent Senator or MP from being a member of the Executive;
- c. The Speakers of Senate and the House of Commons shall be ex officio honorary chairs of the Parliamentary Association;

- d. The Executive Committee may appoint a member to replace any Executive member who is unable or unwilling to complete his or her term of appointment;
- e. Calling of meetings: Either the Co-Chairs or four of its members may call a meeting of the Executive;
- f. Quorum: the presence of five (5) Executive Committee members, including at least one from each House, at the Executive Committee meetings shall constitute a quorum.

## **10. NOMINATIONS AND ELECTION OF THE EXECUTIVE COMMITTEE**

- a. The Association secretary shall distribute nomination forms to all members of the Association.
- b. Nominations should be received at least 3 working days in advance of the AGM. The Association Secretary should prepare a nominations report based on nominations received. Once the deadline has passed, the nominations should be made public.
- c. In order to be eligible to vote, parliamentarians should be members of the Association at least seven days prior to the AGM. Once the deadline has passed, the names of all members eligible to vote shall be placed on a voters list.
- d. Nominations will only be accepted from the floor at the AGM for positions for which no candidate has been nominated.
- e. The election shall be presided over by a parliamentarian to be chosen from a list that has received the approval of the Speakers of the Senate and the House of Commons who is not nominated for a position on the Executive of the Association. Elections shall be conducted by secret ballot with the support of the Association Secretary and additional necessary staff from the International and Interparliamentary Affairs Directorate.
- f. The ballot box shall be placed in full view and each parliamentarian shall insert his or her own ballot into the box.

## **11. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall meet at least twice yearly to:

- a. Day-to-day administration: To ensure management of the Association by directing activities and implementing the decisions of the General Assembly;
- b. Planning: To establish a work plan in accordance with the Association's aims and submit it to the General Meeting;
- c. Meetings: To convene and ensure the smooth running of Association meetings;

- d. Liaison: To maintain relations with African counterparts;
- e. Organization: To prepare and coordinate the activities of the Canada-Africa Parliamentary Association;
- f. Budget:
  - i. To establish the budget needed to carry out the annual program of the Association
  - ii. To manage the budget, in accordance with the decisions taken at its General Meetings and directives of the Joint Interparliamentary Council;
  - iii. Draw up a draft budget for the upcoming fiscal year and submit it to the Joint Interparliamentary Council
- g. Activity and financial reports: To table activity and financial reports at least once every working year before the General Assembly for discussion and approval;
- h. Convene the AGM;
- i. Approve any activities, including travel, that are added to the Association's work plan over the course of the year;
- j. To inform Parliament of the Association activities in accordance with prevailing practices;
- k. Submit reports to the membership as required
- l. The Executive Committee shall take any other initiative in accordance with the Association's aims and may add further Director positions if considered necessary in order to achieve a balance among all political parties represented in the Senate and the House of Commons.

## **12. EXECUTIVE SECRETARY**

The Executive Secretary of the Canada-Africa Parliamentary Association shall be an officer of the International and Interparliamentary Affairs Directorate. The Executive Secretary shall be accountable to the Executive Committee, particularly to the Co-Chairs, and shall be responsible for providing the administrative management for activities of the Parliamentary Association, for determining and coordinating any additional resources required to support these activities and will act as Secretary for outgoing delegations.

## **13. FINANCIAL MANAGEMENT**

- a. The signing officers of the Parliamentary Association shall be either Co-Chair or, in his or her absence or impossibility to act, one other parliamentarian assigned by the Executive Committee together with the Executive Secretary of the Parliamentary Association.

- b. A financial statement of the Parliamentary Association shall be presented to the Executive Committee at its regular meetings.

#### **14. DELEGATE SELECTION PROCEDURE**

- a. The membership shall be notified of meetings to take place and be invited to apply. Members shall be provided with an application form and the deadline for submission and will be selected according to the procedure contained in paragraph 14 (d).
- b. Upon the approval of its budget by the JIC, the Executive Committee shall decide the allocation of places amongst recognized Parties on the basis of 30 % to the Senate and 70 % to the House of Commons and with regard to party representation in each House.
- c. The Co-Chairs or one of them or a designate by the Executive shall be the leader of a delegation.
- d. The Executive Secretary shall make a list of applicants and shall submit it to the Whips of all parties.
- e. All members shall be advised of the delegates and alternates chosen.
- f. All delegates and alternates selected shall be advised that, as a condition of participation, they must agree to take a full part in briefings and give the time required to prepare themselves to make a contribution at the meetings.

#### **15. DISSOLUTION OF PARLIAMENT**

In the event of a dissolution of Parliament, the Executive Committee in office at that time shall carry on the affairs of the Parliamentary Association until a new Executive Committee is elected, with due regard to policies and related procedures set out in the Financial Management and Policy Guide for Parliamentary Associations.