

# RULES GOVERNING REGISTRATION AS REGISTERED LIBERALS

## 1. APPLICATION

- 1.1 This By-law is made pursuant to Section 17 of the Constitution of the Liberal Party of Canada (as adopted May 28, 2016 and as amended, restated, supplemented or otherwise modified from time to time, the “**Constitution**”). Capitalized terms used but not otherwise defined herein shall have the meaning given to them in the Constitution.
- 1.2 This By-law must be applied in a fair and equitable manner and must be interpreted in a manner which is fair and reasonable, having regard to all circumstances, and in the best interests of the Liberal Party of Canada.

## 2. REGISTRATION

- 2.1 Any person may register as a Registered Liberal, provided that they meet the requirements set out by the National Board, attached to this By-law as “Schedule A”
- 2.2 Any person who enrolls in a national fundraising program will be deemed to have submitted an application to register as a Registered Liberal, unless they clearly indicate a contrary intention on the enrollment form.
- 2.3 Each Registered Liberal will remain registered for a period of three (3) years from the effective date of registration.
- 2.4 The effective date of registration will be:
  - (a) for an application submitted by an online form via the Liberal Party website, on the date the form was submitted (in the local time of the residence of the applicant);
  - (b) for an application submitted on a paper form received by the National Office, if the form is received at the National Office on a weekday prior to 5:00 PM Eastern Time, on the date the form is received at the National Office; or
  - (c) for an application submitted on a paper form received by the National Office, if the form is received at the National Office after 5:00 PM Eastern Time, on the next business day;
  - (d) for an application submitted to the National Office by commercial courier and the courier’s waybill or other document produced by the courier clearly indicated the date and time the application was received for shipment, and if:

- (i) the date and time are before 5:00 PM local time on a business day, on the date the application was received for shipment; or
- (ii) the date and time are after 5:00 PM local time on a business day, on the next business day after the application was received for shipment.

- 2.5 A Registered Liberal may renew their registration any time before it expires. The Registered Liberal will remain registered for a period of three (3) years from the date of renewal. The date of renewal will be established further to the conditions outlined in Section 2.4.
- 2.6 Should a Registered Liberal's registration be set to expire while they are making monthly contributions to a national fundraising program, their registration will be automatically renewed for a period of three (3) years from the expected date of expiry.
- 2.7 Should a Registered Liberal stop making monthly contributions to a national fundraising program, their registration will be automatically renewed for a period of three (3) years from the date the final contribution is received.
- 2.8 The National Office will inform each Registered Liberal that their registration will expire, no less than thirty (30) days prior to the expiry date.
- 2.9 A Registered Liberal can deregister at any time by request to the National Office. Requests for deregistration must be made by the Registered Liberal in question. In the case of death or incapacity, a family member or the EDA Secretary may advise the National Office. Deregistration will take effect immediately.

### 3. APPLICATION FOR REGISTRATION

- 3.1 All applications for registration, and for renewal of registration, must be made on either:
- (a) the prescribed paper form approved by the Management Committee; or
  - (b) a designated electronic form on a website approved by the Management Committee.
- 3.2 All applications for registration must be delivered to the National Office. The National Office will record the time and date of receipt of each application received. Paper applications may be delivered by hand, by mail, by courier or by fax or digital scan, in which case the original must follow within thirty (30) days.
- 3.3 Any PTB, EDA, Commission, or other party receiving an application for registration must promptly transmit the application to the National Office. The time and date of receipt of the application by any party other than the National Office is not relevant for the purposes of this By-law.
- 3.4 For each application, the National Office will verify that:

- (a) it was made on an approved paper or electronic form, in accordance with section 2.1 of this By-law;
  - (b) the application contains all information required by the National Board; and
  - (c) that the applicant meets any qualifications for registration established by the National Board as outlined in "Schedule A".
- 3.5 The Party Secretary or their designate may establish additional validation and verification procedures applicable to all or any applications.
- 3.6 If an application for registration is not verified in accordance with Sections 3.4 and 3.5, the applicant must be informed as soon as possible, unless the reason for the registration not being verified is that the contact information provided is incomplete or invalid.
- 3.7 The Party Secretary or their designate may refuse any application for registration that does not meet the criteria established by the National Board as outlined in "Schedule A".

## **4. RIGHTS AND OBLIGATIONS**

- 4.1 Each Registered Liberal shall have the rights accorded to them as outlined in Section 10 of the Constitution.
- 4.2 Each Registered Liberal shall support and promote the purposes of the Liberal Party of Canada and respect the rights of all other Registered Liberals, as outlined in the Constitution.
- 4.3 The Party Secretary may revoke, suspend or reinstate the status of any Registered Liberal who does not act in accordance with Section 4.2 or who no longer meets the qualifications for registration established by the National Board as outlined in "Schedule A". In the event that the Party Secretary is unable to be contacted or declares themselves in a conflict of interest, the President may exercise this power.
- 4.4 Any such action taken in accordance with Section 4.3 is subject to ratification by the Management Committee within seven (7) days from the time that the decision was made.

## **5. RECORDS AND INFORMATION**

- 5.1 Only information provided from the National Register may be used for the purposes of confirming registration and the right to vote or otherwise participate in any meeting of the Party.
- 5.2 The National Office will retain a copy of each application for registration (either in original form or in a legible archival form) for three (3) years.

## 6. ACCESS TO INFORMATION

- 6.1 The persons holding the following positions are entitled, upon written request and compliance with Sections 6.2 and 6.3, to receive the following information:
- (a) to each EDA Chair or other Registered Liberal designated in writing by the EDA Chair, to each Registered Liberal who is a member of the House of Commons for that electoral district, and to each Registered Liberal who has been approved as a candidate of the Party for that electoral district in the next election, information concerning Registered Liberals who live in that electoral district;
  - (b) to each PTB Director or other Registered Liberal designated in writing by the PTB Director, information concerning Registered Liberals who live in that province or territory;
  - (c) in the case of a Commission, Club or Section, to each Chair of that Club or Section or other Registered Liberal designated in writing by the Chair, information concerning Registered Liberals who are members of that Commission, Club or Section, as the case may be;
  - (d) in the case of an election of officers to any office of the Party, to each Registered Liberal who has been approved to be a candidate in that election in accordance with the By-law 6 – Elections, information concerning Registered Liberals eligible to vote in such election;
  - (e) in the case of a nomination meeting, to each Qualified Nomination Contestant, information concerning Registered Liberals eligible to vote at such meeting;
  - (f) to each Registered Liberal who is eligible for election as Leader in accordance with the Constitution, information concerning all Registered Liberals; and
  - (g) any other persons authorized by the Party Secretary or their designate.
- 6.2 Information about Registered Liberals requested in accordance with Section 6.1 will be provided in the form or platform prescribed by the Party Secretary or their designate.
- 6.3 Each person who requests information about Registered Liberals in accordance with Section 6.1 must complete a confidentiality agreement prescribed by the Party Secretary.
- 6.4 For the purposes of Section 6.1, information concerning Registered Liberals includes name, address, phone number, and email address, when available and other information as required.

## 7. AUTHORITY OF THE PARTY SECRETARY

7.1 Subject to direction given by resolution of the National Board, and subject to an appeal to the Permanent Appeals Committee, the Party Secretary may:

- (a) establish rules, consistent with the Constitution, this By-law, and any other by-laws established by the National Board, generally applicable to the processing of applications for registration and applications for renewal, the distribution of application forms and the distribution of information of Registered Liberals;
- (b) give direction, consistent with the Constitution, this By-law, and any other by-laws established by the National Board, in a case by case basis with respect to the processing of applications for registration and applications for renewal, the distribution of application forms and the distribution of information of Registered Liberals;
- (c) enact interpretation bulletins, consistent with the Constitution, this By-law, and any other by-laws established by the National Board, in order to clarify any provision of this By-law or the Constitution as it relates to the processing of applications for registration and applications for renewal, the distribution of application forms and the distribution of information of Registered Liberals.

7.2 The Party Secretary may, in writing, delegate all or part of their authority to an individual and may revoke that delegation in their absolute discretion at any time.

7.3 Subject to direction given by resolution of the National Board and subject to an appeal to the Permanent Appeals committee, a decision of the Party Secretary or their designate is final and the rules and interpretation bulletins enacted under Section 7.1 apply as if they were part of this By-law.

## 8. TRANSITIONAL PROVISIONS

8.1 This By-law will take effect on April 1, 2017. Until that time, the “Interim Registered Liberal by-law” adopted by the National Board of Directors on October 18, 2016 will remain in force.

8.2 The term of registration for any Registered Liberal whose Effective Date is prior to April 1, 2017 shall be three (3) years from the original effective date of their registration.

8.3 If, prior to the adoption of the Constitution on May 28, 2016, a person had been formally granted, by a PTA or EDA, the honorary status of “lifetime” member of the Party, that person’s registration shall only expire upon their death.

## SCHEDULE A

### Qualifications for Registration

Registration in the Liberal Party of Canada is open without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual orientation, age or physical disability.

To be eligible for Registration in the Party, a person must:

- (a) be at least fourteen (14) years of age;
- (b) support the purposes of the Party;
- (c) be a Canadian citizen, have status under the *Indian Act*, or be a permanent resident of Canada;
- (d) not be a member of any other federal political party in Canada; and
- (e) while Registered as a Liberal, not have publicly declared an intention to be a candidate for election to the House of Commons other than as a candidate of the Party.