



**Constitution of the Canadian Region of the
Commonwealth Women Parliamentarians Network
(may be cited as the CWP-Canadian Region Constitution 2006)**

Amended July 25, 2008

Amended July 17, 2012

1. Name and Membership

- 1) The name of the organization is the « Canadian Region of the Commonwealth Women Parliamentarians Network », hereinafter referred to as « the CWP-Canadian Region ».
- 2) Members of the CWP-Canadian Region will be identified by the President of each Branch.
- 3) The CWP-Canadian Region is comprised of women parliamentarians from each branch and is governed by the CWP steering committee composed of one representative from each branch.

2. Aims and Objectives

- 1) To provide opportunities for strategic discussion and development for future and present parliamentarians.
- 2) To increase female representation in our Parliaments.
- 3) To foster closer relationships between women parliamentarians in all Branches of the Region.
- 4) To foster relations with other countries having close parliamentary ties with the Region.
- 5) To discuss, strategize and act on gender-related issues in Canada and internationally.

3. Steering Committee

- 1) *The mandate* of the CWP-Canadian Region Steering Committee shall be:
 - a) to manage the business of the CWP-Canadian Region between its annual meetings;

b) to execute the specific work, studies, outreach workshops, parliamentary missions and projects assigned to it each year at the annual meeting of the CWP; and

c) to prepare for the annual meeting of the CWP-Canadian Region.

2) The *aims and objectives* of the CWP-Canadian Region Steering Committee are to promote the views and concerns of women parliamentarians throughout the Region and to represent those concerns at meetings of the Steering Committee. CWP-Canadian Region Steering Committee representatives will be responsible for the development of programs to further the aims of the CWP within the region.

3) *The Membership* of the CWP-Canadian Region Steering Committee:

a) shall be comprised of one representative from each province and territory and one representative from the federal parliament.

b) shall include Members of the CWP-Canadian Region identified and communicated by the Speaker's office of the province and territory and by the Canadian Branch at the federal level according to the practices of each parliament.

4) *The Steering Committee* shall be composed as follows:

a) Chair:

Oversees the operations of the CWP-Canadian Region Steering Committee.

Represents Canada on the CWP Steering Committee (International).

The Chair's mandate is for a term of three years as required by the CWP International.

b) Alternate:

Acts as advisor to the Steering Committee and its Chair and ensures continuity within the Region.

Assumes the duty of Chair in her absence.

Assumes the duty of Chair at the end of the Chair's term or when the Chair ceases to be a Parliamentarian.

The alternate's mandate is for a term of three years.

c) Steering Committee Members:

Each branch shall designate a steering committee member for a term of three years.

The Steering Committee member will be the Branch's representative on the CWP-Canadian region Steering Committee.

When a Branch representative becomes Chair of the CWP-Canadian Region, that Branch shall designate another steering committee member to represent it.

5) *System of Rotation:*

- a) The position of Chair will rotate from branch to branch every three years.
- b) The position of Chair is for a three year term.
- c) The alternate assumes the Chair at the end of the Chair's three year term or when the Chair ceases to be a Parliamentarian.
- d) The CWP Steering Committee shall designate the alternate and second alternate.

6) *Nominations:*

- a) Nominations for the Steering Committee are provided according to the practices of each parliament and communicated to the Executive Secretary, CWP-Canadian Region.
- b) The Chair and alternate are nominated by the CWP Steering Committee for a term of three years.
- c) Women parliamentarians interested in the position of provincial/territorial alternate should indicate their interest in writing to the Executive Secretary, CWP-Canadian Region. These applications will be considered by the Steering Committee when vacancies occur.

4. **Activities**

1) CWP-Canadian Regional Meeting

- a) Each annual CPA Canadian Regional Conference shall include, prior to the start of the conference, a full day for the CWP-Canadian Region program.
- b) At least one gender issue shall be selected by the CWP-Canadian Region as one of the topics for the full CPA Regional Conference. The topic shall be forwarded to the host Branch for inclusion in the program for the CPA Regional Conference.

2) CWP- Canadian Region Steering Committee Meetings

- a) The Steering Committee shall meet prior to the one day CWP-Canadian Region program and a report of that day's work shall be presented to the CWP-Canadian Region group and the Regional Council.

b) Other meetings shall take place during the fiscal year via electronic means.

3) CWP-Canadian Region Outreach Program

a) The CWP Canadian Region shall conduct an annual outreach workshop.

b) The location of the workshop shall alternate within the Canadian Region as determined by the Steering Committee.

c) The Chair and/or alternate shall attend the workshop as will the provincial and territorial CWP representatives of that branch.

d) Women parliamentarians from the branches will be invited to present at the workshop.

e) The purpose of the workshop is to encourage women to become involved in politics and to run for office.

f) The workshop will be held in parliaments, university campuses and community venues within the branches.

5. **Budget**

a) The CWP shall submit a work-plan and annual budget for the CWP—Canadian Region to the Regional Council for consideration and adoption.

b) Transportation and accommodation costs for CWP annual meetings shall be the responsibility of each participating Branch.

6. **Regional Secretariat**

(1) A Secretariat for the CWP-Canadian Region shall be maintained by the International & Interparliamentary Affairs Directorate, Parliament of Canada.

7. **Languages**

(1) The activities of the CWP-Canadian Region shall be conducted in both official languages.

8. **Operating Fiscal Year**

(1) The operating fiscal year of the CWP-Canada Region shall be from April 1 to March 31.

9. **Adoption of the Constitution (2006)**

- (1) The Constitution shall come into effect on the day at which upon the recommendation of the CWP-Canadian Region, the Regional Council shall formally resolve to adopt them. The Constitution may be amended on the recommendation of the CWP Canadian Region and on a decision by the Regional Council.