



AMPLO CONSTITUTION

(Amended September 22, 1995; March 7, 2008; March 4, 2016; December 2, 2016)

ARTICLE 1 - Preamble

The name of the group shall be the Administrators of Medium-sized Public Libraries of Ontario, hereinafter referred to as "AMPLO".

ARTICLE 2 - Objectives

The objectives of AMPLO shall be:

- I) To provide a forum for discussion of issues common to the administration of medium-sized public libraries in all areas of Ontario.
- II) To seek to agree on common approaches to the provincial government. (*Rev. Sept. 12/80*)
- III) To initiate, fund (wholly or partially), supervise and receive studies which are of common concern. (*Rev. Mar. 4/16*)
- IV) To work in concert with other library associations, in the best interests of the AMPLO membership.
- V) To further the professional development of AMPLO membership as considered advisable and practical.
- VI) To provide such services as considered advisable and practical for the libraries of the AMPLO members.

ARTICLE 3 - Membership

AMPLO shall consist of the Chief Librarians/Chief Executive Officers of medium-sized public libraries in Ontario, under the following conditions (*Rev. Mar. 7/08, Mar. 4/16*):

- I) The population served shall fall between 10,000 and 150,000 based on population statistics determined by the Province of Ontario. Since administrators in libraries serving less than 10,000 can benefit and be benefited by AMPLO, applications for membership by such administrators shall be received and considered for approval by resolution, by the AMPLO membership at a regular meeting.



- II) Membership must be sought by an administrator.
- III) Annual fees in AMPLO must be paid in order to receive full benefits of membership such as voting rights, participation on the listserv and attending meetings. New member fees may be pro-rated. A new member that joins AMPLO after June 30 of any given year, pays only 50% of the annual fee. (*Rev. Mar. 4/16*). Applications for the waiver of fees for new members serving less than 10,000 can be considered and decided upon, on a case by case basis, by the AMPLO Chair and Secretary/Treasurer.
- IV) Honourary membership in AMPLO may be conferred in the event that AMPLO may wish to honour a retiring member, or any other person considered appropriate. Such membership shall be conferred by resolution to AMPLO and be without charge, but will not include voting privileges.
- V) Guests will be invited for specific purposes and for only specific portions of the meetings. (*Rev. Oct 4/91*)

ARTICLE 4 - Government

- I) The affairs of AMPLO shall primarily be vested in the general membership, meetings at a place as determined by the Chairperson. Meetings shall be held at regular times of each year as determined by the membership.
- II) A quorum for a meeting shall consist of the attendance of 1/4 of the membership (*Rev. Sept.12/80*), provided that notice of a meeting is received by the membership 1 week (*Rev. Mar. 4/16*) in advance of the meeting. Meetings may be held when a quorum is not met, but any resolution arising from such a meeting cannot be put into effect until ratified at a later meeting with quorum.

The Chairperson shall be empowered to cancel any scheduled meeting, at his/her discretion, if a quorum is not anticipated.

The membership should be encouraged to advise the Secretary/Treasurer, if attendance at a meeting cannot be effected. (*Rev. Mar 7/08*):

- III) The Chairperson shall be empowered, at his/her discretion, or at the direction of the membership, to invite guests and observers to AMPLO meetings.
- IV) A member may occasionally send a delegate to an AMPLO meeting, if the member is unable to attend and so desires. The delegates will not have voting privileges but will be able to present a written submission from the Chief Librarian on a specific topic. The membership may choose to invite other staff at its discretion. (*Rev. Oct. 4/91, Mar. 4/16*)

- V) At the last meeting of the calendar year, the membership shall elect a Vice-Chairperson/Chairperson-Elect, Secretary/Treasurer, and any other officer upon which the membership shall agree; such officers to assume duties at the beginning of the next calendar year and to hold office for a one (1) year term. *(Rev. Mar 3/95; Mar7/08)*

Officers are limited to one (1) consecutive term of office, with the exception of the Secretary/Treasurer who may be re-elected for consecutive terms. *(Rev. June 26/92; Mar. 7/08)*

AMPLO elections shall be conducted by a Nominating Committee composed of the Chair, Vice-Chair and any other member at-large when deemed appropriate. The role of the Nominating Committee shall be to:

- i) Seek nominations in advance of the meeting established for elections.
 - ii) Ensure at least one candidate for each vacant position.
 - iii) When more than one candidate has been nominated for any executive position, there will be a secret ballot election. The Nominating Committee shall count the ballots and report the results of the elections to the membership. *(Rev. Mar 3/95; Mar 7/08)*
- VI) At the last meeting of the fiscal year, the membership shall determine membership fees for the subsequent fiscal year.
- VII) The Chairperson shall:
- i) Call additional meetings at his/her discretion, set the agenda, and preside over the meeting or delegate another member to preside in his/her absence.
 - ii) Sign official correspondence.
 - iii) Carry out other duties as determined by the membership from time to time.
 - iv) Act as spokesperson for the members. *(Rev. Mar.7/08, Mar. 4/16)*
- VIII) The Vice Chairperson shall:
- i) Chair meetings in the absence of the Chair.
 - ii) Assume all responsibilities of the Chair in the event that the Chair is unable to fulfill his/her term.

- IX) The Secretary/Treasurer shall:

Secretarial Duties (Rev. Mar 7/08)

- i) Keep minutes of meetings and correspondence.
- ii) Distribute minutes to the membership prior to meetings.
- iii) Carry out other duties as determined by the membership from time to time.
- iv) Book rooms and catering.

Financial Duties

- i) Receive all revenue and make all regular disbursements. Other disbursements shall be made as directed by resolution by the membership at a regular meeting. (Rev. Mar7/08)
 - ii) Provide a financial report at each meeting, and an annual report after the conclusion of the fiscal year, which shall be January 1st to December 31st. (Rev. Sept 22/95)
 - iii) Be the signing officer of AMPLO for financial purposes.
 - iv) Carry out other duties as determined by the membership from time to time.
- X) Positions of resigning officers may be filled at any regular meeting of AMPLO.
- XI) Committees shall be set up and disbanded at the discretion of the membership. Committee expenses shall be paid, but must have the approval of the membership prior to the meetings.

Committees shall submit a budget for approval if expenses are foreseen to be in excess of \$100.00.

Meals shall not be considered payable expenses.

The elected officers of AMPLO have the authority to charge back, to the 'Miscellaneous' expense line of the AMPLO operating budget, reasonable incidental expenses incurred for the benefit of the membership, or for the execution of AMPLO business. (Rev. Mar. 4/16)

- XII) Meetings shall be conducted according to Bourinot's Rules of Order, with this exception:

The Chairperson shall vote, but in the event of a tie, the motion will be lost.

ARTICLE 5 - Amendments

Amendments to the constitution may be effected by notice of motion, in writing, with the motion to be dealt with at a subsequent meeting and to require a 2/3 majority of those present and voting. *(Rev. Sept 12/80)*