



ARUPLO Constitution

The Organization

The name of the organization shall be the Administrators of Rural-Urban Public Libraries of Ontario, hereinafter referred to as “ARUPLO.”

Members of ARUPLO represent multi-branch public library systems that provide coordinated library services. Member libraries serve upper or single-tier municipalities encompassing predominantly rural communities that may also include larger urban centres. Library systems in ARUPLO must be a single corporate entity.

Coordinated Library Services

Coordinated library services means a single library system that has centralized its administration and support services to optimize responsive, community-centred services through local branches. Services include:

- Centralized administration
 - Policy development
 - Budgeting
 - Support services
- Coordinated funding opportunities and delivery mechanisms
- Coordinated planning, training, and outreach
- Shared staffing
- Material delivery between branch locations
- Communication networks

Mission

ARUPLO’s Mission is to shine a light on the importance of rural libraries by elevating their profile through advocacy, training and development, and promotional efforts. Members foster collaboration among rural-urban library systems to improve library services throughout Ontario.

Vision

Impactful community library services regardless of size.

Values

ARUPLO espouses the following core values:

- Innovation - Serving community needs beyond what is traditionally offered in public libraries.

- Inclusion - Providing high quality, equitable library services for everyone in communities of every size, adhering to principles of equity, diversity, and intellectual freedom.
- Collaboration - ARUPLO makes decisions through consensus while working together to enhance library services, knowledge, and networking.
- Mutual respect - for each other, for our colleagues, and for those we serve.

Purpose

ARUPLO promotes the interests of its member libraries and provides leadership within the library community by:

- Advocating on rural library issues
- Providing a collective voice on rural library concerns
- Networking and sharing skills and best practices
- Developing training and planning tools

Membership

Applications for membership are welcome from libraries with common interests, for example, those with multiple sites and centralized administration.

Administrators of coordinated library systems are eligible to apply for membership.

Annual fees must be paid in full in order to receive the benefits of membership.

Applications for new membership must be affirmed at the Annual General Meeting by a majority of members present.

Membership is limited to public libraries in Ontario.

Structure

Executive

The executive shall be comprised of a:

- Chair
- Past Chair
- Secretary
- Treasurer

The Chair presides over regular and special meetings of ARUPLO. They are also responsible for writing letters or responding on behalf of ARUPLO.

The Past Chair acts on behalf of the Chair in the event of the Chair's absence.

The Secretary records accurate minutes of meetings and posts to the ARUPLO website.

The Treasurer shall prepare an annual budget, to be approved by resolution at the last meeting in the calendar year. The Treasurer receives revenue and makes disbursements according to the approved budget, or as directed by resolution. The Treasurer prepares a

financial report for each regular meeting and annual financial statement for the Annual General Meeting. The Finance Standing Committee will audit the annual financial statement before its presentation at the Annual General Meeting, and may examine the financial records at any time.

The Treasurer and one alternate member of the Executive shall act as signing authorities for the group.

Term of Office

The term of office for all positions is two years, renewable for consecutive terms.

Records Retention

Each executive member shall retain the records, and after their term, forward records to the new officer.

Retention periods:

- ARUPLO Minutes - permanent
- Standing Committees - 7 years
- Financial Records - 7 years
- Correspondence - 7 years
- External Documents - 2 years

Nomination and Election of Officers

The nomination and election of officers will take place at the Annual General Meeting.

Elections Officer

The Past Chair will stand as the Elections Officer. If the Past Chair is vacant, the membership shall elect an elections officer.

Nomination of Officers

The Elections Officer shall:

- Seek nominations in advance of the Annual General Meeting at which the election of officers will take place.
- Call for nominations from the floor at the Annual General Meeting.
- Close nominations.
- Ask each person, in the order they were nominated, whether they will stand for the position.
- If more than one person agrees to stand, then the Elections Office shall ask them to briefly address the group explaining why they are the best candidate
- The Elections Officer will call for a show of hands to indicate votes for each candidate. The winner is the candidate that receives the majority (50% plus one) of the votes cast. If no candidate receives a majority, then the candidate with the least

number of votes received is dropped from the list and a second vote is taken. This process continues with a third or fourth vote until a candidate with a clear majority emerges.

- If only one candidate agrees to stand, that person is elected by acclamation to that position and the Elections Officer shall announce that result.
- If no nominee allows their name to stand, then there will be no candidates for election or acclamation, and the position is declared vacant for one year. The Treasurer's position is the only Executive position that may not be vacant.
- If during the one-year period of vacancy a candidate for the vacant position is found, the membership may elect that person to office at any properly constituted meeting following the procedure outlined above.

Vacant Positions

When the chair and Secretary positions are declared vacant at the Annual General Meeting:

- A schedule of rotating Chairs and Secretaries for the upcoming year's meetings will be created and adopted.
- The rotating Chair and Secretary positions may be filled by an Administrator or their designate
- If changes to the prepared schedule are required, then the vacant position(s) will be filled by motion at the beginning of each meeting.

Eligibility for Office and to Vote for the Executive

Administrators (Library CEOs) or their designate who are members in good standing are eligible to stand for office and to vote on the slate of offices.

Each library system has one vote. The administrator or designate can exercise that vote.

Meetings

An Annual General Meeting of the membership shall be held in September and will include the following agenda items:

- Adoption of the Minutes from the previous Annual General Meeting
- Presentation of Annual Financial Statement
- Applications for Membership
- Amendments to Constitution
- Committee Appointments
- Election of Officers

Regular meetings are held a minimum of three times per year. Additional meetings may be held at the call of the Chair.

Teleconference and virtual meetings are an acceptable form of meeting.

Membership Fees

Membership fees shall be reviewed annually at the Annual General Meeting. Fees are due annually on January 31st.

Procedure for Decision-Making Between Meetings

The membership shall review options for alternative means of decision-making between meetings as required.

Constitutional Review

The Constitution shall be reviewed every two years, coinciding with the election of officers.

Amendments to the Constitution

Any proposal to amend the Constitution shall be forwarded in writing to the secretary for receipt not less than sixty (60) days prior to the date of the Annual General Meeting, for circulation to the membership, and must be sanctioned by an affirmative vote of at least two-thirds of the members present at the Annual General Meeting or a special general meeting called for this purpose.

Quorum

A quorum for a meeting shall consist of the attendance of one half of the membership provided that notice of the meeting is received by the membership three weeks in advance of the meeting. Meetings may be held when a quorum is not met, but any resolutions arising from such a meeting cannot be put into effect until ratified at a later meeting with quorum.

Standing Committees

ARUPLO will have two standing committees. Membership on these committees will be established at the Annual General Meeting. Additional standing committees may be created at the discretion of the membership.

1. Training Committee

The purpose of the Training Committee is to plan and implement annual staff training at the Annual General Meeting. Training is for front-line library staff and may also include training or development for the ARUPLO Administrators.

2. ARUPLO Guidelines Standing Committee

The purpose of the Guidelines Standing Committee is to make recommendations for periodic revisions to the guidelines and preside over a regular benchmarking process.

3. Finance Committee

The Finance Committee reviews the financial statements of the organization as provided by the Treasurer. The Committee will have a minimum of two members. These members must not be members of the Executive and must be independent of the Treasurer.

Ad Hoc Committees

Ad hoc committees may be created and disbanded at the discretion of the Chair and/or the membership.

Appointment to Committees

Appointments to any external committee as required shall be at the discretion of the Chair.

If the need to appoint a member or members to an ad hoc or standing committee occurs close to an upcoming meeting, the appointment will be made at that time. During periods between meetings, appointments may be made by the Executive Committee.

Expenses

Officers and Committee members undertaking business for ARUPLO shall be eligible for reimbursement of those expenses authorized by the membership, subject to the limits laid out in the Travel and Expense policy.