

FEDERATION OF LIBRARIES OF THE BILINGUAL MUNICIPALITIES OF
MANITOBA

ARTICLES OF INCORPORATION

AND

GENERAL REGULATIONS

WORKING DOCUMENT

FEDERATION OF LIBRARIES OF THE BILINGUAL MUNICIPALITIES OF
MANITOBA

Articles of Incorporation

ARTICLE I
CORPORATE NAME

- 1.1 Federation of the Libraries of the Bilingual Municipalities of Manitoba

ARTICLE 2
CORPORATE SEAT

- 2.1 The Federation's Board of Directors determines the corporate seat within the Manitoba boundaries. The Board of Directors may set or modify the address.

ARTICLE 3
OBJECTIVES

The Federation's objectives are the following:

- 3.1 Provide a forum for the exchange of ideas and to promote interaction among those bilingual libraries which are members of the AMBM, with the aim of providing their customers with the best service possible.
- 3.2 Provide a coordination centre for the purchase of books in order to avoid a duplication of resources.
- 3.3 Facilitate the orderly exchange of resources among the libraries of the bilingual municipalities which are members of the AMBM.
- 3.4 Provide an information clearing-house for the libraries of the bilingual municipalities which are members of the AMBM, so that they can benefit from the improved purchasing power resulting from province-wide purchases.
- 3.5 Make the provincial government aware of the needs and concerns of the libraries of the bilingual municipalities which are members of the AMBM.
- 3.6 Adopt those measures which will assure quality bilingual services on the part of the libraries of the bilingual municipalities which are members of the AMBM.

FEDERATION OF LIBRARIES OF THE BILINGUAL MUNICIPALITIES OF MANITOBA

General Regulations

Regulation No. 1

The Federation of Libraries of the Bilingual Municipalities of Manitoba adopts the following by-law:

ARTICLE 1 - INTERPRETATION

1.1 Definitions

“Federation means the Federation of Libraries of the Bilingual Municipalities of Manitoba.

“Libraries of the member municipalities of the AMBM are those existing libraries in the municipalities which have adopted a policy of bilingual services and which are members of the Association of Bilingual Municipalities of Manitoba.

“Representative means a physical person named to the Board of Directors of the Federation by the municipal or regional library committee of a member municipality of the AMBM.

1.2 Gender

Both the masculine and feminine genders are inherent in the statements of this document.

ARTICLE 2 - CORPOPORATE NAME

2.1 Name

The Federation is known as the “Federation of Libraries of the Bilingual Municipalities of Manitoba”.

ARTICLE 3 MANDATE

The Federation’s mandate is:

- 3.1 Ensure that the libraries of the Manitoba bilingual municipalities become intellectual and cultural centers, real hubs of information in their respective communities.

- 3.2 Facilitate the promotion books at the level of those libraries of those bilingual municipalities which are members of the AMBM, with the aim of raising the awareness of the cultural heritage and the preservation of that community heritage through reading and the dissemination of information.

ARTICLE 4 - CORPORATE SEAT

4.1 Location

The Federation's Board of Directors determines the corporate seat within the Manitoba boundaries. The Board of Directors may set or modify the address.

ARTICLE 5 - MEMBERS

- 5.1 The members of the Federation are those municipal and regional libraries of the bilingual municipalities which are members of the AMBM, and which have by resolution recommended to their respective municipal councils that they be authorized by by-law to reach this agreement, as it is stipulated in the "Public Libraries Act", Part IV, 33(1), 33(2), 33(3).

5.2 Unanimous Approval of Municipalities

Only Board of Directors of libraries of the bilingual municipalities, which have adopted a municipal by-law authorising membership, can be members of the Federation, as is stipulated in Article 33(4).

5.3 Duration of Agreements

The agreement entered into is for a period of five years. It can be renewed for a period convenient to the involved parties so long as it does not surpass five years.

5.4 Approval of the Agreement by the Minister

An agreement cannot be entered into without the minister's approval.

5.5 Administration of the Federation of Libraries of the Bilingual Municipalities of Manitoba which are members of the AMBM

The federation established under this section is governed by a federal council.

ARTICLE 6 - FEDERAL COUNCIL

6.1 Composition

Each committee of the libraries of bilingual municipalities which are members of the AMBM, and which are under this section party to the agreement, elects two of its members to the federal council, one of which is the representative of the municipal council on the Board of Directors of the federation.

6.2 Responsibilities of the Federal Council

The Federal Council manages the affairs of the Federation. It must

- a) administer, supervise, control, operate and manage the Federation of Libraries;
- b) establish appropriate rules and regulations for internal governance which it deems desirable for the administration, supervision, control and management of the Federation of Libraries;
- c) appoint, and if deemed necessary revoke or suspend any librarian or assistant at the service of the Federation of Libraries, establish the rules of conduct and determine the compensation of these people;
- d) maintain up to date records of revenues and expenses, of credits, of assets and the liabilities of the federal council, to submit financial statements by the municipal auditor for verification, and submit the audited financial statements to each member of the agreement establishing the Federation of Libraries;
- e) supply books, materials and supplies needed for the functioning of the Federation of Libraries;
- f) submit to the Minister, in a form prescribed by the Minister and no later than January 31, a report of its activities of the previous year.

6.3 Assumption of Duties

The directors assume their duties as soon as they present a municipal or regional library committee resolution, of a member municipality, which authorizes them to join the federation.

6.4 Duration of the Mandate

The mandate is for a period of two years and can be renewed.

6.5 Vacancies

Every director who has resigned or who has been removed from office ceases to occupy his position, and there is then a vacancy on the Board of Directors.

In the event of a vacancy, the remaining directors invite the library committee of the member municipality to appoint another representative.

ARTICLE 7 - REVISION OF THE FEDERAL COUNCIL

7.1 Nomination

At the time of the first meeting of the Federal Council, it appoints one of its members as President, a second as vice-president, a third as secretary and a fourth as treasurer.

7.2 Presiding Chairperson

The president chairs all meetings which he attends. During his absences, the other members may ask the vice-president to chair the meeting.

- 7.3 President's Voting Rights
The president has the same voting rights as the other members of the Federal Council.
- 7.4 Quarterly Meetings
The Federal Council meets at least four times each year at a place which it has selected. Council may also hold special meetings.
- 7.5 Quorum
The majority of the members of the Federal Council constitute the required quorum for its meetings.
- 7.6 Special meetings
The president or two members may, with a two day written notice to every member of the council, call for a special meeting of the Federal Council. The notice must include the reasons for which the special meeting is called.
- 7.7 Disbursements
All members of the Federal Council of the libraries of the bilingual municipalities of Manitoba are entitled to the reimbursement of expenses actually incurred and necessary in the exercise of their duties.
- 7.8 Compensation
Members of the Federal Council are not compensated as such.
- 7.9 Costs associated with conference attendance
The library committee of the municipalities, or the Federal Council, may reimburse its members or employees for the expenses incurred as a consequence of attendance at a conference held by a national or provincial library association

ARTICLE 8 – DUTIES

- 8.1 Duties of the President
By right, the President chairs the general meetings and the meetings of the Federation. He assures the general good administration of the federation and represents it when dealing with other organisations.
- 8.2 Duties of the Vice-president
The Vice-president may assume the duties of the president during his absences and performs other duties assigned by the council.
- 8.3 Duties of the Secretary
The Secretary is responsible for the preparing the minutes of the Federal Council. Along with the president, he convenes all meetings of the council. He conserves all documents of the federation.

8.4 Duties of the Treasurer

The Treasurer maintains the appropriate accounting records and the complete record of disbursements. He deposits funds with the financial institution designated by the Board. He obtains vouchers for all expenditures. At the time of meetings, he informs the Board of Directors about the association's financial situation and all activities in his capacity as treasurer.

9.1 Auditors

The auditor must be appointed annually by the members of the council of the Federation.

9.2 Signing authority

The instruments, permits, contracts and agreements are signed on behalf of the federation by the signing officials designated by council for this purpose.

9.3 Fiscal year

The Federation's fiscal year ends yearly on March 31.

9.4 Coming into force

This statutory regulation (by-law) comes into effect at the time of its adoption by the representatives of those library committees, of municipalities which are members of the AMBM, which intend to join the federation.