

CONSTITUTION

ASSOCIATION OF MUNICIPAL ADMINISTRATORS PRINCE EDWARD ISLAND

I. NAME

The name of the organization shall be “Association of Municipal Administrators, Prince Edward Island”.

II. OBJECTS

1. The objects of the Association shall be to:

- The main purpose of the Association is to provide a vehicle on PEI to promote and encourage the ongoing professional development of persons employed in association with municipal administration.
- Encourage the interchange of ideas and experience among persons employed in, or associated with, local government in Prince Edward Island and to encourage a similar exchange of ideas and experience between municipal administrators in PEI and the remaining provinces;
- Ascertain and notify the members of the laws and practices relating to matters connected with municipal administration;
- Work to upgrade the quality of public service of members by working closely with the Department of Municipal Affairs and Attorney General, Federation of PEI Municipalities, Municipal Administration Program at Henson College, Canadian Association of Municipal Administrators and other organizations and educational boards interested in the goals of the Association;
- Create in the general public a greater awareness and better understanding of the benefits and aspects of municipal government and administration;
- Establish and maintain standards of ethics and performance for members.

2. The Association shall be a non-profit organization and no part of its earnings or income shall ensure to the benefit of any individual, and no officer, member or employee of the Association shall receive any monetary profit from the operation thereof, except reasonable compensation for services.

III. MEMBERSHIP

1. The membership shall consist of the following categories: FULL members; HONORARY member; and STUDENT member.
2. FULL MEMBER - A FULL membership may be extended by the Executive Committee to a person who either:
 - Is in either a full-time or part-time (someone working less than 35 hours per week) senior administrative position with a municipal government in Prince Edward Island;
 - Is a senior administrative employee in the Department of Provincial Affairs and Attorney General or quasi-municipal related body, such as the Federation of PEI Municipalities;
 - Is an employee of an educational institution or training related body who is involved in, concerned with and encourages the improvement of the quality of municipal government, such as: The Center for Public Management, Henson College of Public Affairs and Continuing Education, Holland College, and the Canadian Association of Municipal Administrators;
 - Is an individual who does not specifically meet the aforementioned criteria but who, from time to time, may make application for membership, and who, in the opinion of the Executive Committee, are persons whose membership will benefit both the applicant and the Association.
3. HONORARY MEMBER - An HONORARY membership may be granted upon a person who:
 - Has been an exemplary active member of the Association and has left the field of Municipal Government; or
 - Through his/her knowledge of municipal government has assisted the Association in the development and deliverance of training programs; or other contributions as deemed noteworthy by the Executive; and
 - Has been recommended for this designation by the Executive and voted on by secret ballot at the annual meeting.
4. STUDENT MEMBER - A STUDENT membership shall be granted to a person who does not otherwise qualify for membership under section 2 or 3 of this Article, and who is enrolled in a Municipal Administration Program

sponsored by the Association, or who is enrolled in an accredited equivalent course.

5. Only FULL members who are not in arrears shall have the right to vote and to serve as office holders or as members of the Executive.
6. Every member shall be entitled to receive a Certificate of Membership and such certificate shall designate if the membership is FULL, HONORARY, or STUDENT as well as the date of membership or if a FOUNDING MEMBER.

IV. FINANCES

1. The annual dues shall be determined by a majority vote of regular members present at an annual meeting and shall be changed in the same manner.
2. Any member who is in arrears of dues for a period of six (6) months shall be suspended from membership in the Association but may be reinstated by the Treasurer upon payment of all monies due to the Association by such member. If such fees are not paid within twelve (12) months after they fall due, the member may be deemed to have terminated his/her membership, and the Executive Committee may direct that his/her name be removed from the directory of members. Such person may be readmitted to membership upon such terms as the Executive Committee may determine.
3. It shall be the duty of the Executive Committee to prescribe, by resolution, the method of handling receipt and disbursement of funds.
4. **The fiscal year of the Association shall commence on the first day of January and shall expire on the 31st of December of each year.**

V. OFFICERS

1. The officers of the Association shall consist of a Past President, President, Vice-President, Secretary and Treasurer. No person shall serve on the Executive in the same position for more than a period of three consecutive years.
2. The Executive Director of the Federation of PEI Municipalities may be a member of the Executive of the AMA, PEI to provide a liaison for both organizations.
3. Whenever a vacancy occurs in any regular office, such vacancy may be filled by one of the Executive Committee and the person so appointed shall hold office until the next annual meeting of the Association.

- 4.(A) The Executive shall appoint a Nominating Committee Chairman with the power to add two additional members;
- (B) The Nomination Committee shall report all nominations to the Annual Meeting;
- (C) Where more than one qualified person is nominated for an executive position an election shall be held by secret ballot;
- (D) The Nominating Committee Chairman may appoint scrutineers to take the ballots at any election or on any vote. Any member in good standings and who is not a candidate may be appointed a scrutineer;
- (E) A majority vote will decide all elections. If there is no majority vote then the candidate with the lowest number of votes will be dropped and another vote taken. In the event of a tie vote, the Nominating Chairperson shall flip a coin and the person so chosen shall be declared elected.

VI. DUTIES OF OFFICERS

1. The President shall chair the Executive Committee and preside at all meetings of the Association. The President shall be a member ex-officio on all committees with voting privileges. The President shall prepare the annual report which shall contain a complete and comprehensive account of the year's work, together with such suggestions and recommendations as may in his/her judgement be in the best interest of the Association.
2. In the absence, or inability to act, of the President, the Vice-President shall perform the duties and have the powers of the President.
3. The Secretary shall perform such duties and have such powers as may be assigned by the Executive Committee. The Secretary shall have custody of all legal instruments and all records of the Association, shall give notice and keep minutes of all general meetings and executive meetings, and shall forward all data and information to the members.
4. The Treasurer shall perform such duties and have such powers as may be assigned by the Executive Committee. The Treasurer shall have custody of all funds, securities, attest to all necessary instruments and keep an account of the financial transactions of the Association.

VII. COMMITTEES

1. The Executive Committee, as appointed and constituted in accordance with Section V.1 shall be the executive body of the Association and shall conduct the affairs of the Association between annual meetings.
2. Three (3) members shall constitute a quorum of the Executive Committee.
- 3.(A) The Executive Committee may from time to time appoint such committees as they may deem desirable, composed of members of the Association or other persons;
- (B) Committees shall be responsible in all respects to the Executive and shall submit annual reports of their activities and such recommendations as they see fit.
- (C) Committees shall have only an advisory role unless duly delegated authority has been approved by the Executive.

VIII. MEETINGS

- 1.(A) The annual meeting of the Association shall be held **not more than four (4) months after year end** at such time and place as the Executive committee may decide;
- (B) Notice for the annual meeting shall be given to all members of the Association by the Secretary at least twenty-one (21) days prior to the proposed meeting and such notice shall state the time and place of the meeting and the business to be considered.
- 2.(A) Executive meetings may be held as often as the business of the Association may warrant with at least one other than the annual to be held each year.
- (B) An Executive meeting may be called at any time by the President or a majority vote of the members of the Executive, by mailing notices to each member at least seven days prior to the proposed meeting; such notices shall state the time and place of the meeting and the business to be considered. This seven days notice can be waived in agreed by two-thirds majority of the Executive.
3. A special meeting of the Association may be called by the Executive Committee at any time. Also, upon petition of a majority of all members of the Association, the Secretary shall, within three (3) days, call such a meeting. At least twenty-one (21) days notice in writing of the time and place of the special meeting should be given by the Secretary to all members of the Association.

4. Eight (8) regular members shall constitute a quorum of any annual or general meetings of the Association.

IX. GENERAL POWERS OF THE ASSOCIATION

1. In addition to the powers given to the Association, its officers and members by the foregoing, the Association may:
 - Use its funds and property for the attainment of its objects and purposes;
 - May contract and contracted with and sue in its Corporate name;
 - May acquire or take by purchase, donation, bequest or otherwise, real estate and personal property to hold, sell, exchange, lease, let, improve and develop the same for use by the Association;
 - The Executive shall have the power to enter into a contract for consulting and/or services.
2. The Association may by resolution of not less than three-fourths of the members present and entitled to vote, change the name of the Association or alter its objects so as to add to, restrict or abandon any of its objects or the locality in which its activities are chiefly carried on; and
3. The Association may be a resolution of not less than three-fourths of the members present are entitled to vote, subscribe to or become a member of any other society or association, whether incorporated or note, whose objects are, in whole or in part, similar to its own objects.

X. AMENDMENT OF THE CONSTITUTION

1. This Constitution may be amended or repealed by a resolution of not less than two-thirds of the members present and entitled to vote at the annual meeting or a special meeting of the Association. Any member may propose an amendment to the Constitution.
 2. Any member desiring a change must submit such amendments in writing to the Secretary at lease six (6) weeks prior to annual meeting.
 3. The Secretary shall provide each member of the Association with a copy of the proposed amendments at least fourteen (14) days prior to the annual meeting.
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Amended 10/92; 10/97; 04/02

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