



Lambton Kent OPC District 10 Constitution

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Article I: Interpretation

1. In this Constitution and all other by-laws and special resolutions of the organization, unless the context otherwise requires:

"Local Council" means the Lambton Kent O.P.C. District 10 Council;

"Executive" means the Executive Committee of the Lambton Kent O.P.C. District 10 Council;

"Meeting of the Members" includes an annual meeting of members, and a special meeting of members;

"OPC" means the Ontario Principals' Council Provincial;

"LKDSB" and "Board" mean the Lambton Kent District School Board; "Member" shall mean a principal or vice-principal employed by the Board.

"Associate" shall mean a class of membership as defined by the Provincial Council from time to time.

2. Words imputing the singular number include the plural and vice-versa; words imputing the masculine gender include the feminine; and words imputing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

Article II: Purpose

1. The purpose of the Local Council is:

- a. To serve as an OPC District as described in the Constitution of the OPC, to communicate with the OPC regularly and to facilitate communication between the OPC and its members in the District, and to cooperate with the OPC in advancing the interests of principals and vice-principals locally and in the province of Ontario;
- b. to unite the principals, vice-principals and associates who are employed by the Board and who are members of the OPC in a voluntary professional association and to provide a supportive peer network;
- c. to serve as the representative body for principals, vice-principals and associates employed by the Board in all negotiations pertaining to the terms and conditions of employment for principals and vice-principals in the Board;
- d. to assist with the ongoing professional growth and development of its members;
- e. to promote the participatory role of principals, vice-principals and associates in system decision making and to bring matters of concern to principals, vice-principals and associates to the attention of senior administration in appropriate forums;
- f. to consider and discuss issues of interest and importance to principals, vice principals and associates and to encourage communication and involvement among members;
- g. to maintain a strong organization through ongoing assessment of the efficiency and effectiveness of its activities; and,
- h. to promote the highest standards of professional ethics and competence.



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Article III: Membership

1. Any member in good standing with the OPC, who is employed by the Board, is eligible for membership in the Local Council.
2. Associate members of OPC are automatically associate members of the Local OPC upon payment of an annual fee as set each year at the Annual General Meeting of OPC. Associate members are non-voting members and are eligible to participate in professional development activities conducted by the Local OPC. The Executive of the Local OPC will establish guidelines for the participation of associate members in other activities of the Local OPC.
3. The membership year is from Sept. 1 to Aug. 31.

Article IV: Council Fees

1. The Local OPC will apply annually for the fee rebate provided by the OPC to recognized Local OPC Districts, as determined at the annual general meeting of the OPC. The fee rebates shall not be refunded to individual members of the Local OPC but shall accumulate and/or be expended at the direction of the Local Executive in accordance with the needs of the Local Council for purposes authorized by the Local OPC.
2. Principals and vice-principals employed by the Board, who are not members in good standing with the OPC, shall pay an additional fee to attend any events, professional development opportunities or other activities funded by rebates from the OPC unless such fee is determined to be waived by the Executive.

Article V: Executive Committee

1. The Local Council shall have an Executive Committee.
2. The term of office for members of the Executive Committee, save and except for Provincial Councillors, shall be for a minimum of one year and up to a maximum of four years. After the maximum term is reached, the Executive member's term will end. They may choose to run again, for a subsequent period of two years and may continue running again for subsequent two-year terms thereafter. The term of office for Provincial Councillor shall be for a minimum of four years and does not preclude holding the position for two or more terms.
3. The Executive Committee members for the upcoming year shall be elected from the membership at large at the Spring annual general meeting of the Council.
4. The officers of the Executive Committee shall consist of the following officers, with equitable consideration from both panels:
 - i) Chair;
 - ii) Past Chair;
 - iii) two Vice-Chairs (one member from each panel);



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- iv) two OPC Provincial Councillors (One from each panel – added to the Executive through section VI of the Election Process listed below);
- v) two Terms and Conditions Representatives (One member from each panel – added to the Executive through section VI of the Election Process listed below);
- vi) Secretary;
- vi) Treasurer;
- vii) Social Committee Lead;
- vii) Three Members at Large (One secondary, one elementary and one that is elected by membership of both panels with an effort to establish equal Executive representation from both panels).

Article VI: Provincial Councillors and Terms and Conditions Representatives Election Process

1. Provincial Councillors and Terms and Conditions Representatives are to be elected for four-year terms and upon election will hold a position on the Local Executive. After their initial term is complete, Provincial Councillors and Terms and Conditions Representatives may choose to run for re-election for subsequent two-year terms thereafter.
2. The Current Chair and the Secretary shall conduct elections according to procedures approved by the Local Council using a format that is supported by the Executive which provides transparency to the nomination process and addresses the principle of having as many members participate in the voting process as possible.
3. A call for nominations will be sent out by the Secretary at the beginning of April. Interested candidates shall submit their nomination for the Local Council by email to the Secretary and be received two weeks prior to the Spring AGM. Copied in the email, the nominee shall include an active member who is willing to endorse the nominee. The endorsee will then confirm the endorsement to the Secretary. The Secretary will confirm to the nominee the receipt of the candidate's official nomination.
4. The slate of nominees shall be forwarded to the membership prior to the Spring Annual General Meeting. Elementary positions will be voted on by Elementary members only. Secondary positions will be voted on by Secondary members only. Ballots will be colour coded to differentiate between panels if necessary.
5. Nominees for elections shall be introduced to the members by the Chair or designate during the Spring Annual General Meeting.
6. Nominees shall be invited to address the membership at the Spring AGM for a maximum time of two minutes. If the nominee is unable to be present, a presentation may be made by proxy via the Secretary or Chair.



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7. A member who is unsuccessful at one position may choose to stand for another ~~and may choose to speak again to address the membership.~~

Article VII: Election to Executive

1. Only OPC members in good standing are eligible to run for office and to vote in the election. An associate member does not have voting privileges and may not hold office.
2. A call for nominations will be sent out by the Secretary at the beginning of April. Interested candidates shall submit their nomination for the Local Council by email to the Secretary and be received two weeks prior to the Spring AGM. Copied in the email, the nominee shall include an active member who is willing to endorse the nominee. The endorsee will then confirm the endorsement to the Secretary. The Secretary will confirm to the nominee the receipt of the candidate's official nomination.
3. The slate of nominees shall be forwarded to the membership prior to the Spring Annual General Meeting. Elementary positions will be voted on by Elementary members only. Secondary positions will be voted on by Secondary members only.
4. Nominees for elections shall be introduced to the members by the Chair or designate during the Spring Annual General Meeting.
5. Nominees shall be invited to address the membership at the Spring AGM for a maximum time of two minutes. If the nominee is unable to be present, a presentation may be made by proxy via the Secretary or Chair.
6. Elections to the Executive Committee will take place within a reasonable time immediately following the Annual General Meeting.
7. The Current Chair and the Secretary shall conduct elections according to procedures approved by the Local Council using a format that is supported by the Executive which provides transparency to the nomination process and addresses the principle of having as many members participate in the voting process as possible. If the Secretary's position is open for election, and the candidate is running for a position on the Executive Committee, then another member of the Executive Committee shall assist the Current Chair.
8. In the situation of a position remaining vacant after elections have been completed or a position becoming vacant prior to the next election, the Executive Committee may ~~have an interim election from the membership at large for the remainder of the term of the exiting Executive member.~~
9. ~~If possible, no member of the Executive will hold two Executive positions at one time~~



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Article VIII: Executive Committee Election Process

1. After the spring elections, the new Executive Committee members shall meet to determine roles within the Executive Committee by June 30th.
2. The two Provincial Councillors will facilitate the election by ballot of Executive Table Officers beginning with the Chair position and progressing through Vice Chairs, Treasurer, Secretary, Social Committee Lead in that order.
3. Executive Table Officer candidates will indicate interest in each position. If necessary, voting will take place position by position between all members of the Executive. An Executive member who is unsuccessful may choose to stand for another Table Officer position. If an Executive member cannot be present in person, they may choose to run for a Table Officer position by proxy via Provincial Councillor.
4. If a tie in voting occurs, the tie shall be broken by coin toss.

Article IX: Duties of the Executive Committee

1. The Executive shall have the authority and the responsibility to administer the affairs of the Local Council between meetings of the membership.
2. Members of the Executive Committee shall attend meetings as scheduled by the Chair.
3. The Executive Committee shall be responsible for directing the affairs of the Local Council, including:
 - a) monitoring and approving expenditures;
 - b) developing and implementing the priorities, the programs and purposes of the Local Council;
 - c) establishing and monitoring the decisions and activities of such standing, special or subcommittees which are created as needed;
 - d) appointing interim members to the Executive in the event of vacancies;
 - e) establishing a Terms and Conditions Committee, lead by the Terms and Conditions Representatives on the Executive, assessing the priorities of the membership, and pursuing improvements to the terms and conditions of employment for principals and vice-principals accordingly.
4. The Chair shall: 1) Preside over all Local Council Meetings. 2) Serve as the chief executive officer of the Local Council. 3) Act as the spokesperson for the Local Council. 4) Give professional leadership to the Local Council. 5) Call and attend regular meetings of the Executive and Local Council (unless unable to do so by reason of personal illness or emergency. In the absence of the Chair, a Vice-Chair shall preside over the meetings.) 6) Co-ordinate plans,



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- stimulate activity, review progress and request reports at appropriate times. 7) Conduct all correspondence for the Local Council except where otherwise specifically directed by the Executive. 8) Represent and advocate for the membership. 9) Be a signing officer for the Local Council (all financial transactions require the signature of two members of the Local Council.) 10. Not have voting privileges at the annual general meeting.
5. The two Vice-Chairs shall 1) Be balanced between elementary and secondary panels. 2) In the absence of the Chair preside over the regular meetings of the Executive and Local Council. 3) Support the Chair in running the operations of the Executive and Local Council and undertake such tasks as are requested by the Chair. 4) Represent the Executive at their respective Elementary and Secondary Committees and report on Executive business as required.
6. The Secretary shall 1) provide notice to the Executive Committee and to the membership of all meetings. 2) Record the Minutes and Motions at all Executive and Local Council meetings and provide a copy of all Minutes, except those of in-camera sessions, to the membership on a timely basis. 3) Keep track of when each Executive/Terms and Conditions and Provincial Councillor positions expires and notify the membership prior to the Spring Annual General Meeting. 4) Perform election duties as indicated in Article VII.
7. The Treasurer shall: 1) Monitor the financial status, collect professional fees, pay invoices, issue receipts, maintain and manage financial records, report to Provincial Council and report monthly to the Executive and regularly to Local Council. 2) Be a signing officer for the Local Council. 3) Present a financial statement at the annual general meeting. 4) Arrange for the change of signing authority for banking purposes following each election as necessary. 5) Be responsible annually for providing all information necessary to qualify for the annual membership rebate from OPC. (That information shall include a copy of the Council's Constitution that is compatible with the OPC Constitution and OPC District Recognition Policy, evidence of a duly elected Executive Committee, and an accepted financial statement.)
8. The Social Committee Lead shall: 1) Welcome new members to the Local Council and inform new members about the need to contact Provincial OPC regarding Long Term Disability coverage and fees. 2) Provide an invitation to attend meetings as well as be responsible for informing new members of the benefits of being part of the Local OPC. 3) Arrange, co-ordinate and publicize social and business events, organize and book meeting venues, meals, refreshments and prizes and send out invitations to all social opportunities and Annual General Meetings. 4) Inform all members on a yearly basis of Local Council Scholarship opportunities, collect and bring forth applications to the Executive Committee when required.
9. The Members-At-Large shall: 1) Undertake such tasks as are developed and assigned by the Executive.
10. The Past Chair will: 1) Act as an advisor 2) Perform election duties and assist the Secretary as indicated in Article VII.



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11. The two Provincial Councillors shall: 1) Be balanced between elementary and secondary panels. 2) Perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution, the OPC Policies and the Provincial Councillor Handbook. 3) Serve as the liaison between the OPC and the Local Council and bring forward any District resolutions, issues or concerns to the notice of the Local OPC as they may be authorized and directed to do by the membership of the Council from time to time. 4) Keep a list of all regular, associate members and retirees. 5) Determine one councillor who will balance the Terms and Conditions Committee by panel and serve as a Provincial OPC liaison to the Committee.
12. The two Terms and Conditions Representatives shall: 1) Be balanced between elementary and secondary panels. 2) Co-chair a four (4) person Local Terms and Conditions Committee comprised of both Terms and Conditions Representatives, the Local Executive Chair and a Provincial Councillor. 3) Report to the Executive at each of its meetings on the activities of the Terms and Conditions Committee. 4) Be responsible for ensuring members are adequately consulted on their priorities for negotiations. 5) Consult with the Local Council on matters of Provincial interest. 6) Communicate Local Council policies and information to the Local Council members as recommended by the OPC. 7) Attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.

Article X: Committees

1. There shall be a Terms and Conditions Committee, co-Chaired by the two Terms and Conditions Representatives, including the Local Executive Chair and one Provincial Councillor. Efforts shall be made to ensure that this Terms and Conditions Committee is equally balanced to represent both elementary and secondary panels and subject to the approval of the Executive Committee. The Terms and Conditions Committee shall take steps to ascertain the priorities and concerns of the membership as they relate to their terms and conditions of employment and shall represent their interests and negotiate on their behalf with the Board. The Terms and Conditions Committee shall receive the advice, direction and support of the OPC about contract language to improve the terms and conditions of employment for principals and vice-principals in the Board, and in the province, so long as any direction provided by the OPC is pursuant to a provincial strategy approved by OPC Provincial Council.
2. There shall be one (1) OPC-Elementary and one (1) OPC-Secondary Committee. These committees shall: 1) Meet at the determination of panel members to discuss issues that are relevant and timely to each respective panel. 2) Be attended by a Vice-Chair of the Local Executive to represent and be liaison for the Local Executive at meetings and to share relevant Executive issues.
3. The Executive may establish other Standing, Special and/or Ad Hoc committees to serve the interests of the Council.
4. An Executive member shall sit on every Committee.



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5. All Committees shall report in writing or orally about all activities and recommendations of their Committee, to the Executive at its monthly meetings, through the Executive representative.

Article XI: Meetings

1. The time and place of all meetings shall be determined by the Executive Committee.
2. General:
 - a) The general membership shall meet at least two times a year.
 - b) Additional meetings may be called by the Chair as needed, with a minimum of three weeks' notice to the membership.
3. Executive:
 - a) The Executive Committee shall attempt to meet approximately once each month to conduct the business of the organization. Dates and locations will be set and communicated to the membership following the Spring Annual General Meeting.
 - b) Additional meetings may be called by the Chair as needed.
4. OPC Provincial Council:
 - a) Provincial Councillors shall attend meetings as called by Ontario Principals' Council and report to the membership.
5. Annual General Meeting:
 - a) There shall be an Annual General Meeting, the date and place of which shall be set by the Executive Committee and communicated to the membership with a minimum of two-month's notice;
 - b) The Annual General Meeting shall be used for:
 - i) changes to the Constitution;
 - ii) election of executive members
 - iii) resolutions brought forward by the Executive Committee or the general membership;
 - iv) receiving the latest audited financial statements;
 - v) receiving reports from the Executive Committee and other Standing, Special or Ad hoc committees;
 - vi) approval of the selection of an auditor, if an audit is determined to be appropriate and/or necessary for the following fiscal year.

Article XII: Constitutional Amendments

1. Any member may move to amend the Constitution.



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2. Notice of motion to amend must be received by the Executive Committee one month prior to the Annual General Meeting, which is to meet no later than the end of May.
3. The Membership must be notified of the motion to amend at least two weeks prior to the Annual General Meeting which is to meet no later than the end of May.
4. Motions to amend the Constitution require a 2/3 majority of the members in attendance for acceptance.

Article XIII: Conflict Resolution

1. Where a member of the Executive Committee fails to fulfill his constitutional obligations, misses more than three meetings in a year for which reasonable notice had been given, or where the member's presence on the Executive Committee is disruptive and/or detrimental to the effective functioning of the Committee, s/he may be removed from the Executive Committee, upon a motion by a member of the Executive Committee, requiring approval of a 2/3 majority of the full Executive Committee.
2. Where the members of the Executive Committee agree, by way of a simple majority vote, that it requires assistance in resolving conflict among its members, it may authorize, at the expense of the Council, the intervention of a neutral third party to assist in mediating the dispute. This third party may include OPC Provincial or another neutral party as agreed upon.