

**CONSTITUTION AND BYLAWS  
OF THE  
TORONTO SCHOOL ADMINISTRATORS' ASSOCIATION**

**1 Definitions**

- 1.1 "Association" shall mean the Toronto School Administrators' Association (TSAA).
- 1.2 "Board" shall mean the Toronto District School Board, except when it is described otherwise.
- 1.3 "Toronto" shall mean the Municipality of Toronto, constituted on January 1, 1998, except when it is described otherwise.
- 1.4 "Policy" shall mean a practice, approach or strategy advocated by the Association, in accordance with its Constitution and Bylaws, on matters which are not completely under the control of the Association.
- 1.5 "Constitution" shall mean the governing principles and the basic organization of the Association.
- 1.6 "Bylaws" shall mean the rules by which the Association shall operate and the rules which govern the membership on matters which are under the control of the Association.
- 1.7 "Member" shall mean any member of the Association as defined in the Constitution.
- 1.8 "Learning Centre" shall mean one of the four Learning Centres, as established by the TDSB.
- 1.9 "Learning Network", (LN), shall mean a collection of Elementary and Secondary Schools which have been gathered together for administrative purposes.
- 1.10 "Panel" shall refer to the Elementary or Secondary sections of the Board.
- 1.11 "Learning Centres Leadership Team", (LCLT), shall mean the representatives that have been selected by the members in each Learning Network to represent them at Assembly meetings and the two Members at Large for that Learning Centre.
- 1.12 "AGM" shall mean the Annual General Meeting of the Association.
- 1.13 "OPC" shall mean the Ontario Principals' Council.
- 1.14 "Secondment" shall mean full time release of a Vice-Principal or Principal from the Board to serve the Association as Vice Chair or Chair.
- 1.15 "Support" – shall mean aiding the cause, policy or interests of the association; actions that aid, protect, complement, or sustain the association in accordance with the constitution.

**2 Name**

- 2.1 This organization shall be known as the Toronto School Administrators' Association.

**3 Objectives**

- 3.1 To support the role of Principals and Vice-Principals as advocates for students in the public education system.
- 3.2 To provide leadership and to represent the interests of Principals and Vice-Principals to the Board and other organizations.
- 3.3 To promote the professional growth of members and to organize and coordinate professional development opportunities for members.
- 3.4 To provide for the professional support of Association members and to render assistance to members.
- 3.5 To foster a mutually supportive relationship between TSAA and OPC and to provide recommendations regarding TSAA needs and to operate as a Local District of the OPC as per the OPC District Recognition Policy.
- 3.6 To promote and provide collegial support for TSAA members and to establish mechanisms by which members' needs for counseling and support may be addressed.
- 3.7 To foster linkage and collaboration with persons and groups who are partners in education.
- 3.8 To promote collaboration and communication between members.
- 3.9 To establish, maintain and refine an organizational model which promotes an informed, consulted and involved membership.
- 3.10 To consult with and represent members with regards to establishing their terms and conditions of employment with the TDSB.
- 3.11 To coordinate TSAA representation on external committees.
- 3.12 To provide information and input to the TDSB on policies and practices concerning school

operations.

- 3.13 To organize and coordinate committees or focus groups on TSAA issues.
- 3.14 To consult with and represent members in matters of public relations and political action with regard to issues of concern to members.

## **4 Membership**

### **4.1 Full Member:**

- 4.1.1 Principals and Vice-Principals employed by the Board who have paid the Association's membership fee and who are members in good standing of the OPC.
- 4.1.2 Teachers employed by the Board who are appointed to the position of Vice-Principal by the Board on an acting basis and who have paid the Association's membership fee.
- 4.1.3 Newly promoted administrators will have sixty days to join TSAA. Those who join after sixty days, along with those who quit and wish to rejoin, will be required to:
  - a) Pay the current year membership in full
  - b) Complete the registration and payroll deduction form and begin paying monthly installments in the subsequent years.
- 4.1.4 Administrators who join TSAA more than sixty days after their initial promotion and Administrators who quit TSAA and rejoin will not be provided with TSAA representation on issues that arose during their non-membership period.

### **4.2 Associate Member:**

- 4.2.1 Former Principals and Vice-Principals who have retired, resigned or been promoted who are in good standing with the Association, and who have paid the Association's Associate membership fee.

### **4.3 Honorary Member**

- 4.3.1 When any former Chair of the organization ceases to be employed as a Principal or Vice-Principal in the TDSB, he or she will be granted honorary member status.

## **5 Executive**

- 5.1 The Executive members shall consist of:
  - 1. Past Chair
  - 2. Chair - Secondment
  - 3. Vice Chair - Secondment
  - 4. Secretary
  - 5. Treasurer
  - 6. Professional Development Chair
  - 7. Special Events Chair
  - 8. Elementary Terms and Conditions / Collective Agreement Specialist
  - 9. Secondary Terms and Conditions / Collective Agreement Specialist
  - 10. Elementary Executive Member at Large from each Learning Centre
  - 11. Secondary Executive Member at Large from each Learning Centre
- 5.2 The Executive members will be employed by the Board fulltime as Vice-Principals or Principals.
- 5.3 The Executive members shall be selected according to the Bylaws.

## **6 Learning Network (LN) Representatives**

- 6.1 There shall be Learning Network representatives whose members shall be selected according to the Bylaws. The Centrally Assigned Principals shall be deemed to be a Learning Network for representational purposes.

## **7 Representative Assembly**

- 7.1 There shall be a Representative Assembly whose members are the Learning Network Representatives and the Executive.

## **8 Learning Centre Leadership Team**

- 8.1 There shall be a Learning Centre Leadership Team whose members are the LN representatives and the Members at Large for the Learning Centre.

## **9 OPC Councillors**

- 9.1 The TSAA Chair and Vice Chair shall be OPC Councillors ex officio  
9.2 There shall be 2 additional OPC Councillors appointed from the Executive based on criteria established by the Executive.

## **10 Fees**

- 10.1 The Association may levy annual member and associate member fees according to the Bylaws.  
10.2 The Association may levy an occasional fee according to the Bylaws.  
10.3 The amount of the fees shall be determined according to the Bylaws.  
10.4 TSAA will apply annually for the fee rebate provided by OPC. The fee rebate shall not be refunded to individual members but shall accumulate and/or be expended at the direction of the Executive.  
10.5 The failure by a Member or Associate to pay the annual membership fee of the Association will result in the exclusion of the Member or Associate from professional development opportunities, social events and/or other activities that are funded by the membership fee.  
10.6 One meeting will be held annually, funded by the OPC rebate that will be open to all TSAA and OPC members which will include information about Terms and Conditions.

## **11 Amendments to the Constitution**

- 11.1 The Association may amend this Constitution at a General Meeting of the Association:  
11.2 By a majority vote of the members qualified to vote, present and voting, provided that notice of the proposed amendment has been received by the members (or should have been received) at least two weeks prior to the meeting where the amendment is to be considered, or  
11.3 By a 9/10 vote of the members qualified to vote, present and voting, where previous notice has not been given.

# **BYLAWS**

## **12 Executive**

### **12.1 Election of Executive**

- 12.1.1 Elections shall take place, through an electronic voting system, in the spring:  
12.1.2 Candidates for these positions shall be nominated by two Learning Network Representatives, from different Learning Networks.  
12.1.3 The position of Chair will be filled by the Vice Chair at the conclusion of the Chair's term of office. The term of the Vice Chair and Chair shall be limited to two years maximum in each position.  
12.1.4 The position of Vice Chair shall alternate between Elementary and Secondary representatives.  
12.1.5 The Chair shall be appointed as Past Chair at completion of term, provided the status of the Past Chair continues to be that of member.

### **12.2 Term of Office for Executive Members**

- 12.2.1 The term of office for Executive members shall be two years.  
12.2.2 The term of office for Executive Members at Large shall be two years on a rotational basis:  
To be elected in even numbered years Learning Centre (LC)1 & Learning Centre (LC)3 elementary, Learning Centre LC2 & Learning Centre (LC)4 secondary.  
To be elected in odd numbered years - Learning Centre (LC)2 & Learning Centre (LC)4 elementary, Learning Centre (LC)1 & Learning Centre (LC)3 secondary.  
12.2.3 An Executive Member at Large will resign if moved to another Learning Centre.

- 12.2.4 Members may be elected to individual executive positions for no more than two consecutive terms.
- 12.2.5 The term of office for newly elected Executive members shall begin July 1<sup>st</sup>.

### **12.3 Filling Vacated Chair and/or Vice Chair Positions**

- 12.3.1 If the position of Chair or Vice Chair is vacated before the end of the term of office, the vacancy may be filled through an election, as soon as possible.
- 12.3.2 If the position of Past Chair requires filling, due to retirement or resignation, the Executive may appoint a replacement member from executive, subject to the confirmation of the Representative Assembly.

### **12.4 Filling Other Vacated Executive Positions**

- 12.4.1 If an Executive position is vacated, other than Vice Chair or Chair, the executive may, subject to confirmation of the Representative Assembly, appoint a member to fill the position for the balance of the term of office.

### **12.5 Duties and Requirements of the Executive**

- It shall be the duty of the Executive to:
  - 12.5.1 Foster and implement the Association's objectives and policies.
  - 12.5.2 Communicate to members on a regular basis.
  - 12.5.3 Establish Standing or Ad Hoc Committees to assist in the implementation of the Association's objectives and policies.
  - 12.5.4 Recommend to the Representative Assembly the amount of any membership fee.
  - 12.5.5 Recommend to the Representative Assembly a budget for the upcoming year.
  - 12.5.6 Review annually the status of the Association as a registered non-profit corporation.
  - 12.5.7 Attend Executive meetings, Representative Assembly and General Membership meetings.
  - 12.5.8 Appoint additional OPC Councillors.
  - 12.5.9 Executive members must sign a Confidentiality Statement at the commencement of the term of office.
  - 12.5.10 Executive members owe a duty of confidentiality and loyalty to the Association and, regardless of their personal views, are expected to support the Association's positions/decisions publicly.
  - 12.5.11 Duties and requirements of all Executive members will be determined by the Executive.

### **12.6 Removal of Executive Member**

- 12.6.1 Failure to adhere to the duties and requirements assigned by the Executive could result in the removal from office.
- 12.6.2 Failure to adhere to the Confidentiality Statement could result in the removal from office.
- 12.6.3 Breach of the duty of loyalty or confidentiality could result in the removal from office.
- 12.6.4 A subcommittee of the Executive will conduct an investigation into the failure of an executive member to fulfill his/her duties and requirements or failure to uphold their duty of confidentiality and/or loyalty.
- 12.6.5 Upon completing the investigation, a course of action will be recommended to the Executive.

## **13 Representative Assembly**

### **13.1 Election**

- 13.1.1 The Representative Assembly shall consist of one Elementary and one Secondary Representative per Learning Network plus the Executive.
- 13.1.2 Nominations and elections of Representative Assembly members shall occur before September 30<sup>th</sup> in each school year.
- 13.1.3 Secondary Representatives: The Secondary members in each Learning Network shall elect a Representative.
- 13.1.4.1 Elementary Representatives: The Elementary members in each Learning Network shall elect a Representative.
- 13.1.5 Junior High School administrators may participate in the selection of both Secondary and

Elementary Representatives.

- 13.1.6 A member of the Representative Assembly will resign if moved to another Learning Network.
- 13.1.7 If a LN representative position is vacated, the LN members with the assistance of the Learning Centre Member at Large will appoint a member to fill the position.

## **13.2 Duties of the Representative Assembly**

It shall be the duty of the Representative Assembly to:

- 13.2.1 represent the interests of all members.
- 13.2.2 duly consider any matter brought to it by members of the Association.
- 13.2.3 report to members within Learning Centres or Learning Networks on matters raised at Representative Assembly meetings.
- 13.2.4 encourage the involvement of members in committees or focus groups and in other Association business.
- 13.2.5 sign the nomination forms of candidates for election to Executive as per 12.1.2.
- 13.2.6 consult with and be available to members in Learning Centres or Families of Schools.
- 13.2.7 advise the Executive.
- 13.2.8 formulate policies of the Association.
- 13.2.9 establish membership fees according to the Bylaws.
- 13.2.10 assist the Executive in the achievement of the Association's objectives.
- 13.2.11 recommend to the Executive the creation of Ad Hoc committees.
- 13.2.12 make available to members minutes of Representative Assembly meetings.
- 13.2.13 approve and submit the budget to the AGM.

## **14 Learning Centre Leadership Team (LCLT)**

- 14.1 The Learning Centre Leadership Team will include: The Members at Large for the Learning Centre (2), the Learning Network Representatives (2 per Learning Network) who are members of the Rep Assembly.
- 14.2 The Members at Large will help ensure that all Learning Centre Leadership Team positions are filled and will oversee the administration of the LCLT budget.
- 14.3 The LCLT will meet at least three times during the school year preceding the Representative Assembly.
- 14.4 The LCLT, in conjunction with the PD Chair may organize professional development opportunities for members in their Learning Centre.
- 14.5 The LCLT, in conjunction with the Special Events Chair may organize social events, subject to budget limitations for the members in their Learning Centre.

## **15 Duties of OPC Councillors**

- 15.1 Perform the duties of Provincial Councillor as defined by the OPC.
- 15.2 Represent TSAA at OPC Council Meeting and report to membership.
- 15.3 Serve as the liaison between the OPC and the Council and shall bring forward any resolutions, issues or concerns to the notice of the OPC as they may be authorized to do by the membership of the Association from time to time.
- 15.4 Additional duties as determined by TSAA Executive.

## **16 Committees of the Association**

- 16.1 Committees act in an advisory capacity to the Representative Assembly and to the TSAA Executive.
- 16.2 Committee Chairs report to the Representative Assembly, through the Executive.
- 16.2.1 Members who are selected to represent TSAA through committee calls are expected to submit a report to the TSAA office.
- 16.3 The Executive may establish Standing, Special or Ad Hoc Committees to serve the interests of the Association.
- 16.4 There shall be a Terms and Conditions Committee, Co-Chaired by the two Terms and Conditions Specialists, with equal representation of members from each panel. The composition of the Terms and Conditions Committee shall be subject to the approval of the

TSAA 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.

## **17 Duties of Members**

It shall be the duty of every member to:

- 17.1 support fellow members in their professional growth and in the effective completion of their professional duties.
- 17.2 adhere to and support the Constitution, Bylaws and policies of the Association.

## **18 Fees**

- 18.1 The annual Association fee shall be determined by the Executive in April on the recommendation of the Treasurer.
- 18.2 The fee shall be approved or amended by the Representative Assembly.
- 18.3 The Executive may levy occasional or additional fees, subject to the approval of the Representative Assembly.
- 18.4 Prorated fees shall be collected from new members from the date of acceptance.
- 18.5 Any member who suspends or cancels his/her membership dues will not be entitled to any rights and privileges afforded to a member.

## **19 Budget**

- 19.1 The budget for the upcoming year will be prepared by the Treasurer and submitted to the Executive for approval.
- 19.2 Upon approval by the Executive, the budget will be submitted to the Representative Assembly.
- 19.3 Upon approval by the Representative Assembly, the budget is presented at the AGM.

## **20 Financial Statement**

- 20.1 The Financial Statement shall be prepared by the Treasurer and audited for submission to the AGM.
- 20.2 The auditor shall be independent and appointed at the AGM.
- 20.3 The financial year shall be September 1 to August 31.

## **21 Meetings**

Meetings of the Association shall be conducted according to the most recent edition of Robert's Rules of Order.

### **21.1 Meetings of the Executive**

- 21.1.1 The Executive shall meet once every month and at the call of the Chair.
- 21.1.2 A quorum of 50% +1 of the Executive is required before Executive meetings can begin.
- 21.1.3 An Executive member who misses three consecutive meetings or a total of five may be removed from office.

### **21.2 Meetings of the Representative Assembly**

The Representative Assembly shall meet:

- 21.2.1 four times per year.
- 21.2.2 at the call of the Chair.
- 21.2.3 at the call of any two Representative Assembly members, provided that they are from different Learning Centres.

### **21.3 Meetings of the Membership**

- 21.3.1 Membership meetings shall be held at the call of the Executive.
- 21.3.2 There shall be an Annual General Meeting of the Association held between March and the end of June.
- 21.3.3 There shall be at least one General Membership meeting held in the fall and at least one held in the winter.

### **21.4 Meetings of Groups of Members**

- 21.4.1 Once a year, a group of Members may request support for group meetings through the Special Events Chair, subject to the following provisions:
- 21.4.2 That the Chair or Vice Chair of TSAA and the appropriate Members at Large be invited to attend.
- 21.4.3 That all members of the group (e.g. Learning Centre 2 Vice-Principals) be invited.
- 21.4.4 That a record of attendees be submitted to the TSAA office.
- 21.4.5 That receipts for the costs of the meetings be forwarded to the TSAA office along with any request for funds.
- 21.4.6 That the group name one of its own to be the liaison with the TSAA office.

### **22 Amendments to the Bylaws**

- The Association may amend the Bylaws at a General Meeting of the Association:
- 22.1 by a majority vote of eligible voting members present, provided that notice of the proposed amendment has been received by members (or should have been received) at least two weeks prior to the meeting where the amendment is to be considered, or,
- 22.2 by a 2/3 vote of eligible voting member present, where previous notice has not been given.

Revised: May 8, 2018

