



Lambton Kent OPC District Council 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:

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

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

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

"OPC" means the Ontario Principals' Council;

"LKDSB" and "Board" mean the Lambton Kent District School Board;

"Member" shall mean a principal or vice-principal employed by the Board.

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 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 and vice-principals 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 and vice-principals 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;



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- e. to promote the participatory role of principals and vice-principals in system decision-making and to bring matters of concern to principals and vice-principals to the attention of senior administration in appropriate forums;
- f. to consider and discuss issues of particular interest and importance to principals and vice-principals 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.

Article III: Membership

1. Any member in good standing with the OPC, who is employed by the Board, is eligible for membership in the Council.
2. The membership year is from Sept. 1 to Aug. 31.

Article IV: Council Fees

1. The Council will apply annually for the fee rebate provided by the OPC to recognized OPC Districts, as determined at the annual general meeting of the OPC. The fee rebates shall not be refunded to individual members of the OPC, but shall accumulate and/or be expended at the direction of the Executive in accordance with the needs of the Council for purposes authorized by the OPC. 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.

Article V: Executive Committee

1. The 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 (1) year and does not preclude holding the position for more than one (1) year. The term of office for Provincial Councillor shall be for a minimum of two (2) years and does not preclude holding the position for more than two (2) years.
3. The Executive Committee members for the upcoming year shall be elected from the membership at large at the May 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 (from either panel);
 - ii) Vice-Chair (from either panel);
 - iii) two OPC Provincial Councillors, one from each panel, each of whom shall be elected for two (2) year terms on alternate years;
 - iv) two Terms and Conditions Representatives (1 from each panel);



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- v) Secretary (from either panel);
- vi) Treasurer (from either panel);
- vii) Members at Large (equally representative of both panels).

Article VI: Elections

1. Elections to the Executive Committee will take place at the Annual General Meeting.
2. The Chair shall conduct elections according to procedures approved by the Council.
3. 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.
4. All Executive Committee positions representing either the elementary or secondary panel shall be available to both principals and vice-principals from within that panel.
5. Should more than one person be nominated for a position, voting shall be by secret ballot. To be elected to a position, the candidate must receive a majority of the votes cast.
6. 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 make an interim appointment from the membership at large.
7. At its first meeting, the Executive Committee may, at its discretion, appoint for a one year term, Executive Members at Large, with equitable consideration from the elementary and the secondary panel.

Article VII: Duties of the Executive Committee

1. The Executive Committee shall have the authority and the responsibility to administer the affairs of the 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 Council, including:
 - a) monitoring and approving expenditures;
 - b) developing and implementing the priorities, the programs and purposes of the Council;
 - c) establishing and monitoring the decisions and activities of such standing, special or sub-committees 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.



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4. The Chair (or in the absence of the Chair, the Vice-Chair) and the Treasurer shall be the signing officers for the Council. All financial transactions require the signature of two members of the Council.
5. The Chair shall attend all meetings of the Executive and Council unless unable to do so by reason of personal illness or other emergency. In the absence of the Chair, the Vice-Chair shall preside over the meetings. The Chair shall not have voting privileges at the annual general meeting.
6. The Provincial Councillors shall perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution, the OPC Policies and the Provincial Councillor Handbook. The Provincial Councillors shall serve as the liaison between the OPC and the Council and shall bring forward any District resolutions, issues or concerns to the notice of the OPC as they may be authorized and directed to do by the membership of the Council from time to time.
7. The Secretary shall provide notice to the Executive Committee and to the membership of all meetings, shall record the Minutes and Motions at all Executive and Council meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership on a timely basis.
8. The Treasurer shall monitor the financial status of the Council and report monthly to the Executive and regularly to Council, about the financial status of the Council. The Treasurer shall present a financial statement at the annual general meeting. The Treasurer shall report any lack of compliance with the Constitution or the financial management policies of the Council promptly to the Executive. If necessary, the Treasurer shall arrange for the change of signing authority for banking purposes following each election. The Treasurer shall 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.
9. The Terms and Conditions Representatives shall co-Chair a Terms and Conditions Committee, and shall report to the Executive Committee at each of its meetings on the activities of the Terms and Conditions Committee. The Terms and Conditions Representatives shall be responsible for ensuring members are adequately consulted on their priorities for negotiations, shall consult with the OPC on matters of Provincial interest and shall communicate OPC policies and information to the local OPC Members as recommended by the OPC. The Terms and Conditions Representatives, or their designates, shall attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.

Article VIII: Committees

1. There shall be a Terms and Conditions Committee, co-Chaired by the two Terms and Conditions Representatives, with equal representation of OPC members from each panel. The composition of the Terms and Conditions Committee shall be 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



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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. The Executive may establish other Standing, Special and/or Ad Hoc committees to serve the interests of the Council.
3. An Executive member shall sit on every Committee.
4. 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 IX: 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 or three 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 meet at least once each month to conduct the business of the organization. Dates and locations will be set and communicated to the membership following the annual general meeting in May.
 - 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 (2) 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.



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Article X: Constitutional Amendments

1. Any member may move to amend the Constitution.
2. Notice of motion to amend must be received by the Executive Committee one (1) 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 (2) 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 XI: Conflict Resolution

1. Where a member of the Executive Committee fails to fulfill his constitutional obligations, misses more than three (3) 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, 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.