CONSTITUTION AND BYLAWS
OF THE
TORONTO SCHOOL ADMINISTRATORS' ASSOCIATION

1 Definitions
1.1 "Association" shall mean the Toronto School Administrators' Association.
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 "Area" shall mean one of the four Areas, as established by the TDSB.
1.9 "Family of Schools", (FOS), 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 "Areas Leadership Team", (ALT), shall mean the representatives that have been selected by the members in each Family of Schools to represent them at Assembly meetings and the two Members at Large for that Area.
1.12 "AGM" shall mean the Annual General Meeting of the Association.
1.13 "OPC" shall mean the Ontario Principals' Council.

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 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.

4.2 **Associate Member:**
4.2.1 Current Principals and Vice Principals who are absent on leave or seconded and who have paid the Association’s Associate membership fee.
4.2.2 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 There shall be an Executive whose members shall be selected according to the Bylaws.
5.2 The Executive shall consist of:
1. Past Chair
2. Chair
3. Vice Chair
4. Secretary
5. Treasurer/Membership Officer
6. Professional Development Officer
7. Special Events Officer
8. Elementary Terms and Conditions / Collective Agreement Specialist
9. Secondary Terms and Conditions / Collective Agreement Specialist
10. Elementary Executive Member at Large from each Area
11. Secondary Executive Member at Large from each Area

6 **Family of Schools (FOS) Representatives**
6.1 There shall be Families of Schools representatives whose members shall be selected according to the Bylaws. The Centrally Assigned Principals shall be deemed to be a Family of Schools for representational purposes.

7 **Representative Assembly**
7.1 There shall be a Representative Assembly whose members are the Family of Schools Representatives and the Executive.

8 **Area Leadership Team**
8.1 There shall be an Area Leadership Team whose members are the FOS representatives and the Members at Large for the Area.

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
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 Family of Schools Representatives, from different families of schools.
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. 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 - AREA A & AREA C elementary, AREA D and AREA B secondary.
To be elected in odd numbered years - AREA D and AREA B elementary, AREA A & AREA C secondary.
12.2.3 An Executive Member at Large will resign if moved to another Area.
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 1st.
12.2.6 If an Executive position is vacated, the Executive will, subject to confirmation of the Representative Assembly, appoint a member to fill the position for the balance of that school year. (*change pending)

12.3 Filling Vacated Executive Positions
12.3.1 If the position of Chair is vacated before the end of the normal term of office, the executive will appoint a Chair from the Executive or the Representative Assembly, subject to confirmation of the Representative Assembly, to serve for the remainder of the school year in which the office was vacated. If the vacancy would be for a further full year, the vacancy would be filled on an interim basis through election.
12.3.2 If the position of Vice Chair is vacated before the end of the normal term of office, the executive will appoint a Vice Chair from the Executive or the Representative Assembly, subject to confirmation of the Representative Assembly, to serve for the remainder of the school year in which the office was vacated. If the vacancy would extend into the second year of the term the vacancy would be filled through election.
12.3.3 Should the outgoing Chair not be available to serve as Past Chair, the executive may appoint a replacement member from the executive or the Representative Assembly on the recommendation of the executive, subject to the confirmation of the Representative Assembly.
12.3.3a Should the executive choose not to appoint a Past Chair from the executive or the Representative Assembly, an Honourary member (see Constitution 4.3.1) may be called upon by the executive to perform specific duties as honorary past chair. In such circumstances, an honorarium may be provided.
12.3.4 If an Executive position is vacated, other than Vice-Chair or Chair, the executive will, subject to confirmation of the Representative Assembly, appoint a member to fill the position for the balance of that school year.

12.4 Duties of the Executive
It shall be the duty of the Executive to:
12.4.1 Foster and implement the Association's objectives and policies.
12.4.2 Communicate to members on a regular basis.
12.4.3 Establish Standing or Ad Hoc Committees to assist in the implementation of the Association's objectives and policies.
12.4.4 Recommend to the Representative Assembly the amount of any membership fee.
12.4.5 Recommend to the Representative Assembly a budget for the upcoming year.
12.4.6 Review annually the status of the Association as a registered non-profit corporation.
12.4.7 Attend Executive meetings, Representative Assembly and General Membership meetings.
12.4.8 Appoint additional OPC Councillors.

12.5 **Duties of the Executive Members**
12.5.1 Duties of all Executive members will be determined by the current Executive.

13 **Representative Assembly**

13.1 **Election**
13.1.1 The Representative Assembly shall consist of one Elementary and one Secondary Representative per Family of Schools plus the Executive.
13.1.2 Nominations and elections of Representative Assembly members and Members-at-Large shall occur before June 30th in each school year.
13.1.3 Secondary Representatives: The Secondary members in each Family of Schools shall elect a representative.
13.1.4 Elementary Representatives: The Elementary members in each Family of Schools 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 Family of Schools.
13.1.7 If a FOS representative position is vacated, the FOS members with the assistance of the Area 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 Areas or Families of Schools 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 Areas 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 **Area Leadership Team (ALT)**
The Area Leadership Team will include:
14.1 The Members at Large for the Area (2), the Family of Schools Representatives (2 per family)
who are members of the Rep Assembly.
14.2 The Members at Large will help ensure that all Area Leadership Team positions are filled and will oversee the administration of the ALT budget.
14.3 The ALT will meet at least three times during the school year preceding the Representative Assembly.
14.4 The ALT, in conjunction with the PD Steering Committee, may organize professional development opportunities for members in their Area.
14.5 The ALT, in conjunction with the Special Events Officer, may organize social events, subject to budget limitations for the members in their Area.

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.

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.
16.3 The Executive may establish Standing, Special or Ad Hoc Committees to serves 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.

Duties of Members
17.1 It shall be the duty of every member to:
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.

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.

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.

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.

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

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 Areas.

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 Membership Meeting held in the fall and at least one held in the winter.

21.4 **Meetings of Groups of Members**

21.4.1 At any time a group of Members may request support for group meetings through the Special Events Officer, 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. AREA D vice-principals) be invited.
21.4.4 That minutes of the meeting be distributed to all members eligible to attend with a copy to the TSAA office.
21.4.5 That receipts for the costs of the meetings be forwarded to the Special Events Officer along with any request for funds.
21.4.6 That the group name one of its own to be the liaison with the Special Events Officer.

22 **Amendments to the Bylaws**

The Association may amend these Bylaws:

22.1 By a majority vote of members qualified to vote, present and voting, 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 members qualified to vote and present and voting, where previous notice has not been given.

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