

CONSTITUTION - ONTARIO PRINCIPALS' COUNCIL - DURHAM DISTRICT SCHOOL BOARD

ARTICLE I: INTERPRETATION

“Council” and “OPC-DDSB” mean the Ontario Principals’ Council – Durham District School Board;

“Executive” means the Executive Committee of the Ontario Principals’ Council – Durham District School Board;

“OPC” means the Ontario Principals’ Council;

“DDSB” and “Board” mean the Durham District School Board; and

“Member” shall mean a principal or vice-principal employed by the Durham District School Board.

ARTICLE II: OBJECTS

1. The objects of the Ontario Principals’ Council - Durham District School Board shall be
 - a. to maintain liaison between OPC-DDSB and OPC;
 - b. to provide opportunities for the ongoing professional development of its members;
 - c. to represent the concerns of its members in appropriate forums;
 - d. to maintain a supportive peer network;
 - e. to promote public education and the students it serves;
 - f. to serve as an OPC District as described in the Constitution of the OPC, to communicate with OPC regularly and to facilitate communication between 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;
 - g. 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
 - h. 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.

ARTICLE III: MEMBERSHIP

1. Employees of the Durham District School Board who are members in good standing of the Ontario Principals’ Council are automatically members of OPC-DDSB.
2. Associate members of OPC are automatically associate members of OPC-DDSB. Associate members are non-voting members and are eligible to participate in professional development activities conducted by OPC-DDSB. The Executive of OPC-DDSB will establish guidelines for the participation of associate members in other activities of OPC-DDSB.

ARTICLE IV: EXECUTIVE

1. The Executive of OPC-DDSB shall consist of the following:
 - a. 2 Co-Chairs who shall be the two OPC Councillors, one from each panel;
 - b. 1 additional OPC Councillor to be appointed by the Executive where the total membership of OPC-DDSB exceeds 250 members in a membership year (either panel);
 - c. Secretary;
 - d. Treasurer;
 - e. 3 Executive Officers, at least one from each panel; and
 - f. 2 Terms and Conditions Representatives, (one from each panel).
 - g. Anyone on the Provincial Executive who is an OPC-DDSB member is automatically part of the local Executive.
2. The Executive members shall be elected for a two-year term.
 - a. In an event that an Executive member is not able to fulfill a two-year term, an election shall take place after one year.
 - b. In an event an Executive member is not able to fulfill a two-year term and an election is not possible mid-year, then the Executive shall appoint a replacement until the next election.

ARTICLE V: ELECTION PROCEDURES

1. A retiring member from OPC-DDSB (the Elections Officer) shall be appointed each year by the Executive to conduct the annual elections.
2. Candidate names and/or nomination forms shall be submitted to the Elections Officer no later than one week prior to the voting date. The Elections Officer will create ballots which includes all names received one week prior to the voting date, and will communicate these ballots to all members of OPC-DDSB by e-mail.
3. Only OPC members in good standing are eligible to run for office and to vote in the election.
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. All positions have two-year terms.
5. In years that end in an even number, an election will be held for the following positions:
 - a. Elementary Co-Chair/OPC Provincial Councillor,
 - b. Secretary,

- c. Elementary Officer,
 - d. Secondary Officer.
6. In years that end in an odd number, an election will be held for the following positions:
 - a. Secondary Co-Chair/OPC Provincial Councillor,
 - b. Treasurer,
 - c. Officer,
 - d. Terms and Conditions Representatives (1 from each panel).
 7. In each election which shall be held in the spring meeting of the OPC-DDSB, there will be separate ballots for each position. A first ballot shall be held to determine the Elementary or Secondary Co-Chair, depending on the year. The second ballot shall be held to determine either the Secretary or Treasurer, depending on the year. The third ballot shall be held to determine the positions of Officer, depending on the year. A fourth ballot will be required for the positions of Elementary and Secondary Terms and Conditions Representatives, depending on the year.
 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 may make an interim appointment from the membership at large.

ARTICLE VI: DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

1. The Executive shall have the authority and the responsibility to administer the affairs of the Council between meetings of the membership.
2. Members of the Executive shall attend meetings as scheduled by the Co-Chairs. In order to maintain a quorum for Executive meetings, members shall attempt to stay till the end of each meeting.
3. The Executive shall be responsible for directing the affairs of the OPC-DDSB, including:
 - a. Monitoring and approving expenditures;
 - b. Developing and implementing the priorities and programs and purposes of 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, led 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 Co-Chairs (or in the absence of one Co-Chair, a Co-Chair) and the Treasurer shall be the signing officers for the OPC-DDSB.

5. The Co-Chairs 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 a Co-Chair, the other Co-Chair shall chair the meeting. The Co-Chairs shall not have voting privileges at the Annual General Meeting of OPC-DDSB.
6. The Provincial Councillors shall perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution, OPC Policies, and the Provincial Councillor Handbook, as they may be from time to time. The Provincial Councillors shall serve as the liaison between the OPC-DDSB and the Council and shall bring forward any District resolutions, issues, or concerns to the notice of OPC as they may be authorized and directed to do so by the membership of the OPC-DDSB from time to time.
7. The Secretary shall provide notice to the Executive Committee and the membership of all meetings and 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 prepare a draft budget for the approval of OPC-DDSB at the Annual General Meeting. The Treasurer shall monitor the financial status of OPC-DDSB and report monthly to the Executive and regularly to Council about the financial status of the Council. The Treasurer shall report any lack of compliance with the constitution or the financial management of 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 OPD District Recognition Policy, evidence of a duly elected Executive Committee, and an accepted financial statement.
9. The Terms and Conditions Representatives shall co-chair the 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 Condition Representatives or their designates shall attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.

ARTICLE VII: 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 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. The Executive may appoint and set the terms and duration of any Standing, Special Committee or Sub-committee that it deems necessary.
4. Meetings of any Committee shall be at the call of the Chair of such committee or at the request of the Executive.
5. An Executive member shall sit on every Committee.
6. All Committees shall report in writing or orally to the Executive at its monthly meetings through the Executive representative all activities and recommendations of the Committee.

ARTICLE VIII: MEETINGS

1. Meetings of the general membership shall be at least two times per year, with additional meetings at the call of the Executive, or by written request to the Executive from 25% of the membership of OPC-DDSB.
2. The Executive shall meet at least four times per year, with additional meetings at the call of the Co-Chairs.
3. There shall be one Annual General Meeting held in each membership year, the date and place of which shall be set by the Executive and communicated to the membership with a minimum of two months' notice.
4. The Annual General Meeting shall be used for:
 - a. Changes to the Constitution;
 - b. Resolutions brought forward by the Executive Committee or the general membership;
 - c. Approval of a preliminary balanced budget for the next fiscal year;
 - d. Receiving the latest audited financial statements;
 - e. Setting the local levy, if any, for the following year;
 - f. Receiving reports from the Executive Committee and other Standing, Special, or Ad-hoc committees;

- g. Receiving comments from members attending the AGM;
 - h. Approval of the selection of an auditor, if an audit is determined to be appropriate and/or necessary for the following fiscal year.
5. The Co-Chairs or designate shall preside at the AGM.
 6. Any meeting, event, professional development opportunity or other opportunity funded by the OPC fee rebate shall be open to all OPC Members. Non-OPC Members shall not attend, unless they pay their proportionate cost. In no instance shall non-OPC Members be present at a meeting where the matters being discussed are confidential to OPC Members.

ARTICLE IX: QUORUM

1. The quorum for an Executive meeting shall be one of the Co-Chairs plus at least 50% of the remaining members. An Executive meeting failing a quorum must be adjourned.
2. The quorum for a General Meeting shall be the members present.

ARTICLE X: BUDGET

1. The OPC Rebate shall form the basis of the operating budget for OPC-DDSB.
2. There shall be no local levy.

ARTICLE XI: AMENDMENTS

1. Any member may move to amend the Constitution.
2. This Constitution may be amended by a two-thirds (2/3) vote of the members in attendance provided that the amendment has been submitted in writing to the Executive and the members of OPC-DDSB at least two weeks prior to voting.
3. The OPC-DDSB shall consult with the OPC before adopting any changes to the OPC-DDSB Constitution.

ARTICLE XII: AUTHORITY

1. The parliamentary authority for the OPC-DDSB shall be the Roberts's Rules of Order.