

<p style="text-align: center;"><b>CONSTITUTION</b> <b>TRILLIUM LAKELANDS PRINCIPALS' COUNCIL</b> <b>Amended December, 2009</b></p>
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**Article 1 - INTERPRETATION**

"Council" and "TLPC" means the Trillium Lakelands Principals' Council;  
"Executive" means the Executive Committee of the TLPC;  
"OPC" means the Ontario Principals' Council;  
"Board" and "TLDSB" shall mean the Trillium Lakelands District School Board;  
"Member" shall mean a Principal or Vice-principal employed by the Board.

**Article 2 - 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;
  - 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 Council 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 within the TLPC;
  - i) To consider and discuss issues of particular interest and importance to principals and vice-principals;
  - j) To provide leadership in and opportunities for professional growth for members and for those aspiring to be principals and vice-principals;
  - k) To provide liaison between TLPC principals and vice-principals and senior administration and the Trillium Lakelands District School Board;
  - l) To provide representation to the Ontario Principals' Council and other organizations.

Article 3 - **MEMBERSHIP**

3.1 Registered Members

All principals and vice-principals, permanent or acting, who are presently employed by the Trillium Lakelands District School Board and who are registered members in good standing with the Ontario Principals' Council shall be entitled to be members of TLPC.

3.2 Associate Members

Principals and vice-principals, permanent or acting, who are presently employed by the Trillium Lakelands District School Board and who are not registered members with the Ontario Principals' Council shall be entitled to be associate members of TLPC.

Article 4 - **MEMBERSHIP FEES AND OTHER INCOME**

4.1 The TLPC will apply annually for the fee rebate provided by the OPC to recognized OPC Districts, as determined by the AGM 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 of the TLPC in accordance with the needs of the TLPC for purposes authorized by OPC.

4.2 Fees as rebated from the OPC will constitute fees for TLPC for those members who are members in good standing of OPC.

4.3 Associate members of TLPC shall be charged an amount equivalent to the per capita rebate from OPC as the membership fee for TLPC.

4.4 If additional fees are necessary, it will be decided by a majority vote of the membership.

Article 5 - **EXECUTIVE**

5.1 The council shall have an Executive Committee.

5.2 The Executive of the TLPC shall consist of the following officers.

5.2.1 Chair (either panel)

5.2.2 Past Chair

5.2.3 Vice Chair-Secondary

5.2.4 Vice Chair – Elementary

5.2.5 Secretary (Secretary and Treasurer must be from different panels)

5.2.6 Treasurer (Secretary and Treasurer must be from different panels)

5.2.7 Three Directors

5.2.8 Two OPC Provincial Councillors (one from each panel)

5.2.9 Two Terms and Conditions Representative(s) (one from each

panel)

panel)

Article 6 - **TERM OF OFFICE**

- 6.1 The term of office of the executive shall ordinarily be one year save for Provincial Councillors and Terms and Conditions Representatives.
- 6.2 The term of office for Provincial Councillors shall be for a minimum of two years and does not preclude holding the position for more than two years.
- 6.3 The term of office for Terms and Conditions Representatives shall be for a minimum of two years or until the contract language has been represented to and accepted by the membership.
- 6.4 The term of office for members of standing committees shall ordinarily be one year.
- 6.5 The term of office for the Terms and Conditions Committee shall be one year or until the contract language has been presented to and accepted by the membership.
- 6.6 The term of office for ad hoc committees shall be determined by the Executive.

Article 7 - **ELECTIONS**

- 7.1 Elections shall be held annually at the Annual General meeting of the membership.
- 7.2 Officers and members of standing committees shall be elected at the Annual General Meeting by secret ballot of the membership.
- 7.3 All nominees must be members of the Ontario Principals' Council and must consent in writing to their nominations.
- 7.4 Only registered members of the Ontario Principals' Council in good standing are eligible to run for office and vote in elections.

Article 8 - **MEETINGS**

- 8.1 Annual General Meeting
  - 8.1.1 There shall be an Annual General Meeting the date and place of which shall be set by the TLPC Executive with a minimum of two months' notice to the membership
  - 8.1.2 Elections of the members of the Executive shall take place at the Annual General Meeting

8.1.3 Presentation of the financial statement and other relevant business will take place at the Annual General Meeting.

8.2 General meeting

8.2.1 The general membership shall meet at least three times a year. Dates for the following years' meetings shall be determined by the Executive after the AGM in May. Dates may be changed by the Executive Committee upon a minimum of three weeks' notice to the membership.

8.2.2 A general meeting may also be called at anytime by the Chair within a minimum of three weeks' notice to the membership.

8.2.3 A general meeting shall be called by the Chair at the formal request of ten members.

8.3 Executive Meeting

8.3.1 The Executive shall meet monthly to conduct the business of the TLPC.

8.3.2 Additional meetings may be called by the Chair as needed.

8.4 General

8.4.1 Meetings shall be conducted according to Robert's Rules of Order.

8.4.2 A quorum, for the purpose of conducting a general meeting shall be a minimum of 25% of the total membership of the TLPC.

8.4.3 A quorum, for the purpose of a vote at a general meeting, shall be 50% of the membership present at the meeting, plus one.

8.4.4 Voting shall be by a show of hands except for elections and approval of the Personal Services Contract Committee brief, which shall be by secret ballot. When voting on any issue, the members present may decide by a majority vote to use a secret ballot.

8.4.5 The Chair shall not vote except to break a tie vote.

8.4.6 Each member attending the meeting shall be entitled to bring one proxy vote to the meeting. That vote shall be documented using a form authorized by the executive.

Article 9 - **STANDING COMMITTEES**

9.1 There shall be three standing committees:

9.1.1 There shall be a Personal Services Contract Committee comprised of at least 4 members, membership to include at least

one principal and one vice principal from the elementary panel and one principal and one vice principal from the secondary panel.

- 9.1.2 There shall be a Professional Development Committee comprised of 4 members.
- 9.1.3 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. 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.
- 9.1.4 The Executive may establish other Standing, Special or Ad Hoc committees to serve the interests of the Council.
- 9.1.5 The Executive may appoint and set the terms and duration of any Standing, Special Committee or Sub-committee that it deems necessary.
- 9.1.6 Meetings of any Committee shall be at the call of the Chair of such committee or at the request of the Executive;
- 9.1.7 An Executive member shall sit on every Committee.
- 9.1.8 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 10 - **DUTIES OF OFFICERS**

##### 10.1 Duties of the Chair

- 10.1.1 The Chair shall chair executive and general meetings.
- 10.1.2 The Chair shall be the official spokesperson for the TLPC.
- 10.1.3 The Chair shall be an ex officio member of all committees.
- 10.1.4 The Chair shall, along with the treasurer, be the signing authority for all expenditures.

- 10.1.5 The Chair, in conjunction with the executive, shall prepare the agendas for executive and general meetings.
- 10.2 Duties of Vice Chairs
  - 10.2.1 The Vice Chairs shall chair executive and general meetings as requested by the chair in his/her absence.
  - 10.2.2 The Vice Chairs shall perform any duties assigned by the chair.
- 10.3 Duties of the Secretary
  - 10.3.1 The Secretary shall take and distribute minutes of executive and general meetings and keep a record of these to be passed on to the incoming chair.
  - 10.3.2 The Secretary shall prepare and distribute to each school a directory of executive and committee members.
- 10.4 Duties of Treasurer
  - 10.4.1 The Treasurer shall keep financial records for the TLPC.
  - 10.4.2 The Treasurer shall prepare, in conjunction with the executive, a budget for the fiscal year, June to June.
  - 10.4.3 The Treasurer shall present at the Annual General meeting, a financial statement and the report thereon of the auditor to the members.
  - 10.4.4 The Treasurer shall keep all funds of the TLPC in a bank or trust company account.
  - 10.4.5 The Treasurer shall pay all accounts authorized by the executive.
  - 10.4.6 The Treasurer, alone with two other members of the executive, shall be the signing authority.
  - 10.4.7 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.
- 10.5 Duties of the Provincial Councillors
  - 10.5.1 The Provincial Councillors shall represent the TLPC on the Provincial Council of the OPC and shall act as a liaison between these two bodies and shall forward any resolutions, issues or concerns of the TLPC to the notice of the OPC as may be authorized and directed to do by the membership of the TLPC from time to time.

10.5.2 The Provincial Councillors' duties shall be those set out in the Constitution of the OPC, OPC Policies and the Provincial Councillor Handbook.

10.5.3 Provincial councillors must be members of the TLCP and OPC.

10.6 Duties of the Terms and Conditions Representatives

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 Conditions Representatives, or their designates, shall attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.

Article 11 - **CONSTITUTIONAL AMENDMENTS**

11.1 This Constitution may only be amended at the Annual General Meeting.

11.2 The Constitution may be amended only by a vote of 60% of the total membership of TLPC voting at the Annual General Meeting.

11.3 Amendments to the Constitution must be received by the executive 30 days in advance of the Annual General Meeting and must be distributed to the membership at least 15 days in advance of the Annual General meeting.

11.4 The TLPC shall consult with the OPC before adopting any changes to this Constitution.