

# **YORK REGION – ONTARIO PRINCIPALS' COUNCIL**

## **CONSTITUTION**

Ratified March 1999 / Amended May 2000; October 2002; October 2003; October 2004;  
October 2005; October 2006; October 2007; October 2008; September 2009;  
September 2010, September 2013, October 2015, Amended April, 2016; Amended June 2017

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### **Article I: Interpretation**

*The **York Region – Ontario Principals' Council (a District of the OPC): YR-OPC** is the local organization of the Ontario Principals' Council and has voluntary membership from principals and vice-principals who are currently employed by the York Region District School Board.*

#### **a. Definitions:**

In this Constitution and all other by-laws and special resolutions of the organization, unless the context otherwise requires:

**“Council”** means the York Region – Ontario Principals' Council;

**“Executive”** means the Executive Committee of the Council;

**“Meeting of the Members”** includes an annual meeting of members, and a special meeting of members;

**“OPC”** means the Ontario Principals' Council;

**“YRDSB”** means the York Region District School Board and “Board” shall have a corresponding

meaning;

**“Member”** shall mean a Principal or Vice-Principal employed by the York Region District School Board;

Words importing the singular number include the plural and vice-versa; words importing the masculine gender include the feminine and neuter genders; and words importing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

## **Article II: Purpose**

Notwithstanding the statements expressed in YR-OPC Vision, the purpose of the Council is:

- I. to represent the interests of all members of the YR-OPC Professional Association
- II. to promote and advocate for the cause of public education and student success in our schools as leaders of learning;
- III. to assist with the ongoing professional growth and development of its members;
- IV. to liaise between its members and the senior administration and trustees of Y.R.D.S.B.;
- V. to promote the participatory role of principals and vice-principals in system decision making;
- VI. to represent the concerns of its members in appropriate forums.
- VII. to provide a supportive peer network;
- VIII. to provide a link between the local Council and provincial organizations;
- IX. to provide appropriate liaison and direct communication with the OPC;
- X. to serve as the representative body in all discussions pertaining to the Terms and Conditions of its members;
- XI. to consider and discuss issues of particular interest and importance to York Region principals and vice-principals;
- XII. to provide support, upon request, to individual members who require professional or personal assistance.
- XIII. to encourage communication and involvement among members;
- XIV. to maintain a strong organization through ongoing assessment of the efficiency and effectiveness of its activities
- XV. to promote the highest standards of professional ethics and competence.

## **Article III: Membership**

- I. Any member in good standing of the OPC who is employed by the Board and who pays the annual membership fee, is eligible for membership in the Council;
- II. The membership year is from Sept. 1<sup>st</sup> to Aug. 31<sup>st</sup> of the subsequent year;
- III. Retired Principals and Vice-Principals from YRDSB who have maintained Associate membership in OPC are eligible for Associate membership in YR-OPC upon payment of an annual fee.

## **Article IV: Fees**

- I. Council fees will be collected annually through an authorized payroll deduction. This levy will form the basis of the Operating Budget of the Council;
  - i) The fees for “associate” members will be \$100.00 per annum.

- ii) The fees for YR-OPC members will be \$100.00 per annum (any changes will be determined by AGM vote)
- II. Pro-rated fees shall be collected from new members from the date of appointment;
- III. The amount of the local levy for the next fiscal year will be determined by the executive at the May Council meeting with the advice from the Budget Committee and proposed changes will be brought to the membership for ratification at the AGM
- IV. Application shall be made annually to receive membership rebates from Ontario Principals' Council to supplement the budget for funding of professional development and special activities within the Council. The rebates shall not be refunded to individual members of YR-OPC but shall accumulate or be expended at the direction of the Executive in accordance with the mandates of the Professional Development and Social/Goodwill committees. YRDSB School Administrators who are not members in good standing with the Ontario Principals' Council, shall pay an additional fee to attend the Professional Development and Social/Goodwill activities funded by rebates from the OPC.

#### **Article V: Executive Committee**

- I. The Council shall have an Executive Committee;
- II. The term of office for the Executive Committee shall be for a minimum of one (1) year and does not preclude holding the position for more than one (1) year;
- III.
  - i) The Executive Committee members, with the exception of the Past Chair, shall be elected from the membership at large at the Annual General Meeting;  
Exception: if a provincial councillor is going into his/her 2<sup>nd</sup> year, there is no election for that role in the 2<sup>nd</sup> year
  - ii) The term of office for the Executive Committee shall be (from the election held at the AGM of the present year until the AGM of the subsequent year); for the school year following the election of the executive committee at the AGM.
  - iii) Interim appointments may be made by the Executive Committee to fill vacancies which occur between elections. (see Article VI viii)
  - iv) The Executive Committee may, in extraordinary situations, recommend to the membership at large at the AGM, that the term of office for any Executive member be extended or reinstated.
- IV. The officers of the Executive Committee shall consist of the following officers:
  - a) Chair (Elementary or Secondary);
  - b) Past Chair (should be the immediate Past Chair of the Council, but may be any previous Past Chair if necessary) ;
  - c) Two (2) Vice-Chairs (one (1) elected from Secondary panel and one (1) elected from Elementary panel);
  - d) Secretary (When possible, Secretary and Treasurer will be from different panels),
  - e) Treasurer (When possible, Secretary and Treasurer will be from different panels),
  - e.1) one or two Equity Representative(s) Ideally there will be one from each of the secondary and elementary panels, however nothing precludes them from being from the same panel. Alternatively, there may be only 1 representative in a given year. The representative must either have lived experience as a member of a group sharing inalienable personal characteristics protected under the *Ontario Human Rights Code*, or have demonstrated superlative commitment to training and experience

- addressing discrimination and/or oppression in the context of their professional work);
- f) Sixteen Representatives at Large: 8 Representatives from all school areas identified as East, West, Central and North, to include:
    - i) eight Elementary members representing the four administrative areas [at least 1 representative for each area]; When possible, four Principals representatives and four Vice-Principal representatives
    - ii) eight Secondary members [When possible, four Principal representatives and four Vice-Principal representatives];
  - g) OPC Provincial Councillors:
    - i) three OPC Provincial Councillors shall consist of the chair and two elected members, one from each panel. This group will represent YR-OPC at provincial meetings of the OPC including webcasts. If the chair is unable to serve as OPC counsellor, then the executive will select an alternate counsellor from elementary vice-chair, secondary vice-chair, or past chair.
    - ii) Provincial Councillors shall be elected for two (2) year terms for a maximum of 4 years consecutively.
    - iii) Provincial Councillors elected by the YR-OPC shall not only represent the views and concerns of the District to the OPC but shall also perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution.
  - h) Member-at-Large:  
The executive will have the power to appoint up to 2 administrators to serve on the executive as Members-at-Large in order to balance the executive by panel and area.

#### **Article VI: Elections**

- I. Elections to the Executive Committee will take place at the Annual General Meeting.
- II. All members are eligible to run for office and to vote in the election.
  - (i) All Executive Committee positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-Principals from within that panel.
- III. The Executive shall present a slate of candidates for office to the membership at least one week prior to the annual general meeting each year.
- IV. Nominations from the floor shall be accepted.
- V. During the election process, as positions become available, nominees may stand for subsequent offices.
- VI. The election shall be by secret ballot. The candidates with the most votes shall be elected to the Executive.
- VII. An associate member does not have voting privileges. An associate member may not hold office. (Refer to OPC website for a listing of possible associate members and their classifications.)
- VIII. 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 is empowered to make an interim appointment from the membership at large.
- IX. The Executive Committee may, at its discretion, appoint for a one year term, two Executive Members at Large, one from the Elementary and one from the Secondary panel.

## **Article VII: Duties**

- I. Members of the Executive Committee shall attend meetings as scheduled by the Chair. In order to maintain a quorum for Executive meetings, members shall attempt to stay until the end of each meeting.
- II. The Executive shall be responsible for directing the affairs of the Council, including:
  - a) monitoring and approving expenditures;
  - b) developing and implementing the priorities and 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) appointing contract (Terms and Conditions) representatives.
- III. **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, one of the Vice-Chairs, is responsible for signing any documents required on behalf of the Council.
  - In the absence of the Chair, one of the Vice Chairs shall chair the meetings.
- IV. **The Past Chair shall:**
  - prepare a slate of nominations prior to the Annual General Meeting.
  - be the Chair of the Member Services Standing Committee.
- V. **The Vice-Chair(s) shall:**
  - fill in for the Chair as required and perform such duties as are delegated to one or both of them by the Chair.
- VI. **The Secretary shall:**
  - provide notice to the Executive and the Membership of all meetings and shall record the Minutes and Motions at all Executive and Council meetings
  - make available a copy of the minutes to members upon request, except those of in-camera sessions.
- VII. **The Treasurer shall:**
  - prepare a draft budget for the approval of Council at the Annual General Meeting.
  - monitor the financial status of the Council and report monthly to the Executive and regularly to Council, about the financial status of the Council.
  - report any lack of compliance with the Constitution or the financial management policies of Council promptly to the Executive.
  - arrange for the change of signatures if necessary, for banking purposes within ten (10) business days following the AGM.
  - present to the Council at the May Council meeting a motion identifying the membership levy for the next fiscal year. Once approved by a majority vote, the Treasurer shall forward that motion to the Board's Payroll department, and it shall serve as the required authorization for the automatic deduction of fees.
  - 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

YR-OPC Constitution that is compatible with the OPC Constitution, evidence of a duly elected Executive Committee, and an accepted financial statement.

- be the Chair of the Budget Committee.

**VIII. The Equity Representative shall:**

- provide advice and make recommendations to the District Executive on matters of policy, governance and operations.
- be a voting member of the OPC District Executive.
- participate provincially in meetings and/or initiatives led by the OPC Equity, Diversity and Inclusion Committee.

**Article VIII: Committees**

- I. The Council has established the following Standing Committees that will meet as required. Every effort shall be made that there is representation as outlined.

**Constitution:**

The membership of the Constitution Committee should consist of 1 secondary principal, 1 secondary vice-principal, 1 elementary principal and 1 elementary vice-principal. This Committee shall review the Constitution on at least an annual basis and present a report to Council at the Annual General Meeting. Motions for amending the Constitution may be introduced by the Committee in accordance with Article XIV.

**Budget:**

The membership of the Budget Committee should consist of the Treasurer, and depending on which panel the Treasurer is from, three other principals or vice-principals such that there is equal representation from both panels. This Committee shall develop and recommend to Council policies and procedures for the financial management of the Council consistent with the Constitution. The Budget Committee shall be chaired by the Treasurer and one executive member.

**Terms & Conditions:**

The YR-OPC shall elect or appoint at least two Terms and Conditions representatives to serve on the YR-OPC District Executive. The membership of the Terms and Conditions Committee should consist of 1 secondary principal, 1 secondary vice-principal, 1 elementary principal and 1 elementary vice-principal as available. The Terms and Conditions Committee shall negotiate the terms and conditions of employment with the employer school board on behalf of all OPC Members employed by the employer school board following adequate consultation with said OPC Members. Terms and Conditions representatives 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. From time to time, the OPC Provincial Council may direct Terms and Conditions representatives to seek contract language for the benefit of OPC members generally and/or pursuant to a Provincial strategy approved by OPC Provincial Council. The 2 chairs and 2 members of the Terms and Conditions Committee shall attend the annual Ontario Principals' Council Terms and Conditions meeting.

**PR/Communications:**

The membership of the PR/Communications Committee should consist of 1 secondary principal, 1 secondary vice-principal, 1 elementary principal and 1 elementary vice-principal, as available, including the Secretary, who shall Chair the Committee. This Committee via Area Representative shall communicate and promote any professional development or social activities relevant to members and shall facilitate the communication of information from the Executive or YRDSB to members as required.

**Professional Development:** The membership of the Professional Development Committee should consist of 1 secondary principal, 1 secondary vice-principal, 1 elementary principal and 1 elementary vice-principal. This Committee shall arrange, organize and/or provide professional development opportunities to members. All anticipated expenditures must receive the approval of the Executive.

**Member Services:**

The membership of the Member Services Committee should consist of 1 secondary principal, 1 secondary vice-principal, 1 elementary principal and 1 elementary vice-principal, including the Past-Chair, who shall chair the Committee. This Committee shall receive complaints, requests for assistance and/or other information from members and shall report to the Executive as appropriate. Where an appropriate request for assistance has been received by the Committee, it shall render assistance to the member or refer the member to the Ontario Principals' Council.

- II. The Executive may establish Special or Ad Hoc committees to represent the Council interests on various Board associations and committees.
- III. The Executive may appoint and set the terms and duration of any Special Committee or Sub-Committee that it deems necessary.
- IV. Meetings of any Committee or Sub-Committee shall be at the call of the Chair of such committee or sub-committee or at the request of the Executive.
- V. All Committees or Sub-Committees shall report in writing or orally to the Executive at its

monthly meetings, through an Executive representative, all activities and decisions of the Committee.

- VI. The Chair shall be an Ad Hoc member of all Committees or Sub-Committees.

#### **Article IX: Meetings**

- I. YR-OPC shall hold regular meeting(s), open to all OPC Members, at which all OPC Members shall be entitled to vote on decisions affecting OPC Members in the District. A failure to pay a local levy shall not prevent any OPC Member from attending meetings of the OPC District, or from voting on any decisions affecting OPC Members in the District.

##### **General:**

- a) Dates of the meetings shall be determined by the Executive.
- b) Additional meetings may be called by the Chair as needed.
- c) Elections of the members of the Executive shall take place at the Annual General Meeting.
- d) Presentation of the financial statement and other relevant business will take place at the Annual General Meeting.
- e) The Executive Committee may, whenever they deem it appropriate, convene an extraordinary meeting.

##### **Executive:**

- f) The Executive Committee shall meet monthly to conduct the business of the organization. Dates and locations will be set and communicated to the membership following the AGM.
- g) Additional meetings may be called by the Chair as needed.

##### **OPC Provincial Council:**

- h) Provincial Councillors (3) shall attend meetings as called by Ontario Principals' Council and report to the membership.

##### **Annual General Meeting:**

- i) There shall be an Annual General Meeting, the time and place of which shall be set by the Executive Committee and communicated to the membership with a minimum two month's notice.
- j) The Annual General Meeting shall be used for:
  - 1) Review of and revisions to the Constitution;
  - 2) Resolutions brought forward by the Executive Committee or the general membership;
  - 3) Approval of a preliminary balanced budget for the next fiscal year;
  - 4) Receiving the latest audited financial statements;
  - 5) Receiving reports from the Executive Committee and YR-OPC Subcommittees;
  - 6) Electing the new local Council;
  - 7) Receiving comments from members attending the AGM;
  - 8) Approval of the selection of an auditor for the following fiscal year.
- k) The Chair or Designate shall preside at the AGM.



**Article X: Quorum**

- I. Quorum at Executive: 2/3 of the members of the Executive Committee.  
Quorum at Council: All motions shall be voted on by a show of hands by the members present. All motions shall pass with a majority of 50% plus one (1).

**Article XI: Annual Procedures**

- I. Resolutions at the General Meeting shall be acted upon according to the direction of the motion.
- II. All motions shall be voted upon by a show of hands by the members present.
  - (i) A member may, by motion, request a secret ballot vote be taken rather than a show of hands, on any motion presented to the membership.
- III. Motions shall pass with a majority.
- IV. At the Annual General Meeting, the outgoing Executive Committee shall present the business matters pertaining to the previous fiscal year prior to the election of the new Executive Committee.
- V. Where an election is required to decide who shall hold an Executive position, the following procedures shall apply:
  - (a) Elections will be conducted by the Chair of the Member Services Committee (usually the Past Chair of YR-OPC)
  - (b) Each candidate shall be allowed an opportunity to address the membership for a period of time deemed appropriate for that position by the Executive;
  - (c) The number of ballots held shall be determined by the number of positions to be filled and the number of nominations accepted;
  - (d) On each ballot, the members shall vote for one person. The person receiving the fewest votes on each ballot shall be dropped from the subsequent ballot, until such time as the required number of candidates is reached.
  - (e) In the event of a tie on any ballot, the winner(s) shall be selected by the casting of lots.
- i. 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 (An exception may be made at the discretion of the YR-OPC Executive for acting principals/vice-principals who are not eligible to be members of OPC). In no instance shall non-OPC Members be present at a meeting where the matters being discussed are confidential to OPC Members.

**Article XII: Budget**

- I. It is the responsibility of the Treasurer to maintain the financial records of the Council, including management of Board PD funds allocated for Principals and Vice-Principals. For the reimbursement of PD funds to members, the Treasurer shall require the presentation of original receipts from the member.
- II. The Treasurer shall prepare written financial statements for the Executive Committee and shall report to the membership at all General Meetings.
- III. All financial transactions require the signature of two (2) of the Treasurer and the Chair of the Council. Where the Treasurer or Chair is unavailable, one signature may be that of a Vice-Chair.
- IV. The Treasurer shall present a year-end financial statement and a prepared projected

- budget for expenditures for the following year at the Annual General Meeting,
- V. An auditor is to be appointed by the Council at the AGM to audit all financial records at the year's end.
- VI. An auditor's report shall be presented at the Annual General Meeting.

**Article XIII: Communication**

- I. The Secretary shall be responsible for giving notice of meetings to members.
- II. The Secretary shall record Minutes and Motions at all Executive and Council meetings and shall make available a copy of all Minutes, except those of in-camera sessions, to the members.
- III. The Chair shall communicate monthly with the membership and members of Senior Administration.
- IV. Provincial Councillors shall be responsible for distribution of Ontario Principals' Council information.

**Article XIV: Constitutional Amendments**

- I. Any member may move to amend the Constitution.
- II. Notice of motion to amend must be received by the Executive committee one (1) month prior to the Annual General Meeting.
- III. The Membership must be notified of the motion to amend at least one (1) week prior to the General Meeting which is to meet sometime prior to the first OPC provincial council meeting of the new school year
- IV. Motions to amend the Constitution require 2/3 majority of the members in attendance for acceptance.
- V. YR-OPC shall consult with the OPC before adopting any changes to this constitution.

**Article XV: Conflict Resolution**

- I. Where a member of the Executive Committee fails to fulfil his/her constitutional obligations, misses more than 3 meetings in a year of which sufficient 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/she 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.
- II. Where the members of the Executive Committee agree, by way of a simple majority vote, that they require assistance in resolving conflict among members, they may authorize, at the expense of the YR-OPC, the intervention of a neutral third party to assist in mediating the dispute.