

Ontario Principals' Council Simcoe District #17 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 SCDSB Administrators' OPC District Council;

"Executive" means the Executive Committee of the SCDSB Administrators' District Council;

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

"OPC" means the Ontario Principals' Council;

"SCDSB" and "Board" mean the Simcoe County District School Board;

“Full Member” shall mean a Principal or Vice-principal employed by the Board who have paid the required OPC fees and who are not a member of OTF.

“Associate Member” shall mean one who is recognized as an associate member of the provincial Ontario Principals’ Council.

2. Words imputing the singular number include the plural and vice-versa; words imputing any gender include all genders; and words imputing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

Article II: Purpose

1. The purpose of the Council is:
 - 1.1. 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;
 - 1.2. 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
 - 1.3. To serve as the representative body for principals and vice-principal employed by the Board in all negotiations pertaining to the Terms and Conditions of employment for principals and vice-principals in the Board;
 - 1.4. To assist with the ongoing professional growth and development of its members;
 - 1.5. 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;
 - 1.6. To consider and discuss issues of particular interest and importance to Council principals and vice-principals and to encourage communication and involvement among members;
 - 1.7. To maintain a strong organization through ongoing assessment of the efficiency and effectiveness of its activities; and,
 - 1.8. To promote the highest standards of professional ethics and competence.

Article III: Membership

1. Any member in good standing of 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;

3. Retired Principals and Vice-principals from the Board who have maintained Associate status with OPC are eligible for Associate membership in the Council upon payment of an annual fee.

Article IV: Council Fees and Other Income (Levy language)

1. The OPC District 17 will apply annually for the fee rebate provided by OPC Provincial 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 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.
2. In no case shall an OPC Full Member be excluded or prevented from voting at a meeting of the Council.

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
3. Provincial Councilors, 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 Councilors shall be for a minimum of two (2) years and does not preclude holding the position for more than two (2) years;
4. The Executive Committee members for the upcoming year, with the exception of the
5. Past Chair, shall be elected from the membership at large at the April AGM of the Council;
6. Term appointments may be made by the Executive Committee to fill vacancies
7. that may occur between elections.
8. The officers of the Executive Committee shall consist of the following positions:
 - 8.1. Two Co-Chairs, with one from each panel, each of whom
 - 8.2. shall be elected for two (2) year terms on alternate years;
 - 8.3. Two OPC Provincial Councilors, with one from each panel, each of whom shall be elected for two (2) year terms on alternate years;
 - 8.4. Two Terms and Conditions Representatives (one from each panel);
 - 8.5. Secretary
 - 8.6. Treasurer
 - 8.7. Goodwill Representative
 - 8.8. Membership Representative
 - 8.9. Communications Representative
 - 8.10. Two Professional Development Representatives (1 from each panel)
 - 8.11. Scholarship Representative
 - 8.12. Members at Large

Article VI: Elections

1. The executive will select a Nominations Officer on or before the March executive meeting who will be a full member in good standing and is not currently a member of the Executive.
2. The Nominations Officer will be responsible for circulating to the membership, at least 15 days prior to the AGM, information regarding the election of the executive, including, but not restricted to; procedures for nominations, time, place and method of election.
3. Elections to the Executive Committee will take place at the Annual General Meeting.
4. Only Full members in good standing are eligible to run for office and to vote in the election. An associate member does not have voting privileges. An associate member may not hold office.
5. All Executive Committee positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-principals from within that panel.
6. The Chair of the Nominations Committee shall also be responsible for providing an accurate list, to the existing Chair, of those members who were nominated for executive membership and accepted the nomination.
7. At its first meeting, the Executive Committee shall determine officer positions as listed in article V section 8
 - 7.1. The existing Chair will solicit expressions of interest for Executive Officers positions available for the upcoming school year.
 - 7.2. Should more than one person be nominated for one position, voting shall be by secret ballot. To be elected to a position the candidate must receive a majority of the votes cast. The positions will be filled in the order listed in article V section 8
 - 7.3. No member shall serve in more than one officer's role unless no other expressions of interest have been received.
 - 7.4. Any executive member who has not filled an officer's role will represent the members at large.

Article VII: Duties and Power 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 Committee 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 Committee shall be responsible for directing the affairs of the Council, including:
 - 3.1. monitoring and approving expenditures;
 - 3.2. developing and implementing the priorities and programs and purposes of the Council;
 - 3.3. establishing and monitoring the decisions and activities of such standing, special or sub-committees which are created as needed;
 - 3.4. appointing term members to the Executive in the event of vacancies;

- 3.5. 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** shall attend all meetings of the Executive and Council unless unable to do so by reason of personal illness or other emergency. The Co-Chairs shall not have voting privileges at the Annual General Meeting.
5. The **Provincial Councilors** shall perform the duties of a Provincial Councilor as defined by the OPC in the OPC Constitution, OPC Policies and the Provincial Councilor Handbook, as they may be from time to time. The Provincial Councilors 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.
6. 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.
7. The **Treasurer** and one or both Co-Chairs shall be the signing officers for the Council. The Treasurer shall prepare a draft budget for the approval of Council at the Annual General Meeting. 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 report any lack of compliance with the Constitution or the financial management policies 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 present to the Council at the Annual General Meeting a motion identifying the membership levy, if any, 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. 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. Budget details will be presented to and signed by the co-chairs twice a year or when requested by executive.
8. The **Terms and Conditions Officers** shall co-chair the Terms and Conditions Committee, and shall report to the Executive Committee at each of its Council meetings on the activities of the Terms and Conditions Committee. The Terms and Conditions Officers shall be responsible for ensuring members are adequately consulted on their priorities for negotiations, shall consult with OPC Provincial on matters of Provincial interest and shall communicate OPC policies and information to the local OPC Members as recommended by OPC Provincial. The Terms and Conditions Officers, or their designates, shall attend any OPC meeting to which Terms and Conditions Officers are expressly invited.

Article VIII: Committees

1. There shall be a ***Terms and Conditions Committee***, co-chaired by the two Terms and Conditions Officers, with equal representation from OPC members from each panel. The composition of the Terms and Conditions Committee shall be subject to the approval of the Executive Committee.
 - 1.1. 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 OPC Provincial 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 OPC is pursuant to a provincial strategy approved by OPC Provincial Council.
 - 1.2. The Members of the OPC District may vote to empower the Executive to set the negotiating parameters for local issues, negotiate their terms and conditions of employment and enter into a binding agreement with the Board. Or, the Members may determine that they wish to vote on the parameters and/or the agreement before final acceptance. This is a matter of local preference, but should be determined in advance of the negotiations and all votes should be recorded. At the AGM prior to the expiry of the current Terms of Conditions, a vote will be held to determine which of the two options (above) will be utilized.
 - 1.3. Even where the OPC District Executive has been authorized by the membership to set the negotiating parameters, it should consider both the input from Members and the advice from OPC in so doing. If the OPC District Executive anticipates that it or its membership may reject the advice of the OPC, such as by not including recommended amendments and/or language in the negotiating parameters, it should invite an OPC staff-person to attend at an in-person OPC District Executive or full membership meeting to explain the rationale for the recommendation(s) and answer any questions the OPC District Executive or membership may have, before a vote is taken on the negotiating parameters. This ensures that the District Executive/local membership receives accurate information, and that it can have any of its questions answered before making important decisions.
 - 1.4. The OPC District Executive (and/or District membership) should pass a motion, setting the parameters for local negotiation with the Board and provide a copy of the parameters to the OPC Provincial. If the negotiating parameters do not reflect the advice of the OPC, OPC Provincial may contact Members in the District directly in writing to advise them of the discrepancy and to explain the concern(s), and to take any other steps that are deemed necessary by the Provincial OPC Executive.

- 1.5. Throughout the negotiations, OPC Provincial will communicate primarily with the OPC District Terms and Condition Officers. OPC provincial will assist the OPC District Terms and Conditions Officers by providing, at its discretion and among other things, professional and legal advice about the negotiating process and language being proposed by the Board, and information about other contracts or negotiations taking place in the province.
- 1.6. The OPC District Terms and Conditions Officers should only be granted the authority to make final, binding decisions about or sign off on the terms and conditions document if the proposed settlement aligns with the negotiating parameters set by the OPC District Executive and/or District membership and incorporates the provincially negotiated terms and conditions, as required.
 - 1.6.1. If at any time, the OPC District Terms and Conditions Officers are considering a proposed settlement outside of the parameters authorized by the OPC District Executive or District membership, they should seek instructions from the OPC District Executive and seek advice from OPC Provincial. As part of its communication with OPC Provincial, whenever possible, copies of the draft agreement as it may be over the course of the negotiations should be provided for review and comment.
 - 1.6.2. When the negotiating team has reached a point where it is prepared to recommend an agreement to the OPC District Executive or at any time during the process where it requires the input of the Executive, it should consult the full Executive. Except in accordance with paragraphs 1.1 and 1.2, the OPC District Executive should make all final decisions about the terms and conditions for principals and vice-principals (presuming they are empowered to do so by the District membership).
 - 1.6.3. Unless the settlement of the Terms and Conditions document aligns with the negotiating parameters, including the mandatory incorporation of provincially negotiated language, set by the OPC District Executive/membership, neither the District negotiating team nor the OPC District Executive should enter into any agreement with the Board without providing OPC Provincial, in advance, with a copy of the proposed agreement and an opportunity to provide its advice to the District Executive/membership before it votes on the document.
 - 1.6.4. If the OPC Provincial learns that the OPC District Executive and/or negotiating team intends to or has accepted an agreement that the OPC is concerned is unreasonable, sets a negative precedent for the province and/or will impair the rights of its members unduly, then the OPC may communicate directly with any or all members in the District to advise of its concerns.
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 members 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. All Committee Officers shall submit a report to the secretary one week prior to the Executive monthly meetings. The secretary will distribute the monthly agenda with reports attached.

Article IX: Meetings

1. The time and place of all meetings shall be determined by the Executive Committee and communicated to the district membership.
2. General:
 - 2.1. The general membership shall meet at least two times a year. Dates for the following year's meetings shall be determined by the Executive after the AGM in April. Dates may be changed by the Executive Committee with a minimum of three weeks' notice to the membership.
 - 2.2. Additional meetings may be called by the Chair as needed, with a minimum of three weeks' notice to the membership.
 - 2.3. Elections of the members of the Executive shall take place at the Annual General Meeting.
 - 2.4. Presentation of the financial statement and other relevant business will take place at the Annual General Meeting.
3. Executive:
 - 3.1. 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 in April.
 - 3.2. Additional meetings may be called by either Co-Chair as needed.
4. OPC Provincial Council:
 - 4.1. Provincial Councilors shall attend meetings as called by Ontario Principals' Council and report to the membership.
5. Annual General Meeting:
 - 5.1. 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 month's notice;
 - 5.2. The Annual General Meeting shall be used for:
 - 5.2.1. Changes to the Constitution;
 - 5.2.2. Election of executive members
 - 5.2.3. Resolutions brought forward by the Executive Committee or the general membership;
 - 5.2.4. Approval of a preliminary balanced budget for the next fiscal year;
 - 5.2.5. Receiving the latest audited financial statements;
 - 5.2.6. Setting the local levy, if any, for the following year;

- 5.2.7. Receiving reports from the Executive Committee and other Standing, Special or Ad-hoc committees;
 - 5.2.8. Receiving comments from members attending the AGM;
 - 5.2.9. Approval of the selection of an auditor, if an audit is determined to be appropriate and/or necessary for the following fiscal year.
- 5.3. The Co-Chairs or Designate shall preside at the AGM.

Article X: Rules of Order

1. All meetings of the Executive and Council shall be conducted in accordance with accepted parliamentary procedure. (Reference: "Roberts' Rules of Order – most current edition")

Article XI: Budget

1. It is the responsibility of the Treasurer to maintain the financial records of the Council.
2. The Treasurer shall prepare written financial statements for the Executive Committee and shall report to the membership at the Annual General Meeting.
3. All financial transactions require two signatures, the Treasurer and a designate.
4. The Treasurer shall present a year-end financial statement and a prepared projected budget for expenditures for the following year at the General Meeting, which is to meet no later than the end of October.
5. It is the responsibility of the Professional Development Officers to management Board professional development funds allocated for Principals and Vice-Principals.

Article XII: Communication

1. The Secretary shall be responsible for giving notice of meetings to all Council members.
2. The Secretary shall record 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.
3. The Co-Chairs shall attempt to communicate monthly with the membership and members of Senior Administration.
4. Provincial Councilors shall be responsible for distribution of Ontario Principals' Council information.

Article XIII: 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 April.
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 April.

4. Motions to amend the Constitution require a 2/3 majority of the members in attendance for acceptance.

Article XIV: Conflict Resolution

1. Where a member of the Executive Committee fails to fulfill his constitutional obligations, and misses 2 consecutive 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.