

## CONSTITUTION

### UPPER GRAND DISTRICT # 18 OF OPC

1. The organization shall be called the Upper Grand District of the Ontario Principals' Council. ("District")
2. The objects of the District are:
  - a) to associate and unite the Principals and Vice-Principals employed by the Upper Grand District School Board ("Board") and to promote their interests;
  - b) to promote the objects of the Ontario Principals' Council as follows: The primary purpose of OPC shall be to promote and better the working conditions and terms of employment for the Members of the District.
  - 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 the Board;
  - d) to serve as OPC District as described in the OPC regularly and to facilitate communication between the OPC and its members in the District

In addition:

- to foster education leadership as a means of promoting and advancing publicly funded education at all levels and for all people;
- to encourage wide communication and involvement among Members;
- to maintain a strong organization through constant assessment of the efficiency and effectiveness of its activities;
- to promote excellence in personnel practices;
- to render assistance to Members on any matter consistent with the policies of the Ontario Principals' Council;
- to provide leadership in, and opportunities for, professional growth and development for principals and vice-principals;
- to promote the highest standard of professional ethics and competence;
- to foster and promote the dignity of all persons;
- to promote the growth of leadership in publicly funded educational institutions.

### 3. General Meetings

- a) There shall be one Annual General Meeting held in each School Year (between the first instructional day and the last instructional day). This meeting shall be called with the date and location at the discretion of the Executive.
- b) The Executive may, whenever they deem appropriate, convene an Extraordinary General Meeting. An Extraordinary General Meeting may be called in person, in writing, or electronically. The notice shall state the

purpose of the General Meeting and, except for special circumstances, the text of any resolution intended to be submitted to the General Meeting.

- c) The notice of the Annual General Meeting or an Extraordinary General Meeting shall specify the place, date, mode, and the hour of the Meeting.
- d) The notice of an Annual General Meeting shall be given not less than fifteen (15) days and no more than forty-five (45) days before the date of the Meeting. The notice shall state the purpose of the Annual General Meeting and, except for special circumstances, the text of any resolution intended to be submitted to the General Meeting.
- e) The President shall preside at the Annual General Meeting. In extenuating circumstances, the Executive may delegate this responsibility to another member of the District OPC.
- f) A quorum, at any General Meeting, exists when at least one member of the District other than those Members on the Executive is present.
- g) The following business shall be conducted at the Annual General Meeting:
  - i) amending the constitution;
  - ii) setting fees for the next fiscal year;
  - iii) approving a preliminary balanced budget for the next fiscal year; and
  - iv) receiving the latest audited financial statements.
- h) In addition, without limiting the generality of the foregoing, the following business may also be conducted at the Annual General Meeting or an Extraordinary General Meeting:
  - i) moving resolutions pertaining to the business to be conducted at the General Meeting notice of which resolutions must be received by the President no later than 30 days prior to the General Meeting and by the Members no later than 15 days prior to the General Meeting.
  - ii) receiving reports from District OPC committees and the Executive; and
  - iii) receiving comments from Members attending the General Meeting.
- i) The Executive shall present at each Annual General Meeting a financial statement and the audited report to the Members. The financial statement shall:
  - i) be approved by the Executive and signed by the President and the Treasurer;
  - ii) be a comparative statement relating separately to the latest completed financial year and the financial year next preceding it;
  - iii) be a statement of surplus or deficit for each period;
  - iv) be a statement of source and application of funds for each period; and
  - v) be a balance sheet as at the end of each period.
- j) The failure to pay a local levy shall not prevent any OPC

Member from attending meetings of the District, or from voting on any decisions affecting OPC Members in the District.

- k) Any meeting, event, professional opportunity or other opportunity funded by the OPC 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.

#### 4. **The Executive**

- a. The Executive shall include the immediate Past-President, the President, the President-Elect, one Vice-President, one Secretary, one Treasurer, two Provincial Councillors – one from the Elementary Panel and one from the Secondary Panel, and two elected and up to two appointed Members-At-Large.
- b. The President-Elect, the Vice-President, the Secretary, the Treasurer, the two Provincial Councillors, and two Members-At-Large shall be elected at the Annual General Meeting of the District. The President-Elect shall assume the role of President immediately following his or her completion of the role of President-Elect provided he or she continues to be a Member of the District OPC. The Past-President shall assume the position immediately following his or her completion of the role of President provided he or she continues to be eligible to be an Executive member.
- c. The position, filled by any Executive Member who is not a member in good standing of OPC or who is not a current Principal or Vice-Principal of the Upper Grand DSB, shall be declared vacant upon the determination of such occurrence.

#### 5. **Executive Elections and Appointments**

- a) All nominees for election to the Executive must be Members in good standing, be currently employed as a Principal or Vice-Principal with the Upper Grand DSB and must give prior consent, in writing, to their nomination.
- b) Nominations are in order for the following positions on the Executive: President-Elect, Vice-President, Secretary, Treasurer, one (1) Provincial Councillor, and one (1) Member-At-Large.
- c) There is no nomination for the positions of President or Past-President since the President-Elect will normally accede to the Presidency and the President will normally accede to the Past-Presidency. In the event that the President-Elect is not able to accede to the Presidency, nominations would then be in order for the position of Presidency. In the event that the President is not able to accede to the Past-Presidency, the position of Past-President will remain vacant.
- d) No Member may serve in more than one position on the Executive.
- e) 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 (50% +1) of the votes cast.

- f) Elections shall be conducted by the Executive in accordance with due process and fairness.
- g) In order to ensure a balance between experience and openness to new Executive Members, the 2 elected Provincial Councillors and the 2 elected Members-At-Large shall be elected in alternate years so that one Provincial Councillor and one Member-At-Large remains in that position and one Provincial Councillor and one Member-At-Large is elected each year.
- h) The Executive shall assign the duties of the Terms and Conditions representatives who shall be the Co-Chairs of the Terms and Conditions Committees to two of its members. The Executive shall ensure that one of the two Terms and Conditions Co-Chairs are currently assigned to a school in the Elementary Panel and the other is currently assigned to a school in the Secondary Panel. The Co-Chairs will act as agents for the District OPC in all matters related to negotiations.
- i) The President may recommend to the Executive the appointment of up to two (2) additional Members-At-Large for the Executive from the District Membership. The President's recommendation shall contain rationale based on specific representation needs on the Executive or the special needs that cannot be accommodated by the current Executive including but not limited to panel, gender, and demographic considerations. A person who has served as an appointed Member-At-Large for one year may not then be reappointed.
- j) The terms of Office (which commence July 1 and terminate June 30) are:
  - a) The President, the Past-President, and the President-Elect shall have a one-year non-renewable term of office;
  - b) the Vice-President and the Secretary shall be one year.
  - c) The Provincial Councillors, the Treasurer, and the elected Members-At-Large shall be two years.
  - d) The appointed Members-At-Large shall be one year non-renewable.
- k) In the event of a vacancy in any Executive position, save and except the position of Past-President, the Executive shall fill the vacancy from among the District membership and, in extraordinary circumstances, may extend or reinstate the term of office. The Executive may choose to fill a vacancy in the position of Past-President in a manner that is in the District Members' best interest.

#### **4. Duties and Powers of the President**

- a) The President shall be the Chief Executive Officer and the official spokesperson of the Upper Grand OPC.
- b) The President shall be responsible for chairing Executive Meetings, the Annual General Meeting, and any Extraordinary General Meetings.
- c) The President, in consultation with the Executive, may establish focus groups. The President, in her/his sole discretion, shall be responsible for all individual appointments to committees, focus groups, and bodies external to

the District OPC.

- d) The President shall be a member of any committee or focus group ex officio.
- e) The President shall not have voting privileges at the Annual General Meeting or any Extraordinary General Meeting.

#### 5. **Duties and Powers of Provincial Councillors**

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 liason 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. **Duties and Powers of 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.

#### 7. **Duties and Powers of the Executive**

- a) The Executive shall have the authority and the responsibility to administer the affairs of the Upper Grand OPC between Annual or Extraordinary General Meetings.
- b) The Executive shall present a financial report at the Annual General Meeting.
- c) The Executive shall meet at the direction of the President.
- d) Special Meetings of the Executive shall be called upon the written request of a majority (50% +1) of the Executive. This written request will be delivered to the President. The President shall ensure that such a Special Meeting is held within 7 days of the receipt of the written request at a location reasonably accessible to the members of the executive at an appropriate time of the day. If the 7 days falls outside the period of time between the Monday two weeks prior to the the first instructional day and the Friday two weeks after the last instructional day, then the President shall postpone the Special Meeting of the Executive until sufficient notice

is delivered to the members of the Executive to a date that falls within such time interval.

- e) The Executive may establish or remove committees or focus groups, their terms of reference, their composition, their budgets, and their lines of responsibilities and accountability.
- f) Members of the Executive shall have the authority to move or second resolutions, speak to resolutions, and otherwise participate in or lead discussions at the Annual General Meeting or any Extraordinary General Meeting of the District. No member of the Executive has voting privileges at any General (Annual or Extraordinary) except in the case of elections by secret ballot.

## **8. Terms and Conditions Committee**

The Terms and Conditions Committee will have representatives appointed as follows:

- a) The Terms and Conditions Committee will be composed of 3 representatives from the elementary panel, one from each of the family of schools (MacDonald, Benalick and Talbot) and 2 representatives from the secondary panel. The representatives appointed must be members of the OPC both at the time of their appointment and during their term on the Committee.
- b) The Terms and Conditions Committee representatives will be the liasons between the members and the Co-Chairs and shall seek advice on and provide advice on all matters related to all negotiations pertaining to the terms and conditions of employment for principals and vice-principals between District OPC and the Board.
- c) 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.
- d) 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 by the OPC is pursuant to a provincial strategy approved by OPC Provincial Council.

## **11. District Fees and Other Income**

The District shall 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 in accordance with the needs of the District for the

purposes authorized by the OPC.

12. **Rules of Order**

- a) All general meetings shall be conducted in accordance with accepted parliamentary procedure (Reference: The most current edition of “Roberts’ Rules of Order”.)
- b) Amendments to this Constitution require a majority vote (50% + 1) of those present and voting at the Annual General Meeting. Amendments to this Constitution require a two-thirds majority of those present, eligible to vote, and voting at an Extraordinary General Meeting.
- c) The District shall consult with OPC before adopting any changes to this Constitution.