

**DISTRICT SCHOOL BOARD ONTARIO NORTH EAST
PRINCIPALS' ASSOCIATION**

CONSTITUTION

Ratified May 2000 / Amended February 2007/ Amended August 2010

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Article I: Interpretation

1.1 Definitions:

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

“Association” means the District School Board Ontario North East Administrators’ Association;

“Executive” means the Executive Committee of the District School Board Ontario North East Local of the Ontario Principals’ Council;

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

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

“**DSBONE**” means the District School Board Ontario North East and “Board” shall have a corresponding meaning;

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

The purpose of the Association is:

- I. to unite the principals and vice-principals who are employed by DSBONE in a voluntary professional association;
- II. to promote and advocate for the cause of public education;
- 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 DSBONE;
- 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 including the Ontario College of Teachers;
- IX. to provide appropriate liaison and direct communication with the OPC;
- X. 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.
- XI. to consider and discuss issues of particular interest and importance to District School Board Ontario North East 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; and
- XV. to promote the highest standards of professional ethics and competence.
- XVI. 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.

Article III: Membership

- I. Any member in good standing of the OPC who is employed by the Board is eligible to assume a position on the Executive;
- II. The membership year is from Sept. 1st to Aug. 31st of the subsequent year;

Article IV: Fees

- I. 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 Association. The rebates shall not be refunded to individual members of DSBONE, but shall accumulate or be expended at the direction of the Executive. DSBONE Principals and Vice-Principals, 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.
- II. Any meeting, event, professional development opportunity or other opportunity funded by the OPC rebate shall be open to all OPC members.
- III. Non OPC Members or_ DSBONE Principals and Vice-Principals, 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.

"An exception may be made at the discretion of the OPC district for acting principals/vice-principals who are not eligible to be members of OPC."

Article V: Executive Committee

- I The Association shall have an Executive Committee;
- II The term of office for the Executive Committee shall be for a minimum of two (2) years and does not preclude holding the position for more than two (2) years;
- III The Executive Committee shall be elected from the membership at large at the Membership General Meeting held every second year;
 - ii) The term of office for the Executive Committee shall be from the election held at the Membership General Meeting of the present year until the Membership General Meeting of the second year;
 - iii) Interim appointments may be made by the Executive Committee to fill vacancies which occur between elections.
(See Article VI viii)
- IV The officers of the Executive Committee shall consist of the following officers:
 - a) Chair (The Chair and Past Chair must be from different panels);
 - b) Past Chair (The Chair and Past Chair must be from different panels);
 - c) Two (2) Vice-Chairs (one (1) elected from Secondary panel and one (1) elected from Elementary panel);
 - d) Secretary (Secretary and Treasurer must be from different panels),
 - e) Treasurer (Secretary and Treasurer must be from different panels),
 - f) Six Representatives at Large:

- i) Three Elementary members representing each region of the DSBONE;
- ii) Three Secondary members representing each region of the DSBONE;
- g) OPC Provincial Councilors:
 - i) Two (2) representatives at large (one (1) Elementary and one (1) Secondary) will represent the DSBONE Association at the four provincial meetings of the OPC;
 - ii) Provincial Councilors shall be elected for two (2) year terms on alternate years.
- h) Terms and Conditions Representatives
 - Two(2) Terms and Conditions Representatives, one (1) Elementary and one (1) Secondary, appointed by the executive.

Article VI: Elections

Elections to the Executive Committee will take place at the Membership General Meeting.

- I. All members in good standing are eligible to run for office and to vote in the Membership General Meeting
- II. Elementary school principals/vice-principals (JK to 8 portfolios) will elect their representatives and secondary school principals/vice-principals (9 to 12 portfolios) vote to elect their representatives
- III. The Executive shall present a slate of candidates for office at least one week prior to the membership general meeting every second 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 candidate 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.
- 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.

Article VII: Duties

- I. Members of the Executive Committee shall attend all meetings as scheduled. In order to maintain a quorum for Executive meetings, members shall attempt to stay to the end of each meeting.
- II. The Executive Committee shall be responsible for;
 - a) Monitoring and approving expenditures;
 - b) Developing and implementing the priorities and programs and purposes of the Association;
 - c) Appointing interim members to the

Executive in the event of vacancies

- III. **The Chair**, or in the absence of the Chair, one of the Vice-Chairs, is responsible for signing any documents required on behalf of the Association. The Chair shall attend all meetings of the Executive unless unable to do so by reason of personal illness or other emergency. 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. The Past Chair shall chair the Scholarship and Retirement Recognition Committee.
- V. **The Vice-Chairs** 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 Committee and the Membership of all meetings and shall record the Minutes and Motions at all Executive meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the Membership on a timely basis.
- VII. **The Treasurer** shall prepare a draft budget for the approval of the membership in November. The Treasurer shall monitor and report on the financial status of the Executive at the scheduled Executive meetings. The Treasurer shall promptly report any lack of compliance with the Constitution or the financial management policies to the Executive. Within ten (10) business days following the Membership General Meeting, the Treasurer shall arrange for the change of signatures, if necessary, for banking purposes.
- VIII. The OPC 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.
- IX. IX 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 VIII: Committees

- I. The Executive established the following Standing Committees:

Elementary and Secondary: Elected directors to the Executive will automatically sit on their respective Panel Standing Committee. Each standing committee will have an opportunity to meet separately during an Executive Meeting and will assist in setting future agenda items and will have the opportunity to make presentations to the Executive. Each Panel Standing Committee will make recommendations for membership on the Terms & Conditions, Goodwill/Social and Membership Services.

Terms & Conditions: The membership of the Terms and Conditions Committee shall consist of the 2 Terms and Conditions representatives on the Executive and 3 secondary administrators and 3 elementary administrators, appointed by 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. Two members of the Terms and Conditions Committee shall attend the annual Ontario Principals' Council Terms and Conditions meeting.

Social/Goodwill: The membership of the Social/Goodwill Committee shall consist of 2 secondary administrators and 2 elementary administrators. This Committee shall arrange, organize and/or provide social activities/opportunities to members. All anticipated expenditures must receive the approval of the Executive and comply with the Social/Goodwill Policy.

Member Services: The membership of the Member Services Committee shall consist of 2 secondary administrators and 2 elementary administrators including the Past-Chair, who shall chair the Committee. This committee will ensure compliance to the Scholarship and Retirement Recognition policies. Also, 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 is received by the Committee, it shall render assistance to the member or refer the member to the Ontario Principals' Council.

- I. The Executive may establish Special or Ad Hoc committees to represent Executive interests on various Board associations and committees.
- II. The Executive may appoint and set the terms and duration of any Special Committee or Sub-Committee that it deems necessary.
- III. 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.
- IV. All Committees or Sub-Committees shall report in writing or orally to the Executive at its meetings, through an Executive representative, all activities and decisions of the Committee.
- V. The Chair shall be an Ad Hoc member of all Committees or Sub-Committees.

Article IX: Meetings

- I. The time and place of all meetings shall be determined by the Executive Committee.
- II. In no instance shall non-OPC members be present at a meeting where the matters being discussed are confidential to OPC members.
- III. A failure to pay a local levy shall not prevent any OPC member from attending meetings of the Association or from voting on any decisions affecting members in the Association.

General:

- a) The general membership shall meet at least three times a year. Dates shall be determined by the Executive. The Membership General Meeting must be held before the end of October.
- b) Additional meetings may be called by the Chair as needed.
- c) Elections of the members of the Executive shall take place at the Membership 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:

- a) The Executive Committee shall meet at least three times per school year to conduct the business of the organization. Dates and locations will be set and communicated to the membership following the AGM in May.
- b) Additional meetings may be called by the Chair as needed.

OPC Provincial Council:

- a) Provincial Councilors (2) shall attend meetings as called by Ontario Principals' Council and report to the membership.

Membership General Meeting:

- a) There shall be a Membership General Meeting, the date and place of which shall set by the Executive Committee;
- b) The Membership General Meeting shall be used for:
 - i) Changes to the Constitution;
 - ii) Resolutions brought forward by the Executive Committee or the general membership;
 - iii) Approval of a preliminary balanced budget for the next fiscal year;
 - iv) Receiving the latest audited financial statements;
 - v) Receiving reports from the Executive Committee and

Subcommittees;

vi) Receiving comments from members attending the Membership General Meeting.

vii) Approval of the selection of an auditor for the following fiscal year.

viii) The Chair or Designate shall preside at the Membership General Meeting.

Article X: Quorum

- I. Quorum at Executive : 2/3 of the members of the Executive Committee
All motions shall pass with a majority of 50% plus one (1).

Article XI: Procedures

- I. Resolutions at the Membership 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.
- III. Motions shall pass with a majority.

Article XII: Budget

- I. It is the responsibility of the Treasurer to maintain the financial records of the Executive. For reimbursements of 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 Membership 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 Membership General Meeting which is to meet no later than the end of October.
- 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 meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership.
- III. The Chair may communicate monthly with the membership and members of Senior Administration.
- IV. Provincial Councilors 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 Membership General Meeting, which is to meet no later than the end of October.
- 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 no later than the end of October.
- IV. Motions to amend the Constitution require 2/3 majority of the members in attendance for acceptance.
- V. The Association shall consult with the OPC before adopting any changes to the Constitution.

Article XV: Conflict Resolution

- I. Where a member of the Executive Committee fails to fulfill his constitutional obligations, misses 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 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 it requires assistance in resolving conflict among its members, it may authorize the intervention of a neutral third party to assist in mediating the dispute.