

Halton District School Board - District 20

Local OPC Constitution

Ratified: January 1999

Amendments: June 2006, April 2009, June 2010, September 2015, May 2021

Contents of Articles:

Article I	- Definitions
Article II	- Purpose
Article III	- Membership
Article IV	- Fees
Article V	- Executive Committee
Article VI	- Elections
Article VII	- Duties
Article VIII	- Sub-committees
Article IX	- Meetings
Article X	- Quorum
Article XI	- Budget
Article XII	- Constitutional Amendments

Article I

Definitions:

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

“**Executive**” means the Halton OPC Executive Committee;

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

“**HDSB**” means the Halton District School Board;

“**HDSB-OPC**” refers to the Halton District School Board – District 20 OPC members;

“**MOE**” means the Ministry of Education;

“**AGM**” means the Annual General Meeting;

“**Member**” shall mean a Principal or Vice-Principal of the Halton District School Board who is in good standing with the Ontario Principals’ Council; and,

“**Associate**” shall mean any associate member of the OPC who is linked to the HDSB.

last amended May 20, 2021

Article II

Purpose:

First and foremost, the members of the HDSB - OPC recognize their role in implementing the policies of the MOE and the HDSB. Within this context, and in co-operation with the Director of Education, the Trustees and the Supervisory Officers, we will:

- a. promote and advocate for public education and the students that our Board serves;
- b. maintain and encourage high standards of personal performance through planned professional development and continuous learning;
- c. represent the issues of our membership in appropriate forums;
- d. provide input and direction to the Provincial OPC;
- e. participate in the governance of the Provincial OPC;
- f. serve as the representative body for principals and vice-principals employed by the Board in all negotiations with the Board pertaining to terms and conditions of employment;
- g. promote the participatory role of principals and vice-principals in system decision-making;
- h. provide a supportive peer network for principals and vice-principals who are employed by the Board;
- i. provide support, upon request, to individual members who require professional or personal assistance;
- j. establish, implement and maintain HDSB-OPC structure, its procedures, program and budget;
- k. promote the highest standards of professional ethics and competence; and
- l. serve as an OPC District as described in the Constitution of the OPC, communicate with the OPC regularly and facilitate communication between the OPC and its Members in the District, and cooperate with the OPC in advancing the interests of principals and vice-principals locally and in the province of Ontario.

Article III

Membership:

- a. Members must be employed by the HDSB, in good standing with the OPC and have paid annual membership fees.
- b. Members are eligible to vote and participate in professional development activities.
- c. Associates are non-voting members and are eligible to participate in professional development activities.

- d. The Executive will decide on the participation of Associates in other activities of the organization

Article IV

Fees:

The bi-annual rebates received from OPC Provincial will form the basis of the Operating Budget of the Executive, as well as any levies as determined by Halton OPC.

Article V

Executive Committee:

I: The Executive will consist of the following 10 positions:

- a. Elementary Chair
- b. Secondary Chair
- c. Secretary (Secretary and Treasurer must be from different panels)
- d. Treasurer (Secretary and Treasurer must be from different panels)
- e. Elementary OPC Provincial Councillor
- f. Secondary OPC Provincial Councillor
- g. Elementary Terms and Conditions Chair
- h. Secondary Terms and Conditions Chair
- i. Member at Large - Membership
- j. Member at Large - Professional Development
- k. Member at Large - Equity

II: Length of Terms:

- a. The length of term for all positions, excluding the OPC Provincial Councillor positions, shall be one year and voted on at the AGM in the spring of each year.
- b. The length of term for the OPC Provincial Councillor positions shall be for two years, with the respective Councillors from each panel being elected in alternate years.
- c. There is no limit to the number of terms an individual may serve, including consecutive years.

III: Vacancies/Appointments:

- a. The Executive may appoint additional Members at Large, as required, from the HDSB-OPC membership.

- b. Interim appointments may be made by the Executive to fill vacancies that occur during a term.

Article VI

Elections:

- a. Elections will be held once a year at the AGM in the spring of each year
- b. The Executive shall present a proposed slate of candidates to the AGM. Nominations from the floor will be accepted. Members present shall vote for the Secretary, the Treasurer, the two Members at Large and the six Executive positions from their respective panels.
- c. The candidate for each position receiving the highest number of ballots cast shall be declared elected.

Article VII

Duties:

I: Members of the Executive shall attend meetings as scheduled by the Chair.

II: The Executive shall be responsible for directing the affairs of the HDSB-OPC members, including:

- a. monitoring and approving expenditures;
- b. developing and implementing the priorities, programs and purposes of the HDSB-OPC members; and
- c. 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.

III: The Co-Chairs are responsible for calling meetings of the Executive and the HDSB-OPC members. The Co-Chairs are responsible for signing any required documents. The Co-Chairs shall ensure that the HDSB-OPC membership is fully represented with 3 delegates attending the annual Provincial General Meeting each autumn.

IV: The Secretary shall provide notice to the Executive and the HDSB-OPC members of all meetings, shall record Minutes and Motions at all meetings and shall provide a copy of all Minutes.

V: The Treasurer shall prepare an annual budget for the approval of the HDSB-OPC members at the spring AGM. The Treasurer shall monitor the financial status of the HDSB-OPC and report regularly at Executive meetings and General meetings. The Treasurer shall promptly report any discrepancies in the budget to the Executive and arrange for the change in signatures when appropriate. The Treasurer shall liaison with the HDSB Payroll department for automatic deduction of fees, as well as prepare information for the annual membership rebate from OPC.

VI: The OPC Provincial Councillors shall fulfill the duties of Provincial Councillors as outlined in the OPC Constitution, OPC Policies and Provincial Councillors' Handbook. These include, but are not limited to, attending and participating in OPC Provincial Council meetings, representing the views of HDSB-OPC members and communicating key messages to the HDSB-OPC membership on behalf of the OPC Provincial Council and Executive.

VII: The Terms and Conditions Co-Chairs 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.

VIII: The Members at Large:

- a. **Professional Development Executive** shall annually poll the HDSB-OPC members for the purpose of organizing at least 2 professional development opportunities in conjunction with available OPC workshops.
- b. **Membership Executive** shall maintain a current membership list, welcome new and associate OPC members to HDSB-OPC, as well as correspond with membership as necessary to offer support and aid.
- c. **(added May 2021) Equity Executive** may be employed in either the secondary or elementary panel and 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; 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

last amended May 20, 2021

Committees:

- a. There shall be a Terms and Conditions Committee, co-chaired by the two Terms and Conditions Chairs, 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 Committee. 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.
- b. The Executive may establish other Standing, Special and/or Ad Hoc committees to serve the interests of the Council.

Article IX

Meetings:

- a. At least 2 meetings of the general membership will be held each school year
- b. The spring meeting will act as the AGM; executive elections will occur at this meeting
- c. The Executive will meet on a regular basis to conduct HDSB- OPC business

Article X

Quorum:

- a. The quorum for an Executive meeting shall be one of the Co-Chairs or the Secretary or the Treasurer, plus 50% of the remaining Executive
- b. The quorum for a General Meeting shall be 25% of the general membership
- c. In the event that a quorum is not present for a General Meeting, business may be conducted and decisions approved at the next General Meeting at which there is a quorum present. This provision does not apply to budget or money matters.

Article XI

Budget:

I: Operating Budget

The Executive will use the OPC rebate as the basis of the operating budget for the HDSB-OPC, along with any other funds it may generate from contributions, sponsorships or donations.

II: Supplement

A local levy may be established by a vote of the membership to supplement the budget or to fund special activities or initiatives.

Article XII

Constitutional Amendments:

- a. Any member may move to amend the Constitution.
- b. Notice of a motion to amend must be communicated to the Executive at least 30 days in advance of the AGM.
- c. Notice of a motion to amend must be communicated to the general membership 1 week prior to the AGM.
- d. Motions to amend the Constitution require 2/3 majority of the members in attendance at the AGM for acceptance.
- e. HDSB-OPC shall consult with OPC before adopting any changes to the Constitution.