

Ontario Principals' Council

Grand Erie District
School Board

CONSTITUTION

(amended Jan 2013)

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Ontario Principals= Council
Grand Erie District School Board
Constitution

Article I: INTERPRETATION

ACouncil@ or AOPC-GEDSB@ means the Ontario Principal=s CouncilCGrand Erie District School Board;

AExecutive@ means the Executive Committee of the Ontario Principal=s CouncilCGrand Erie District School Board;

AOPC@ means the Ontario Principals= Council;

ABoard@ or AGEDSB@ means the Grand Erie District School Board;

AMember@ means a Principal or Vice-Principal employed by the Board.

Article II: PURPOSE

1. The purposes of the Council are to:

- a) advocate for the cause of public education and the students its serves;
- b) represents the concerns of its members in appropriate forums;
- c) provide opportunities for the ongoing professional development of its members;
- d) provide a link between the local and provincial organizations;
- e) maintain a supportive peer network;
- f) 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; and

- g) 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.

Article III: MEMBERSHIP

1. Employees of the Grand Erie District School Board who are members in good standing of the OPC are automatically members of the OPC-GEDSB;
2. The membership year is from September 1 to August 31.

Article IV: EXECUTIVE

1. The Council shall have an Executive;
2. The Executive shall consist of:
 - a. Two (2) Chairs (one from each panel);
 - b. Two (2) Past Chairs (one from each panel);
 - c. Two (2) Vice-Chairs (one from each panel);
 - d. Two (2) OPC Provincial Councillors (one from each panel);
 - e. Two (2) Terms and Conditions Chairs (one from each panel);
 - f. Secretary (Secretary and Treasurer must be from different panels);
 - g. Treasurer (Secretary and Treasurer must be from different panels);
 - h. Event planner.
3. One member of the Executive shall serve as Secretary and one member shall serve as Treasurer.
4. The Executive for the upcoming year, with the exception of past Chair, shall be elected from the membership at large at the Annual General Meeting of the Council.
5. The term of office for members of the Executive Committee, save and except for 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;
6. All members of the Executive are voting members of the Executive.

Article V: ELECTIONS

1. Elections to the Executive Committee will take place at the Annual General Meeting.
2. Only Members in good standing are eligible to run for office and to vote in the election.

3. All Executive Committee positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-Principals from within that panel.
4. 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.
5. The Chairs shall conduct elections according to procedures approved by the Council.
6. 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 may make an interim appointment from the membership at large.
7. At its first meeting, 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 VI: DUTIES OF EXECUTIVE MEMBERS

7. The Executive Committee 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) establishing a Terms and Conditions committee, lead 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.
8. The Chairs shall be the signing officers of the Council. The Chairs shall be responsible for the scheduling and organization of meetings of the Executive and Council and shall attend all meetings of the Executive and Council unless unable to do so by reason of personal illness or emergency. In the absence of one or both Chairs, one or both Vice-Chairs shall chair the meetings of the Executive and Council.
9. The Past Chairs shall maintain a list of Members serving on Board and Council committees, encourage nominations, conduct voting for Council and Executive positions and perform other duties as assigned by the Chairs.
10. The Vice-Chairs shall fill in for the Chairs as required and perform such duties as are delegated to one or both of them by the Chairs.
11. The Secretary shall provide notice to the Executive and to Members of all meetings and shall record and distribute records of the Executive and Council meetings to the Executive and to Members.

12. The Treasurer shall maintain financial records of the Council and disburse funds in accordance with policies of the Council. The Treasurer shall prepare written financial statements for the Executive Committee and shall report to the membership at all General Meetings. 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.
13. 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.
14. The Provincial Councilors 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 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.

Article VII: STANDING COMMITTEES

1. There shall be a Terms and Conditions Committee, co-Chaired by the two Terms and Conditions Representatives with equal representation of OPC members from each panel. The balance of the Terms and Conditions Committee shall consist of four (4) Members with equal representation 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.
2. The Executive may establish other Standing, Special or Ad Hoc committees to serve the interests of the Council.

Article VIII: MEETINGS

1. At least two (2) meetings of the general membership will be held each year and the meeting

will be 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.

2. Additional meetings may be called by the Chair as needed, with a minimum of three weeks= notice to the membership.
3. The Annual General Meeting shall take place in May or June.
4. The Executive shall meet bi-monthly to conduct the business of the organization.
5. The quorum for a meeting of the general membership shall be thirty (30) percent of the current membership.
6. The quorum for a meeting of the Executive shall be one co-Chair plus at least fifty (50) percent of the Executive.
7. The OPC Councillors shall attend meetings as called by OPC and report to the membership.
8. In no instance shall non-OPC Members be present at a meeting where the matters being discussed are confidential to OPC Members.

Article IX: BUDGET

1. The OPC rebate will form the basis of the operating budget for the Council.
2. The Council will 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 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.
3. A local levy may be collected by vote of membership to supplement the Council=s budget or to fund special activities or interest groups within the Council.
4. A failure to pay the local levy may result in the exclusion of a Member from professional development opportunities, social events and/or other activities that are funded by the local levy. If an activity such as those described above is partially funded through the OPC fee rebate and partially through the local levy, a Member who refuses to pay the local levy may be admitted to the event only upon payment of the proportionate cost of his/her attendance, relative to the portion of the activity funded by the local levy.
5. Any meeting, event or professional development 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.

6. A financial statement and budget must be presented to the membership at the Annual General Meeting.

Article X: RULES OF ORDER

1. All meetings of the Executive and Council shall be conducted in accordance with accepted parliamentary procedure. (Reference: ARoberts= Rules of Order B most current edition@)

Article XI: AMENDMENTS

1. Any member may move to amend the Constitution.
2. Proposed amendments to the Constitution must be received by the Executive at least 1 month in advance of the Annual General Meeting;
3. Proposed amendments to the Constitution must be received by the general membership at least ten (10 days) in advance of the Annual General Meeting;
4. Motions to amend the Constitution require a 2/3 majority of the members in attendance for acceptance.
5. The Council shall consult with the OPC before adopting any changes to the Constitution.