

Constitution

Ontario Principals' Council

Waterloo Region District School Board

I Name

The organization shall be called the Ontario Principals' Council – Waterloo Region District School Board (Association).

II Membership

Members shall be the members in good standing of the Ontario Principals' Council (OPC) who serve as school principals or vice-principals employed by the Waterloo Region District School Board. A member ceases to be a member if his or her membership in the Ontario Principal Council lapses, the member dies, or if the member resigns by written notice given to the Executive.

III Purpose of the Association

The purpose of the Association is:

1. to advocate for the cause of public education and the students it serves.
2. to represent the concerns of its members in appropriate forums.
3. to provide opportunities for professional development of its members.
4. to provide a link between the local and provincial organizations.
5. to maintain a supportive peer network.
6. to negotiate with the Waterloo Region District School Board to establish, maintain and modify as appropriate, terms and conditions of work for its members.
7. to serve as an OPC District as described in the Constitution of the OPC.
8. to follow such other purposes that are not inconsistent with these purposes.

IV The Executive

The Executive shall consist of:

- 2 Co-Chairs (1 from each panel)
- 2 OPC Councilors (1 from each panel serving a two-year term)
- OPC Delegate(s) as determined by the OPC Provincial formula
- 2 Members-At-Large (1 from each panel)
- 2 Terms and Conditions Representatives (1 from each panel)

The Executive shall be responsible for the management of the affairs of the Association. Any documents that require a signature may be signed by the Co-Chairs on behalf of the Association.

V Meeting of the Executive

Meetings of the Executive will be held monthly unless a meeting is cancelled by the Co-Chairs with at least one-week's notice. Additional meetings of the Executive may be called by the Co-Chairs as needed. Decisions shall be made by majority vote. A quorum shall consist of one of the Co-Chairs and 50% of the remaining Executive members. A meeting of the Executive may be adjourned with or without a quorum being present.

VI Meetings of the Membership

At least two meetings shall be held each year. Additional meetings can be called by the Executive. The Annual General Meeting shall be held during the week prior to the

commencement of school. All resolutions shall be voted on by a show of hands. A majority of votes shall determine the resolution. A quorum for a meeting of the membership shall consist of all those members present.

Where the Association has established a local levy, a failure to pay a local levy shall not prevent a member from attending meetings of the Association or from voting on any decisions affecting members in the Association.

Any meeting, event, professional development opportunity or other opportunity funded by the OPC fee rebate shall be open to all members. Non-members shall not attend unless they pay their proportionate costs. In no instance shall non-members be present at a meeting where the matters being discussed are confidential to OPC members.

VII Financial Affairs

The Association will apply annually for the fee rebate provided by the OPC to recognized OPC districts. The fee rebates shall not be refunded to individual members but shall be expended at the direction of the Executive in accordance with the needs of the Association.

The Executive shall make arrangements for the banking and financial affairs of the Association with a financial institution. Any cheques or other similar withdrawals require the approval of the Executive.

VIII Prohibition of Profit

No members of the association may receive any income from the association and the activities of the association shall be carried on without the intent of making a profit.

IX OPC Councilors

OPC Councilors shall be elected for a two-year term by members of the Association. One is to be elected from the elementary panel and the second from the secondary panel.

X Terms and Conditions Representatives

Terms and Conditions representatives shall be elected for a two-year term by members of the Association. One is to be elected from the elementary panel and the second from the secondary panel.

XI Notice of Meeting

Any notice required may be given personally, by telephone, by facsimile, by mail or by electronic mail. Notice given by mail (post) shall be deemed to be given three days after it was mailed. All other methods shall be deemed to be given at the time of transmission.

XII Dissolution of the Association

The members may dissolve the Association at a General Meeting called for that purpose on one month's written notice to the membership and to the OPC. The purpose of the meeting shall be given in the notice. Dissolution of the Association requires a two-thirds majority vote of all members present in person or by proxy. Upon dissolution, any assets remaining after the payment of any liabilities shall be donated to another organization promoting purposes similar to the purposes of the association with the approval of the OPC. In no instance shall any assets remaining after the payment of any liabilities be given directly to individual Members.

XIII Executive Responsibilities

Co-Chairs:

- Call for agenda items and set agenda
- Hold regular monthly meetings
- Attend all duly called Executive and General Membership Meetings
- Act as signing authorities for documents, official notifications, and agreements
- Chair Annual General Meeting, General Membership Meetings, and Executive meetings.
- Present a brief written report at the Annual General Meeting

Councilors:

- Attend all duly called Provincial Councilors' Meetings and report back to the Executive and membership
- Fulfill all responsibilities as outlined in the OPC Constitution, OPC Policies and Handbook for OPC Provincial Councilors.
- Attend all duly called Executive and General Membership meetings
- Act as direct liaison between membership and provincial organization – forward appropriate correspondence and collect data
- Maintain membership lists
- Acts a liaison with member in Finance Committee to ensure local membership lists are updated
- One councilor to serve as treasurer – one councilor to serve as secretary
- Act as liaison with provincial organization for registering local members for workshops and seminars
- Act as liaison with Moderator of WaterWorks OPC Conference
- Present a brief written report at the Annual General Meeting

Treasurer: In addition to responsibilities of Councilor, one Councilor will serve as Treasurer.

- Maintain accurate statements of receipts and expenses
- Issue a written report on a tri-monthly basis to the Executive
- Act as financial signing authority for the Executive
- Bring to the attention of the Executive any extraordinary expenses and requests
- Receive and deposit incoming revenues
- Receive and pay invoices within 30 days of receipt
- Maintain, with the secretary, an accurate list of local members
- Develop draft budget for the Executive each June – to be submitted to the membership at the Annual General Meeting in August
- Provide to OPC Provincial regular financial reports and updates as needed
- Provide financial advice and recommendations re: expenditures, budget restrictions and expense fees
- Present a brief written report at the Annual General Meeting

Secretary: In addition to responsibilities of Councilor, one Councilor will serve as Secretary.

- Book rooms/facilities for monthly meetings, annual and general membership meetings
- Receive agenda from co-chairs and send out one week prior to each monthly Executive meeting
- Receive correspondence for OPC Waterloo Region District School Board – present correspondence to appropriate Executive members, place on agenda if needed
- Maintain minutes of duly called meetings – distribute minutes, by WaterWorks OPC Conference, within one week of meeting if possible
- Maintain minutes of the General Membership meetings – distribute minutes, by WaterWorks OPC Conference, within one week of meeting if possible
- Act as liaison with the Board Office personnel for maintaining an accurate membership list
- Act a liaison with OPC WaterWorks Conference Moderator to ensure new members placed on Conference – leaving members taken off of Conference.
- Ensure Waterworks OPC Conference is used to disseminate OPC local an provincial information
- Present a brief written report at the Annual General Meeting

Terms and Conditions Representatives

- Hold regular planning meetings with the Terms and Conditions Committee
- Ensure recording of meetings are maintained
- Attend all duly called Executive and General Membership meetings
- Attend meetings and seminars presented by the OPC Provincial for Terms and Conditions Committees
- Consult with OPC Provincial and their legal advisors re: contract language and advice
- Ensure surveys for members are distributed at appropriate times
- Present regular communiqués to the Executive members and membership
- Hold regular meetings with identified Board personnel
- Seek direction and information from WRDSBAA Executive when needed
- Provide information re: negotiating status/offer to agreement to WRADSBA Executive OPC Executives when warranted
- Seek agreement from above named Executives to proceed with presentations and recommendations to group memberships
- Present a brief written report at the Annual General Meeting

Members-At-Large: Professional Development And Communications Representatives

- Attend all duly called Executive and General Membership meetings
- Act as professional development liaison with the other Board groups promoting and developing professional development activities, workshops, and seminars
- Assist with registrations, organization and presentation of local and provincial OPC professional development activities
- Recommend to the Executive, budgets and fees for workshop
- Survey members, as appropriate, regarding the professional development needs
- Report to the Executive on a regular basis, the activities and the yearly planned calendar
- Use the OPC Conference to promote the professional development activities
- Encourage the use of OPC Website and bi-weekly polls
- Develop monthly/bi-monthly communiqués for the Executive members to use to report at Area Family of Schools' Meetings
- Send messages of good wishes/congratulations/condolences when appropriate

- Present a brief written report at the Annual General Meeting

XIV: Committees

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 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.

The Executive may establish other Standing, Special and/or Ad Hoc committees to serve the interests of the Council.

Article XV: Constitutional Amendments

The Association shall consult with the OPC before adopting any changes to the OPC District Constitution.

Any member may move to amend the Constitution.

Notice of motion to amend must be received by the Executive one (1) month prior to the Annual General Meeting.

The Membership must be notified of the motion to amend at least (2) weeks prior to the General Meeting.

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