

ONTARIO PRINCIPALS'  
COUNCIL

BYTOWN DISTRICT

CONSTITUTION  
VERSION 3.01

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# **Ontario Principals' Council Bytown District**

## **Constitution**

### **1.00            NAME & GOVERNANCE**

This association constitution shall be representative of the "Ontario Principals' Council, Bytown District", hereinafter called the "District". The constitution shall govern the conduct of its members and the operation of District business, its Executive Committee and all General and Executive meetings.

### **2.00            OBJECTS**

In addition to the objects of the provincial Ontario Principals' Council (O.P.C.) (see Appendix #1), the objectives of O.P.C. Bytown District shall be:

1.        To foster, promote and advance publicly funded education at all levels and to advocate provincially and locally for the concerns of students served by members.
2.        To advocate provincially and locally for the concerns of its members in appropriate forums.
3.        To encourage wide communication, involvement and a supportive network amongst its members.
4.        To provide leadership in, and opportunities for, professional growth and development for its principal and vice principal members and others acting in these roles.
5.        To support Principals and Vice Principals in Ottawa Carleton to establish, maintain, and modify appropriate terms and conditions of work.
6.        To promote the highest standard of professional ethics and competence amongst its members.

**3.00            MEMBERSHIP**

3.01            An active member of the District is a practising principal or vice principal employed in Ottawa Carleton who is a member in good standing of the Ontario Principals' Council.

3.02            An associate member of the District is one who is recognized as an associate member in good standing of provincial Ontario Principals' Council. Such members shall be non-voting and eligible to participate in District activities on a cost-recovery basis. The Executive Committee shall establish Guidelines for the participation of Associate members in District activities.

3.03            Active members shall have all the privileges of membership including, but not limited to:

- (a)    speaking and voting on issues at all General, Special and Annual Meetings
- (b)    taking part in the activities of the District;
- (c)    holding elected or appointed office on Committees within the District,
- (d)    representation of concerns to the provincial O.P.C. or to the employing Board by the District.

**4.00            EXECUTIVE COMMITTEE**

- 4.01            The offices of the Executive Committee of the District shall consist of:  
                 Two Co-Presidents – One Elementary, One Secondary  
                 Past President  
                 Secretary  
                 Treasurer  
                 Two Terms and Conditions Representatives, (1 from each panel)  
                 Five (5) Executive Members-At-Large
- 4.02            The Executive Committee, with the exclusion of the two Terms and Conditions Representatives and the Past President position, will be elected at the Annual General Meeting, normally held in May of each year. The Executive Committee will appoint two Terms and Conditions Representatives from the membership at the Annual General Meeting.
- 4.03            The term of Office for Co-Presidents shall be two years, elected in alternate years.
- 4.04            The term of office for the Past President, Secretary, Treasurer, Terms and Conditions Representatives, and Members-At-Large shall be one year, from July 1 in year of election to June 30 the following year.
- 4.05            Any office of the Executive Committee that becomes vacant during the term of office shall be filled for the balance of the term by Executive Committee appointment from amongst the District membership.
- 4.06            Where a member of the Executive Committee fails to fulfil his/her constitutional obligations, misses more than 3 meetings in a year for which reasonable notice had been given, or where the member's presence on the executive is disruptive and/or detrimental to the effective functioning of the Committee, he/she 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. Where the members of the Executive Committee agree, by the way of a simple majority vote, that it requires assistance in resolving conflict among its members, it may authorize, at the expense of the Bytown OPC, the intervention of a neutral third party to assist in mediating the dispute.

**5.00 DUTIES OF THE EXECUTIVE COMMITTEE**

- 5.01 The Executive Committee shall have the authority and responsibility to administer the affairs of the District between General meetings of its membership.  
In so doing, but not limited to, it shall:
- (a) carry out the decisions taken at General, Special and Annual Meetings and handle any business arising between such meetings;
  - (b) promote good relationships with other associations of educators;
  - (c) recommend to the Annual General Meeting the approval of a balanced budget for the next year;
  - (d) recommend to the District the establishment or removal of committees, their terms of reference, their composition, their budgets and their lines of responsibility and accountability;
  - (e) set the dates for any General or Special Meetings and the Annual Meeting,
  - (f) appoint two Terms and Conditions representatives to serve on the Executive Committee (one from the secondary panel and one from the elementary panel);
  - (g) establish 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;
  - (h) approve the composition of the whole Terms and Conditions Committee, which committee shall include the Terms and Conditions Representatives on the executive and other OPC members, ensuring there are an equal number of Representatives from each panel;
  - (i) appoint a member (or members) of the executive to serve as additional Provincial Councillor(s) should the district membership be of sufficient size to warrant such representation at the provincial level.
- 5.02 The Co-Presidents shall be the official spokespersons for the District and shall represent the members at all times when called upon to do so.
- 5.02.1 The Co-Presidents shall, during their term of office, attend all meetings of the Executive and Bytown OPC, act as OPC Councillors and represent the District or delegate this responsibility to another member of the Executive.
  - 5.02.2 The Co-Presidents shall not have voting privileges at the Annual General Meeting.
  - 5.02.3 The Co-presidents and the Treasurer shall be the signing officers of the Bytown OPC. Any two of these three are required to sign cheques for the Council.
- 5.03 The Past-President shall assume an advisory role on the Executive and act as Chair of the Nominating Committee.
- 5.04 The Secretary shall record the minutes of any District General, Special, Annual and Executive Committee meetings and shall give notice to members of such meetings at least one (1) week in advance. Minutes of such meeting shall be made available to general membership. The Secretary shall maintain a list of all District members in good standing and a mailing list for communications within the District of those members.
- 5.05 The Treasurer shall maintain the financial records of the District and shall maintain a bank account in the name of the District as the "Ontario Principals' Council - Bytown District".

The financial records of the District shall be maintained in accordance with accepted accounting practices.

- 5.05.1 It is the responsibility of the Treasurer to maintain the financial records of the Council. For reimbursements of funds to members, the Treasurer shall require the presentation of original receipts from the member.
- 5.05.2 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 Bytown OPC Constitution that is compatible with the OPC Constitution and OPC District Recognition Policy, evidence of a duly elected executive, and an accepted financial statement.
- 5.05.3 The Treasurer shall furnish the membership with the latest financial statement at all General Meetings, and when requested to do so, at Executive Committee Meetings. The Treasurer shall present a year-end financial statement and a prepared projected budget for expenditures for the following year at the Annual General Meeting.
- 5.05.4 Prior to presentation of the Annual Financial Statement at any Annual Meeting the Treasurer shall provide for an audit of the District financial records. Such audit shall be performed by a qualified individual in accordance with approved audit procedures, and approved and signed by him/her. The auditor's report shall be presented at the Annual General meeting.

- 5.06 The Executive Members-At-Large shall be responsible to assume delegated duties and Responsibilities from time to time at the request of the Co-President and to support the Office of the Co-President. Up to three (3) additional Members-At-Large may be appointed by the Executive Committee to ensure, as much as possible, a balance on the Executive between elementary and secondary members and principals and vice- principal positions.
- 5.07 The Co-Presidents (and additional Councillor(s) as needed) in their role as OPC Councillors, represent the views and concerns of the Bytown OPC membership to the OPC but shall also perform the duties of a Provincial Councillor as defined 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 liaison between the OPC and the Bytown OPC and shall 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 Bytown OPC from time to time. As Provincial Councillors, the Co-Presidents (and additional Councillor(s) as needed) shall report to the Executive Committee, as requested, or to the membership at each General or Annual Meeting as needed.
- 5.08 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 in negotiations, shall consult with OPC in matters of Provincial interest and shall communicate OPC policies and information to 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.



**6.00      MEETINGS**

6.01      The Co-Presidents shall preside at all General, Special, Annual and Executive Committee meetings. The Co-Presidents may delegate this responsibility to any other District member who will conduct the operation of the meeting.

6.02      Notice of Meeting: Notice of a General, Special or Annual meeting shall be given to the membership at least one (1) week prior and shall specify the place, the date and time of the meeting, and, in the case of special business, the general nature of the business to be undertaken.

6.03      General Meetings: At least three (3) meetings of the District membership, one of which shall be the Annual Meeting, shall be held each school year.

6.04      Additional Special meetings may be called by the Executive Committee or by the call of thirty (30) District members.

6.05      Annual Meeting: The Annual Meeting of the District shall be held in May of each school year, the date and place of which shall be set by the Executive Committee.

- 6.05.1      The Annual General Meeting shall be responsible for:
- (a) electing officers to the Executive Committee for the new term of office,
  - (b) setting of any District fee or levy;
  - (c) approving the minutes from the previous Annual General Meeting,
  - (d) approving an annual budget for the next operating year,
  - (e) receiving, the audited Financial Statement of the District for the current year, receiving the Annual Reports of District Committees,
  - (f) dispensing with business as decided by the Executive Committee,
  - (g) receiving comments and direction from members attending the Annual and acting upon it,

6.06      Executive Committee Meetings: The Executive Committee shall meet at a time and place set by the Co-Presidents. Additional meetings may be called at any other time by the Co-Presidents or by the call of at least 7 Executive Committee members.

6.07      Quorum: The quorum for any General, Special or Annual meeting shall be thirty (30) District members in attendance. The quorum for any Executive Committee meeting shall be six (6) executive members in attendance.

**7.00      ELECTIONS**

- 7.01      On behalf of the executive, a Nominating Committee shall approach general membership to solicit nominations for executive positions at least two weeks prior to elections. The Nominating Committee shall present a Slate of Nominees for the offices of the Executive Committee at the Annual General Meeting.
- 7.02      All nominees must be members in good standing with O.P. C. and the District. Nominees must communicate their consent to the nomination to the Chair of the Nominating Committee in writing by fax, electronic message or mail.
- 7.03      The Slate of Nominees shall be made known in writing to the District membership at least one (1) week prior to the Annual General Meeting.
- 7.04      Nominations:
- (a)      Nominations are in order for the offices of the Co-President, the Secretary, the Treasurer and the five (5) positions of Executive Members-At-Large.
  - (b)      The position of Past President shall be occupied by the outgoing Co-President, shall be a member of the Executive Committee and shall require no nomination.
  - (c)      If the Past President is unable to serve, the Executive Committee may appoint a former President of the District or a former member of the Executive Committee to the position for the balance of the term of office.
  - (d)      Nominations for an office shall be accepted from the floor of the Annual General Meeting. For such, the nominees must be present at the meeting and give verbal consent to the nomination.
- 7.05      In the case of an office contested by more than one (1) nominee, the vote shall be by secret ballot. To be elected, a nominee must receive a majority of the votes cast. In the case of an uncontested office with only one (1) nominee at the close of nominations by the Chair of the Nominating Committee, the nominee shall be declared elected by acclamation.
- 7.06      The Chair of the Nominating Committee shall be responsible for conducting the election process, for providing appropriate voting ballots of the Slate of Nominees to the members, for ensuring scrutineers are chosen to count the ballots, for the destruction of the ballots and the announcement of the successful nominees.

**8.00        DISTRICT BUDGET**

- 8.01        The provincial Ontario Principals' Council rebate shall form the basis of the operating budget for the District. Application shall be made annually to receive membership rebates from Ontario Principals' Council to supplement the budget for funding of professional development and other activities within the District. The rebates shall not be refunded to individual members but shall accumulate or be expended at the direction of the Executive in accordance with the mandates of the Professional Development and other committees. OCDSB 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 other activities funded by rebates from the OPC.
- 8.02        The District budget may be supplemented from time to time by revenues from other sources, such as an activity fee or grant from the employing Board(s).
- 8.03        A proposed operating budget for the succeeding year shall be prepared by the Treasurer and presented at the Annual General Meeting for approval by District members. Such budget shall give an accurate estimate of revenues and expenditures expected.
- 8.04        The District shall, as required, strike Committee Budgets.
- 8.05        The District shall operate its budget on a not-for-profit, balanced basis.

**9.00        COMMITTEES**

- 9.01        All committees of the District shall be either "Standing" or "Ad Hoc". "Standing" shall mean a permanently established, active Committee of the District. "Ad Hoc" shall mean a temporarily established Committee of the District that, once its mandate has been completed, becomes inactive or discontinued.
- 9.02        Committees of the District shall be established at any time by the membership or the Executive Committee and may be approved at a General, Special or Annual Meeting,
- 9.03        The Executive Committee, as advised by its members, shall establish the mandate, the terms of reference, the composition, the budget if any, and lines of responsibility and accountability for any Standing or Ad Hoc Committee of the District.
- 9.04        A member of the Executive Committee shall be an ex-officio member of every Standing or Ad Hoc Committee of the District.
- 9.05        The progress of a Standing or Ad Hoc Committee shall be reported to:
- (a)    the Executive Committee through the ex-officio Executive Committee member sitting on that Committee;
  - (b)    the District membership at every General or Annual meeting, by the Chair of the Committee.
- 9.06        As required by the OPC District recognition Policy, The terms and Conditions Committee shall be a standing committee. The Terms and Conditions Committee shall negotiate the terms and conditions of employment with the employer school board on behalf of all OPC Members following adequate consultation with OPC members. Terms and Conditions representatives shall consult with the OPC on matters of Provincial interest and shall communicate policies and information to the local OPC Members as recommended by the OPC. From time to time, the OPC Provincial Council may direct Terms and Conditions representatives to seek contract language for the benefit of OPC members generally or pursuant to a Provincial strategy approved by the OPC Provincial Council.

**10.00      DISTRICT CONSTITUTION**

- 10.01      This Constitution shall be for the guidance of District members and the Executive Committee in conducting the business of the District. The wording of this Constitution shall be in keeping with the provincial Constitution of the Ontario Principals' Council and not hostile to it.
- 10.02      The OPC District shall consult with the OPC before adopting any changes to the OPC District Constitution. Any changes or amendments to this Constitution shall be presented to the OPC Bytown Executive Committee with sufficient time for Executive Committee to examine the changes or amendments, to undertake consultation with OPC, and make recommendations.
- 10.03      This Constitution may be amended at any General, Special or Annual Meeting providing:
- (a)      a 2/3 majority of District members in attendance vote to approve;
  - (b)      proper "Notice of Meeting" of such amendment has been provided to District members ten (10) working days prior to the date of the meeting at which the amendment will be considered,
  - (c)      such amendment is in keeping with the provincial Constitution of the Ontario Principals' Council and is not hostile to it.
- 10.04      Bylaws or operating procedures of the District may be created from time to time as needed. Once approved by the District at a General or Annual meeting, a Bylaw becomes part of the Constitution.
- 10.05      Bylaws may be amended by a simple majority vote of District members, providing due Notice of Meeting as for Constitutional amendments has been provided.

11.00      **RULES OF ORDER**

11.01      All General, Special, Annual and Executive Committee Meetings shall be conducted in accordance with accepted parliamentary procedure and with proper respect for the rights and privileges of members.

11.02      Members have the right and responsibility to express their opinions on issues and decisions facing the District, to recommend direction and policy to be taken by the District, to vote upon motions binding the District, and to conduct themselves with decorum, proper ethics and respect for the opinions of other members.

11.03      The reference guide for the conduct of General, Special, Annual or Executive Committee Meetings, and any procedural disputes arising there from, shall be **Roberts Rules of Order** - latest edition.

## **APPENDIX #1**

### **THE OBJECTS OF THE ONTARIO PRINCIPALS' COUNCIL**

The primary purpose of the Corporation shall be to promote and better the conditions and terms of employment for the members of the Corporation, including, without limitation, negotiation of employment contracts on behalf of the members, negotiations on behalf of members with respect to hours of work, pensions, benefits, length of employment contracts, remuneration, working conditions of members of the Corporation, and all preparation and conduct of negotiations on behalf of its members with school boards who are employers of members.

The following constitute additional objectives of the Ontario Principals' Council.

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