

**CONSTITUTION
of the
ONTARIO PRINCIPALS= COUNCIL - LIMESTONE
DISTRICT SCHOOL BOARD [OPC-LDSB]**

I NAME:

The Association shall be known as “The ONTARIO PRINCIPALS’ COUNCIL B LIMESTONE DISTRICT SCHOOL BOARD (OPC-LDSB)” and referred to in this constitution as the “Association”.

II MEMBERSHIP:

- 1) Employees of the Limestone District School Board who are members in good standing of the Ontario Principals= Council are voting members of the Association
- 2) Principals/vice-principals within the Limestone District School Board who are on sabbatical, leave of absence or temporary assignment are eligible for membership in the Association.
- 3) Individuals or groups who are deemed by the Executive to hold interests compatible with the purposes of the Association may be granted Associate membership. Associate members are non-voting members and are eligible to participate in professional development activities conducted by the organization. Associate members are welcome to participate in social activities of the organization.
- 4) Upon acceptance of Membership, members have a duty and responsibility to support and promote the collective interest of the Association.

III PURPOSES OF THE ASSOCIATION:

- 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 the ongoing professional development of its members;
- 4) To serve as an OPC District as described in the Constitution of 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.;
- 5) To maintain a supportive peer network;
- 6) To negotiate with the Limestone District School Board to establish, maintain and modify as appropriate terms and conditions of work for its members;
- 7) To represent the collective interests of the Association;
- 8) To provide the Association input into key education and professional issues, through group decision making;
- 9) To provide continuing professional development for its members;

- 10) To provide opportunities for its members to interact socially;
- 11) To provide collegial support for its members.
- 12) To promote the participatory role of principals and vice-principals in system decision-making and to bring matters of concern to principals and vice-principals to the attention of the senior administration in the appropriate forums

IV SPECIFIC OBJECTIVES OF THE ASSOCIATION:

- 1) To represent Association members in ~~consultations~~ *negotiations* with the Board regarding employment issues for members.
- 2) To represent Association members in co-operation with the Board regarding management issues for other employees.
- 3) To identify relevant and current educational and professional issues.
- 4) To analyze identified issues.
- 5) To provide a means for the Association to discuss the identified issues.
- 6) To provide a means for feeding back the Association=s position to the appropriate person or group.
- 7) To have at least one Professional Development conference relevant to its members each school year.\
- 8) To have a Professional Development component at Association meetings as determined by the Association Executive.
- 9) To have social activities.
- 10) To honour any members leaving the Association.
- 11) To recognize special achievements of its members.
- 12) To express concern in time of need.
- 13) To provide expertise and information to members on professional issues.
- 14) To provide on a collegial basis, guidance, support and advice in times of need.
- 15) To present all members in a positive manner to the stakeholders in our educational community.

V ASSOCIATION STRUCTURE:

- 1) The fiscal year and administrative time of office shall be from September 1 to August 31.
- 2) There shall be an executive, consisting of the following positions:

President	President-elect
Past President	Secretary
Treasurer	OPC Councillors, one per panel (2)
Terms and Conditions Committee	Representatives, one per panel (2)
Members at Large	(3)
- 3) The President-elect shall be from the panel (Elementary or Secondary) other than that of the President. In general, the President shall have been the President-elect in the

previous year.

- 4) OPC recognizes all members of SSAO and ASA as OPC members.
- 5) Only voting members may hold executive positions.
- 6) The executive shall include at least one Principal and one Vice-Principal and at least one person from each panel.
- 7) Every effort will be made to have representation on the executive by members, from all five of the A Trustee geographical areas@ in the Board.
- 8) When a member of the Executive finds it necessary to resign, the remaining members of the Executive may appoint a successor for the balance of the term of the person resigning.
- 9) The term of office for the position of President and the President-elect should not exceed one year in a given position.
- 10) In late May or June of each year the Association shall have an Annual General Meeting for the review of Association activities and the election of Executive members.
- 11) The Nominating Committee, appointed annually by the Executive, shall present a proposed slate of officers to all regular members who are in attendance at an Annual General Meeting.
- 12) The Executive may appoint such Ad Hoc Committees as may, from time to time, be deemed advisable. Members of Ad Hoc Committees will report to the executive as appropriate.
- 13) Notwithstanding the above, nominations to the Executive may be made from the floor of the Annual meeting, providing the nominee is present to give assent to his/her nomination or has given assent in writing prior to the meeting.

VI ROLE OF THE EXECUTIVE

- 1) To establish meeting times and locations.
- 2) To approve and prepare the agenda for each meeting.
- 3) To establish committees as required.
- 4) To appoint individuals to represent the interests of the Association, on Board and other committees.
- 5) To establish terms of reference and time lines for each committee.
- 6) To meet prior to general meetings at the call of the President.
- 7) To communicate with all levels of the educational system.
- 8) To dissolve ad hoc committees which have completed their terms of reference.
- 9) To have the President and the President-elect meet with the Director on a regular basis.
- 10) To evaluate current objectives and establish objectives for the next year.
- 11) To appoint two members to review the yearly financial statement prepared for the Annual Meeting.
- 12) To recommend an annual fee.
- 13) The executive shall have the authority and responsibility to administer the affairs of the

association between meetings of the membership.

- 14) Members of the Executive shall attend meetings as scheduled by the President. In order to maintain quorum, members shall attempt to stay until the end of each meeting.
- 15) The executive shall be responsible for directing the affairs of the association including: monitoring and approving expenditures, developing and implementing the priorities, programs and purposes of the association, appointing interim members of the Executive in the event of vacancies, 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 vive-principals accordingly.
- 16) The President (or in the absence of the President, the President-Elect) and the Treasurer shall be the signing officers for the association.

VII ROLES OF THE EXECUTIVE MEMBERS:

A. The President will:

- 1) Preside over all Association Meetings.
- 2) Serve as the chief executive officer of the Association.
- 3) Act as the spokesperson of the Association.
- 4) Give professional leadership to the Association.
- 5) Call regular meetings of the Executive.
- 6) Call regular meetings of the Association.
- 7) Serve as an ex-officio member of all committees of the Association. The President may appoint a representative to sit in his/her place on said committees.
- 8) Serve and be recognized as chief liaison agent for the Association.
- 9) Co-ordinate plans, stimulate activity, review progress and request reports at appropriate times.
- 10) Conduct all correspondence for the Association except where otherwise specifically directed by the Executive.
- 11) Represent and advocate for the membership.

B. The President-elect will:

- 1) Fill the role of President in the absence of the President.
- 2) Undertake such tasks as are requested by the President.
- 3) Represent and advocate for the membership.

C. The Secretary will:

- 1) Record and distribute to the membership minutes of all general and executive meetings.
- 2) Issue Notices of Meeting to members and associate members.
- 3) Arrange, co-ordinate and publicize social and business events.
- 4) Pass on yearly minutes and correspondence to the incoming secretary.

- 5) Arrange for suitable facilities and refreshments for general meetings.

D. The Treasurer will:

- 1) Collect the professional fees, pay invoices, issue receipts, maintain the financial records and report to the Association as required.
- 2) Keep the Association funds secure.
- 3) Prepare and distribute the Association's Annual operating budget prior to October 31 of each year.
- 4) Report to the Annual General Meeting.

E. The OPC Councillors (2) will:

- 1) Be elected for a two-year term. There will be one from each panel.
- 2) It is intended to fill terms that do not overlap such that only one of the two councillors is elected each year.
- 3) Be elected at the Annual General Meeting. Nominations will be accepted from the floor.
- 4) Keep a list of all regular, associate members and retirees.
- 5) Not only represent the views and concerns of OPC - LDSB but shall also perform the duties of an OPC 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 OPC may assign additional duties to the Provincial Councillor, so long as these additional duties are not in conflict with the above.

F. The Terms and Conditions Representatives (2) will:

- 1) Include representation from both panels and appointed by the Executive.
- 2) Communicate with and collect data from members regarding issues related to their terms and conditions of employment.
- 3) Co-chair a team of Vice-Principal and Principal representatives which will review the Terms and Conditions document and ~~discuss~~ negotiate changes with the Board.
- 4) The Terms and Conditions representatives shall co-chair the Terms and Conditions Committee, and shall report to the Executive at each of its meetings on the activities of the T&C Committee.
- 5) The Terms and Conditions representatives shall be responsible for ensuring members are adequately consulted on their priorities for negotiations and shall consult with the OPC on matters of Provincial interest.
- 6) Shall communicate OPC policies and information to the local members as recommended by the OPC.
- 7) The Terms and Conditions representatives, or their designates, shall attend any OPC meeting to which Terms and Conditions representatives are expressly invited.

G. The Program and Professional Development Chairperson will:

- 1) Identify and act upon the expressed professional development needs of members of the Association.
- 2) Provide hospitality and consideration for any guests.
- 3) Arrange for suitable facilities and refreshments for P.D. meetings.

H. The Members at Large (2) will:

- 1) Undertake such tasks as are developed and assigned. Envisaged are such things as Chairing a Constitutional Committee, assisting the Chair of the Program and Professional Development Committee and developing a social programme.

I. The Past President will:

- 2) Act as an advisor
- 3) Act as chairperson on the Nominating Committee.

VIII BUDGET:

- 1) The Ontario Principals= Council rebate will form the basis of the operating budget for the organization.
- 2) There may be, from time to time, funds from other organizations such as the Limestone District School Board.
- 3) Special assessments may be levied at the request of the Executive, by a majority vote of the regular members, provided there is a quorum at a general meeting.
- 4) Provide for reasonable expenses incurred by members of the executive, by members charged with specific, minuted responsibilities and by committees.

IX MEETINGS AND PROCEDURES:

- 1) At least four meetings of the general membership will be held each school year. Additional meetings can be called by the executive as needed. A May/June meeting will be the Annual General Meeting.
- 2) The executive will meet monthly and conduct the business of the organization. Additional meetings of the executive can be called ~~be the co-chairs~~ as needed.
- 3) The Association=s schedule of meetings will be published in September. Additional meetings, as needed, will be called by the executive.
- 4) General meetings will normally begin at 4:30 p.m.
- 5) The Agenda for General meetings will usually include: Action Items, Information Items, and Other Business.
- 6) A quorum shall consist of twenty-five percent (25%) of the membership and shall include both Principals and Vice-Principals.
- 7) Although it is understood that most issues will be decided on the basis of consensus, when it is necessary that a vote be taken a majority is more than 50% of those voting.

- 8) Tie votes are lost.
- 9) The rules of order for Association meetings will be Robert=s Rules of Order.
- 10) The Constitution may be amended by a majority vote of the regular membership in attendance at a properly called Annual General Meeting or a Special Meeting called for that purpose, providing that a Notice of Motion detailing the amendment(s) has been presented in writing to the membership not less than seven days prior to the meeting.
- 11) OPC-LDSB shall consult with the OPC before adopting any changes to the OPC District Constitution
- 12) Amendments to the Constitution shall take effect as soon as they are adopted.
- 13) The Executive may institute Policies from time to time. At no time shall any of these Policies contravene any Article of the Constitution.

X OPC-LDSB FEES AND OTHER INCOME

- 1) The OPC-LDSB 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 OPC-LDSB 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;
- 2) An additional levy may be collected through an authorized payroll deduction. The amount of the local levy for the upcoming year will be determined by the membership at the May AGM with the advice from the Budget Committee and recommended by the Executive;
- 3) Pro-rated fees shall be collected from new members from the date of appointment;
- 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) In no case shall an OPC Member be excluded or prevented from voting at a meeting of OPC-LDSB.

XI CONFLICT RESOLUTION

- 1) Where a member of the Executive Committee fails to fulfill his 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 committee 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.

- 2) 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, at the expense of the Council, the intervention of a neutral third party to assist in mediating the dispute.

Date: _____

President: _____

President-elect: _____