CONSTITUTION Ontario Principals' Council for the Hastings and Prince Edward District School Board

[OPC - HPEDSB]

Article 1 – Purpose
The purposes of the Ontario Principals' Council, HPEDSB, are to:
1.1 advocate for the cause of public education and the students it serves;
1.2 represent its members in appropriate forums (i.e. respond to issues that impact on administrative roles, representation on committees);
1.3 provide opportunities for the ongoing professional development of its members;
1.4 provide a link between the local and provincial organizations;
1.5 maintain a supportive peer network;
1.6 consult with the HPEDSB to establish, maintain and modify, as appropriate, terms and conditions of work for its members;
1.7 To speak with one strong voice on behalf of all members.
1.8 To facilitate consultation and maximize participation of the general membership.

Article 2 – Membership
2.1 Employees of the HPEDSB who are in good standing of the Ontario Principals' Council are automatically members of OPC - HPEDSB.

Article 3 - Executive
3.1 The term of office for the Executive shall be for two years.
3.1.1 The following positions will be elected during an odd year: Local Chair (Secondary), Provincial Councillor (Secondary), Terms and Conditions Representative (Secondary), Communications Officer (either panel), and Two Members at Large (either panel)
3.1.2 The following positions will be elected during an even year: Local Chair (Elementary), Provincial Councillor (Elementary), Terms and Conditions Representative (Elementary), Treasurer (either panel), and Two Members at Large (either panel)
3.2 The Executive shall be elected from the membership at large at the Annual General Meeting.
3.3 The Executive will consist of:
3.3.1 Two Local Chairs (one from each panel)
3.3.2 Two Provincial Councillors (one from each panel)
3.3.3 Two Terms and Conditions Representatives (one from each panel)
3.3.4 Communications Officer (either panel)
3.3.5 Treasurer (either panel)
3.3.6 Four Members at Large (either panel)
3.3.7 Any Provincial OPC Executive member(s)
Article 4 - Elections
4.1 The Executive will be elected at the Annual General Meeting.
4.2 The executive shall present a proposed slate of officers to the Annual General Meeting.
4.3 Nominations from the floor will be accepted.
4.4 During the elections process as positions become available, nominees may stand for subsequent offices (based on the order of the list in Article 3.3).
4.5 The election of each position, if contested, shall be by secret ballot. The candidate with the most votes shall be elected to the executive.
4.6 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 is empowered to make an interim appointment from the membership at large.

Article 5 - Duties
5.1 Members of the Executive Committee attend all meetings as scheduled.
5.2 The Executive Committee shall be responsible for directing the affairs of the Council, including:
   5.2.1 monitoring and approving expenditures;
   5.2.2 developing and implementing the priorities and purposes of the Council;
   5.2.3 establishing and monitoring the decisions and activities of such standing, special or sub-committees which are created as needed;
   5.2.4 appointing interim members to the Executive in the event of vacancies.
5.3 The Chairs set agenda, chair meetings, review and report the accomplishments of the Executive to the members at the AGM, one chair attends the annual OPC Local Chairs meeting, and one chair assumes the responsibility of signing officer with the treasurer.
5.4 The Provincial Councillors represent local OPC interests at Provincial OPC, facilitate communication with Provincial OPC, attend meetings as called by Ontario Principals' Council and report to the Executive and the membership, provide new members with information concerning Provincial OPC, and review and report the initiatives of the Provincial OPC to the members at the AGM.
5.5 The Terms and Conditions Representatives represent the membership in discussions with the Board regarding revisions of the Terms and Conditions of employment, survey the membership to identify priorities, report any potential revisions and progress to the membership, one representative attends the annual OPC Terms and Conditions meeting, and review and report the progress of Terms and Conditions to the members at the AGM.
5.6 The Communications Officer communicates and promotes any professional development or social activities relevant to members, facilitates the communication of information from the Executive to members, gives notice of meetings to members, records the minutes and motions of all Executive meetings, records the results of the elections at the AGM and provides these to the members.
5.7 The Treasurer distributes professional development rebate funds, notifies members of OPC scholarship criteria and application process, distributes OPC scholarship awards, monitors the financial status and reports monthly to the Executive, assumes the responsibility of signing officer, and prepares a budget summary and draft budget projection for membership approval at the AGM.
5.8 Members at Large support the Executive and represent the members.
Article 6 – Meetings
6.1 The time and place of all meetings shall be determined by the Executive Committee.
6.2 General:
   6.2.1 The general membership shall meet at least three times a year. Dates shall be determined by the Executive following the AGM in June. The Annual General Meeting must be held before the end of June.
   6.2.2 Additional meetings may be called by the Chair as needed.
   6.2.3 Elections of the members of the Executive shall take place at the Annual General Meeting.
   6.2.4 Presentation of the financial statement and other relevant business will take place at the Annual General Meeting.
   6.2.5 The Executive Committee may, whenever they deem it appropriate, convene a meeting.
6.3 Executive:
   6.3.1 The Executive Committee shall meet monthly to conduct the business of the organization. Dates and locations will be set and communicated to the membership following the AGM in June.
   6.3.2 Additional meetings may be called by the Chair(s) or Executive as needed.
6.4 OPC Provincial Council:
   6.4.1 Provincial Councillors (2) shall attend meetings as called by Ontario Principals Council and report to the Executive and the membership.
6.5 Annual General Meeting:
   6.5.1 There shall be an Annual General Meeting, the date and place of which shall be set by the Executive Committee.
   6.5.2 The Chairs or Designate shall preside at the AGM.
   6.5.3 The Annual General Meeting shall be used for:
      a) Changes to and approval of the Constitution;
      b) Receiving reports from the Executive Committee and Subcommittees;
      c) Election of Executive Officers;
      d) Receiving comments from members attending the AGM.

Article 7 - Quorum
7.1 The quorum for an Executive Meeting shall be more than 50% of the Executive members.
7.2 The quorum for a General Meeting shall be the members in attendance.

Article 8 - Budget
8.1 The OPC Provincial rebate will form the basis of the operating budget for the organization, along with funds from other organizations.
8.2 The HPEDSB contributions will form the basis of the professional development budget for the organization, along with funds from other organizations.
8.3 A local levy may be established by vote of the membership to supplement the budget or to fund special activities or interest groups within the organization.
8.4 All financial transactions require the signature of the Treasurer and the designated Chair of the Council.

Article 9 - Amendments to Constitution
9.1 Any member may move to amend the Constitution.
9.2 Notice of motion to amend must be received by the Executive committee one (1) month prior to the Annual General Meeting.
9.3 The Membership must be notified of the motion to amend at least one (1) week prior to the Annual General Meeting.
9.4 Motions to amend the Constitution require 2/3 majority of the members in attendance at the Annual General Meeting for acceptance.

Last updated: June 2010