



Ontario Principals' Council -- Hastings & Prince Edward Constitution (revised September 2020)

Article 1 – Interpretation

- 1.1** In this constitution and all other by-laws and special resolutions of the organization, unless the context otherwise requires:

“Council” or “OPC-HPEDSB” means the Hastings and Prince Edward Local Administrators’ OPC District Council;

“Executive” means the Executive Committee of the Hastings and Prince Edward Local Administrators’ District Council;

“Meeting of the Members” includes an annual meeting of members, and a special meeting of members;

“OPC” means the Ontario Principals’ Council;

“HPEDSB” and “Board” mean the Hastings and Prince Edward District School Board;

“Member” shall mean a Principal or Vice Principal employed by the Board.

- 1.2** Words imputing the singular numbers include the plural and vice-versa; words imputing the masculine gender include the feminine; and words imputing person include individuals, corporations, partnerships, trusts and unincorporated organizations.

Article 2 -- Purpose

- 2.1** The purposes of the Ontario Principals' Council, HPEDSB, are to:

2.1.1 advocate for the cause of public education and the students it serves;

- 2.1.2** represent its members in appropriate forums (i.e. respond to issues that impact on administrative roles, representation on committees);
- 2.1.3** provide opportunities for the ongoing professional development of its members;
- 2.1.4** provide a link between the local and provincial organizations;
- 2.1.5** maintain a supportive peer network;
- 2.1.6** consult with the HPEDSB to establish, maintain and modify, as appropriate, terms and conditions of work for its member;
- 2.1.7** speak with one strong voice on behalf of all members;
- 2.1.8** facilitate consultation and maximize participation of the general membership;
- 2.1.9** 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;
- 2.1.10** unite the principals and vice-principals who are employed by the Board and who are Members of the OPC in a voluntary professional association and to provide a supportive peer network;
- 2.1.11** serve as the representative body for principals and vice-principals employed by the Board in all negotiations pertaining to the Terms and Conditions of employment for principals and vice-principals in the Board.

Article 3 – Membership

- 3.1** Employees of the HPEDSB who are in good standing of the Ontario Principals' Council are automatically members of OPC - HPEDSB.
- 3.2** The membership year is from Sept. 1 to Aug. 31st.
- 3.3** Retired Principals and Vice-Principals from the Board who have maintained Associate status with OPC are eligible for Associate membership in the Council upon payment of an annual fee.

Article 4 - Executive

- 4.1** The term of office for the Executive shall be for two years.
 - 4.1.1** The following positions will be elected during an odd year: Local Co-Chair, OPC Provincial Councillor, Terms and Conditions Representative (one), Communications Officer, and Members at Large (two).
 - 4.1.2** The following positions will be elected during an even year: Local Co-Chair, OPC Provincial Councillor, Terms and Conditions Representatives (two), Treasurer,

and Members at Large (two).

4.2 The Executive shall be elected from the membership at large at the Annual General Meeting.

4.3 The Executive will consist of:

4.3.1 Two Local Co-Chairs

4.3.2 Two OPC Provincial Councillors

4.3.3 Three Terms and Conditions Representatives

4.3.4 Communications Officer

4.3.5 Treasurer

4.3.6 Four Members at Large

4.3.7 Any Provincial OPC Executive member(s)

4.4 All members of the Executive shall be voting members of the Executive.

Article 5 - Elections

5.1 Only OPC members in good standing are eligible to run for office and to vote in the elections. An associate member does not have voting privileges. An associate member may not hold an office.

5.2 The Executive will be elected at the Annual General Meeting (AGM).

5.3 The Executive shall present a proposed slate of nominations to all Members by 7 (seven) days prior to the AGM.

5.3.1 Calls for nominations will happen in the month preceding the AGM.

5.3.2 Executive members up for election are off the slate up to the point where there are no new/further nominations from the floor and then follow 5.4.

5.4 Nominations from the floor will be accepted.

5.4.1 Nominations must be proposed and seconded by a Member and accepted by the nominee.

5.4.2 If there are no nominations for positions that are becoming vacant, current Executive members holding those positions will be asked if they are prepared to continue in that role.

5.4.2.1 If Executive members agree to continuing in the role they held, then the term will be for the full term (two years).

5.5 During the elections process as positions become available, nominees may stand for subsequent offices (based on the order of the list in Article 4.3).

- 5.6** The election of each position, if contested, shall be by secret ballot. The candidate with the most votes shall be elected to the executive.
- 5.6.1** Voting by proxy will be permitted.
- 5.6.2** The chair whose position is not up for election will run the election process. The chair and one other executive member not up for election will act as scrutineers for the voting process.
- 5.7** 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 for the remainder of that school year.

Article 6 – Duties of the Executive

- 6.1** Members of the Executive Committee attend all meetings as scheduled.
- 6.2** The Executive Committee shall be responsible for directing the affairs of the Council, including:
- 6.2.1** monitoring and approving expenditures;
 - 6.2.2** developing and implementing the priorities and purposes of the Council;
 - 6.2.3** establishing and monitoring the decisions and activities of such standing, special or sub-committees which are created as needed;
 - 6.2.4** appointing interim members to the Executive in the event of vacancies as per Article 5;
 - 6.2.5** establishing and approving the composition of the Terms and Conditions Committee.
- 6.3** The co-chairs set agendas, chair meetings, review and report the accomplishments of the Executive to members at the AGM or other meetings of the membership, and may appoint other Executive members to report.
- 6.3.1** One or both chairs may attend the annual OPC Local Leaders meeting as possible and approved by Executive.
 - 6.3.2** The chair(s) assume the responsibility of signing officer(s) with the Treasurer.
- 6.4** The OPC Provincial Councillors shall perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution, OPC Policies and the Provincial Councillor Handbook including representing interests of OPC-HPEDSB, facilitating communication with OPC, attending meetings as called by OPC, reporting to the Executive and the membership, providing new members with information concerning OPC, and reviewing and reporting the initiatives of the OPC to the members at the AGM.
- 6.4.1** OPC-HPEDSB may assign additional duties to the Provincial Councillors, so long as

these additional duties are not in conflict with the above.

6.5 The Terms and Conditions Representatives shall chair the Terms and Conditions committee, represent the membership in negotiations with the Board regarding revisions of the Terms and Conditions of employment, survey the membership to identify priorities for negotiations, and report any potential revisions and progress to the membership.

6.5.1 Terms and Conditions representatives shall review and report the progress of Terms and Conditions to the members at the AGM.

6.5.1.2 The Terms and Conditions Representatives shall also consult with OPC on matters of provincial interest and shall communicate OPC Policies and information to the members as recommended by OPC.

6.6 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 as directed/decided by HPE OPC executive.

6.7 The Treasurer 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.

6.8 Members at Large attend Executive meetings and represent the members.

6.9 Confidentiality of Executive

6.9.1 During the course of their duties with HPEOPC, executive members will gain knowledge of, or have access to, information relating to the business and affairs of HPE-OPC and its Members, as well as information provided by the OPC provincially for the confidential and exclusive use of HPE-OPC, and therefore will sign a Confidentiality Agreement of indefinite duration at the outset of their elected or appointed term. The transaction and record keeping for the Confidentiality Agreement will be the responsibility of the treasurer.

Article 7 – Committees

7.1 If necessary, there may be a Terms and Conditions Committee, co-chaired by the Terms and Conditions Representatives, composed of members subject to approval of the Executive.

7.1.2 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.

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

Article 8 – Meetings

- 8.1** The time and place of all meetings shall be determined by the Executive Committee.

8.2 General:

- 8.2.1** The general membership shall meet at least three times a year, open to all Members, at which all Members shall be entitled to vote on decisions affecting OPC-HPEDSB.
- 8.2.2** Dates shall be determined by the Executive following the Annual General Meeting.
- 8.2.3** Additional meetings may be called by the co-chairs as needed.
- 8.2.4** Elections of the members of the Executive shall take place at the Annual General Meeting.
- 8.2.5** Presentation of the financial statement and other relevant business will take place at the Annual General Meeting.
- 8.2.6** The Executive Committee may, whenever they deem it appropriate, convene a meeting.
- 8.2.7** Any meeting, event, professional development opportunity or other opportunity funded by the OPC fee rebate shall be open to all OPC Members. The executive will determine if non-OPC members will be required to pay an appropriate amount.
- 8.2.8** In no instance shall non-OPC Members be present at a meeting where the matters being discussed are confidential to OPC Members.

8.3 Executive Meetings:

- 8.3.1** The Executive Committee shall meet as necessary and determined by the co-chairs and at minimum 5 times per year to conduct the business of the organization.
- 8.3.2** Additional meetings may be called by the Chair(s) or Executive as needed.

8.4 OPC Provincial Council:

- 8.4.1** Provincial Councillors shall attend meetings as called by Ontario Principals' Council and report to the Executive and the membership.

8.5 Annual General Meeting:

- 8.5.1** There shall be an Annual General Meeting (AGM), the date and place of which shall be set by the Executive Committee.
- 8.5.2** The AGM shall be held, if possible, before the end of June in each membership year.
- 8.5.3** The Chairs or Designate shall preside at the AGM.
- 8.5.4** 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 members of the Executive Committee;
 - d) receiving comments from members attending the AGM;
 - e) approval of a preliminary balanced budget for the next financial year;
 - f) receiving of the latest audited financial statements;
 - g) setting the local levy, if any, for the following year;
 - h) approval of the selection of an auditor, if an audit is determined to be appropriate and/ or necessary for the following fiscal year.

Article 9 - Quorum

- 9.1** The quorum for an Executive Meeting shall be more than 50% of the Executive members.
- 9.2** The quorum for a General Meeting shall be over 50% of membership.

Article 10 – Budget

- 10.1** It is the responsibility of the Treasurer to maintain the financial records of the Council, including management of Board PD funds allocated for Principals and Vice- Principals.
- 10.2** The Council will apply for the OPC Provincial rebate and this will form the basis of the operating budget for the organization, along with funds from other organizations. 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.
- 10.3** The HPEDSB contributions will form the basis of the professional development budget for the organization, along with funds from other organizations. The executive will make a decision on an annual basis on use of these PD funds.
- 10.4** 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.

- 10.5** 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 event, professional development opportunities or other activities funded by rebates from OPC.
- 10.6** All financial transactions require the signature of the Treasurer and the designated Chair (or in the absence of the Chair, a Vice-Chair) of the Council.
- 10.7** An auditor is to be appointed by the Council at the Annual General Meeting to audit or provide a review engagement of all financial records at the year's end.
- 10.7.1** An auditor's report shall be presented as necessary at the first meeting of the membership in the new school year.

Article 11 - Amendments to Constitution

- 11.1** Any member may move to amend the Constitution.
- 11.2** Notice of motion to amend must be received by the Executive committee one (1) month prior to the Annual General Meeting.
- 11.3** The Membership must be notified of the motion to amend at least one (1) week prior to the Annual General Meeting.
- 11.4** Motions to amend the Constitution require 2/3 majority of the members in attendance at the Annual General Meeting for acceptance.
- 11.5** The OPC-HPEDSB shall consult with OPC on any motions to amend, and will bring that information forward to the membership at Annual General Meeting for consideration before voting on the motion occurs.

Article 12- Conflict Resolution

- 12.1** Where a member of the Executive Committee fails to fulfill constitutional obligations, misses three meetings in a year for which reasonable notice has been given, or where the member's presence on the Executive committee is disruptive and/or detrimental to the effective functioning of the Committee, that executive member 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.
- 12.2** 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.

Article 13 – Rules of Order

- 13.1** All meetings of the Executive and Council shall be conducted in accordance with accepted parliamentary procedure. (Reference: “Robert’s Rules of Order -- most current edition”).