



ALGOMA
DISTRICT
PRINCIPALS'
ASSOCIATION

Exemplary Leadership in Public Education

ALGOMA DISTRICT PRINCIPALS' ASSOCIATION

Constitution

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As Amended

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Algoma District Principals' Association CONSTITUTION

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Article I: Interpretation

1. In this Constitution and all other by-laws and special resolutions of the organization, unless the context otherwise requires:

"Council" means the Algoma District Principals' Association;

"Executive" means the Executive Committee of the Algoma District Principals' Association; "Meeting of the Members" includes an annual meeting of members, and a special meeting of members;

"OPC" means the Ontario Principals' Council;

"Algoma DSB" and "Board" mean the Algoma District School Board;

"Member" shall mean a Principal or Vice-principal employed by the Board.

2. Words importing the singular number include the plural and vice-versa; words importing the masculine gender include the feminine; and words importing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

Article II: Purpose

1. The purpose of the Council is:

a. To 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;
- b. To 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;
 - c. To 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;
 - d. To assist with the ongoing professional growth and development of its members;
 - e. To promote the participatory role of principals and vice-principals in system decision-making and to bring matters of concern from principals and vice-principals to the attention of senior administration in appropriate forums;
 - f. To consider and discuss issues of particular interest and importance to ADPA from principals and vice-principals and to encourage communication and involvement among members;
 - g. To maintain a strong organization through ongoing assessment of the efficiency and effectiveness of its activities; and,
 - h. To promote the highest standards of professional ethics and competence.

Article III: Membership

- 1. Any member in good standing of the OPC who is employed by the Board is eligible for membership in the ADPA;
- 2. The membership year is from Sept. 1 to Aug. 31;
- 3. Retired Principals and Vice-Principals from the Board who have maintained Associate status with OPC are eligible for Associate membership in the ADPA upon payment of an annual fee.

Article IV: ADPA Fees and Other Income

- 1. The ADPA 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 Council 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 the Council.

Article V: Executive Committee

1. The ADPA shall have an Executive Committee;
2. The term of office for members of the Executive Committee, save and except for Provincial Councilors, shall be for a minimum of one (1) year and does not preclude holding the position for more than one (1) year. The term of office for Provincial Councilors shall be for a minimum of two (2) years and does not preclude holding the position for more than two (2) years;
3. The Executive Committee members for the upcoming year, with the exception of the Past President, shall be elected from the membership at large at the May AGM of the ADPA;
4. Interim appointments may be made by the Executive Committee to fill vacancies that may occur between elections.
5. The officers of the Executive Committee shall consist of the following officers:
 - i) President (alternating panels yearly);
 - ii) Past President (should be the immediate Past President of the ADPA, but may be any previous Past President if necessary);
 - iii) Vice-President
 - iv) Two OPC Provincial Councilors, with at least one from each panel, each of whom shall be elected for two (2) year terms on alternate years;
 - v) Two Terms and Conditions Representatives (1 from each panel);
 - vi) Secretary
 - vii) Treasurer
 - viii) Elementary Vice Principal Representative
 - ix) Secondary Vice Principal Representative
 - x) Central Area Representative
 - xi) Central Algoma Area Representative
 - xii) North Area Representative
 - xiii) East Area Representative
 - xiv) Two (2) Members at Large (Selected by the Executive)

Article VI: Elections

1. Elections to the Executive Committee will take place at the Annual General Meeting.
2. Only OPC members in good standing are eligible to run for office and to vote in the election. An associate member does not have voting privileges. An associate member may not hold office.

3. All Executive Committee positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-Principals from within that panel.
4. Should more than one person be nominated for one position, voting shall be by secret ballot. To be elected to a position the candidate must receive a majority of the votes cast.
5. The President shall conduct elections according to procedures approved by the ADPA.
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 may make an interim appointment from the membership at large.
7. At its first meeting, the Executive Committee may, at its discretion, appoint for a one year term, two Executive Members at Large, one from the Elementary and one from the Secondary panel.

Article VII: Duties and Power of the Executive Committee

1. The Executive shall have the authority and the responsibility to administer the affairs of the ADPA between meetings of the membership.
2. Members of the Executive Committee shall attend meetings as scheduled by the President. In order to maintain a quorum for Executive meetings, members shall attempt to stay till the end of each meeting.
3. The Executive Committee shall be responsible for directing the affairs of the Council, including:
 - a) Monitoring and approving expenditures;
 - b) Developing and implementing the priorities and programs and purposes of the ADPA;
 - c) Establishing and monitoring the decisions and activities of such standing, special or sub-committees which are created as needed;
 - d) Appointing interim members to the Executive in the event of vacancies;
 - e) 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 vice-principals accordingly.
4. The President (or in the absence of the President, a Vice-President) and the Treasurer shall be the signing officers for the Council.
5. The President shall attend all meetings of the Executive and Council unless unable to do so by reason of personal illness or other emergency. In the absence of the President, one of the Vice-Presidents shall chair the meetings. The President shall not have voting privileges at the Annual General Meeting.
6. The Vice-Presidents shall fill in for the President as required and perform such duties as are delegated to one or both of them by the President.
7. The Provincial Councilors shall perform the duties of a Provincial 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 Provincial

Councilors shall serve as the liaison between the OPC and the ADPA and shall bring 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 ADPA from time to time.

8. The Secretary shall provide notice to the Executive Committee and the membership of all meetings and shall record the Minutes and Motions at all Executive and ADPA meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership on a timely basis.

9. The Treasurer shall prepare a draft budget for the approval of Council at the Annual General Meeting. The Treasurer shall monitor the financial status of the Council and report monthly to the Executive and regularly to Council, about the financial status of the Council. The Treasurer shall report any lack of compliance with the Constitution or the financial management policies of Council promptly to the Executive. If necessary, the Treasurer shall arrange for the change of signing authority for banking purposes following each election. The Treasurer shall present to the Council at the Annual General Meeting a motion identifying the membership levy, if any, for the next fiscal year. Once approved by a majority vote, the Treasurer shall forward that motion to the Board's Payroll department, and it shall serve as the required authorization for the automatic deduction of fees. 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 Council's Constitution that is compatible with the OPC Constitution and OPC District Recognition Policy, evidence of a duly elected Executive Committee, and an accepted financial statement.

10. 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 for negotiations, shall consult with the OPC on matters of Provincial interest and shall communicate OPC policies and information to the 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.

Article VIII: Committees

1. 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 terms and conditions committee will be comprised annually of the President, Vice-President, Past President (or their designate), the two OPC Counsellors, and up to four other members taking into consideration representation from both panels and all geographic areas. Gender sensitivity will also be considered

2. The Executive may establish other Standing, Special and/or Ad Hoc committees to serve the interests of the ADPA.
3. The Executive may appoint and set the terms and duration of any Standing, Special Committee or Sub-committee that it deems necessary.
4. Meetings of any Committee shall be at the call of the President of such committee or at the request of the Executive.
5. An Executive member shall sit on every Committee.
6. All Committees shall report in writing or orally to the Executive at its monthly meetings through the Executive representative all activities and recommendations of the Committee.

Article IX: Meetings

1. The time and place of all meetings shall be determined by the Executive Committee.
2. General:
 - a) The general membership shall meet at least two times a year. Dates for the following year's meetings shall be determined by the Executive after the AGM in May. Dates may be changed by the Executive Committee upon a minimum of three weeks' notice to the membership.
 - b) Additional meetings may be called by the President as needed, with a minimum of three weeks' notice to the membership.
 - c) Elections of the members of the Executive shall take place at the Annual General Meeting.
 - d) Presentation of the financial statement and other relevant business will take place at the Annual General Meeting.
3. Executive:
 - a) The Executive Committee, if necessary, shall meet monthly to conduct the business of the ADPA.
 - b) Additional meetings may be called by the President as needed.
4. OPC Provincial Council:
 - a) Provincial Councilors shall attend meetings as called by Ontario Principals' Council and report to the membership.
5. Annual General Meeting:
 - a) There shall be an Annual General Meeting, the date and place of which shall set by the Executive Committee and communicated to the membership with a minimum of two month's notice;
 - b) The Annual General Meeting shall be used for:
 - i) Changes to the Constitution;

- ii) Election of executive members
 - iii) Resolutions brought forward by the Executive Committee or the general membership;
 - iv) Approval of a preliminary balanced budget for the next fiscal year;
 - v) Receiving the latest audited financial statements;
 - vi) Setting the local levy, if any, for the following year;
 - vii) Receiving reports from the Executive Committee and other Standing, Special or Ad-hoc committees;
 - viii) Receiving comments from members attending the AGM;
 - ix) Approval of the selection of an auditor, if an audit is determined to be appropriate and/or necessary for the following fiscal year.
- c) The President or Designate shall preside at the AGM.

Article X: Rules of Order

1. All meetings of the Executive and ADPA shall be conducted in accordance with accepted parliamentary procedure. (Reference: "Roberts' Rules of Order – most current edition")

Article XI: Budget

1. It is the responsibility of the Treasurer to maintain the financial records of the ADPA, including management of Board PD funds allocated for Principals and Vice-Principals. For the reimbursement of PD funds to members, the Treasurer shall require the presentation of original receipts from the member.
2. The Treasurer shall prepare written financial statements for the Executive Committee and shall report to the membership at all General Meetings.
3. All financial transactions require the signature of two (2) of the Treasurer and the President of the ADPA. Where the Treasurer or President is unavailable, one signature may be that of a Vice-President.
4. The Treasurer shall present a year-end financial statement and a prepared projected budget for expenditures for the following year at the General Meeting, which is to meet no later than the end of October.
5. If required or determined necessary an auditor is to be appointed by the ADPA at the Annual General Meeting to audit or provide a review engagement of all financial records at the year's end.
6. If required or determined necessary an auditor's report shall be presented at the first meeting of the membership in the new school year.

Article XII: Communication

1. The Secretary shall be responsible for giving notice of meetings to members.
2. The Secretary shall record Minutes and Motions at all Executive and ADPA meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership.
3. The President shall communicate monthly with the membership and members of Senior Administration.
4. Provincial Councilors shall be responsible for distribution of Ontario Principals' Council information.

Article XIII: Constitutional Amendments

1. Any member may move to amend the Constitution.
2. Notice of motion to amend must be received by the Executive committee one (1) month prior to the Annual General Meeting, which is to meet no later than the end of May.
3. The Membership must be notified of the motion to amend at least one (2) weeks prior to the General Meeting which is to meet no later than the end of May.
4. Motions to amend the Constitution require a 2/3 majority of the members in attendance for acceptance.

Article XIV: 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 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 ADPA, the intervention of a neutral third party to assist in mediating the dispute.

APPENDIX A – POLICIES

A. CAR ALLOWANCE

- a) The ADPA will provide a car allowance equal to the Algoma District School Board current kilometre rate to Executive members who attend the monthly meeting of the Executive and who travel in excess of 50 km one way from their place of residence. (when funds are not available from other sources)
- b) The ADPA will provide a car allowance equal to the Algoma District School Board current kilometre rate to Executive members who attend meetings such as but not limited to Terms and Conditions Committee, Special Committees, Ad Hoc Committees or as a representative of the ADPA at a meeting or function and who travel in excess of 50 km one way from their place of residence. (when funds are not available from other sources)
- c) Other members of these committees who are required to attend meetings on behalf of the ADPA may apply for reimbursement of mileage expenses. (when funds are not available from other sources)

In all instances, the Board Mileage chart, minus 50 km and the current Algoma District School Board mileage rate will be used for the purposes of calculating the car allowance expenses. The Car Allowance Request form (Appendix 3) must be submitted to the secretary/treasurer in order to be reimbursed for mileage expenses.

B. ACCOMODATION ALLOWANCE

That District #2 provide up to \$50.00 for any member requiring accommodation in order to attend an OPC District 2 meeting. The funds available for this purpose shall not exceed 35% of the total annual rebate to OPC District 2 from OPC based on \$70.00 per member. ADPA will subsidize for accommodation up to \$100.00 per meeting, to a maximum of 2 meetings per year, for Executive members to attend meetings.

C. ASSOCIATE MEMBER FEES

That the fee for associate members be set at \$75.00 per year.

D. DONATION POLICY

- Requests for donations are to be made in writing, to the President, and must be received by the end of September and the end of February of each school year.
- Requests for money must support Algoma District School Board students.
- Priority will be given to board-wide requests, rather than regional.
- A donation may be to a maximum of \$200.00.

- ADPA will not exceed \$1000 per year in donations, and requests will be reviewed and distributed twice a year (in October and March).
- All decisions of the Executive will be final.

E. HEARTS AND FLOWERS POLICY

- Disbursement of flowers or donations will be made in the event of the death of an active member, up to a maximum of \$100.
- Disbursement of flowers or gift will be made in the event of the birth/adoption of a child of an active member, up to a maximum of \$50.
- Past or associate members will receive cards in the event of illness or death in the family.
- In the event of the death of a past member, a \$35.00 donation to the appropriate charity will be made.
- In the event of a death in the family of an active member, a \$35.00 donation to the appropriate charity will be made.
- In the event of a death in the family of a member of the Administrative Council, a \$35.00 donation to the appropriate charity will be made.
- In the event of hospitalization of an active member, a card and/or basket (up to a maximum of \$50.00) will be sent.
- The secretary/treasurer is notified of any such situation described above and then the secretary/treasurer will inform the membership via email.
- Be it resolved that when bereavement donations are being made by the ADPA and no specific charity has been designated that the donation be made in memory to the OPC Learning Foundation.
- Definitions of "family members" will be as per approval of Leaves in the Collective Agreement.

F. P.D. POLICY

ADPA will subsidize members up to a maximum of \$800.00 per member to **attend as a delegate**, Professional Development/Conferences. **This fund will not exceed** a maximum of \$4000.00 annually.

The subsidy is to assist with out-of-pocket expenses, provided that all other funds (i.e. PD account, Board Allowance) have been exhausted.

Once a member receives a subsidy, they are not eligible again for three years. (*exceptions may be made if funds have not been accessed for the year)

Applications are to be made directly in writing **on the approved application form**, to the **President** and must include all documents and original receipts.

Applicants must identify when they last accessed the fund.