RAINBOW DISTRICT PRINCIPALS’ COUNCIL
CONSTITUTION

Names

1. “Council” or “RDPC” means the Rainbow District Principals’ Council; “OPC” means the Ontario Principals’ Council; “Executive” means the Executive Committee of the Rainbow District Principals’ Council; “RDSB” or “Board” means the Rainbow District School Board.

Mandate

1. The mandate of the Council is:
   a) To associate and unite school principals and vice-principals of the Rainbow District School Board and to promote and safeguard their interests.
   b) To establish a Communication and Information network for the purpose of providing information to and seeking input from RDPC members.
   c) To promote and better the working conditions and terms of employment for the member of the RDPC.
   d) To promote the growth of leadership in publicly funded educational institutions.
   e) 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 members of the RDPC, and to co-operate with the OPC in advancing the interests of principals and vice-principals locally and in the province of Ontario.
   f) 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.

The Executive

1. There shall be 5 table officers elected from among the members of the Council at the Annual General Meeting of the Council. The table officers shall include a President, Past President, President Elect, Secretary and Treasurer. Where the President is from one panel the President Elect shall be from the other panel. The President will serve a maximum of two years. The President and the President Elect positions will rotate between the two panels. The table officers shall be responsible for the management of the affairs of the Council. Any documents that require a signature may be signed by the President and one of Secretary/Treasurer
on behalf of the Council.

3. The Executive shall be made up of the 5 table officers and the chairs of the following sub committees: Terms and Conditions Committee, Social, Education, Elementary Principals, Elementary Vice-Principals, Secondary Principals, Secondary Vice-Principals and Sunshine. In addition two members at large shall be elected. All members of the Executive shall be voting members.

4. The Terms and Conditions Committee shall have 2 co-chairs (the Terms and Conditions Representatives) one from each panel.

5. The Elementary Principals, the Secondary Principals and the Elementary & Secondary Vice -Principals sub committees shall meet before the Annual General Meeting to propose a name to stand as their chair. The current or immediate past chairs of the Elementary Principals and the Secondary Principals subcommittees shall stand for President or President Elect of the Rainbow District Principals Council. Nominations may be made from the floor of the Annual General Meeting as well.

6. Should any executive position become vacant before the term expires, the Executive will make a recommendation to the Council as to the manner in which the position shall be filled. The RDPC members will decide how to fill the vacancy.

7. Meetings of the Executive shall be called on a monthly basis unless a meeting is cancelled by the President with input from the Executive and at least a week’s notice. A quorum for a meeting is a simple majority with at least three table officers present.

8. Decisions shall be made by consensus or if needed a majority vote.

**Duties and Powers of the Executive**

9. Duties of the Executive shall be:
   a) The President shall chair all meetings of the Council and of the Executive; prepare the agendas for the meetings with input from the members; represent the Council in the community; have general supervision over the affairs of the Council, and perform such other duties as may be, from time to time, assigned to the President. The President shall also act as the OPC Provincial Councillor for a minimum of two years.

   b) The President Elect shall act as President in the President’s absence or if the President is unable to perform the duties, and perform other such duties as may be, from time to time,
assigned to the President Elect. The President Elect shall also act as the OPC Provincial Councillor for his/her term.

c) The Secretary shall record minutes of the Executive and of the Council meetings; distribute the minutes to the members; receive and distribute correspondence, and any other duties as may be, from time to time be assigned to the Secretary.

d) The Treasurer shall maintain the financial records and books of the Council and registries of members; prepare a financial statement of the Council and present them at the Annual General Meeting; arrange for an examination of the books by two members in good standing of RDPC and perform such other duties as may be, from time to time, assigned to the Treasurer.

e) The Past President or, in the event where there is no current Past President, a member appointed by the President who is not running for an Executive position, shall prepare a slate of officers for presentation at the Annual Meeting, and any other duties as may from time to time be assigned to the Past President.

f) OPC Provincial Councillors – the President and the President Elect of RDPC shall represent RDPC as OPC Provincial Councillors. In the event that one of the Provincial Councillors is elected to the Provincial Executive, the vacant Provincial Councillor position shall be filled by the Chair of the sub-committee that the newly elected Provincial Executive member represents. The 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, as they may be from time to time. The Provincial Councillors shall serve as the liaison between the OPC and the Council 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 Council from time to time.

g) 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 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.

10. The Executive shall make arrangements for the banking and financial affairs of the Council with a financial institution. Any cheques or other similar withdrawals require the signature of the Treasurer and one of either the President or President Elect.

Membership

11. Any member in good standing of the Ontario Principals’ Council who is employed by the Rainbow District School Board and who pays the annual membership fee is eligible for membership in the Council. A member ceases to be a member if his membership in OPC lapses.

Council Fees and Other Income

12. The Council shall apply annually for the fee rebate provided by the OPC to recognized OPC Districts, as determined by the Annual General Meeting of the OPC.

13. No member of the Council may receive any income from the Council, and the activities of the Council shall be carried on without the intent of making a profit.

14. The local membership fees shall be 50 dollars per year, payable by October 31st.

15. Local membership fees for administrators appointed during the school year shall be pro rated to the date of the appointment.

16. The local membership fees for Acting administrator’s fee is $25. This fee may also be pro rated to the date of appointment.

17. The Executive may recommend an increase in these fees to the RDPC as required.

Meetings

18. Meetings of the Council shall be held four times per year unless a meeting is canceled by the President with input from the executive and at least one week’s notice. Members of the Council may provide direction to the Executive on the affairs of the Council at a regular meeting. Quorum for a regular meeting shall be fifty per cent plus one, of the total membership. A
regular meeting may be adjourned with or without a quorum being in attendance.

19. Meetings are open to all OPC members. A failure to pay a local levy shall not prevent any OPC member from attending and voting on matters affecting OPC members at RDPC meetings.

20. The annual meeting shall be held during the month of May. Election of table officers and committee chairs, presentation of the financial statements of the Council and any other relevant business shall be conducted at this meeting.

21. Elementary and Secondary Sub-Committee Chairs will be elected by their respective members.

22. All resolutions shall be voted upon by a show of hands. A majority of the votes shall determine the resolution. Majority shall be 50% + 1 of persons present.

23. Any meeting, event, professional development opportunity or other opportunity funded by the OPC rebate shall be open to all OPC members. Non-OPC members shall not attend, unless they pay their proportionate costs. In no instance shall non-OPC members be present at a meeting where the matters being discussed are confidential to OPC members.

Conflict Resolution

24. A member of the Executive may be removed from office at a general meeting of the members called for that purpose on one week’s notice where two-thirds of the members in attendance vote to remove said member.

25. Any notice with respect to item 23 is required to be given personally, by telephone, by facsimile, or by e-mail.

Constitutional Amendments

26. The members may amend this Constitution at the Annual General Meeting. The amendments shall be made with a two-thirds majority of members present at the meeting.

27. Proposed amendments must be presented to Council at least one month prior to the Annual General Meeting.

28. The RDPC shall consult with OPC before adopting any changes to this
Constitution.

Committees

29. The Terms and Conditions Committee Chairs – The Elementary and Secondary Sub-Committees will elect or appoint one representative per panel to be co-chairs of the RDPC Terms and Conditions Committee. The Terms and Conditions Committee member ships shall be approved by the RDPC Executive.

30. The Terms and Conditions Committee shall negotiate the Terms and Conditions of employment with the Rainbow District School Board on behalf of all OPC members employed by the RDSB after adequate consultation with the RDPC membership. The Terms and Conditions Committee shall receive the advice, direction and support of the local 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.

31. The Executive may establish other Standing, Special and/or Ad hoc committees to serve the interests of the Council.

32. The Executive may appoint and set the terms and duration of any Standing, Special Committee or Sub-committee that it deems necessary.

33. The President and President Elect are defacto members of all sub-committees.

Passed by the members of the Council this 24th day of November, 1998

Revised by the members of the Council this 15th day of June, 2010.

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President

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Secretary