

CONSTITUTION
OF THE
NEAR NORTH
PRINCIPALS' COUNCIL

(Revised June 2017)

I NAME AND DEFINITIONS

1. This Council shall be known as the Near North Principals' Council, hereinafter referred to as the "NNPC".
2. "OPC" shall refer to the Ontario Principals' Council.
3. "Board" and "NND SB" shall refer to the Near North District School Board.
4. "Member" shall mean a principal or vice-principal who is in good standing with OPC and employed by the Board.
5. "Ministry" shall refer to the Ministry of Education.

II GUIDING PRINCIPLES

1. To provide educational leadership in schools and school communities within the Board.
2. To promote and support the priorities of the Board in a positive and collegial manner.
3. To promote and support the priorities of the OPC in a positive and collegial manner.
4. To develop positive interactive learning environments in which students and staff can become self-motivated and self-directed problem solvers.
5. To assess current educational theory and research and disseminate it to staff for the purpose of improving student and staff learning.
6. To reflect critically and respond where appropriate to initiatives, guidelines and policies proposed by the Board and the Ministry.
7. To promote personal and professional growth for self and others.
8. To promote community partnerships which enhance student learning.

III PURPOSE

1. To promote the cause of public education in the Board.
2. 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.
3. To debate issues and to determine and present the NNPC's position on matters concerning the operation of elementary and secondary schools in the Board.
4. To represent elementary and secondary Principals and Vice-Principals of the Near North District School Board on matters of common concern which require unified action, including

matters specific to individual Principals and Vice-Principals.

5. To facilitate communication and opportunities for networking between Elementary and Secondary Principals and Vice-Principals in the NNDSB.
6. To influence the development, implementation and review of Board policy and Administrative Guidelines.
7. To promote collegiality and collaboration between and among Members, teaching staff, support staff, senior administration, trustees and school communities.
8. To provide each member with the opportunity to voice opinions and concerns in confidence and to assist members in collaborative planning with respect to school-based issues, community issues and Board initiatives.
9. To promote leadership and best practices in leadership at all levels within the Board.
10. To promote and support professional development activities for the membership.
11. To advance publicly the importance of the role of the principal and vice-principal in the achievement of quality in education.
12. To serve as an OPC District as described in the Constitution of the OPC and to communicate with OPC regularly and also to facilitate communication between OPC and its Members and to cooperate with OPC in advancing the interests of principals and vice-principals locally and provincially.

IV MEMBERSHIP AND FEES

1. The NNPC Executive shall determine at its first meeting of each school year the membership levy for the upcoming school year.
2. Membership to NNPC shall include all principals and vice-principals employed by the Board who are members in good standing with OPC and who have paid, by December 1 of each school year, at least one half of the membership levy.
3. Any meeting, event, professional development opportunity or other opportunity funded by the OPC fee rebate shall be open to all OPC members. Non-OPC members shall not attend, unless they pay their proportionate cost. Acting Principals and Vice-Principals may attend at the discretion of the Near North Principals' Council. In no instance shall non-OPC members be present at a meeting where matters being discussed are confidential to OPC members.

V DUTIES OF MEMBERS

1. Members shall be knowledgeable about and support the constitution of the NNPC.
2. Members shall carry out their responsibilities as principals and vice-principals as outlined in the various Acts and Regulations that govern education in the province of Ontario.
3. Members shall respect the confidentiality of discussions held at NNPC meetings.
4. Each member is encouraged to serve on Council committees as appropriate.
Committee membership is open to any interested Member.

VI GENERAL MEETINGS

1. NNPC shall hold regular meetings, open to all Members, at which all members shall be entitled to vote on decisions affecting members.
2. General meetings will be held at least twice during the school year.
3. The Annual General Meeting ("AGM") shall be held late in the spring.
4. Meeting times and locations will be decided by a consensus of the Executive.
5. Agenda items shall be forwarded to the Chair of NNPC one week prior to such meetings.
6. Agendas will provide for additions to the published agenda.
7. A quorum of NNPC shall consist of not less than 50 percent of its members present and voting who are Members in Good Standing.

VII THE EXECUTIVE: COMPOSITION AND FORMATION

1. The Executive of the NNPC shall consist of:

Position	Process	Panel	Term
Chair	Previous Vice-Chair	Rotating	2 years
Vice-Chair	Elected	Rotating	2 years
Elementary Rep 1	Elected	Elementary	2 years
Elementary Rep 2	Elected	Elementary	2 years
Secondary Rep 1	Elected	Secondary	2 years
Secondary Rep 2	Elected	Secondary	2 years
OPC Councilor	Elected	Elementary	3 years
OPC Councilor	Elected	Secondary	3 years
Terms and Conditions Rep	Elected or Appointed	Elementary	Executive decision
Terms and Conditions Rep	Elected or Appointed	Secondary	Executive decision
Secretary	Elected	N/A	2 years
Treasurer	Elected	N/A	2 years
Past Chair	Previous Chair	Rotating	2 years

2. The Terms and Conditions representatives shall be voting members of NNPC.
3. NNPC Executive shall approve the composition of the whole Terms and Conditions Committee, which shall include the Terms and Conditions representatives and other NNPC members.
4. In order to avoid a complete turnover of the NNPC Executive, election to positions on the Executive shall be staggered where possible.
5. Elementary Representatives shall be elected from only and all elementary members. Secondary Representatives shall be elected from only and all secondary members.
6. The Nominating Committee shall consist of the presiding Executive. The presiding Chair will act as the Chair of the Nominating Committee. If the Chair stands for a second term of office, the Past Chair shall serve as the Chair of the Nominating Committee.
7. The members of the Executive, other than the Past Chair, the members of the Term and Conditions and the two Provincial Councilors shall be elected at the AGM.
8. Nominations from the floor shall be accepted.
9. The presiding Chair shall conduct the elections and the elections shall be by secret ballot.
10. A position on the Executive that becomes vacant at any time or is unfilled at the AGM may be filled by appointment by the Executive.
11. The position of OPC Councilor may not be held for more than one consecutive term.

VIII DUTIES OF THE EXECUTIVE

1. It shall be the duty of the Executive to investigate, debate, report on and make recommendations to the membership on any matters presented to it by the membership.
2. The Executive shall meet once per month at the discretion of the Chair and Vice-Chair. Meetings shall begin at a time and in a location determined by the Chair and Vice-Chair.
3. The Executive shall be empowered to carry on the necessary business of the NNPC when a quorum exists or in emergency situations.
4. The Executive reserves the right to review and approve or deny any and all changes to the Terms and Conditions prior to the Terms and Conditions Co-Chairs signing off."

IX TERMS OF REFERENCE FOR THE EXECUTIVE

1. To maximize communication within the NNPC and between the NNPC and the OPC.
2. To facilitate collegiality and collaboration within the NNPC.
3. To work toward strengthening a unified NNPC.
4. To advocate for the role of the principal and the vice-principal within the governance structure of the Near North District School Board.
5. To maintain the role of the NNPC as a key advisory group working in partnership with administration and resource personnel.
6. To promote and facilitate the participation of members in all aspects of the review, development and implementation of programs, policies and guidelines initiated by the NNDSB by ensuring that all members are aware of and have access to participation on all working groups and committees.
7. To facilitate professional development activities for members.
8. To debate issues and provide recommendations to the NNPC membership.
9. To initiate Ad Hoc committees and to solicit membership thereon.

X DUTIES OF ELECTED AND APPOINTED EXECUTIVE MEMBERS

X.I THE CHAIR

1. To call and preside over meetings of the NNPC and the Executive.
2. To call meetings as required by the Constitution.
3. To call meetings as deemed necessary by the Executive and/or membership of the NNPC.
4. To act as the official spokesperson for the NNPC or to designate someone in that capacity.
5. To set meeting agendas in consultation with other Executive members and Members in good standing.
6. To act, in conjunction with the Executive, as a liaison to the Board and senior administration.
7. To monitor and counsel Members who may be in violation of Section 5 of the Constitution with the consent of the Executive.

X.II THE VICE-CHAIR

1. To act on all matters in the absence of the Chair and on matters as requested by the Chair.

X.III THE REPRESENTATIVES: ELEMENTARY AND SECONDARY

1. To represent concerns and perspectives from their respective panels within the context of the NNPC.

X.IV THE PROVINCIAL COUNCILORS TO OPC

1. To attend OPC Provincial Council meetings.
2. To act as a contact for OPC in the Board and, as a result, represent the views of NNPC to OPC and also to perform the duties of a Provincial Councilor as defined in the OPC Constitution. NNPC may also assign additional duties to the Provincial Councilors as long as they are not in conflict with the above.
3. To provide reports to the membership on a regular basis of the activities of OPC.

X.V THE TREASURER

1. The operating budget for each school year shall be comprised of the OPC rebate and the NNPC membership fees.
2. At the first Executive meeting of the school year the Treasure shall present a proposed budget and a proposed membership levy for the year.
3. The proposed membership levy shall be voted on by Executive.
4. When required, the Treasurer will recommend to the Executive that a surcharge for additional funds to cover extraordinary expenses be approved by the membership.

X.VI THE SECRETARY

1. The secretary of the NNPC shall keep accurate minutes of Executive meetings and shall circulate them to the Executive and to the membership. The Secretary shall also keep accurate minutes of the general meetings and shall circulate them to the membership.

X.VII THE PAST CHAIR

1. The Past Chair shall attend Executive meetings and general membership meetings.
2. The appointment of the Past Chair to the Executive will facilitate continuity and provide background experience to the Executive.

X.VIII TERMS AND CONDITIONS REPRESENTATIVES

1. The Terms and Conditions Representatives shall Co-Chair the Terms and Conditions Committee and shall report to the Executive on its activities.
2. The Terms and Conditions Representatives shall be responsible for ensuring Members are adequately consulted on their priorities for negotiations, and shall consult with OPC on matters of provincial interest and shall communicate OPC policies and information to the local OPC Members as recommended by the OPC.
3. The Terms and Conditions Representatives, or designates, shall attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.
4. The Terms and Conditions Committee shall:
 - a. Negotiate the Terms and Conditions of employment with the Board on behalf of all OPC Members employed by the Board following adequate consultation with said Members.
 - b. Consult with OPC on matters of provincial interest and shall communicate OPC policies and information to the NNPC Members as recommended by OPC. From time to time OPC may direct the Terms and Conditions representatives to seek contract language for the benefit of OPC members generally and/or pursuant to a provincial strategy approved by OPC Provincial Council.

XI COMMITTEES

1. The membership of the Constitution Committee may consist of one secondary principal, one secondary vice-principal, one elementary principal and one elementary vice-principal. This Committee shall review the Constitution on an annual basis and present a report to the Executive. Motions for amending the Constitution may be introduced as per Article XII.
2. Ad hoc committees of the NNPC shall be established at the discretion of the Executive.
3. It shall be the duty of Ad Hoc committees to investigate, report and make recommendation to the Executive relative to specific issues of importance to the NNPC.
4. Ad hoc committee meetings shall be called at the discretion of the committee members at locations and times which shall be determined by the committee members.
5. Ad hoc committee members shall be solicited at the discretion of the Executive and the general membership.
6. Members of committees shall make every effort to keep members informed about issues and concerns specific to the work of the committee. It is expected that each committee will solicit recommendations and advice from the membership as required.

XII REVIEW

1. The Constitution of the NNPC shall be reviewed with the membership by the Past Chair prior to each year's AGM.
2. Proposed amendments to the Constitution shall be brought forward at the AGM. Notification of proposed amendments to the Constitution shall be forwarded to the Chair a minimum of two weeks prior to the AGM. The Chair shall circulate the proposed amendments to the membership in a timely manner.
3. Amendments to the Constitution shall require a 2/3 majority vote of those members present at the AGM.

4. NNPC shall consult with OPC before adopting any changes to the Constitution.
5. Amendments not on time require 9/10 majority of the members present and voting at the AGM.