

Keewatin Patricia District Administrator's Council

Constitution

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Article I. Name

The organization shall be called "Keewatin Patricia District Administrator's Council" hereafter to be called "The Council, or KPDAC".

Article II. Purpose

The purposes of the Council are:

- I. 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,
- II. To unite the principals and vice-principals who are employed by KPDSB in a voluntary professional association,
- III. To promote and advocate for the cause of public education in Keewatin Patricia District and for the students it serves,
- IV. To assist with the ongoing professional growth and development of principal and vice-principal members,
- V. To liaise between its members and the senior administration and trustees of KPDSB,
- VI. To promote the participatory role of principals and vice-principals in system decision-making,
- VII. To represent the concerns of its members in appropriate forums,
- VIII. To provide a supportive peer network,
- IX. To provide a link between the local and provincial organizations,
- X. To provide appropriate liaison and direct communication with Ontario Principals' Council,
- XI. To consult with KPDSB to maintain and modify as appropriate the terms and conditions of work for its members,
- XII. To consider and discuss issues of particular interest and importance to Keewatin Patricia District principals and vice-principals,
- XIII. To provide support, upon request, to individual members who require professional or personal assistance.

Article III. Membership

- I. All principals and vice-principals, (and interim principals and vice-principals), employed by KPDSB are eligible for membership in the Council,
- II. Any member in good standing of the Ontario Principals' Council who is employed by the Board and who pays the annual membership fee, is also eligible for membership in the Council,
- III. The membership year is from July 1 to June 30 of the subsequent year,
- IV. All principals and vice-principals who have retired from KPDBS are eligible for associate membership. This membership on Council is confirmed upon payment of an associate and a membership fee.

Article IV. Fees

- I. The amount of the local levy shall be determined by the membership at the Annual General Meeting with the advice from the treasurer and recommended by the Executive. Currently no local levy is in place.
- II. Application shall be made annually to receive membership rebates from Ontario Principals' Council to supplement the budget for funding of professional development and special activities within the Council. The rebates shall not be refunded to individual members of KPDSB but shall accumulate and/or be expended at the direction of the Executive in accordance with the mandates of the Professional Development and Social/Goodwill committees. Any meeting, event, professional development opportunity or other opportunity funded by the OPC rebate shall be open to all KPDAC members. Members of KPDAC who are not members in good standing with the Ontario Principals' Council shall pay an additional fee to attend these additional Professional Development Social/Goodwill activities funded by rebates from the OPC.

Article V. Executive Committee

- I. The Council shall have an Executive Committee.
- II. The term of office for the Executive Committee shall be for a minimum of one (1) year and does not preclude holding the position for more than one (1) year.

- III. i) The Executive Committee shall be elected from the membership at large at the annual general meeting in June.
- ii) The term of office for the Executive Committee shall be from the beginning of the membership year (July 1) until the end of the membership year in the subsequent school year (June 30).
- iii) Interim appointments may be made by the Executive Committee to fill vacancies which occur between elections. (see Article V vii).
- IV. The officers of the Executive Committee shall consist of the following officers:
- a) Past Chair – This administrator is the past chair of the executive.
- b) Chair – This administrator could be a past/recent counselor and/or past/recent executive member.
- c) Chair Elect – This administrator could be a past/recent counselor and/or past/recent executive member.
- d) Secretary - This administrator holds a 1 year position.
- e) Treasurer – This administrator holds a 2 year position.
- f) Provincial Councilors:
- i. Two (2) representatives (one (1) elementary, one (1) secondary) shall represent Keewatin Patricia District Administrators' Council concerns at the four (4) provincial meetings of Ontario Principals' Council.
- ii. Provincial Councilors shall be elected for two (2) year terms on alternate years.
- g) Executive Members: (no more than 12 positions in total)
- 2 Chairs of Terms and Conditions (Terms and Conditions Representatives): One administrator from the elementary panel and one administrator from the secondary panel, 1 year elected positions.
- Vice- Chairs Responsible for Terms and Conditions: Five administrators with equal representation of elementary and secondary panel administrators.
- Vice-Chairs Responsible for PD: Two administrators with equal representation of elementary and secondary panel administrators.
- Past Chair and Past Counselors: Members interested in maintaining executive duties appointed by Executive to fill all twelve positions.
- Social Committee: Two Administrators

Article VI. Elections

- I. All members in good standing are eligible to run for office and to vote in the election.
- II. The Executive shall present a slate of candidates for office prior to the Annual General Meeting.
- III. Nominations from the floor shall be accepted.
- IV. During the election process, as positions become available, nominees may stand for subsequent offices.
- V. The election shall be by secret ballot. The candidates with the most votes shall be elected to the executive.
- VI. An associate member does not have voting privileges. An associate member may not hold office.
- VII. 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 VII. Duties

- I. Members of the Executive Committee shall attend meetings as scheduled by the Chair.
- II. 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 Council;
 - 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.
- III. The Chair, or in the absence of the Chair, one of the Vice-Chairs, is responsible for signing any documents required on behalf of the Council. The Chair 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 Chair, the chair-elect or one of the vice-chairs shall chair the meetings.

- IV. The past Chair shall prepare a slate of nominations prior to the Annual General Meeting. The past Chair shall be the Chair of the Member Services Standing Committee.
- V. The Chair-Elect shall fill in for the Chair as required and perform such duties as are delegated by the Chair.
- VI. 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 Council meetings and shall provide a copy of all Minutes, except those of In-camera sessions, to the Membership on a timely basis.
- VII. 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 regularly to the Executive and 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.
- VIII. The Provincial Councilors shall perform the duties of a Provincial Councilor as defined by the OPC in the OPC constitution, OPC Policies and the Provincial Councilor Handbook, as they may be from time to time. The Provincial Councilors 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.
- IX. 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 meetings to which Terms and Conditions Representatives are expressly invited.

Article VIII. Committees

- I. The Council has established the following standing committees:

Constitution:

The membership of the Constitution Committee shall consist of equal representation of elementary and secondary panel administrators. This Committee shall review the Constitution on at least an annual basis and present a report to Council at the Annual General Meeting. Motions for amending the Constitution may be introduced by the Committee in accordance with Article XIV.

Terms & Conditions:

The membership of the Terms and Conditions Committee shall consist of equal representation of elementary and secondary panel administrators and is subject to the approval of the Executive. This Committee shall review the Constitution on at least an annual basis and present a report to Council at the Annual General Meeting. Motions for amending the Constitution may be introduced by the Committee in accordance with Article XIV. 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 Chairs of the Committee (Terms and Conditions Representatives), or their designates, shall attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.

Professional Development:

The membership of the Professional Development Committee shall consist of equal representation of elementary and secondary panel administrators. This Committee shall review the Constitution on at least an annual basis and present a report

to Council at the Annual General Meeting. Motions for amending the Constitution may be introduced by the Committee in accordance with Article XIV. This Committee shall arrange, organize and/or provide professional development opportunities to members. All anticipated expenditures must receive the approval of the Executive.

Social/Goodwill:

The membership of the Social/Goodwill Committee shall consist of two administrators. This Committee shall arrange, organize and/or provide social activities/opportunities to members. All anticipated expenditures must receive approval of the Executive.

Member Services:

The Executive shall receive complaints, requests for assistance and/or other information from members. Where an appropriate request for assistance has been received by the Committee, it shall render assistance to the member or refer the member to the Ontario Principals' Council.

- II. The Executive may establish Special or adhoc committees to represent the Council interests on various Board Associations and committees.
- III. The Executive may appoint and set the terms and duration of any Special committee or Sub-Committee that it deems necessary.
- IV. Meetings of any Committee or Sub-Committee shall be at the call of the Chair of such committee or sub-committee or at the request of the Executive.

Article IX. Meetings

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

General:

- a) The general membership shall meet at least three times a year. Dates shall be determined by the Executive in August and announced in September. The Annual General Meeting shall be held in June.
- b) Additional meetings may be called by the Chair as needed.

- c) Elections of the members of the Executive shall take place at the Annual General Meeting in June.
- d) Presentations of the financial statement and other relevant business shall take place at the Annual General Meeting in June.
- e) Where a local levy is in place, a failure to pay the levy shall not prevent any OPC member from attending meetings of the OPC District, or from voting on any decisions affecting OPC members in the District.
- f) In no instance shall non-OPC members be present at a meeting where the matters being discussed are confidential to OPC members.

Executive:

- a) The Executive shall meet regularly to conduct the business of the organization.
- b) Additional meetings may be called by the Chair as needed.

Provincial Councilor:

- a) Provincial Councilors (2) shall attend meetings as called by Ontario Principals' Council and report to the membership.

Article X. Quorum

- I. Quorum at Executive – 2/3 of KPDAC Executive
- II. Quorum at Council – ½ of KPDAC Administrators

Article XI. Procedures

- I. Resolutions at the General Meeting shall be acted upon according to the direction of the motion.
- II. All motions shall be voted upon by a show of hands by the members present.
- III. Motions shall pass with a majority.

Article XII. Budget

- I. It is the responsibility of the Treasurer to maintain the financial records of the Council.
- II. The Treasurer shall prepare written financial statements for the Executive Committee and shall report to the membership at all General Meetings.

- III. All financial transactions require the signature of two (2) of the Treasurer and the Chair of the Council.
- IV. 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 June.

Article XIII. Communication

- I. The Secretary shall be responsible for giving notice of meetings to members.
- II. The Secretary shall record Minutes and Motions at all Executive and Council meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership.
- III. The Chair shall communicate regularly with the membership and members of Senior Administration.
- IV. Provincial Councilors shall be responsible for distribution of Ontario Principals' Council information.

Article XIV. Constitutional Amendments

- I. Any member may move to amend the Constitution.
- II. Notice of motion to amend must be received by the Executive committee one (1) month prior to the General Meeting which is to meet no later than the end of June.
- III. The Membership must be notified of the motion to amend at least one (1) week prior to the General Meeting which is to meet no later than the end of June.
- IV. Motions to amend the Constitution require 2/3 majority of the members in attendance for acceptance.
- V. The Council shall consult with the OPC before adopting any changes to this Constitution.

Article XV. Conflict Resolution

- I. Where a member of the Executive Committee fails to fulfill his/her constitutional obligations, misses more than 3 meetings in a year of which sufficient 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/she may be ejected from the Executive Committee, upon a motion by a member of the Executive Committee, requiring approval of a 2/3 majority.
- II. 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 KPDAC, the intervention of a neutral third party to assist in mediating the dispute.