



O N T A R I O  
P R I N C I P A L S'  
C O U N C I L

## **OPC – Lakehead District School Board District 6A**

### **Constitution**

**As passed May 27, 2010  
As amended May 24, 2012**

# **OPC Lakehead District 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 LDSB Administrators' OPC District Council;

"Executive" means the Executive Committee of the LDSB 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;

"LDSB" and "Board" mean the Lakehead District School Board;

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

2. Words imputing the singular number include the plural and vice-versa; words imputing the masculine gender include the feminine; and words imputing 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-principal 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 to 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 Council with 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.
- 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 Council;
- 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 Council upon payment of an annual fee.

### **Article IV: Council Fees and Other Income**

- 1. The Council 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 as 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 Council 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 will be elected at the Annual General Meeting.
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) Two OPC Presidents/Provincial Councilors, with one from each panel, each of whom shall be elected for two (2) year terms on alternate years;
  - ii) Secretary (Secretary and Treasurer may be from different panels);
  - iii) Treasurer (Secretary and Treasurer may be from different panels);
  - iv) A minimum of one additional member from each panel;
  - v) Two Terms and Conditions Representatives (appointed by the Executive – 1 from each panel);

## **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. In the situation where an administrator is assigned to a Grade 7 to 12 school, the administrator must declare, prior to the election, which panel they will be representing.

### **4.0 Voting**

- 4.1 Voting takes place if there is more than one nominee for one position.
  - 4.2 Voting shall be by secret ballot.
  - 4.3 To be elected to a position, the candidate must receive a majority of the votes cast.
  - 4.4 If there is no clear majority, the candidate with the fewest votes is eliminated and a subsequent vote is undertaken.
  - 4.5 Scrutineers announce new executive member once a majority of votes are received by a candidate.
  - 4.6 Unsuccessful candidates will be asked if they wish their names to stand for subsequent positions.
  - 4.7 In the case of a tie vote, a second ballot shall be held.
  - 4.8 If after the second ballot a tie vote remains, then lots shall be drawn.
  - 4.9 In the event that a tied vote cannot be broken without revealing the relative standing of the candidates, all candidates will draw numbered lots in a private location. The tied candidate drawing the lowest numbered lot shall be eliminated from the subsequent ballot.
5. The Presidents/Councilors shall conduct elections according to procedures approved by the Council.
  6. In the situation of a position, other than President/Councilor, 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. In the situation of a President/Councilor position becoming vacant prior to the next election the position would go to the runner up. If there is no runner up or more than one runner up there is to be an election. If the open President/Councilor position is from the Elementary panel then only Elementary members will be allowed to vote. If the open President/Councilor position is from the Secondary panel then only Secondary members will be allowed to vote.

## **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 Council between meetings of the membership.
2. The Executive shall have the authority to vet any communication on behalf of the Lakehead OPC to any outside organization.
3. Members of the Executive Committee shall attend meetings as scheduled by the Presidents/Councillors. In order to maintain a quorum for Executive meetings, members shall attempt to stay till the end of each meeting.
4. 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.
  - 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.
5. The Presidents/Councillors and the Treasurer shall be the signing officers for the Council.
6. 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.
7. 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.
8. 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 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.

9. 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.

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

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 Chair 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 regular 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 once a year.
- b) Additional meetings may be called by the Presidents/Councilors as needed.
- 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 shall meet regularly to conduct the business of the organization.
- b) Additional meetings may be called by the Presidents/Councilors as needed.

### **4. OPC Provincial Council:**

- a) Provincial Presidents/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.
- b) The Annual General Meeting may be used for:
  - i) Changes to the Constitution;
  - ii) Election of Provincial Councilors
  - iii) Resolutions brought forward by the Executive Committee or the general membership;
  - iv) Receiving the latest financial statements;
  - v) Setting the local levy, if any, for the following year;
  - vi) Receiving reports from the Executive Committee and other Standing, Special or Ad-hoc committees;
  - vii) Receiving comments from members attending the AGM;
  - viii) 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 Presidents/Councilors or Designate shall preside at the AGM.



## **Article X: Rules of Order**

1. All meetings of the Executive and Council 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 Council.
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 Presidents/Councilors of the Council.
4. The Treasurer shall prepare a year-end financial statement for the following year for the General Meeting

## **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 Council meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership.
3. The Presidents/Councilors shall communicate regularly with the membership.
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.

5. The Council shall consult with the OPC before adopting any changes to the Constitution.

#### **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 Council, the intervention of a neutral third party to assist in mediating the dispute.