

CONSTITUTION

Revised: June, 2010

Article 1: Names

- 1.1. "SGDPC" means the *Superior-Greenstone District Principals' Council*.
- 1.2. "Executive" means the Executive Committee of the *SGDPC*.
- 1.3. "OPC" means the Ontario Principals' Council.
- 1.4. "SGDSB" and "Board" means the Superior-Greenstone District School Board.
- 1.5. "Member" means a Principal or Vice-Principal employed by the Board.

Article 2: Objectives

The objectives of the *SGDPC* are to:

- 2.1 Function with due regard to the Constitution of the Ontario Principal's Council;
- 2.2 To promote and safeguard the interests of its members;
- 2.3 To enable all learners to realize their full potential by providing:
 2. 3.1 Input to the Board on all matters affecting education;
 2. 3.2 Liaison with community groups and organizations;
 2. 3.3 Provide opportunities for members to meet with the senior administration to discuss matters that affect the system;
 2. 3.4 Provide opportunities for members to meet with other principals and vice principals to discuss matters which affect the system;
 2. 3.5 Provide council committees to assist the senior administration in meeting system needs; and
 2. 3.6 To provide professional development for members to address concerns and needs identified by the council.
 2. 3.7 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.
 2. 3.8 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.
 2. 3.9 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.

Article 3: Membership

- 3.1 Employees of the Superior-Greenstone District School Board who are members in good standing of the Ontario Principals' Council are automatically Members of the *SGDPC*.
- 3.2 Associate Members of OPC are automatically Members of *SGDPC*. Associate Members are non-voting members and are eligible to participate in professional development activities conducted by the organization. The Executive will establish guidelines for the participation of Associate Members in other activities of the *SGDPC*.

Article 4: Dues/Budget/Levies

- 4.1 The OPC rebate will form the basis of the operating budget for the *SGDPC*.
- 4.2 A local levy may be established by a vote of the membership to supplement the budget or to fund special activities or interest groups within the *SGDPC*. Any dues/levies shall be paid on

an annual basis (amount to be determined by the council) to be paid before October 31 of the current school year.

4.3 The fiscal year will be from September 1 to August 31.

Article 5: Executive

5.1 The Executive shall consist of:

5.1.1 Past President

5.1.2 President

5.1.3 Two Provincial Councillors (elected, one representing Elementary; one Secondary)

5.1.4 Secretary-Treasurer

5.1.5 Two Terms & Conditions Representatives (elected, one representing Elementary; one Secondary)

5.2 All members of the Executive shall be voting members of the Executive.

5.3 The Executive for the upcoming year shall be elected from the membership at large at the Annual General Meeting of the *SGDPC*.

5.4 The term of office for the Executive shall be for not less than two years.

5.5 Any Executive position that becomes vacant during the term of office shall be filled by appointment of the Executive.

5.6 Associate Members are not eligible to hold executive position.

5.7 The signing officers shall be any 2 of: President, Past President, and Secretary-Treasurer.

Article 6: Elections

6.1 Elections to the Executive will take place at the Annual General Meeting.

6.2 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.

6.3 All Executive positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-Principals from within that panel.

6.4 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.

6.5 The Chair shall conduct elections according to procedures approved by the *SGDPC*.

6.6 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.

Article 7: Duties

7.1 President:

7.1.1 Shall preside at all meetings of association and executive;

7.1.2 Shall be an ex-officio member of all committees;

7.1.3 Shall maintain order and decorum, decide questions of order and procedure, Submit motions of other proposals to the final decision of the meeting;

7.1.4 Shall cast the deciding vote in the case of a tie;

7.1.5 Shall maintain communications with and convey the views of the Council to the Administrative Council;

7.1.6 Shall be responsible for Council correspondence;

7.1.7 Shall communicate regularly with the Executive and membership;

7.1.8 Shall, with the advice of the executive, appoint members to newly formed ad-hoc

- committees;
- 7.1.9 Shall serve as *SGDPC* representative on the Board Labour Management Committee (unless otherwise indicated);
 - 7.1.10 Shall monitor Board meetings and agenda; and
 - 7.1.11 Shall notify Members of any opportunities to serve on Committees requested by the Board.

7.2 Secretary-Treasurer:

- 7.2.1 Shall record all proceedings and prepare copies of the minutes of each meeting for Each Member;
- 7.2.2 Shall receive correspondence and conduct correspondence as directed by the President;
- 7.2.3 Shall receive all moneys, issue cheques and sign cheques for payment of expenditures; and
- 7.2.4 Shall submit a financial statement at the Annual General Meeting.

7.3 Provincial Councillors:

- 7.3.1 Shall attend all regularly scheduled OPC Meetings and represent the views and Concerns of the *SGDPC*;
- 7.3.2 Shall perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution, OPC Policies and the Provincial Councillor Handbook; and
- 7.3.3 Shall perform other assigned District duties so long as these do not conflict with The above.

7.4 Terms and Conditions Representatives:

- 7.4.1 Shall negotiate the terms and conditions of employment with Senior Administration on behalf of all *SGDPC* members employed by SGDSB following adequate consultation with said *SGDPC* members;
- 7.4.2 Shall consult with OPC on matters of Provincial interest; and
- 7.4.3 Shall communicate OPC policies and information to local *SGDPC* members as recommended by OPC.
- 7.4.4 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.
- 7.4.5 Shall attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.

Article 8: Committees

- 8.1 Terms and Conditions Committee: 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.

8.2 Ad Hoc Committees: Ad Hoc Committees shall be established as deemed necessary by the *SGDPC* Executive in order to address matters that fall under *SGDPC*'s mandate. All committees shall:

- 7.1.1 Carry out tasks as directed by the Council or the Executive;
- 7.1.1 Meet as necessary and report back to the Executive and the Council in a timely manner; and
- 7.1.3 Will be chaired by a member of the Executive (unless otherwise approved).

Article 9: Meetings

- 9.1 Shall be held at least twice yearly or at the call of the Executive. The fall meeting will be designated as the Annual General Meeting.
- 9.2 A quorum shall consist of a majority of *SGDPC* members present. All members will be advised of a meeting at least 2 weeks in advance.
- 9.3 A simple majority of the members voting will be sufficient to pass ordinary motions and committee reports and recommendations.
- 9.4 A two-thirds majority of the members in attendance at the Annual General Meeting shall be necessary to amend the Constitution.
- 9.5 A failure to pay a local levy shall not prevent any *SGDPC* member from attending meetings of the *SGDPC* or from voting on any decisions affecting *SGDPC* members.
- 9.6 Any meeting, event or professional development opportunity or other opportunity funded by the OPC fee rebate shall be open to all *SGDPC* members. Non- *SGDPC* members shall not attend unless they pay their proportionate costs.
- 9.7 In no instance shall non- *SGDPC* members be present at a meeting where the matters being discussed are confidential to *SGDPC* members.

Article 10: Review of Constitution

- 10.1 The Constitution shall be reviewed at the Annual Spring General Meeting and any amendments will be voted on at the Fall General Meeting or at a General Meeting called for that purpose with two week's notice of motion.
- 10.2 The *SGDPC* shall consult with OPC before adopting changes to the *SGDPC* Constitution.

APPENDIX 1

Meetings will follow Roberts' Rules of Order.