

**ASSOCIATION of BLUEWATER ADMINISTRATORS**  
**CONSTITUTION**  
**Revised October 2011**

**Article I: Statement of Intent**

- i) The ABA structure recognizes that principals and vice principals from both the elementary and secondary panels are entitled to representation and opportunities for involvement at the executive level of the Bluewater District School Board. The ABA will:
  - i. work in a collaborative model to reach consensus
  - ii. be an OPC District
  - iii. be subject to the OPC Provincial Constitution and District Recognition Policy

**Article II: Name**

- i) The name of the organization shall be the Association of Bluewater Administrators, hereinafter, the term used shall be the "Association". It may also be referred to as the, "ABA".

**Article III: Aims and Objectives**

The aims and objectives of the Association shall be:

- i) to promote and advance the cause of education and the educational interests of all learners;
- ii) to ensure conditions which will enhance the learning environment;
- iii) to create positive working conditions for administrators;
- iv) to promote and support a high standard of professionalism;
- v) to serve as a source of information on educational issues, informing senior administration and trustees regarding opinions of the membership;
- vi) to participate in system level decision making;
- vii) to promote good public relations;
- viii) to develop and maintain regular communication through meetings with the System Administration Team and the ABA Executive;

- ix) to co-operate with the OPC in advancing the interests of principals and vice-principals locally and in the province of Ontario;
- x) to unite the principals and vice-principals who are employed by the Board and who are Members of the OPC in a voluntary association and to provide a supportive peer network;
- xi) 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;
- xii) to assist with the ongoing professional growth and development of its members.

#### **Article IV: Membership**

- i) All principals and vice principals under the jurisdiction of the Bluewater District School Board, who are OPC members, shall have the right to be members of the Association of Bluewater Administrators with full voting privileges.
- ii) Any member on leave or exchange shall have the right to be a non-voting member.
- iii) Associate members, as constituted by the OPC, upon paying their provincial fees, are entitled to maintain associate membership status in the ABA.

#### **Article V: Finance**

##### **Section 1 Fees**

- i) The ABA 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 or be expended at the direction of the executive in accordance with the needs of the Association 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.
- ii) An additional fee/levy will be collected by the ABA. The amount of this local fee/levy for the year will be determined by the membership at a general meeting with advice from the treasurer and recommended by the executive.

- iii) Pro-rated fees/levies shall be collected from new members from the date of appointment.
- iv) In no case shall an OPC Member be excluded or prevented from voting at an ABA meeting.
- v) Any increase in annual fee will be set by the membership at a general meeting. A simple majority of members in good standing, who are present at the meeting, will be required to pass the fees motion.
- vi) The membership shall be informed prior to any meeting at which a fees motion will be presented. The fees motion shall include the expected method of payment and deduction.
- vii) The membership application deadline is 90 days from the 1st day of duty in an administrative assignment.
- viii) An additional fee to meet extraordinary needs may be approved by a majority vote of the *members present* at a General Meeting, upon the recommendation of the Executive.

## Section II: Budget

- i) The fiscal year shall be from September 1 to August 31. [N.B. For the 2008/2009 only, the fiscal year will be extended to August 31, 2009.]
- ii) There will be an annual financial audit by an independent third party within six weeks of the end of the fiscal year.
- iii) An auditor is to be appointed by the ABA at a general meeting to audit or provide a review engagement of all financial records at the year's end.
- iv) It is the responsibility of the Treasurer to maintain the financial records of the ABA.
- v) The Treasurer shall prepare written financial statements for the Executive and shall report to the membership at all general meetings.
- vi) All financial transactions require the signatures of the Treasurer and the President. Where the Treasurer or President is unavailable, one signature may be that of a Vice-President.
- vii) The Treasurer shall present a year-end financial statement and a prepared projected budget for expenditures for the following year at a general meeting.

## **Article VI: Executive Committee of the Association**

### **Section 1: Organization of the Executive**

- i) The executive shall consist of a minimum of six and a maximum of twelve representatives from both the elementary and secondary panels. The executive will include at least two members from each panel. Executive members must be members in good standing of the ABA.

i. Past President

Elected Positions

- ii. President
- iii. First Vice President
- iv. Second Vice President
- v. Secretary
- vi. Treasurer
- vii. OPC Provincial Councillors - 2 positions (one from each panel)

Additional Non-Elected Positions

- viii. Chairs of the Professional Development Committee(s) and Public Relations/Social Committee
- Chairs of additional standing committees as appropriate
- ix. Website Controller

### **Section 2: Duties of the Executive**

- i) **Executive as a Whole:**  
The Executive shall have the authority and the responsibility to administer the affairs of the ABA between meetings of the membership, including:
- i. monitoring and approving expenses
  - ii. developing and implementing the priorities, programs and purposes of the ABA
  - iii. establishing and monitoring the decisions and activities of standing and ad hoc committees which have been created
  - iv. appointing interim members to the Executive in the event of vacancies
  - v. establishing a Terms and Conditions Committee
  - vi. meet on a regular basis (to be determined by the Executive itself) to conduct the business of the ABA
- ii) **Past President**  
It shall be the responsibility of the **Past President** to:
- i. act as Chair of the nominating committee

- ii. act as a resource to the President
- iii. attend the executive meetings
- iv. serve on committees as directed by the President

**iii) President**

It shall be the responsibility of the **President** to:

- i. attend, convene and chair executive and general meetings
- ii. elicit membership for the ABA and Board committees as required
- iii. seek advice of the executive in emergency situations
- iv. maintain ongoing communication with the membership
- v. make any public statements on behalf of the ABA after consultation and approval of the executive
- vi. co-sign with the Treasurer for a joint bank account
- vii. prepare and distribute meeting agendas
- viii. act as the official Executive liaison with the Director in the arrangement of meetings and setting of agenda for the ABA/SAT meetings
- ix. ABA Representative on System Employee Group Committees
- x. President (or designate) will sit as part of Terms and Conditions Committee

**iv) First Vice President**

It shall be the responsibility of the **First Vice President** to:

- i. assume the duties of the President in his/her absence
- ii. attend executive meetings
- iii. liaise with the chairs of the standing committees as appropriate
- iv. act as Chair of the Terms and Conditions Committee

**v) Second Vice President**

It shall be the responsibility of the **Second Vice President** to:

- i. assume the duties of the First Vice President in his/he absence
- ii. assume the duties of the President if required
- iii. chair an ad hoc awards committee
- iv. arrange annual financial audit
- v. maintain membership services for the ABA and the OPC

**vi) Secretary**

It shall be the responsibility of the **Secretary** to:

- i. record and distribute minutes and motions of all Executive meetings to the Executive
- ii. prepare and distribute a report of each Executive meeting to the general membership

- iii. record and distribute minutes and motions of all General meetings to the Executive and the general membership
- iv. prepare and answer correspondence as directed by the executive
- v. organize and inform members of meetings
- vi. keep all association records
- vii. monitor and maintain active membership rolls
- viii. liaise or act as moderator of the ABA general and the ABA Executive BEAM conferences

vii) **Treasurer**

It shall be the responsibility of the **Treasurer** to:

- i. open and keep a bank account co-signed with the President for the purposes of transacting all monies received and disbursed by the association
- ii. issue cheques for all invoices received; seeking Executive counsel if there is any question about the validity of any expense
- iii. reimburse Members for required expenses and Executive officers for travel at Board rate
- iv. maintain appropriate records of all transactions
- v. notify membership of annual fees
- vi. publish and distribute financial statements
- vii. prepare a budget in co-operation with the executive for presentation at the Annual General Meeting
- viii. arrange for and submit records for an independent third party review
- ix. be responsible annually for providing all information necessary to qualify for the annual membership rebate from the OPC. That information shall include a copy of the ABA constitution (compatible with the OPC constitution and District Recognition Policy), evidence of a duly elected Executive and an accepted financial statement

viii) **OPC Provincial Councillors**

It shall be the responsibility of the **OPC Provincial Councillors** to:

- i. attend any provincial OPC functions and meetings
- ii. attend executive meetings
- iii. keep the executive and membership informed of provincial issues
- iv. fulfill duties as defined in the OPC Constitution, OPC Policies and the Provincial Councillor Handbook, as they may be from time to time
- v. serve as the liaison between the OPC and the ABA and shall bring forward any District resolutions, issues or concerns to the

notice of the OPC as they may be directed to do by the ABA  
from time to time

#### **Article VII: Standing Committees**

- i) Standing Committees shall be established by the executive. The Chairs of the Standing Committees shall:
  - i. be Executive Members and attend all meetings.
  - ii. be responsible to form the committee, call meetings, keep minutes of the meetings and report to the Executive
- ii) The committees will include, but not be exclusive to the following :
  - i. Professional Development
  - ii. Terms and Conditions
  - iii. Public Relations
  - iv. Social
- iii) The membership of the committees shall be voting members of the ABA and represent both elementary and secondary panels.

#### **Article VIII: Ad Hoc Committees**

- i) Ad Hoc Committees shall be created as the need arises under the direction of the Executive and will include a member of the Executive

#### **Article IX: Terms and Conditions Committee**

- i) The Terms and Conditions Committee will be a sub-committee of the executive of the ABA. It shall be chaired by the First Vice-President and include the President or designate. Executive members shall represent both panels. Additional members will equally represent both the elementary and secondary panels, up to a maximum number of eight members. The membership of the Terms and Conditions Committee shall be subject to the approval of the Executive of the ABA.

It shall be the responsibility of the committee to:

- i. gather information from the members as to their needs and interests and priorities as they relate to their terms and conditions of employment
- ii. prepare a plan to improve the working conditions of principals and vice principals

- iii. represent the members' interests and negotiate on their behalf with the Board
- iv. consult with the OPC and communicate the OPC policies and information to the membership as recommended by the OPC
- v. 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.
- vi. seek the ABA Executive approval for all amendments to the Terms and Conditions agreement
- vii. report agreed changes to the members

#### **Article X: Awards**

- i) An ad hoc committee shall be established to determine the future of an awards programme. This group will consider previous practices by the predecessor associations, and future wants and needs. If there is a decision to continue this practice, then it will become an article within this Constitution.

#### **Article XI: Term of Office**

- i.) The term of office for each Executive Member, other than the President and OPC Councilors, shall be one year. The term of office shall be from the conclusion of the last business meeting at which they are elected until the adjournment of the last business meeting of the following year.
- ii.) If any vacancy occurs during the year, such vacancy shall be filled for the remainder of the year by an appointee of the Executive.
- iii.) The office of the President of ABA will be a two year term. The term of office shall be from the conclusion of the last business meeting at which they are elected until the adjournment of the meeting where the election of a new President occurs. To qualify for the position of President of the ABA, a candidate shall have served on the Executive for a minimum of one year. Presidents will not serve more than three consecutive terms.
- iv.) OPC Provincial Councilors will serve two year offset terms. The term of office shall be from the conclusion of the last business meeting at which they are elected until the adjournment of the meeting where the election of a new Councilor occurs. Councilors will not serve more than three consecutive terms.



**Article XII: Membership Meetings**

- i) There shall be at least one general meeting and one annual meeting, a year. Additional meetings may be called at the discretion of the Executive.
- ii) The Executive shall determine the meeting dates, times, and places.
- iii) A notice of meeting will be distributed to the membership ten working days prior to the meeting date.
- iv) The Executive will present a proposed budget for the year at the first general meeting.
- v) A petition of at least ten percent of voting members shall require the Executive to call a general meeting within two weeks.
- vi) Any meetings, events or professional development funded by the OPC rebate dollars will be open to all members. Non-members may only attend such meetings if they pay their own costs and if the discussions taking place are not of a confidential nature.

**Article XIII: Quorum**

- i) A quorum for a general meeting shall be thirty five percent of the membership.

**Article XIV: Parliamentary Procedure**

- i) A standard guide, such as Robert's Rules of Order, may be used to assist in the conduct of a meeting.

**Article XV: Amendments to the Constitution**

- i) Any Member in good standing may propose an amendment by notifying the Executive, in writing, at least four weeks prior to the Annual General Meeting. The Executive shall give the proposal due consideration, and, if appropriate, attend to any concerns.
- ii) A notice of motion to amend the Constitution must be made, in writing, by the Secretary, to all qualified voters at least ten days prior to the Annual General Meeting, at which time the amendment will be discussed and voted on.

- iii) Amendments to the Constitution may be made at the Annual General Meeting of the ABA by a two thirds (2/3) majority of the members present qualified to vote.
- iv) OPC will be consulted prior to any local constitutional changes being adopted.

#### **Article XVI: Elections**

- i) Elections to the Executive Committee will take place at the Annual General Meeting.
- ii) 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.
- iii) All Executive Committee positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-Principals from within that panel.
- iv) 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.
- v) The Chair shall conduct elections according to procedures approved by the Council.
- vi) 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.
- vii) At its first meeting, the Executive Committee may, at its discretion, appoint for a one year term, two Executive Members at Large, one from the Elementary and one from the Secondary panel.

#### **Article XVII: Conflict Resolution**

- i) Where a member of the Executive Committee fails to fulfill his/her constitutional obligations, misses more than three 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, s/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.
- 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 Council, the intervention of a neutral third party to assist in mediating the dispute.

**Appendices:**

\* OPC Constitution

\* OPC District Recognition Policy

Adopted at Annual General Meeting – May 26, 2009