



Avon Maitland Principals' Council



CONSTITUTION OF THE AVON-MAITLAND PRINCIPALS' COUNCIL

Article I: Interpretation

1. In this Constitution and all other by-laws and special resolutions of the organization, unless the context otherwise requires:

"Council" and "AMPC" means the Avon-Maitland Principals' Council;

"Executive" means the Executive Committee of the Avon-Maitland Principals' Council; "OPC" means the Ontario Principals' Council;

"AMDSB" and "Board" mean the Avon Maitland District School Board;

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

"Associate" shall mean a class of membership as defined by the Provincial Council from time to time.

2. The Council shall have a Constitution, which has due regard for the Constitution of the OPC.

Article II: Objects of the Council

1. The objects of the Council are:

- a. To associate and unite school principals and vice-principals who are employed by the Board and to promote and safeguard their interests;
- b. To establish a communication network among Members of the Council;
- c. To provide professional development opportunities for Members of the Council;
- d. To provide a liaison between the OPC and the Members of the Council;
- e. 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;
- f. 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 III: Executive

1. The Executive shall be comprised of ten (10) Members of Council duly elected at the Annual District Meeting.
 - a. Two (2) Executive members shall be elected as OPC Provincial Councillors; one (1) from each panel.
 - b. The Vice President shall be elected for a three (3) year term during which he or she shall act as Vice President, President and Past President successively in each of those years.
 - c. Five (5) Executive members shall be elected at-large.
 - d. Two (2) Terms and Conditions Representatives (1 from each panel, appointed by the Executive).
 - e. Secretary (Secretary and Treasurer must be from different panels, appointed by the Executive)
 - f. Treasurer (Secretary and Treasurer must be from different panels, appointed by the Executive)

2. The Executive shall be responsible for the management of the affairs of the Council, including establishing any committees deemed necessary. Any legal/financial documents that require a signature shall be signed by the President (or designate) and the Treasurer on behalf of the Council. Individuals elected for this school year and, in all subsequent years, may only hold one office on the Executive.

3. When a member of AMPC sits on the Provincial Executive of OPC, that member shall automatically become an ex-officio member of the AMPC executive. If that member was already sitting on the AMPC executive, another position on the AMPC will be created.

Article IV: Terms of Office

1. The term of office for OPC Provincial Councillors, Terms and Conditions Representatives and Members at Large shall be two (2) years.
2. The term of office for the Vice President shall be three (3) years during which he or she shall act as Vice President, President and Past President successfully in each of those years.
3. The term of office for the Executive shall be organized so that one (1) OPC Provincial Councillor and at least two (2), but not more than three (3), Member at Large positions will become vacant in any given year. A new Vice President shall be elected each year.
4. The term of office for Executive members shall begin July 1 in the year that they are elected.
5. In the event an Executive member is unable to discharge his or her duties, the remaining members of the Executive shall seek applications from the membership for a replacement. The Executive shall consider all applications and appoint a replacement to serve until the next Annual General Meeting.
6. In the event the Past President, President, Vice President, or one of the OPC Provincial Councillors are unable to complete his or her term, one of the

Members at Large, as selected by the Executive, shall complete the term of the office for the position that is vacated. The Member at Large shall be replaced using the process described in (6).

Article V: Duties and Powers of the Executive

2. The Executive Officers shall have the following responsibilities:

- a. Past President - who shall act as President in the event neither the President nor the Vice President are able to perform their duties; and perform such other duties as may be, from time to time, assigned by the Executive.
- b. President - who shall chair all meetings of the Council and of the Executive; represent the Council in the community; have general supervision over the affairs of the Council; and perform such other duties as may be from time to time, assigned by the Executive.
- c. Vice President - who shall act as President in the President's absence or if the President is unable to perform the duties; and perform such other duties as may be, from time to time, assigned by the Executive.
- d. Treasurer - who shall maintain the financial records and books of the Council and registries of Members, Executive members and Officers; give notice to Members and Executive Members of meetings; prepare financial statements of the Council and present them at the Annual General meeting; and perform such other duties as may be, from time to time, assigned by the Executive. The Treasurer shall be appointed by the members of the Executive at their first meeting.
- e. Secretary - who shall maintain the minutes of the Council and distribute these minutes as required.
- f. OPC 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 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.
- g. 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.

3. The Executive shall make arrangements for the banking and financial affairs of the Council with a financial institution. Any cheques or other similar withdrawals require the signature of the Secretary-Treasurer and one of the either the President or Vice-President.
4. Decisions of the Executive shall be determined by a majority vote.

Article VI: AMPC Election Procedures

1. It is the intention of the Council to hold elections for the AMPC Executive in a fair and professional manner.

2. Preparation for an Election

- a. The Past President shall oversee the election process. (If the Past President is seeking re-election the responsibility shall fall to the Vice President.)
- b. Election Nomination forms for Vice President, Provincial Councillor and Member at Large shall be sent out to the membership at least 21 calendar days before the Annual General Meeting.
- c. Election Nomination forms shall be signed by the nominee and a seconder (who is also an AMPC member).
- d. If an insufficient number of nominations are received to fill the required vacancies, nominations may be filled from the floor at the Annual General Meeting. Nominations from the floor will only be accepted for those positions that have remained vacant, if any.
- e. If there are not enough candidates from the floor to fill the vacancies it shall be the responsibility of the current AMPC Executive to seek and approve suitable candidates.

3. Setting the Election Environment

- a. The room shall be vacated of all persons who are not full OPC members. This will include all hotel/ conference centre staff. The bar shall be closed during this time.
- b. Ballots will be on hand in case of an election. There will be a separate ballot for each position.

4. Voting Procedures

- a. The announcement of the election shall be at the beginning of the agenda at the Annual General Meeting. This will include the slate of nominees and any acclamations. If there are vacancies it shall be announced that nominations will be accepted from the floor, for those positions only, at the start of the Election. The Election process will follow later in the program.
- b. The Election, if one is necessary, will deal with the positions in the following order:
 - i. Vice President
 - ii. OPC Provincial Councillors
 - iii. Members at Large

- c. Members may vote for the number of vacancies on a ballot for Member at Large if there are three or more candidates for this position (unless one has already been acclaimed through the initial nomination process as described above).
- d. Elections will be determined by a simple majority.
- e. Executive Members, who are not seeking re-election, shall act as scrutineers for the election. The ballots will be destroyed by the scrutineers after a motion to do so has been moved, seconded, and carried.

Article VII: Terms and Conditions Committee

1. The Council shall establish a Terms and Conditions Committee each year in September.
2. The committee members shall be as follows:
 - i. two (2) elementary principals
 - ii. two (2) secondary principals
 - iii. one (1) elementary vice principal
 - iv. one (1) secondary vice principal
3. The composition of the Terms and Conditions Committee shall be subject to the approval of the Executive Committee.
5. Two (2) of the six (6) members shall be appointed by the Executive and one of these members member shall act as the committee chair.
6. The remaining four (4) members shall be appointed by their respective groups. The selection process shall be determined by each group.
7. Of the six (6) members, a maximum of four (4) will change each year. A minimum of one (1) elementary principal and one (1) secondary principal will remain on the committee from the previous year. This ensures continuity from year to year.
8. In the event that a member of the Terms and Conditions Committee must leave the committee during the year, the Executive will appoint an interim replacement.
9. 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.

Article VIII: Membership

1. A Member **ceases** to be a Member of the Council if his or her membership in the OPC lapses, if the Member dies, ceases employment with the Board, or if the member resigns from the Council by written notice given to the Secretary-Treasurer.
2. Only Members shall have voting privileges at OPC meetings.
3. No Member of the Council may receive any income from the Council, and the activities of the Council shall be carried on without the intent of making a profit.

Article IX: 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. 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.
3. 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.
4. Any meeting, event, professional development opportunity or other opportunity funded by the OPC fee rebate shall be open to all Members. Non-OPC members shall not attend unless they pay their proportionate costs.
5. A failure to pay a local levy shall not prevent any OPC Member from attending meetings of the Council, or from voting on any decisions affecting OPC members in the District.

Article X: Executive Meeting, Annual District Meeting and General Membership Meetings

6. Meetings of the Executive shall be held monthly, unless a meeting is cancelled by the President with at least one week's notice. Quorum for a meeting of the Executive shall be five, and must include at least one Officer. A meeting of the Executive may be adjourned with or without quorum.
7. Decisions of the Executive shall be determined by a majority vote.
8. An Annual District Meeting shall be held during the spring of each year. Election of Executive members, presentation of the financial statements of the Council and any other relevant business shall be conducted at the Annual District Meeting.
9. A three-quarters vote of all Members of the Council who may vote in person or by proxy may direct that a levy be imposed upon Members to facilitate the operation of the District at the Annual District Meeting
10. General Membership meetings of the Council shall take place at the call of the President with at least one week's notice. There shall be a minimum of two meetings per year. The Annual District Meeting can be considered as one of these meetings. Members of the Council may provide direction to the Executive on the affairs of the Council at a regular meeting. Quorum for a General Membership meeting shall be twenty members present in person. A General Membership meeting may be adjourned with or without a

quorum being in attendance.

11. At the Annual District Meeting:
 - a. All resolutions shall be voted upon by a show of hands. A majority of the votes shall determine the resolution;
 - b. The election of Executive members shall be by secret ballot. A Returning Officer shall be appointed by the Executive prior to the Annual District Meeting.
12. An Officer or Executive member may be removed from office at a General Membership meeting of the Members called for that purpose on one week's notice provided two-thirds of the Members in attendance vote to remove the Officer or Executive member
13. Any notice required to be given must be provided in writing and distributed by facsimile, by surface mail, or by e-mail. Notice given by surface mail shall be deemed to be given three days after it was mailed. Notice given by fax or e-mail shall be deemed to be given on the same business day that the transmission is made provided the transmission is forwarded to the recipient no later than 5 p.m..
14. In no instance shall non-OPC members be present at a meeting where the matters being discussed are confidential to OPC Members.
15. In no case shall an OPC Member be excluded or prevented from voting at a meeting of the Council.

Article XI: Amendments to the Constitution

16. The members may amend this Constitution at the Annual District Meeting or a special meeting called for that purpose on one week's notice. The purpose of the meeting shall be given in advance.
17. The Council shall consult with the OPC before adopting any changes to this Constitution.
18. The Members may dissolve the Council at a special meeting called for that purpose on one week's notice. The purpose of the meeting shall be given in the notice. Dissolution of the Council requires a two-thirds vote of all Members of the Council who may vote in person or by proxy. Upon dissolution, any assets remaining after the payment of any liabilities shall be donated to another organization promoting objects similar to the objects of the Council
19. PASSED by the Members of the Council this 26th day of May, 2010.

President

Secretary