

**ONTARIO PRINCIPALS' COUNCIL
DISTRICT 22 CONSTITUTION
(adopted at AGM 2013)**

Article A: Name

“Council” or “OPC-22” means the Ontario Principals’ Council District 22;

“Executive” means the Executive Committee of the Ontario Principals’ Council District 22;

“OPC” means the Ontario Principals’ Council **Provincial**;

“DSBN” and “Board” means the District School Board of Niagara;

“Member” means a Principal or Vice-Principal employed by the Board.

Article B: Purpose

The objects of The Council are:

- i) To unite the principals and vice-principals who are employed by the D.S.B.N. in a voluntary professional association.
- ii) To promote and advocate for the cause of public education in the D.S.B.N. and for the students it serves.
- iii) To assist with the ongoing professional growth and development of principal and vice-principal members.
- iv) To liaise between its members and senior administration of D.S.B.N.
- v) To promote the participatory role of principals and vice-principals in system decision-making.
- vi) To represent the concerns of its members in appropriate forums.
- vii) To provide a supportive peer network.
- viii) To provide a link between the local council and provincial organizations.
- ix) To provide appropriate liaison and direct communication with Ontario Principals’ Council.
- x) To consult with D.S.B.N. to maintain and modify as appropriate the terms and conditions for its members.
- xi) To consider and discuss issues of particular interest and importance to D.S.B.N. principals and vice-principals.
- xii) To provide support, upon request, to individual members who require professional or personal assistance.
- xiii) To serve as an OPC District as described in the Constitution of the OPC, to communicate with the
- xiv) 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;
- xv) 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.

Article C: Membership

- i) All principals and vice-principals (and interim principals and vice-principals), employed by the D.S.B.N. are eligible for membership in the Council.
- ii) Membership in the Council is confirmed upon payment of the annual membership fee.
- iii) The membership year is from July 1 to June 30 of the subsequent year.
- iv) 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.
- v) All principals and vice-principals who have retired from D.S.B.N. are eligible for associate membership.

Article D: Fees

- i) The annual membership rebate from O.P.C. shall form the basis of the operating budget for the Council.
- ii) Pro-rated fees shall be collected from new members from the date of appointment.
- iii) The amount of the local levy, if any, shall be determined by the membership at the Annual General Meeting with the advice from the treasurer and recommended by the Executive. Additional fees may be collected once a year from the members through an automatic deduction by D.S.B.N. This deduction shall be made prior to the end of the calendar year.
- iv) Application shall be made annually to receive membership rebates from O.P.C. for funding of professional development and special activities within the Council. The rebates shall not be refunded to individual members of O.P.C.- D.22 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. Members of O.P.C.- D.22 who are not members in good standing with the O.P.C. shall pay an additional fee to attend these additional Professional Development Social/Goodwill activities funded by rebates from the O.P.C.

Article E: Executive

- 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)
 - a) The Executive Committee shall be elected from the membership at large at the Annual General Meeting in May.
 - b) 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).
 - c) Interim appointments may be made by the Executive Council to fill vacancies which occur between elections (see article E-vii)
- iv) The officers of the Executive Committee shall consist of the following officers:
 - a) Chair (*alternates between the elementary and secondary panels each year*),
 - b) 1st Vice-Chair (*alternates between the elementary and secondary panels each year*)
 - c) 2nd Vice-Chair (*alternates between the elementary and secondary panels each year*),
 - d) Past-Chair (*alternates between the elementary and secondary panels each year*),
 - e) Secretary (Secretary and Treasurer must be from different panels),
 - f) Treasurer (Secretary and Treasurer must be from different panels),
 - g) Eight Representatives at Large:
 - 1) Four (4) elementary members representing the four administrative areas [1 representative for each area];
 - 2) Four (4) secondary members
 - h) Two (2) Provincial Councilors:
 - 1) One elementary representative and one secondary representative shall represent D.S.B.N. at the provincial meetings of O.P.C.
 - 2) Provincial Councilors shall be elected for two (2) year terms on alternate years.
 - i) Two (2) Terms and Conditions Representatives
 - 1) One elementary representative and one secondary representative
 - 2) Term and Conditions Representatives shall be elected for two(2) year terms on alternative years.

Article F: 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 candidate 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 G: 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, the 1st Vice-Chair 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 1st Vice-Chair 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 1st Vice-Chair 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. The Secretary shall be the Chair of the Public Relations/Communications Committee.
- 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. The Treasurer shall be the Chair of the Budget Committee.
- 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 meeting to which Terms and Conditions Representatives are expressly invited.

Article H: Committees

i) The Council has established the following standing committees:

a. Budget: The membership of the Budget Committee shall consist of the Treasurer (who shall chair the Committee), and three other principals or vice-principals such that there is equal representation from both panels. The Treasurers of N.S.A.C. and N.E.P.A. will first be invited to hold two of these three positions. This Committee shall develop and recommend to Council policies and procedures for the financial management of the Council consistent with the Constitution. Any budget monies allocated to N.S.A.C. and N.E.P.A. to support their P.D. activities shall be allocated in equal amounts.

b. Terms and Conditions: The membership of the Terms and Conditions Committee shall consist of two secondary principals, one secondary vice-principal, two elementary principals, and one elementary vice-principal.

The composition of the Terms and Conditions Committee shall be subject to the approval of Council. This 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.

This Committee shall make recommendations to Council for the revision of the terms and conditions of employment and where those recommendations receive approval of Council, the Committee shall use its best efforts to negotiate with the Board to obtain those revisions.

This 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.

c. Public Relations / Communications: The membership of the P.R./Communications Committee shall consist of the Secretary (who shall chair the Committee) and three other administrators such that there is equal representation from both panels. This Committee shall communicate and promote any professional development or social activities relevant to members and shall facilitate the communication of information from the Executive or DSB as required.

d. Member Services: The membership of the Member Services Committee shall consist of the Past Chair (who shall chair the Committee) and three other administrators such that there is equal representation from both panels. This committee shall receive requests for assistance, complaints and/or other information from members and shall report to the Executive as appropriate. Where an appropriate request for assistance has been received by the Committee, it shall render assistance to the member or refer the member to O.P.C.

e. Professional Development: The membership of the Professional Development Committee shall consist of four administrators (at least one of which shall be a member of the Executive) such that there is equal representation from both panels. This Committee shall arrange, organize and/or provide professional development opportunities to members. All anticipated expenditures must receive approval of the Executive.

f. Social / Goodwill: The membership of the Social / Goodwill Committee shall consist of four administrators (at least one of which shall be a member of the Executive) such that there is equal representation from both panels. This Committee shall arrange, organize and/or provide social activities/opportunities to members, and extend goodwill to individual members as required. All anticipated expenditures must receive the approval of the Executive.

g. Constitution: The membership of the Constitution Committee shall consist of four administrators (at least one of which shall be a member of the Executive) such that there is equal representation from both panels. 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 N.

- ii) The Executive may establish Special or Ad Hoc 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.
- v) All Committees or Sub-Committees shall report in writing or orally to the Executive at its monthly meetings, through an Executive representative, all activities and decisions of the Committee.

Article I: Meetings

- i) Provincial Councilors shall attend meetings as called by O.P.C. and report to the membership.
- ii) The time and location of all local meetings shall be determined by the Executive Committee.
- iii) General Meetings:
 - a. The general membership shall meet at least three times a year. Dates shall be determined in August and announced in September. The Annual General Meeting shall be held in May.
 - 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 May.
 - d. Presentation of the financial statement and other relevant business shall take place at the Annual General Meeting in May.
- iv) Executive Meetings:
 - a. The Executive shall meet monthly to conduct the business of the organization.
 - b. Additional meetings may be called by the Chair as needed.
- v) In no instance, including a failure to pay a local levy, shall a member be excluded or prevented from attending meetings of the Council, or from voting on any decisions affecting Members of OPC-D22.
- vi) In no instance shall non-OPC members be present at a meeting where the matters being discussed are confidential to OPC members.

Article J: Quorum

- i) Quorum at Executive is nine (9) members.
- ii) Quorum at General Meetings is at least 50% plus one of elementary members AND at least 50% plus one of secondary members.

Article K: Parliamentary Procedures

- i) Resolutions at the General Meetings 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.
- iv) The official authority for conducting all meetings shall be *Robert's Rules of Order, current edition*.
- v) At the discretion of the Executive, business matters may be put to the membership through electronic voting.
 - a. At the direction of the Executive, the Secretary shall distribute to each member, by secure communication, the text of the question to be decided, the voting rules and the timelines for members' responses;
 - b. Members shall have a voting period of 48 hours during a business week to respond excluding weekends and statutory holidays;

- c. For the purposes of determining a result, votes will be totaled as either for and against, while a non response will be recorded as an abstention.
- d. All members' responses shall be returned by secure communication to the Secretary;
- e. The Chair and Secretary and one other Executive member shall tabulate a record of all the returned responses;
- f. After all the responses have been tabulated and the 48 hours voting period has expired, a summary of the results will be broadcast by secure communication to the membership;
- g. At an Executive meeting immediately following the broadcast of the results, the Executive shall receive the results of the vote, act on the direction received from the members, and pass a motion to destroy all the responses/votes received for the recorded vote.

Article L: 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 the Treasurer and the Chair. Where the Treasurer or Chair is unavailable, one signature may be that of the Vice-Chair.
- iv) The Treasurer shall present a year-end financial statement and a prepared projected budget for expenditure for the following year at the General Meeting which is to meet no later than the end of May.
- v) An auditor is to be appointed by the Executive to audit all financial records at the year's end.
- vi) An auditor's report shall be presented at the General Meeting which is to meet no later than the end of May.

Article M: 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 monthly with the membership and where appropriate, members of Senior Administration.
- iv) Provincial Councilors shall be responsible for distribution of O.P.C. information.

Article N: Constitutional Amendments

- i) Any member may move to amend the Constitution.
- ii) Constitutional Amendments may only be made at the Annual General Meeting.
- iii) Notice of motion to amend must be received by the Executive Committee one month prior to the Annual General Meeting.
- iv) The membership must be notified of the motion to amend at least one week prior to the Annual General Meeting.
- v) All motions to amend the Constitution require 2/3 majority of the elementary members in attendance AND 2/3 majority of the secondary members in attendance for acceptance.
- vi) The Council shall consult with the OPC before adopting any changes to this Constitution.

Article O: 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.

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 O.P.C.- D.22, the

intervention of a neutral third party to assist in mediating the dispute. This third party may include OPC Provincial or another neutral party as agreed upon.