

**Ontario Principals' Council  
Thames Valley District School Board**

**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 Thames Valley Administrators’ OPC District Council;

“Executive” means the Executive Committee of the Thames Valley Administrators’ District Council;

“Executive Member” means a member of the Executive Committee

“Meeting of the Members” includes an annual meeting of the members and any special meeting of members;

“OPC” means Ontario Principals’ Council;

“TVDSB” and “Board” means the Thames Valley District School Board;

“Member” shall mean a member in good standing employed by the Board

**Article II: Purpose**

The purposes of the Ontario Principals’ Council - Thames Valley District School Board are:

- a) To serve as an OPC District as described in the Constitution of the OPC, to facilitate communication between the OPC and its members in the District and to cooperate with the OPC in advancing the interests of members at all levels
- b) To function with due regard to the Constitution of the Ontario Principals’ Council;
- c) To associate and unite Principals and Vice-Principals of educational institutions who are employed by the TVDSB

- d) 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 of members in the Board
- e) To assist in the ongoing professional growth and development of its members
- f) To promote the participatory role of members in system decision-making and to bring matters of concern to the attention of senior administration
- g) To promote the highest standards of professional ethics and competence

### **Article III: Membership**

- a) Employees of the Thames Valley District School Board who are Members in good standing of the Ontario Principals' Council are automatically Members of OPC-TVDSB.
- b) Retired members from the Board who maintain Associate status with OPC are eligible for Associate membership in the Council

### **Article IV: Executive Officers**

- a) There shall be a maximum of fifteen Executive Members. The Executive Members shall comprise the Executive of OPC - TVDSB.
- b) The following Executive Members shall be elected from and by the Members of the Association:
  - 1. One President Elect for a one year term.
  - 2. Two Vice Presidents for a one year term.(one elementary and one secondary)
  - 3. One Secretary for a one year term.
  - 4. One Treasurer for a one year term.
  - 5. Three Provincial Councillors with representation from both panels for two year terms.
- c) Elections for these positions shall take place at the Annual General Meeting of the Association.
- d) The position of President will be assumed by the President Elect the year following his/her election. When the President Elect cannot assume the position of President there will be an election for the position.
- e) The Past President shall be an Executive Member.
- f) Up to six Executive Members may be appointed by the Executive as Members at Large.
- g) If a position is vacant after elections have been completed or a position becomes vacant prior to the next election, the Executive may make an interim appointment from the membership at large.
- h) When a Provincial Councillor must leave the position for any reason before the end of the two year term of office, the position shall be filled by Executive appointment. The Executive shall ensure that the appointment maintains representation from both panels. The appointment shall terminate at the next Annual General Meeting at which time a Provincial Councillor shall be elected to fill the balance of the term of office, should it exceed the current school year.

### **Article V: Duties of Executive Officers**

- a) The Executive shall be a policy-making body of the Association and be responsible for the management of the affairs of the Association including but not limited to:
  - 1. Monitoring and approving expenditures
  - 2. Developing and implementing plans to meet the objectives of the Council
  - 3. Establishing and monitoring the work of all Standing Committees
  - 4. Appointing interim members to the Executive as needed

5. Establish a Terms and Conditions Committee co-chaired by two members of the Executive one of whom will be from the secondary panel and one of whom will be from the elementary panel. The Terms and Conditions Committee shall negotiate the terms and conditions of employment with the Thames Valley District School Board on behalf of all OPC Members employed by the Board following adequate consultation with said OPC Members.

Terms and Conditions representatives 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 OPC.

It is recognized that from time to time, the OPC Provincial Council may direct Terms and Conditions representatives to seek contract language for the benefit of OPC members generally and/or pursuant to a Provincial strategy approved by OPC Provincial Council.

b) Any documents that require a signature may be signed by the President and the Secretary or Treasurer.

c) The Executive shall make arrangements for the banking and financial affairs of the Association with a financial institution. Any cheques or similar withdrawals require the signatures of the President and Treasurer.

d) The **President** shall chair all meetings of the OPC-TVDSB and of the Executive. The **President** shall represent the OPC-TVDSB in the community and have general supervision of the affairs of the Association..

e) The **President Elect** shall act as the President in the President's absence or if the President is unable to perform his/her duties and shall perform any duties assigned by the President.

f) The **Vice-Presidents** shall perform duties as assigned to them by the President.

g) The **Secretary** shall maintain the registries of all Members, give notice to Members and the Executive of meetings and perform other duties that may be assigned by the President.

h) The **Treasurer** shall maintain the financial records and books of the Association, prepare financial statements and draft budgets of the Association and present them at a General Meeting. The Treasurer shall arrange for the change of signing authority for banking purposes when necessary, review the draft budget with the membership including anticipated revenue from OPC and the local levy and seek approval of the budget by the membership.

The Treasurer shall be responsible for facilitating the application for the OPC rebate each year.

i) The **Member(s) at Large** shall perform duties as assigned by the President.

j) 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.

Provincial Councillors shall serve as a liaison between the OPC and the Council and shall bring forward any District resolutions, issues or concerns.

#### **Article VI: Election of Executive Officers**

a) Any active Member in good standing may be nominated to stand for elected office.

b) Interested candidates may submit nominations for all offices, in writing, to the Secretary and be received by the last Monday in April. The nominations forms must be endorsed by at least one other Member in good standing. The Secretary will forward a letter confirming the receipt of the candidate's official Nomination Form.

c) The slate of nominees shall be forwarded to the Membership prior to the May Annual General Meeting.

d) Nominees for election will be introduced to the Members by the President or designate during the May Annual General Meeting. Members may choose to run from the floor at the Annual General Meeting.

e) Nominees for each office shall be invited to address the membership. Candidates for the position of President Elect may speak for a maximum of three minutes. Candidates for all other elected offices may speak for a maximum of two minutes.

- f) Voting shall be by secret ballot.
  - g) The Executive shall be responsible for appointing ballot counters and an electoral officer.
  - h) To be elected, the candidate must receive a majority of votes cast. If there are more than two nominees for an elected position, and no candidate receives a majority on the first ballot, the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority.
  - i) Nominees who have been unsuccessful in an election, may stand for another position on the Executive.
  - j) The secret ballots will be destroyed by the passing of a motion by the Members of the Annual General Meeting.
- The term of office for all elected officers shall commence on at the conclusion of the Annual General Meeting.

#### **Article VII: Removal of Executive Officers**

- a) An Executive Member may be removed from office at a General Meeting of the Members called for that purpose on four weeks' notice, where two-thirds of the Members in attendance vote to remove the Executive Member.

#### **Article VIII: Standing Committees**

- a) The following Standing Committees will be in place: a) Terms and Conditions, b) Professional Development, c) OPC Scholarship, d) Thames Valley Secondary School Administrators Council (TVSSAC), e) Thames Valley Administrators' Committee - Elementary (TVACE), and f) Membership Involvement.
- b) Each Standing Committee will be chaired by a member(s) of the executive.
- c) The Standing Committees shall operating in accordance with the Terms of Reference for each committee.
- d) The Terms of Reference will be an addendum of the OPC Thames Valley constitution

#### **Article IX: Meetings**

- a) The time and place of all meetings shall be determined by the Executive
- b) The Annual General Meeting shall be held during the month of May each year. Election of the Executive, presentation of the financial statements of the Association and any other business shall be conducted at the Annual General Meeting.  
General meetings shall be open to all OPC Members. Members shall be entitled to vote on decisions affecting OPC Members in the District.  
A failure to pay a local levy shall not prevent any OPC Member from attending meetings of the District or from voting on any decision affecting OPC Members in the District.  
Any meeting, event, professional development opportunity or other opportunity funded by the OPC rebate shall be open to all OPC Members. Non-OPC Members shall not attend unless they pay their proportionate cost and in no instance shall non-OPC Members be present at a meeting where matters being discussed are confidential to OPC Members.
- c) There shall be ten Executive meetings each year.
- d) Provincial Councillors shall attend meetings as called by the Ontario Principals' Council.
- e) Other meetings of the Association may be called by the President.

#### **Article X: Budget**

- a) It is the responsibility of the Treasurer to maintain the financial records of the Council.
- b) The Treasurer shall prepare written financial statements for the Executive and shall report to the membership at all General Meetings.
- c) All financial transactions require the signature of the Treasurer and the President.

- d) The Treasurer shall present a year end financial statement and a draft budget to the membership at a General Meeting no later than the end of October each year.
- e) Financial reports are to be reviewed annually by a member appointed by the Council and a report is to be given to the members no later than the end of October each year.

**Article XI: Communication**

- a) The secretary shall be responsible for giving notice of meetings to the members.
- b) The secretary shall record Minutes of all meetings.
- c) The Executive shall communicate regularly with the membership and members of Senior Administration.
- d) Provincial Councillors shall be responsible for the distribution of information from the OPC.

**Article XII: Constitutional Amendments**

- a) Any member may move to amend the constitution.
- b) Notice of motion to amend must be received by the Executive four weeks prior to the Annual General Meeting, which will be held no later than the end of May.
- c) The membership must be notified of the motion to amend at least one week prior to the Annual General Meeting.
- d) Motions to amend the Constitution require a 2/3 majority of the members in attendance for acceptance.

**Article XIII: Dissolution of the Association**

- a) The Members may dissolve the OPC-TVDSB at a General Meeting called for that purpose on four weeks' notice. The purpose of this meeting shall be given in the notice.
- b) Dissolution of the Association requires a two-thirds vote of all the Members of the Association present or by proxy.
- c) Upon dissolution, any assets remaining after payment of liabilities shall be given to the parent organization, the Ontario Principal's Council.