

**CONSTITUTION
COUNCIL OF SCHOOL LEADERS
OF THE MANITOBA TEACHERS' SOCIETY**

SECTION 1 – NAME

- 1.01 In accordance with the Constitution and Bylaws of the Manitoba Teachers' Society (hereinafter referred to as "the Society"), the Constitution of the Society being *The Manitoba Teachers' Society Act*, and the Bylaws of the Society being the Bylaws authorized thereunder, the Council of School Leaders was formed and has adopted this Constitution, which became effective on the date it was approved by the Provincial Executive.
- 1.02 The name of the organization shall be the Council of School Leaders of The Manitoba Teachers' Society, hereafter referred to as "the Council."
- 1.03 The Council is permitted to:
- a) enact this Constitution and enact Bylaws for the Council subject to the approval of the Provincial Executive;
 - b) elect a Leadership Team and elect or appoint Directors in accordance with the Constitution and Bylaws of the Council;
 - c) elect or appoint observers to the Provincial Council; and,
 - d) adopt Policies for the Council without the approval of the Provincial Executive, where those Policies relate purely to Council business.

SECTION 2 – PHILOSOPHY AND OBJECTIVES

- 2.01 The Council is an organization which exists to provide leadership and support to all Principals and Vice Principals in all their areas of responsibility as school leaders. It strives to work for the betterment of education in Manitoba by promoting, organizing and conducting activities designed to increase the knowledge and enhance the skills of its members in the practice of educational leadership.
- 2.02 The objectives of the Council are determined by the Constitution and Bylaws of the Society and include the following:
- a) promoting and advancing public school education in Manitoba;
 - b) promoting educators as leaders within public schools in Manitoba;
 - c) working in conjunction with Locals, to represent, develop and promote the interests of Council members;
 - d) promoting excellence in human resource practices; and,

- e) co-operating with other organizations in Canada or elsewhere having the same or like aims and objects.

2.03 The mandate of the Council is determined by the Constitution and Bylaws of the Society and includes the following:

- a) advocating on educational issues, educational administration issues and all other issues of concern to principals and vice-principals;
- b) promoting principals and vice-principals as educational leaders;
- c) working in conjunction with Locals, to promote and monitor the interests of Council members;
- d) promoting professional development for all principals and vice principals;
- e) promoting human resource strategies that encourage growth and development;
- f) encouraging and promoting the administrative development of teachers aspiring to become principals and vice principals;
- g) fostering communications between the Council and teachers, other educational staff, parents and the public;
- h) advising the Society on matters relating to the administration of schools;
- i) maintaining liaison with educational stakeholders in coordination with the Society; and,
- j) promoting the objects of the Council through Chapters.

SECTION 3 – DEFINITIONS AND INTERPRETATION

3.01 For the purposes of the Constitution, Bylaws, and Policies of the Council, unless the context requires otherwise, or a separate definition is provided, terms when capitalized shall have the same meanings as in the Constitution, Bylaws and Policies of the Society, and grammatical variations of such terms shall have the corresponding meanings. The following terms when capitalized shall have the meanings set out below, and grammatical variations of such terms shall have corresponding meanings:

- a) "Annual General Meeting" means the Annual General Meeting of the Council;
- b) "Board of Directors" means the members of the Leadership Team, and the Directors elected or appointed from each Region;
- c) "Chapter" means a local chapter or Regional organization of the Council for Members working in that Region;
- d) "Chief Returning Officer" of the Council means the Assistant General Secretary of the Society or designate;

- e) "Council" means the Council of School Leaders of The Manitoba Teachers' Society;
- f) "Delegate" means a Member representative elected or appointed from a Region to attend the Annual General Meeting of the Council;
- g) "Director" means an elected or appointed representative of a Region;
- h) "Leadership Team" means the Members elected to serve on the Leadership Team in accordance with Article 7 of this Constitution and the Bylaws of the Council;
- i) "Member" means a Regular Member or an Associate Member of the Council, except where otherwise specified;
- j) "Political Processes" shall mean the process of nominating a Regular Member to run in an election for the Leadership Team; running for the position of Chairperson or on the Leadership Team; voting in elections for the Leadership Team (other than the Chairperson); seeking election or appointment as a Director within the Member's Region; seeking election or appointment as a Delegate within the Member's Region; voting in election for, or appointment of, Directors or Delegates within the Member's Region; or seeking to be an observer to Provincial Council in accordance with the Bylaws of the Society;
- k) "Principal and/or Vice Principal" means a school based Principal and/or Vice Principal member of the Society carrying out the responsibilities of a Principal as defined by *The Public Schools Act* and *The Education Administration Act*. Such responsibilities would include but are not limited to:
 - i. overseeing the day-to-day operations of a school;
 - ii. informing parents regarding student achievement and the assessment and promotion of students;
 - iii. acting in accordance with the policies of the school board;
 - iv. preparing the annual school plan;
 - v. providing parents with information about the role and function of a school-based parent group;
 - vi. managing moneys to be known as school funds;
 - vii. ensuring student and staff safety; and,
 - viii. supervising and evaluating teachers and other school staff.

The Chairperson of the Council is deemed to be a Principal and/or Vice Principal while serving as Chairperson on release from a Principal or Vice Principal position.
- l) "Region" means a Council Region that is represented by a Director as defined by Appendix A of the Bylaws of the Council;
- m) "Society" shall mean The Manitoba Teachers' Society; and

n) "Voting Members" at the Annual General Meeting shall mean the Directors, Leadership Team and Delegates present at the Annual General Meeting who are entitled to vote on business at the meeting.

3.02 Where any provision of the Constitution, Bylaws or Policies of the Council is inconsistent with the Constitution, Bylaws, or Policies of the Society, the provision of the Constitution, Bylaws or Policies of the Council is automatically void and of no force and effect to the extent of the inconsistency.

3.03 The Article and Section headings in the Constitution, Bylaws, and Policies of the Council are for reference purposes only and shall not affect the meaning or interpretation of the Constitution, Bylaws, and Policies.

3.04 Words importing the singular number only shall include the plural as the context may require. Where the feminine or masculine or neutral is used, the word or words shall be interpreted to include the masculine or feminine or neutral as the context may require. Words importing persons shall include firms, governments, and corporations as the context requires. These principles shall apply to the Constitution, Bylaws, and Policies of the Council.

SECTION 4 – MEMBERSHIP

4.01 The membership year shall be September 1st to August 31st.

4.02 Regular Members

- a) Subject to the provisions of Bylaw VI of the Society pertaining to exclusions from membership in the Council, all Principals and Vice Principals who are Active Members in Good Standing, Associate Members in Good Standing or Plan Teacher Recipients on leave from a position as a Principal or Vice Principal, as defined in the Society's Bylaw I, and who pay the Council membership fee are Regular Members of the Council.
- b) Regular Members are entitled to participate in the Political Processes of the Council, on the same basis as they are entitled to participate in Society or Local political processes as set out in Bylaw I of the Society.
- c) Rights of Regular Members to participate in the Political Processes of the Council are suspended for any period of time where they are not paying membership fees of Council.

4.03 Associate Members

- a) Any Active Member in Good Standing, Associate Member in Good Standing or Plan Teacher Recipient of the Society who continues to pay the Required Membership Fees while on leave, may join the Council, with the approval of the Leadership Team, as an Associate Member by applying for Associate Membership on an annual basis in accordance with the Policies of the Council, and paying the Council membership fee.
- b) Except where otherwise provided in this Constitution, Associate Members are entitled to all rights, benefits and services of Council membership but only insofar as those rights, benefits and services are provided directly by the Council.
- c) Associate Members shall not have the right to participate in the Political Processes of the Council.

4.04 Regular and Associate Members have, in addition to those rights defined in Articles 4.02 and 4.03, the following rights:

- a) to attend Leadership Team and Board of Directors meetings, with the exception of any part declared to be in-camera; and,
- b) to participate in professional development activities of the Council upon payment of any required registration fees.

4.05 Membership in the Council ceases if:

- a) In the case of a Regular Member, the Regular Member ceases to be employed as a Principal or Vice Principal, except that where proceedings are brought to challenge the justness of a Member's termination of employment or cessation of appointment as a Principal or Vice Principal, Membership continues pending the outcome of the proceedings;
- b) In the case of a Regular or Associate Member, the Member has voluntarily terminated membership in the Society, elected not to be a member of the Society, or sought exclusion from Membership in the Council pursuant to Bylaw VI of the Society;
- c) In the case of a Regular or Associate Member, the Member has membership suspended or terminated by the Society in accordance with the Society's Constitution or Bylaws.
- d) In the case of an Associate Member, at the end of the membership year.

4.06 Non-members of the Council may attend professional development activities of the Council, with approval of the Leadership Team and payment of registration costs.

SECTION 5 – RELATIONSHIP BETWEEN COUNCIL AND ITS CHAPTERS AND THE SOCIETY

- 5.01 The Council was established by the Bylaws of the Society, and the Council and its Chapters are bound by the Constitution, Bylaws and Policies of the Society.
- 5.02 Chapters are bound by the Constitution, Bylaws and Policies of the Council.
- 5.03 The Council shall appoint or elect its observers to the Provincial Council in accordance with the procedures set out in the Bylaws of the Council.

SECTION 6 – FEES

- 6.01 All membership fees of Council shall be established by resolution at the Annual General Meeting. The amount of the membership fees may vary depending upon the type of membership.
- 6.02 Membership fees of Council shall be payable by Members in the same manner as Required Membership Fees payable to their Local and to the Society.

SECTION 7 – LEADERSHIP TEAM

- 7.01 The Leadership Team is normally composed of six (6) Regular Members, including the Chairperson, elected in accordance with the Constitution and Bylaws of the Council. Members of the Leadership Team serve three (3) year terms, whereas election to the Chairperson position is for a two (2) year term. Where a Member of the Leadership Team is elected as Chairperson in the third year of the Member's term on the Leadership Team, then there may be, for a one (1) year period, seven (7) members on the Leadership Team.
- 7.02 The Leadership Team shall be responsible for conducting the affairs of the Council between meetings of the Board of Directors. Decisions and actions taken by the Leadership Team shall comply with resolutions from the Annual General Meeting and directions from the Board of Directors, and may not conflict with the Constitution, Bylaws or Policies of the Council or Society.
- 7.03 The collective and individual responsibilities of the Leadership Team shall be to ensure that the objectives and mandates of the Council as defined in Article 2 of this Constitution are fulfilled within the following mandate areas:
 - a) Governance
 - b) Financial Management
 - c) Communication
 - d) Educational Leadership

e) Principal Supports

- 7.04 Each Member of the Leadership Team shall act in the best interests of the Council, shall declare any actual or possible conflicts of interest, and shall use their best efforts to perform duties assigned under the Constitution, Bylaws and Policies of the Council.
- 7.05 Any Member of the Leadership Team who reasonably believes that business of the Council is being conducted contrary to the Constitution, Bylaws or Policies of the Council, or that another Member of the Council is acting contrary to the Constitution, Bylaws or Policies of the Council, shall disclose the concern to the Leadership Team, which shall conduct such investigation and take such action as appropriate. A Member making such disclosure shall not be subject to repercussions.
- 7.06 The Leadership Team is empowered to act notwithstanding any vacancy on the Leadership Team. Decisions of the Leadership Team are not invalid by virtue of an irregularity in the election or appointment of any Member of the Leadership Team.
- 7.07 The Members of the Leadership Team must include the following positions:
- a) The Chairperson of the Council, who shall be the representative and official spokesperson for the Council in its affairs, and shall perform such duties as may be assigned by the Leadership Team, by the Board of Directors, by resolution at the Annual General Meeting and the Bylaws and Policies of the Council;
 - b) One or more Members responsible for:
 - i. assuming the duties of the Chairperson in the absence of the Chairperson, as delegated by the Leadership Team;
 - ii. ensuring that minutes are kept of all meetings provided for in the Constitution or Bylaws of the Council, and preservation of records of the Council other than financial records, which minutes and records belong to the Council; and,
 - iii. overseeing the financial affairs of the Council, and the preservation of the financial records of the Council, which financial records belong to the Society.
- 7.08 Duties of the Members of the Leadership Team shall be contained in the Bylaws of the Council.
- 7.09 All Members of the Leadership Team shall serve their terms unless they cease to be Regular Members during their term, in which case their position is automatically vacated, or unless a vacancy otherwise occurs as defined in the Bylaws of the Council.
- 7.10 Unless an election is called in accordance with the Article 9.05 of this Constitution, vacancies on the Leadership Team may be filled in accordance with the Bylaws of the Council.

SECTION 8 – BOARD OF DIRECTORS

- 8.01 The Board of Directors is composed of the Leadership Team and the Directors elected or appointed from each Region in accordance with the formula set out in the Bylaws of the Council.
- 8.02 A representative of the Provincial Executive may attend meetings of the Board of Directors as a non-voting member.
- 8.03 The Board of Directors shall be responsible for overseeing the affairs of the Council between Annual General Meetings. The Board of Directors may determine the Policy of the Council between Annual General Meetings, which Policy is binding until the next Annual General Meeting where the Policy is subject to ratification as a Policy resolution. Decisions and actions taken by the Board of Directors shall comply with resolutions passed at the Annual General Meeting and may not conflict with its Constitution, Bylaws or Policies.

SECTION 9 – ELECTIONS

- 9.01 The Chief Returning Officer of the Council has the authority to oversee the conduct of elections to the Leadership Team and elections or appointments to the Board of Directors, and to resolve disputes about such elections or appointments.
- 9.02 The election or appointment of Directors and Delegates to the Annual General Meeting shall be the responsibility and decision of the Regions.
- 9.03 Members of the Leadership Team shall be elected through a general election by Regular Members of the Council.
- 9.04 The Chairperson shall be elected by the Voting Members at the Annual General Meeting from among the members of the Leadership Team who are in office at the commencement of the Annual General Meeting or who are newly elected to the Leadership Team and whose office will commence following the Annual General Meeting.
- 9.05 The Chief Returning Officer has the discretion to call an election should a vacancy occur in any position on the Leadership Team at any time, and may determine the rules applicable to such an election.

SECTION 10 – MANDATE AREAS

- 10.01 There shall be such Standing Committees and any other ad hoc committees that the Leadership Team determines are required to carry out the work of the Council's

mandate areas as defined by Article 7.03 of this Constitution, in accordance with the Bylaws of the Council.

SECTION 11 – FINANCES

11.01 The Fiscal Year of the Council shall be the same as that of the Society.

11.02 The Leadership Team shall prepare an annual budget for the Council and shall obtain approval for the annual budget in accordance with the procedure set out in the Bylaws of the Council. The Leadership Team shall be responsible to ensure that the proposed budget complies with the Society's Bylaws and Policies, and the Constitution, Bylaws and Policies of the Council.

11.03 The Leadership Team shall ensure that the Budget, once approved, is followed, in accordance with the Constitution and Bylaws of the Council.

11.04 Any expenditures not provided for in the Budget are required to be approved by the Board of Directors.

11.05 The Society shall retain a qualified external auditor at the end of each Fiscal Year to undertake an independent financial audit or review of the Council's financial records.

SECTION 12 – CONSTITUTIONAL AND BYLAW AMENDMENTS

12.01 Amendments to the Constitution or Bylaws of the Council may be proposed as a resolution at the Annual General Meeting in accordance with the procedures in the Bylaws of the Council.

12.02 Constitutional and Bylaw amendments shall require a two-thirds (2/3) vote of Voting Members present at an Annual General Meeting.

12.03 Within ten (10) days of approval, a copy of the amended Constitution and/or Bylaws of the Council shall be provided to the General Secretary of the Society.

12.04 An amendment to the Constitution or Bylaws of the Council takes effect on the date the Provincial Executive approves the amendment.

SECTION 13 – ENACTMENT OF COUNCIL POLICIES

13.01 Council is authorized to adopt Policies in accordance with the Constitution and Bylaws of the Council with respect to matters relating purely to Council business or activities, which are not subject to approval by the Provincial Executive. A decision of the Provincial Executive as to whether a matter relates purely to Council business or activities is final and binding on the Council and all Members unless altered by Provincial Council.

SECTION 14 – CERTIFICATION

14.01 This Constitution was first ratified at a meeting of the Council on May 4th, 2001.

14.02 A revised Constitution was adopted at the Annual General Meeting on April 28th, 2012.

14.03 A revised Constitution was adopted at the Annual General Meeting on April 25th, 2015.

14.04 This revised Constitution was adopted at the Annual General Meeting on May 10th, 2019 and approved by Provincial Executive at its meeting on May 22nd, 2019.

This revised Constitution was adopted at the Council of School Leaders AGM on May 11, 2019.

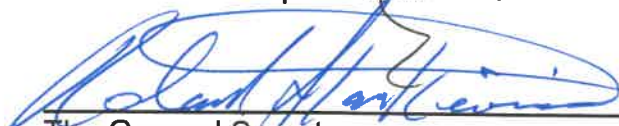
Approved by Provincial Executive
at its meeting of May 22, 2019.



COSL Chairperson



COSL Leadership Team Member



The General Secretary
The Manitoba Teachers' Society