

Membership Policy

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1. Definitions

- a) “Associate” shall mean an individual who does not qualify for Membership and who belongs to a specified class of associates as defined by the Provincial Council from time to time;
- b) “Day” shall mean a calendar day and shall include a part of a day;
- c) “Member” shall mean an individual employed as a principal or vice-principal by a publicly funded district school board in Ontario or other government of Ontario agency which is funded directly or indirectly by a Ministry of the government of Ontario, who has paid the required Membership fees, is working in the field of education in Ontario and is not a member of the Ontario Teachers’ Federation;
- d) “Executive” shall mean:
 - i. Those individuals who are OPC Members in good standing who, after being elected or appointed to the position of Provincial Councillor, are subsequently elected or appointed by Council to one of the positions identified in s. 5.1 of the Constitution; and
 - ii. The Executive Director of the Corporation, each of whom shall constitute an Officer of the Corporation;
- e) “Executive Sub-Committee” shall mean a sub-committee of the Executive as may be determined by the President from time to time;
- f) “Term Assignment” shall mean an assignment to an occasional or supply principal or vice-principal position;
- g) “Acting Position” shall mean a temporary, interim or probationary assignment to the position of principal or vice-principal of an individual who is not a member of OTF;
- h) “Secondment” shall mean a re-assignment to a role in the field of education, other than principal or vice-principal, within a publicly funded district school board in Ontario or other government agency which is funded directly or indirectly by a Ministry of the government of Ontario, where the principal or vice-principal is not a member of OTF.

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2. Membership Criteria

Membership is available to individuals who meet the definition of Member in s. 1. subject to the approval of the Executive or an Executive Sub-Committee in its absolute discretion. Membership, once granted, may be terminated by the Executive or an Executive Sub-Committee in its absolute discretion. Such discretion shall not be exercised arbitrarily or in bad faith.

For greater certainty, without expanding, limiting or altering the definition of Member, the following principals/vice-principals may become Members, subject to the approval of the OPC Executive, in its absolute discretion:

- a) those in Acting Positions who do not belong to a teachers' union (see Section 5);
- b) retired OPC Members on a Term Assignment (see Section 5);
- c) those on Secondment or reassigned to perform another role within their district school board, so long as they are not members of OTF (see Section 5).

Principals/vice-principals on statutory pregnancy/parental/adoption leave may remain Members of the OPC and are not required to pay the regular Membership fees. If a Member remains on leave following the expiry of their statutory leave, the Member must, within 60 days of the expiry of the statutory leave, become an Associate of OPC in order to maintain entitlement to historical legal coverage in accordance with the Protective Services Policy. If a statutory leave expires in July or August, and the Member returns to work in September, the Member shall not be required to take out Associate status for July and August in order to preserve historical legal coverage. Upon return to work, it is the responsibility of the Member to inform the OPC. Membership shall become null and void if the Member returns to work in education without advising OPC. The Member must advise the OPC of any partial or total return to work and also resume his or her remittance of the necessary OPC fee within 60 days of the return, or the Member shall lose his/her entitlement to historical legal coverage.

Principals/vice-principals on LTD may remain Members of the OPC and are not required to pay the regular Membership fees. However, Membership shall become null and void if the Member returns to work in education without advising OPC. The Member must advise the OPC of any partial or total return to work and also remit the necessary Membership fee within 60 days of the return, or the Member shall lose his/her entitlement to historical legal coverage.

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It is solely the responsibility of the Member to inform OPC of his/her status. Membership fees collected by OPC in the absence of notification are non-refundable.

3. Associate Criteria

A person who meets the definition of Member shall not be an Associate, except that Members may also be Honorary Life Members (Class 8 Associates).

Those who meet a class description as outlined below may apply to be Associates of the OPC, subject to the approval of the Executive or an Executive Sub-Committee in its absolute discretion. Associate status, once granted, may be terminated by the Executive or an Executive Sub-Committee in its absolute discretion. Such discretion shall not be exercised arbitrarily or in bad faith.

- Class 1. Retired principals/vice-principals who are former Members of OPC;
- Class 2. Aspiring principals/vice-principals who are members of OTF;
- Class 3. Individuals with an interest in education;
- Class 4. Ontario district school board senior staff employed as Supervisory Officers and Directors;
- Class 5. Former OPC Members on leave, secondment or reassignment who do not meet the definition of Member.
- Class 6. For Profit Corporations with an Interest in education;
- Class 7. Not-For-Profit Corporations with an Interest in education.
- Class 8. Honorary Life Members

4. Becoming a Member

- a) Applications for Membership shall be available upon request from the OPC. Applications shall not be deemed to have been received by the OPC unless or until the individual has provided payment or his/her district school board has received written authorization to make the appropriate payroll deduction.

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- b) Applications for Membership must be received by the OPC within 60 days of the person commencing work following his/her appointment to the position of a principal or vice-principal and relinquishing Membership in a teachers' union. If a Member has failed to apply within 60 days, the Member shall not be entitled to legal services for any employment related event or circumstance which arose or occurred prior to becoming a Member, nor shall the Member be automatically entitled to receive LTD Benefit coverage in the absence of an independent medical exam.

5. Membership in Special Circumstances

- a) Acting Positions

Membership may be available to acting principals/vice-principals, as described in s.1 (g), subject to the approval of the Executive or an Executive Sub-Committee in its absolute discretion. Membership fees must be paid for a 6-month period if the acting assignment is for 90 days or less or for a 12-month period if the acting assignment is for more than 90 days.

- b) Term Assignments

Membership may be available to retired principals/vice-principals who are former OPC Members on term assignments as described in s.1 (f), subject to the approval of the Executive or an Executive Sub-Committee in its absolute discretion.

Members on term assignment shall pay 50% of the current annual fee per year, which shall entitle them to all of the benefits of Membership for one **twelve-month period**, provided they otherwise meet the definition of Member and do not work beyond the month in which they reach the 95-day limit prescribed by the Teachers' Pension Plan **in any school year**. If a term assignment exceeds the limits, and following the Member's notification of the TPPB, the full membership fee must be remitted forthwith in order to maintain entitlement to the benefits of Membership.

- b) Secondment

Membership may be available to principals/vice-principals on secondment or reassignment, as described in s. 1(h), subject to the approval of the

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Executive or an Executive Sub-Committee in its absolute discretion. Membership fees must be paid for a 6-month period if the Secondment or reassignment is for 90 days or less or for a 12-month period if the secondment or reassignment is for more than 90 days.

6. Membership Fees

- a) The Membership year is September 1 to August 31.
- b) Membership fees shall be determined at the AGM. Membership fees may be paid through payroll deduction. Thirty days notice will be given to Members of any changes in the collection of membership fees.
- c) Members who join after September 1 shall be required to pay Membership fees from the first day of the month the Member joins, which fees shall be prorated accordingly.
- d) Notwithstanding the provisions of paragraph c, a Member who joins within 60 days of his/her appointment as a principal/vice-principal shall be required to pay fees retroactive to the first day he or she commenced work following his/her appointment in order to be entitled to legal services for any event or circumstance which arose or occurred prior to becoming a Member.
- e) Members who resign their Membership before August 31 shall be required to pay Membership fees until the last day of the month the Member resigns. The Membership fees shall be prorated accordingly and any overpayment shall be refunded by the OPC to the Member.
- f) Members in acting positions or on secondment/reassignment for less than 90 days are required to pay half of the regular Membership fees, which fees may be paid in installments over 6 months. The first installment shall be due within 30 days of commencing the term assignment, acting position or secondment/reassignment. Members in acting positions or on secondment/reassignment for more than 90 days are required to pay the full Membership fees.
- g) Members on term assignment shall pay 50% of the current annual fee per year, which shall entitle them to all of the benefits of Membership for one **twelve-month period**, provided they otherwise meet the definition of Member and do not work beyond the month in which they reach the 95-

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day limit prescribed by the Teachers' Pension Plan **in any school year**. If a term assignment exceeds the limits, and following the Member's notification of the TPPB, the full membership fee must be remitted forthwith in order to maintain entitlement to the benefits of Membership.

- g) Overpayments through payroll deductions shall be applied to Membership fees in the subsequent year without interest. Notice shall be given to the Member and the Member's district school board so that appropriate adjustments may be made by the board. See Section 12.
- h) Overpayments resulting from the Member's failure to notify the OPC of his/her intention to resign or of a change in personal information that would preclude the Member from ongoing Membership shall not be refunded. See Section 12.
- i) Outstanding fees must be paid within 30 days of the OPC sending notice to the Member or Membership shall be interrupted.
- j) Members away from work by reason of prolonged, serious illness and not on LTD may apply for a waiver of fees. Confidential application by either the Member or a Protective Services Team member, with supporting documentation shall be made to the Executive. The decision of the Executive is final.

“Historical coverage” or “Historical legal coverage” shall mean the provision of Protective Services for matters that occurred while the Member held membership in the Ontario Teachers' Federation. For greater clarity, it does not refer to long-term disability or life insurance benefits/coverage or any other benefit or service that may be or may have been provided by the OPC from time to time.

7. Benefits of Membership

Members in good standing shall have all of the privileges of Membership including the following rights:

- a) The right to legal counsel within the limits of the policies and procedures approved by the Provincial Council;
- b) The right to advice on professional matters in accordance with the policies and procedures approved by the Provincial Council;
- c) The right to have access to the Constitution; and

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- d) The right to receive such other benefits and services as may be determined by the Provincial Council from time to time.

8. Benefits of Associate Status

Associates are entitled to different benefits, depending on their class, as follows:

- Class 1. Retired principals/vice-principals who are former Members of OPC*:
 - a) The right to have access to the Constitution;
 - b) The right to receive *The Register* and other mailings;
 - c) The right to participate in professional development programs including the annual conference, at the Member rate;
 - d) The right to maintain optional term life/accidental death and dismemberment insurance.

* Associate status is not necessary for Class 1 Associates to maintain entitlement to historical coverage.

- Class 2. Aspiring principals/vice-principals who are Members of OTF:
 - a) The right to have access to the Constitution;
 - b) The right to receive *The Register* and other mailings;
 - c) The right to participate in professional development programs, including the annual conference, at the Member rate.

- Class 3. Individuals with an Interest in Education:
 - a) The right to have access to the Constitution;
 - b) The right to receive *The Register* and other mailings;
 - c) The right to participate in professional development programs, including the annual conference, at the Member rate.

- Class 4. Ontario district school board senior staff employed as Supervisory Officers and Directors:
 - a) The right to have access to the Constitution;
 - b) The right to receive *The Register* and other mailings;
 - c) The right to participate in professional development programs, including the annual conference, at the Member rate;

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- d) The right to apply for or maintain LTD benefit coverage and/or optional term life/accidental death and dismemberment insurance benefit coverage.

Class 5. Former OPC Members on leave or secondment who do not meet the definition of Member:

- a) The right to have access to the Constitution;
- b) The right to receive *The Register* and other mailings;
- c) The right to participate in professional development programs, including the annual conference, at the Member rate;
- d) The right to apply for or maintain LTD benefit coverage and/or optional term life/accidental death and dismemberment insurance benefit coverage;
- e) The right to preserve their entitlement to historical legal coverage should they revert to full Membership.

Class 6. For Profit Corporations with an interest in education

- a) The right to have access to the Constitution;
- b) The right to receive three copies of *The Register* and other relevant mailings;
- c) The right to have the corporate name and/or logo displayed on the OPC website (size, placement and location are at the discretion of the OPC), with a link to the corporation's own website;
- d) The right to be included in a list of Corporate sponsors published in *The Register* (size and placement are at the discretion of the OPC);
- e) The right to access advertising discounts for advertising in *The Register* as may be available to Corporate Associates from time to time, at the discretion of the OPC; and,
- f) The right to have up to three people, identified to the OPC on an annual basis, participate in professional development programs, including the annual conference, at the Member rate.

Class 7. Not-for-Profit Corporations or organizations with an interest in education

- a) The right to have access to the Constitution;

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- b) The right to receive three copies of *The Register* and other relevant mailings;
- c) The right to have the corporate name and/or logo displayed on the OPC website (size, placement and location are at the discretion of the OPC), with a link to the corporation's own website;
- d) The right to be included in a list of Corporate sponsors published in *The Register* (size and placement are at the discretion of the OPC);
- e) The right to access advertising discounts for advertising in *The Register* as may be available to Corporate Associates from time to time, at the discretion of the OPC; and,
- f) The right to have up to three people, identified to the OPC on an annual basis, participate in professional development programs, including the annual conference, at the Member rate.

Class 8. Honorary Life Members

- a) The right to have access to the Constitution;
- b) The right to receive *The Register* and other relevant mailings; and,
- c) The right to participate in professional development programs, including the annual conference, at the Member rate.

Associates may be entitled to additional benefits and services as may be determined by the Provincial Council or the Annual General Meeting from time to time.

9. Associate Fees

Associate fees shall be established by the Council of the OPC from time to time. Associate fees shall be set out in Schedule 1 and are due upon application. Applications for Associate status shall not be considered without payment.

10. Interruptions in Membership

- a) Interruptions in Membership shall be deemed to occur when Membership fees remain outstanding for more than 30 days from the date the OPC sends the Member notice that fees are outstanding.

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- b) Interruptions in Membership shall disentitle Members to legal services for the period of interruption as well as any period of previous Membership in the OPC or in a teachers' union.¹
- c) Interruptions in Membership shall also disentitle Members to LTD insurance coverage, OPC mailings, access to the Principals' Intranet, and attendance at OPC workshops at the Member rate during the period of interruption. Members who reinstate their Membership following an interruption must reapply for LTD as per the insurer's requirements.
- d) Members² who change their status to "Associate" upon becoming ineligible for Membership, and who otherwise have an uninterrupted Membership history, shall maintain their legal coverage for any past period of Membership in the OPC, in accordance with the Protective Services Policy

11. Leaves of Absence (Other than Pregnancy/Parental/Adoption Leave or LTD)

Former OPC Members on leave from their employer do not meet the Membership criteria. In order to avoid an interruption in Membership status, a principal/vice-principal on leave must become a Class 5 Associate and pay the appropriate fee. A principal/vice-principal who returns to work must return to full Membership within 60 days or Membership status shall be interrupted in accordance with Section 10. Membership fees shall be owing from the first day the principal/vice-principal returns to work.

12. Changes in Membership Status or Information

- a) Members who wish to resign from Membership in OPC shall submit the request in writing to the OPC office. Cancellation of Membership shall not be accepted by telephone. Fees shall be owing until the end of the month in which the Member resigns.

¹ Retirement shall not constitute an interruption in Membership. Similarly, Members who return to teaching (or otherwise become ineligible for Membership) due to having been declared redundant by their employers in accordance with Regulation 90/98, and who subsequently are reinstated to the position of principal or vice-principal shall not be considered to have interrupted Membership, so long as they resume their Membership within 60 days of commencing employment in the position.

² Retired Members and Members declared redundant by their employers in accordance with Regulation 90/98, so as to become ineligible for Membership, who otherwise have an uninterrupted Membership history are not required to become Associates in order to maintain their entitlement to historical legal coverage, in accordance with the Protective Services Policy.

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- b) Members cannot change Membership status retroactively. Any overpayments resulting from failure to notify the OPC of a Member's resignation shall not be refunded.
- c) Members shall notify the OPC of any changes to personal information and are encouraged to use the principals' intranet for this purpose. Overpayments resulting from a Member's failure to notify the OPC of a change in personal information precluding the Member from ongoing Membership may not be refunded despite the fact that the Member shall not be deemed to have been entitled to the benefits of Membership.
- d) The Member bears the sole responsibility of notifying the OPC of any changes in Membership status or personal information.

SCHEDULE 1

ASSOCIATE FEES

Classes 1 - 5	\$ 95.00
Class 6	\$ 1,000.00
Class 7	\$ 250.00
Class 8	N/A