By-Laws of the School Administrators' Council (SAC) of the Newfoundland and Labrador Teachers' Association 1997

Article 1 - Name

The name of this organization shall be the School Administrators' Council of the Newfoundland and Labrador Teachers Association.

Article 2 - Affiliation

(A) The Council shall be affiliated with the Newfoundland and Labrador Teachers Association as a Special Interest Council.
(B) The Council shall be affiliated with the Canadian Association of Principals as a member affiliate.

Article 3 - Organization

The Provincial Council shall consist of:

I. An Executive which shall include the following Officers: President, Past-President, Vice-President, Secretary, Treasurer, Registrar, Communications Officer and Member(s)-at-Large.
II. Presidents of the Ten Regional Branches.

Article 4 - Regional Branches

(a) Regional # 1: All member administrators within the boundaries of former District # 1.
(b) Regional # 2: All member administrators within the boundaries of former District # 2.
(c) Regional # 3: All member administrators within the boundaries of former District # 3.
(d) Regional # 4: All member administrators within the boundaries of former District # 4.
(e) Regional # 5: All member administrators within the boundaries of former District # 5.
(f) Regional # 6: All member administrators within the boundaries of former District # 6.
(g) Regional # 7: All member administrators within the boundaries of former District # 7.
(h) Regional # 8: All member administrators within the boundaries of former District # 8.
(I) Regional # 9: All member administrators within the boundaries of former District # 9.
(j) Regional # 10: All member administrators within the boundaries of former District # 10.

Article 5 - Locals

Each Regional Branch is empowered to form Locals within the boundaries, upon receiving a written request from administrators in a defined area. The Office of each Local will be determined by the Regional Branch.

Article 6 - Membership

There shall be three classes of membership in the Council:

A. ACTIVE: open to Principals, Vice-principals, Program Specialists and Program Consultants (DOE) who are members of the NLTA.
B. ASSOCIATE: open to any persons whose professional interest is in educational administration.
C. HONORARY: Life Member, Honorary - Life Membership may be bestowed on any person, who in the opinion of the Executive, has made a significant contribution to the Council. Any Active member of the Council may recommend to the Council a person or persons for Honorary - Life Membership.

Article 7 - Fees

I. A. Active Members: An annual fee of $50.00 shall be deducted at source each year; of which $10.00 per paid member shall be submitted to the Canadian Association of Principals (CAP) as the annual CAP member affiliate fee.
   B. Associate Members: An annual fee of One-half (½) the Active Membership Fee.
   C. Honorary/Life Members: No fee shall be required.

II. All membership fees shall be submitted to the Treasurer of the Council.

III. Principals, Vice-Principals, Program Specialists, and Program Development Specialists (EDU)) shall be notified annually, in the first written communication at the beginning of each school year by the Provincial Executive, of the opting-out procedure regarding deduction of fees at source.

IV Forty-Five (22.5%) of ($50.00) fees collected shall be reimbursed to the Regionals by January 31st of each Council Year. Further disbursement may be determined after a detailed program has been submitted to Executive.

V A repayable SEED Grant shall be forwarded to the Region hosting the BGM by January 31st of the year of the Provincial SAC Conference. This amount will be determined yearly by Provincial Executive. This grant shall be repaid to the Provincial Council by June 30th following the Provincial SAC Conference.

VI Regionals shall disburse a portion of the fees to approved Locals, on the basis of membership and a written submission of a program to the appropriate Regional Executive.

Article 8 - Election and Duty of Officers

A. The Officers of the Provincial Council shall be the immediate Past-President, President, Vice-President, Secretary, Treasurer, Communications Officer, Registrar and Member(s)-at-Large.

These officers shall be elected (except for the office of Immediate Past-President) for a period of two years, by an electronic province wide secret ballot (this is in keeping with the election protocol followed by the NLTA Provincial Executive) prior to the end of the current school year. Eligible electors shall be active members of both School Administrators Council and the Newfoundland and Labrador Teachers Association.

NLTA provide platform(s) through the bulletin and its website (in keeping with election protocol of NLTA Provincial Executive) for SAC members putting themselves forward for Provincial SAC Executive.

B. The Executive will assume office on July 1st of the year in which they are elected.

C. The duties and responsibilities of the respective officers of the Provincial Council shall be as follows:
   (1) Past-President - assist the President when called upon, and chair the Nomination Committee.
   (2) President - preside at all meetings of the Executive and general membership, and be a member, ex-officio, of all committees.
   (3) Vice-President - assume all duties and responsibilities of the President, in his/her absence or as requested by the President, and to perform all other duties assigned by the Executive.
   (4) Secretary - to keep the minutes of all meetings of the Executive and the BGM; to be responsible for giving due notices of all meetings as required by these by-laws; to conduct, on behalf of the Executive, all correspondence as may be directed.
   (5) Treasurer - to be custodian of all funds and financial accounts of the Council, and to keep all such funds in the bank, trust account, or credit union as the Executive may direct; to make a complete

report of the Council's financial accounts (audited) at the bi-annual general meeting; and to disburse Regional fees by January 31st (subject to the requirements for reimbursement).

(6) Communications Officer - to be responsible for the publication of the newsletter and other publications.

(7) Registrar - to keep a file of membership in each Regional, and to assist the Treasurer in the disbursement of funds.

F. The Executive shall be responsible for the general direction of the Council.
G. The Executive shall appoint from time to time such other committees, either from its own ranks, or from the membership at large, as may be necessary to carry out the work of the Council.
H. A quorum for an Executive Meeting will consist of 50% of the active Executive members.
I. Only the Officers of the Provincial Council may vote at an Executive Meeting.
J. The Executive shall meet a minimum of six times per Council year.
K. Whenever a vacancy occurs on the Executive through any cause, said Executive shall name a member to fill the vacancy until the next bi-annual meeting.

Article 9 – Liaison

A. The Executive may require the President of each Region or his/her designate to attend at least one meeting of the Provincial Executive. The Provincial President is to inform the Regional President 30 days prior to the meeting date; said meeting will be held prior to December. As this meeting is called by the Provincial Council, Regional Presidents will have all expenses covered.

B. The School Administrators Council shall be associated with The Canadian Association of Principals (CAP) as an affiliate; said affiliate is to result in the Council responsibly meeting all CAP requirements according to the capacity of the Council.

C. The Councils' designated Director of CAP will be its Provincial President or designate.

Article 10 - Finances

A. All funds shall be deposited in a bank account and no disbursement (except petty cash) shall be paid except by cheque.

B. (I) Each Regional branch shall receive an annual grant based upon current NLTA guidelines, upon submission of a current Bank Account statement, number/list of current active members, a financial statement for the previous year and a budget for the current year to the Provincial Executive.

(II) Where Locals exist, the Regional shall provide an operating grant, upon receipt of a current Bank Account statement, number/list of current active members, budget and financial statement submission.

(III) Members of the Executive and others required to attend said meetings, shall be reimbursed at prevailing NLTA rates for ordinary expenses incurred by attendance at Executive Meetings.

(IV) A conference financial report must be completed by the Region hosting the Provincial BGM, and said report must be submitted to Provincial Treasurer within 30 days of the Provincial BGM.

(V) A member of the NLTA Administrative staff shall be a signing officer on the SAC Provincial account and all Regional accounts.

Article 11 - Bi-Annual Meeting

A. The Bi-Annual General Meeting of the Council shall be held by May 15, unless deemed otherwise by the Provincial Executive, at such place and time as determined by the Executive.
B. A quorum for the bi-annual general meeting shall be those members deemed present.
C. Written notice of the bi-annual general meeting must be given by the Executive, at least three weeks prior to the meeting.
D. Notice of such meeting shall be published in a SAC newsletter and in NLTA Bulletin.
E. Only active members may vote at the bi-annual general meeting of the Council.

Article 12 - Term of Office

A. Officers of the Council shall be for a two year period.
B. Vacancies shall be filled by appointment for the remainder of the two year term.

Article 13 - Council Year

The Council year shall be from July 1st to June 30th.

Article 14 - Emergency Meetings

A. An emergency meeting of the Provincial Executive may be called by the President, for a specific purpose.
B. An emergency meeting of the Provincial Council may be called by the Executive, for a specific purpose.
C. An emergency meeting of Regionals and Locals may be called by any member who has an endorsement of 20% of the members of the appropriate group.
D. Notification of emergency meetings shall state the purpose of the meeting and no matter, other than that so stated, may be dealt with at the meeting.

Article 15 - Communication

A. There shall be a SAC newsletter which will be published twice yearly.
B. Communication to all active members will be by e-mail.
C. At least 7 days notice shall be given for Executive Meetings.
D. Minutes of all Council Executive Meetings shall be forwarded to the Chairperson of each regional branch.
E. Minutes of Regional Executive meetings shall be forwarded to the Provincial Executive Secretary.
F. Minutes of Local Executive meetings shall be forwarded to the Regional Secretary.

Article 16 - Representation

A. Any representation which the Council wishes to make to any organization, persons, government department or any agency outside the NLTA, shall be conducted through regular channels of NLTA, or with approval of NLTA.
B. In accordance with NLTA By-Laws, the Council shall send one (voting delegate) to the NLTA Biennial General Meeting (BGM) at the expense of NLTA. This person shall be the President or designate.
C. Any person representing the Council, either in a liaison role or otherwise, on any committee, must be appointed by the Executive.

Article 17 - Expectations for Regionals

A. Elections for Regional Executive Officers shall be held before June 1, for the next school year.
B. The first Regional Executive Meeting shall be held on or before September 30.
C. A Regional Executive Meeting shall be held within two weeks of the Regional Presidents Meeting.
D. A Regional General Meeting shall be held within four weeks of the Regional Presidents Meeting to:
    - Communicate plans and priorities, identify Regional concerns
    - Promote Regional In-service
    - Establish Locals, where desired
    - Promote SAC representation at Bi-Annual Meeting

- Promote and facilitate the passage of SAC related resolutions at NLTA branch meetings
- Promote administrator involvement at the branch level of NLTA
- Promote and facilitate development of resolutions for SAC Bi-Annual Meeting

E. Hold at least three Regional Executive meetings
F. Maintain and discuss with Regional Executive and Locals updates from minutes of Provincial Executive meetings.
G. Assist Provincial Executive in initiating and carrying out studies in areas of current concern.
H. Provide (in writing) to the Provincial President - names, addresses, email addresses and school/home telephone/fax numbers of Regional Executive Members by Sept. 30.
I. Provide to Provincial Registrar a complete list of Principals, Vice-Principals, Program Specialists and Program Development Specialists (EDU) within Regional Branch by Sept. 30.
J. Provide to the Provincial Executive:
   - Information on Regional PD activities
   - Copies of Regional projects/reports/submissions
   - Copy of Regional By-Laws, if available
K. Maintain appropriate financial records and accounting procedures.
L. Present an annual written report to the Provincial Council.
M. Promote Professional Development for its members.

Article 18 - Awards

A SAC member may nominate to the SAC Provincial Executive for a SAC award any active or part member who has made a significant contribution to the realization of the objectives of the Council. Nominations are to be forwarded to the Provincial Secretary by March 1 of each Council year.

Article 19 - Annual Reports

The Council shall submit to the Provincial Executive of NLTA any required report of its programs, activities, and finances - the format, time, and nature to be determined by the NLTA.

Article 20 - Rules of Order

A. Accepted Parliamentary Rules shall apply to all general meetings, emergency meetings, meetings of the Executive, and the bi-annual general meeting.
B. The rule of the chair shall be binding unless challenged and overruled by two-thirds (2/3) of active membership present and voting.

Article 21 - Amendments

By-Laws may be adopted, amended or repealed at the Bi-annual general meeting after being circulated at least (15) days in advance among the active membership. These By-Laws shall be considered in force when they are approved by a simple majority of active members present at the Bi-Annual General Meeting.

(Updated – May 20, 2024 by SAC Provincial Executive 2023-2025)