

L.E.A.D.S. BYLAWS

(adopted March 1991)

The League

1. In these bylaws:
 - (a) “act” means the League of Educational Administrators, Directors, and Superintendents Act;
 - (b) “C.A.S.A.” means the Canadian Association of School Administrators;
 - (c) “member” means a person who is registered as a member of the League;
 - (d) “university” means the University of Saskatchewan or the University of Regina.
2. Unless change by resolution of a majority of the members at a general meeting, the head office of the League shall be in the Province of Saskatchewan at a place to be determined the executive.
3.
 - 3.1 The League shall have a seal.
 - 3.2 The seal shall be in the custody of the executive director.
 - 3.3 The seal shall be affixed to all membership certificates issued to the members pursuant to these Bylaws.
 - 3.4 The membership certificates shall be signed by the executive director and the president of the League.
 - 3.5 In all other cases the seal shall be affixed to such documents attested to by the signatures of the executive director and president, as the executive may from time to time authorize.
 - 3.6 The signing authority for the League’s financial management shall be any two of the following: the president, the president-elect and the executive director.
4. The League shall establish and maintain a list of its members called *The Register*.
5. *The Register* is to be kept:
 - 5.1 at the head office of the League; and
 - 5.2 open for inspection by all persons, without fee, during normal office hours of the League.

6. Any person who meets the qualifications for membership or associate membership, as the case may be, in the League and who pays the required fees and assessments of the League in the manner established by it, shall be entitled to membership in the League, and to have his or her name entered in *The Register* by the executive director.
7. The executive director of the League shall have the responsibility to maintain *The Register* and to file the annual list of its members called *The Annual Register* with the Minister of Justice on or before February 1st in each year.
8. A person shall be eligible for membership in the League if he or she possesses the qualifications as follows:
 - 8.1 holds or meets the requirements to hold a professional “A” Certificate issued pursuant to the “Teachers Certification and Classification Regulations” under the *Education Act*;
 - 8.2 has completed the requirements for a Master of Education degree at a recognized university in a field related to the duties of an educational administrator.
 - 8.2.1 The amended qualifications for membership shall apply to new members employed effective August 1, 2006.
 - 8.3 submits evidence to the League of a minimum of two years teaching experience at the elementary or secondary level acceptable to the executive;
 - 8.4 good character satisfactory to the executive;
 - 8.5 has been designated by the Educational Relations Board pursuant to section 261 of the *Education Act* as not being a teacher.
 - 8.6 is not employed under Section 2001 of the *Education Act* by the same board of Education for which the out-of-scope designation is sought.
9. New members, as a condition of remaining full members in the League, shall within eighteen months of joining, or such greater time as may be approved by the executive, complete the League “Short Course” on professional development.
10. The requirements of the university are to be used as a guide in assessing programs of education, or professional training, or graduate study from other educational institutions.
11. Notwithstanding Bylaw 8 above, any person who meets the requirements of Section 28(4) and (5) of the Act, shall possess the qualifications for membership in the League.

12. Any person accepting employment as an educational administrator in the province of Saskatchewan, may obtain temporary membership in the League pending full formal compliance with the membership requirements, and provided the executive is satisfied that those requirements are forthcoming with 90 days of the starting date of employment.
13. The League shall admit as associate members:
 - 13.1 all applicants who are of good character and possess the qualifications set out in Section 28(2) (a to f) of the Act.
 - 13.2 any individual who has qualifications which, in the opinion of the Executive, are complimentary to the field of educational administration.
14. Honorary of life membership may be granted by the League at its annual meeting or special meeting to any person it considers worthy.
15. Membership fees and assessments shall be determined at the Annual Policy Conference.
16. Conference fees shall be determined by the executive.
17. The executive shall advise the membership of its proposed budget for the following year at least two weeks before the Annual Policy Conference.
18. The executive may, in its discretion, suspend or cancel the membership of any member who does not pay his or her membership fees and assessments as, and when, required by the League.
19. There shall be standing committees as follows:
 - a) Discipline;
 - b) Professional Relations
 - c) Professional Development
 - d) Resolutions
20. The Discipline Committee shall be constituted annually in accordance with the provisions of the Act, and shall:
 - a) exercise those duties given to it by the Act;
 - b) perform any other duties assigned to it by the executive.

21. 21.1 The Professional Relations Committee shall be constituted annually by the executive who may regulate its size.
- 21.2 The Professional Relations Committee shall:
 - a) exercise those duties given to it by the Act;
 - b) perform any other duties assigned to it by the executive.
22. 22.1 The Professional Development Committee shall be constituted annually by the executive and shall consist of :
 - a) the president-elect of the League;
 - b) one executive regional representative from the electoral division in which the seminars or conferences would be held in that year.
 - c) Such other members as the executive deems appropriate.
- 22.2 The Professional Development Committee shall develop, organize and hold:
 - a) The League's major professional development conference in the fall of each year; and
 - b) As part of (a) above or separately, the League Short course on professional development.
23. The resolutions committee shall be constituted by the executive annually and shall consist of the past president, the president-elect, and such other members of the League as the executive deems appropriate.
24. The president shall be an ex-officio member of all committees with the exception of the Discipline Committee.
25. Ad Hoc committees may be formed by the executive as it deems appropriate.
26. The executive shall select representatives to sit on external committees and/or agencies as the official representatives of the League.
27. In respect of any committee to which it appoints members, the executive may:
 - a) set the term of office for a member.
 - b) appoint the chairperson.
28. The executive shall set the travel expenses and honoraria, if any, to be paid to members of committees for attending at, and participating in, committee meetings.

The Executive

29. The boundaries of the electoral divisions shall be coterminous with the education regions established by Saskatchewan Education as of July 1, 1991.
30. The executive is empowered to appoint one additional ex-officio member to the executive.
31. 31.1 The executive shall consist of the following:
 - past president
 - president
 - president-elect
 - one representative from each region except that the regions containing Saskatoon and Regina shall have two representatives
 - resident of Saskatchewan appointed by the Lieutenant Governor in Council pursuant to Section 9 of the Act
- 31.2 A term of office for all positions on the executive shall be defined as the period of time commencing the day following an Annual General Meeting and ending on the last day of the Annual General Meeting in the following year.
- 31.3 The past president, president, and president-elect shall hold office for a period of one term.
- 31.4 Elected executive members shall hold office for a period of two consecutive terms.
 - a) Executive members representing Education Regions 2, 4, and 6 shall be elected in odd numbered years, and members representing Regions 1, 3, 5, and Northern Areas shall be elected in even numbered years.
- 31.5 The C.A.S.A. representative shall be the League's president who takes office during even numbered years and shall serve a two-year term.
- 31.6 Notwithstanding the provisions of 31.3, 31.4, and 31.5, a member whose term on the executive expires may seek re-election to the executive.
- 31.7 The president-elect shall be elected by members present at the Annual Policy Conference.
 - a) The president-elect shall automatically become the president following his/her term as president-elect.

- 31.8 The executive member for an education region shall be elected by no later than February 15, at a regular regional meeting. If the position is contested, voting shall take place by a secret ballot according to the following procedure:
- a) A returning officer shall be named by the incumbent executive member. The returning officer shall determine the procedure for distributing ballots, counting the vote, and such other procedures as are necessary to conduct the election.
- 31.9 The executive shall appoint a Nominating Committee by no later than January 31st of each year. The Committee shall consist of the immediate past president and two other past presidents.
- 31.10 The immediate past president shall act as chairperson of the nominating Committee and shall:
- a) accept nominations from the membership, including nominations from the floor, for the position of president-elect. Such nominations to be received up until 11:00 a.m. of the day prior to the day of elections at the Annual Policy Conference;
 - b) receive the names of the executive members selected from each education region; and
 - c) present the slate of executive members to the annual General Meeting.
- 31.11 In the event that no nominations are received for the position of president-elect prior to 11:00 a.m. of the day prior to the day of elections, the nominating committee shall be responsible for presenting the names of candidates for the position, at the time of elections at the annual General Meeting.
- 31.12 A nomination for president-elect must be submitted to the Chairperson of the Nominating Committee on a nomination form duly signed by the nominee and the member making the nomination, except for nominations from the floor.
- 31.13 Each nominee for president-elect shall be provided an opportunity to speak for a maximum of three (3) minutes just prior to the time a ballot will be held for that position.
- 31.14 The executive director shall act as the Returning Officer for an election of the president-elect.
32. The Executive Committee shall include the president, past-president and president-elect.

If a vacancy occurs during a term of office, it shall be filled as follows:

- a) **President** - the position shall be filled by the president-elect.
- b) **President-elect** – the position shall be filled by an executive member nominated by the executive.
- c) **Past-president** – the position shall be filled by a former president.

All such appointments shall be only for the remainder of the term of office.

- 33. If a vacancy occurs in an electoral division, the executive shall appoint, upon the recommendation of the members from the electoral division, a member to fill the term of office for the remainder of the year.
- 34. Voting, when required, shall be conducted by secret ballot.
- 35. The president, or in his/her absence, the president-elect, shall preside at every executive regular meeting of the League.
- 36. Motions shall be won or lost by a simple majority vote.
- 37. The Executive shall appoint an auditor.
- 38. A quorum is defined as a majority of the executive members in attendance.
- 39. If, at any time, the number of vacancies or the executive shall exceed fifty percent of the executive membership, the remaining members of the executive shall call a general meeting to fill the vacant positions as soon as practical.

Procedural Bylaws

- 40. The policies of L.E.A.D.S and the direction for action from the members to the executive shall be determined by resolutions at general meetings.
- 41. Except for changes in bylaws, motions shall require only a simple majority of those present and voting.
- 42. Proceedings at meetings shall be governed by Bourinot's Rules of Order.
- 43. Bylaws shall be made in the manner set out under Section 17 of the Act.
- 44. The Annual Policy Conference shall be held in the spring of each year at a time and place to be determined by the executive.

45. General meetings may be called at the discretion of the executive. Notice of such meetings shall be mailed to the membership at large at least ten days prior to the date of the meeting.
46. The president shall call a special meeting of the general membership following a written request signed by at least twenty active members. Such meetings shall be called within four weeks of the receipt of such a request.
47. The executive may employ, and enter into, a contract with an executive director/secretary. Duties deemed advisable shall be assigned by the executive.
48. The League shall affiliate with C.A.S.A.
49. The executive may contract and/or hire specialized professional services as required.

Code of Ethics

50. A member of the League endeavours to be a good citizen and to hold himself/herself to high ethical standards.
51. A member of the League constantly upholds the honor and dignity of his/her profession in all his/her actions and relations with pupils, colleagues, school board members, and the public.
52. A member of the League accepts the responsibility to keep abreast of current developments in education and to contribute to the growing body of specialized knowledge, concepts, and skills which characterize the professional aspects of school administration.
53. A member of the League strives to provide the best possible educational experience and opportunities to all persons in the district placing the needs of the student above all other considerations.
54. A member of the League applying for a position or entering into a contract seeks to preserve and enhance the prestige and status of his/her profession.
55. A member of the League implements, in good faith, all provincial regulations and policy duly adopted by the Board.
56. A member of the League recognizes that the schools are the public's business and seeks to keep the community fully and honestly informed about its schools while maintaining confidences entrusted to him/her in the course of executing the affairs of the schools.
57. A member of the League shall not permit considerations of private gain or personal interest to affect the discharge of his/her professional responsibilities.

