

## Saskatchewan League of Educational Administrators, Directors and Superintendents

### Bylaws

#### The League

1. In these bylaws:
  - (a) "act" means *The League of Educational Administrators, Directors and Superintendents Act, 1991*;
  - (b) "member" means a person who is registered as a member of the League;
  - (c) "university" means the University of Saskatchewan or the University of Regina.
2. Unless changed by a 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 by 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 the executive director and the executive assistant.
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;
  - 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 1<sup>st</sup> 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' Teacher's Certificate issued pursuant to "The Teacher Certification and Classification Regulations, 2002" under *The Education Act, 1995*;
  - 8.2 has completed the requirements at a recognized university for:
    - a) A Master of Education degree, or;
    - b) A Master of Business Administration degree or a Master of Public Administration degree, or;
    - c) A Master's degree in a field related to the duties of an educational administrator, as approved by the executive.
  - 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 demonstrates good character satisfactory to the executive;
  - 8.5 has been designated by the Educational Relations Board pursuant to s. 266 of *The Education Act, 1995* as not being a teacher;
  - 8.6 is not employed under Section 2001 of *The Education Act, 1995* 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's Summer 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 s. 28(4) and (5) of *The League of Educational Administrators, Directors and Superintendents Act, 1991*, 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, provided the executive is satisfied that those requirements are forthcoming within 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 s. 28(2) (a to f) of *The League of Administrators, Directors and Superintendents Act, 1991*;
  - 13.2 any individual who has qualifications which, in the opinion of the Executive, are complementary to the field of educational administration.

14. Honorary life memberships may be granted by the League at its annual meeting, or special meeting, to any persons considered worthy.
15. Membership fees and assessments shall be determined at the Annual Policy Conference.
16. Conference fees shall be determined by the executive and executive director.
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) Educational Leadership;
  - d) Resolutions.
20. The Discipline Committee shall be constituted annually in accordance with the provisions of *The League of Educational Administrators, Directors and Superintendents Act, 1991*, and shall:
  - a) exercise those duties given to it by *The League of Educational Administrators, Directors and Superintendents Act, 1991*;
  - 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 League of Educational Administrators, Directors and Superintendents Act, 1991*;
  - b) perform any other duties assigned to it by the executive.
22. 22.1 The Educational Leadership Committee shall be constituted annually by the executive, and shall consist of:
  - a) the president-elect of the League;
  - b) such other members as the executive deems appropriate.  
22.2 The Educational Leadership Committee shall:
  - a) develop, organize, and hold the League's major professional development conference in the fall of each year;

- b) as part of a) above, or separately, coordinate the plan for implementation, review, and revision of the accreditation modules, as necessary;
  - c) develop, organize, and hold the League's Summer Short Course on professional development.
23. The Resolutions Committee shall be constituted annually by the executive, and shall consist of:
- a) the president-elect of the League;
  - b) such other members 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 outside 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, and participating in, committee meetings.

#### The Executive

29. The boundaries of the zones shall be established by the executive and approved by the membership.
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:
- president;
  - president-elect;
  - one representative from each zone;
  - one resident of Saskatchewan appointed by the Lieutenant Governor in Council pursuant to s. 9 of *The League of Educational Administrators, Directors and Superintendents Act, 1991*.
- 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 president and president-elect shall hold office for a period of one term.
- 31.4 Executive members shall hold office for a period of two consecutive terms. Members

representing LEADS zones one, three, five, and seven shall be elected in odd-numbered years, while members representing LEADS zones two, four, six, and eight shall be elected in even-numbered years.

- 31.5 Notwithstanding the provisions of 31.3 and 31.4, a member whose term on the executive expires may seek re-election to the executive.
- 31.6 The president-elect shall be elected by members present at the Annual Policy Conference, and shall automatically become president following his/her term as president-elect.
- 31.8 The executive member for a zone shall be elected by no later than February 15, either at a zone meeting or by an email poll conducted by a designated executive member. If the position is contested, voting shall take place by a secret ballot according to the following procedures:
- a) the executive shall designate a returning officer to coordinate the election of zone representatives, on an annual basis;
  - b) 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 31<sup>st</sup> of each year, for the purpose of determining the incoming president-elect. The committee shall appoint a chairperson.
- 31.10 The chairperson of the nominating committee shall:
- a) accept nominations from the membership, including nominations from the floor, for the position of president-elect, such nominations to be received by 11:00 a.m. of the day of elections at the Annual Policy Conference;
  - b) receive the names of the executive members selected from each LEADS zone;
  - 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 before 11:00 a.m. of the day prior to the day of elections, the nominating committee shall be responsible for presenting the names of suggested candidates for the position, at the time of elections at the Annual General Meeting.
- 31.12 A nomination for president-elect must be presented 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 immediately 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 officers of the executive shall include the president and the president-elect.
- Any officer vacancy occurring during a term of office 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 appointed by the executive.

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

- 33. If a vacancy were to occur in a zone, the executive shall appoint, upon the recommendation of the members of that zone, a member to fill the term of office for the remainder of the year. Voting, when required, shall be conducted by secret ballot.
- 34. The president, or in his/her absence, the president-elect, shall preside at every executive meeting.
- 35. Motions shall be won or lost by a simple majority vote.
- 36. The executive shall appoint an auditor.
- 37. A quorum is defined as a majority of the executive members in attendance.
- 38. If, at any time, the number of vacancies on the executive exceeds 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 is practical.

#### Procedures

- 39. The policies of LEADS and the direction for action from the members to the executive shall be determined by resolutions at general meetings.
- 40. With the exception of changes in bylaws, motions shall require only a simple majority of those members present and voting.
- 41. Proceedings at meetings shall be governed by Bourinot's Rules of Order.
- 42. Bylaws shall be made in the manner set out in s. 17 of *The League of Educational Administrators, Directors and Superintendents Act, 1991*.
- 43. The Annual Policy Conference shall be held in the spring of each year at a time and place to be determined by the executive.
- 44. General meetings may be called at the discretion of the executive. Notice of such meetings shall be mailed, or emailed, to the membership at large at least ten days prior to the date of the meeting.
- 45. 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.
- 46. The executive shall employ an executive director, as per s. 14(1) of *The League of Educational Administrators, Directors and Superintendents Act, 1991*, with duties deemed advisable assigned by the executive. The executive may appoint a secretary.
- 47. The executive may contract and/or hire specialized professional services as required.

## Code of Ethics

### Members of the League:

- endeavor to be good citizens and to hold themselves to high ethical standards;
- constantly uphold the honour and dignity of their profession in all actions and relations with pupils, colleagues, school board members, and the public;
- accept the responsibility to keep abreast of current developments in education and to contribute to the growing body of specialized knowledge, concepts, and skills that characterize the professional aspects of school administration;
- strive to provide the best possible educational experiences and opportunities to all persons in their school divisions, placing the needs of the student above all other considerations;
- applying for positions or entering into contracts seek to preserve and enhance the prestige and status of their profession;
- implement, in good faith, all provincial regulations and policies duly adopted by the Board;
- recognize that schools are the public's business and seek to keep the community fully and honestly informed about its schools, while maintaining confidences entrusted to them in the course of executing the affairs of the schools;
- shall not permit consideration of private gain or personal interest to affect the discharge of their professional responsibilities.