

Nova Scotia School Administrators Association
Constitution

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Article I *Name*

The Professional Association shall be called the *School Administrators Association* of the *Nova Scotia Teachers Union*.

Article II *Purpose*

The mandate of the *School Administrators Association* shall be:

- [1] To improve professional practice by increasing member knowledge and understanding.
- ~~[2] To designate ideas, trends and new developments.~~
- [2] **To monitor evolving issues of importance to administrators.**
- [3] ~~To provide information to the~~ **liaise with other professional organizations** [*NSTU Professional Associations Coordination Committee, the TWAR (Teachers With Administrative Responsibilities) Committee, and the NSTU Curriculum Committee, AASA, CAP, and other organizations*].
- [4] To advise the *Provincial Executive* on matters affecting *NSTU Professional Associations*.
- [5] ~~To improve practice in administration and supervision by increasing members' knowledge and understanding of current administrative techniques and practices.~~
To provide leadership and advocacy for members on issues pertaining to educational leadership.
- [6] **To initiate projects that support and enhance school leaders (such as the Annual Fall Conference hosted by SAA Locals, CAP National Conference when held in Nova Scotia, Membership on NSELC Board and Program Committee, Annual CAP Student Leadership and School Awards, Annual recognition and celebration of Exemplary Leadership).**
- ~~[6]~~ [7] To **advise and** provide support to all organizations and committees on matters affecting administration and supervision in public schools in the province of Nova Scotia.
- ~~[8]~~ **To advise and make recommendations to all organizations and committees on matters affecting administration and supervision in public schools in the province of Nova Scotia.**

[9] **To recognize excellence in the field of School Administration.**

[7- 10] To be an official voice of the *SAA member* administrators in the province of Nova Scotia.

Article III ***Membership***

[1] ***Regular Membership***

Regular Membership in the *School Administrators Association* is restricted to active and active reserve members of the Nova Scotia Teachers Union.

An active reserve member is not eligible to hold elected office; however, an active reserve member is eligible to vote and serve on committees.

NSTU members with administrative responsibilities are strongly encouraged to become regular members of the *School Administrators Association*.

[2] ***Student Intern Membership***

Student Intern Membership in the *School Administrators Association* is available to full-time university students enrolled in education programs. A student intern member is not eligible to vote or hold elected office; however, a student intern member is eligible to serve on committees.

[3] ***Subscriber Member***

Subscriber Membership is available to an institution or a person who is not a regular or student intern member. A subscriber member is not eligible to vote, hold elected office or serve on committees.

Examples of *subscriber members* include:

- former members of the association who have retired; or
- who have entered other fields of education; or
- such other persons as the *School Administrators Association* Executive shall declare eligible

Article IV

Distribution of Powers

- [1] The general membership shall retain all powers of the *School Administrators Association* except those delegated in the Constitution to the *Professional Association Executive*.
- [2] Any member of the *School Administrators Association* shall have the right to address all meetings of the *Professional Association*.
- [3] A regular member shall have the right to vote on all motions at general meetings of the *School Administrators Association*.

Article V

Executive

- [1] The *School Administrators Association Executive* shall **be composed from the membership of the Regional Branch Representative Committee** [see article VII 2-a & b] include but not be limited to the following members:

- *President*
- *Immediate Past President or **President Elect***
- ~~*Vice President*~~
- *Secretary*
- *Treasurer*
- *Newsletter Editor/~~Webmaster~~*
- ***Webmaster***

- [2] The *School Administrators Association Executive* shall meet a minimum of three (3) times per year at a location determined by the *President*.
- [3] A quorum of the *School Administrators Association Executive* shall be fifty percent plus one (50%+1) of *School Administrators Association Executive* members.

Article VI

School Administrators Association Committees

- [1] The *School Administrators Association Executive* ~~shall~~ **may** establish the following committees.
- *Communications*
 - *Conference*
 - *Finance*
 - *Nominating*
 - ~~*Regional Branch Representative Committee*~~
- [2] The *School Administrators Association Executive* shall appoint members to each committee on an annual basis **when required**.
- [3] The *School Administrators Association Executive* may appoint ad hoc committees as ~~circumstances dictate~~ **required**.
- [4] The *School Administrators Association Executive* shall appoint members to other committees as required.
- [5] ~~The *School Administrators Association President* or designate shall chair the *Communication Committee*.~~
All committees of the provincial SAA shall be chaired by an SAA executive member.
- [6] ~~The *School Administrators Association Treasurer* shall chair the *Finance Committee*.~~
- [7 6] The *School Administrators Association (local SAA)* ~~shall~~ **shall** ~~Vice President or~~ designate ~~a shall~~ chair or co-chair **for** the *Conference Committee*.
- [8 7] The *School Administrators Association Immediate Past President* or designate shall chair the *Nominating Committee*.
- [9] ~~The *Regional Branch Representative Committee* shall operate under the direction of the *School Administrators Association Executive*.~~

Article VII

Regional Branch Structure

- [1] The *School Administrators Association* shall include a Regional Branch structure.
- [2] a) The Regional Branch Representative Committee will be made up of members representing the geographic areas encompassed by the seven regional schools boards in the province of Nova Scotia. That is: South Shore Regional 1, Tri-County Regional 1, Halifax Regional 3, Chignecto-Central Regional 2, Annapolis Valley Regional 2, Strait Regional 1, Cape Breton-Victoria Regional 2, CSAP 1.
- b) **If no Regional Branch Representative is a member of the committee hosting the SAA Conference then the Conference Chair (or designate) will may become an additional member of the Regional Branch Representative Committee.**
- [3] Whenever a vacancy occurs in the Regional Branch Representative Committee, through any cause, the *School Administrators Association* Executive shall request the geographic area to name a member to fill the vacancy.
- [4] Groups seeking Regional Branch status shall meet the following criteria:
- subscribe to the purposes of the *School Administrators Association*;
 - define membership according to the Constitution of the *School Administrators Association*;
 - forward to the President of the *School Administrators Association* a letter of intent to affiliate as a Regional Branch;
 - receive acknowledgement of Regional Branch status by motion at the Annual General Meeting of the *School Administrators Association*

Article VIII

School Administrators Association Meetings

- [1] ***School Administrators Association Annual Meeting***
- (a) There shall be an *Annual Meeting* of the *School Administrators Association* for:
 - i/ receipt of annual reports;
 - ii/ presentation of a financial statement;
 - iii/ presentation of a proposed budget for the upcoming year;
 - iv/ election of officers for the upcoming year.
 - v/ consideration of NSTU Annual Council resolutions.
 - (b) The quorum for a general meeting shall be 5% of the regular membership excluding the members of the *School Administrators Association Executive*.
- [2] ***School Administrators Association Executive Meetings***
- (a) *School Administrators Association Executive* meetings shall take place a minimum of three (3) times per year during the periods:
 - Fall
 - Winter
 - Spring
 - (b) The quorum for a *School Administrators Association Executive Meeting* shall be fifty percent plus one of the *School Administrators Association Executive*.
- [3] ***School Administrators Association Special Meetings***
- (a) In the event of an emergency or other need, a special meeting shall be called by the *School Administrators Association Executive*.
 - (b) A special general meeting shall be called by the *Executive* upon the written request of five percent (5%) of the regular membership. Five (5) working days notice of such a meeting shall be given to the general membership.
 - (c) A special meeting shall consider only the business specified in the notice calling such a meeting.

IX

Elections/Voting Privileges

- [1] Only *regular members* of the *School Administrators Association* have the right to vote.
- [2] Only *active NSTU members* of the *School Administrators Association* have the right to hold office.
- [3] Only *regular members* and *student intern members* of the *School Administrators Association* have a right to serve on committees.
- [4] The *School Administrators Association Executive* shall be elected by secret ballot.
- [5] The term of office for *School Administrators Association Executive* members shall be two (2) years from Annual General Meeting to Annual General Meeting.
- [6] **a)** Any NSSAA executive position shall be held by the same person for maximum of two (2) consecutive terms.
- b) After the one year Past President term, there will be an election at the Annual General Meeting for President Elect.**
- [7] Should any *School Administrators Association Executive* position except *Professional Association Immediate Past President* remain vacant following elections at the *Annual General Meeting*, the *Nominating Committee* shall conduct a by-election using a mail-in vote procedure.
- [8] In the event that the *School Administrators Association President* cannot complete a term of office, the *School Administrators Association Vice President* shall assume the duties of the *School Administrators Association President* in the interim. ~~The *Nominating Committee* shall seek nominations for the position and conduct an election using the mail-in vote procedure.~~ **Regional Branch Representative Committee shall elect a Chair from its membership in the interim.** The term of office for this position shall be until the completion of the vacated term of office. **following Annual General Meeting.**
- [9] In the event that a *School Administrators Association Executive* member other than the *School Administrators Association President* cannot complete a term of office, the position shall be filled through a by-election administered ~~by the *Nominating Regional Branch Representative Committee*.~~ **elect**ed by the *Nominating Regional Branch Representative Committee*. The term of office for this position shall be until the completion of the vacated term of office. **following Annual General Meeting.**

Article X

Finances

- [1] The fiscal year shall be from August 1st to July 31st.

- [2] Membership fees shall be determined by the *Provincial Executive* of the *Nova Scotia Teachers Union*.
- [3] The signing officers shall be the NSTU *signing officers*.
- [4] The official authorization for expenditures shall be made by any two of the following: the *Professional Association Treasurer*; *Professional Association President* or one other member of the *Professional Association Executive*.
- [5] Members shall be reimbursed expenses at the provincial NSTU rate.
- [6] The financial records of the *School Administrators Association* shall be subject to an annual review in accordance with guidelines provided by the *Finance and Property Committee* of the NSTU.
- [7] All operational expenses (including substitute teacher costs) incurred by the *School Administrators Association* are the sole responsibility of the *School Administrators Association* and are not the responsibility of the Nova Scotia Teachers Union.
- [8] There will be no purchase of capital equipment over \$500.00 without prior approval of the NSTU Finance and Property Committee.

Article XI ***Rules of Order***

- [1] Rules of Order shall be the same as those procedures adopted by the *Nova Scotia Teachers Union*.
- [2] A Parliamentarian may be appointed by the *School Administrators Association Executive* prior to the Annual General Meeting.

Article XII ***Accountability***

- [1] Individuals in an elected or appointed leadership role, NSTU employees and others acting on the *School Administrators Association's* behalf have the obligation to avoid conflicts of interest; the perception of conflict of interest; and, ensure that their activities and interests do not conflict with their responsibilities to the *Nova Scotia Teachers Union*.
- [2] *School Administrators Association Executive* members are expected to attend as well as actively participate in all meetings of the *School Administrators Association*.
- [3] *School Administrators Association Executive* members are responsible to fairly represent Executive decisions when speaking on issues addressed by the *School Administrators Association Executive*.

Article XIII

NSTU Annual Council

- [1] Each professional association shall be entitled to one delegate with voting status at the annual council.

Article XIV

Communications

Any representation that the *School Administrators Association* wishes to make to any organization, person, Government department, Department of Education, school board and any other agency external to the NSTU shall be conducted through the office of the *NSTU President* by way of the staff liaison officer responsible for *NSTU Professional Associations*.

Article XV

Amendments

- [1] This *Constitution* may be amended by a two-thirds majority of votes cast by the members present at a *General Meeting* or *Special Meeting* convened for that purpose.
- [2] Notice of proposed amendment(s) shall be given to members ten (10) working days prior to the meeting.
- [3] Amendments to this *Constitution* shall be ratified by the *NSTU Provincial Executive* at a scheduled meeting following approval by the *School Administrators Association's* general meeting.