



## A Newsletter for Branch Executives

### Introduction

The 1999-2000 school year is rapidly reaching its conclusion and in this final edition of the Branch Update you will find reminders and information regarding regular year-end branch duties of the branch executive such as:

- Election of the new branch executive,
- Auditing of branch financial records,
- Holding the branch annual meeting, and
- Completing the Preliminary Branch Registration Form for 2000-2001.

Hopefully this publication has been helpful in completing your branch duties during this year.

The Provincial Executive and staff of NLTA appreciate your continued support of the Association and the important role you play in the existence of our local branch structure. Thank you for your continued involvement in your local branch.

Best wishes for the remainder of this school year. Have an enjoyable and safe summer vacation!



Geralyn Costello

Assistant to the President

### DEADLINE DATES

Keep in mind the following important deadline dates for the remainder of the year:

May 7-13, 2000	Branch Election Week
June 23, 2000	Deadline for submission of Preliminary Branch Registration Form to the NLTA Office.

### SUGGESTED BRANCH PROGRAM (MAY-JUNE)

#### May

- Election of Branch Executive (2nd week of May).
- Event to honour retiring full-time and substitute teachers.
- Year End Social.

## June

- Last day of school is the deadline for mailing Preliminary Branch Registration Forms to the NLTA Office. (Even partially completed forms should be mailed.)
- All branch files and materials should be passed over to new executive members.

### BRANCH ELECTIONS

May is branch elections month and, in accordance with NLTA policy, the second week of May is set aside for branch elections. While it is not strictly required that the election occur precisely in that week, it is strongly recommended that branches have the branch executive for the upcoming school year elected by late May or early June so that the new executive is in place before the beginning of the next school year. If your branch is not able to fill all executive positions at this time, at least the core of the branch executive should be elected so that some continuity is established. (See pages 52-53 of the [Branch Operations Manual](#) for information and advice on running branch elections.)

As most of you know, branch executives can now be elected for a two-year term of office. A number of branches have now amended their by-laws to include this change. Please note that this is a recommendation only and is not a requirement for your branch by-laws. However, to proceed with such an amendment, please follow the procedure on page 65 of your [Branch Operations Manual](#). Since this is a recommendation from the provincial body, as soon as you inform us of the fact that this change has been approved and adopted at a general branch meeting, we will confirm that the change is approved.

### BRANCH AUDIT - A Note to Branch Treasurers

The policy on branch finances states that branch accounts are to be audited at the end of each branch year by at least two members of the branch other than branch executive officers. To facilitate the auditing process, the branch treasurer is asked to complete the audit form and submit it to the branch auditors along with the branch financial records for the year.

Please note when completing your audits that there should be no time lag between the end of one financial year and the beginning of the next. That is, if the "books" are closed on June 23rd (for example) and the year-end audit completed, then the new financial year starts on June 24th. Any bills paid or funds received over the summer would then become part of the records for the new financial year. Conversely, the financial year could end in early September, in which case the summer period would be part of the **previous** financial year. Under no circumstances should any funds be disbursed or received without being properly accounted for in the branch's financial records and year-end audit.

The completed audit form should be forwarded to the NLTA Office as soon as possible at the end of the branch financial year. When the official audit and official registration forms are received at the NLTA Office, the membership rebate of \$4.00 per member is forwarded to your branch.

**Audit forms to be completed for this year will be forwarded directly to branch treasurers under separate cover.**

If you, as branch treasurer, require any assistance in completing the audit forms, please feel free to give me a call.

### BRANCH REGISTRATION FORMS

### ► Preliminary Branch Registration Form

This form, which is being forwarded to current branch presidents under separate cover, should be completed and forwarded to the NLTA Office as soon as the branch election takes place, but in any case no later than the last day of the school year (June 23rd). The form is an important first step in registering your branch for 2000-01. Two hundred dollars of the branch registration rebate of \$520.00 will be forwarded to your branch in early September if this form has been received at the NLTA office. Please note that even if your branch executive will be completing the second year of a two-year term next year, this form should still be forwarded to NLTA office so that your \$200 can be sent to you in September.

### ► Official Branch Registration Form

The official registration form should be completed in September and forwarded to the NLTA Office as soon as the number of teachers in each school and board office within the branch boundaries is known. The remaining \$320.00 of the registration rebate will be forwarded to your branch when this form is received at NLTA office. This form will be forwarded to the branch president in September.

### RETIREMENT SCROLLS AND PINS

If there are any teachers in your branch (including substitute teachers) retiring at the end of this school year, please ensure that a suitable occasion is arranged for presentation of the retirement scroll and pin. The scrolls should be ordered through the NLTA Office well in advance of the date you will require them. When ordering retirement scrolls, please include the teacher's name as he/she wishes it to appear on the retirement scroll, the teacher's retirement date or the date of the retirement banquet, and indicate whether the person has more than 20 years of teaching service in the province. The form to be used when ordering scrolls is located in the **FORMS** section of your Branch Operations Manual.



**Also, please note that a By-Law change at the 1999 BGM allows teachers who had been members of the Association for not less than 20 years in the aggregate before becoming actively employed with a school board in the field of primary, elementary, and secondary education to qualify for life membership in the Association upon retirement. Therefore, branches should now present retirement scrolls and pins to retiring directors or assistant directors who taught for not less than 20 years in the aggregate.**

In the case of directors and assistant directors who do not meet the above criteria, branches may still, if they wish, provide an honourable retirement scroll to retiring directors and assistant directors, with the permission of the NLTA Office.

### TRANSFER OF OFFICE

As various positions on your branch executive are turned over to newly elected executive members, please ensure that branch files, records and documents such as the branch filing cabinet, Branch Operations Manual, branch minute books and secretary's files, and branch financial records are handed over as soon as possible after the election. In this way, the new executive will have taken over responsibility for the branch records before the beginning of the next school year.

### PAST PRESIDENT'S PINS

A past president's pin will be provided automatically by the NLTA Office after a branch president completes his/her term of office. After all branch registrations have been received in the Fall, these pins will be ordered for all branch presidents who have completed a term of office at the end of 1999-2000. When the pins arrive at the office, they will be forwarded to the

current branch president who will be asked to find a suitable occasion at which the pin can be presented to the past president.

### A CLOSING THOUGHT ...

As we all prepare for what will hopefully be a relaxing summer vacation, I leave you to reflect on this letter written by Rosa, a 16-year-old student. It is an excerpt from the book **Teachers are Special-A Tribute to Those Who Educate, Encourage & Inspire**, compiled by Nancy Burke.

"The teacher that was most special to me was my seventh-grade teacher. She was strict, but very understanding and very nice. Everybody paid attention to her, even the troublemakers in the class. And she once told me something that I would never forget. She told me that 'knowledge is power.' Other people had told me that before, but the way she said it made me realize that she-and everyone who had ever told me that-was right. I will always love her for that."



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