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## A Newsletter for Branch Executives Vol. 12, No. 3, April, 1999

### Introduction

I'm sure the thoughts of most branch executive members are on the completion of teaching duties and the winding down of branch activities as the school year rapidly draws to a close.

In the final edition of the Branch Update for 1998-99, 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 (or biennial) meeting, and
- Completing the Preliminary Branch Registration Form for 1999-2000.

I hope you have found this publication useful in assisting you to carry out your branch duties throughout the year.

My sincere thanks to our branch presidents and branch executive members for your involvement in your local branch activities during the past 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.

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



[Geraldyn Costello](#)

Assistant to the President

### DEADLINES DATES

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

**May 9-15, 1999** Branch Election Week

**June 25, 1999** Deadline for submission of Preliminary Branch Registration Form to the NLTA Office.

### SUGGESTED BRANCH PROGRAM (MAY-JUNE)

#### May

- Report of Convention Delegate(s) to a general branch meeting.
- 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. Last year a number of branches amended their branch 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 25th (for example) and the year-end audit completed, then the new financial year starts on June 26th. 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 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 25th). This form is an important first step in registering your branch for 1999-2000. 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 \$200.00 can be sent to you in September.

This form will be sent under separate cover to the current branch president.

### **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.

### **1999 BIENNIAL GENERAL MEETING**

#### **Provincial Executive for 1999-2001**

Our new President, Vice-President, and Provincial Executive were elected at the 1999 BGM and will begin their duties as of August 1, 1999.

#### **By-Law Changes re Life Membership**

Delegates to the 1999 BGM approved two changes to By-Law V - Life Membership. The first change was to Section B. [Privileges] to state that life members are not entitled to hold office within the Association or vote but may attend and speak at meetings which do not deal with collective bargaining matters. The second change to Section A.(2) [Classification] 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.

#### **BGM Resolutions**

A summary of the outcome of each resolution from the 1999 BGM has been prepared and will be published in the Bulletin. In addition, all those resolutions which were carried or referred by BGM have now been passed on to the various standing committees of Executive for their consideration and action. A report on the actioning of all such resolutions will be prepared for the next Convention.

#### **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 because of the recent By-Law change noted in the above section, 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 prior to moving to a school board office position.

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 1998-99. 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 leisurely summer vacation. I thought I'd end this year's Updates with the following excerpt from the book entitled "[Teachers Are Special](#)" compiled by Nancy Burke.

These are the words of first grade teacher, Jan Webb:

"I have been teaching for just about thirteen years, and I still feel grateful for this challenging and rewarding profession. Yes, there are many demands on my time....Yes, there is always something new to learn....And yes, every so often I come home 'burnt-out.' Teaching is not easy. I continue to teach because for me, the art of teaching is all about the beauty of the risk of forming significant relationships. Teaching may be about giving, but it is also so much about receiving. Teaching is a privilege because it is all about touching the lives of children and allowing them to touch mine. Teaching is about caring and wanting and expecting the very best from every child in my class. Teaching is about joy and laughter and singing and playing. Teaching is about growing. As I write this, there are only nine days left in this school year and I realize once again that teaching is also about saying good-bye and letting go. This year's class has been no different than any other: the time we had together has been precious. And so I say good-bye, with wonderful wishes....Teaching is also about love."

Enjoy your summer vacation!