



Branch Update

Newfoundland and Labrador
Teachers' Association

A Newsletter for Branch Executives Vol. 14, No. 3, May, 2001

Introduction

As we come to the end of another school year, this final edition of the Branch Update will provide you with reminders and information regarding regular year-end branch duties 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 2001-2002.

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 role you play in the existence of our local branch structure. Thank you for your involvement in your branch.

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



Geralyn Costello
Assistant to the President

IMPORTANT DATES AND DEADLINES FOR 2000-01	
May 6-12, 2001	Branch Election Week
June 22, 2001	Deadline for submission of Preliminary Branch Registration Form to the NLTA Office.

RETIREMENT SCROLLS AND PINS

This is a reminder that you should have already ordered retirement scrolls for teachers who are retiring this year and who you will be honouring at a branch function before the end of the school year. It is important that retirement scrolls be ordered well in advance of the date you will require them.



When ordering retirement scrolls, please ensure that you have included the teacher's name as he/she wishes it to appear on the retirement scroll; whether the person has taught for 20 years or more in the province; and the teacher's retirement date or the date of the retirement banquet.

The form to use when requesting retirement scrolls and pins is located in the **FORMS** section of your **Branch Operations Manual**.

Please remember to include any substitute teachers who are planning to retire this year when organizing your branch function honouring retiring teachers. A school board director/assistant director who is retiring can also be acknowledged by the branch with a retirement scroll. Please contact me at the NLTA Office, Extension 222, if you need further information about this issue.

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 53-54 of the Branch Operations Manual for information and advice on running branch elections.)

Since 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 66 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 Presidents

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 22 (for example) and the year-end audit completed, then the new financial year starts on June 23. 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 after 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 22). The form is an important first step in registering your branch for 2001-02. 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.

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 2000-01. 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.

2001 BIENNIAL GENERAL MEETING

Provincial Executive for 2001-03

Our new President, Vice-President, and Provincial Executive were elected at the 2001 BGM and will begin their duties as of August 1, 2001.

By-Law Change -- Election of President and Vice-President

Delegates to the 2001 BGM approved changes in by-laws that will see the election of the President and Vice-President by a province-wide vote of all members of NLTA. An Ad Hoc Committee on Elections and Procedures is being formed by President-elect Winston Carter to develop policies and procedures for this change in elections which will commence in 2003. See the May NLTA Bulletin for details regarding the wording of these by-law changes.

BGM Resolutions

A summary of the outcome of each resolution from the 2001 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.

A THOUGHT...

Cavett Robert, a professional speaker, once wrote the following about **commitment**:

"There is nothing that can't be accomplished when the right people are swept up in a worthy cause, divorced from who gets credit for what. Ask yourself:

Are you an active member, the kind that would be missed? Or are you satisfied just to have by your name upon the list? Do you go to meetings and mingle with the crowd? Or do you stay at home and bellyache long and loud? Do you get involved and help your group along? Or are you satisfied to be the kind to just belong?"

Thank you all for being the active members, for going to meetings and mingling, and for being involved during the past year. Enjoy your summer vacation!

Branch Update is published three times a year by the Branch Operations Office of the NLTA. For further information on any items dealt with in this publication, please contact:

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