

SASKATCHEWAN EDUCATIONAL LEADERSHIP UNIT

CONSTITUTION

1. DENOMINATION

- 1.1 The organization shall be known as the Saskatchewan Educational Leadership Unit. In keeping with University of Saskatchewan Policy on Centres, the Unit is a Centre.

2. MISSION

In light of the growing interconnectedness of organizations across geographical boundaries and sectors in society, the mission of the Saskatchewan Educational Leadership Unit is to serve as a coordinator, developer, and administrator of leadership dialogue, research and development. Specifically, the mission of the Unit consists of the following:

- 2.1 to promote educational leadership through the design and implementation of professional development programs and activities;
- 2.2 to conduct research and administrative studies on educational leadership and matters affecting educational leadership;
- 2.3 to provide a forum in which significant educational and administrative issues can be addressed;
- 2.4 to provide a communication link among organizations involved in leadership development, and;
- 2.5 to provide consultative services to agencies and leaders interested in enhancing their leadership development and educational programs.

3. GUIDING ORGANIZATIONAL PRINCIPLES

- 3.1 Since a variety of agencies and the school systems themselves are offering in-service and support service programs for administrators, the Unit must be organized and operated in such a manner as to capitalize on existing services.
- 3.2 Linkages should be maintained with relevant agencies so that common themes can be jointly addressed and complementary programs can be offered.
- 3.3 By the nature of its work, the Unit's projects should be collaborative efforts. Ownership should be shared, and concomitantly, purpose and authority must be shared. On the other hand, given the inter-agency nature of the Unit, some autonomy in decision-making and operations must be achieved. It is recognized that the Unit must have identity and visibility.

3.4 The Unit will be based in the College of Education, in collaboration with the Department of Educational Administration, University of Saskatchewan and will be subject to University regulations regarding facilities, personnel and financial accounting.

3.5 It is expected that the Unit will have self-sufficiency as a continuing goal.

4. GOVERNANCE, MANAGEMENT, AND ADVISORY STRUCTURE

4.1 Governance Structure:

- The Unit will be governed as a Centre at the University of Saskatchewan and shall be subject to University policies and regulations regarding centre operation and assessment;
- *The Unit's primary governance is divested in the Management Board, the Advisory Board, the Director of the Unit, and the Associate Director of the Unit;*
- *The Unit's organizational governance structure chart shall be appended to this Constitution and updated as necessary.*

4.2 The Management Board:

The membership and quorum of the Management Board will consist of:

- The Dean of the College of Education, U of S
- The Director of the Unit
- The Associate Director of the Unit
- The Head of the Department of Educational Administration and/or at least one member of the Department of Educational Administration appointed by the Head of the Department of Educational Administration.

4.3 The primary role of the Management Board will be to provide oversight of the direction of the Unit, and such operational, financial and contractual matters, as it sees fit.

4.4 The Management Board will meet at least twice yearly and at the request of the Director of the Unit, and as issues arise.

4.5 The Dean of the College of Education shall sit as chair of the Management Board.

4.6 The Management Board will frequently review eligible candidates, in accordance with section 4.19, for the honour of companion of the organization and approve the granting of the honour to all qualified for the period specified. A list of current companions so honoured will be maintained and publicized.

- 4.7 The Management Board will annually review eligible candidates, in accordance with section 4.20, for the honour of patron of the organization and approve the granting of the honour to no more than 10 current meritorious and deserving candidates, in perpetuity at the pleasure of the Management Board. A list of current and posthumous patrons so honoured will be maintained and publicized.
- 4.8 The Management Board will have the power to create and establish terms of reference for ad hoc committees for the purpose of monitoring strategic planning, publications and research, and monitoring of professional services. The majority of members of ad hoc committees shall be representatives of the Department of Educational Administration.
- 4.9 The Advisory Board:

The Advisory Board will consist of permanent and invited rotating members.

Permanent members shall be:

- The Director of the Unit;
- The Associate Director of the Unit;
- The Head of the Department of Educational Administration;
- The Dean of the College of Education, U of S;
- A representative of the faculty of the Department of Educational Administration, University of Saskatchewan, appointed by the Head of the Department of Educational Administration, at large.

The rotating members shall include one representative of each of up to ten organizations invited from those with which the Unit has had formal agreements and/or the parties have an important role in SELU's strategic initiatives within the 24 months prior to the meeting of the Advisory Board.

- 4.10 The quorum of the Advisory Board shall be 50% of permanent and invited rotating members.
- 4.11 The primary role of the Advisory Board will be to provide advice to the Unit concerning the type or scope of projects proposed or pursued by the Unit.
- 4.12 At least once yearly, the Advisory Board will affirm the lists of companions and patrons established by the Management Board.
- 4.13 The Advisory Board will meet at least yearly and at the request of the Director of the Unit.
- 4.14 The Head of the Department of Educational Administration shall chair meetings of the Advisory Board.

4.15 Director of the Unit:

- The Director of the Unit will be identified from the Department of Educational Administration upon consultation with the Department Head;
- The Director of the Unit is appointed by the Dean of Education;
- Appointment to the position of SELU Director shall be for a period of five years;
- The Director of the Unit shall assume overall responsibility for the Unit and shall hire staff as appropriate to support the strategic and operational requirements of the Unit;

4.16 Associate Director of the Unit:

- The Associate Director of the Unit shall be employed by the Director for the purpose of exercising general supervision of the SELU office, engaging in public relations and liaison, and participating in the design—and where necessary—the delivery of the Unit's programs and projects;
- The Associate Director of the Unit shall advise the Director on all matters of significant mutual concern with respect to the good operation of the Unit;
- With the Director, the Associate Director of the Unit shall report regularly to the Management Board;

4.17 Other Staff: Clerical staff of the Unit will be charged with the responsibility for conducting the logistics of the day-to-day operations of the Unit—budgeting, personnel, program implementation, mailing, printing, and other details. All staff associated with the Unit will be responsible to the Director, or by delegation, the Associate Director.

4.18 Companions: The honour of companion of the organization shall be bestowed, for a renewable and rolling period of two years, upon all consultants in good standing engaged by the Unit.

4.19 Patrons: The honour of patron of the organization shall be bestowed upon all meritorious and deserving candidates in good standing who have committed, through their actions and words over several years of service, to the advancement of the mission and vision of the Unit.

5. EQUALITY ASSURANCE

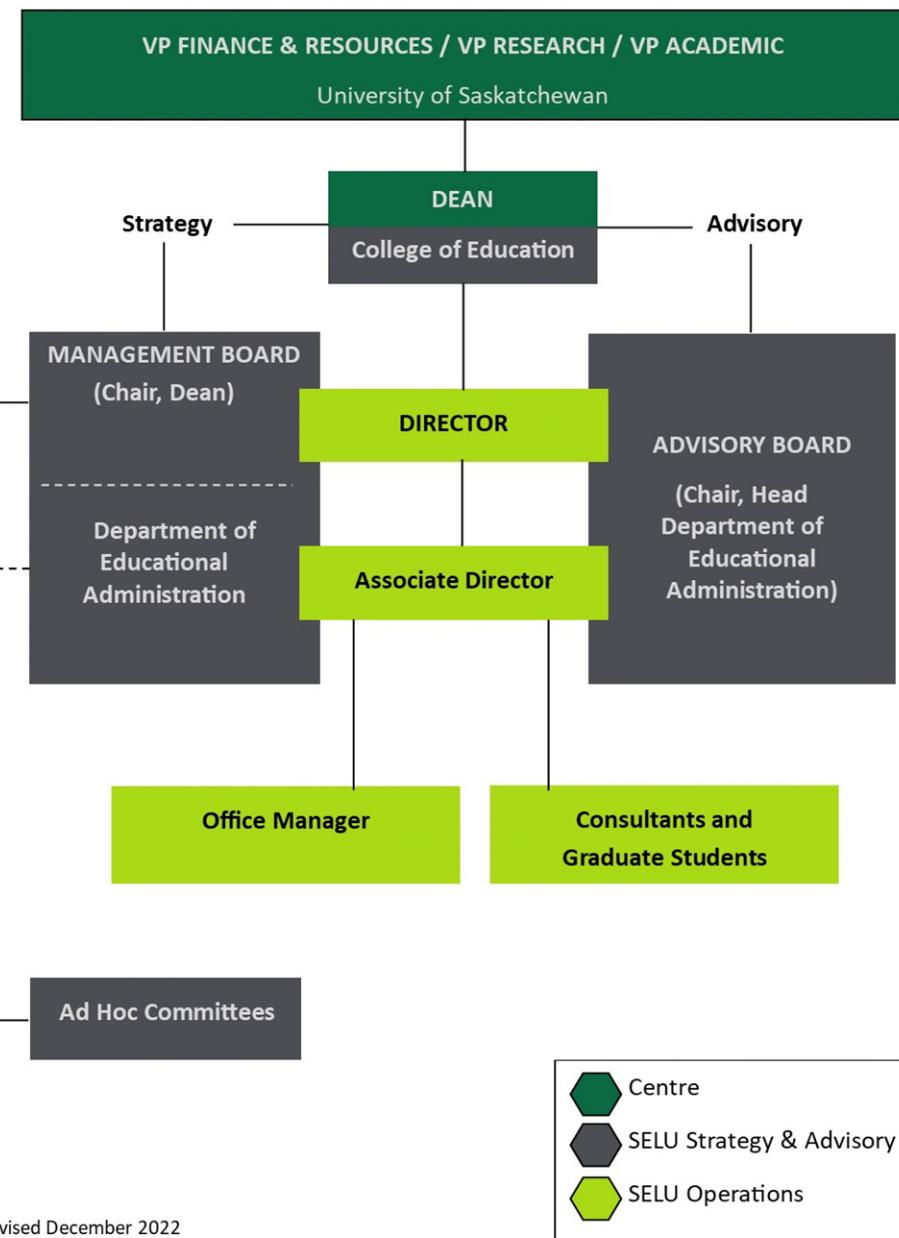
5.1 Each project undertaken by the Unit will be assessed to assure quality of service and these assessments will be provided in regular reporting to Director and Board of Management.

5.2 To ensure compliance with the reporting requirements of the Unit under the University of Saskatchewan Policy on Centres, the Director and the Associate Director shall provide an annual report documenting the

activities of the Unit (including a financial statement) to the Management Board. In consultation with the Dean, the format and nature of the financial statements of the Unit and the disposition of surplus assets of the Unit shall be determined by the Director and Associate Director of the Unit.

- 5.3 Under the University of Saskatchewan Policy on Centres, every five years, the Unit is required to meet the minimum standard for strategic and operational review.
 - 5.4 The current and two most previous Annual Reports of the Unit shall be available for public inspection.
 - 5.5 The Associate Director of the Unit shall maintain an archive of all previous Annual Reports of the Unit.
6. INTELLECTUAL AND MATERIAL PROPERTY
- 6.1 Subject to and in accordance with the intellectual property policies of the University, the Unit shall maintain a policy on intellectual property.
 - 6.2 Matters pertaining to intellectual property shall be clearly outlined in contracts engaged by the Unit.
7. CONSTITUTIONAL CHANGE
- 7.1 As necessary, the Management Board shall review and amend the constitution of the organization.
8. UNIT REPORTING AND RENEWAL OR DISESTABLISHMENT
- 8.1 As required by the University of Saskatchewan Policy on Centres, the Management Board shall make all strategic and operational reports necessary for the maintenance of the Unit's good standing at the University of Saskatchewan, and further, shall review and submit all documentation necessary for the renewal or disestablishment of the Unit.

APPENDIX



*Revised June 2014
Further revised October 2016
Further revised May 2017
Last revised November 2020*