

Alberta School Boards' Association
Zone 5
HANDBOOK

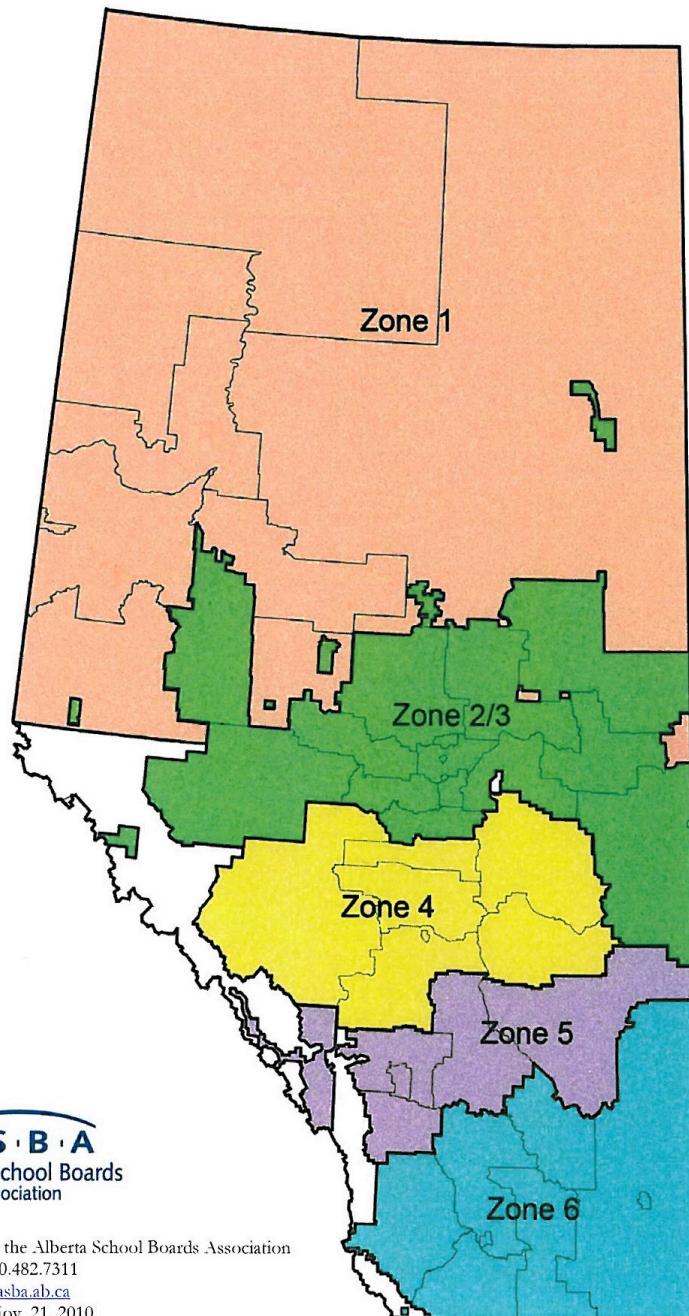
Bylaws for Operation
Roles and Responsibilities
Member Boards
Revised April 2013

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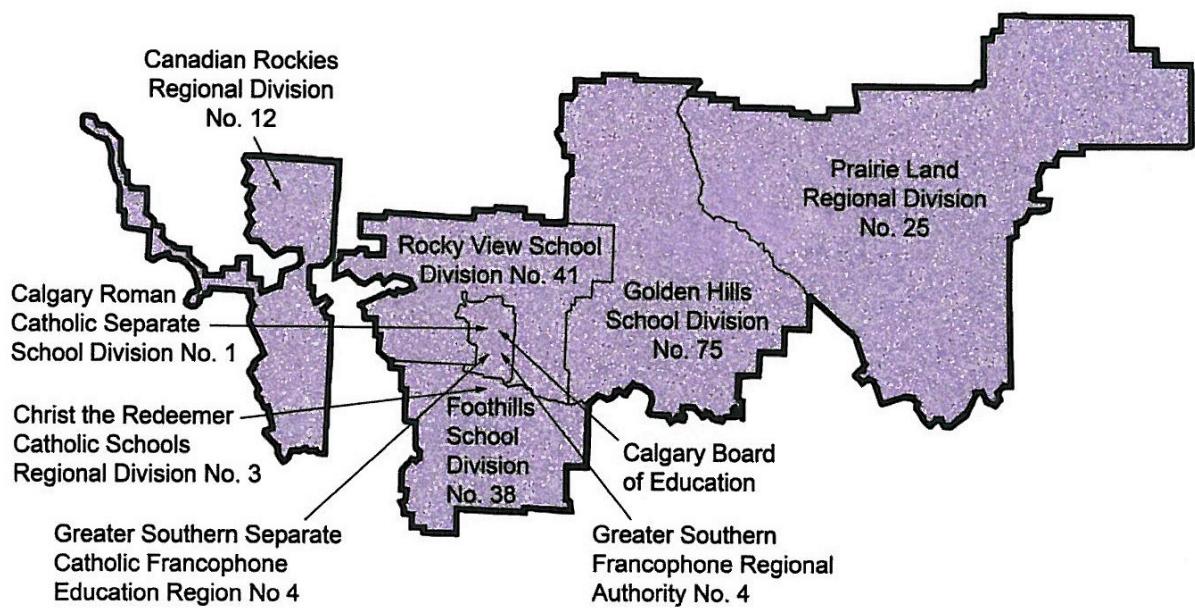
ZONE MAPS

ASBA Zones



Prepared by the Alberta School Boards Association
Phone: 1.780.482.7311
Web: www.asba.ab.ca
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ASBA Zone 5



THE IMPORTANCE OF ZONES

"The Zone structure will be utilized to enhance effective, two-way communication between ASBA and the membership."

As stated in the ASBA Strategic Plan, 1999

Communicating with each other, whether it is between Boards, between Zones, or between ASBA and the Zones, is critical to the success of our organization. In order to be successful in advocacy, lobbying or generally addressing concerns, there must be a flow of communication and dialogue so that each piece of the association is working in harmony with the others. We are only as strong as our parts.

Zones are an established link, critical to the gathering of information from the boards, funneling to the ASBA Board of Directors, and ensuring that information from the ASBA Board of Directors is shared and discussed with all boards.

ASBA is divided into 5 Zones, numbered 1, 2/3, 4, 5, and 6 from north to south.

ZONE 5 MEMBER BOARDS

Calgary RCSSD No. 1

Calgary School Division No. 19

Canadian Rockies Public Schools

Christ the Redeemer Catholic Separate Regional Division No. 3

Foothills School Division No. 38

Golden Hills Division No. 25

Greater Southern Public Francophone Education Region No. 4

Greater Southern Separate Catholic Francophone Education Region No. 4

Prairie Land Regional Division No. 25

Rocky View School Division No. 41

ASBA SCHEDULE A

FORMING BYLAWS for Zones 1, 2/3, 4, 5 and 6

(As referred to in Bylaw No. 13, Section 3)

Bylaw No. 1 - Membership

Membership in Zones shall be determined by Bylaw No. 13 of the Alberta School Boards Association.

Zone may attend the annual or other meeting of the zone and take part in the business of the meeting.

Bylaw No. 2 - Finance

Each Zone may set membership fees and vary same from time to time; the same to be in such sum as is necessary to cover operating expenses and such projects as may be undertaken by the Zone.

Bylaw No. 3 - Meetings

1. Each Zone shall hold an annual meeting:
 - a. during a 30-day period preceding the Fall General Meeting of the Alberta School Boards Association, such period ending eight clear days prior to the opening date of the Fall General Meeting;
 - b. in case of exceptional circumstances, the Executive Committee of the Board of Directors may arrange with a zone to hold its annual meeting on a date falling outside the 30-day period.
2. Zones shall hold a meeting during the 30-day period immediately preceding the relevant General Meeting to elect the Zone Director(s) to the Board of Directors in accordance with Bylaw No. 4(5).
3. Other meetings of the Zones may be held in accordance with provisions hereinafter set out in Bylaw No. 7.
4. Any trustee of a member board of the

Bylaw No. 4 - Voting

1. Zone Directors(s) and Alternate(s):
 - a. Voting for the election of the Zone Director(s) and alternate(s) to the Board of Directors of the Alberta School Boards Association shall be by secret ballot on the basis of one vote per member board.
 - b. The boards of the cities of Edmonton and Calgary shall be excluded from voting for Zone Directors and the Zone Director's alternate to the Board of Directors of the Alberta School Boards Association.
2. Vote per Member:
 - a. Voting on ordinary business or motions at annual Zone meetings shall be based upon one vote per Full member board in attendance, unless otherwise provided for in the Zone Bylaws.
 - b. Voting for Zone Chair or Vice-Chair shall be by secret ballot on the basis of one vote per member board. The election for Chairman shall take place before the election for Vice-Chairman.

Bylaw No. 5 - Alberta School Boards Association Board of Directors

1. Each Zone shall elect its Director(s) and alternate Director(s) to the Board of Directors of the Alberta School Boards Association at such time and for such

terms as the Bylaws of the Association may provide.

The alternate shall attend, participate and vote only when the regular member is absent.

2. A trustee elected to the Board of Directors of the Alberta School Boards Association shall be a trustee of a member board of the Zone other than the boards of the cities of Calgary and Edmonton.

Bylaw No. 6 - Zone Executive

1. A member of the Zone Executive shall be a trustee of a member board of the zone.
2. The Zone Executive shall consist of:
 - a. a Chair and Vice-Chair to be elected at large at the annual meeting;
 - b. one board representative to Zone to be elected annually by each board in the Zone; and
 - c. the Zone Director(s) or alternate(s) representing the Zone;
3. The position of Zone Chair or Vice-Chair shall not be held by:
 - a. the ASBA President, Vice-President, Zone or Metro Director, or alternate
 - b. the President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).

4. A majority of the members of the Zone Executive shall constitute a quorum.
5. Any Zone Director ceasing to be a trustee shall vacate his office, which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
6. If the office of Chair becomes vacant, it shall be automatically filled by the Vice-Chair.
7. If a vacancy occurs among the directors the board or boards represented may elect a new director to fill the vacancy.

Bylaw No. 7 - Duties and Powers of the Zone Executive

1. The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
2. Without limiting the generality of the foregoing, the Zone Executive:
 - a. shall appoint a Secretary-Treasurer who shall hold office until his successor is appointed;
 - b. shall appoint such standing committees as it may deem necessary;
 - c. shall appoint such delegates as may be required to represent the Zone;
 - d. shall appoint, either from its own members or others, such special committees as it may from time to time deem advisable and prescribe their duties and functions;
 - e. shall meet when necessary as determined by the Chair or by a majority of the members;
 - f. shall forward minutes of all meetings to member boards of

the Zone and to the Alberta School Boards Association;

g. shall arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and

h. shall arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of office of Vice-Chairman at a meeting of the Zone providing the membership of the Zone is given ten clear days' notice of the intent.

Bylaw No. 8 - Bylaws

The Zone may establish such other Bylaws for the conduct of its affairs not inconsistent with the Bylaws of the Alberta School Boards Association.

BYLAWS FOR ZONE 5

(not included in ASBA bylaws)

Operational Year

The Zone 5 operational year shall be September 1 to August 31 each year.

Meetings

Meeting dates and locations should be set in May for the following school year to be held in the months of September, October, November, December (optional), January, February, March, April, May and June (optional).

The Executive shall meet after the Annual Meeting, but before the next regular Zone meeting, and later as needed.

In accordance with ASBA Schedule A, Bylaw No. 3, there will be an Annual Meeting, generally in October. This may vary in years in which an election is held.

Executive

The Zone 5 Executive Committee shall consist of:

1. **Chair**, a trustee elected annually at the Zone Annual Meeting
2. **Vice-Chair**, a trustee elected annually at the Zone Annual Meeting
3. **Board Representatives**, one trustee from each member board
4. **ASBA Zone Director**, a trustee elected approximately every 18 months following the pattern of June 2012, November 2013, June 2015 and November 2016 to represent Zone 5 on the ASBA Board of Directors. The Zone shall elect their Zone Director and alternate to the Board of Directors at the relevant Zone Meeting preceding the A.S.B.A. General Meeting.

In the event of a vacancy of the position of Chair, the Vice-Chair will assume the position of chair.

In the event of a vacancy of the position of Vice-Chair, the Zone Chair shall call a by-election providing the membership of the Zone with at least ten days notice of intent.

Both the Treasurer and Zone Secretary positions will be appointed/selected at the Zone 5 Annual General Meeting in the fall.

Executive Support

The Treasurer of Zone 5 must be the Secretary/Treasurer of a Zone 5 board, unless an alternate is agreed to by a majority of Zone 5 boards.

Zone 5 may choose to hire its own Zone Secretary.

Duties of each of the above positions are outlined in Appendix A – Roles and Responsibilities.

Representatives to Agencies/Organizations

At the Zone Annual Meeting, Zone 5 may appoint representatives to:

1. Calgary Regional Consortium
2. University of Calgary Teacher Preparation Committee
3. University of Calgary Field Experiences Policy Advisory Committee
4. The Alberta Coalition for Healthy School Communities
5. Others as required

Committees

The Zone may establish committees to undertake specific tasks including the following Standing Committees:

1. Edwin Parr Committee
2. ASBA Labour Relations

The Terms of Reference for all committees shall specify:

1. The powers and duties of the members;
2. The Chair of the committee;
3. Budget;
4. Timelines, and;
5. Reporting Procedures.

Roles and Responsibilities

The Zone may establish roles and responsibilities consistent with its bylaws and may review and amend such if necessary. These roles and responsibilities are set out in Appendix A.

Honoraria

Honoraria shall be paid to the Chair, Vice-Chair and Secretary (if not contracted).

Gifts may be given to staff in recognition of work done on behalf of Zone 5. The amount shall be within the annual budget.

Guest speakers may be recognized with a gift within the annual budget.

Membership Fees

Membership Fees for Zone 5 shall be determined annually during the preparation of the budget. The fee will be calculated as an annual flat fee per jurisdiction and is due 31 October.

All member boards shall pay an equal amount, unless a member board qualifies for pro-rated fees based on the total number of students, in accordance with the following scale:

1. Number of Students Membership Fee
 - a. Less than 750 students: 50 per cent
 - b. 750 – 999: 75 per cent
 - c. 1000 and greater: 100 per cent

Financial Reporting

A financial report shall be presented twice a year, unless some major expenses have occurred. A year-end report will be presented at the Zone Annual General Meeting.

Any proposed expenditure of more than \$500 not approved in the budget must be approved at a Zone meeting.

Banking

All finances will be held in trust with the board of the Treasurer. A banking institution shall be selected with the approval of the Executive.

Audit

An informal audit shall take place at least once per electoral term. Two auditors shall be appointed by the Executive of the Zone. These auditors shall be members of the Zone who volunteer for the appointment.

Results of the scheduled audit shall be presented at the next scheduled Annual General Meeting.

Any member may ask for an informal audit during the course of an electoral term. The request shall be voted on by the membership of the Zone. If the vote is passed, then the audit results shall be presented within 60 days of the voting dates. Auditors shall be appointed

as above.

If the informal audit identifies issues, a formal audit may be called by a majority of the executive, who will appoint members of the committee, scope of investigation and final report date.

Budget

Beginning in May or June, the Executive shall prepare a budget for submission and approval at the Annual Meeting of Zone 5. The budget presented shall set out all revenue and expenses. Expenses shall be reimbursed by submitting a Zone 5 expense claim form.

Per Diem

No per diem for time shall be paid by Zone 5.

Conventions

The Chair may attend the Canadian School Boards Association Annual Congress and/or the National School Board Association Congress and request funds from the Zone 5 budget.

Rules of Order

When procedural questions arise that are not addressed in the ASBA or Zone 5 Bylaws, Robert's Rules of Order shall prevail.

Voting

Voting on ordinary business or motions at

Zone meetings shall be based upon one vote per member board in attendance, unless otherwise provided for in the Zone Bylaws.

Voting for Zone Chair or Vice-Chair shall be by secret ballot on the basis of one vote per member board in attendance. The election for Chair shall take place before the election for Vice-Chair.

Quorum

Quorum is a simple majority of all member boards of the Zone.

Changes to ASBA Bylaws

Changes or additions to ASBA "Schedule A: Forming Bylaws for Zones" shall automatically become a part of this handbook when so passed by the Alberta School Boards Association.

Changes to Zone 5 Bylaws

Proposed changes to bylaws for Zone 5 shall follow these steps:

- Any Zone member may submit changes to the membership by filing a written notice of intent at least 25 days prior to the AGM
- Bylaws can only be changed at the AGM by a two-thirds vote of the membership.

Changes to Roles and Responsibilities shall be brought to a Zone 5 meeting for approval.

APPENDIX A: ROLES AND RESPONSIBILITIES

CHAIR

- Primary spokesperson for the Zone
- Attend and chair all Zone meetings
- Bring timely requests and suggestions from trustees of member boards for discussion and/or action
- Participate in the planning process of the Zone so as to reflect membership wishes and financial capabilities of the Zone
- In conjunction with Board Representatives to Zone, determine which issues will be dealt with by the Executive and which should be put before the Zone membership for discussion
- Encourage input and active participation by all trustees in the Zone
- Arrange location of meetings
- Set the meeting agenda with direction from the Executive
- Guide the progress of meetings according to the agenda following timelines and proper meeting procedures
- Arrange for guest speakers
- Meet with other Zone Chairs as required and act as a liaison with other zones
- Act as a communication link with ASBA Zone Director
- Prepare annual budget for approval
- Attend ASBA Zone Chair meetings
- Initiate discussion with Zone 5 executive prior to AGM to review Handbook and Bylaws

VICE-CHAIR

- Assume position of Chair in his/her absence
- Attend to any responsibilities as requested/directed by the Chair
- Introduce and thank guest speakers
- Monitor and ensure updating of Zone 5 website including: agendas, meeting dates, times and location, minutes, financials, Zone 5 handbook

ASBA ZONE DIRECTOR

- Act as the communication/information link between the Zone and ASBA
- Attend all ASBA Board of Directors meetings
- Represent Zone concerns and issues to the Board of Directors
- Report relevant information from ASBA to the Zone
- Bring Directives for Action submitted by a member board to the ASBA Board of Directors when requested
- Attend and report at all Zone meetings
- Attend all Zone Executive meetings

On emerging issues where the Zone Director must take a position on behalf of the Zone, he/she will be expected to use his/her best judgment based on his/her knowledge of the Zone and to convey action back to the Zone at the earliest possible time.

BOARD REPRESENTATIVE TO ZONE

- Act as a key communicator between the Zone, the member Board and the ASBA
- Attend all meetings of the Zone and all Executive meetings
- Bring timely requests and suggestions from the member Board for discussion and/or action
- Participate in the planning process of the zone so as to reflect membership wishes and financial capabilities of the zone
- Act as the liaison between the member Board and the ASBA Zone Director reflecting the individual Board's point of view
- Work with the Executive to determine which issues will be dealt with by the Executive and which should be put before the Zone membership for discussion
- Communicate Zone and ASBA concerns and decisions to member Board and request input
- Encourage active participation by all trustees in the Zone

TREASURER

- Maintain the financial records and accounts of the Zone
- Ensure that banking procedures reflect sound investment practices to maximize interest income

- Assist the Executive in the annual preparation of the budget
- Submit a financial report at each meeting.
- Deliver financial statements to an Auditor as required

SECRETARY

- Assist the Chair in the preparation and distribution of the agenda
- Take, type and distribute meeting minutes
- Prepare and send documents and correspondence on behalf of the Zone
- Submit materials to the Webmaster for the Zone website

LABOUR RELATIONS COORDINATOR

- Attend all Labour Relations Council meetings
- Represent Zone concerns to the Labour Relations Council
- Give factual Labour relations reports at all Zone meetings
- Call a Zone Labour Relations meeting as required or at the request of member Boards
- Encourage and assist trustees in comparing contracts and in using similar language in contract negotiations

REGIONAL CONSORTIUM REPRESENTATIVE

- Attend all Calgary Regional Consortium (CRC) Board of Directors meetings
- Represent the interests of Zone member Boards to the CRC
- Give factual reports and updates at Zone meetings
- Encourage Zone trustees to provide input regarding professional development, in-service and workshop opportunities

UNIVERSITY OF CALGARY TEACHER PREPARATION COMMITTEE REPRESENTATIVE

- Attend all Committee meetings
- Represent the interests of Zone member Boards to the Committee
- Give factual reports and updates at Zone meetings

UNIVERSITY OF CALGARY FIELD EXPERIENCES POLICY ADVISORY COMMITTEE

- Attend all Committee meetings
- Represent the interests of Zone member Boards to the Committee
- Give factual reports and updates at Zone meetings

EDWIN PARR COMMITTEE

- Select Committee Chair from Committee members
- Follow the ASBA guidelines
- Adhere to the timelines
- Provide updates at Zone meetings throughout the nomination and selection process
- Arrange the Awards Banquet and presentation (this may be done by a trustee who is not a member of the selection committee)

NETWORKING COMMITTEE

- Formed on an ad-hoc basis, tasks and members to be assigned by the Zone executive

ALL TRUSTEES

- Attend Zone meetings when possible
- Communicate issues and concerns to Board representative to Zone
- Support Edwin Parr Awards Program
- Recognize the importance of Zones