

**ALBERTA SCHOOL BOARDS  
ASSOCIATION**

**ZONE 6**

**HANDBOOK**



<ul style="list-style-type: none"> <li>• Financial Reporting</li> <li>• Honoraria</li> <li>• Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Page</li> <li>• Page</li> <li>• Page</li> </ul>
<b>Bylaw 6 Handbook and Records</b> <ul style="list-style-type: none"> <li>• Handbook</li> <li>• Records</li> </ul>	<b>Page</b> <ul style="list-style-type: none"> <li>• Page</li> <li>• Page</li> </ul>
<b>ASBA Bylaws</b>	<b>Page</b>
<b>ASBA Schedule A Forming Bylaws for Zones</b>	<b>Page</b>

# **Alberta School Boards Association**

## **Zone Six**

### **Handbook Preamble**

The objective of the geographic Zones shall be to work in cooperation for the mutual benefit of all members of the Alberta School Boards Association, to consider matters relating to education and school administration which are of particular interest to their areas, to encourage better understanding between Boards and the public, to work for continued improvement in the educational system, and to make recommendations to the Alberta School Boards Association.

#### **The Importance of Zones:**

Communicating with each other, whether it be between boards, between Zones, or between ASBA and Zones, is critical to the success of our organization. The Alberta School Boards Association is just that: an association of all school boards in the province. 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. Zones are an established link, critical to the gathering of information from 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.

Zone 6 has been formed under Alberta School Boards Association bylaw 13 and shall be governed by ASBA bylaws numbers 1 through 11 and Schedule A of the Alberta School Boards Association bylaws. Zone 6 hereby establishes the following bylaws which are consistent with the bylaws of the Association.

**Approved March 12, 2014**

# Bylaw 1 Definitions

## 1. Definitions and Interpretation

1.1 In these Bylaws, unless the context otherwise requires:

1.1.1 “Alternate Director” means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director’s absence or inability to act.

1.1.2 “Associate Member” of the Association means:

1.1.2.1 Elected First Nations boards of education under the auspices of band councils; and

1.1.2.2 Métis boards of education that operate school buildings.

1.1.3 “Association” or “The Association” means the Alberta School Boards Association.

1.1.4 “Board” means the board of trustees of a school district, school division, or regional division, the regional authority of a Francophone education region, or an official trustee as defined in the School Act.

1.1.5 “Board of Directors” means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.

1.1.6 “Director” means a member of the Association’s Board of Directors who represents a Zone or Metro Board.

1.1.7 “Full Member” of the Association means:

1.1.7.1 A board of trustees of a school district, school division, or regional division, or the regional authority of a Francophone education region that has publicly elected members according to the Local Authorities Election Act or in the case of Lloydminster the Local Government Election Act, and that is an operating board as defined in the Alberta School Boards Association Act; or

1.1.7.2 A board of trustees of a publicly supported school system in the City of Yellowknife, Northwest Territories.

1.1.8 “General Election” means an election held for all Boards in accordance with the Local Authorities Election Act.

1.1.9 “General Meeting” means one of the Association’s biannual meetings; either the Spring General Meeting or the Fall General Meeting.

- 1.1.10 “Metro Board” means any one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.
- 1.1.11 “Minister of Education” means the Minister of Education for the Province of Alberta.
- 1.1.12 “President” means President of the Association and Chair of the Board of Directors.
- 1.1.13 “School Act” means the School Act being Chapter S-3 of the Revised Statutes of Alberta, 2000 as amended from time to time or any successor legislation hereinafter enacted.
- 1.1.14 “Special General Meeting” means a meeting of the Association called by the Board of Directors pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.
- 1.1.15 “Student” means any person enrolled in a Full Member jurisdiction as reported by Alberta Education.
- 1.1.16 “Substantive Motion” means a motion before the membership at a General Meeting, and includes motions relating to the Association budget, Bylaws, and policy positions.
- 1.1.17 “Trustee” means a member of a Board with Full Member status, or an official trustee as defined in the School Act.
- 1.1.18 “Vice-President” means Vice-President of the Association and Vice-Chair of the Board of Directors.
- 1.1.19 “Written Notice” means notice of a meeting that:
- 1.1.19.1 Specifies the purpose, date, time and place of the meeting, and
  - 1.1.19.2 Is delivered by any electronic means or post, meeting required timelines, exclusive of the day on which the notice is sent or mailed and exclusive of the day for which notice is given.
- 1.1.20 “Zone” means a subset of all Boards established on a geographical or other basis pursuant to the provisions of these Bylaws.

1.2 In these Bylaws the singular includes the plural and the plural includes the singular.

## **Bylaw 2 Membership**

### **2. Membership of Zone 6**

**2.1.** Membership of Zone 6 shall include the following:

2.1.1. Trustees and executive officers of the following Full Member Boards;

- 2.1.1.1. Grasslands Regional Division No. 6
- 2.1.1.2. Holy Spirit Roman Catholic Separate Regional Division No. 4
- 2.1.1.3. Horizon School Division No. 67
- 2.1.1.4. Lethbridge School District No. 51
- 2.1.1.5. Livingstone Range School Division No. 68
- 2.1.1.6. Medicine Hat Catholic Separate Regional Division No. 20
- 2.1.1.7. Medicine Hat School District No. 76
- 2.1.1.8. Palliser Regional Division No. 26
- 2.1.1.9. Prairie Rose School Division No. 8
- 2.1.1.10. Westwind School Division No. 74

**Approved March 12, 2014**

# Bylaw 3 Meetings of Zone 6

## 3. Meetings

### 3.1. Zone 6 General Meetings

#### 3.1.1. General Meeting Membership

- 3.1.1.1. General meeting membership includes all members of Zone 6 as outlined in Bylaw 2.

#### 3.1.2. General Meeting Dates and Times

- 3.1.2.1. General Meetings will occur in the months of:

- 3.1.2.1.1. September
- 3.1.2.1.2. November (AGM)
- 3.1.2.1.3. January
- 3.1.2.1.4. March
- 3.1.2.1.5. May

- 3.1.2.2. Dates and times for General Meetings will be determined by the Zone 6 Executive.

#### 3.1.3. Chairing of General Meetings

- 3.1.3.1. The Executive Chair shall preside over the Zone 6 General Meetings.
- 3.1.3.2. In the absence of the chair the Executive Vice-chair will preside over the meetings.

#### 3.1.4. General Meeting Agendas

- 3.1.4.1. Agendas for General Meetings will be determined by Zone 6 Executive and will include but not be limited to the following items:
  - 3.1.4.1.1. Adoption of the agenda
  - 3.1.4.1.2. Adoption of the minutes of the last General Meeting
  - 3.1.4.1.3. Zone 6 Chair report
  - 3.1.4.1.4. ASBA President report
  - 3.1.4.1.5. Zone 6 Director report
  - 3.1.4.1.6. Zone 6 Coordinators reports
  - 3.1.4.1.7. Alberta Education FNMI & Field Services Director Report
  - 3.1.4.1.8. Zone 6 Representatives to External Organizations Reports



### 3.1.5. **Voting at General Meetings**

- 3.1.5.1. Voting shall be based upon one vote per Zone 6 member Board in attendance.

### 3.1.6. **Representatives**

- 3.1.6.1. Representatives from each of the following organizations may attend Zone 6 General meetings as non-voting observers at the expense of their respective organizations;

- 3.1.6.1.1. Elected First Nation boards of education within Zone 6.

- 3.1.6.1.2. Conseil scolaire du Sud de l'Alberta (Greater Southern Public Francophone Education Region No. 4)

- 3.1.6.1.3. Alberta Education FNMI and Field Services Sector South Services Director.

- 3.1.6.2. Other attendees approved by the Zone 6 executive.

## **3.2. Zone 6 Annual General Meeting**

### **3.2.1. Annual General Meeting Date and Time**

- 3.2.1.1. Unless otherwise directed by the Zone 6 executive, the Zone 6 Annual General Meeting will be held in November in accordance with Alberta School Boards Association Schedule A.

### **3.2.2. Zone 6 Annual General Meeting Agenda**

- 3.2.2.1. The Zone 6 Annual General Meeting will include the following items:
  - 3.2.2.1.1. Adoption of the agenda
  - 3.2.2.1.2. Adoption of the minutes of the last Zone 6 Annual General Meeting
  - 3.2.2.1.3. Zone 6 Chair Report
  - 3.2.2.1.4. Zone 6 Director Report
  - 3.2.2.1.5. ASBA President Report
  - 3.2.2.1.6. Alberta Education FNMI & Field Services Directors Report
  - 3.2.2.1.7. Approval of the Zone 6 annual budget
  - 3.2.2.1.8. Annual Review and Approval of the Zone 6 Handbook
  - 3.2.2.1.9. Appointment of Auditor
  - 3.2.2.1.10. Election of the Zone 6 Director and Alternate Director, whose terms are outlined in ASBA Bylaw 5 -5.2
  - 3.2.2.1.11. Election of the following to the Zone 6 Executive (for a 2 year term commencing in November 2013)
    - 3.2.2.1.11.1. Chair
    - 3.2.2.1.11.2. Vice-Chair
    - 3.2.2.1.11.3. Zone 6 Representatives to External Organizations
    - 3.2.2.1.11.4. Zone 6 Labour Relations Coordinator
    - 3.2.2.1.11.5. Edwin Parr Coordinator
    - 3.2.2.1.11.6. Handbook Review Coordinator
    - 3.2.2.1.11.7. Professional Learning Coordinator
  - 3.2.2.1.12. Other specific matters determined by the Zone 6 Executive.

### **3.2.3. Voting at Annual General Meetings**

- 3.2.3.1. Voting shall be based upon one vote per Zone 6 member Board in attendance.
- 3.2.3.2. Voting for all Zone 6 executive positions shall be based on one vote per Zone 6 member Board in attendance.
- 3.2.3.3. Voting for executive positions shall be by ballot, all other votes shall be by show of hands.

### **3.2.4. Annual General Meeting Representatives**

- 3.2.4.1. Representatives from each of the following organizations may attend Zone 6 Annual General Meetings as non-voting observers at the expense of their respective organizations;
  - 3.2.4.1.1. Elected First Nation boards of education within Zone 6.
  - 3.2.4.1.2. Conseil scolaire du Sud de l'Alberta (Greater Southern Public Francophone Education Region No. 4)
  - 3.2.4.1.3. Alberta Education FNMI and Field Services Sector South Services Director.
- 3.2.4.2. Other attendees approved by the Zone 6 executive.

### **3.3. Zone 6 Executive Meetings**

#### **3.3.1. Membership**

3.3.1.1. The Zone 6 Executive membership shall include the following:

- 3.3.1.1.1. Chair
- 3.3.1.1.2. Vice–Chair
- 3.3.1.1.3. Zone Director to the Alberta School Boards Association (ASBA) Board of Directors
- 3.3.1.1.4. Alternate Zone Director to ASBA
- 3.3.1.1.5. Labour Relations Coordinator
- 3.3.1.1.6. Edwin Parr Coordinator
- 3.3.1.1.7. Professional Development Coordinator
- 3.3.1.1.8. Handbook Review Coordinator
- 3.3.1.1.9. Trustee representative from each Member Board within the boundaries of Zone 6
- 3.3.1.1.10. Trustee representative from Conseil scolaire du Sud de l'Alberta (Greater Southern Public Francophone Education Region No. 4)
- 3.3.1.1.11. Secretary-Treasurer

#### **3.3.2. Meeting Dates and Times**

3.3.2.1. Executive Meetings will occur in the months of:

- 3.3.2.1.1. October
- 3.3.2.1.2. December
- 3.3.2.1.3. February
- 3.3.2.1.4. April
- 3.3.2.1.5. June

3.3.2.2. Dates and times for Executive Meetings will be determined by the Zone 6 Executive.

#### **3.3.3. Chairing the Executive Meetings**

3.3.3.1. The Zone 6 Chair shall preside over the Zone 6 Executive Meetings.

3.3.3.2. In the absence of the Chair the Zone 6 Vice-chair will preside over the meetings.

#### **3.3.4. Executive Meeting Agendas**

3.3.4.1. Any member of the Executive may request items to be placed on the executive agenda.

3.3.4.2. The agenda for the Executive meeting shall be determined by the Zone 6 Chair in conjunction with the Zone Director and Secretary-Treasurer.

**3.3.5. Executive Meeting Quorum**

3.3.5.1. A majority of the Trustee representative from each Member Board within the boundaries of Zone 6 shall constitute a quorum.

**3.3.6. Voting at Executive Meetings**

3.3.6.1. Voting shall be based upon one vote per Zone 6 member Board in attendance.

## Bylaw 4 Zone 6 Governance

### 4. Governance

#### 4.1. Composition of Executive

4.1.1. The Zone 6 Executive membership shall ~~comprise~~ include the following:

4.1.1.1. Chair;

4.1.1.2. Vice–Chair;

4.1.1.3. Zone Director to the Alberta School Boards Association (ASBA) Board of Directors;

4.1.1.4. Alternate Zone Director to ASBA;

4.1.1.5. Labour Relations Coordinator;

4.1.1.6. Edwin Parr ~~Coordinator~~ Chair;

4.1.1.7. Professional Development Coordinator;

4.1.1.8. ~~Handbook Review Coordinator~~ Committee Chair;

4.1.1.9. Trustee representative from each Member Board within the boundaries of Zone 6; and

4.1.1.10. Secretary-Treasurer. And

4.1.1.11. ~~Zone 6 representatives to external agencies and organizations.~~

## 4.2. Terms of Executive

- 4.2.1. All executive positions shall be for a term of two years commencing in November 2013, with the exception of Zone Director and Alternate Director, whose terms are outlined in ASBA Bylaw 5 - 5.2 (commencing in November 2014).
- 4.2.2. All Representatives to External Organizations shall be for a term of two years commencing in November 2013, unless deemed otherwise by the Zone 6 Executive.
- 4.2.3. Secretary-Treasurer term shall be one year
  - 4.2.3.1. Selection of the Secretary-Treasurer shall take place by the new Executive at the first Executive meeting to take place following the Zone 6 Annual General Meeting;
  - 4.2.3.2. Term of office shall expire upon the date of the next Zone 6 Annual General Meeting;

### **4.3. Election Process**

4.3.1. The position of Zone Chair or Vice-Chair shall not be held by the ASBA:

- 4.3.1.1. President;
- 4.3.1.2. Vice-President;
- 4.3.1.3. Zone 6 Director; or
- 4.3.1.4. Alternate Zone 6 Director.

4.3.2. The election for Zone 6 Director shall take place before the election for Zone 6 Alternate Director.



#### 4.4. Vacancy

- 4.4.1. If the elected Zone 6 Chair is unable to fulfill his/her term, the Vice-Chair will assume the office of Chair.
- 4.4.2. If the Vice-Chair is unable to assume the office of Chair a by-election may be called by the Executive.
- 4.4.3. If any Executive or Representative to External Organization position becomes vacant, with the exception of Trustee Representatives from member Boards and the Zone Director to the ASBA Board of Directors, the Executive may appoint a replacement to serve out the balance of the term.

#### 4.5. **Attendance at the Canadian School Boards Association Convention**

- 4.5.1. Attendance at the CSBA convention by the Chair or designate shall be determined, **by motion**, annually at the April Zone 6 Executive meeting.
- 4.5.2. When Zone 6 sends the Chair or designate the Zone shall pay the following:
  - 4.5.2.1. Convention registration fee;
  - 4.5.2.2. Economy airfare and/or ground transportation;
  - 4.5.2.3. Accommodation;
  - 4.5.2.4. Daily allocation for meals; and
  - 4.5.2.5. Per Diem allocation.
- 4.5.3. Receipts are required for all items except for daily allocation for meals and per diem.

#### **4.6. Committees**

- 4.6.1. Zone 6 may establish standing or ad-hoc committees as it deems necessary.
- 4.6.2. Terms of reference for each committee shall be developed in writing and attached to the Zone 6 handbook.
- 4.6.3. Committees shall be advisory in nature and shall report to the Zone 6 membership.
- 4.6.4. Minutes shall be kept for all committee meetings and filed with the Secretary-Treasurer.

#### 4.7. ~~Powers and Duties of~~ Executive Roles and Responsibilities

4.7.1. In addition to ASBA Schedule A Bylaw A7, the Executive will be responsible for:

4.7.1.1. Planning the agenda for Zone 6 Meetings;

4.7.1.2. Setting meeting dates and times;

4.7.1.3. Identifying topical issues affecting Zone 6;

4.7.1.4. Advocating for and advancing public education within Zone 6;

4.7.1.5. Preparing the budget.

## 4.8. Chair Roles and Responsibilities

- 4.8.1. The Chair is responsible to the Zone 6 Executive and to the Zone 6 membership. In addition, the Chair will be responsible for:
  - 4.8.1.1. Acting as liaison among member Boards;
  - 4.8.1.2. Ensuring smooth functioning of Zone 6 business;
  - 4.8.1.3. Acting as primary spokesperson for Zone 6;
  - 4.8.1.4. Attending and chairing Zone 6 Executive and Zone 6 general meetings;
  - 4.8.1.5. Attending the provincial ASBA Board of Directors meeting, in a non-voting capacity, in the event that neither the elected Zone Director, nor the elected Alternate, is able to attend;
  - 4.8.1.6. Bringing timely requests and suggestions from trustees or member boards for discussion and/or action;
  - 4.8.1.7. Participating in the planning process of Zone 6 so as to reflect membership wishes and financial capabilities of the Zone;
  - 4.8.1.8. Determining which issues, in conjunction with Zone director, will be dealt with by the executive and which should be put before the general Zone membership for discussion;
  - 4.8.1.9. Encouraging active participation by all Board members in the Zone and the provincial organization;
  - 4.8.1.10. Encouraging input from members present at Zone meetings to ensure all relevant points are discussed;
  - 4.8.1.11. Guiding the progress of meetings, according to the agenda;
  - 4.8.1.12. Following timelines as closely as possible, keeping discussion to topic being addressed, deciding when discussion is to be concluded and when suitable motion is required;
  - 4.8.1.13. Working with the Executive in setting up agendas and direction the Zone is to take;
  - 4.8.1.14. Providing reports to the Executive and Zone General meetings as to activities and meetings attended.

#### **4.9. Vice Chair Roles and Responsibilities**

- 4.9.1. As a representative of the Zone Members, the Vice Chair is responsible to the Zone 6 Executive and to the Zone 6 Membership.
- 4.9.2. Primary function is to provide support and assistance to the Chair and the Zone 6 Executive and attend to any of the responsibilities as directed by the Chair.
- 4.9.3. Shall assume position of chair in absence of Chair.

#### **4.10. Zone 6 ASBA Director Roles and Responsibilities**

4.10.1. As a representative of Zone 6 to the Board of Directors of the Alberta School Boards Association, the Zone Director is empowered to be a decision-maker but is held accountable to the Zone 6 Membership. Additional responsibilities include:

- 4.10.1.1. Attending ASBA Board of Directors meetings;
- 4.10.1.2. Representing Zone 6 concerns and issues to the ASBA Board of Directors;
- 4.10.1.3. Reporting relevant information from the ASBA Board of Directors to Zone 6 meetings;
- 4.10.1.4. Attending and participating in Zone 6 Meetings (Executive and General);
- 4.10.1.5. On emergent issues where the Zone Director must take a position on behalf of Zone 6, he/she will be expected to use his/her best judgment, based on his/her knowledge of Zone 6, and to convey action back to Zone 6 at the earliest possible time.

#### **4.11. Zone 6 Alternate ASBA Director Roles and Responsibilities**

4.11.1. *As a representative of Zone 6 to the Board of Directors of the Alberta School Boards Association, the Alternate Zone Director is empowered to be a decision-maker but is held accountable to the Zone 6 Membership.*

4.11.2. *Additional responsibilities of the Zone 6 Alternate ASBA Director include:*

4.11.2.1. Attend ASBA Board of Directors meeting in the absence of the Zone Director.

4.11.2.2. Attend and participate in Zone 6 Executive and General Meetings.



## 4.12. Labour Relations Coordinator Roles and Responsibilities

- 4.12.1. As a representative of the Zone members, the Labour Relations Coordinator is responsible to the Zone 6 Executive and to the Zone 6 Membership.
- 4.12.2. The Labour Relations Coordinator shall be elected at the Zone 6 Annual General Meeting for a 2 year term commencing in November 2013.
- 4.12.3. Additional members may be appointed, to assist the Labour Relations Coordinator, from Zone 6 members at large, as deemed necessary by the Zone 6 Executive.
- 4.12.4. Additional responsibilities include:
  - 4.12.4.1. Provide timely information pertaining to Labour Relations at all Zone 6 meetings (Executive and General);
  - 4.12.4.2. Identify Labour Relations issues for Zone 6 and what provincial issues will affect Zone 6 Boards;
  - 4.12.4.3. Provide for an opportunity for Boards to raise concerns and issues pertaining to Labour Relations and to have concerns and questions addressed;
  - 4.12.4.4. Coordinate an information sharing system between boards in Zone 6 and with ASBA on issues and matters relating to Labour Relations;
  - 4.12.4.5. Address issues which affect both unionized and the non-unionized employees/employer relationship;
  - 4.12.4.6. Liaison closely with ASBA Labour Relations officials in providing labour information to meet the needs of Zone.

#### **4.13. Edwin Parr Coordinator Roles and Responsibilities**

- 4.13.1. As a representative of the Zone members, the Edwin Parr Coordinator is responsible to the Zone 6 Executive and to the Zone 6 Membership.
- 4.13.2. The Edwin Parr Coordinator shall be elected at the Zone 6 Annual General Meeting for a 2 year term commencing in November 2013.
- 4.13.3. Additional members may be appointed, to assist the Coordinator, from Zone 6 members at large as deemed necessary by the Zone 6 Executive.
- 4.13.4. Additional responsibilities include:
  - 4.13.4.1. Coordinate a process for selection of Zone 6 Edwin Parr nominees;
  - 4.13.4.2. Coordinate a recognition event for Zone 6 Edwin Parr Nominees;
  - 4.13.4.3. Ensure all Zone 6 Boards are aware of timelines for Edwin Parr nominations;
  - 4.13.4.4. Organize a selection committee to select the Edwin Parr nominee that will represent Zone 6 at the ASBA Fall General Edwin Parr celebration;
  - 4.13.4.5. Make arrangements for the Zone 6 Edwin Parr banquet;
  - 4.13.4.6. Arrange for Edwin Parr gifts.

#### 4.14. Professional Development Coordinator Roles and Responsibilities

- 4.14.1. As a representative of the Zone members, the Professional Development Coordinator is responsible to the Zone 6 Executive and to the Zone 6 Membership.
- 4.14.2. The Professional Development Coordinator shall be elected at the Zone 6 Annual General Meeting for a 2 year term commencing in November 2013.
- 4.14.3. Additional members may be appointed, to assist the Professional Development Coordinator, from Zone 6 members at large, as deemed necessary by the Zone 6 Executive.
- 4.14.4. Additional responsibilities include:
  - 4.14.5. Ensure that professional development is available to all ~~members~~ ~~trustees~~ in Zone 6 for the purpose of being better informed;
  - 4.14.6. Recommend professional development opportunities to the Zone 6 executive;
  - 4.14.7. Organize professional development sessions ~~at the direction~~ with the approval of the Zone 6 executive;
  - 4.14.8. Provide resource information and opportunities for boards to keep themselves informed;
  - 4.14.9. Work with ASBA Zone 6 Director to align professional development opportunities with Zone 6 and ASBA strategic plans;
  - 4.14.10. Report monthly to Zone 6 members.

#### 4.15. Handbook Review ~~Committee~~ Coordinator Roles and Responsibilities

- 4.15.1. As a representative of the Zone members, the Handbook Review ~~Committee~~ Coordinator is responsible to the Zone 6 Executive and to the Zone 6 Membership.
- 4.15.2. The Handbook review ~~committee shall consist of a chair~~ Coordinator shall be elected at the Zone 6 Annual General Meeting for a 2 year term commencing in November 2013.
- 4.15.3. Additional members may be appointed, to assist the Handbook Review Coordinator, from Zone 6 members at large, as deemed necessary by the Zone 6 Executive.
- 4.15.4. Additional responsibilities include:
  - 4.15.4.1. Annually review the Zone 6 Handbook;
  - 4.15.4.2. Establish a timeline for review of the Zone 6 Handbook;
  - 4.15.4.3. Recommend revisions to Zone 6 membership prior to the Zone 6 Annual General Meeting;
  - 4.15.4.4. Ensure current version of Zone 6 Handbook is posted on the ASBA Zone 6 website page;
  - 4.15.4.5. Ensure distribution of Handbook to all Zone 6 Trustees at the Zone 6 Annual General Meeting.

#### **4.16. Trustee Representative Roles And Responsibilities**

- 4.16.1. As a representative of a Board, the Trustee representative is empowered to be a decision-maker but is held accountable to his/her respective board.
- 4.16.2. Trustee representative roles and responsibilities include:
  - 4.16.2.1. Communicating between Zone 6 and the Board represented;
  - 4.16.2.2. Attending Zone 6 Executive and General meetings;
  - 4.16.2.3. Bring timely requests and suggestions from the sponsoring Board for discussion and/or action;
  - 4.16.2.4. Participating in the planning process of Zone 6 so as to reflect membership wishes and financial capabilities of Zone 6;
  - 4.16.2.5. Act as liaison between the sponsoring Board and the ASBA Zone Director, reflecting the sponsoring board's point of view;
  - 4.16.2.6. Work with the total Executive to determine which issues will be dealt with by the Executive and which should be put before the General Zone 6 membership for discussion;
  - 4.16.2.7. Communicate Zone 6 and ASBA concerns and decisions to respective Boards and request their input;
  - 4.16.2.8. Encourage active participation by all Board membership in Zone 6 and ASBA.
- 4.16.3. Trustee Representatives shall be elected by their respective jurisdiction;
- 4.16.4. Boards are to advise the Secretary-Treasurer of their Trustee Representative prior to the Zone 6 Annual General Meeting;
- 4.16.5. In the event that the Board representative is unable to attend a Zone 6 Executive meeting, the school Board jurisdiction may appoint an alternate.

#### **4.17. Secretary-Treasurer Roles And Responsibilities**

- 4.17.1. The Secretary-Treasurer shall be selected and appointed by the Executive of Zone 6;
- 4.17.2. Selection of the Secretary-Treasurer shall take place by the new Executive at the first Executive meeting to take place following the Zone 6 Annual General Meeting;
- 4.17.3. Term of office shall expire upon the date of the next Zone 6 Annual General Meeting;
- 4.17.4. The position of Secretary-Treasurer of Zone 6, a non-voting position, may be held by someone other than a Trustee.
- 4.17.5. The Secretary-Treasurer is responsible and accountable to the Executive of Zone 6. Secretary-Treasurer roles and responsibilities include:
  - 4.17.5.1. Arrange location for Zone 6 Executive meetings, General meetings, M.L.A. meetings and workshops;
  - 4.17.5.2. Arrange for luncheons;
  - 4.17.5.3. Assist the Executive in arranging for speakers and programs;
  - 4.17.5.4. Prepare, type, and distribute:
    - 4.17.5.4.1. Agendas;
    - 4.17.5.4.2. Minutes;
    - 4.17.5.4.3. Correspondence on behalf of the Zone;
    - 4.17.5.4.4. Contact information for all Zone 6 members.
  - 4.17.5.5. Maintain the financial records and accounts of the Zone;
  - 4.17.5.6. Ensure that banking procedures reflect sound investment practices to maximize interest income;
  - 4.17.5.7. Ensure that all normal accounting functions are performed;
  - 4.17.5.8. Assist the Executive in preparing the budget for presentation at the Annual General Zone 6 meeting;
  - 4.17.5.9. Prepare up-to-date contact sheets, listing all board representative telephone numbers and email addresses;

4.17.5.10. The Secretary-Treasurer shall receive compensation as set during the preparation of the budget.

#### **4.18. Zone 6 Trustee Representatives to External Organizations Roles and Responsibilities**

- 4.18.1. As a representative of Zone 6, Trustee Representatives to External Organizations are empowered to be a decision-maker according to the Terms of Reference of their external organization.
- 4.18.2. Trustee Representatives are held accountable to the Zone 6 Membership.
- 4.18.3. Additional responsibilities of Representatives to External Organizations include:
  - 4.18.3.1. Actively participate in all external organizational meetings as per Terms of Reference;
  - 4.18.3.2. Disseminate relevant information from Zone 6 to External Organization;
  - 4.18.3.3. Disseminate relevant information from External Organization to Zone 6 membership at all Zone 6 general meetings;
  - 4.18.3.4. Ensure current Terms of Reference for External Organization are included in the Zone 6 Handbook;
  - 4.18.3.5. Submit any revisions to the Terms of Reference of External Organizations to the Zone 6 Handbook Coordinator prior to the Zone 6 Annual General Meeting.



## **Bylaw 5 Finance**

### **5. Finance**

#### **5.1. Operation Year**

5.1.1. The operational year for Zone 6 shall begin with the Annual General Meeting and end on the day immediately proceeding.

#### **5.2. Fiscal Year**

5.2.1. The fiscal year of Zone 6 shall be December to November.

#### **5.3. Membership Fees**

5.3.1. Membership fees for Zone 6 shall be an equal dollar amount per board.

5.3.2. Proposed membership fees will be submitted with the Zone 6 budget for approval at the Zone 6 Annual General meeting.

#### **5.4. Appointment of Auditor and Audit**

5.4.1. An Auditor shall be appointed annually at the Zone 6 Annual General Meeting.

5.4.2. The position of Auditor shall not be held by:

5.4.2.1. The Secretary-Treasurer of Zone 6;

5.4.2.2. A Secretary-Treasurer of a member Board represented by the Chair or Vice-Chair.

5.4.3. The Auditor shall:

5.4.3.1. Be a Secretary-Treasurer from a member Board within Zone 6;

5.4.3.2. Audit the Zone 6 financial records for the operational year for which they are appointed;

5.4.3.3. Prepare an audited financial statement;

5.4.3.4. Present the audited financial statement at the January Zone 6 General Meeting following the Zone 6 Annual General Meeting.

## **5.5. Banking**

- 5.5.1. A banking institution of the Zone shall be selected by the Zone 6 Executive in consultation with the Secretary-Treasurer.
- 5.5.2. Signing authorities on any Zone 6 account shall be the:
  - 5.5.2.1. Chair;
  - 5.5.2.2. Vice-Chair; and
  - 5.5.2.3. Secretary-Treasurer.
- 5.5.3. All cheques will require signatures of two of the three signing authorities.
- 5.5.4. Banking procedures shall reflect sound investment practices to maximize interest income.

## 5.6. Per Diem, Expenses, and Travel Allowance

- 5.6.1. Per Diem and travel allowance shall be paid at the rate established by the ASBA budget approved at the Spring General Meeting.
- 5.6.2. Per Diem, travel allowance, meals and expenses shall be paid to the following, when representing Zone 6 in the capacity and function of their elected position unless such expenses are covered by an alternative source:
  - 5.6.2.1. Chair;
  - 5.6.2.2. Vice-Chair;
  - 5.6.2.3. ~~Zone Director to the Alberta School Boards Association Board of Directors;~~
  - 5.6.2.4. ~~Alternate Zone Director to the Alberta School Boards Association;~~
  - 5.6.2.5. Labour Relations Coordinator;
  - 5.6.2.6. ~~Edwin Parr Coordinator;~~
  - 5.6.2.7. Professional Development Coordinator;
  - 5.6.2.8. ~~Handbook Review Coordinator;~~
  - 5.6.2.9. ~~Trustee Representative from each Member Board of Zone 6;~~
  - 5.6.2.10. Secretary//Treasurer;
  - 5.6.2.11. Zone 6 Trustee Representatives to External Organizations. ~~South Zone Comprehensive School Health Representative~~
- 5.6.3. Per Diem and travel allowance shall be paid to any member of the Executive attending an Executive Meeting.
- 5.6.4. Per Diem and travel allowance shall be paid to any member of a Zone 6 committee attending a committee meeting.
- 5.6.5. A daily allocation for meals will be determined during the preparation of the budget.
- 5.6.6. Other receipted expenses, as approved by the executive, will be reimbursed.

## **5.7. Financial Reporting**

- 5.7.1. The Secretary-Treasurer shall present a financial report at all Zone 6 executive meetings.

## **5.8. Honoraria**

- 5.8.1. The honorarium for the Secretary-Treasurer and Chair shall be determined annually, at the October Zone 6 Executive meeting, during the preparation of the Budget.

## **5.9. Budget**

- 5.9.1. The budget will include:
  - 5.9.1.1. Membership Fees to be charged;
  - 5.9.1.2. All revenue and line items for expenses;
  - 5.9.1.3. Establishment of honoraria;
  - 5.9.1.4. Per Diem rates, travel allowance and daily allocation for meals;
- 5.9.2. The Zone 6 Executive will prepare a Budget for approval at the Zone 6 Annual General Meeting.
- 5.9.3. Adoption of the Zone 6 budget shall be by one vote per full member Board present.

## Bylaw 6 Handbook and Records

### 6. Handbook and Records of Zone 6

#### 6.1. Handbook

- 6.1.1. Zone 6 Handbook will be reviewed annually.
- 6.1.2. Revisions made to the Zone 6 Handbook will be brought to a Zone 6 general meeting for approval.
- 6.1.3. Revisions to the Zone 6 Handbook will take effect after approval at a Zone 6 General Meeting.
- 6.1.4. Subsequent revisions made to the Alberta School Boards Association Bylaws & Schedule A: Forming Bylaws for Zones shall automatically become effective to this handbook when so passed by the Alberta School Boards Association.

#### 6.2. Records

- 6.2.1. The Secretary-Treasurer of Zone 6 shall keep an official record of all minutes and financial transactions.
- 6.2.2. Official records are the property of Zone 6.
- 6.2.3. All Zone 6 records and files shall be kept for 5 years.
- 6.2.4. Official minutes, which include the budget and audited financial statements, shall be kept indefinitely.
- 6.2.5. All records will be held by the current Secretary-Treasurer of Zone 6 who must transfer such records to the subsequent Secretary-Treasurer.

---

Handbook originally adopted June 22<sup>nd</sup>, 1994  
Revisions approved April 8<sup>th</sup>, 1998  
Revisions approved January 8<sup>th</sup>, 2003  
Revisions approved May 9<sup>th</sup>, 2007  
Revisions approved November 13<sup>th</sup>, 2013

## **Zone 6 Representatives to External Agencies and Organizations**

### **Southern Alberta Professional Development Consortium (SAPDC)**

Election and term:

Voting for the election of the Zone 6 Representative for a term of two years to the Board of Directors of SAPDC shall be by secret ballot on the basis of one vote per Full Member Board of Zone 6.

Election of the Zone 6 Representative to SAPDC will be held at the Zone 6 Annual General Meeting on alternate years.

The Representative shall report to the Zone 6 membership at General Meetings.

#### **EXPECTED PARTICIPATION OF BOARD MEMBERS OF SAPDC:**

- Attend Board of Directors' meeting as scheduled.
- Take information on programs and other activities presented by the SAPDC to their organizations and report to colleagues.
- Bring needs, information and requests from Zone 6 to the SAPDC staff. This does not need to be restricted to Board Meetings.
- Attend professional development activities presented by the Consortium, especially those of particular interest.
- Any other participation from the Board of Directors is welcomed by the Executive Staff.

#### **PER DIEM/EXPENSES**

Per Diem and Travelling Allowance is paid by SAPDC to the Board of Director's Members attending meetings of the Consortium.

**APPENDIX A**  
**SOUTHERN ALBERTA PROFESSIONAL DEVELOPMENT**  
**CONSORTIUM**  
**BOARD OF DIRECTORS**

**I. MEMBERSHIP**

- 1 Alberta School Boards Association (Zone 6) - representative of SAPDC member jurisdictions named by Zone 6.
- 1 College of Alberta School Superintendents - representative named by CASS.
- 3 Alberta Teachers' Association - representatives named by the ATA, at least one of whom is a principal, and one is represents the ATA on a provincial basis.
- 1 University - representative named by the Dean of Education, University of Lethbridge.
- Alberta School Business Officials of Alberta – representative to be named by ASBOA.
- School Council parent representatives, one representing the eastern area of the region, one representing the western area of the region; initially one member will be from the Alberta Home and School Councils' Association and one will be determined by the other members of the Board of Directors until a formal organization appears.
- The Director of the Consortium, ex officio, non-voting
- An Alberta Learning representative, ex officio, non-voting.
  1. Representative shall be appointed in such a way that as many southern Alberta school authorities as possible are represented (i.e. where possible ASBA and CASS members will not be from the same jurisdictions).
  2. Representatives shall serve three-year overlapping terms.
  3. The Chair shall be elected annually at the 'spring meeting'.
  4. A Quorum shall be five (5) members.

**II. TERMS OF REFERENCE**

The Board of Directors, within the overall purpose of the Consortium, shall establish policy and have responsibility for the functioning of the Consortium by:

- Meeting as often as necessary
- Developing policy recommendations and approving annual work plans recommended by the Executive Director.
- Arranging for the preparation of an annual report (including an annual evaluation).
- Developing plans for efficient and effective Consortium activities.
- Carrying out those duties specifically required by law and by the agreements signed with Alberta Education
- Approving budgets and expenditures.
- Handling all personnel matters including approving employment contracts.
- Establishing committees and defining their duties.
- Developing and implementing effective communication strategies with educational personnel in the region.
- Reporting annually to partnership organizations.
- Delegating whatever duties it sees fit to Consortium personnel.

## **SOUTH ZONE COMPREHENSIVE SCHOOL HEALTH COMMITTEE**

### **Authority:**

The South Zone Comprehensive School Health Committee operates under the direction and guidance of the Public Health Director, Alberta Health Services, South Zone.

### **1 Purpose:**

The purpose of the South Zone Comprehensive School Health Committee is to support the development of Healthy School Communities through collaboration and sharing of information among stakeholders from health, education and related community groups.

### **2 Duties/Responsibilities:**

1. To provide a forum for communication and collaboration on issues affecting Comprehensive School Health services
2. To engage decision-makers in supporting initiatives of CSH with all appropriate sectors
3. To provide a forum for sharing of resources and support
4. To promote the importance of Healthy School Communities
5. To provide an opportunity for celebrating successes and challenges

### **3 Membership:**

- Public Health Nurses x 2
- Public Health Manager with lead for CSH
- CSH Program Leads (East and West)
- Healthy Weights staff 2
- Addictions and Mental Health x 2
- Population Public Health x 1
- Sexual Health Nurse x 1
- Dental Health x 1
- Representative from CASS (College of Alberta School Superintendents) Zone 6
- Representative from ASBA (Alberta School Boards Association) Zone 6
- Representative from ATA/HPEC
- Parent
- MOH
- Invited guests as pertains to current issues

### **4 Meetings:**

- Meetings will be held 2 times/year on the 1st Tuesday of April and November
- Meetings to be held from 930 am -12 noon via teleconference / telehealth



- Agendas and minutes will be the responsibility of Alberta Health Services, South Zone Public Health Nursing,
- Informal rules of order.
- Consensus decision-making.

**5 Officers:**

Chair - CSH Program Lead (to be determined on an annual basis)

- Term for one year
- Prepare agenda
- Email agenda and minutes to team members
- Facilitate meetings
- The SCHP Program Lead not sitting as chair, will serve as alternate for the chair

Recorder -

- Assigned for 1 year from committee membership
- Records and shares minutes
- Books meeting room, lap top & projector ; teleconference phone

**6 Members:**

- Actively participates in meetings
- Sends agenda items and attaches relevant documents to the chair a minimum of one week prior to the next meeting
- Reviews agenda and documents prior to meeting
- Disseminates relevant information to stakeholders and departments
- Brings forward relevant issues and concerns regarding implementation of CSH approach

**7 Review of Terms of Reference:**

To be conducted annually at the November meeting.

**8 Approval:**

  
 \_\_\_\_\_  
 Program Director, Public Health

2013.04.09  
 Date

## ~~ZONE 6 COMMITTEES TERMS OF REFERENCE~~

### ~~TERMS OF REFERENCE EDWIN PARR COMMITTEE~~

~~Name: ASBA Zone 6 Edwin Parr Committee~~

~~Type: Standing Committee~~

~~General Purpose: To coordinate the process for a selection and recognition event for Edwin Parr Award Nominees in Zone 6.~~

#### ~~Key Duties:~~

- ~~1. To ensure all Boards are aware of timelines for nominations by January of each year.~~
- ~~2. To organize a Selection Committee to select an Edwin Parr Nominee to represent Zone 6 by March of each year.~~
- ~~3. To make arrangements for media coverage throughout Zone 6 of the Edwin Parr nominees.~~
- ~~4. To make arrangements for the Annual Edwin Parr banquet.~~
- ~~5. To establish a budget for the Edwin Parr Committee.~~
- ~~6. Arrange for Edwin Parr gifts.~~

#### ~~Composition and Appointments:~~

~~The Committee shall consist of 4 voting Zone 6 Executive members, appointed at the organizational meeting each year. The Chair shall be selected amongst the members.~~

~~The Selection Committee shall consist of 4 members: Zone chairman, two trustees at large, and one superintendent to be selected by the Zone 6 executive.~~

#### ~~Meetings:~~

~~The Committee meetings will be held in February, April and June each year in conjunction with Zone 6 executive meetings to coordinate the process for a recognition and appreciation event for Edwin Parr Award Nominees in Zone 6. April and May are the heavy work periods, with the Edwin Parr Banquet being the most time consuming. Meetings shall be pre-arranged by the Chair.~~

#### ~~Resources:–~~

~~Funding shall be budgeted in the Zone 6 Budget annually for a media resource person, committee and selection committee meetings, gifts and flowers for the recipients, programs and other incidentals.~~

~~Any additional resources required beyond the approved ASBA Zone 6 budget shall be at the discretion of the Zone membership. Every attempt shall be made to host the event on a cost recovery basis.~~

~~The budget shall be reviewed in June of each year and a recommendation for the next year shall be prepared. The Secretary-Treasurer shall be a resource to the committee.~~

#### ~~Special Annual Objectives:~~

- ~~1. Complete the Terms of Reference for the Edwin Parr Committee and have them approved at the November Zone 6 meeting.~~
- ~~2. Develop timelines for all key duties.~~
- ~~3. Prepare job checklists for each individual committee role.~~
- ~~4. Plan a unique Edwin Parr Awards.~~

#### ~~Reports and Target Dates:~~

~~The committee shall report at each Executive and Zone meeting after each committee meeting. The committee shall prepare an Annual Report to be presented to the Zone at the Organizational Meeting in November.~~

**Review and Evaluation:**

~~The Committee shall review its process and accomplishments in June of each year. The Committee shall review the Terms of Reference and make any appropriate changes for recommendation to the Membership.~~

### **Terms of Reference Professional Development Committee**

~~The Professional Development Committee is a Standing Committee for ASBA Zone 6.~~

**Purpose:**

- ~~• The committee is responsible to ensure that professional development is available to all Trustees in Zone 6 for the purpose of being better informed.~~
- ~~• To organize professional development sessions at the direction of the Zone 6 Executive.~~
- ~~• Provide resource information and opportunities for boards to keep themselves informed.~~

**Key Duties and Responsibilities:**

- ~~• To provide at least two (2) professional development sessions per year.~~
- ~~• To recommend professional development opportunities to the Zone 6 Executive~~

**Composition and Appointments:**

- ~~• The committee shall consist of 3 members appointed from Zone 6 Executive members at the first executive meeting following the Annual Zone 6 meeting.~~
- ~~• The Zone 6 Executive shall appoint members annually.~~
- ~~• The committee shall elect the chair.~~
- ~~• The committee may invite individuals to participate as necessary.~~

**Meetings:**

- ~~• The expected number of meetings will be a maximum of 4 meetings per year.~~
- ~~• Most committee work will take place in June or November/December of a year.~~
- ~~• Meetings will be called at the agreement of the committee.~~

**Resources:**

- ~~• Meetings will be scheduled when Trustees are normally together to minimize the per diem cost.~~
- ~~• It is the responsibility of Committee members to find speakers. The Zone 6 Secretary Treasurer will ensure that Speakers are confirmed and travel and accommodation arrangements are made.~~
- ~~• Any additional resources required must have approval of the Zone 6 Executive.~~

**Specific Annual Objectives:**

- ~~• A follow up workshop to Kevin Cameron's Threat Assessment presentation and follow up to determine timelines and needs of trustees to have increased attendance at Zone meetings.~~
- ~~• Review any emerging issues or requests from the Zone 6 Executive.~~

Reports and Target Dates:

- ~~The Professional Development Committee shall report at all Zone 6 Executive meetings and at regular Zone meetings when actions warrant.~~
- ~~The committee shall submit a review of its accomplishments, set new objectives, and recommend any changes to the terms of reference prior to the Annual Zone 6 meeting.~~

Review and Approval:

- ~~Recommendations, if any, for changes to the Professional Development Committee's terms of reference will be brought to the Zone 6 membership for approval.~~

---

# Alberta School Boards Association Bylaws

---

## Bylaw 1

### 1. Definitions and Interpretation

- 1.1. In these Bylaws, unless the context otherwise requires:
- 1.1.1. "Alternate Director" means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director's absence or inability to act.
  - 1.1.2. "Associate member" of the Association means:
    - 1.1.2.1. Elected First Nations boards of education under the auspices of band councils; and
    - 1.1.2.2. Metis boards of education that operate school buildings.
  - 1.1.3. "Association" or "The Association" shall mean the Alberta School Boards Association.
  - 1.1.4. "Board" means the board of trustees of a school district, school division, or regional division, the regional authority of a Francophone education region, or an official trustee as defined in the *School Act*.
  - 1.1.5. "Board of Directors" means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.
  - 1.1.6. "Director" means a member of the Association's Board of Directors who represents a Zone or Metro Board.
  - 1.1.7. "Full member" of the Association means:
    - 1.1.7.1. A board of trustees of a school district, school division, or regional authority of a Francophone education region that has publicly elected members according to the *Local Authorities Election Act* or in the case of Lloydminster the *Local Government Election Act*, and that is an operating board as defined in the *Alberta School Boards Association Act*, or
    - 1.1.7.2. A board of trustees of a publicly supported school system of the City of Yellowknife, Northwest Territories.
  - 1.1.8. "General Election" means an election held for all of the Boards in accordance with the *Local Authorities Election Act*.
  - 1.1.9. "General Meeting" means one of the Association's biannual meetings; either the Spring General Meeting or the Fall General Meeting.
  - 1.1.10. "Metro Board" means one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.
  - 1.1.11. "Minister of Education" means the Minister of Education for the Province of Alberta.
  - 1.1.12. "President" means President of the Association and Chair of the Board of Directors.
  - 1.1.13. "*School Act*" means the *School Act* being Chapter S-3-4 of the Revised Statutes of Alberta, 2000 as amended from time to time or any successor legislation hereinafter enacted.
  - 1.1.14. "Special General Meeting" means a meeting of the Association called by the Board of Directors pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.
  - 1.1.15. "Student" means any person enrolled in a Full Member jurisdiction as reported by Alberta Education.
  - 1.1.16. "Substantive Motion" means a motion before the membership at a General Meeting, and includes motions relating to the Association budget, Bylaws, and policy positions.
  - 1.1.17. "Trustee" means a member of a Board with Full Member status, or an official trustee as defined in the *School Act*.

- 1.1.18. "Vice-President" means Vice- President of the Association and Vice-Chair of the Board of Directors.
  - 1.1.19. "Written Notice" means notice of a meeting that:
    - 1.1.19.1. Specifies the purpose, date, time and place of the meeting, and
    - 1.1.19.2. Is delivered by an electronic means or post, meeting required timelines, exclusive of the day on which the notice is sent or mailed and exclusive of the day for which notice is given.
  - 1.1.20. "Zone" means a subset of all Boards established on a geographical or other basis pursuant to the provisions of these Bylaws.
- 1.2. In these Bylaws the singular includes the plural and the plural includes the singular.

## **Bylaw 2**

- 2. Entitlement of Full and Associate Members
  - 2.1. Full Member are entitled to:
    - 2.1.1. Association communications materials except those designated as confidential to specific audiences;
    - 2.1.2. Direct services from Association personnel at fees established annually by the Association;
    - 2.1.3. Access to Association conferences and workshops at a conference rate established by the Association; and
    - 2.1.4. Unrestricted participation in the business affairs of the Association.
  - 2.2. Associate Members are entitled to:
    - 2.2.1. Association communication materials except those designated as confidential to specific audiences;
    - 2.2.2. Direct services from Association staff officers on a cost-recovery basis at fees established annually by the Association plus expenses for travel, meals, and accommodation;
    - 2.2.3. Access to Association conferences and workshops at 125 percent of the conference rate established for Full Members by the Association; and
    - 2.2.4. Attendance as guests at the General Meeting at 125 percent of the General Meeting rate established for Full Members.

## **Bylaw 3**

- 3. Board of Directors and Executive Committee Composition
  - 3.1. The Association's Board of Directors shall consist of:
    - 3.1.1. The President;
    - 3.1.2. The Vice-President;
    - 3.1.3. One Director representing each geographic Zone, excepting where any such Zone is made up of more than 20 Boards, then that Zone shall be represented by two Directors; and
    - 3.1.4. One Director from each Metro Board
  - 3.2. The Executive Committee of the Board of Directors shall consist of the:
    - 3.2.1. President;
    - 3.2.2. Vice President: and
    - 3.2.3. Executive Director (non-voting).
  - 3.3. One representative from each of the following organizations may attend non-confidential aspects of Board of Directors meetings as non-voting observers and at the expense of their respective organization:
    - 3.3.1. Alberta Catholic School Trustees' Association (Zone 7);
    - 3.3.2. Public School Boards Association of Alberta (Zone 8); and
    - 3.3.3. Federation des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities) (Zone 9).

## **Bylaw 4**

- 4. Honourary President

4.1. The Minister of Education shall be the Honorary President of the Association.

## **Bylaw 5**

### **5. Board of Directors Members**

#### **5.1. Eligibility**

- 5.1.1. Every candidate for office of President, Vice-President, Director or Alternate Director shall be a Trustee of a Full Member Board.
- 5.1.2. Any member of the Board of Directors ceasing to be a Trustee shall vacate his/her office, which shall be filled in accordance with provisions in these Bylaws.
- 5.1.3. An individual in receipt of the nomination for a publicly elected provincial or federal office, or who currently occupies a publicly elected provincial or federal office shall not be eligible to concurrently hold the position of President, Vice-President, Director or Alternate Director.
- 5.1.4. An individual occupying any of the following positions shall not be eligible to concurrently hold the position of President, Vice-President, Director, or Alternate Director:
  - 5.1.4.1. Zone Chair/Vice-Chair
  - 5.1.4.2. Appointed representatives of the Alberta Catholic School Trustee's 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) who attend Board of Directors meetings as observers; or
  - 5.1.4.3. 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).

#### **5.2. Term**

- 5.2.1. The President, Vice-President, and Directors shall be elected for a two year term and shall be eligible for re-election for one successive term of two years. The President, Vice-President, and Directors may be elected to a previously held position for more than two terms, provided such re-election occurs at least one term following conclusion of the first two terms.
- 5.2.2. Director terms shall commence every November of even-numbered years for one Director and one Alternate Director for:
  - 5.2.2.1. Calgary RCSSD NO. 1;
  - 5.2.2.2. Edmonton School District No. 7;
  - 5.2.2.3. Zone 2/3;
  - 5.2.2.4. Zone 4; and
  - 5.2.2.5. Zone 6.
- 5.2.3. Director terms shall commence every November of odd-numbered years for one Director and one Alternate Director for:
  - 5.2.3.1. Calgary School District No. 19;
  - 5.2.3.2. Edmonton RCSSD No. 7;
  - 5.2.3.3. Zone 1;
  - 5.2.3.4. Zone 2/3; and
  - 5.2.3.5. Zone 5.

#### **5.3. President and Vice President Elections**

- 5.3.1. Election of the President and the Vice-President shall take place at a General Meeting of the Association, normally at the Fall General Meeting immediately following a General Election, and two years following (i.e. November of odd-numbered years).
- 5.3.2. Nominations shall be made from the floor and shall require a seconder.
- 5.3.3. Voting shall be by secret ballot on the basis of one vote per Full Member Board in attendance.

- 5.3.4. The candidate receiving the greatest number of votes will be the successful candidate. Announcement of results shall be limited to identifying the successful candidate.
- 5.3.5. The President and Vice-President shall take office at the conclusion of the General Meeting at which they are elected.
- 5.3.6. Notwithstanding Bylaw 5.1.2, in the year of a General Election, if the President does not run for the office of trustee or is defeated in the General Election, the President may complete his/her term of office through the election of the new President at the General Meeting.
- 5.4. Director Elections
  - 5.4.1. Election of the Directors shall be completed and confirmed in writing to the Executive Director of the Association before the opening of the General Meeting specified in these Bylaws. Members so elected shall take office at the conclusion of the General Meeting.
  - 5.4.2. If a member of the Board of Directors is subsequently elected President or Vice-President, then his/her office as a member of the Board of Directors shall be filled by the Alternate Director, until such time as a new Director is elected.
- 5.5. Leaves of Absence
  - 5.5.1. Any member of the Board of Directors seeking a publicly elected provincial or federal office, including the nomination for, shall take a leave of absence from the Board of Directors.
  - 5.5.2. The Board of Directors shall have the authority to grant leaves of absence to its members, including determination of conditions and length, subject to provisions contained in these Bylaws.
- 5.6. Vacancy
  - 5.6.1. If a vacancy occurs in the office of President, it shall be filled automatically by the Vice-President.
  - 5.6.2. If a vacancy occurs in the office of Vice-President, notwithstanding any provisions in these Bylaws governing the election of a Vice-President, the Board of Directors may fill the vacancy from among its members.
  - 5.6.3. When a vacancy occurs in the office of Directors, the Metro Board or Zone shall arrange to fill the vacancy.
  - 5.6.4. If a Metro Board or Zone fails to appoint a Director to the Board of Directors in accordance with the requirements of these Bylaws, then the Board of Directors may arrange to fill the vacancy.
  - 5.6.5. In the event a Director fails to attend three consecutive meetings without giving due and timely notice as to the cause of non-attendance, the Board of Directors may declare the seat vacant and may arrange to fill the vacancy.
  - 5.6.6. Any Trustee who fills a vacancy in the office of President, Vice-President, or Director shall be deemed to have completed a term if they served in that capacity for more than twelve months.

## **Bylaw 6**

- 6. Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings
  - 6.1. At Board of Directors meetings:
    - 6.1.1. The President, Vice-President, and all Directors shall each carry one vote.
    - 6.1.2. Quorum is seven voting members of the Board of Directors.
    - 6.1.3. A majority vote of the members present, including the Chair, shall decide all questions unless otherwise required by these Bylaws.
    - 6.1.4. In the event of a tie vote, the question is lost.
    - 6.1.5. Each Director's vote shall be recorded when a recorded vote is requested by any Director prior to the vote being taken.
  - 6.2. An Alternate Director who attends a Board of Directors meeting in the place of a Director shall be entitled to vote.
  - 6.3. In the event that both the Director and the Alternate Director are unable to attend a meeting of the Board of Directors, the chair of the Zone or Metro Board that the Director represents may attend that meeting of the Board of Directors and shall be entitled to vote.
  - 6.4. At Executive Committee meetings, where consensus is not possible, the President shall determine



the course of action to be taken.

## **Bylaw 7**

### **7. Executive Duties**

#### **7.1. The President shall:**

- 7.1.1. Provide leadership to the Association, Board of Directors, and Executive Committee.
- 7.1.2. Be accountable to the Board of Directors and to the membership.
- 7.1.3. Preside at all meetings of the Board of Directors and the Executive Committee.
- 7.1.4. Open and preside at all conferences or General Meetings of the Association.
- 7.1.5. Act as the primary spokesman for the Association.
- 7.1.6. Submit or cause to be submitted to each General Meeting a report of the Board of Directors as to financial standing and general business of the Association.

#### **7.2. The President is (ex officio) a member of all committees.**

#### **7.3. The Vice-President shall take the place of the President in the event of the President's absence or inability to preside.**

## **Bylaw 8**

### **8. Board of Directors Powers and Duties**

#### **8.1. The business and affairs of the Association shall be under the direction and control of the Board of Directors, which may exercise all the powers of the Association which are not require by the Alberta School Boards Association, or by these Bylaws, to be exercised by the Association in a General Meeting.**

#### **8.2. Without limiting the generality of the foregoing, the Board of Directors:**

- 8.2.1. Shall appoint an Executive Director as Chief Executive Officer of the Association, establish terms of employment and salary, prescribe duties, and monitor and evaluate performance;
- 8.2.2. May delegate any or all of its powers to the Executive Director, the Executive Committee established pursuant to these Bylaws, or a committee appointed by it;
- 8.2.3. May 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;
- 8.2.4. Shall pay the reasonable expenses of its members and others;
- 8.2.5. Shall pay a per diem allowance, as determined by the Association's budget, to its members and others;
- 8.2.6. Shall make provision for the payment of honoraria, as determined by the Association's budget, to Board of Directors members;
- 8.2.7. May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;
- 8.2.8. Shall designate a newly-created board to belong to a Zone, on an interim basis. Final designation to which Zone such Board shall belong shall occur at the next General Meeting following the date of creation of such board;
- 8.2.9. Shall engage in strategic planning activities which establish and review short and long range plans to guide the Association's business and affairs;
- 8.2.10. Shall communicate and support the Association's position on issues, policies, and practices to appropriate internal and external publics;
- 8.2.11. Shall have the authority to grant honorary life memberships in the Association, which shall not entail the payment of fees by the recipient;
- 8.2.12. Shall delegate to the Executive Director responsibility for the establishment of fair salaries and reasonable working conditions for Association staff and contractors.

## **Bylaw 9**

### **9. Board of Directors Meetings**

#### **9.1. Regular meetings of the Board of Directors shall be held at such time and place as may be set by resolution of the Board of Directors.**

- 9.2. Special meetings of the Board of Directors may be called by providing a written statement to the Executive Director detailing the business in respect of which the meeting is desired by:
  - 9.2.1. The Executive Committee; or
  - 9.2.2. A majority of voting members of the Board of Directors.
- 9.3. Upon request for a special meeting of the Board of Directors, the Executive Director shall call such meeting by providing:
  - 9.3.1. Eight days Written Notice to each voting member of the Board of Directors; or
  - 9.3.2. Oral or fewer than eight days Written Notice following receipt of written consent or waiver from each voting member of the Board of Directors.
- 9.4. Meetings of the Board of Directors are open to the Full Members of the Association unless a majority of voting members of the Board of Directors elect to hold part of the meeting in camera.

## **Bylaw 10**

10. General Meetings
  - 10.1. Two General Meetings of the Association shall be held each year.
  - 10.2. Unless otherwise directed by the Board of Directors:
    - 10.2.1. The Spring General Meeting shall be held during the first full week of June; and
    - 10.2.2. The Fall General Meeting shall be held during the third full week in November.
  - 10.3. The location of the General Meeting shall be determined by the Board of Directors.
  - 10.4. At least twenty-one days Written Notice of any General Meeting shall be provided to each Full Member and Associate Member.

## **Bylaw 11**

11. Special General Meetings
  - 11.1. Special General Meetings of the Association to deal with high priority or emergent issues that require urgent direction/action and which have significant implications for Boards may be held following an affirmative vote of seven voting members of the Board of Directors at a duly constituted meeting of the Board of Directors.
  - 11.2. At least seven days Written Notice of any Special General Meeting shall be provided to each Full Member. Such notice shall provide background detail to enable Boards to prepare for the Special General Meeting

## **Bylaw 12**

12. Representation and Voting at General Meetings
  - 12.1. The Executive Director shall, subject to direction the Board of Directors, make all necessary arrangements for registration of delegates and for voting as may be necessary.
  - 12.2. Attendance
    - 12.2.1. Any Trustee, upon completion of registration, shall be entitled to attend a General Meeting.
    - 12.2.2. It is the duty of all delegates, including members of the Board of Directors, to register prior to attending a General Meeting.
  - 12.3. Voting
    - 12.3.1. The Chair of each Full Member Board has the power to cast the vote to which each Full Member is entitled, unless another Trustee for that Board is designated, in writing, to the Executive Director, prior to the General Meeting, or in an emergency situation, by the Full Member Board at the General Meeting.
    - 12.3.2. Unless otherwise required by these Bylaws or the approved rules of procedure governing disposal of resolution, all Substantive Motions will be determined under the double majority voting method, as follows:
      - 12.3.2.1. Sixty percent or more of Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full

- Member Board; and
- 12.3.2.2. Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the Students registered for the most recently reported period with Full Member Boards who voted in the affirmative.
- 12.3.3. For the purposes of Section 12.3.2.2, the percentage of Students enrolled in a Full Member Board shall be determined by:
  - 12.3.3.1. Utilizing the total student enrollment figures for the most recent reporting period, as published by Alberta Education; and
  - 12.3.3.2. Dividing the number of students enrolled in each Full Member Board by the total number of students enrolled in all Full Member Boards in attendance, who cast a vote, resulting in a percentage (rounded to the nearest 0.1 percent).
- 12.3.4. Results of the voting on Substantive Motions shall indicate how each Board cast its ballot.
- 12.3.5. Parliamentary motions and amendments to motions will be determined on the basis of one vote per Full Member Board and by a majority of the votes cast, unless otherwise required by Robert's Rules of Order or the approved rules of procedure governing disposal of resolutions.
- 12.4. A balloting committee shall be appointed at the opening of every General Meeting. It is the duty of the Balloting Committee to conduct the ballot voting.

## **Bylaw 13**

- 13. Association Budget and Membership Fees
  - 13.1. The fiscal year of the Association shall be September to August.
  - 13.2. The Association budget shall be adopted at the Spring General Meeting of the year prior to the fiscal year for which it is established.
  - 13.3. Notwithstanding any provisions to the contrary in these Bylaws, or in the approved rules of procedure governing disposal of resolutions, the budget shall be open to amendment until adopted.
  - 13.4. The Association budget, including analysis and fees assessed to Member Boards shall be presented in writing to Full Member Boards at least 60 days prior to the day the Spring General Meeting is to commence.
  - 13.5. The fees assessment included in the budget shall be comprised of the:
    - 13.5.1. Formula for determining the annual fees including the basic fee and the weight rate per student enrolment;
    - 13.5.2. Total annual fees payable by each Full Member Board;
    - 13.5.3. Number of students used in the calculation of fees payable by a Board which shall be the total student enrollment reported to Alberta Education in the most recent reporting period;
    - 13.5.4. Annual fees payable for any Full Member Board which shall not exceed ten percent of the total annual Full Member membership fees; and
    - 13.5.5. Annual fees payable for each Associate Member which shall be \$500 less than the basic membership fee for Full Member Boards.

## **Bylaw 14**

- 14. Amendments to the Bylaws
  - 14.1. Amendments to these Bylaws shall be at a General Meeting, normally at the Spring General Meeting unless otherwise permitted by the Board of Directors
  - 14.2. An amendment to these Bylaws shall take effect on the day following the conclusion of the Spring General Meeting at which such amendment is made, unless an effective date other than the close of the Spring General Meeting is specified in the resolution.
  - 14.3. At least sixty days Written Notice of any Bylaw amendment shall be provided to each Full

Member.

## **Bylaw 15**

### 15. Zones of the Association

15.1. All Full Member Boards shall belong to a Zone of the Association.

15.2. Subject to the provisions of these Bylaws, for the purpose of the formation of geographic Zones of the Association, the Province shall be divided as follows and each geographic Zone shall consist of designated Boards as follows:

#### 15.2.1. Zone 1

Fort Vermilion School Division No. 52  
Grande Prairie Roman Catholic Separate School District No. 28  
Grande Prairie School District No. 2357  
High Prairie School Division No. 48  
Holy Family Catholic Regional Division No. 37  
Northland School Division No. 61  
Peace River School Division No. 10  
Peace Wapiti School Division No. 76  
Northwest Francophone Education Region No. 1

#### 15.2.1. Zone 2/3

Aspen View Public School Division No. 78  
Black Gold Regional Division No. 18  
Buffalo Trail Public Schools Regional Division No. 28  
East Central Alberta Catholic Separate Schools Regional Division No. 16  
East Central Francophone Education Region No. 3  
Edmonton Catholic Separate School District No. 7  
Edmonton School District No. 7  
Elk Island Catholic Separate Regional Division No. 41  
Elk Island Public Schools Regional Division No. 14  
Evergreen Catholic Separate Regional Division No. 2  
Grande Yellowhead Public School Division No. 77  
Greater North Central Francophone Education Region No. 2  
Greater St. Albert Roman Catholic Separate School District No. 734  
Fort McMurray Public School District No. 2833  
Fort McMurray Roman Catholic Separate School District No. 32  
Lakeland Roman Catholic Separate School District No. 150  
Living Waters Catholic Regional Division No. 42  
Lloydminster Public School Division No. 99  
Lloydminster Roman Catholic Separate School Division No. 89  
Northern Gateway Regional Division No. 10  
Northern Lights School Division No. 69  
Parkland School Division No. 70  
Pembina Hills Regional Division No. 7  
St. Albert Public School District No. 5565  
St. Paul Education Regional Division No. 1  
St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38  
Sturgeon School Division No. 24  
Yellowknife Education District No. 1  
Yellowknife Separate Education District No. 2

#### 15.2.3 Zone 4

Battle River Regional Division No. 31  
Chinook's Edge School Division No. 73  
Clearview School Division No. 71  
Red Deer Catholic Regional Division No. 39  
Red Deer Public School District No. 104

Wild Rose School Division No. 66  
Wolf Creek School Division No. 72  
Wetaskiwin Regional Division No. 11

- 15.2.4 Zone 5  
Calgary Roman Catholic Separate School District No. 1  
Calgary School District No. 19  
Canadian Rockies Regional Division No. 12  
Christ the Redeemer Catholic Separate Regional Division No. 3  
Foothills School Division No. 38  
Golden Hills School Division No. 75  
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

- 15.2.5 Zone 6  
Grasslands Regional Division No. 6  
Holy Spirit Roman Catholic Separate Regional Division No. 4  
Horizon School Division No. 67  
Lethbridge School District No. 51  
Livingstone Range School Division No. 68  
Medicine Hat Catholic Separate Regional Division No. 20  
Medicine Hat School District No. 76  
Palliser Regional Division No. 26  
Prairie Rose School Division No. 8  
Westwind School Division No. 74

- 15.3. Each geographic Zone numbered 1, 2/3, 4, 5, or 6 shall be governed by these Bylaws Schedule A of the Alberta School Boards Association Bylaws, together with such other Bylaws established by the Zone which are not inconsistent with the Bylaws of the Association.
- 15.4. The objects of the geographic Zones shall be to work in cooperation for the mutual benefit of all members of the Alberta School Boards Association, to consider matters relating to education and school administration which are of particular interest to their areas, to encourage better understanding between Boards and the public, to work for continued improvement in the educational system, and to make recommendations to the Alberta School Boards Association.
- 15.5. Zone 7
- 15.5.1. Zone 7 of the Alberta School Boards Association shall be open to all Roman Catholic boards in the Province of Alberta and the Northwest Territories of Canada.
- 15.5.2. Zone 7 shall be known as the Alberta Catholic School Trustees' Association.
- 15.6. Zone 8
- 15.6.1. Zone 8 of the Alberta School Boards Association shall be open to all public boards, other than Roman Catholics, in the Province of Alberta and the Northwest Territories of Canada.
- 15.6.2. Zone 8 shall be known as the Public School Boards' Association of Alberta.
- 15.7. Zone 9
- 15.7.1. Zone 9 of the Alberta School Boards Association shall be open to all Francophone authorities in the Province of Alberta and the Northwest Territories of Canada.
- 15.7.2. Zone 9 shall be known as the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities).

---

## **Schedule A:**

### **Forming Bylaws for Zones 1, 2/3, 4, 5 and 6**

---

(As referred to in Bylaw 15.3)

#### **Bylaw A1 - Membership**

A1.1 Membership in Zones shall be determined by Bylaw 15 of the Alberta School Boards Association.

#### **Bylaw A2 - Finance**

A2.2 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 A3 - Meetings**

A3.1 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.

A3.2 Zones shall hold a meeting during the 30-day period immediately preceding the relevant General Meeting to elect the Zone Director to the Board of Director(s) in accordance with Bylaw 5.2.

A3.3 Other meetings of the Zones may be held in accordance with provisions hereinafter set out in Bylaw A7.

A3.4 Any trustee of a member board of the Zone may attend the annual or other meeting of the zone and take part in the business of the meeting.

#### **Bylaw A4- Voting**

A4.1 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. The boards of the cities of Edmonton and Calgary shall be excluded from voting for a Zone Directors and the Zone Director's Alternate of the Alberta School Boards Association.

A4.2 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.

A4.3 Voting for Zone Chair or Vice- Chair shall be by secret ballot on the basis of one vote per Full Member Board. The election for Chair shall take place before the election for Vice-Chair.

#### **Bylaw A5 -Alberta School Boards Association Board of Directors**

A5.1 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.

A5.2 The Alternate Director shall attend, participate and vote only when the Director is absent.

A5.3 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 A6 - Zone Executive**

A6.1 A member of the Zone Executive shall be a trustee of a member board of the Zone.

A6.2 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 or alternate representing the Zone;
- A6.3 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; or
  - 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).
- A6.4 A majority of the members of the Zone Executive shall constitute a quorum.
- A6.5 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.
- A6.6 If the office of Chair becomes vacant, it shall be automatically filled by the Vice- Chair.
- A6.7 If a vacancy occurs among the Directors the board or boards represented may elect a new director to fill the vacancy.

### **Bylaw A7- Duties and Powers of the Zone Executive**

- A7.1 The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
- A7.2 Without limiting the generality of the foregoing, the Zone Executive shall:
- a. Appoint a Secretary-Treasurer who shall hold office until his/her successor is appointed;
  - b. Appoint such standing committees as it may deem necessary;
  - c. Appoint such delegates as may be required to represent the Zone;
  - d. 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. Meet when necessary as determined by the Chair or by a majority of the members;
  - f. Forward minutes of all meetings to member boards of the Zone and to the Alberta School Boards Association;
  - g. Arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and
  - h. Arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of Vice-Chair at a meeting of the Zone providing the membership of the Zone is given ten clear days' notice of the intent.

### **Bylaw A8- Bylaws**

- A8.1 The Zone may establish such other Bylaws for the conduct of its affairs not inconsistent with the Bylaws of the Alberta School Boards Association.