



ASBA Zone 1 Operations Manual

As Amended per Zone 1 Resolution Dated:

ASBA Zone 1 Addresses and Members

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ASBA Zone 1 Bylaws

Whereas Zone 1 (the Zone) has been formed under Alberta School Boards' Association (herein after ASBA) Bylaw 15 and shall be governed by ASBA Bylaws Numbers 1 through 15 and Schedule A of the ASBA Bylaws. Zone 1 hereby establishes the following bylaws which are not inconsistent with the bylaws of the Association.

Z-1: VOTING

- Voting for the election of the Zone Director and alternate to the Board of Directors of the ASBA shall be by secret ballot on the basis of one vote per member board in attendance.
- Voting on ordinary business or motions at Zone meetings shall be based upon one vote per member board in attendance.
- Voting for Zone Chair and Vice Chair shall be by secret ballot on the basis of one vote per member board in attendance. The election for Chair must take place before the election of Vice Chair.

Z-2: EXECUTIVE

The Zone 1 Executive shall consist of:

- The Zone 1 Chair elected at the Zone Annual Meeting in accordance with ASBA Bylaws. "Annual Meeting" refers to the Annual Organizational Meeting of the Zone held each fall.
- The Zone 1 Vice-Chair elected at the Zone Annual Meeting in accordance with ASBA Bylaws.
- A Secretary-Treasurer appointed annually as an ex-officio at the Zone Annual Meeting.
- A trustee appointed by each member Board annually, to serve as Board Representative.
- An ASBA Board of Directors Zone Director, elected at a Zone meeting for a twenty-four month term in accordance with ASBA Bylaws. An alternate Zone Director shall be elected at the same meeting as the Zone Director is elected.

Z-3: ELECTION OF CHAIR/VICE-CHAIR

In accordance with ASBA Bylaws, the Chair and Vice-Chair positions shall be elected at the Zone Annual General Meeting for a twenty-four month term and shall be eligible for re-election for one subsequent term. Both positions may be elected for more than two terms provided they are not successive.

Z-4: HONORARIUMS

Honorariums shall only be paid to the Zone Chair, Zone Vice Chair, Secretary-Treasurer and may be paid to guest speakers. The Honorarium for the Zone Chair, Vice Chair and

Secretary-Treasurer shall be determined annually during budget deliberations. The Zone Director shall receive a per diem based on the rates currently used by ASBA to attend Zone meetings.

Z-5: COMMITTEES AND TASK FORCES

The Zone Executive may recommend to the membership the establishment of standing committees, ad-hoc committees and/or task forces at any time during the year. The ad-hoc committees and/or task forces will be established for a time certain with a specified mandate and term of reference.

Each member of a committee and/or task force shall be reimbursed for mileage, per diem, and other associated expenses at the rates as determined in the budget.

Z-6: OPERATIONAL YEAR

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

Z-7: BANKING

- The Secretary-Treasurer shall maintain a chequing and a savings account at a financial institution.
- Banking procedures shall reflect sound investment practices to maximize interest income and could include term deposits, **Guaranteed Investment Certificates**, etc.
- The signing authorities on any Zone 1 account shall be the Chair or Vice-Chair and Secretary-Treasurer, and all accounts shall require two signatures for cheques.

Z-8: FINANCIAL REPORTING

A financial report shall be presented semi-annually (during Budget deliberations and at the Annual **General** Meeting) by the Secretary-Treasurer.

Z-9: FINANCIAL REVIEW

The financial reviewer shall be appointed at the annual organizational meeting of the Zone and he/she shall review the Zone 1 financial records for the current operational year ending the following August 31st. The results of this review will be presented at the next Annual General Meeting of Zone 1 following the operational year-end.

~~The Auditor shall be one of:~~

The Financial Reviewer shall be one of:

1. a Secretary-Treasurer from a member school jurisdiction within Zone 1, but not from a school jurisdiction represented by the Chair, Vice-Chair or Secretary-Treasurer of Zone 1; or
 2. an individual with a professional accounting designation; or
 3. the Financial Accountant for the ASBA or his/her designate; or
 4. two **members-at-large** from Zone 1, but not from a school jurisdiction represented by the Chair, Vice-Chair or Secretary-Treasurer of Zone 1.
- The same financial reviewer cannot be appointed for more than two consecutive years.

Z-10: RECORDS

The Secretary-Treasurer of the Zone shall keep an official record of all minutes and financial transactions.

These records are the property of the Zone and shall be turned over to the new Chair at the beginning of each term.

All Zone records and files shall be kept for ten years.

~~Z-11: CSBA CONGRESS~~ Z-11: Canadian School Boards Association (CSBA) CONGRESS & THE NATIONAL TRUSTEES GATHERING ON INDIGENOUS EDUCATION (NTGIE)

Attendance at the CSBA Congress **and the NTGIE** by the Chair or Vice Chair shall be determined annually during budget deliberations.

When Zone 1 sends the Chair (or Vice Chair) to a CSBA Congress **and the NTGIE**, the Zone shall pay the following:

- per diem for all conference days,
- ~~congress~~ Registration Fee **for conferences** (receipts required),
- one economy return airfare (receipt required) or kilometres at the current ASBA Rate, whichever is cheaper.
- accommodation in a regular room at the Congress Hotel, or equivalent, for the duration of the Congress, meals (as determined annually during budget deliberations) and other incidental expenses incurred.
- a report is to be given to the Zone Membership.

Note: All claims must be accompanied by receipts.

Z-12: BUDGET

Prior to the Annual **General** Meeting of Zone 1, the Chair and the Secretary-Treasurer shall meet to prepare a Budget for submission and approval at the final spring Zone meeting of the fiscal year which is generally the May meeting. The Budget presented shall set out the Membership Fees to be charged, all revenue and the line items for expenses. Final approval of the Budget resides with the membership present at a Zone 1 Meeting.

Z-13: MEMBERSHIP FEES

Membership Fees for Zone 1 shall be determined annually during budget deliberations.

Z-14: ANNUAL ZONE 1 MEETING

In accordance with Schedule A, Bylaw No. A3 - "Meetings", there shall be **a Zone 1 Annual General Meeting** ~~Annual-Zone 1 Meeting~~. Generally, the Annual ~~Zone 1~~ **General** Meeting will be held in November of each year (Note: the ASBA Bylaw requires that the meeting

be held within the thirty-day period ending **eight** days prior to the ASBA Annual **General** Meeting).

Z-15: BYLAW AMENDMENTS

Amendments to Bylaws may be considered and passed by a simple majority of voting members present at any regular meeting or Annual **General** Meeting of the Zone. The proposed amendment(s) must be circulated to the **Member** Boards at least thirty days prior to the meeting.



ZONE 1 ROLE DESCRIPTIONS

ZONE CHAIR

Background:

Zone 1 Member Boards of the ASBA shall elect a Trustee to act as Chair of that Zone, in accordance with ASBA Schedule A, Bylaws.

Reports to:

As a representative of the Zone members, elected at-large, the Chair is responsible to Zone 1 Member Boards.

Primary Function:

The Chair is a key member of the Zone executive, responsible for liaising with Member Boards and facilitating the smooth functioning of Zone business.

Performance Responsibilities:

1. Chair all Zone Executive and Membership meetings.
2. Bring timely requests and suggestions from Member Boards for discussion and/or action.
3. Participate in the Agenda planning process so as to reflect Zone Membership issues.
4. Encourage active participation by all Zone 1 Members within the Zone and the ASBA.
5. Ensure voting is in accordance with ASBA Bylaws.
6. At Zone 1 meetings,
 - a) encourage input from members present to ensure all relevant points are discussed;
 - b) guide the progress of meeting according to agenda (follow timelines as closely as possible, keep discussion to topic being addressed, decide who may speak and when discussion is to be concluded and when suitable motion is required);
7. Conduct any other Zone business that may arise from time to time.

VICE-CHAIR

Background:

Zone 1 Member Boards of the ASBA shall elect a trustee to act as Vice-Chair of that Zone, in accordance with ASBA By-laws Schedule A.

Reports to:

As a representative of the Zone Members, the Vice-Chair is responsible to Zone Member Boards.

Primary Function:

The Vice-Chair shall provide support and assistance to the Chair and the Zone Executive.

Performance Responsibilities:

1. Attend to any of the responsibilities assigned by the Chair.
2. Assume the position of Chair in his/her absence and during the election of the Chair.

BOARD REPRESENTATIVE TO ZONE

Background:

Zone 1 Member Boards of the ASBA shall each appoint a Trustee to act as a Board Representative to the Zone, in accordance with Schedule A, Bylaws.

Reports to:

As a representative of a school board, the Board Representative is empowered to be a decision-maker but is held accountable to his/her respective board.

Primary Function:

The Board Representative is a key communicator between the Zone and the Board represented.

Performance Responsibilities:

1. Attend all Zone Executive and General Membership meetings (or send an alternate).
2. Bring timely requests and suggestions from the representative Board for discussion and/or action.
3. Participate in the planning process of the Zone so as to reflect membership wishes and financial capabilities of the Zone.
4. Act as liaison between the Member Board and the ASBA Zone 1 Director, reflecting the Member Boards' point of view.
5. In conjunction with the Zone Executive, determine which issues will be dealt with by the Zone Executive and which should be put before the General Zone Membership for discussion.
6. Communicate Zone and Provincial ASBA concerns and decisions to respective boards and request ~~their~~ **input from each Zone 1 Member Board.**
7. Encourage active participation by all Board Members in the Zone and the **Provincial** organization.

SECRETARY-TREASURER

Background:

In accordance with ASBA Bylaws, Schedule A, each Zone Executive shall appoint a Secretary-Treasurer, who holds office until a successor is appointed.

Reports to: The Zone Executive.

Performance Responsibilities:

1. Prepare and send out agenda for meetings.
2. Arrange for and confirm location of meetings.
3. Record the proceedings of meetings.
4. Have all correspondence reviewed and prepared for presentation at the next meeting.
5. Prepare the preliminary budget and keep the Executive and Membership informed on Zone 1 financial matters throughout the year. Maintain accurate budget and financial statements.
6. Confirm speakers and guests for meetings.
7. Attend all Zone 1 Meetings.
8. Attend to relevant correspondence resulting from resolutions passed at Zone 1 Meetings.
9. Prepare minutes of Zone 1 Meetings and distribute to all Board Representatives, Secretary-Treasurers of each Zone 1 Member Board and the ASBA.
10. Act as direct liaison with ASBA Staff as necessary.
11. Prepare and dispatch membership fee invoices.
12. Be knowledgeable about ASBA Bylaws and Policies.
13. Ensure information is forwarded to ASBA for inclusion on ASBA website.
14. Other duties as assigned by the Chair.

~~**ASBA BOARD OF DIRECTORS ZONE
DIRECTOR/ALTERNATE**~~

ASBA ZONE 1 DIRECTOR/ALTERNATE

Background:

In accordance with ASBA Bylaw 5 and with ASBA Bylaw Schedule A, Bylaw numbers A4, A5 and A6, the ASBA Zone Director to the Board of Directors and Alternate for Zone 1 shall be elected by secret ballot on the basis of one vote per Member Board present at a Zone **Annual** General Meeting preceding an ASBA General Meeting. The Zone Director shall be elected for a two-year term and shall be eligible for re-election for one successive term of two years. The election is to take place in odd-numbered years.

The essential role of the ASBA Director is communication between the Zone and the ASBA. The Director shall set up a communication link between the ASBA and the Zones to ensure that agenda topics and their implication on Board Governance are made available to Member Boards on a timely basis. This will ensure that Zone concerns will be accurately reflected during ASBA Board of Directors' deliberations. **The** Zone Director Reports back to the Zone membership should contain sufficient detail as to context and process so that Member Boards are fully cognizant on ongoing issues that may have governance implications.

Vacancy:

If a vacancy occurs before completion of the Director's term, a **by**election will be held at the next regularly scheduled Zone meeting to fill the position for the duration of the term.

Reports to:

As a representative of Zone 1, the Zone Director, or alternate in the absence of the Zone Director, shall advance the perspective of Zone 1 member boards to any matter under consideration by the ASBA Board of Directors. In fulfilling his/her duty as an ASBA Director, at the time of decision, the Director must vote in a manner consistent with that which is in the best interest of ASBA as a whole.

Primary Function:

Is the key communicator between the Zone and the ASBA Board of Directors.

Performance Responsibilities:

1. Attend all ASBA Board of Director Meetings.
2. Attend all Zone 1 Executive and General Meetings.
3. Report all Zone 1 concerns and issues to the ASBA Board of Directors.
4. Report all relevant information from the ASBA Board of Directors to the Zone General Meetings or Zone Executive Meetings.
5. In the event the Zone Director is unable to perform any of the above responsibilities, the alternate shall assume the responsibilities.
6. In the event that the Zone Director or the alternate is unable to perform any of the above responsibilities, the **Zone** Chair shall assume the responsibilities.

ASBA ZONE 1 EDWIN PARR SELECTION COMMITTEE

A committee of three members shall be elected at the Annual meeting of the Zone. The committee shall consist of:

1. The Zone Chair
2. Two Trustees or alternates approved by the General Membership, and
3. One Superintendent as a non-voting member.

No single school board shall have more than one trustee representative on the committee. Should one or more committee members be unable to fulfill their duties, an alternate selected by the **Zone** Executive, shall assume the role.

Deadline:

As per practice in Zone 1, the deadline for submission for Edwin Parr candidates is April 30th. NOTE: the deadline for nominations on the ASBA website does not apply to Zone 1, as we recognize the Zone winner in September.

~~All nominations must be submitted to the Zone Chair no later than the date set yearly by the ASBA.~~

1. SELECTION PROCESS

Nominations are to be submitted to the ASBA Zone Chair, and copied to the Superintendent who will facilitate the Edwin Parr Teacher Award selection process. The Superintendent will screen/evaluate all nominations to ensure that the documentation is complete. This will include the complete nomination package that is found on the ASBA website, as well as a **thirty** minute video of the nominee, filmed during a normal classroom situation. Candidates are to supply the video through YouTube, each candidate is asked to wear a ~~mike and the video moves around with the teacher.~~ **microphone on their body and have a stationary camera set up in their classroom to capture the video and audio.**

Any nominations which do not have complete documentation as set out in the Edwin Parr Teacher Award nomination package shall not be accepted for final consideration and interview.

The Superintendent will evaluate the Student Teaching Evaluation, Scholastic History and the School Board evaluation portions of the nomination package.

The Superintendent will be responsible for arranging the Selection Committee's package of information. This package will be provided to each committee member at least one week prior to meeting.

The Superintendent will be responsible for scheduling each candidate interview. It is recommended that after the committee has viewed a candidate's video the interview is completed via **Google Hangouts**. The Superintendent is responsible for communicating the link to all candidates.

The location of the meeting of the Selection Committee shall be the office of the Superintendent unless otherwise agreed to by the Superintendent.

2. PRESENTATION/GIFTS

The Zone winner shall receive a certificate and an appropriate memento engraved with their name acknowledging their nomination. All nominees will receive an appropriate gift. This must be presented at a Zone General Meeting or other special occasion prior to the ASBA Fall General Meeting.

3. EXPENSES

a) **Committee** - The Zone shall cover the expenses of the selection committee for travel and other expenses associated with the interview process, at current rates as determined by the budget, ~~while individual Trustee honoraria shall be covered by their respective board.~~ The Trustee's per diem will be paid by the Zone at the current ASBA daily rate. The trustees will submit their per diem and expenses to their own board, then that board will submit the pertinent expense sheets or invoice to the Zone secretary-treasurer for reimbursement.

b) **Teacher to Zone** - The nominating Board of the Zone Edwin Parr winner shall be responsible for any costs or expenses incurred related to bringing the winner to the Zone meeting to receive his/her certificate and memento.

c) **Teacher to Convention** - ASBA will cover the following costs incurred by the Zone winners when they attend the Fall General Meeting to receive their award:

- One night accommodation at Convention Hotel if required;
- Travel allowance at current ASBA kilometre rates to the convention and return;
- Sunday evening meal

All other costs incurred are the responsibility of the nominating Board.

LABOUR RELATIONS/ALTERNATE REPRESENTATIVE

Background:

The Labour Relations Representative and Alternate Representative for Zone 1 shall be elected annually at the Zone Annual Meeting preceding the ASBA General Meeting.

Vacancy:

If a vacancy occurs before the completion of the representative's term, a byelection shall be held at the next regularly scheduled Zone meeting to fill the position for the duration of the term.

Reports to:

Zone 1 **Members**

Primary Function:

Serve as a liaison between Zone 1 and the other Zones and the ASBA Labour Relations staff.

Primary Responsibilities:

1. Attend all relevant Labour Relation's meetings.
2. Provide factual labour relations reports at each Zone 1 General Meeting.
3. Act as chair at meetings of Zone 1 **School Boards** involved in Labour Relations whenever called.
4. Call Zone 1 Labour Relation's meetings at his/her discretion, or at the request of two or more Boards.
5. In the event the representative is unable to perform any of the above responsibilities, the alternate shall assume the responsibilities.
6. **Per diem and travel expenses are submitted to Zone 1 for reimbursement.**



NORTHWEST REGIONAL LEARNING CONSORTIUM REPRESENTATIVE

Background:

The Northwest Regional Learning Consortium Representative and Alternate for Zone 1 shall be elected annually at the Zone 1 Annual **General** Meeting preceding the ASBA General Meeting.

Vacancy:

If a vacancy occurs before the completion of the representative's term, a **by**election shall be held at the next regularly scheduled **d** Zone Meeting to fill the position for the duration of the term.

Reports to:

Zone 1 **Members**

Primary Function:

Serve as a liaison between Zone 1 and the Consortium.

Primary Responsibilities:

1. Attend all relevant meetings.
2. Provide reports at each Zone 1 **General Regular** Meeting.
3. Represent Zone 1 in matters pertaining to the Northwest Regional Learning Consortium.
4. **Per diem and travel expenses are submitted to Northwest Regional Learning Consortium for reimbursement.**