

# **ZONE 2/3**

## **BYLAWS**

---

Revised October 2018

*Previous Revisions:*

*October 2017*

*October 2016*

*October 2014*

*October 2013*

*October 2010*

*September 2009*

*November 2008*

## Table of Contents

---

ASBA Bylaw Excerpts .....	3
Bylaw 15 – Zones of the Association.....	7
Zone 2/3 Bylaws .....	8
1. Process for Bylaw Amendments, Additions and/or Deletions.....	9
2. Zone Executive .....	9
3. Zone Executive Committee .....	9
4. Remuneration .....	10
5. Remuneration – Ad Hoc Committees .....	11
6. Zone Meetings.....	11
7. Rules of Order.....	11
8. Voting.....	12
9. Canadian School Boards Association Congress .....	12
10. ASBA Leadership Conference/Academy.....	12
11. Operational Year.....	13
12. Budget.....	13
13. Banking.....	13
14. Financial Reporting.....	14
15. Audit/Auditor .....	14
16. Records .....	14

## **ASBA Bylaw Excerpts**

---

Current as at July 2015

**Zone 2/3 shall be governed by Bylaws A1 to A8 inclusive contained within Schedule A of the Alberta School Boards Association Bylaws.**

**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**

- A2.1 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(s) to the Board of Directors 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 Full Member Board. The boards of the cities of Edmonton and Calgary shall be excluded from voting for Zone Directors and the Zone Director's Alternate to the Board of Directors of the Alberta School Boards Association.
- 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 Full 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 an annual meeting, either annually or biennially;
  - b. One board representative to Zone to be elected annually by each board in the Zone; and
  - c. The Zone Director(s) or Alternate(s) representing the Zone.
- 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/her 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 office 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.

ASBA Membership Approval: July 2015

## Bylaw 15 – Zones 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.

...

### 15.2.2 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

ASBA Membership Approval: June 2013

## Zone 2/3 Bylaws

---

**To be reviewed annually**

Revised  
October, 2018



Zone 2/3 hereby establishes the following bylaws which are not inconsistent with the Bylaws of the Alberta School Boards Association (ASBA).

### **1. Process for Bylaw Amendments, Additions and/or Deletions**

- 1.1 Proposed amendments, additions and/or deletions to any Bylaw and/or role descriptions shall be voted upon at the Zone Annual General Meeting.
- 1.2 Proposed changes should be consistent with the beliefs and needs of the Zone.
- 1.3 Proposed changes shall be submitted to the Zone Secretary by September 15th prior to the Annual General Meeting.
- 1.4 The Zone Executive Committee shall assess each Bylaw position/role description to determine if same shall be placed on the agenda for consideration at the Annual General Meeting.
- 1.5 Proposed bylaw changes are sent to board reps 30 days prior to the annual general meeting.
- 1.6 The Zone Executive Committee shall conduct a review of the Zone 2/3 Bylaws annually prior to September 1.
- 1.7 In an emergent situation, the Zone Executive Committee shall have authority to amend, add or delete any Bylaw or role description for a temporary period and report such action at the next General Meeting, where at least 15 days notice has been provided to the membership, at which time the amendment, addition or deletion will be voted upon.
- 1.8 Voting shall be by secret ballot on the basis of one vote per member Board at the Annual General Meeting.

Zone Approval: November 2008

Updated: October 2010, October 2013, October 2014, October 2017

### **2. Zone Executive**

- 2.1 The Zone 2/3 Executive shall consist of:
  - ♦ Chair
  - ♦ Vice-Chair
  - ♦ Board Representatives, one trustee from each member board
  - ♦ Two ASBA Zone Directors or Alternates

### **3. Zone Executive Committee**

- 3.1 The Zone 2/3 Executive Committee shall consist of:
  - ♦ Chair
  - ♦ Vice-Chair
  - ♦ Two ASBA Zone Directors or Alternates
  - ♦ Secretary (ex-officio, with no voting privileges)
  - ♦ Treasurer (ex-officio, with no voting privileges)

- 3.2 Roles and responsibilities of the Zone Executive Committee are identified in Part 3 herein.

Zone Approval: November 2008

Updated: October 2014, October 2018

#### **4. Remuneration**

- 4.1 This bylaw is applicable to the following positions and committees: Chair, Vice-Chair, Zone Directors or Alternates, Secretary, Treasurer, Comprehensive School Health Representative, Zone Language Rep, Advocacy Committee and Edwin Parr Committee.
- 4.2 Per Diem, travel allowances, meals and other related expenses shall be paid to the Chair, Vice-Chair, Zone Directors or Alternates, Secretary and Treasurer for attendance at Zone 2/3 General, Annual General Meetings, and Executive Committee Meetings and at any other time when representing Zone 2/3 in the capacity and function of their positions, unless such costs are borne by another authority.
- 4.3 The Comprehensive School Health Representative shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Comprehensive School Meetings.
- 4.4 Members of the Advocacy Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Advocacy Committee meetings and the Annual MLA Presentation.
- 4.5 Members of the Edwin Parr Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Edwin Parr Committee meetings and the Edwin Parr Awards Presentation.
- 4.6 Members of the Zone Language Rep Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Committee meetings.
- 4.7 Conference calls/video: payment up to 1 hour \$25, up to 1.5 hours \$37.50, up to 2 hours \$50. *It is not anticipated conference calls will be in excess of 2 hours. If over 2 hours, compensation will be paid at a rate of \$12.50/half hour. If over three hours, will be paid half day per diem.*
- 4.8 All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 4.9 Mileage can be claimed from a trustee's home to and from a meeting site.
- 4.10 No claims shall be made to Zone 2/3 if costs are borne by another authority.
- 4.11 See roles and responsibility document part 3 regarding remuneration for non-zone committee members.

Zone Approval: November 2008

Updated: October 2014, October 2016, October 2017, October 2018

## **5. Remuneration – Ad Hoc Committees**

- 5.1 The Executive Committee may recommend to the Zone General Meeting the establishment of Ad Hoc Committees at any time during the year.
- 5.2 The Ad Hoc Committee will be established for a specific time period with a specified mandate and terms of reference.
- 5.3 Each member of an Ad Hoc Committee shall be reimbursed for per diems, travel allowance and other expenses associated with the process at the rates identified in an Appendix to the annual Budget.

Zone Approval: November 2008

Updated: October 2016, October 2017, October 2018

## **6. Zone Meetings**

- 6.1 One Annual General Meeting and seven General Meetings will be held each year with an option of a June General Meeting to be determined at the April or May General Meeting by vote of Board Representatives:
  - ♦ September: General Meeting
  - ♦ October: Annual General Meeting will be held within a 30 day period preceding the ASBA Fall General Meeting (FGM)
  - ♦ November/December: Within a fourteen day period following the ASBA FGM
  - ♦ January: General Meeting
  - ♦ February: General Meeting
  - ♦ March: General Meeting
  - ♦ April: General Meeting
  - ♦ May: General Meeting
  - ♦ June: General Meeting – To be confirmed at the April or May General Meeting
- 6.2 The Quorum of the Zone is fifty percent (50%) of the Zone member boards excluding Lloydminster Public School Division, Lloydminster RCSSD No. 89, Yellowknife Catholic Schools, and Yellowknife Education District No. 1.
- 6.3 The Zone Executive, Trustees and Administration of a member board of the Zone may attend the General, Annual General Meeting or other meetings of the Zone and take part in the business of the meeting.

Zone Approval: November 2008

Updated: October 2013, October 2014

## **7. Rules of Order**

- 7.1 When procedural questions arise that are not addressed in the ASBA's Bylaws or in the Zone 2/3 Bylaws, Robert's Rules of Order shall prevail.

Zone Approval: November 2008

**8. Voting**

- 8.1 Eligibility to vote at the Zone Annual General Meeting or at a General Meeting is set out in Bylaws A3 and A4 in Schedule A of the ASBA Bylaws.
- 8.2 Voting for the Advocacy, Edwin Parr, Comprehensive School Health Representative and Sub Committees shall follow the method of voting for Chair and Vice-Chair as in accordance with Bylaw A4 in Schedule A of the ASBA Bylaws.
- 8.3 A simple majority is fifty-one percent (51%) or more of the votes cast.
- 8.4 The Chair, Vice-Chair and two directors do not hold board representative voting privileges. If the Board Rep or Alternate is not present from an executive member's Board, the executive committee member would be eligible to vote in their stead.

Zone Approval: November 2008

Updated: October 2014, October 2017

**9. Canadian School Boards Association Congress**

- 9.1 Attendance at the Canadian School Boards Association (CSBA) Congress by the Chair or Vice-Chair shall be determined annually during budget deliberations. All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 9.2 When Zone 2/3 sends the Chair or Vice-Chair to a CSBA Congress, the Zone shall pay the following:
  - ♦ Per diem for travel time, business meeting and conference sessions – maximum eight hours per day;
  - ♦ Congress Registration Fee (receipt required);
  - ♦ One (1) economy return airfare (receipt required) or mileage;
  - ♦ Accommodation (receipts required), meal allocation and other expenses incurred for the duration of the conference shall be identified in an Appendix to the annual Budget.
- 9.3 If Chair or Vice-Chair attend, a report shall be provided at the September general Zone meeting.

Zone Approval: November 2008

Updated: October 2014, October 2017, October 2018

**10. ASBA Leadership Conference/Academy**

- 10.1 Attendance at the ASBA Winter and/or Summer Leadership Conference/Academy by the Chair or Vice-Chair shall be determined annually during budget deliberations. All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 10.2 When Zone 2/3 sends the Chair or Vice-Chair to a Leadership Conference/Academy, the Zone shall pay the following:

- ♦ Per diem for travel time, business meeting and conference sessions – maximum eight hours per day;
- ♦ Conference/Academy Registration Fee (receipt required);
- ♦ One (1) economy return airfare (receipt required) or mileage;
- ♦ Accommodation (receipts required), meal allocation and other expenses incurred for the duration of the conference shall be identified in an Appendix to the annual Budget.

10.3 If Chair or Vice-Chair attend, a report shall be provided at the next general Zone meeting.

Zone Approval: October 2018

## **11. Operational Year**

11.1 The Zone 2/3 operational year shall be September 1st to August 31st each year.

Zone Approval: November 2008, October 2018

## **12. Budget**

12.1 Prior to the Annual General Meeting of Zone 2/3, the Zone Executive Committee shall prepare a Budget draft for submission to the Zone Executive at a General Meeting. The Budget presented shall set out the Membership Fees to be charged, all revenue and the line items for expenses. Establishment of any Honoraria is to be indicated in the Budget or Appendix to the Budget. Rates for Honoraria, Per Diem, Travel Allowances and daily allocation for meals shall be set out in the Appendix to the Budget.

12.2 Membership Fees are due and payable by January 31st of the current year. If fees are not paid by the due date, a penalty will be assessed which will be determined by the Zone Executive Committee.

12.3 Adoption of the Zone Budget shall be at the Annual General Meeting by a simple majority of those present, with one vote per Board.

Zone Approval: November 2008

Updated: October 2013, October 2016, October 2017

## **13. Banking**

13.1 The Treasurer shall use the banking institution as determined by the Zone Executive Committee.

13.2 Banking procedures shall reflect sound investment practices to maximize interest income.

13.3 All accounts shall require two signatures for cheques. The authorized signing authorities on any Zone 2/3 Account shall be two of the following: the Chair, Vice-Chair, Secretary or Treasurer.

- 13.4 All vouchers (per diem expense forms) payable must have approval of the Zone Chair or Vice-Chair and Secretary prior to forwarding to the Treasurer for payment.

Zone Approval: November 2008

Updated: October 2014, October 2017, October 2018

#### **14. Financial Reporting**

- 14.1 A financial report shall be presented for information a minimum of five times per year.

Zone Approval: November 2008

Updated: October 2014, October 2017, October 2018

#### **15. Audit/Auditor**

- 15.1 The ASBA Zone 2/3 financial records will be audited annually as required by legislation. The Zone 2/3 Executive Committee shall appoint the auditor.

- 15.2 The audited financial statements shall be presented to the Zone membership by November 30th of each year.

Zone Approval: November 2008

Updated: October 2013, October 2014

#### **16. Records**

- 16.1 The Secretary and Treasurer of the Zone shall keep an official record of all minutes and financial transactions. These records are the property of the Zone.

- 16.2 All Zone records and files shall be kept for seven years. Official minutes, which include the budget and audited financial statements, shall be kept indefinitely.

- 16.3 Mode of archiving records must be reviewed every two years and updated as necessary.

Zone Approval: November 2008

Updated: October 2014