

## Contents

1. DEFINITIONS.....	2
2. MEMBERSHIP AND CERTIFICATION .....	2
3. RIGHTS AND PRIVILEGES OF MEMBERS .....	5
4. MEETINGS .....	6
5. EXECUTIVE AND ITS POWERS.....	7
6. DUTIES OF THE EXECUTIVE and EXECUTIVE DIRECTOR.....	10
7. COMMITTEES .....	12
8. ZONES OF THE ASSOCIATION .....	13
9. AUDIT .....	15
10. SIGNING AUTHORITIES.....	15
11. RESCINDING OR AMENDING BY-LAWS .....	16
12. BORROWING POWERS .....	16
13. AFFILIATION.....	16
SCHEDULE A .....	17
SCHOOL BUSINESS OFFICIALS REGULATION.....	17
SCHEDULE B .....	18
ZONE OPERATIONAL RULES .....	18

The Association of School Business Officials of Alberta (hereafter referred to as the “Association”) is a professional association dedicated to supporting our members and providing leadership in school business management.

Affiliated with ASBO International since 1975

Last amended and approved

Dated this 5<sup>th</sup> day of May, 2015 A.D.

Resolution AG20150505.1005

## 1. DEFINITIONS

- a. “Act” means the Professional and Occupational Associations Registration Act;
- b. “Bylaws” means the bylaws of the Association that have been approved in accordance with the process established by the bylaws;
- c. “Executive” means the Executive of the Association established under these bylaws;
- d. “Regulation” means Alberta Regulation 37/2004, School Business Officials Regulation, attached hereto and identified as Schedule “A”;
- e. “School Jurisdictions” include Alberta or Northwest Territories school districts, school divisions, regional divisions, Francophone regional authorities, charter schools, the Lloydminster Public School Division, the Lloydminster Roman Catholic Separate School Division, and First Nation school authorities primarily located within Alberta.
- f. “Zone” means a group of members who work within a geographic area of the Association designated in Bylaw 8.02.

## 2. MEMBERSHIP AND CERTIFICATION

### 2.01

The membership of the Association shall consist of all parties as are admitted as members by resolution of the Executive of the Association, and all such members shall fall within one of the following categories:

- a. Regular Member

A person is entitled to be registered as a regular member if he/she meets the following qualifications and has been approved by the Executive:

- i. is employed by a school jurisdiction as a senior school business official with responsibility in matters related to the management of the jurisdictions’ financial and/or business functions; and,
- ii. pays the membership fee.

b. Associate Member

A person is entitled to be registered as an associate Member if he/she has been approved by the Executive, and meets the following qualifications:

- i. is employed by a school jurisdiction in a support role as part of the jurisdictions financial and business administration functions; and
- ii. pays the membership fee.

c. Life Members

A person is entitled to be registered as a life member if he/she meets the qualifications as outlined in the Regulation.

d. Honorary Member

A person is entitled to be registered as an honorary member if he/she meets the qualifications as outlined in the Regulation.

e. Affiliate Member

A person is entitled to be registered as an Affiliate member if he/she has been approved by the Executive, and meets the following qualifications:

- i. is employed or contracted by the provincial or territorial government in support of school jurisdictions; or,
- ii. is a faculty member of a post-secondary institution in a program of studies related to ASBOA's Definition of Practice; or,
- iii. is an employee of a private school in Alberta or the Northwest Territories in a senior leadership role supporting the school's financial and business administrative functions; and
- iv. pays the membership fee

f. Student member

A person is entitled to be registered as a student member if he/she has been approved by the Executive, and meets the following qualifications:

- i. is a student enrolled in a post-secondary institution in Alberta or the Northwest Territories in a program of study related to ASBOA's Definition of Practice; or,
- ii. is a student enrolled in a program of studies working towards designation as Chartered Professional Accountant; and
- iii. pays the membership fee

## **2.02**

All members, except life and honorary members, shall pay an annual membership fee in each and every year, in such manner as may be determined by a majority vote of the members, either in person or by proxy, at an Annual General Meeting of the Association. The membership year shall be September 1 to August 31.

## **2.03**

A regular or associate, affiliate or student member may withdraw from membership upon notice in writing to the Executive and Executive approval.

## **2.04**

- a) A member whose fees are in arrears for a period longer than six (6) months shall be struck from the register.
- b) A member whose membership has terminated by reason of non-payment of the annual membership fee shall be entitled at any time, to be restored to full membership on payment of the annual membership fee, in full, for the year current.

## **2.05 Certified Members**

- a. A person who is a regular member is entitled to be registered annually as a certified school business official if they meet the qualifications as outlined in the Regulations.
- b. A person who is a regular, honorary or life member is entitled to be registered as a fellow certified school business official if he/she meets the qualifications as outlined in the Regulation.
- c. Association members who are registered as a certified school business official or fellow certified school business official shall be a “regulated member.” The registration of a regulated member shall not be cancelled at the request of the regulated member unless the Executive approves the request for cancellation.

### **3. RIGHTS AND PRIVILEGES OF MEMBERS**

#### **3.01**

Each regular member of the Association in good standing shall be entitled to one vote at all meetings of the Association and may vote in person or by proxy.

#### **3.02**

Notwithstanding 3.01 where circumstances do not allow for a meeting, the Executive may direct that a mail vote or vote by means of facsimile transmission or by means of electronic transmission, including but not limited to electronic mail will be taken on any matter that requires the approval of the regular membership.

The Executive shall determine the form and wording of the ballot and the method of voter identification for security purposes and shall include, as part of the ballot, a clear explanation of the matter to be voted on.

The ballot shall be mailed or sent by facsimile transmission or by means of electronic transmission, including but not limited to electronic mail to each regular member in good standing.

In order to be counted for or against the matter the ballots must be properly marked and mailed back or returned by facsimile transmission or by means of electronic transmission, to the Executive Director within the time period specified by the Executive and indicated plainly on the ballots which will not be less than 14 days.

Upon the expiry of the specified time the ballots shall be counted by the Executive Director in the presence of not less than two regular members of the Association in good standing.

At least 30% of regular members must return properly marked ballots for a vote to be considered valid. The resolution must be approved by  $\frac{3}{4}$  of voting members. Notice of the result of the mail and/or electronic ballot shall be mailed or electronically forwarded forthwith to each member of the Association.

#### **3.03**

The instrument appointing a proxy shall be signed by the appointer and shall be in such form as approved by the Executive of the Association. No person shall act as a proxy unless (s) he is a member of the Association.

### **3.04**

Associate, life and honorary, affiliate and student members shall not have voting rights at meetings of the Association and shall not be eligible to hold an Executive position in the Association.

### **3.05**

The individual who is appointed by the Government of Alberta to serve as the public member representative for the Association shall be deemed to be a regular member with voting rights.

### **3.06**

Any members of the association may be appointed to Association standing, external and/or adhoc committees by the Executive.

### **3.07**

All members shall be governed by the Association's Code of Ethics. Registration of certification and/or membership registration may be cancelled or suspended for a violation of the Code of Ethics following due process.

## **4. MEETINGS**

### **4.01**

An annual general meeting shall be held prior to June 30 of each calendar year, the date and location of the meeting to be determined by the Executive upon recommendation of the Zone responsible for arranging the annual provincial conference.

### **4.02**

The Executive may call a special meeting of the Association when deemed necessary to consider urgent matters of business, which cannot be held over until the annual general meeting. Special meetings shall be convened in the same manner as required in calling an annual general meeting.

#### **4.03**

The Executive shall call a special meeting if requested, in writing, by not less than twenty (20%) percent of the regular members in good standing, of the Association.

#### **4.04**

Written notice of the time and place of all annual general and special meetings and the nature of the business to be transacted shall be mailed, by regular first class mail or e-mailed to the membership at least thirty (30) days prior to the date of the meeting.

#### **4.05**

The presence of at least thirty (30%) percent of regular members, in good standing, shall constitute a quorum of an annual general meeting or special meeting.

### **5. EXECUTIVE AND ITS POWERS**

#### **5.01**

The business of the Association shall be determined by the Executive, which will consist of:

- a. One (1) Zone Director elected from each of the four (4) Zones;
- b. the President;
- c. the Vice-President; and
- d. the Past President;

each member who at the time of his/her election or appointment to office or within ten (10) days thereafter and throughout the term of office, shall be a regular member of the Association, and

- e. one (1) member of the public in accordance with the Act, who shall be appointed for a 2-year term of office by the Minister responsible for the Act.

#### **5.02**

The term of office for all executive positions shall commence on July 1<sup>st</sup> of the incoming year and shall expire on June 30<sup>th</sup> of the outgoing year.

### 5.03

At each annual general meeting of the Association, there shall be an election of a Vice-President to hold office until a successor is elected. Upon election of a successor, the incumbent Vice-President shall become President, and the incumbent President shall become Past President, and the incumbent Past President shall cease to hold office as a member of the Executive. Such appointments will be effective July 1 following the annual general meeting, as stipulated in 5.02.

### 5.04

- a. The members of each Zone shall, prior to the annual general meeting specified below, elect one Zone Director to the Executive for a two-year term commencing as of July 1. Election of the Zone Directors shall take place as follows:

- i. in evenly numbered years, elections shall be held in Zones 2 and 4
- ii. in odd numbered years, elections shall be held in Zones 1 and 3

Each Zone Director shall hold office until June 30th following the second annual general meeting after his/her election.

- b. A Zone Director shall not hold office for more than two (2) consecutive terms. A partial term that exceeds twelve (12) months shall, for the purpose of this clause, be considered to be one term.

### 5.05

The Executive shall, subject to Act, the Regulation, these by-laws and direction given them by a majority vote at any annual general meeting or special meeting of the Association, have full control and management of the business affairs of the Association including the approval and adoption of a Code of Ethics for the Association.

### 5.06

Meetings of the Executive shall be held as often as the business of the Association shall require but not less than once in each year, and shall be called by the President. A special meeting may be called on the written request of two (2) members of the Executive stating the business to be brought before the meeting. Meetings of the Executive shall be called on at least seven (7) days' notice, in writing, mailed to each member of the Executive or by at least three (3) days' notice by telephone or e-mail. Any five (5) members shall constitute a quorum and the meeting may be held without notice if notice is waived by all members of the Executive.



A member of the Executive may participate in a meeting of the Executive by electronic means or other communication facilities if the electronic means or other communication facilities enable the members participating in the meeting to hear each other.

For the purpose of determining quorum at a meeting, those members participating in a meeting of the Executive by electronic means or other communication facilities as described above are deemed to be present at the meeting, and any resolution passed shall be as effective as a resolution passed if the member(s) were present in person.

### **5.07**

- a) If a vacancy occurs in the office of the President, it shall be automatically filled by the Vice-President, whose office in turn shall be vacated and filled by appointment by the Executive from the Executive.
- b) After the annual general meeting and before July 1, if a vacancy occurs in the President-elect position (current Vice-President), the Vice-President-elect may, at his/her discretion, assume the position of President-elect. In the event the Vice-President elect declines the position of President-elect, the Executive shall appoint a former President, or the current President, to the position of President-elect.
- c) If the President position becomes vacant for any reason on or after July 1, and under 6.03(a), the Vice-President is appointed to the office of President, then at the next annual general meeting there would be an election for Vice-President and the President appointed automatically under 6.03(a) would then continue to serve for another complete term.
- d) If a vacancy occurs in the office of the Vice-President, it shall be filled by appointment by the Executive from the Executive with such an appointment lasting to the end of the term.
- e) If a vacancy occurs in the office of the Past President, the Executive may elect to fill the position by appointment with a regular member, provided such member has previously served as Past President. In the event the Executive elects to not fill the position, the position shall remain vacate until the end of the term.
- f) Notwithstanding 5.07(a) and 5.07(b), if, in the process of regionalizing and amalgamating school jurisdictions, the President, Vice-President, or Past President should cease to be employed by a school jurisdiction, he or she may elect to continue serving in his or her respective office until the next annual general meeting.

### **5.08**

If the position of Zone Director becomes vacant, then, within sixty (60) days of such vacancy arising, a new Zone Director shall be elected by the applicable Zone for the balance of the current term in accordance with the Zone Operational Rules. If the Zone fails to elect a Zone Director within the time period specified, the Association Executive may fill the vacancy by appointment from the membership of the applicable Zone.

### **5.09**

The Executive Director shall be appointed by the Executive and shall hold office for such time as designated by the Executive.

### **5.10**

The members of the Executive shall serve without remuneration, but any member may be reimbursed from the funds of the Association, in the amount of any reasonable traveling and other expenses necessarily incurred in discharging his/her duties as a member of the Executive.

### **5.11**

The office of a Zone Director shall be vacated if the Zone Director is removed from office in accordance with Article 4.02 of the Zone Operational Rules.

## **6. DUTIES OF THE EXECUTIVE and EXECUTIVE DIRECTOR**

### **6.01**

Every member of the Executive:

- a. shall commit to regular attendance at meetings of the Executive and the Association, and
- b. shall provide, to the best of his/her ability, effective service to the Association, and
- c. shall act as liaison to an Association committee, as appointed by the Executive.

## 6.02

The President:

- a. shall preside at all annual general meetings and special meetings of the Association and all meetings of the Executive and exercise such supervision of the Association's affairs as may best promote its activities and welfare;
- b. in the case of a tie vote at any such meeting, shall have a casting vote;
- c. may recommend to the Executive such committees as he/she may deem advisable and must recommend to the Executive such committees as are required by Regulation;
- d. shall approve the investment of surplus funds;
- e. shall submit to the annual general meeting a report of the general business;
- f. is an ex officio member of all committees; and
- g. shall perform the duties of the Past President, in the absence of that position.

## 6.03

The Vice-President shall:

- a. if the President is unable to perform his/her duties, assume the office of the President, and in doing so, shall be empowered with the authority vested in the President;
- b. bring forward recommendations for changes in membership fees to the annual general meeting.

## 6.04

The Past President shall:

- a. Conduct the performance evaluation of the Executive Director in consultation with the current President and Vice-President; the Past President may also consult as needed with the Public Member and Zone Directors.
- b. Following the performance evaluation, review the contract and remuneration of the Executive Director and recommend changes to the Executive.

## 6.05

The Executive Director shall:

- a. perform the duties and responsibilities as established by the Executive and these bylaws;
- b. be the Registrar pursuant to the Regulation.
- c. Have custody of the seal of the Association and shall affix the seal to any instrument requiring the signatures of the signing officers of the Association;

- d. Prepare and have custody of the minutes of proceedings of meetings of the Association and of the Executive and all other books and records of the Association;
- e. Circulate copies of minutes of all meetings to the Executive immediately following such meetings and shall post such minutes to the Association web-site upon Executive review and
- f. Invest such surplus funds as may become available from time to time, with the prior approval of the President.

## **6.06**

Each Zone Director shall represent and act on behalf of the members of his/her Zone by:

- a. attending meetings of the Executive and bringing to the Executive any general issues or concerns of the members of the Zone and notify the Executive of any supplemental procedures to the Zone Operational Rules;
- b. communicating with the members of the Zone;
- c. informing the members of the Zone of policy changes or other items of interest arising through the Executive;
- d. seeking the input or opinions of members of the Zone on items of concern; and
- e. undertaking designated projects as approved by the Executive and in response to Zone interests.

## **7. COMMITTEES**

### **7.01**

The Executive shall establish standing committees deemed necessary to carry out the work of the Association. Standing Committees shall exercise such powers as may be conferred upon them by the Executive, Association By-laws, the Regulation and the Act.

The Terms of Reference for all standing committees shall be reviewed on a bi-annual basis by the Executive and must comply with the requirements of the Regulation and the Act.

### **7.02**

The Executive shall, at its discretion, establish such ad hoc committees deemed necessary to carry out the work of the Association. Terms of reference for ad hoc committees shall be determined by the Executive at the time the ad hoc Committee is established. An ad hoc committee shall automatically cease to exist when the assigned task is completed.

## 8. ZONES OF THE ASSOCIATION

### 8.01

All members of the Association in good standing shall belong to a Zone based upon the geographic location of the workplace of the member (or the last workplace of an Honorary or Life Member).

### 8.02

All School Jurisdictions in the Association shall be assigned to one of the four Zones as follows:

Zone 1	Zone 2	Zone 3	Zone 4
Fort Vermilion SD	Aspen View Public SD	Battle River RD	Almadina Charter School Society
Grande Prairie SD	Boyle Street Education Centre	Black Gold RD	Calgary Girls School Society
Grande Prairie RCSSD	Dept of Education – NT	Buffalo Trail Public Schools RD	Calgary SD
High Prairie SD	East Central Francophone Education Region	Chinooks Edge SD	Calgary RCSSD
Holy Family Catholic RD	Edmonton CSSD	Clearview SD	Connect Charter School
Northlands SD	Edmonton SD	East Central Alberta CSSRD	Canadian Rockies RD
Northwest Francophone Education Region	Evergreen CSRD	Elk Island CSRD	Christ the Redeemer CSRD
Peace River SD	Ft. McMurray Public SD	Elk Island Public RD	Foothills SD
Peace Wapiti SD	Ft. McMurray RCSSD	Lloydminster Public SD	Foundations of the Future Charter Academy
	Grande Yellowhead Public SD	Lloydminster RCSSD	Golden Hills SD
		Miyo Wahkohtowin Community Education Authority	Grasslands RD
	Greater North Central Francophone Education Region	Red Deer CRD	Holy Spirit RCSR
	Greater St. Alberta RCSSD	Red Deer Public SD	Horizon SD
	Lakeland RCSSD	St. Thomas Aquinas RCSR	Kainai Board of Education
	Living Waters CRD	Wetaskiwin RD	Lethbridge SD

	Northern Gateway RD	Wild Rose SD	Livingstone Range SD
	Northern Lights SD	Wolf Creek SD	Medicine Hat RCSSD
	Parkland SD		Medicine Hat SD
	Pembina Hills RD		Palliser RD
	St. Albert Public SD		Prairie Land RD
	St. Paul Education RD		Prairie Rose SD
	South Slave Divisional Education		Rocky View SD
	Sturgeon SD		The Southern Francophone Education Region
	Suzuki Charter School Society		Westmount Charter School Society
	Yellowknife Education District		Westwind SD
	Yellowknife Catholic Schools		

### 8.03

The Executive may recommend to the membership changes to the number of Zones and/or to the assignment of School Jurisdictions to the Zones as may be required from time to time.

### 8.04

The purpose of each Zone is to:

- a. encourage co-operation and sharing of information among its members,
- b. encourage co-operation and sharing of information among its members and members of other organizations with a role or an interest in school business,
- c. organize professional development opportunities for its members,
- d. encourage the dedication of its members to the advancement of school business officials individually and as a group,
- e. elect a Zone Director to the Executive and, through the Zone Director, bring to the Executive any general issues or concerns of its members, and
- f. carry out Association related activities as determined by the members of the Zone.



## **8.05**

Each Zone shall comply with:

- a. these Bylaws,
- b. all applicable legislation and regulations,
- d. policies issued by the Executive,
- e. the Zone Operational Rules described in Bylaw 8.06.

## **8.06**

Each Zone shall conduct itself in accordance with the Zone Operational Rules attached as Schedule "B" to these Bylaws. Each Zone may establish supplementary procedures to the Zone Operational Rules provided that the supplementary procedures have been approved by the Zone, are consistent with these Bylaws, and written notice thereof has been given to the Executive by the Zone Director.

## **9. AUDIT**

### **9.01**

The books and accounts of the Association shall be audited each year by an independent auditor appointed for that purpose by the Executive. A complete and proper statement of the standings of the books for the previous year shall be submitted by such auditors at the next annual general meeting of the Association. August 31st in each year shall be the end of the fiscal year of the Association.

### **9.02**

The books and accounts of the Association shall be open to the inspection by members at such reasonable time and place as the Executive may decide after receipt of notice of request in writing or e-mail. Each member of the Executive shall at all times have access to such books and records.

## **10. SIGNING AUTHORITIES**

Signing officers for the Association shall be any two (2) of the following officers:

**President; Vice-President; Past President; Executive Director**

## **11. RESCINDING OR AMENDING BY-LAWS**

### **11.01**

These by-laws may be rescinded, altered or added to by special resolution of the Association passed in accordance with the following procedures:

- a) a resolution to amend the bylaws must be approved by a majority of not less than three-quarters of the votes cast, in person or by proxy, at an annual general meeting or special meeting if:
  - i) Twenty-one (21) days notice of the intent to propose the resolution to amend the bylaws is given to all members by the Executive Director who must receive the draft resolution at least fourteen days prior to circulating of said notice; or
  - ii) If less than twenty-one (21) days notice of the intent to propose the resolution to amend the bylaws is given to all members, and one hundred percent of the regular membership present at the meeting agree to waive the right to the twenty-one (21) day notice period prior to voting on the special resolution; or
- b) a resolution consented to in writing or in e-mail by not less than three-quarters of the regular members who would have been entitled to vote on the resolution in person at an annual general meeting,

## **12. BORROWING POWERS**

For the purpose of carrying out its objective, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, subject to the approval of a special resolution of the Association.

## **13. AFFILIATION**

The Association, by resolution, may affiliate with any society or incorporated body having similar aims and/or objectives.

## **14. APPLICATION OF RULES OF ORDER**

Any rules of order, applicable policies or procedures of the Association shall be in accordance firstly with the Act and the Regulation, and secondly with the provisions of these Bylaws. Any Rules of Procedure or Rules of Order not covered elsewhere in these by-laws shall be governed by the rules and practices of the current edition of Bourinot's Rules of Order. In the event of any conflict between the provisions of the bylaws and those contained in the Act or the Regulation, the provisions of the Act or Regulation shall apply.



Amended and approved  
Dated this \_\_8th\_\_day of May, 2018 A.D.

Resolution AGM RES-32018

## **SCHEDULE A**

[SCHOOL BUSINESS OFFICIALS REGULATION](#) – Alberta Regulation 37/2004

## **SCHEDULE B**

### **ZONE OPERATIONAL RULES**

#### Introductory

These Zone Operational Rules are part of the Association Bylaws. Each Zone and its members shall comply with these Zone Operational Rules and the Association Bylaws. In addition to these Zone Operational Rules, each Zone may establish supplemental procedures specific to its Zone operations in accordance with Association Bylaw 8.06

#### **1.0 Purpose of Zone:**

- a. encourage co-operation and sharing of information among its members,
- b. encourage co-operation and sharing of information among its members and members of other organizations with a role or an interest in school business,
- b. organize professional development opportunities for its members,
- c. encourage the dedication of its members to the advancement of school business officials individually and as a group,
- d. elect a Director to the Association Executive and, through the Director, bring to the Association Executive any general issues or concerns of its members, and
- e. carry out Association related activities as determined by the members of the Zone

#### **2.0 Membership**

2.01 Zone Membership shall consist of all members of the Association, in good standing, whose workplace or school (in the case of student members) is in the Zone as defined by the Association Bylaw section 8.02. Each Regular and Associate member of the Association within the Zone shall be entitled to one vote at any Zone meeting.

#### **3.0 Meetings**

- a. The Zone shall hold an annual meeting a minimum of 30 days prior to the Association's Annual General Meeting. At the Annual General Meeting the following business shall be included:
  - i. Election of Zone Executive, if applicable.
  - ii. Election of Zone Director, if applicable.
  - iii. Review of Zone finances and establish annual Zone Levy
  - iv. Approve any supplementary procedures to the Zone Operational Rules specific for its Zone in accordance with Association Bylaw 8.06.



- b. Quorum for the annual meeting shall consist of 30% of the Zone Members participating either in person or by electronic means. Electronic means is audio and/or video such that the participating member is able to hear and speak to the members assembled. Voting may be in person, by electronic means, or by electronic transmission as may be established by the Zone Membership.
- c. General meetings of the Zone may occur at other times as determined by the Zone Executive.
- d. Notice of annual or general meetings shall be delivered by electronic transmission to the Zone Members at least 10 days prior to the meeting date.
- e. The Zone Chair with approval of the Zone Executive may call a special meeting with less than 10 days' notice in the event of urgent or time sensitive matters.
- f. Zone Members may invite other employees of their respective School Jurisdiction to participate in Zone meetings or activities, as approved by the Zone Membership from time to time, for professional development or information sharing opportunities.
- g. Zone meetings may be conducted in person or via electronic means or combinations thereof.

#### **4.0 Zone Executive**

4.01 Zone Executive shall consist of Zone Chair, Zone Vice Chair, Zone Secretary Treasurer and Zone Director.

- a. Zone Chair
  - i. The Zone Chair is responsible to preside at all Zone meetings and exercise such supervision of the Zone's affairs as may best promote its activities and welfare.
  - ii. Prepare the Zone Annual Report to the Association.
  - iii. The Zone Chair shall be elected by the Zone Membership at its annual meeting.
  - iv. Term of office shall be 2 years commencing July 1.
  - v. In the event of a vacancy of the Zone Chair, the Zone Vice Chair, shall assume the duties of the Zone Chair for the remainder of the term and an election of the Zone Membership is to be held at the next general or annual meeting, whichever occurs first, to elect a new Zone Vice Chair for the remainder of the term. If the Zone Vice Chair position is vacant, the remaining executive shall appoint a Zone Chair to assume office until such time as an election can be held at the next general or annual meeting, whichever occurs first.
  - vi. No member shall hold the office of Zone Chair for more than two consecutive terms.
  
- b. Zone Vice Chair

- i. The Zone Vice Chair shall be elected at the annual meeting.
  - ii. The Zone Vice Chair will assume the role of Zone Chair when the Zone Chair is absent and/or unable to fulfil his/her duties.
  - iii. Term of office shall be 2 years commencing July 1.
  - iv. No member shall hold the office of Zone Vice Chair for more than two consecutive terms.
- c. Zone Secretary Treasurer
- i. The Zone Secretary Treasurer shall be responsible for maintaining records of Zone meetings and any financial transactions of the Zone.
  - ii. The Zone Secretary Treasurer shall be elected at the annual meeting.
  - iii. Term of office shall be 2 years commencing July 1.
  - iv. No member shall hold the office of Zone Secretary Treasurer for more than two consecutive terms.
- d. Zone Director
- i. The Zone Director shall attend meetings of the Association Executive and bring to the Association Executive any general issues or concerns of the members of the Zone and notify the Association Executive of any supplemental procedures to the Zone Operational Rules;
  - ii. The Zone Director shall submit on an annual basis the Zone Annual Report to the Association.
  - iii. The Zone Director shall represent and act on behalf of the members of his/her Zone as a member of Association Executive by:
    - i. communicating with the members of the Zone;
    - ii. informing the members of the Zone of policy changes or other items of interest arising through the Association Executive;
    - iii. seeking the input or opinions of members of the Zone on items of concern;
    - iv. undertaking designated projects as approved by the Executive and in response to Zone interests.
  - iv. The Zone Director shall be elected by the Zone Membership at the Annual General Meeting in accordance with Association Bylaw 5.04.
  - v. Term of Office shall be 2 years commencing July 1.
  - vi. No member shall hold the office of Zone Director for more than two consecutive terms.

4.02 A member of the Zone Executive shall be removed from office if the member:

- a) resigns his/her office by notice in writing to the Zone Chair,
- b) is appointed by the Executive to fill the position of Vice-President of the Association,
- c) becomes medically unfit,
- d) ceases to be a member of the Association,
- e) ceases to be a member of the Zone,
- f) ceases to be employed by a school jurisdiction,
- g) fails to fulfill his/her duties as a member of the Zone Executive, or
- h) fails to comply with the Code of Ethics of the Association and similar Codes of the Association or any professional Code of Conduct applicable to the member, provided that such determination on whether a failure to comply has occurred shall be made by the Executive of the Association.

## **5.0 Financial**

- a. Zone financial matters shall be transacted through the Association. The Zone shall submit all approved invoices for payment to the Association office in a timely manner. Invoices shall be submitted prior to August 15 to be included in the current fiscal year accounting.
- b. At the annual meeting, the Zone membership may establish an annual Zone Levy to be assessed to each member or jurisdiction in the Zone, to be collected by the Association, to cover Zone operations as determined by the Zone Membership.
- c. If a Zone has established a Levy, the details shall be submitted to the Association office by June 30<sup>th</sup> in any year for it to be invoiced for the following fiscal year.
- d. The Association shall provide monthly report of Zone transactions to the Zone Secretary Treasurer.

## **6 Rules of Order**

- a. Any rules of precedence or rules of order not covered elsewhere in these guidelines shall be governed by Bourinot's rules of order.