

WOSSAA CONSTITUTION - ARTICLES

Revised: June 2011

Article 1 - Name

- 1.1 This Association shall be known as the Western Ontario Secondary Schools Athletic Association, hereinafter called the Association of WOSSAA.

Article 2 - Purpose

- 2.1 The purpose of the Association shall be to establish a closer relationship among the various secondary schools of Western Ontario, by providing competition in athletics and avenues of communication.

Article 3 - Membership

3.1 General

- a) The following Conferences shall be members of the Association: Huron-Perth (HP) and Thames Valley Regional Athletics (TVRA), which is made up of TVRA Central and TVRA Southeast.
- b) By June 1st each Conference must submit to the Executive Director ...
- i) A list of official school memberships (see Appendix 1).
 - ii) Names of Conference Officers and WOSSAA Directors.
 - iii) A list of Conference approved activities and their Convenors for (a) official fully sponsored sports and (b) invitational/other/exhibition sports.
 - iv) WOSSAA intentions to compete re: championships in any of the approved activities listed in (iii) above. (Note: All WOSSAA rules apply.)

3.2 Method of Application/Conditions of Membership

- a) Schools that desire admission shall first obtain membership in a WOSSAA Conference. The Conference Executive shall then submit in writing to the Executive Director the name of the new member school. WOSSAA membership will commence upon receipt of annual fees.
- b) Schools in good standing at the end of any school year shall be continued in good standing upon payment of the membership fee for the next school year. Schools not in good standing will be referred to a Board of Reference.

3.3 Amalgamation

- a) Amalgamation of schools shall be accepted for purposes of WOSSAA competition only if each of the following criteria are met:
 - i) There must be academic amalgamation existing between the schools.
 - ii) The Board of Education must approve the athletic and academic amalgamation.
 - iii) The Conference must recognize the amalgamated schools as an entry in their Conference.
 - iv) The Conference must support and approve the amalgamation.
- b) The following procedures shall be used to implement the amalgamation process:
 - i) The Conference Executive must present documentation of the above criteria to the Executive Director prior at the April WOSSAA Directors meeting.
 - ii) The WOSSAA Directors shall examine the documentation and if approved and accepted, official announcement will be made at the June meeting of the Legislative Assembly.
- c) During the first school year some senior teams may compete for their separate schools.
- d) By the start of the second school year following amalgamation, all programs, both male and female, at all age levels must be amalgamated.

Article 4 - Government

The government shall consist of an Executive, a Board of Directors, and a Legislative Assembly.

4.1 Executive

- a) The Executive shall be the Vice-President, President, Executive Director, the OFSAA representative to CBA or CGA and the Chairperson of the Board of Reference - Transfers.
- b) The positions shall be filled as follows:
 - i) The Vice-President and President will be appointed for two year terms.
 - ii) The Vice-President shall be appointed President at the end of the President's term.

- iii) The Vice-President shall be chosen by the Conferences according to the following rotation: Huron-Perth, TVRA "A" School, TVRA "AA" School, TVRA "AAA" School, and TVRA "AAAA" School. It is recommended that this person shall have served as a WOSSAA Director the previous year.
- iv) The Executive Director shall be appointed by the Board of Directors for a period of five years. The appointment shall be made in June of the fourth year of the present Executive Director's term. The appointed Executive Director shall act as an observer on the Executive and Board of Directors until full responsibility is assumed.
- v) The OFSAA representative to CBA or CGA shall be appointed annually by the Board of Directors. The representative shall be female if the Executive Director is male and male if the Executive Director is female.
- vi) Any teacher or retired teacher from a WOSSAA school may apply for the position of Executive Director. Applications must be submitted to the Executive Director by April 15. The Board of Directors shall establish and institute a screening - interviewing process.
- vii) The chairperson of the Board of Reference - Transfers shall be appointed by the Board of Directors.

4.2 Board of Directors

- a) The Board of Directors shall consist of the Executive and two (2) representatives from each of the following conferences; TVRA Central; TVRA Southeast and Huron Perth.
- b) Plus one principal rep from each Conference.
- c) Both genders should be represented.
- d) The Coordinator of Secondary Athletics from TVRA as well as the Executive Director of Athletics from Huron Perth, will be ex officio members of the Board of Directors, without a vote.
- e) In the event of a tie vote, the WOSSAA Executive Director will cast the deciding vote.
- f) WOSSAA Directors shall be appointed for a period of two years by the Conference they represent. The term of office coincides with the school year. This appointment may be renewed.
- g) If, at any time, a vacancy occurs on the Board of Directors, the positions shall be filled as soon as possible, by the respective Conference.
- h) The travel allowance for Directors attending WOSSAA meetings will be 40 cents per kilometre.

4.3 Legislative Assembly

- a) The Legislative Assembly shall consist of the Board of Directors and representatives from each Conference .
 - i) TVRA Central 4 members
 - ii) TVRA Southeast 4 members
 - iii) Huron Perth 4 members
- b) By October 15th each Conference must declare:
 - i) The names of their representatives to the Legislative Assembly plus the names of four authorized substitutes.
 - ii) Conferences should determine their representatives being aware of fair representation regarding A, AA, AAA and AAAA schools, male/female, Catholic/Public, physical education/academic, etc ...
- c) If teams wish to declare UP a level in terms of competition (example: AA to AAA) they should do so by the following dates, by contacting the Executive Director.

By September 15th for the FALL sports.
By November 15th for Hockey
By December 1st for Volleyball and Basketball
By April 15th for the SPRING sports.

Article 5 - Duties of Officers

5.1 Duties of the Executive

The Executive is empowered to make decisions required during the intervals between meetings of the Board of Directors. All these decisions made by the Executive must be accepted, amended or rescinded at the next meeting of the Board of Directors.

- a) President: The President shall chair all meetings of the Executive, Board of Directors, and Legislative Assembly. He/she shall be a representative of the OFSAA Representatives Council.
- b) Vice-President: The Vice-President shall assist the President and shall assume any responsibilities of the President in his/her absence.
- c) Executive Director:
 - i) Shall present a calendar of dates for regular meetings of the Board of Directors, Legislative Assembly and Board of Reference, to the Legislative Assembly to be approved for the following year. The Executive Director shall call additional meetings from time to time as required.

- ii) Shall be empowered to make decisions as required during the intervals between the meetings of the Executive. All these decisions must be accepted, amended or rescinded at the next meeting of the Executive or Board of Directors.
 - iii) Shall be responsible for such duties as usually pertain to the offices of a secretary or treasurer.
 - iv) Shall provide financial statements at the June meeting of the Legislative Assembly and a review engagement statement every other September and at the end of the Executive-Director's term.
 - v) Shall be a representative of the OFSAA Representatives Council, and either the CBA or CGA.
 - vii) Shall assist all Convenors of OFSAA Championships hosted by WOSSAA.
- e) OFSAA Representatives
- i) Shall be a representative of the OFSAA Representatives Council, and either the CBA or CGA.
 - ii) Shall assume the responsibilities of the Executive Director in his/her absence.
- f) Chairperson of the Board of Reference - Transfers
- Shall chair all meetings of the Board of Reference - Transfers and shall maintain records and files of all such meetings and shall be responsible for all correspondence with regard to these meetings.

5.2 Duties of the Board of Directors

- a) The Board of Directors is empowered to make decisions concerning all playing regulations, policy and matters pertaining to the Constitution, ByLaws and general management of the Association. Where appropriate these decisions must be accepted, amended, or rescinded at the next meeting of the Legislative Assembly.
- b) The Board of Directors shall be responsible for the finances of the Association. They shall authorize the spending of funds. They shall recommend to the Legislative Assembly the annual fees, honorariums and travel rates to meetings.
- c) The representatives to the Board of Directors are responsible for obtaining convenorships of WOSSAA Championships hosted by their Conference.

5.3 Duties of the Legislative Assembly

- a) Legislative Assembly is empowered to make decisions pertaining to the management and policies of the Association.

- b) All motions to amend the Constitution, ByLaws, and Playing Regulations shall be made by members of the Legislative Assembly.

Article 6 - Boards of Reference

6.1 Structure

- a) Board of Reference - General

This Board of Reference shall consist of not fewer than three members one of whom is a Principal or Vice-Principal selected by the Executive Director and approved by a majority of the members of the Executive. The Executive Director shall act as the non-voting chairperson.

- b) Board of Reference - Transfers

The Board of Reference shall consist of not fewer than three members, one of whom shall be a Principal or Vice-Principal, selected by the Executive Director and approved by the majority of the members of the Executive. The Chairperson of the Board of Reference - Transfers shall call the meetings and be a non-voting member.

- c) Board of Reference - Sanctions

This Board of Reference shall consist of not fewer than three members, one of whom shall be a Principal or Vice-Principal, selected by the Executive Director and approved by a majority of the Executive. The Executive Director shall act as a non-voting chairperson.

- d) When possible, the members of the Boards of Reference should be selected from the Conference not involved and/or from schools in a different classification.

6.2 Duties

- a) Board of Reference - General

- i) This Board of Reference shall be empowered to interpret Articles of the Constitution, ByLaws and Standing Rules of the Association. Issues relating to eligibility, conduct and deportment shall be referred to this Board. It will also deal with any protests of competitions as outlined in ByLaw 4.

- ii) A written request for the convening of a Board of Reference shall be made to the Executive Director within thirty days of the occurrence of the issue under dispute. It is the responsibility of the person requesting same to ensure that the request has been received. Copies of the request must be sent to all parties involved.

- iii) If the Board of Reference determines that the matter is within its jurisdiction, it shall inform all parties of the date of the hearing, and request any necessary documentation and other information deemed necessary. Parties shall be given as much notice as possible of the hearing.
 - iv) Decisions of the Board of Reference - General is subject to appeal to the Board of Reference - Sanctions.
 - v) The costs of the Board of Reference may be assessed to some or all of the parties involved as parts of the Board's decision.
- b) Board of Reference - Transfers (see Appendix 4)
 - c) Board of Reference - Sanctions
 - i) This Board of Reference shall be empowered to adjudicate any appeals of decision and levels of sanctions imposed by the Board of Reference - General decisions.
 - ii) Appeals must be received in writing by the Executive Director within 72 hours of the Board of Reference - General decisions.
 - iii) A sum of \$50.00 must be received prior to the convening of this Board.
 - iv) Decisions of this Board are final.
 - v) Penalties imposed by this Board may include but are not limited to: stripping of medals, removal of records and standings, suspension from future WOSSAA events, identification of offenders in writing and/or minutes of meetings, notification of appropriate sports governing bodies, requiring written letters of apology and requiring appropriate restitution."

Article 7 - Meetings, Quorum, and Voting

7.1 Executive Meetings

- a) Meetings of the Executive shall be called by the Executive Director when deemed necessary.
- b) A quorum of the Executive shall consist of a majority of the members.
- c) A majority vote of those present rules.

7.2 Board of Directors Meetings

- a) Meetings of the Board of Directors shall be called by the Executive Director at least once per competitive season.
- b) A quorum of the Board of Directors shall consist of a majority of the members.

- c) A majority vote of those present rules.

7.3 Legislative Assembly

- a) The regular meeting of the Legislative Assembly shall be held in June. Special meetings of the Assembly shall be held on request of the Board of Directors or on written request from the Principal of any five schools who are members of a WOSSAA member Conference.
- b) Each Conference declares at the Legislative Assembly the names of its voting members from the list of representatives submitted on October 15.
- c) A quorum of the Legislative Assembly shall consist of a majority of the members.
- d) A majority vote rules on all matters pertaining to the ByLaws and Playing Regulations. A two-thirds majority is required on all matters pertaining to the Constitution i.e. $\text{yes} \div (\text{yes} + \text{no}) = 2/3$.
- e) The Legislative Assembly is an open meeting and any interested parties may attend.

7.4 Boards of Reference

- a) Meetings of the Boards of Reference shall be called by the Executive Director.
- b) A quorum shall consist of all three members and the non-voting chairperson.
- c) A majority vote rules.

Article 8 - Amendments

8.1 The Constitution, ByLaws, and Playing Regulations may be amended by the Legislative Assembly provided that;

- a) the notices of motion have been either approved at the Conference level or by the Board of Directors.
- b) the mover and seconder are representatives of the Legislative Assembly.
- c) the notices of motion are received by the Executive Director on or before June 7.

8.2 The Executive Director shall circulate the notices of motion at least two weeks prior to the Legislative Assembly to all WOSSAA schools and all representatives of the Legislative Assembly (including alternates).

Article 9 - Finances

- 9.1**
- a) Each Conference shall collect a per capita fee, (30 cents) from the schools in its area based on the October 31st total enrolment of the current school year and submit it to WOSSAA. The per capita fee shall be determined annually by the Board of Directors for approval by the Legislative Assembly.
 - b) All fees should be paid by the Conferences to the WOSSAA office by December 1st of the current year. Failure to do so will result in a 3% late penalty fee being assessed to and paid by the offending Conference.
 - c) Participants in WOSSAA Championships will be charged an entry fee as levied by the Convenor. The fee will be sufficient to cover all fixed costs. The fixed costs include:
 - i) all operating costs
 - ii) 50% of the total cost of awards
 - d) Fixed costs shall not include costs of meals or items of clothing for the participants.
 - e) Selling of WOSSAA T-shirts and/or souvenirs is at the discretion of the Convenor. The hosting Conference shall determine the disbursement of any profits and shall be responsible for any losses.
 - f) Within 30 days of the completion of a WOSSAA championship, financial reports, (with receipts attached) must be submitted to the Executive Director. Copies of the financial report shall be made available to all participating schools. Profit of \$25 or less shall be retained by the host school. Profit of more than \$25 shall be divided so that 25% goes to WOSSAA, 25% to the host conference and 50% to the host school.
 - g) The profits from running an OFSAA event will be split 50% - 50% between OFSAA and the host association/conference/school. The breakdown of the 50% going to the host association/conference/school will be 20% going to WOSSAA; 10% to the host Conference and 70% to the host school.
- 9.2**
- a) All disbursements shall be made over the signature of the Executive Director or an approved signing officer. Both receipts and expenditures shall be recorded in a ledger. The financial year for WOSSAA shall be from September 1st to August 31st.
 - b) Board of Directors or committee members shall be paid a travelling allowance at a rate determined annually by the Board of Directors for approval by the Legislative Assembly.

Article 10 - Affiliations

10.1 Conferences

- a) Conferences shall remain autonomous in dealing with matters of concern to their own member schools, provided that the Constitution of WOSSAA is not contravened.
- b) Conferences shall host WOSSAA Championships on a rotational basis as determined by the Board of Directors and approved by the Legislative Assembly. An updated three year calendar is included in Appendix 3.

10.2 OFSAA

- a) WOSSAA is one of the recognized affiliates of OFSAA.
- b) Schools which have their annual OFSAA fee paid by their respective Board of Education shall be considered members of OFSAA.
- c) Membership and conformity with the Constitution, ByLaws, and Playing Regulations of WOSSAA and OFSAA is a pre-requisite for participation in any activity co-ordinated by OFSAA.
- d) Representation at OFSAA Championships shall be determined by the order of finish at the WOSSAA Championship in accordance with the OFSAA Standing Rules for each sport. Any additional "host" entries shall be determined by the Conference within WOSSAA which is hosting the OFSAA Championship. Usually, the host school will be the host entry.
- e) WOSSAA will accept (send) one (1) entry to each OFSAA championship except where a WOSSAA school is host of said championship.