

# WOSSAA CONSTITUTION - ARTICLES

Revised: June 2018

## Article 1 - Name

- 1.1 This Association shall be known as the Western Ontario Secondary Schools Athletic Association, hereinafter called 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), as well as TVRA-TVDSB Central, TVRA-TVDSB Southeast, and TVRA-London District (LDA).
- b) By the last school day in September, each Conference must submit to the Executive Director the following:
- i) A list of official school memberships (see Appendix 1).
  - ii) Names of WOSSAA Directors.
  - iii) A list of Conference approved Convenors and Conference approved sports.

### 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 to the WOSSAA 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 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 Executive Director, President, Vice-President, the OFSAA Representative to CBA or CGA, the OFSAA Principal Representative and the Chair 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 Board of Directors according to the following rotation: HP, TVRA-LDA, TVRA-TVDSB Southeast, and TVRA-TVDSB Central. It is recommended that this person shall have served as a WOSSAA Director the previous year. If the Conference does not have a candidate for Vice-President, the selection will move to the next Conference in the rotation.
  - 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 Board of Directors until full responsibility is assumed. The process for selecting and appointing the Executive Director shall be as follows:
    - a. An email regarding accepting applications for the Executive Director position should be sent to all ADs in WOSSAA, the WOSSAA Executive and the WOSSAA Directors from the WOSSAA President. This email should be sent on or by April 15<sup>th</sup> in the fourth year of the current Executive Director's term.
    - b. The email specified in 4.1b(iv-a) should advise that all applications must include a cover letter and resume and must be sent to the WOSSAA President by May 1<sup>st</sup>. This email must also include the "Duties of the Executive Director" as outlined in Article 5.1c as well as the month/year that the position would begin. It should also state that any teacher or retired teacher from a WOSSAA school is eligible to apply for the position of Executive Director.
    - c. The Board of Directors must select the Executive Director on or before the June Board of Directors meeting. In selecting the Executive Director, it is the prerogative of the Board of Directors to establish and institute a screening - interviewing process.
  - 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) The WOSSAA Principal Representative to OFSAA shall be appointed annually by the Board of Directors.
  - vii) The Chairperson of the Board of Reference - Transfers shall be appointed annually by the Board of Directors.

## 4.2 Board of Directors

- a) The Board of Directors shall consist of the WOSSAA Executive and the WOSSAA Directors.
- b) WOSSAA Directors shall consist of two (2) Athletic Directors and one Principal 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 by the Conference they represent. The term of office coincides with the school year.
- g) If a vacancy occurs with a WOSSAA Director during their term of office, the position shall be filled as soon as possible, by their respective Conference.
- h) The travel allowance for members of the Board of 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-TVDSB Central 4 members
  - ii) TVRA-TVDSB Southeast 4 members
  - iii) Huron Perth 4 members
  - iv) TVRA-London District 4 members
- b) Voting representatives for each Conference will be declared at the Legislative Assembly in June. Conferences should determine their representatives being aware of fair representation.

## 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 the "WOSSAA and OFSAA Approved Championship Calendar", the "WOSSAA Championship Calendar and Convenorships", as well as the "WOSSAA/OFSAA Meeting/Key Dates and WOSSAA/OFSAA Transfer Appeal Dates/Deadlines" calendars to be approved at the Legislative Assembly for the following school year.

- ii) Shall be empowered to make decisions as required during the intervals between the meetings of the Executive and/or Board of Directors. All these decisions made by the Executive Director must be accepted, amended or rescinded at the next meeting of the 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 seasonally at the Board of Directors meetings as well as annually at the June meeting of the Legislative Assembly.
  - 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) The OFSAA CBA or CGA representative shall be a member of the OFSAA Representatives Council and shall assume the responsibilities of the Executive Director in his/her absence.
  - ii) The OFSAA Principal representative shall be a member of the OFSAA Principal's Council.
- 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 Articles, Appendices, ByLaws and/or the general management of the Association. All 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.

## **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) Any motions to amend the Constitution, ByLaws, and/or Playing Regulations must be made by a teacher from a member school of WOSSAA, or by a WOSSAA Convenor, or by the WOSSAA Board of Directors. All motions must be accepted, amended, or rescinded at the meeting 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, where at least one of whom is a Principal or Vice-Principal. All members of the Board of Reference are to be selected by the Executive Director from the WOSSAA Board of Directors. The Executive Director shall act as the non-voting chairperson.

b) Board of Reference - Transfers

This Board of Reference shall consist of not fewer than three members, where at least one of whom is a Principal or Vice-Principal. All members of the Board of Reference are to be selected by the Executive Director from the WOSSAA Board of Directors. The Chair 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, where at least one of whom is a Principal or Vice-Principal. All members of the Board of Reference are to be selected by the Executive Director from the WOSSAA Board of Directors. The Executive Director shall act as a non-voting chairperson.

d) The members of the Boards of Reference should be selected from the members of the Board of Directors not directly involved. If the Executive Director cannot get a quorum from the members of the Board of Directors, he/she may seek to involve Principals, Vice-Principals, Athletic Directors or Convenors from TVRA and/or HP Conferences, with the approval of the WOSSAA Executive.

### 6.2 Duties

a) Board of Reference - General

- i) This Board of Reference shall be empowered to interpret Articles of the Constitution, ByLaws and Playing Regulations of the Association. Issues relating to eligibility, conduct and deportment of athletes 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 24 hours 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) 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, requiring written letters of apology and requiring appropriate restitution. Decisions of the Board of Reference - General are subject to appeal to the Board of Reference - Sanctions.
- v) The cost of the Board of Reference - General is \$100, paid by school cheque.

- 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 decisions and levels of sanctions imposed by the Board of Reference - General.
  - ii) Appeals must be received in writing by the Executive Director within 24 hours of the Board of Reference - General decision being communicated.
  - iii) The cost of the Board of Reference – Sanctions is \$100, paid by school cheque.
  - 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, 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 Principals of any five schools who are members of a WOSSAA Conference.
- b) A quorum of the Legislative Assembly shall consist of a majority of the members.
- c) For the Order Papers, a majority vote is required on all matters pertaining to the Constitution - ByLaws and Playing Regulations. A two-thirds majority is required on all matters pertaining to the Constitution - Articles and Appendices (yes ÷ (yes + no) = 2/3). For all other matters, a majority vote of those present rules.
- d) 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 Chair.
- 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 from member schools within WOSSAA. The Speaker to the Motion must be a member of the Legislative Assembly.
- c) The notices of motion are received by the Executive Director on or before the June Board of Directors meeting.

**8.2** The Executive Director shall circulate the notices of motion at least one week prior to the Legislative Assembly to all WOSSAA schools.

## **Article 9 - Finances**

- 9.1**
- a) Each Conference shall collect a per capita fee, (40 cents) from the schools in its area based on the October 31<sup>st</sup> 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) Conference fees should be paid to WOSSAA by the last school day in December.
  - 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 (including the cost of a supply teacher for the convenor)
    - ii) 70% of the total cost of awards
  - d) Fixed costs shall not include costs of meals or items of clothing for the participants.
  - e) The selling of WOSSAA T-shirts and/or souvenirs is at the discretion of the WOSSAA Championship Convenor. The WOSSAA Championship Convenor 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 \$100 or less shall be retained by the host school. Profit of more than \$100 shall be divided so that 35% goes to WOSSAA, 65% to the host school.
  - g) The profits from running an OFSAA event will be 100% 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 1<sup>st</sup> to August 31<sup>st</sup>.
  - 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 provided in Appendix 3.

### **10.2 OFSAA**

- a) WOSSAA is one of the recognized Associations 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 Playing Regulations for each sport. The "Host" entry shall be determined by the OFSAA Championship Convenor who is hosting the OFSAA Championship.
- e) WOSSAA will accept (send) one (1) entry to each OFSAA championship except where a WOSSAA school is host of said championship.