

**CONSTITUTION OF
THE WATERLOO COUNTY
SECONDARY SCHOOL ATHLETIC ASSOCIATION**

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THE WATERLOO COUNTY
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ARTICLE I NAME

This organization shall be known as the Waterloo County Secondary School Athletic Association, herein referred to as the W.C.S.S.A.A. The W.C.S.S.A.A. is a co-instructional program for The Waterloo Region District School Board.

ARTICLE II CONSTITUTION

This Constitution dated May 2005, supercedes all other Constitutions and shall be the Official Constitution of the Waterloo County Secondary School Athletic Association.

ARTICLE III AIMS AND OBJECTIVES

- a) To provide the opportunity for an interest in sports among the secondary school students of The Waterloo Region District School Board.
- b) To establish support and to govern all sanctioned inter-school athletic activities.
- c) To provide opportunities for a large number of students to participate in inter-school sports.
- d) To teach the values and benefits of participating in competitive sports in an educational setting.
- e) To promote a balance in the athletic, academic and social aspects of a student's life.
- f) To teach the concepts of fair play and sportsmanship.

ARTICLE IV MEMBERSHIP

Section 1: General

- a) The membership of the Association shall be:

- | | |
|----------------------|---------------------------|
| Bluevale C.I. | Grand River C.I. |
| Cameron Heights C.I. | Huron Heights. SS |
| Eastwood C.I. | Jacob Hespeler S.S |
| Elmira District S.S. | Kitchener-Waterloo C.I. |
| Forest Heights C.I. | Preston H.S. |
| Southwood S.S. | Sir John A.Macdonald S.S. |
| Galt C.I. | Waterloo C.I. |
| Glenview Park S.S. | Waterloo-Oxford D.S.S. |

b) School colours and names to be used for team uniforms:

<u>SCHOOL</u>	<u>TEAM NAME</u>	<u>PREDOMINANT</u>	<u>ACCENT</u>
Bluevale	Knights	burgundy	sky blue, white
Cameron Heights	Golden Gaels	gold	green, red
Eastwood	Rebels	red	grey, white
Elmira	Lancers	green	white, grey
Forest Heights	Trojans	black	brown, gold, white
Galt	Ghosts	gold	royal blue, red
Glenview Park	Panthers	black	red, white
Grand River	Renegades	royal blue	yellow, white
Huron Heights	Huskies	purple	silver, black, white
Jacob Hespeler	Hawks	blue	silver, white
Kitchener-Waterloo	Raiders	red	yellow, black
Preston	Panthers	maroon	grey, white
Sir John A. Macdonald	Highlanders	light blue	dark blue, white
Southwood	Sabres	red	green, white
Waterloo	Vikings	navy	red, white
Waterloo-Oxford	Crusaders	kelly green	white, gold, black

- c) Schools will dress their athletes in the colours in Article 4, Section 1 b). If a school decides to dress their athletes in a colour other than the predominant colour listed, that school is responsible for resolving any colour conflicts.
- d) If two teams with the same predominant colour play, it is the home team who is responsible for wearing a different colour.

Section 2: Method of Application and Conditions of Membership

- a) New members must request membership with a formal written application from the Principal to the President of the W.C.S.S.A.A. indicating that they are willing to abide by the Articles of the Constitution, Bylaws and Rules and Regulations of the W.C.S.S.A.A.
- b) Associate membership to W.C.S.S.A.A. may be granted to non-WRDSB schools. Associate members are not members of the Board of Directors.
- c) Final judgment on any application for new W.C.S.S.A.A. status shall be rendered by the Board of Directors.
- d) The Executive shall have the power, for cause, as hereinafter defined, to suspend a member or associate member school from the W.C.S.S.A.A. membership. In such case, the suspended school shall have the right to request a meeting of the Board of Directors within ten (10) days to consider its case.
The Board of Directors shall have the power of suspension and expulsion for deliberate violation of any Article, Bylaw or Standing Rule of the W.C.S.S.A.A.
- e) Acceptance of membership or associate membership in the W.C.S.S.A.A. entails an obligation to abide by the Constitution, Bylaws, Rules and Regulations, decisions of

the W.C.S.S.A.A. Board of Directors, Executive and Seasonal Committee and as well to make payment of dues and fees as levied by the W.C.S.S.A.A.

ARTICLE V ORGANIZATIONAL STRUCTURE

Section 1: The Board of Directors

The Board of Directors, hereinafter referred to as the Directorate, shall be the decision-making body of the W.C.S.S.A.A. The Board shall determine the policies and establish the principles for conducting the affairs of the W.C.S.S.A.A.

- a) The Directorate shall be constituted as follows:
 - i) There shall be two (2) active directors from each member secondary school. Directorate members are selected from the Principal (or designated Vice-Principal), the Physical Education Head (or designate) and the Vice Principal on a rotational basis (see Appendix 12 -: Rotation of Voting Members of the Board). Associate members are not members of the Directorate.
 - ii) All members of the Executive.
- b) Voting of the Directorate.
 - i) The quorum for the transaction of business shall be at least one voting representative from eleven member schools.
 - ii) Motions shall be carried by a simple majority.
 - iii) All eligible members of the Directorate (according to Appendix 1, two votes per school) and Executive, except the President, shall be eligible to vote when present. The President shall cast the deciding ballot on tied votes.
 - iv) Voting members may be substituted for other members in the rotation for Directorate members as per Appendix 1. Such substitutions will be for single occasions as approved by the President prior to the beginning of that Board meeting.
 - v) When an executive member is also serving as a director, this member shall have one vote only.
 - vi) Proxy votes shall not be accepted.
 - vii) A secret ballot may be held at the discretion of the Chair.
 - viii) Decisions made by the Directorate shall not be reviewed for a period of one year from the date of acceptance.

ix) Amendments to the Constitution:

1. The Constitution may be amended at any regular meeting of the Directorate at which a quorum is present, by a two-third (2/3) majority of those members present.
2. Proposed amendments must be in the hands of the President at least thirty (30) days prior to a Directorate Meeting.
3. Approved amendments shall be effective as of September 1st following their adoption.
4. Amendments must be voted upon as submitted, except for changes in wording for clarification purposes.
5. The Constitution may be amended at any regular meeting of the Directorate at which a quorum is present, by a vote of 90% of the Directors present if the motion was not received at least thirty (30) days prior to that Directorate Meeting.

x) Amendments to the Bylaws:

1. Any Bylaw must be ratified by a two-thirds (2/3) majority of the designated Directors at a meeting of the Directorate where a quorum is present.
2. Proposed amendments must be in the hands of the President at least thirty (30) days prior to a Directorate Meeting.
3. Approved amendments shall be in effect as of the date of their adoption.
4. Bylaws may be amended at any regular meeting of the Directorate at which a quorum is present, by a vote of 90% of the Directors present if the motion was not received at least thirty (30) days prior to that Directorate meeting.

c) Meetings

The Directorate shall meet three (3) times each school year to co-ordinate with season reports from the three sport seasons. Other meetings may be called by the President or upon request of a majority of Directors.

Section 2: The Executive

The Executive shall be empowered by the Directorate to transact W.C.S.S.A.A. business between meetings of the Directorate and is responsible to the Directorate.

The Executive as such, shall not be held personally liable for any decisions made, or actions taken, in the performance of their duties as Executive members provided said decisions or actions are made in good faith and the W.C.S.S.A.A. shall indemnify and save the Executive harmless from any and all causes of action, howsoever they may arise, in connection with the performance of their duties as Executive members.

a) Members of the Executive

The officers of W.C.S.S.A.A. shall be known as the Executive and shall consist of the following members:

President	Board Rep.
President-Elect	P.H.E. Rep.
Past-President	Vice Principal Rep.
Secretary	Chair of Championship Committee
Treasurer	Chair of Rules and Regulations
Principals' Rep.	Chair of Publicity
Chair of Scheduling	Chair of Constitution & Bylaws

All members of the Executive shall be appointed or elected by the Directorate (except the representatives for Vice Principal, Principal, P.H.E. Rep. and Board Rep. who are appointed or elected by their respective associations). All Directorate elections will take place in the final meeting of the school year.

The Secretary, Principal's Rep., Chair of Publicity, Chair of Scheduling, Chair of Constitution and Bylaws and Chair of Championship Committee are appointed or elected for a two-year term in the even calendar years.

The Treasurer, Vice Principal Rep., P.H.E. Rep, Board Rep. and Chair of Rules and Regulations are appointed or elected for a two-year term in the odd calendar years.

The President-Elect, Past-President and President shall be appointed or elected for a two-year term in the even calendar years.

The President-Elect shall be a Principal or Vice-Principal within The Waterloo Region District School Board.

b) Voting

The quorum for the transaction of business shall be a majority of the aforementioned Executive. Each member shall have one vote and proxy votes shall not be accepted. A majority vote shall carry or defeat a motion.

c) Meetings

The Executive shall meet at least three times per year, each meeting being two weeks prior to each Directorate meeting. Other meetings may be called at the discretion of the President.

d) Duties of Executive

The President shall:

- i) Call the meetings of the Executive, Directorate, Seasonal Committee;
- ii) Act as Chair at the meetings;
- iii) Act as spokesperson for the W.C.S.S.A.A.;
- iv) Vote if a tie is recorded;
- v) Have the authority to inquire into any matter pertaining to the affairs of the W.C.S.S.A.A. and ask any representative to attend a meeting;
- vi) Be an ex-officio member of any committees authorized by the W.C.S.S.A.A.;
- vii) Have the authority to carry on the affairs of the W.C.S.S.A.A. between meetings of the Directorate and/or the Executive;
- viii) Assume the responsibility for protests, eligibility, etc., and communicate all decisions to all personnel, as is necessary.
- ix) Promptly ensure any person affected by an item passed by the Directorate and/or Executive is informed.

The President-Elect shall:

- i) Assume the duties of the President when necessary;
- ii) Assume the responsibility of maintaining the Constitution.

The Past-President shall:

- i) Act as a resource and take on special duties as assigned by the President;
- ii) Assist the W.C.S.S.A.A. Scholarship Award Committee for presentation at commencement;
- iii) Assist with scheduling.
- iv) Co-ordinate seasonal convenors' meetings.

The Secretary shall:

- i) Circulate notice of meetings and a notice for agenda items, at least three weeks prior to the general meeting of the Directorate;
- ii) Circulate an agenda for the meeting seven days prior to the meeting;
- iii) Prepare the minutes and send a copy to each of the schools;
- iv) Maintain a record of minutes;
- v) Maintain a file of all materials pertinent to the business of the Association and all on-going policy decisions.

The Treasurer shall:

- i) Keep up-to-date accounts of all financial matters and submit a financial report to each meeting of the Directorate;
- ii) Collect (from all schools) the W.C.S.S.A.A. fees;
- iii) Recommend to the final meeting of the Directorate a budget for the next school year;
- iv) Serve as a resource person for convenors organizing multi-school events, championship committee, etc.;
- v) Receive financial reports relating to any W.C.S.S.A.A. sanctioned event.
- vi) Purchase and distribute W.C.S.S.A.A. Awards. (See Appendix 2 - W.C.S.S.A.A. Awards)

The Chair of Scheduling shall:

- i) Be responsible for setting up the WCSSAA schedules;
- ii) Act as a resource to the President;
- iii) In consultation with the Seasonal Committee, approve or deny requests for scheduling changes from the sports convenors and assist those convenors who request assistance;

The Chair of Rules and Regulations shall:

- i) Maintain an up-to-date record of all individual sport playing regulations;
- ii) Receive requests for changes to playing regulations from the convenors and submit those requests to the Directorate for approval;
- iii) Contact all convenors at the end of their season but prior to the next Executive meeting to call for changes in sport rules and regulations from the sport post-season meeting.
- iv) Act as a resource to the President.

The Chair of Publicity shall:

- i) Act as a resource to convenors.
- ii) Communicate with all newspapers, radio and television for scores, standings, information, schedule changes and news releases.
- iii) Be responsible for the operation of Sportsline.

The Chair of the Championship Committee shall:

- i) Act as a resource to convenors.
- ii) Be responsible for the co-ordination of WCSSAA Championships.
- iii) Submit financial statements as championships occur.

The Principals' Rep., P.H.E. Rep. and Vice Principal Rep. shall:

- i) Act as a resource to the President.
- ii) Represent the interests of their respective associations.

→ The Chair of Constitution and Bylaws shall:

- i) Maintain an up-to-date record of the WCSSAA constitution and bylaws
- ii) Receive requests for changes to the constitution and bylaws from executive members and submit those requests to the Directorate for approval;
- iii) Prepare and submit all proposed changes to the Constitution and Bylaws, and distribute all updated and revised Constitutions to all Directors after a special Constitution meeting;
- iv) Act as a resource to the President.

e) Committees

The Executive may form standing and ad hoc committees as the need arises. These committees shall report through the Executive to the Directorate.

Section 3: The Seasonal Committee

The Seasonal Committee of the Executive shall be empowered by the W.C.S.S.A.A. to transact W.C.S.S.A.A. business between meetings of the Directorate and the Executive. The Seasonal Committee is composed of members of the Executive and is responsible to the Executive.

a) Seasonal Committee Members

The Seasonal Committee shall:

- i) Include, most frequently, the President, Past-President and President-Elect;
- ii) Be altered as deemed necessary by the President to include any or the entire Executive;
- iii) Avoid including, in its members, those who may be considered in conflict of interest as determined by the President.

b) Voting

The quorum for the transaction of business shall be three (3). Each member shall have one vote. A simple majority shall carry or defeat a motion.

c) Meetings

Meetings shall be called at the discretion of the President. The format, location and duration of these meetings will be determined by the President and according to the issue at hand. The Seasonal Committee will meet to rule on sport problems, convenor concerns, game protests, transfer eligibility, etc.

d) Appeals of Seasonal Committee Decision

Where the Seasonal Committee is made up of fewer than the “full” Executive, an appeal may be made to the Executive. Rulings made by the Executive are final and not subject to appeal. Seasonal Committee members involved in the original decision are non-voting members in the appeal.

NOTE: All appeals **MUST** be supported and signed by the Principal and must be given in writing to the W.C.S.S.A.A. President. Included in this appeal must be reasons for the appeal, with reference to specific sections in the Constitution, Bylaws or Rules and Regulations of the W.C.S.S.A.A.

Section 4: Chief Executive Officer

The Chief Executive Officer of the W.C.S.S.A.A. shall be the President of the W.C.S.S.A.A. The President shall preside over the meetings of the Board, Executive and the Seasonal Committee.

ARTICLE VI AFFILIATION

a) Constitutional Direction

W.C.S.S.A.A. is a member of O.F.S.A.A. through affiliation with C.W.O.S.S.A. and this Constitution is in agreement with and complements the respective constitutions of O.F.S.A.A. and C.W.O.S.S.A., which shall be used when no clear constitutional direction can be found in the W.C.S.S.A.A. Constitution.

b) C.W.O.S.S.A. Representation

Two (2) male and two (2) female C.W.O.S.S.A. Directors elected by the Physical Education Subject Association (two from District 6 and two from District 11) as per C.W.O.S.S.A. must be elected for two years. These will be confirmed (by vote if necessary) at the final meeting of the Directorate of the school year. The newly elected Directors will assume their duties July 1st for the following two years. Two representatives should be elected on the odd number years, two on the even number years.

Appendix C1: Rotation of Voting Members of the Board

School	Sept. 2010 – June 2012	Sept. 2011 – June 2013	Sept. 2012 – June 2014	Sept. 2013 – June 2015	Sept. 2014 – June 2016	Sept. 2015 – June 2017	Sept. 2009 – June 2011
1. G. C. I.	P	PE	VP	P	PE	VP	P
2. W. C. I.	PE	VP	P	PE	VP	P	PE
3. C. H. C. I.	PE	P	VP	PE	P	VP	PE
4. K. C. I.	VP	PE	P	VP	PE	P	VP
5. G. P. S. S.	PE	VP	P	PE	VP	P	PE
6. E. C. I.	P	PE	VP	P	PE	VP	P
7. S. S. S.	VP	P	PE	VP	P	PE	VP
8. B. C. I.	VP	PE	P	VP	PE	P	VP
9. W. O. D. S. S.	PE	P	VP	PE	P	VP	PE
10. G. R. C. I.	P	VP	PE	P	VP	PE	P
11. F. H. C. I.	VP	P	PE	VP	P	PE	VP
12. E. D. S. S.	P	PE	VP	P	PE	VP	P
13. P. H. S.	VP	P	PE	VP	P	PE	VP
14. J. H. S. S.	PE	VP	P	PE	VP	P	PE
15. S. J. A. M.	PE	VP	P	PE	VP	PE	P
16. H. H. S. S.	-----	-----	-----	VP	PE	P	VP

LEGEND: **P** – *Principal* **VP**- *Vice Principal* **PE** – *Physical Education Head*

Appendix C2: W.C.S.S.A.A. Awards

	<u>Finalist</u>	<u>Champs</u>	<u>Explanation</u>
Basketball	60	60	4 Teams at 15
Football	70	70	2 Teams at 35
Volleyball	60	60	4 Teams at 15
Soccer	60	60	3 Teams at 20
Hockey	40	40	2 Teams at 20
Field Hockey	20	20	1 Team at 20
Wrestling	15	15	1 Team at 15
Badminton	16	16	8 Junior - 8 Senior (6 doubles, 2 singles)
Tennis	16	16	8 Junior – 8 Senior (6 doubles, 2 singles)
Gymnastics	20	20	1 Team at 20
Cross Country Running	30	30	6 Teams of 5 (Midget, Junior, Senior Boys) (Midget, Junior, Senior Girls)
		6	Individual – 1 girl, 1 boy per division
Cross Country Skiing	8	8	4 Teams of 4 (Boys, Girls)
Track and Field		6	1 Girl, 1 Boy per Division
Swimming	5	5	1 Girl, 1 Boy per Division
Curling	8	8	1 Girls and 1 Boys Team
Rugby	75	75	3 Teams of 25
	—	—	
	503	509	