

Constitution Of The Central Western Ontario Secondary Schools' Association

Revised – June 2017 – Replaces all earlier Editions

Each recipient of this information is a custodian of CWOSSA information.

This information should be:

- (i) Used to provide information to all participating members.
- (ii) Used to direct the day to day operations of all participating schools.
- (iii) Used to set standards of play for coaches and students.

CONTENTS

ARTICLE I	NAME	3
ARTICE II	GENERAL PRINCIPLES	3
ARTICLE III	MEMBERSHIP	4
	Section 1 – Members.....	4
	Section 2– Application	4
	Section 3 – New Members/District.....	4
	Section 4 – Participation	4
	Section 5 – Residential Schools	4
	Section 6 –Districts	4
	Section 7 – Conditions for Membership.....	4
	Section 8 – Liability for Non–compliance	5
ARTICLE IV	OFFICERS, GOVERNMENT, REPRESENTATION	5
	Section 1 – Membership	5
	District Directors	5
	Special Directors	5
	The Executive.....	5
	Section 2 – Board of Reference Sanctions.....	8
	1. Structure	8
	2. Duties	8
	3. Procedures.....	8
	4. Appeals	9
	Section 3 – Convenors	9
	1. Naming of Convenors	9
	2. Application for Convenorship	9
	3. Duties of Convenors.....	9
	4. Revenue from CWOSSA Activities.....	10
	5. OFSAA Hosting Entries.....	10

ARTICLE V	FINANCES	
	Section 1– Membership Fees	11
	Section 2 – Additional Fees	11
	Section 3 – Travelling Expenses	11
	Section 4 – Operating Expenses	11
	Section 5 – Financial Year.....	11
ARTICLE VI	MEETINGS	12
	Section 1 – Board of Directors.....	12
	Section 2 – Annual Meeting.....	12
	Section 3 – School Representation	12
	Section 4 – Committee Meetings.....	12
	Section 5 – Coaches’ Meetings	12
	Section 6 – Quorums.....	12
ARTICLE VII	GENERAL	13
	Section 1 – Amendments	13
	1. Constitution	13
	2. Notices of Motion to Amend	13
	3. Proposed Amendments.....	13
	4. Approved Amendments.....	13
	Section 2 – Bylaws and Regulations	13
	Section 3 – Affiliation	13
Appendix A	District Composition	14

Constitution Of The Central Western Ontario Secondary Schools' Association

ARTICLE I – NAME

This association shall be known as the CENTRAL WESTERN ONTARIO SECONDARY SCHOOLS' ASSOCIATION (CWOSSA) and shall be hereinafter be referred to as the Association.

ARTICE II – GENERAL PRINCIPLES

This Association is committed to the valuable role that inter–school sport plays in the education of student athletes and to the positive contributions it makes to the entire school climate.

This Association shall make available to its members annually a comprehensive balanced program of Inter–school Championships.

This Association shall operate under the constitution and playing regulations and by–laws of OFSAA unless otherwise outlined in this document or approved by the Board of Directors

This Association will strongly oppose any tendency to place undue emphasis on any one activity or to accord special prestige or consideration to any school or group of schools.

This Association shall always, where a conflict of interest arises, base any settlement upon the principle of the most good to the most schools.

This Association does not place any member school under obligation to participate in any association activity.

This Association does not guarantee any member school automatic participation in any Association activity. Participation shall be a privilege, not a right.

This Association believes in fairness of competition and will always support the right of fair access to equitable competition for all schools in all Districts.

ARTICLE III – MEMBERSHIP

Section 1 – Members

Members of the Association shall be those schools named in the current official list published by the Association.

Section 2– Application

Schools may apply for membership by written application to the Executive Director of the Association. Where a member school of another Association makes application, acceptance shall be contingent upon agreement between that Association and CWOSSA.

Section 3 – New Members/District

- (i) Acceptance of a new member school shall require the approval of the new School's application by the Board of Directors.
- (ii) Acceptance of a new District shall require the approval of the new District's application by the CWOSSA Board of Directors

Section 4 – Participation

The term “Secondary School” for the purpose of this constitution shall be taken to include all schools engaged in teaching at the secondary school level. (Grades 9 to 12 inclusive) in any Association activity. Participation shall be considered a privilege, not a right.

Section 5 – Residential Schools

In the event that a residential school applies for membership, they may be accepted on a year-to-year basis. Such schools must apply to the Executive Director before each annual meeting for readmission the following year. The Board will either accept such school or refer the matter to the Annual Meeting and seriously consider any recommendation it (Annual Meeting) may decide upon.

Section 6 –Districts

- (i) Member schools will be assigned to districts subject.
- (ii) Districts and their composition shall be those in the current official list published by the Association. Appendix A
- (iii) The Board of Directors shall from time to time, revise Districts and their memberships, applying the general principles of Article II, to meet changing conditions.

Section 7 – Conditions for Membership

The conditions for school membership in the Association are:

- (i) Agreement to comply with all pertinent decisions of the Board of Directors, as promulgated in the Constitution, bylaws, and regulations or conveyed to member schools by other official means of communication.
- (ii) Payment of pertinent fees by the dates specified.

- (iii) Payment of fees admits willingness to comply with all such decisions of the Board.

Section 8 – Liability for Non-compliance

Neglect or refusal by the principal or the designated authority of a member school to so comply constitutes a breach of the membership agreement. This renders the school liable to cancellation of its membership in the Association and joint liability with the responsible parties for any financial loss to CWOSSA resulting from the incident.

ARTICLE IV – OFFICERS, GOVERNMENT, REPRESENTATION

Section 1 – Membership

The membership shall consist of:

1. District Directors

Each District shall be entitled to a Boys' and a Girls' Director who shall normally be chosen for a two year term by the member schools of that District from among the active staff. Each District shall notify the Executive Director as soon as a new Director is chosen for the District.

CWOSSA Directors shall be responsible for:

- (i) Attending three Board of Directors meetings and one Annual General Meeting.
- (ii) Following-up with local Association schools regarding registration and fees.
- (iii) Following-up with local Association Boards regarding insurance fees.
- (iv) Recruiting convenors to host events before the spring AGM.
- (v) Reporting of meeting minutes to local Associations.
- (vi) Making amendments to the Constitution, By-laws and rules of play for all CWOSAA sports as outlined in Article VII – General – Amendments Section 1 and Section 2.
- (vii) Approving of the annual Championship Calendar and maintenance of the three-year calendar.
- (viii) Distributing CWOSAA manuals to all schools in local Association.
- (ix) Submitting OFSAA bids that come from their local Association for approval by Board of Directors.
- (x) Providing a District convenor list to the Executive Director.

2. Special Directors

The Board may, at its discretion, appoint Special Directors it deems to be in the best interests of the Association. Such appointments shall normally be for a period of two years.

3. The Executive

The Executive shall be empowered by the Directors to transact CWOSSA business between meetings of the Directors and is responsible to the Directors. 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 CWOSSA 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 CWOSSA shall be known as the Executive and shall consist of the following members:

- President
- Vice-president
- Principals' Representative
- Past-President
- Secretary
- Treasurer
- OFSAA Boys Representative
- OFSAA Girls Representative
- Executive Director
- Member(s) at Large

- (i) All members of the Executive shall be appointed or elected by the Directors. Except for the Executive Director and OFSAA Representatives, all Executive positions are for a two year term. All Executive elections and/or appointments shall take place at the Annual General Meeting.
- (ii) Nominations for Vice-president, Principal's Representative and OFSAA Representatives shall occur by the June Executive meeting.
- (iii) The Vice President is elected for a two-year term in the even calendar years.
- (iv) The Principal's Representative is elected for a two-year term in the odd calendar years.
- (v) The OFSAA Boys' and Girls' Representatives shall serve a four year term. The Boys' representative is to be elected at the midpoint of the girl's term and the Girls' representative at the midpoint of the boy's term
- (vi) The President-Elect and Past-president shall be appointed for a two year term in the even calendar years.
- (vii) The Secretary, Treasurer and Member at Large shall be appointed for a two year term in the odd calendar years. These appointments are the responsibility of the President and Executive Director.
- (viii) The Executive Director shall be an appointee of the Board of Directors. The term of office shall be three years. The Executive Director may hold office for two consecutive terms (6 consecutive years). The Executive Director may be appointed for a third term but not a third consecutive term.

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 at least one week prior to each Directors 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 and Directors.
- ii) Act as Chair at the meetings.
- iii) Act as spokesperson for CWOSSA.
- iv) Have the authority to inquire into any matter pertaining to the affairs of CWOSSA.
- v) Be an ex-officio member of any committees authorized by CWOSSA.
- vi) Have the authority to carry on the affairs of the CWOSSA between meetings of the Directors and/or the Executive.
- vii) Assume the responsibility for protests, eligibility, etc., and ensure that communication of all decisions occurs to all parties, as is necessary.

The Vice-President shall:

- i) Assume the duties of the President when necessary.
- ii) Sit on the Transfer committee.
- iii) Assist with securing championship conveners

The Past-President shall:

- i) Act as a resource and take on special duties as assigned by the President.
- ii) Sit on the Transfer committee
- iii) Assume the responsibility of maintaining the Constitution.

The Secretary shall:

- i) Prepare the minutes and send a copy to each Director and Executive member.
- ii) Maintain a record of minutes.
- iii) 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 Directors
- ii) Work with the Executive Director to ensure Collection (from all schools) of the CWOSSA fees.

The Principal's Representative shall:

- i) Act as a resource to the President.
- ii) Sit on the Transfer committee and any Board of Reference.

The OFSAA Girl's and Boys' Representatives shall:

- i) Represent CWOSSA at OFSAA meetings.
- ii) Sit on the Transfer Committee.
- iii) Provide reports for the Executive and Directors at meetings.
- iv) Act as a resource to the President and Executive Director.

- v) Communicate changes in OFSAA policies and playing regulations to CWOSSA Athletic Directors

The Member(s) at Large shall:

- i) Act as a resource to the Executive and Conveners.
- ii) Sit on any Board of Reference

The Executive Director shall:

- i) Execute the policies of the Board and the wishes of the President as they pertain to the general principles of the Association.
- ii) Submit to the proper authorities or committees, matters requiring special consideration.
- iii) Be authorized to act on behalf of the Board of Directors, but any such actions shall be subject to review at the next meeting of the Board upon request by any member(s).
- iv) Be responsible to name a treasurer.
- v) Be responsible in conjunction with the President to name a Secretary.
- vi) Chair the Transfer Committee.
- vii) Communicate to the CWOSSA Athletic Directors changes in playing regulations, policies and/or the bylaws of the Association
- viii) Be responsible to maintain the CWOSSA website.
- xi) Ensure that a verified statement of finances be prepared for the annual meeting.
- x) Promptly ensure any person affected by an item passed by the Directors and/or Executive is informed.

Section 2 – Board of Reference Sanctions

1. Structure

- a) The Board of Reference shall consist of the Executive Director and not fewer than two (2) other members, who are members of the Executive or Board of Directors and selected by the Executive Director and approved by the President.
- b) The President is required to keep in mind the schools and districts involved in the issue in the interest of obtaining impartial representation.

2. Duties

The Board of Reference shall be empowered to investigate and adjudicate the level of sanctions to be imposed for violations of the Association's articles, bylaws and playing regulations.

3. Procedures

- a) A Board of Reference shall be convened upon the request of the President or Executive Director.
- b) The Board of Reference shall:
 - i) Receive and adjudicate reports from any source regarding matters that might discredit the aims, objectives, and values espoused by the Association.

- ii) Receive and adjudicate reports from any source regarding violations of the Association's Articles, By-Laws, Playing Regulations or Policies. The reporting of the alleged violation must be received in writing by the Executive Director within thirty (30) school days of the alleged violation. All parties with a legitimate interest in the matter will be notified within three (3) working days by the Executive Director.
- iii) Penalties imposed by the Board of Reference Sanctions may include, but are not limited to: stripping of awards, removal of records and standings, suspension from future CWOSSA competition, a period of probation, notification to appropriate sport governing bodies, and may require a written letter of apology and appropriate restitution.

4. Appeals

- a) Appeals to decisions reached by the Board of Reference Sanctions may be made to the CWOSSA Executive through the President within fourteen (14) school days.
- b) The appeal shall be adjudicated by at least three members of the Executive chosen by the President and thereafter called the Appeal Board.
- c) If the President determines that the appeal is within the jurisdiction of the Executive, he/she shall inform all parties of the date of the hearing, and request any necessary documentation and/or other information that may be deemed necessary. Parties to the matter shall be given as much notice as possible prior to the date of the hearing.
- d) A non-refundable sum of \$50.00 must be received prior to the convening of an Appeal Board.

Section 3 – Convenors

1. Naming of Convenors

The Board of directors shall name convenors for a two-year term. Convenors may be granted additional terms if there are no applicants for the position identified by the April meeting. A request for a convenorship shall be made at the Spring Board of Directors meeting (April). In order to provide a more equitable access to convenorships, the Board of Directors may approve a suitable application to come into effect after the existing convenors second year. An effort will be made to maintain a three-year convenor calendar to allow for convenor rotation.

2. Application for Convenorship

Anyone interested in convening a CWOSSA event should apply to their District Director, stating their reasons and outlining their specific qualifications to convene that particular event. The Director concerned will present this application for consideration to the Board at the April meeting of the Board of Directors.

3. Duties of Convenors

- (i) Plan the activity at the Association level, including playdowns or tournaments required to determine a CWOSSA champion.
- (ii) Suggest to the Board any rule or organizational changes to improve the activity.
- (iii) Name such assistants required to adhere to the general principles of the organization.

- (iv) Make all necessary arrangements for the proper conduct of the activity. The convenor shall not incur any new financial obligations to the Association or depart from accepted procedure without first obtaining the approval of the Executive Director.
- (v) Submit to the Executive Director the following:
 - (a) The proposal form as soon as plans are complete
 - (b) The report form as soon as possible after conclusion of the event
 - (c) The financial report as soon as possible after the event
- (vi) Adhere to the regulations of the Board and to the guidelines in the playing regulations.

- (vii) Convenors should consult with the previous convenor. When a convenor completes her/his term it is expected that any electronic documents will be forwarded to her/his successor

4. Revenue from CWOSSA Activities

Revenue generated by CWOSSA sports events will follow these requirements:

- a) Revenue from Entry Fees collected will be used to pay for the following tournament costs: officials, facilities, custodial, correspondence materials, timer/scorer refreshments. Conveners will need to “break even” on entry fees collected. Conveners *must provide copies of all receipts* to CWOSSA with Post Event Financial Statement submission. (Clarification statement: CWOSSA expects all schools participating in a CWOSSA activity to pay the entry fee, including the host school)
- b) Revenue from Tuck Shop (i.e. t-shirt sales, refreshments, student “buyouts” to attend games) will belong 100% to the hosting school/district.
- c) Revenue from Paid Admission will be divided as follows: 50% to CWOSSA and 50% to the district association/hosting school. Conveners must provide a “gate count” to CWOSSA with Post Event Financial Statement submission.

5. OFSAA Hosting Entries

CWOSSA supports and encourages member schools to convene OFSAA events. The CWOSSA Board of Directors must approve the method for the addition of an extra entry to the OFSAA competition. OFSAA conveners submit, in writing, their recommendation for how the second qualifier will be determined. This should be done in advance of any mailing re: OFSAA and is subject to approval.

ARTICLE V – FINANCES

Section 1 – Membership Fees

The membership fee structure is based upon school enrolment figures. Enrolment is set by the school's yearly submission to the Ministry of Education on October 31th the previous year. A flat rate fee is charged based upon the following formula:

Enrollment (number of students)	Fee (dollars)
Under 300	\$115.00
300 – 599	\$230.00
600 – 899	\$285.00
900 – 1199	\$350.00
1200 – 1499	\$450.00
1500 and over	\$575.00

The above fee, once paid, permits a school to enter all events listed in the Calendar of Events. For planning purposes each school must complete an activity entry form on a yearly basis.

Section 2 – Additional Fees

Subject to the approval of the Board of Directors, an additional fee may be charged for participation in tournaments, championship events and any other CWOSSA sponsored event in which that convenor may deem an additional fee necessary to cover the expenses to ensure a successful activity. Such fees shall not be refundable if notification that the school is not going to participate is not received at least one full week before the date of the event.

Section 3 – Travelling Expenses

Authorized travelling expenses of members of the Board of Directors, Convenors, the Board of Reference, or any other Committees appointed by the Board, incurred while such members are on business of the Association, shall be paid by the Association.

Section 4 – Operating Expenses

The expenses of the Executive Director and any other expenses for proper operation of the Association as may be designated by the Executive shall be paid by the Association (subject to the approval of the Board of Directors).

Section 5 – Financial Year

The financial year for CWOSSA will run from June 1 to May 31 inclusive.

ARTICLE VI – MEETINGS

Section 1 – Board of Directors

The Board of Directors shall meet in Fall (October), Winter (April) and Spring (June). Dates will be published in the annual CWOSSA calendar. Additional meetings of the Board of Directors shall be by decision of the Board or at the call of the Executive.

Section 2 – Annual Meeting

The Annual Meeting of the Association shall be held in June. The date will be published in the annual CWOSSA calendar and an agenda circulated at least ten school days before the meeting date.

Section 3 – School Representation

Each member school of the Association shall be entitled to two representatives at any meeting of the Association with only one representative having the power to vote. This would include the Annual General Meeting and all coaches meetings.

Section 4 – Committee Meetings

Meetings of the Board of Reference or any other committee shall be at the call of the President or the Executive Director.

Section 5 – Coaches' Meetings

There shall be coaches meeting as needed throughout the year, at the request of the Executive Director, the Executive and/or the coaching body.

Section 6 – Quorums

A quorum at any Annual General Meeting of the Association shall consist of at least ten of the voting representatives. A quorum at any meeting of the Board of Directors, Board of Reference or any Committee shall consist of the members present, providing notice of such a meeting was sent out at least ten days before the meeting. Otherwise a quorum shall consist of the majority of the members entitled to vote at the meeting concerned. Each member school of the Association shall be entitled to two representatives at any meeting of the Association with only one representative having the power to vote.

ARTICLE VII – GENERAL

Section 1 – Amendments

1. Constitution

The constitution may be amended at any regular meeting of the Board of Directors by a vote of two-thirds of the delegates present and empowered to vote, providing a quorum is present (Article VI, Sect. 6).

2. Notices of Motion to Amend

Notices of motion to amend the constitution, bylaws or playing regulations at the annual meeting must be in the hands of the Executive Director at least one month prior to the meeting concerned.

3. Proposed Amendments

The Executive Director shall forward copies of any important proposed amendments to all members of the Association at least two weeks prior to the meeting concerned.

4. Approved Amendments

Approved amendments shall be effective as of September 1 following their adoption.

Section 2 – Bylaws and Regulations

The Board of Directors may from time to time make such Bylaws and Regulations consistent with this constitution, as it deems necessary for the conducting of the business of the Association.

Section 3 – Affiliation

- (i) The Association is a member of OFSAA and its constitution and bylaws are in agreement with and complement the respective constitution and by-laws of OFSAA which shall be used when no clear constitutional or by-law direction can be found in the CWOSSA constitution and by-laws.
- (ii) The Association shall support special rules in effect in any District providing that such rules do not weaken the position which CWOSSA takes on the point or points in question.

Appendix A

District Composition

District 1

Bruce Peninsula DSS	Lion's Head
Kincardine DSS	Kincardine
Peninsula Shores DS	Warton
Sacred Heart HS	Walkerton
St. Mary's HS	Owen Sound
Saugeen DSS	Port Elgin
Walkerton DSS	Walkerton

District 7

Georgian Bay SS	Meaford
Grey Highlands SS	Flesherton
John Diefenbaker SS	Hanover
Owen Sound DSS	Owen Sound

District 4

Centre Dufferin DHS	Shelbourne
College Heights SS	Guelph
Erin DHS	Erin
Norwell DSS	Palmerston
Wellington Heights SS	Mount Forest
Westside SS	Orangeville
Emmanuel Christian HS	Fergus

District 10

Bishop MacDonell CHS	Guelph
Centennial CVI	Guelph
Centre Wellington DHS	Fergus
Guelph CI	Guelph
John F. Ross	Guelph
Orangeville DHS	Orangeville
Our Lady of Lourdes CHS	Guelph
St. James HS	Guelph

District 5

Assumption CS	Brantford
Brantford CI	Brantford
North Park CI	Brantford
Paris DHS	Paris
Pauline Johnson CI	Brantford
St. John's College	Brantford
W. Ross MacDonald SS	Brantford

District 6

Cameron Heights CI	Kitchener
Elmira DSS	Elmira
Galt CI	Cambridge
Glenview Park SS	Cambridge
Grand River CI	Kitchener
Kitchener-Waterloo C&VS	Kitchener
Sir John A Macdonald SS	Waterloo
Waterloo CI	Waterloo

District 11

Bluevale CI	Waterloo
Eastwood CI	Kitchener
Forest Heights CI	Kitchener
Huron Heights SS	Kitchener
Jacob Hespeler SS	Cambridge
Preston HS	Cambridge
Southwood SS	Cambridge
Waterloo Oxford DSS	Baden

District 8

Discipleship Christian SS	Breslau
ES Pere Rene de Galinee	Cambridge
Monsignor Doyle CSS	Cambridge
Resurrection CSS	Kitchener
Rockway Mennonite	Kitchener
St. David's CSS	Waterloo
St. Benedict CSS	Cambridge
St. Mary's HS	Kitchener
Woodland Christian	Breslau

District 9

Delhi DSS	Delhi
Holy Trinity SS	Simcoe
Simcoe Composite SS	Simcoe
Valley Heights SS	Langton
Waterford DHS	Waterford