

# **CONSTITUTION – ARTICLES**

## **ARTICLE 1 - Name**

This organization shall be known as the Ontario Federation of School Athletic Associations, hereinafter referred to as the Federation.

## **ARTICLE 2 – Aims and Objectives**

To provide leadership on behalf of its member Associations in support of the educational value of school sport;

To conduct Ontario-level high school sport Championships which provide incentives for students at the local level to participate in interschool sport, and which create an awareness of the educational benefits of participation;

To promote fair play and equal opportunities for success in all high school competitions across the province; (See the OFSAA Gender Equity Policy attached as By-Laws - Appendix VIII.)

To provide services for participants, teachers, coaches, schools, District School Boards and Associations to conduct and enhance school sport;

To encourage the recognition of the integral role of school sport in any sport and fitness delivery system.

## **ARTICLE 3 - Membership**

### **Section 1 - General**

- (a) The Federation shall consist of groups of schools, hereinafter referred to as Associations, which meet the requirements stated in this Constitution. These Associations are to be comprised of elementary and/or secondary schools approved by the Ministry of Education, Ontario.
- (b) Associations shall be of two classifications:
  - (i) full members shall be Associations of secondary schools which occupy specific areas as defined in the By-Laws from time to time;
  - (ii) associate members shall be Associations of elementary schools as defined in the By-Laws from time to time.

### **Section 2 - Method of Application and Conditions of Membership**

- (a) Schools, already members of a federated Association, wishing to form a new Association and wishing to seek membership in the Federation, must:
  - (i) approximate the current provincial Association averages in terms of number of schools and total school population;
  - (ii) notify their present Association of their intent. If the area remaining does not meet the

- requirements of (i), realignment of the remainder must be satisfactorily resolved before application may proceed;
- (iii) forward a formal application to the Executive Director of the Federation by January 1st indicating that they are willing to abide by the Articles of the Constitution, By-Laws and Standing Rules (Playing Regulations) of the Federation;
  - (iv) final judgment on any application for new Association status shall be rendered by the Executive Council.
- (b) The Executive Director shall present the application to the next meeting of the Executive Council for its consideration and decision.
- (c) The President shall have the power, for cause, as hereinafter defined, to suspend an Association, or a segment thereof, from Federation membership. In such case, the suspended Association, or segment thereof, shall have the right to request a meeting of the Executive Council within ten (10) days to consider its case.
- The Executive Council shall have the power of suspension and expulsion for deliberate violation of any Article, By-Law or Standing Rule (Playing Regulation) of the Federation. Such suspension or expulsion may be appealed to the Board of Reference - Sanctions within thirty (30) days or as specified in the By-Laws from time to time. The decision of the Board of Reference - Sanctions shall be final.
- (d) Associations in good standing at the end of any Federation fiscal year shall remain in good standing upon payment of their membership dues for the next fiscal year unless suspended or expelled for good and sufficient cause.

### **Section 3 - Acceptance of Membership of Associations**

Groups approved for membership are accepted as Associations on payment of the membership dues. Annual dues shall be based upon the total contribution by all component parts of the Association at the rate established for each secondary school student as that may be from time to time. Acceptance of membership in the Federation entails an obligation to abide by the Constitution, By-Laws and Standing Rules (Playing Regulations) of the Federation.

## **ARTICLE 4 - Organizational Structure**

### **Section 1 - Annual Assembly**

The Annual Assembly, hereinafter referred to as the Assembly, shall meet annually in April of each school year. The agenda of the Assembly shall include, but is not limited to:

- recognition of members;
- plenary session;
- professional development;
- council and committee meetings;
- annual general (business) meeting.

**(a) Attendees**

- (i) Executive Council, as outlined in Article 4, Section 3
- (ii) Representatives' Council, as outlined in Article 4, Section 2
- (iii) Presidents' Council, as outlined in Article 4, Section 4
- (iv) Principals' Council, as outlined in Article 4, Section 5
- (v) Past Presidents of the Federation as honorary ex-officio (non-voting) lifetime members
- (vi) Other stakeholders may be included by invitation as observers, i.e. athletic coordinators, athletes, parents, etc.

**(b) Voting**

- (i) A quorum for each of the above-mentioned Councils of the Annual Assembly will be 51% of the total eligible membership.
- (ii) Each member of the existing Councils, or their duly appointed substitute, will have one vote at their respective council meetings.
- (iii) *Motions will be carried or defeated as outlined in each Council voting procedure.*
- (iv) No proxy votes will be allowed.

**(c) Annual General Meeting**

The Annual General Meeting, hereinafter referred to as the AGM, shall be held at the conclusion of the Annual Assembly. The AGM shall have the authority to:

- conduct general business;
  - accept reports;
  - approve audited financial statement;
  - appoint auditors;
  - appoint Officers of the Federation;
  - receive a report of the business of the Executive Council of the past year.
- (i) The agenda will include the following:
    - (a) reports from Council meetings held during the Annual Assembly and during the year;
    - (b) annual report from the Executive Council to include: business conducted during the past year;
    - (c) report from Representatives' Council of: Championship Calendar for coming year; three year calendar; changes to Playing Regulations.
    - (d) report of Executive Director and Assistant Directors;
    - (e) report of business of the Executive Council for the past year;
    - (f) presentation of members of Executive Council for coming year;
    - (g) meeting of the Corporation to include:
      - (i) approval of audited financial statement;
      - (ii) appointment of auditor;
      - (iii) election of Directors;
      - (iv) election of Office holders;
      - (v) appointment of signing officers;
      - (vi) banking resolutions.

**(ii) Voting**

- (a) Voting members shall include all members of the Executive Council, Representatives' Council, Presidents' Council, and Principals' Council.
- (b) Quorum is 51% of the total eligible membership of the above-mentioned groups.
- (c) Simple majority of membership present (as outlined in (ii) (a)) is required. For general motions, with the exception of motions on Articles and By-laws (as specified in Article 8 and By-Law 9) which require two thirds (2/3) majority of the entire voting membership (Executive Council, Representatives' Council, Principals' Council). Be it further noted that no member shall have more than one vote.

**Section 2 - Representatives' Council**

The Representatives' Council shall be empowered by the AGM to transact Federation business, specific to the rules of play, between meetings of the AGM and is responsible to the AGM. Representatives' Council will only make decisions on changes to playing regulations subject to input from the respective Sport Advisory Committee.

The Representatives' Council shall meet at least twice in each school year (November and April). Other meetings may be called by the President or upon request of a majority of Councillors, which request shall be addressed to the Executive Director. Notices shall be sent to all Councillors at least fourteen (14) days prior to any such meeting.

**(a) Membership**

Representatives' Council shall consist of:

- (i) One male and one female representative from each Association with the exception of the TDSSAA, which shall have two male and two female representatives. All Association CBA and CGA representatives shall be currently employed teachers/administrators.
- (ii) Six (6) Regional Principal Representatives who shall have full voting rights.

**(b) Officers**

The Officers of the Representatives' Council shall consist of the Chairpersons and Vice-Chairpersons of the CBA and CGA each of whom shall be members of the College of Teachers. **Officers of the Representatives' Council cannot be a Vice Principal or Principal.**

**(c) Voting**

- (i) A quorum shall be 51% of the total eligible membership.
- (ii) Each member or duly authorized substitute is entitled to one vote.
- (iii) A simple majority vote of the entire membership shall carry or defeat a motion, except as otherwise outlined in the By-Laws.
- (v) No proxy votes shall be accepted.
- (vi) A duly authorized Association CBA or CGA Representative Substitute must be a teacher-coach from the same Association and shall be so noted in writing the Representative of

record.

- (vii) A duly authorized Regional Principal substitute must be a Principal or Vice Principal from the same Region and shall be so noted in writing by the Principal of record.

(d) **Duties**

Representatives' Council shall be responsible for:

- (i) amendments to rules of play for all OFSAA sports as outlined in By-Law 4, Competition, Section 1;
- (ii) approval of the annual Championship Calendar and maintenance of the three-year calendar;
- (iii) direct liaison to each Sport Advisory Committee (either a member of the Representatives' Council or a staff person).
- (iv) determining membership on Sport Advisory Council, in consultation with staff;
- (v) selection of six (6) members to the Executive Council.

(e) **Selection of Representatives to Executive Council**

- (i) Selection of representatives to the Executive Council shall be made at the April meeting.
- (ii) Six (6) members must comprise three (3) men and three (3) women and among them represent six (6) regions (North [NWOSSAA, NEOAA, NOSSA], South [GHAC, ROPSSAA, SOSSA], East [COSSA, EOSSAA, NCSSAA], West [CWOSSA, SWOSSAA, WOSSAA], Central [GBSSA, LOSSA, YRAA], Metro [TDCAA, TDSSAA, CISAA]).
- (iii) Every year, two (2) regions will select their Representatives using the following rotation for selecting the regional representatives to the Executive Council.

2017-2018 school year South and East to select  
2018-2019 school year Metro and Central to select  
2019-2020 school year South and East to select  
2020-2021 school year North and West to select  
and this rotational sequence shall be followed in coming years.

Regions, whose turn it is to select new representatives, will be responsible for determining which region will have the female representative and which region will have the male representative.

- (iv) There shall be no maximum number of years that any member can serve, providing the paired regions are agreeable to maintaining the existing male-female balance.
- (v) In the event that a sitting member is unable to fulfill his or her term, the Region would select another member of the same sex to complete the three (3) year rotational term.
- (vi) Each representative to the Executive Council shall be a member of the College of Teachers.

### **Section 3 - Executive Council**

The Executive Council of OFSAA shall be empowered by the AGM to transact Federation business between meetings of the AGM and is responsible to the AGM. The Executive Council shall meet at least three (3) times in each school year. Other meetings may be called by the President or upon request of a majority of Executive Council, which request shall be addressed to the Executive Director. Notices shall be sent to all Executive Council at least fourteen (14) days prior to any such meeting.

#### **(a) Membership**

The Executive Council shall consist of:

- (i) President, Past President, Vice President;
- (ii) Six (6) representatives as selected by the Representatives' Council;
- (iii) Three (3) members named by the Council of Directors of Education (CODE);
- (iv) Two (2) members at large - teacher-coaches.

#### **(b) Voting**

- (i) A quorum for the transaction of business shall be 51% of the entire membership (8).
- (ii) Each member is entitled to one vote.
- (iii) A simple majority vote of the entire Executive Council shall carry or defeat a motion.
- (iv) No proxy votes shall be accepted.

#### **(c) Duties**

The Executive Council shall be responsible for:

- (i) approval of organizational governance policies;
- (ii) approval of the annual budget;
- (iii) leadership of strategic planning;
- (iv) hiring all staff and managing senior staff;
- (v) communicating with membership and stakeholders;
- (vi) delegating authority to Representatives' Council for approval of sport playing rules and annual calendar;
- (vii) establishing membership and receiving recommendations from ad hoc and standing committees.

### **Section 4 - Presidents' Council**

The Presidents' Council shall include one President from each Association, and shall meet annually as part of the Annual Assembly.

#### **(a) Membership**

Presidents of the established Associations of the Federation are members of the Presidents' Council. Associations are encouraged to attempt to have consistency in representation from year to year.

(b) **Voting**

- (i) A quorum shall be 51% of the total eligible membership.
- (ii) Each association is entitled to one vote with the exception of TDSSAA which shall have two (2).
- (iii) A simple majority vote of the membership present shall carry or defeat a motion.
- (iv) No proxy votes shall be accepted.
- (v) A duly authorized substitute for the President of an Association shall be so designated in writing by a member of the Association's Executive.

(c) **Duties**

Presidents' Council shall meet annually and shall be responsible to:

- (i) report to the AGM providing input on policies and direction of the Federation;
- (ii) participate as voting members of the AGM on all general motions.

**Section 5 - Principals' Council**

The Principals' Council shall include one Principal or Vice Principal from each Association of the Federation and shall meet annually as part of the Annual Assembly. Associations are encouraged to attempt to have consistency in representation from year to year.

(a) **Membership**

Each Association will be represented by a Principal or Vice Principal as designated by the Association, with the exception of TDSSAA which shall appoint two (2) Principals/Vice Principals to this Council

(b) **Voting**

- (i) A quorum shall be 51% of the total eligible membership.
- (ii) Each member or duly authorized substitute is entitled to one vote;
- (iii) A simple majority vote of the membership present shall carry or defeat a motion.
- (iv) No proxy votes shall be accepted.
- (v) A duly authorized substitute for the Principal or Vice Principal of an Association shall also be a Principal or Vice Principal and shall be so designated in writing by the Principal or Vice Principal of record.

(c) **Duties**

Principals' Council shall meet annually and shall be responsible to:

- (i) report to the AGM providing input on policies and direction of the Federation;
- (ii) participate as voting members of the AGM;
- (iii) submit nominations for Vice President to the Nominating Committee.

**(d) Selection of Principals Representatives to Representatives' Council**

- (i) Selection of Representatives to Representatives' Council shall be made at the April meeting
- (ii) Six (6) members must represent the six (6) regions (North [NWOSSAA, NEOAA, NOSSA], South [GHAC, ROPSSAA, SOSSA], East [COSSA, EOSSAA, NCSSAA], West [CWOSSA, SWOSSAA, WOSSAA], Central [GBSSA, LOSSA, YRAA], Metro [TDCAA, TDSSAA, CISSA]).

**Section 6 - Chief Executive Officer**

The Chief Executive Officer of the Federation shall be the President of the Federation. The President shall preside over the meetings of the AGM and Executive Council.

**Section 7 - Liability**

Members of the Councils identified in Section 2-5 as listed in Article 4, for the purposes of this section will be referred to as Councillors.

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

The Executive Council may authorize the Federation to purchase and maintain insurance for the benefit of all Councillors and Officers to provide indemnity against any claims arising out of the performance of their respective duties as Councillors and Officers

**ARTICLE 5 - Officers**

**Section 1**

The Officers of the Federation shall be the members of the Executive Council.

**Section 2**

The Executive Director and Assistant(s) shall be paid officials of the Federation, shall be appointed by the AGM on the recommendation of the Executive Council and shall be ex-officio (non-voting) members of all committees and shall perform such duties as required by the Representatives Council, Executive Council, and the AGM.

**ARTICLE 6 - Standing Committees**

**Section 1**

There shall be the following Standing Committees/Councils:

- (a) the Committee for Boys' Activities as defined in the By-Laws from time to time;



- (b) the Committee for Girls' Activities as defined in the By-Laws from time to time;
- (c) the Finance Committee as defined in the By-Laws from time to time;
- (d) the Future Directions Committee as defined in the By-Laws from time to time;
- (e) the Principals' Council as defined in the By-Laws from time to time;
- (f) the Presidents' Council as defined in the By-Laws from time to time;
- (g) the Sport Advisory Councils as defined in the By-Laws from time to time;
- (h) the Management Committee as defined in the By-laws from time to time.

## Section 2

There shall be Ad Hoc Committees as deemed necessary and approved by the Executive Council, Representatives' Council and/or AGM. Current Ad Hoc Committees shall be listed in an Appendix to the By-Laws.

- (i) The purpose of these committees is to be a reference for the Executive Council, Representatives' Council and/or AGM and they will examine specific issues which may arise from time to time.
- (ii) These committees will meet, when necessary, as a result of direction received from the Executive Council, Representatives' Council and/or AGM.
- (iii) Membership on any of these committees shall recognize the concepts of gender and regional equity. The presence of retired teachers/administrators is encouraged and supported.
- (iv) Each term for a member shall be **three (3)** years and the maximum number of terms a member may serve is three (3), **and can be extended if new members are not forthcoming.**

## ARTICLE 7 - Boards of Reference

### Section 1 - Structure

#### (a) Board of Reference - General

This Board of Reference shall consist of not fewer than three (3) members of the Federation's Executive Council. The Executive Council shall appoint the members to this Board of Reference.

#### (b) Board of Reference - Transfers

This Board of Reference shall consist of not fewer than three (3) members: one shall be a currently employed principal or vice principal; the other two shall be currently employed teachers/administrators. They shall be selected by the Executive Director and approved by the majority of the members of the Executive Council.

#### (b) Board of Reference – Sanctions

This Board of Reference shall consist of not fewer than three (3) members, who are currently employed teachers/administrators, selected by the Executive Director and approved by a majority of the members of the Executive Council.

### Section 2 - Duties

#### (a) Board of Reference - General

This Board of Reference shall be empowered to interpret Articles of the Constitution, By-Laws, and Standing Rules (Playing Regulations) of the Federation and to deal with referrals and references as it shall deem appropriate.

(b) **Board of Reference - Transfers**

This Board of Reference shall be empowered to interpret the Federation's Transfer Policy as defined in the By-Laws from time to time.

(c) **Board of Reference - Sanctions**

This Board of Reference shall be empowered to adjudicate the level of sanctions to be imposed for violations of Federation Articles, By-Laws and Standing Rules (Playing Regulations).

**ARTICLE 8 - Amendments**

**Section 1**

The Articles may be amended at the Annual Assembly in April, by a two thirds (2/3) majority of the entire membership of the Executive Council, Representatives' Council, Presidents' Council, Principals' Council present at the beginning of the Annual Assembly, and no member shall have more than one vote.

**Section 2**

Proposed amendments must be in the hands of the Executive Director at least forty-five (45) days prior to an Annual Assembly for circulation to all Executive Councillors, Representatives' Councillors and Principals' Councillors 30 days prior to the respective meeting.

Motions to amend the Articles shall be moved and seconded by either a teacher, school administrator, or a member of the OFSAA Executive Council.

All motions to be presented to a meeting of the Representatives' Council or the AGM be submitted to the OFSAA office no later than 45 days prior to the said meeting in order that the Executive Director can meet the deadline to circulate them to the various councils 30 days prior to the respective meeting.

**Section 3**

Amendments must be voted upon as submitted, except for changes in wording for clarification purposes.

**Section 4**

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