

CONSTITUTION OF THE WCHSAA

Amended September, 2022

GUIDING PRINCIPLES

Recognizing the need for a co-operative agency to plan, supervise and administer the inter-school activities of this district, it is recommended that the following principles be used as a guide to the association established for this purpose:

1. The aims and objectives of this association shall be in complete harmony with the constitution and by-laws as set forth by the SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION and with the goals of education as set forth by the DEPARTMENT OF LEARNING.
2. Participation in the activities of this association should be encouraged because they are an integral part of the total education process.
3. All students should have the opportunity to realize the physical, social and emotional values that can be derived from inter-school competition.
4. The WEST CENTRAL HIGH SCHOOLS ATHLETIC ASSOCIATION is opposed to the use of alcohol and drugs by players, coaches, supervisors, officials and others connected with athletic competition. The WCHSAA asks members of its association to help in restricting their use. Any abuse of this principle should be reported to the executive so that action may be taken.

Good sportsmanship and complete participation cannot be legislated but must, through education, become the ultimate goals of the WCHSAA.

ARTICLE I – NAME

The name of this association shall be the WEST CENTRAL HIGH SCHOOLS ATHLETIC ASSOCIATION (WCHSAA) and it shall be a district council of the SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION (SHSAA)

ARTICLE II – ORGANIZATION

a) District - The WCHSAA boundaries shall be as determined by the bylaws of the Association. The District shall be comprised of all schools that fall within the boundaries of the current Sun West School Division regardless if said schools belong to the Sun West School Division.

Schools that belong to the West Central High School Athletic Association are the following:

Beechy School, Biggar Central School 2000, Davidson High School, Dinsmore Composite School, Eaton School, Elrose Composite School, Eston Composite School, Elizabeth School (Kindersley), Harris-Tessier School, Kenaston School, Kindersley Composite School, Kyle Composite School, Landis School, Loreburn Central School, Lucky Lake School, Lutheran Collegiate Bible Institute, Outlook High School, North West Central School, Rosetown Central High School, St. Gabriel Junior High, Westcliffe Composite School.

ARTICLE III - OBJECTIVES

a) To encourage participation of both junior and senior high school students in activities through inter-scholastic and inter-divisional play and to provide representative teams and individual athletes from this district to further participation in provincial competitions.

b) To plan, supervise and administer the inter-scholastic activities of the Members of the association.

- c) To place more emphasis on the skills learned and the appreciation developed through competition.
- d) To provide training and upgrading of coaches and officials through clinics.
- e) To ensure that neither the funds nor the property of the association be used for the personal profit of any individual or group of individuals.
- f) To ensure the association be organized and maintained in a democratic manner as outlined in this constitution and subsequent amendments.
- g) To encourage athletes and coaches at the junior level to stress a broad base of participation and the development of good sportsmanship.
- h) The association also encourages the following goals:

- to develop a level of fitness relative to the sport the student is involved in.
- to develop team sport skills.
- to develop individual sport skills.
- to develop interpersonal skills.
- to promote fun and enjoyment through participation in the pursuit of excellence.
- to recognize that athletics is an important part of the school life of students
- to develop an understanding in the community that coaching is a voluntary activity and that coaches give large amounts of their time.
- to develop positive attitudes and commitment.
- to develop, maintain and improve the quality of coaching.
- to develop, maintain and improve the quality of officiating.

ARTICLE IV – MEETINGS

Section 1: Membership and Representation

- a) Membership in this association shall be open to all Boards of Education and Conseil Scolaire with students enrolled in grades 7 to 12 within the district boundaries; any independent school registered with Saskatchewan Learning and which is a body corporate or association and which operates a junior or high school; and any Indian Band which operates a junior or high school or on whose lands a high school is operated within the province of Saskatchewan.
- b) Each school shall have one designate (appointed by the Principal) who is responsible for all matters pertaining to interschool athletics. Each Member (school) shall provide the district president with notification of its school designate at the beginning of each school year.
- c) Every school representative is entitled to a voice and a vote at any of the regular meetings and to attendance and a voice but not a vote at an executive meeting. Representative shall be defined as a director of education or designate, trustee, principal or teacher associated with any school within the WCHSAA boundaries. Other people may become representatives by motion at any regular meeting or executive meeting.

Section 2: Meetings

- a) An annual general meeting of the District shall be held each school year before September 15.
- b) Written notice shall be given to each of member schools at least two weeks in advance.
- c) Special meetings of the association or executive may be held at such time as the executive or President may determine providing at least two weeks written notice has been given.

d) At the annual meeting each Member shall be allowed a vote for each agenda item.

e) Any two members or greater than half of the executive members may request a special meeting of the district association

f) All voting delegates attending the SHSAA AGM will be identified at the WCHSAA AGM. Observers to be finalized by the Spring Executive Meeting.

Section 3: Rules of Order

a) The rules of order for the conduct of all WCHSAA meetings will in general follow the Roberts Rules of Order, and will be as summarized below:

All votes are calculated based on present voting members. With the right to vote goes the right to abstain from the voting. The chair will not call for abstentions, nor do the voters have a right to announce that they abstained. Abstentions have no effect on the calculation of votes.

A majority is more than half of the votes cast. Note also that a majority is not necessarily one more than fifty (50) percent. In the case of a two-thirds majority vote there must be at least sixty six (66) percent of present voting members in the affirmative for adoption.

b) Voting by members shall be by secret ballot in the case of election of officers, and by show of hands in all other cases, except where a secret ballot is requested by at least three (3) members.

ARTICLE V - EXECUTIVE OFFICERS

Section 1: Executive Members

The executive of the WCHSAA shall consist of the following:

i) President

- ii) Vice President/Past President (depending on the year)
- iii) 4 Section Representatives
- iv) Officials' commissioner
- v) Treasurer
- vi) Trustee
- vii) LEADS representative
- viii) Communications officer

Section 2: Executive Member Terms

- a) The President shall be elected at the annual meeting and serve a two-year term. Past-President and Vice-President shall serve one (1) year terms.
- b) The Past President shall be in place during the President's first year term and the Vice-President shall be in place during the President's second year term.
- c) A Secretary/Treasurer shall be appointed by the President and approved by the executive.
- d) All other executive members shall be appointed or elected at the annual meeting and serve a one-year term.

Section 3: Eligibility for Executive

- a) Any teacher, trustee or school designate within the district boundaries may be any executive officer.
- b) Elections shall take place annually at the Fall annual general meeting. Should a vacancy occur during the year the executive officers shall elect another school designate to complete the term.

Section 4: Executive Powers

- a) The executive is empowered to request the resignation of any elected or appointed officer who misses two (2) consecutive meetings in a year, or who is negligent in the performance of the officer's duties.
- b) The executive is empowered to rule on such cases that are not covered by the constitution or by-laws. These decisions are not to be considered as precedents, and each must be reported to the next regular meeting, together with an explanation and a recommendation for possible legislative action.
- c) The executive is empowered to strike such committees, as they shall see fit, who may, but need not be, members of the executive. The duties of such committees shall be those designated by the executive.

Section 5: Executive Meetings

- a) The executive may meet, adjourn and otherwise regulate their meetings as they may determine. Questions arising at a meeting shall be decided by a majority of votes, but in the case of a tie the president shall decide the question.
- b) A quorum of the executive shall be a majority of the elected executive.
- c) The executive shall have at least two meetings a year with one in the fall and one in the spring.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: President

- a) Shall preside at all meetings and shall act as chief executive officer of the district.
- b) Shall be an ex-officio member of all committees.
- c) Shall call all regular meetings and have the power to call special meetings as necessary.
- d) Shall sign all cheques and documents binding on the association.
- e) Shall give direction to all district activity play down commissioners in carrying out their duties.
- f) May appoint one person to audit the books prior to the annual meeting.
- g) Shall perform such duties as the executive may determine.
- h) Shall represent the district at the SHSAA President's meeting and Annual meeting.
- i) Shall appoint association designates on a yearly basis to review the constitution and by-laws.
- j) May appoint executive members to recommend and review nominations for district service awards.
- k) Shall act as liaison between the SHSAA and the district.
- l) Shall receive play off schedules and follow up reports from the commissioners.
- m) Shall coordinate team entries with the SHSAA
- n) Shall chair the discipline committee or appoint an executive member to do so.
- o) Ensure that delegates to the SHSAA annual general meeting are appointed and make arrangements for their attendance.
- p) Shall inform district activity play down commissioners of any suspensions of a Member or individual participant.

- q) Shall approve MAP grant forms.
- r) Shall keep all reports of commissioners on file and up to date.
- s) Shall perform any other such duties as are normally expected of the President of such an organization.

Section 2: Vice-President/ Past-President/Awards Coordinator

- a) During the absence of the President or his\her inability to perform such duties, the Vice-President shall carry out all duties of the President.
- b) Shall perform such duties as the executive may determine.
- c) Shall give advice and assistance to the executive when called upon to do so.
- d) Shall perform such duties as the executive may determine
- e) Shall sit on the awards committee set up at the fall executive meeting
- f) Shall coordinate and keep accurate records or the recognition award program and service award program.

Section 3: Treasurer

- a) Shall collect/coordinate all fees with the SHSAA office and/or from the members.
- b) Shall co-sign all cheques.
- c) Shall deposit all funds in the account of WCHSAA and shall prepare a financial statement for all meetings of the association.
- d) Shall order awards for the district.

- e) Shall prepare a proposed budget for the ensuing year to be presented at the annual meeting.
- f) Shall perform such duties as the executive may determine.
- g) Shall submit Map grant forms

Section 4: Officials' Commissioner Duties

- a) West Central Officials Commissioner shall be elected for a two-year term at alternating spring West Central District Executive Council meeting.
- b) Commissioner may appoint an assistant
- c) Oversee all District level clinics
- d) Assign in conjunction with schools all officials for District and Provincial Playoff games
- e) Approve and pay all District officials expenses
- f) Collect all gate fees from schools and clinic registration fees
- g) Attend the SHSAA Provincial Officials Commissioner meeting

Section 5: Commissioners Duties

- a) Must check with the President/Section Reps/SHSAA Exnet to obtain a list of teams entered in the competition.
- b) Is responsible for the booking of the facility and arranging for any equipment, etc. that may be required.
- c) Should have personal contact, either through phone or letter, with each team.
- d) Schedule and distribute information regarding the schedule to all schools.
- e) Co-ordinate the officials for his playoff. PLEASE CONTACT THE OFFICIALS' COMMISSIONER FOR ASSISTANCE.

- f) Collect the awards for his sport and see that they are distributed at the scheduled event.
- g) Arrange for staffing and supervision of the scheduled event.
- h) Arrange for collection of gate receipts at the event.
- i) Keep and submit an accurate record of expenses.
- j) Publicize results and names of the winners to the media.
- k) **Complete the Commissioner's Report** - immediately following the competition complete the ***on – line activity report on the West Central Web Site AND SUBMIT RESULTS TO THE SHSAA***. Include in your report - activity, commissioner, location, date, names of teams/competitors, complete results, financial report, and comments.

Section 6 – Communications Officer

- a) Shall keep the minutes of all executive, general, and annual meetings.
- b) Shall copy and e-mail such minutes to those members present at the meeting as soon as possible after each meeting.
- c) Shall update website regularly
- d) Shall update District Social-Media regularly (Twitter/Instagram)

ARTICLE VII - DISCIPLINE COMMITTEE

- a) **The executive may appoint any of the following members as a district discipline committee:**
 - i) President (Chairman)
 - ii) Past-President
 - iii) Officials' Commissioner
 - iv) Members at large

- v) Principal
- vi) Trustee
- vii) Director or Superintendent

b) The discipline committee, working with both the WCHSAA and SHSAA constitutions and by-laws shall expeditiously hear all evidence on the incident and shall render a written decision. The discipline committee will consider each case presented and take appropriate action based on the severity of the misconduct. These actions include but are not limited to the following:

- i) dismissal of the complaint
- ii) letter of concern
- iii) letter of reprimand
- iv) period of probation
- v) forfeiture of game
- vi) forfeiture of championship
- vii) maximum period of one year probation or suspension
- viii) issue a fine

c) In any case the Member involved may appeal the decision of the discipline committee by making a formal written or oral presentation to the chair of the discipline committee who shall take the necessary action to consider the appeal properly in light of the presented information. This would mean the striking of an appeal committee which would be made up of a Director, Administrator and Trustee from three different school divisions other than the appealing division. Such appeal also requires a fifty (50) dollar deposit to be presented. If the appeal is upheld then the deposit will be returned. Further:

- i) All parties shall have advance notice of the appeal hearing date.
- ii) Parties shall have the right to have counsel present.
- iii) Parties may make written/oral presentations.
- iv) All evidence is considered by the board.

- v) Appeal board can confirm or reverse the discipline committee's findings, but may not amend the penalty.

ARTICLE VIII – FINANCES

Section 1: Self Sufficiency

- a) The organization must maintain its own solvency at all times.

Section 2: Annual Fees

- a) The Sun West School Division shall pay an annual levy of \$8500.00 and all other schools shall pay **\$2.50** for each student enrolled in grades 6-12.
- b) Each school shall be required to pay an annual West Central fee of **thirty (30) dollars** for the registration of each of said school's **Senior** teams per sport. This is done through the SHSAA.
- c) Schools that do not have a district championship team may submit a request to the WCHSAA for a refund of district fees.
- d) An amount of ten (10) dollars per Jr. and Sr. team sport registered shall be forwarded to the officials' commission.
- e) Each school shall be required to pay an annual West Central fee of **thirty (30) dollars** for the registration of each of said school's **Junior** teams per sport.
- f) Golfers shall pay all green fees for all categories.

Section 3: Financial Details

a) Executive and other individuals shall be paid for expenses in organizing district activities and for carrying out any business sanctioned by the executive. See Bylaws - Article two (2) for rates.

b) The fiscal year for the association shall end June 30.

Section 4: Financial Penalties

a) Any Member of the WCHSAA may be charged a fifty (50) dollar performance bond for a breach of the withdrawal from competition, rules as stated below. This bond or part of this bond may be charged in the event that a team, coach, official of any other individual representing said Member in SHSAA sanctioned competition fails to comply with district regulations concerning withdrawal from a competition without proper notice, which is written notice two weeks prior to the event in question. Any breach of the section will be dealt with by the discipline committee.

In the sports of golf, volleyball, curling, basketball, and badminton any school that does not choose to advance after their initial round of competition will be sanctioned the \$50 performance bond. Schools may always appeal the bond if extenuating circumstances dictate.

b) Junior Eligibility Forms must be sent to the District President one month prior to the District championship. There is a \$25.00 fine for late filing of forms for the sports of volleyball, basketball and curling only.

c) All fines must be paid prior to the next District activity for a school to be eligible to compete.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

a) Amendments to the constitution may be made by any member and require a two thirds majority vote at the district annual meeting.

b) Amendments to the bylaws may be made by any member and require a simple majority vote at the district annual meeting.

i) The West Central Executive may pass temporary amendments to the bylaws. The temporary amendment must be brought to the next West Central Annual Meeting for discussion and vote.

ARTICLE X - ORDER OF BUSINESS

a) The order of business at meetings shall be as follows:

i) call to order

ii) roll call

iii) adoption of agenda

iv) approval of minutes

v) old or unfinished minutes

vi) correspondence

vii) reports

viii) new business

ix) adjournment

ARTICLE XI - BIDS TO HOST

a) Bids by schools to be the WCHSAA host for provincial events must be presented in writing and voted on at the district annual general meeting in the fall for events that will take place in subsequent years.

b) In special circumstances the executive may determine the host.