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## L.K.S.S.A.A. CONSTITUTION

### ARTICLE I : NAME

1. This association shall be known as the Lambton Kent Secondary Schools' Athletic Association, hereinafter called L.K.S.S.A.A.
2. This constitution will supercede all other constitutions and shall be the official constitution of the L.K.S.S.A.A. as of September 1, 2014.

### ARTICLE II : PHILOSOPHY

1. All member schools agree that these are the guidelines by which the association will live. No member shall seek to evade or break the spirit or the letter of this article and this constitution.
2. The Principal is responsible for programs and personnel of the school.
3. Healthy competitions among Lambton and Kent counties is the primary focus. Success beyond this level is encouraged as a desirable additional aim.
4. The value of a win should never be placed above instilling players with the highest ideals of sportsmanship and character. Our coaches and student-athletes must learn to win gracefully and have the self-discipline to accept defeat.
5. Athletics is an opportunity to raise the level of rapport among teachers/coaches and students/athletes through their common dedication to sport
6. Athletes should be encouraged to enjoy and take pride in their individual accomplishments, and at the same time realize their contribution to the school. All coaches and athletes must be aware that they represent themselves, their school and the L.K.S.S.A.A. on all occasions.

This philosophical base proceeds from the assumption that we are dealing with students and as such, no athletic program will make demands on students which interfere with their academic success.

### **ARTICLE III : OBJECTIVES**

1. To establish and govern all interschool athletic activities in L.K.S.S.A.A.
2. To strive toward the greatest good for the greatest number of participants by encouraging a broad and varied extra-curricular athletic program.
3. To provide student-athletes a broad choice of experiences by allowing them to participate in several sports, both team and individual. This would involve limiting sports to a defined season.
4. To encourage a high degree of sportsmanship and to promote and maintain a spirit of harmony.
5. To instill in athletes a high level of dedication to their teams and sport; to create a relationship of mutual co-operation for the betterment of the team.

### **ARTICLE IV : MEMBERSHIP**

1. The member schools of L.K.S.S.A.A :
  - a. Alexander MacKenzie Secondary School
  - b. Blenheim District High School
  - c. Chatham Christian High School
  - d. Chatham-Kent Secondary School
  - e. Ecole Secondaire du Pain Court
  - f. Ecole Secondaire Franco-Jeunesse
  - g. Great Lakes Secondary School
  - h. John McGregor Secondary School
  - i. Lambton Central Collegiate & Vocational Institute
  - j. Lambton Kent Composite School
  - k. North Lambton Secondary School
  - l. Ridgetown District High School
  - m. St. Francois Xavier Secondary School
  - n. St. Patrick's Catholic High School
  - o. Sarnia Northern Collegiate Institute & Vocational School
  - p. Tilbury District High School
  - q. Ursuline College Chatham (The Pines)
  - r. Wallaceburg District Secondary School

#### **ARTICLE IV : MEMBERSHIP – cont'd**

2. As a member, a school assumes the obligation to abide by all of the articles of the Constitution, its By-Laws and Playing regulations.
3. Membership of New School : Schools wishing to enter into the activities of L.K.S.S.A.A. shall apply for membership directly to the President in writing. The application will be dealt with at the Annual Meeting of the L.K.S.S.A.A. Admission may be gained by simple majority of the member schools. The decision will then be sent in writing to the Principals of all member schools and to the applicant school.
4. Refusal of any member school to live up to its obligations relative to the Constitution, By-laws and Playing Rules of the L.K.S.S.A.A. will result in referral to the Board of Reference – Sanctions for possible disciplinary action.
5. Withdrawal of Membership : A member school may withdraw from L.K.S.S.A.A upon thirty days written notice thereof, delivered to the President. Any suspended or withdrawing member must pay in full any indebtedness to the Association. Indebtedness includes all activities for the school year.

#### **ARTICLE V : AFFILIATION**

1. L.K.S.S.A.A. through their membership in the Southwestern Ontario Secondary School Athletic Association (S.W.O.S.S.A.A.) are members of the Ontario Federation of School Athletic Associations (O.F.S.A.A.).
2. All LKSSAA sports that require officials must have an officials association for that sport. The Association is responsible for having a president, secretary and treasurer. Associations are responsible for supplying insurance to their officials.

#### **ARTICLE VI : BOARD OF REFERENCE – SANCTIONS**

1. The Board of Reference – Sanctions is composed of the Secondary School Principals' designate and two Principals of non-involved member schools designated by the committee chairperson. The full range of member schools should be represented on the committee.
2. Course of Action
  - a. The Board of Reference – Sanctions will enforce the Constitution, By-Laws and Playing Regulations. It is the prerogative of the Board of

Reference-Sanctions to decide upon a course of action upon receipt of a letter objecting to the conduct of coaches, assistants, officials, players or any involved agents of the Boards of Education whose schools are members of the Association.

**ARTICLE VI : BOARD OF REFERENCE – SANCTIONS – cont’d**

- b. The Board of Reference-Sanctions may upon review of the evidence :
  - i. Dismiss the complaint and inform all parties in writing
  - ii. Call a Sanctions meeting
- c. The Sanctions Meeting shall include :
  - i. The members of the Board of Reference-Sanctions
  - ii. The Principal(s) of the school(s) involved (if applicable)
  - iii. The individual in question and/or his/her designate(s)
  - iv. Anyone the Board of Reference-Sanctions deems necessary
- d. Outcomes
  - i. Dismissal of complaint
  - ii. Formal letter of censure
  - iii. Suspension from school sports for a designated period of time
  - iv. Permanent suspension from school sports and referral to a supervisory officer or equivalent
  - v. Assessment of reparation for damages
- e. Cost of Meeting

**ARTICLE VII : BOARD OF REFERENCE – TRANSFERS & PROTESTS**

- 1. The Board of Reference-Transfers & Protests shall rule on all disputes pertaining to eligibility of schools, coaches, and competitors; interpretation of rules and playing regulations and protests. It shall rule on the eligibility of transfer athletes. Decisions shall be based upon the Constitution, By-Laws and Playing Regulations and the O.F.S.A.A. Transfer Policy.
- 2. The Board of Reference-Transfers & Protests shall consist of five members. Each member shall be elected for a three (3) year term so that at least one new member is elected each year. Election shall take place at the Annual Meeting. The five members shall be from five different schools. Of the five members, at least one must be a Principal or Vice-Principal and two shall be from schools north of Lambton Line and two from schools south of Lambton Line.

3. If a matter is brought before the Board of Reference-Transfers & Protests that involves a member's school, that member must declare a conflict of interest and excuse himself/herself from the Board during any discussions or voting on the matter.

#### **ARTICLE VII : BOARD OF REFERENCE – TRANSFER & PROTESTS – cont'd**

4. The Board of Reference-Transfers & Protests will elect a chairperson from its members. The chairperson will be responsible for informing all member schools of meetings.
  5. a.) The Board of Reference-Transfers & Protests shall meet on dates in September (2), November and March (minimum – four) set at the Annual Meeting to decide whether a competitor is eligible to compete according to the O.F.S.A.A. Transfer Policy.
    - b) A tie vote will deny eligibility.
    - c) Applicants shall submit completed O.F.S.A.A. Transfer Forms to the chairperson at least forty-eight (48) hours prior to the meeting.
    - d) Applicants who are ruled ineligible by the Board of Reference-Transfers & Protests may appeal the decision to the S.W.O.S.S.A.A. Transfer Appeal Board. If the decision of the Board of Reference-Transfers & Protests is overturned, the student becomes eligible.
    - e) In the event that a student is declared eligible by the Board of Reference - Transfers & Protests and that determination of eligibility is challenged by way of appeal to S.W.O.S.S.A.A. and the student is declared ineligible by S.W.O.S.S.A.A. the student is ineligible unless the decision is appealed and overturned by O.F.S.A.A. If the challenge is rejected by S.W.O.S.S.A.A and a further appeal is made to O.F.S.A.A. where the student is declared ineligible, the student is ineligible.
    - f) In special circumstances, transfer rulings may be requested from the Board of Reference-Transfers & Protests at any time.
- 6. Procedures – Protests**
- a) Where games are begun or conducted under unusual circumstances, protests will be considered if the attention of the official in charge is drawn to the condition prior to, or as the condition arises. The game is played under protest from that point onwards. If a protest occurs because of a ruling during the contest, the protest must be made immediately. The request to the Board of Reference-Transfers & Protests must contain the

date, score and time (by game clock and period) and the conditions under which the protest was made.

## **ARTICLE VII : BOARD OF REFERENCE – TRANSFER & PROTESTS – cont’d**

- b) A request for convening the Board of Reference-Transfers & Protests shall be made on school letterhead and must be signed by the Principal or Vice-Principal, the Curriculum Leader and the coach of the team making the protest.
- c) **Protest Fee : \$100 – fee will be refunded if protest is successful.**
- d) Protest will be sent to the Secretary-Treasurer who will inform all parties involved.
- e) Time Limit : The request must be received within seventy-two hours of the occurrence of the issue under dispute. In the case of a player eligibility issue, the protest may be lodged up to the first league game in that activity in the subsequent school year.
- d) All decisions regarding protests made by the Board of Reference-Transfers & Protests are final. These may be reviewed upon submission of new evidence.

## **ARTICLE VIII : L.K.S.S.A.A. GOVERNANCE STRUCTURE**

### **A : DIRECTORS AND OFFICERS**

#### **1. Directors**

The Board of Directors will consist of ONE (1) representative from each member school of L.K.S.S.A.A.

#### **2. Officers**

- a.) The Officers of the L.K.S.S.A.A. shall be the President, the Vice-President and the Secretary-Treasurer.
- b.) The President and Vice-President shall be Principals/Vice-Principals from L.K.S.S.A.A. member schools. They shall be selected by the LKDSB Principals Association in consultation with Principals from schools outside of the LKDSB. The term of office for the President and Vice-President will be two (2) years.

### **3. Protection of Directors, Officers and Others**

a.) Limitation of Liability

No Director or Officer shall be liable for the acts, receipts, neglects or defaults of any other Director, Officer or Employee.

b.) Indemnity

The L.K.S.S.A.A. shall indemnify a Director or Officer of the L.K.S.S.A.A. or a body corporate of which the L.K.S.S.A.A. is or was a shareholder or creditor ( or any other person who undertakes or has undertaken any liability on behalf of the Board or any such body corporate) and his/her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him/ her in respect of any civil, criminal or administrative action or proceeding to which he/she is made a party by reason by being or having been Director or Officer of the L.K.S.S.A.A. or such body corporate if:

- i) he/she acted honestly and in good faith with a view to the best interests of the L.K.S.S.A.A.; and
- ii) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his/her conduct was lawful.

### **4. Secretary-Treasurer**

The Secretary-Treasurer shall be a term appointment conditional upon satisfactory performance as determined by the President and Vice-President. The term shall be a minimum of three years with a maximum of five years subject to a review by the Executive and respective Boards every five years.

### **5. Election of S.W.O.S.S.A.A. Directors**

Six (6) directors are needed in total. Three (3) will come from schools NORTH of Lambton Line and three (3) will come from schools SOUTH of Lambton Line. The Secretary-Treasurer will be one (1) of the S.W.O.S.S.A.A. directors. Current S.W.O.S.S.A.A. Directors prior to the amalgamation of K.C.S.S.A.A. and L.S.S.A.A. will retain their directorship until their term of office is concluded. The term of office will be three (3) years. Elections for these Directors will take place at the annual meeting in June. Directors may run for re-election.



## **6. Duties of the President**

- a.) Act as a spokesperson for the Association. The President shall be the only person to speak on behalf of the whole Association.
- b.) Convene meetings mandated by the Constitution.
- c.) Maintain communication among the Association, School Boards and member schools.
- d.) Oversee the activities of the Secretary-Treasurer.
- e.) Cast the deciding vote in case of a tie for the election of a S.W.O.S.S.A.A. director or member of the Board of Reference – Transfers.

## **7. Duties of the Vice-President**

In the absence of the President, the Vice-President shall :

- a.) Perform the duties of the President.
- b.) Fulfill those duties as required by the President.

## **8. Duties of the Secretary-Treasurer**

- a.) Keep an accurate account of the proceedings of all meetings.
- b.) Receive, record and conduct all official correspondence.
- c.) Maintain a file of all materials pertinent to the business of L.K.S.S.A.A. including Boards of Reference rulings.
- d.) Inform promptly any member school or individual affected by an item passed by the L.K.S.S.A.A.
- e.) Shall be an ex-officio member of the Board of Reference – Transfers.
- f.) Keep accurate up-to-date account of all financial matters and submit a financial report at each meeting of the L.K.S.S.A.A.
- g.) The handling, collection and disbursement of all L.K.S.S.A.A. funds.
- h.) Receive from all conveners a list of participating schools.
- i.) Control the purchasing and storage of all L.K.S.S.A.A. awards.
- j.) Compile records of the L.K.S.S.A.A. events.
- k.) Collect nominations for:
  - a. Pete Beach Award (SWOSSAA rotation - once every other year)
  - b. Bob Glidden Award (Annual)
- l.) Responsible for maintaining the constitution.
- m.) Responsible for being one of the members of the S.W.O.S.S.A.A. Board of Directors.
- n.) Recruit convenors for all L.K.S.S.A.A. activities from within the member schools. If no convenor can be found by the activity declaration date, then that activity WILL NOT run.

- o.) Retrieve schedules from all convenors.
- p.) Arrange for delivery of awards to convenors for each championship.
- q.) Compile eligibility lists submitted from the member schools.

## **9. Duties of Convenor**

The convenor of L.K.S.S.A.A. activity shall:

- a.) Be the chairperson of all meetings of that activity or if unable to attend appoint an acting chairperson.
- b.) Set up the following year's schedule.
- c.) Convene a meeting of the activity whenever s/he deems it advisable for the purpose of laying down rules and regulations not covered in the Constitution, By-Laws and Playing Regulations, arranging schedules, appointing officials and arranging necessary changes in schedules and appointments of officials
- d.) Maintain a close liaison with the coaches of L.K.S.S.A.A.
- e.) Organize the activity completely (including expenses) and notify the Secretary-Treasurer with the details of this arrangement.
- f.) Enter and comply with the schedule of the activity as shown on the L.K.S.S.A.A. website.
- g.) Arrange for the engagement of qualified officials.
- h.) Personally supervise the championship of the activity including presentation of awards.
- i.) Ensure that all required equipment is available and on hand and in proper working order and that it conforms to current regulations and standards.
- j.) Be responsible for all publicity in connection with the activity for which he/she is convenor such as advance publicity through the media, notifying the media where applicable of results that may be used by them.
- k.) Comply with the L.K.S.S.A.A. award system.
- l.) Organize and supervise L.K.S.S.A.A.'s entries into S.W.O.S.S.A.A. events.
- m.) Submit to the Secretary-Treasurer within two weeks of the completion of the activity for which he/she was convenor, a detailed report on that activity. This report will include that name of the winning school and/or the names of the individuals that won L.K.S.S.A.A. championships in that activity.
- n.) Submit to the Secretary-Treasurer a detailed breakdown of all expenditures involved in that activity if applicable.

## **B : FINANCES**

### **1. Membership Fee**

Member schools shall pay a fee of fifty five cents (\$0.55) per FTE student on the basis of maximum student enrolment as of October 31 of the past school year. This fee is payable by September 15<sup>th</sup>. Schools not paying will be suspended from L.K.S.S.A.A. until the fee is paid.

### **2. LKSSAA Invoices**

All invoices must be paid within thirty (30) days of receipt. Schools not paying could be suspended from L.K.S.S.A.A. until such time fee is paid.

### **3. Activity Fees**

- a.) Each sport offered by the L.K.S.S.A.A. will have an entry fee based on costs of referees, awards and supplies.
- b.) Activity Fees will be due upon receiving an invoice from the Secretary-Treasurer.
- c.) S.W.O.S.S.A.A. and O.F.S.A.A. entry fees and expenses are the responsibility of the schools involved.

### **4. Admission Fees**

- a.) No charge for regular season games, except at a neutral site where there is a rental charge (ex. Chatham Kent Community Athletic Complex, Norm Perry Park), or as approved by the L.K.S.S.A.A. Executive.
- b.) Admission fees may be charged at play-off level games subject to a maximum of \$5.00 per adult and \$3.00 per student.
- c.) The home team in a play-off game will keep the gate receipts.
- d.) The home team in a play-off game will be responsible for all expenses (including officials).

### **5. Signing Officers**

The Secretary-Treasurer and one designated Principal or Vice-Principal from the Principals Association shall both be signing officers. All cheques must include two signatures on them.

### **7. Year- end Financials**

The year-end for the financial year is placed July 1<sup>st</sup> to June 30<sup>th</sup> every year.

At the June meeting the Secretary-Treasurer will present a report of how the activity fees were spent. At other meetings during the school year, the Secretary-Treasurer will present a budget for each activity.

## **8.Travel Expenses**

Legitimate and reasonable expenses of Officers and Directors, the Board of Reference, the Transfer Committee, the Secretary-Treasurer or any other committee appointed by L.K.S.S.A.A. shall be paid by L.K.S.S.A.A. funds while members are on business for L.K.S.S.A.A. The travel rate is \$0.41 per kilometre.

## **C : MEETINGS**

- a) The L.K.S.S.A.A. shall normally meet on a minimum of four occasions- September, January, April and June (after the SWOSSAA meeting).
- b) The Annual Meeting shall be the June Meeting.
- c) Special meetings shall be at the call of the President.
- d) Convenor(s) or their designate should attend meetings during their activity season or send a report to the Secretary- Treasurer.
- e) Quorum - A quorum at any meeting of the L.K.S.S.A.A. shall be nine member schools.
- f) Two meetings will be held in the south each year and two in the north
- g) Meeting agenda will be as follows:
  - a. Call to Order
  - b. Minutes of Previous Meeting
  - c. Business Arising from the Minutes
  - d. Approval of the Minutes
  - e. Correspondence
  - f. Treasurer's Report
  - g. Convenor's Report
  - h. SWOSSAA/OFSAA Reports
  - i. New Business; and
  - j. Adjournment.

It is recommended that for items under New Business, information be forwarded to the Secretary-Treasurer prior to the meeting.

## **ARTICLE IX : AMENDMENTS TO THE CONSTITUTION**

Constitutional amendments shall be decided on the basis of one vote per member school. A two-thirds vote of those schools present and voting is needed to change a Constitutional issue.

Any proposed constitutional change and rationale must be presented in writing as “Notice of Motion” to the Secretary-Treasurer of the L.K.S.S.A.A. two weeks prior to any meeting. Copies of Notice of Motion shall be distributed to all member schools at least one week prior to the meeting.

All amendments become effective immediately.