

Fraser Valley

Secondary Schools' Athletic

Association

Constitution

and Bylaws

CONSTITUTION OF
FRASER VALLEY SECONDARY SCHOOLS'
ATHLETIC ASSOCIATION

Part 1 - NAME

This Association shall be known as the Fraser Valley Secondary Schools' Athletic Association and hereinafter referred to as the Association or as the FVSSAA .

Part 2 - PURPOSE

The purpose of this Association is to act as an umbrella organization for all District Athletic Associations in the Fraser Valley with responsibility to coordinate and facilitate the operation and Championship events in a number of High School sports.

Part 3 - GENERAL OBJECTIVES

- 3.1 To contribute toward the improvement of health, fitness and general welfare of all individuals taking part.
- 3.2 To encourage and provide an opportunity for the maximum number of student athletes to participate and compete in athletic events.
- 3.3 To encourage all participants to achieve creditable academic progress and to make a contribution to the general educational program of member schools.
- 3.4 To act for the betterment of athletics within the member Schools of the Fraser Valley by initiating as many educational experiences as are within the powers and capabilities of the FVSSAA to do so.

Part 4 - AREA OF OPERATION

The Association will operate within the jurisdictions of provincially designated Schools Districts numbers 33, 34, 35, 36, 37, 42, 43, 75, 78, and 93

Part 5 - SCOPE

The Fraser Valley Secondary Schools Athletic Association is a non-profit and voluntary organization. The membership consists of the Secondary and Middle School Athletic Associations from School Districts listed in Part 4. Any school, public, private or independent, which is registered with these District Associations and is a member in good standing, is eligible for membership in the FVSSAA.

Since its inception, the FVSSAA has been a service organization founded on the premise that it would provide needed services to secondary schools in the Fraser Valley involved in Athletic Programs. The growth within local Associations and Sport Commissions indicates that a degree of teamwork and cohesiveness is necessary to achieve the objectives of these Associations. These will be provided by the Fraser Valley Secondary Schools' Athletic Association. It must, however, be kept in mind that any authority exercised over local associations and Commissions be provided by members of those associations and Sport Commissions themselves.

The FVSSAA recognizes that member schools have equal rights, responsibilities, and opportunities.

The rules and regulations of the local associations deal with league play at the Grade 8, Grade 9 and Junior

level, except where local associations have turned responsibility over to the FVSSAA

The rules and regulations of Sport Commissions in the FVSSAA deal with the organization of berths, location, & organization for Fraser Valley Championships. With permission of local associations, Fraser Valley Sport Commissions may also be involved in organizing Fraser Valley wide leagues for their members especially at the Senior Level.

At the Senior Level, Provincial Commissions are responsible for eligibility and discipline at the Senior Fraser Valley Championship level.

Part 6 - AMENDMENTS

Amendments to this Constitution must be passed by a two thirds (2/3) vote of the membership of the Association at the Annual General Meeting.

Part 7 - DISSOLUTION

In the event the Association is dissolved for any reason, the total monies and assets of the Association, after all debts of the Association have been paid, shall be divided and disbursed equally to each of the local association who are members of the Association at the time of dissolution.

Effective: June 10, 2009

Todd Clarke

Signed by the President

Lynn Haywood

Signed by the Secretary

BYLAWS OF
FRASER VALLEY SECONDARY SCHOOLS'
ATHLETIC ASSOCIATION

PART 1 - INTERPRETATION

1.1 Definitions

1.2

In these Bylaws, unless the context otherwise requires:

- 1.1.1 Association means the Fraser Valley Secondary Schools' Athletic Association (FVSSAA)
- 1.1.2 association means a local sports association within the district or group of districts.
- 1.1.3 Sports Commission means a sport-specific organization or committee responsible for the organization of secondary school competition of the sport within the Association.
- 1.1.4 BC School Sports (BCSS) means the duly constituted provincial organization responsible for coordinating interscholastic athletics provincially
- 1.1.5 Council of Presidents means the Executive of the Association.
- 1.1.6 Sport Coordinator means the Executive member responsible for a group of sports whose play falls within one of three seasons.
- 1.1.7 Executive Council means members of the Executive and the Sport Commissioners.
- 1.1.8 A Member or Member school is one that is registered with this Association.

1.2 Meaning

Words importing the singular include the plural and vice versa.

PART 2 - MEMBERSHIP

2.1 Responsibility for the Athletic Program

- 2.1.1 The Fraser Valley Secondary Schools' Athletic Association recognizes that the administrative head of each school will be held ultimately responsible for all matters which concern interscholastic athletics in his/her school. The expectation of each member local athletic association and the Fraser Valley Secondary Schools' Athletic Association is that the Principal will ensure that his/her staff follows policies established for interscholastic athletics.
- 2.1.2 The FVSSAA also recognizes the autonomy of league play as established by the local associations. The FVSSAA will establish rules, regulations, guidelines and policies that apply only to FVSSAA Championship play and to leagues operated by the FVSSAA.

2.2 Membership and Geographical Organization

- 2.2.1 This Association has seven (7) local athletic associations and their member schools.
 - 2.2.2.1 Coquitlam Secondary Schools' Athletic Association
 - Boundaries of School District #43.
 - 2.2.2.2 Surrey Secondary Schools' Athletic Association
 - Boundaries of School District #36.

- 2.2.2.3 Delta Secondary Schools' Athletic Association
 - Boundaries of School District #37.
- 2.2.2.4 Langley District Secondary Schools' Athletic Association
 - Boundaries of School District #35.
- 2.2.2.5 Abbotsford Mission Secondary Schools' Athletic Association
 - Boundaries of School District #34 & #75
- 2.2.2.6 Maple Ridge-Pitt Meadows Secondary Schools' Athletic Association
 - Boundaries of School District #42.
- 2.2.2.7 Fraser Valley East Secondary Schools' Athletic Association
 - Boundaries of School District #33 & #78
- 2.2.2.8 School District #93 (CSF) that operate within the geographic boundary of the Association and must belong to the local association in which the school resides.

2.2.3 All secondary schools within the boundaries of the associations so stated in these bylaws may become a member of this Association and its Commissions by being a members in the association within which it is geographically located.

2.2.4 All secondary schools within the boundaries of the associations so stated in these bylaws may become a member of this Association and its Commissions by being a member of their local association and being registered with BC School Sports.

2.2.5 All associations have powers that are allocated to them by the B.C. School Sports Constitution.

Part 3 - ORGANIZATION

3.1 The Executive

3.1.1 The Executive of this Association shall be a Council of Presidents (also known as the Presidents Council) composed of the President of each local association and the Past President of the FVSSAA and an Administrative Representative.

3.1.2 Each of the Presidents will accept one of the following positions on the Executive

- 3.1.2.1 President
- 3.1.2.2 1st Vice President
- 3.1.2.3 2nd Vice President
- 3.1.2.4 Fall Sports Coordinator
- 3.1.3.5 Winter Sports Coordinator
- 3.1.2.6 Spring Sports Coordinator
- 3.1.2.7 Treasurer.

3.1.3 Each position will be filled by a procedure agreed upon by the Presidents. Each term will be for one year.

3.1.4 The position of Secretary will be part of the Executive but may be filled by appointment by the Executive by a person not holding a position in an association. A person so appointed will hold this office at the discretion of the Executive and will have no voting power on matters concerning the Association

3.1.5 The position of Administrative Representative shall be filled by a Principal or Vice-Principal from one of the Districts represented by the F.V.S.S.A.A. This position shall have a term of two (2) years and shall be appointed by the Executive.

3.1.6 Responsibilities of the Executive (Presidents Council):

- 3.1.5.1 To sanction championships.
- 3.1.5.2 To set fees for each sport in consultation with the Commissioners.
- 3.1.5.3 To monitor the overall activities of the Sport Commissions.
- 3.1.5.4 To convene meetings with the Sport Commissions to help set fees, dates of championships, and receive input from them on the direction of the FVSSAA.
- 3.1.5.5 To monitor awards distributed by Commissions.
- 3.1.5.6 To set a fee to cover the Associations annual expenses.
- 3.1.5.7 To approve budgets received from Commissions.
- 3.1.5.8 To coordinate the dates for Fraser Valley Championships received from the Commissions and present them at the AGM.
- 3.1.5.9 To act as a disciplinary committee for allegations involving coaches in Fraser Valley. This committee will conduct investigations into not directly identified as the responsibility of BC School Sports associations. All complaints alleging a violation of the Rules of Coach during or in connection with zone play-offs or provincial competition shall be processed in accordance with the rules and the applicable Sport Commission. All other issues that arise from league play will be handled by the FVSSAA. Complaints arising from competition other than FVSSAA league play, play-offs, or provincial championships will be handled by the local Associations. These will follow the BCSS Coaches Code of Conduct and disciplinary action. This committee shall consist of three members, the 1st Vice President, the Seasonal Coordinator of the Sport involved, and one other appointed member. Decisions may be appealed to the Executive of the FVSSAA.
- 3.1.5.10 To act as an appeals committee for incidents involving coaches in Fraser Valley as directed by the BCSS Code of Conduct and disciplinary action. This committee shall deal with appeals of action taken by local associations in matters and in sports that fall under the jurisdiction of this Association. The committee will consist of the three members appointed by FVSSAA President and who have had no involvement in the original action. They will review the original disciplinary proceedings, reasons for decision, and action, and will make recommendations to the Board to a) uphold the original disciplinary decision, b) recommend a modification to the penalty imposed, or c) dismiss the original decision. The Board will render their decision based on the committee recommendations. There will be no further appeals.
- 3.1.5.11 To receive applications for new Commissions.
- 3.1.5.12 To review the status of commissions in the FVSSAA annually.

3.2 Sport Commissions

- 3.2.1 The FVSSAA shall empower the Sport Commissions to stage, operate and coordinate Fraser Valley Championships in their sport, subject to the rules and

regulations of the FVSSAA as stated in the BCSS Directory and Competitive Rules and Regulations Handbook.

3.2.2 Once a sport is formed into a commission, the member schools of that commission become responsible for the coordination of its Fraser Valley Championship.

3.2.3 All schools that wish to participate in Fraser Valley Championships in a particular sport must pay an annual fee to join that commission.

3.2.4 **Responsibilities of Sport Commissions:**

- 3.2.4.1 To name:
 - A. A Commissioner.
 - B. An Executive.
 - C. Zone reps to Provincial Organizations.
 - D. League Coordinators.

3.2.4.2 To determine the levels of Championships to be played every year.

3.2.4.3 To organize, stage and promote their Championships.

3.2.4.4 To provide financial reports and a budget to the Executive of the FVSSAA.

3.2.4.5 To recommend fees required to operate Commission Championships.

3.2.4.6 To organize Championship awards.

3.2.4.7 To set dates for Fraser Valley Championships and present them to the Executive.

3.2.4.8 To submit an annual report to the Executive along with a copy of the minutes of the Commissions Annual General Meeting.

3.2.4.9 To appoint a Discipline Committee.

3.2.4.10 To develop a berthing formula to the Fraser Valley Championships.

3.3 **Commissioners**

3.3.1 Each Sport Commission is to select a Commissioner to represent the sport. This may be done by election or appointment.

3.3.2 Responsibilities of Commissioners:

3.3.2.1 To attend all meetings relative to the Commission.

3.3.2.2 To liaise with appropriate Executive Sports Coordinators.

3.3.2.3 To submit a proposed budget and financial statement to the Executive of the FVSSAA prior to the Spring Executive Council meeting.

3.3.2.4 To submit a list of Commission members to the Executive.

3.3.2.5 To submit a list of proposed levels of Championship play to the Executive annually.

3.3.2.6 To submit dates and venues of proposed championships to the Executive by May 31st each year for the next school year (to be published at the AGM).

3.3.2.7 To submit the recommended registration fee to the Executive.

3.3.2.8 To submit a Commission report along with a copy of their Annual Meeting minutes to the Executive prior to the Spring Executive meeting for publication in the FVSSAA Annual Report.

3.4 Executive Council

- 3.4.1 The Executive Council shall meet as deemed necessary by the Executive of the Association, or as designated in Part 4.
- 3.4.3 Responsibilities of the Executive Council:
 - 3.4.3.1 To meet prior to the AGM.
 - 3.4.3.2 To review the year.
 - 3.4.3.3 To plan budgets and review fees.
 - 3.4.3.4 To receive reports from Commissioners.
 - 3.4.3.5 To review and recommend policy and procedural changes.
 - 3.4.3.6 To prepare the AGM.

PART 4 - MEETINGS

- 4.1 A summary of meetings for each part of the FVSSAA to accomplish goals is listed as follows.
 - 4.1.1 Presidents' Council: Meets at the beginning of each year to determine the roles of local association Presidents and any major issues that year.
 - 4.1.2 Commission: Meets with member schools as many times as commission feels is necessary to fulfill its mission. It is recommended that commissions meet twice a year with its members.
 - 4.1.3 Executive Council:
 - 4.1.3.1 Meets prior to the AGM to set fees for next year, to review the Commission Reports, and finalize the Agenda of the AGM.
 - 4.1.3.2 Meets in the fall to disburse fees collected on behalf of the Sport Commissions and set dates of championships. To discuss other matters important to the Association.
 - 4.1.3.3 To meet as required by the Executive Council
- 4.2 Seasonal Sports Meetings: The Executive Season Coordinator and the Sport Commissioners meet at the beginning of their seasons.
- 4.3 The Annual General Meeting will be held in June each year. This meeting is preferable after the conclusion of all Championships sponsored by Commissions in the FVSSAA.

PART 5 - ANNUAL GENERAL MEETING

- 5.1 The Annual General Meeting is the governing body of the FVSSAA. It is composed of representatives from member schools, Association Executives and Sport Commissions.
Specific Composition of the AGM is:
 - 5.1.1 Member schools
 - 5.1.2 Local Associations - the President.
one other appointed member of their Executive.
 - 5.1.3 Commissions - the Commissioner.
 - 5.1.4 Past President
- 5.2 Annual General Meeting Voting Procedures
 - 5.2.1 Each member school in good standing with the Association, and who are properly

registered as a delegate to the meeting, will be entitled to one vote.

5.2.2 A simple majority vote in favour of a motion will suffice to pass a motion

5.3. Responsibilities of the AGM.

5.3.1 To meet once a year.

5.3.2 To set general operating policies.

5.3.3 To receive reports from Executive and Sport Commissioners.

5.3.4 To approve new Commissions.

5.3.5 To annually review Commission status in the FVSSAA.

5.3.6 To monitor the overall operations of the Association, and to provide a venue for discussion.

5.4 A quorum at the Annual General Meeting will be 10 percent of the voting member schools in good standing and who are registered at the start of the meeting.

PART 6 - FINANCES

6.1 The Treasurer will be responsible for the administration of the Associations finances. The Associations funds will be maintained in a financial institution approved from time to time by the Executive. The Association will maintain two accounts. One will be for monies collected on behalf of the Sport Commissions and will be known as the Executive Account, and one will be for the operation of the Association's business and will be known as the Operating Account.

6.2 The Executive Account will maintain all monies collected by the Association on behalf of the Sport Commissions and will disburse from that account to the commissions the funds collected for each sport. Funds retained in this account will be used to cover the cost of awards as specified by the commissions and any other funds as specified from time to time by the Executive. The Operating Account will maintain monies collected for the operating expenses of the Association, to pay bills, salaries and other Association expenses.

6.3 Two members of the Executive who have been granted signing authority must sign all Association cheques. Those having signing authority for the Association will be the President, 1st Vice President, 2nd Vice President, Treasurer, and Secretary. If so approved by the Executive the Past President may also be authorized to sign on behalf of the Association.

6.4 The Treasurer will submit to each Executive meeting and Executive Council meeting a report of the current financial position of the Association. The Treasurer will submit to the Annual General Meeting a full report of the financial activities of the Association covering the past year. The Treasurer will also submit to the Annual General Meeting a budget of Income and Expenses proposed for the next year's operations.

6.5 The fiscal year of the Association shall commence on June 1st and close May 31st the following year.

PART 7 - APPROVAL AND COLLECTION OF FEES

7.1 Each Sport Commission will submit to the Executive annually a recommended fee to be charge each team registering in their commission sufficient to cover the costs of their Commissions operations

for the next season of play.

- 7.2 The Executive having received the recommended fee from each Commission will review this fee with the Executive and approve or reject the fee.
- 7.3 The FVSSAA will, on behalf of each Sport Commission, register each school team and collect the approved registration fee for that team during the registration process in the month of September each year. At the end of September each year the Association will submit to each Sport Commissioner a listing of schools and teams registered in their Commission and forward the fees collected on the Commissions behalf. After October 1st each year schools wishing to register with a Commission will do so directly with the Sport Commissioner.
- 7.4 The Association will annually levy an administrative fee on each school registering teams in the FVSSAA. This fee will be determined annually by the Executive and set each year at the Spring Executive meeting.
- 7.5 Independent schools or schools not part of the public school system will pay an additional grant to offset the operational costs of the Association. The grant amount will be reviewed from time to time by the Executive and will be set based on the grants approved by the School Districts represented in the Association.

Part 8 - FORMATION OF SPORT COMMISSIONS

- 8.1 All new sports wishing to be active in the FVSSAA must meet to discuss their sports criteria with the Executive Council and approval of any new sport and must be ratified at an AGM.
- 8.2 The criteria for forming a new Sport Commission in the Fraser Valley are:
 - 8.2.1 A notice of motion for sanctioning of a new sport commission must be presented to either the Fall or Winter Executive Meeting. If the Executive determines that the sport is viable, they will place a resolution before the Annual General Meeting for the approval of the general membership.
 - 8.2.2 The sport must have an Executive and a Commissioner in place.
 - 8.2.3 The sport must currently be played in four Associations of the FVSSAA and must meet the criteria for competition set by these associations.
 - 8.2.4 New sports will be sanctioned on a one-year trial basis. After the one-year trial the status of the sport will be evaluated and a report presented to the AGM. The AGM, by resolution will then reconfirm the continued operation of the Commission.

Part 9 - REVIEW OF COMMISSION STATUS

- 9.1 The Executive will annually review the status of all FVSSAA Sport Commissions and present their recommendations to the AGM.
- 9.2 Loss of Commission status may result if any or all of the following guidelines are not met:
 - 9.2.1 The sport does not meet the guidelines of these Bylaws and as outlined in Part 8 and Part 9.
 - 9.2.2 The sport must be played in a minimum of four (4) Athletic Associations and meet the criteria of those local Athletic Associations.

PART 10 - CHANGES TO THE CONSTITUTION AND BYLAWS

- 10.1 Changes to the Constitution and Bylaws can only be approved by a vote of the members at the Annual General Meeting.
- 10.2 Resolution for changes to the Constitution or Bylaws must be submitted to the Executive by February 1st each year. The resolution must fully explain the rationale for the change. The Secretary will insure that any resolutions that are presented for consideration at the AGM are attached to the Notice of Meeting sent to all member schools.
- 10.3 All resolutions must have a member sponsor and a member seconder, and five (5) member's signatures in support of the resolution.
- 10.4 The motion must be passed by a two-thirds majority of the membership of the Association who are in attendance at the meeting and who are eligible to vote.