



**CANADIAN
SCHOOL
SPORT
FEDERATION
CONSTITUTION**

Canadian School Sport Federation

Introduction

The CSSF recognizes that “interscholastic sport” has been an integral part of the school life in Canada for nearly a century. As we head into the new millennium, it is vital that the CSSF continue to advocate on behalf of its member provinces so that “interscholastic sport” has a strong federal voice that speaks on its behalf on issues of national importance. Education in Canada is not only going through **“restructuring”**; it is also undergoing some dynamic **reforms**, which affect every aspect of education including “all aspects of extra-curricular activities”.

This document contains the Constitution of the Federation. The Constitution includes, Articles, By-Laws and Regulations which govern the Federation.

Definitions

Provincial/ Territorial School Athletic Association

The one recognized body in each Province/Territory that speaks on behalf of school sport and provides programs and services to support school sport activities.

Member

Each Provincial/Territorial School Athletic Association shall be known as a **member** of the Federation.

National Council

The National Council is the governing body of the Federation and shall be referred to as the **Council**.

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ARTICLES

Article 1 Name

The name of the national body shall be the “Canadian School Sport Federation” hereinafter called the Federation.

Article 2 Membership

The school athletic association from each Province and Territory is eligible for membership

Article 3 Purpose of the CSSF

To act as a national voice to encourage, promote and be an advocate for good sportsmanship, citizenship and the total development of student athletes through interscholastic sport.

Article 4 National Council

(a) Composition

The National Council shall consist of:

- i Two (2) representatives from each Member Association
- ii Two (2) members-at-large who may be appointed by the Council
- iii The Past President who will serve one year following the completing of their term as President
- iv The President Elect who will serve in the second year of the President’s term

(b) Executive Officers

The Executive Officers shall consist of:

- ii A President whose term of office shall be two years
- iii A Vice-President whose term of office shall be two years
- iv Secretary/Financial Officer whose term of office shall be two years
- v Past President whose term of office shall be one year
- vi President Elect whose term of office shall be one year

Executive officers shall be elected by members of the National Council.

(c) Voting

All members of the Council are given one vote. The President of the Council should only vote to break a tie.

Article 5 Executive Management Committee

- A. The term of Office of the Executive shall be two years, with the Past President and President Elect serving 1 year terms
 - a) President of National Council
 - b) Vice-President of National Council
 - c) Past President/ President Elect of National Council
 - d) Secretary/Treasurer
 - e) Two members from National Council

- B. The Executive Management committee shall at all times have representation from the following regions of Canada:
 - (a) B.C./Prairies/NWT
 - (b) Ontario/Quebec
 - (c) Atlantic Canada
 - (d) Territories

Executive Management committee members will be elected by the National Council

B. Quorum

A quorum of the Executive Management Committee will consist of a minimum of 4 members

Article 6 Membership Fees

Each member Association shall be required to pay an annual membership fee as set by the National Council

Article 7 Meetings

- a. The CSSF will hold an Annual Meeting
- b. Other meetings shall be held as determined by the Executive Management Committee.
- c. Executive Management Committee meetings will be held as directed by the Chair.

Article 8 Signing Officers

The signing officers of the Federation shall consist of: the Secretary Treasurer and 1 of the following.

- a. President
- b. Vice President
- c. Professional staff person

Article 9 Amendments

- i Notice of proposed amendments to the Articles of the Constitution shall be forwarded by Member Associations and shall be sent to the President of the National Council at least six weeks prior to the Annual General Meeting.
- ii The President of the National Council shall forward a copy of all proposed amendments to the Members at least four (4) weeks prior to the meeting.
- iii Amendments to the Articles of the Constitution shall require a two-thirds (b) majority of the members of the National Council present.

Please note Bylaws: Article 6

Article 10 Dissolution

If dissolution becomes necessary the net assets of the Federation will be divided equally and distributed to its member associations.

BY-LAWS

By-Law 1 Conditions of Membership

Associations shall abide by the terms of the articles, by-laws regulations and Canadian School Sport Federation Code of Ethics (see Appendix 1). Associations failing to comply with the foregoing may be subject to disciplinary action as determined by the National Council.

By-Law 2 Responsibilities of the National Council

2 (a) The National Council shall:

- i Develop and promote policies and positions for the Federation on issues of national interest in school sport.
- ii Elect a President, Vice President, Secretary/Treasurer, President Elect and the other members of the Executive Management Committee.
- iii Approve an annual budget
- iv Appoint Standing and Ad-Hoc Committees where deemed necessary
- v Raise and disburse financial resources for the Federation.
- vi Fill vacancies on the Executive Management Committee and the National Council.

2 (b) Duties of the President

The President of the National Council shall:

- i Call and preside at the Council Meetings
- ii Be an ex-officio member of all committees of the Council
- iii Prepare and circulate all agendas for Council Meetings.
- iv Represent the Federation at official functions and on issues of National importance.
- v Prepare an annual report of the activities of the Federation for presentation at the Annual General Meeting

2 (c) Duties of the Vice-President

The Vice-President shall assume the duties of the President as necessary.

2 (d) Duties of the Secretary/Treasurer

- i Prepare an annual budget for consideration by the Council.
- ii Prepare financial statement of the Federation to be presented as deemed necessary by members.
- iii Present third party audited financial statements .
- iv Maintain the records of the Canadian School Sport Federation

2 (e) Duties of the Past President

- i Review the Constitution of the Canadian School Sport Federation
- ii Chair the Nominating Committee

By-Law 3 Executive Management Committee

The Executive Management Committee shall conduct the business of the Federation between meetings of the National Council and is responsible for the interim replacement of retiring EMC members as needed to maintain the geographical integrity of the EMC as dictated by the constitution. Article 5 Section B

By-Law 4 National Championships

No Association shall support or participate in National School Sport Championships (see Appendix 2).

By-Law 5 Interprovincial Sanctioned Events

Interprovincial competition between schools from member Associations must be sanctioned by the participating member Associations.

By-Law 6 Meeting Governance

Amendments to By-Laws

- a. Amendments to the By-Laws shall require agreement by a two-thirds majority present.
- b. Quorum for meetings

A quorum for National council Meetings shall be a majority of Associations currently in good standing

REGULATIONS

May be amended by a majority vote at the National Council

Regulation 1 Inter-Provincial Sanctions

Section 1

In all inter-provincial contests each participating school shall follow the contest rules of the hosting Provincial/Territorial Association and/or rules which have been approved by the Provincial/Territorial Association competing in the event.

Section 2

No school which is a member of the Provincial/Territorial School Athletic Association or Federation shall compete in any inter-provincial competition unless such contest has been sanctioned by the participating provincial associations.

Section 3

No sanction shall be granted for any meet, tournament or any athletic contest which is organized for the purpose of determining a National School Championship.

Section 4

Non-school organizations that wish to sponsor school athletic events must secure as a co-sponsor a member school of the Provincial/Territorial Association or the Provincial/Territorial Association itself. The co-sponsor will be responsible to see that all sanctioning regulations are followed

Section 5

No school which is a member of the Provincial/Territorial School Athletic Association or Federation shall compete in any other province if the contest involves conditions that (such as participation by a school in the province in which the contest is held or promoted) would violate the regulation or established policies of that Provincial/Territorial School Athletic Association.

Procedures:

- ± Host school initiates application for sanction to host Provincial/Territorial Association not later than sixty (60) days prior to the inter-provincial event. The host Provincial/Territorial Association must sanction the event BEFORE any schools to be invited are contacted.
- ±
- ± The host Provincial/Territorial Association will complete and forward endorsement forms to each Province/Territory named in the application AFTER THE APPLICATION HAS BEEN APPROVED. A copy of the approved application shall be forwarded to the Canadian School Sports Federation.

Provincial/Territorial Officers receiving endorsements forms will indicate their action (approval or disapproval) sign or forward them the host Provincial Association.

- ± Invited schools must contact their respective Provincial/Territorial Executive concerning approval or disapproval of the event prior to responding to the invitation.
- ± Application for sanction from the host school shall include the following information:
 - a. type of competition - dates, etc.
 - b. provisions made for visitors:
 - i Accommodation.
 - ii Special Events, etc.
 - c. Modifications to general accepted rules, if any
 - d. Sponsorship of the event
 - e. Any information which would assist in evaluating the event in terms of educational objectives.

Regulation 2 Expenses

From time to time, the National Council will establish Regulations to reimburse costs incurred by individuals in conducting the affairs of the Federation. These Regulations will govern all Administrative and Travel Claims.

- a. The National Council may, from time to time, review certain expenses items listed in the regulations, particularly when their continuation would have a serious effect of the Federations Finances
- b. Enforcement of the Regulations, and the Council decisions related thereto, is delegated to the Executive Management Committee.
- c. Any approved expenses incurred on behalf of the Federation by a Council Members, Committee Member or employee must be supported by proper vouchers unless specifically excluded.

d. Administrative Expense Regulations

- i The Federation will undertake to supply its representatives with stationary needs to conduct their affairs.
- ii Claims for other administrative expenses, as below listed, will only be honoured if submitted.

- iii Reasonable expenses incurred for postage, telephone calls and miscellaneous stationary products will be reimbursed provided they are supported by vouchers.
- iv The National Council reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.

See Appendix 3

Regulation 4 CSSF Liaison

Duties of liaison roles with other national education and sport governing bodies include:

- a. Communication with the EMC of the CSSF
- b. Communication with each Provincial/Territorial Association Office
- c. Contact with the Executive and/or Technical Director of Sport Governing Body and/or Education organization.

Regulation 5 Insurance

The EMC shall, on instruction of the National Council and at the expense of the Federation, procure such liability and other insurance as from time to time may be required to protect the Federation and its Officers or Directors.

Appendix 1

**Canadian School Sport Federation
“Code of Ethics”**

It is the **duty of all** concerned with school activities:

- U To encourage and promote friendly relationships, good sportsmanship and citizenship throughout each activity by requiring courtesy and proper behaviour at all times.
- U To encourage and promote positive race relations, cross-cultural understanding and human rights with respect to race, culture, ethnicity, gender, ability, life style, diversity and religion.
- U To insist upon implicit compliance with respect to rules and regulations for each activity - **PLAY FAIR** - winning is not the number one goal.
- U To take special care and treat visiting teams and officials as guests, extending to them every courtesy;
- U To be modest in victory and gracious in defeat;
- U To educate officials, coaches, parents, administrators, student-athletes concerning the dangers and ethical violations of the use of performance-enhancing drugs. Individuals found to be involved in the use of performance-enhancing drugs shall be liable for suspension.

Appendix 2

Statement on National Championships

The value of our school athletic program is to provide a large number of students with a great many experiences in a variety of athletic activities. In order to be consistent with our philosophy, specialization by a team or individual is difficult if not impossible to achieve in the School setting. The opportunity for those who wish to specialize, eg. the outstanding or elite athlete, can be provided by the sports governing bodies who offer the opportunity to advance to National Championships. We, as a Federation, are prepared, as we have been in the past, to identify these athletes and to work in close harmony with Sports Governing bodies. Furthermore, if we are to improve all our programs, it is essential that any monies and energies should be spent at the regional level where we would be benefiting the largest number; certainly with this type of development, in time, those organizations dealing in specialization will have a broader base from which to choose.

We do believe that the school setting provides an educationally sound environment in which to pursue athletic endeavours.

-) At the 1998 Annual Meeting of the Canadian School Sports Federation its membership passed a unanimous resolution affirming its belief that “the CSSF does not endorse National Championships for School Sport”.
-) The Federation is prepared to co-operate and work in close harmony with Sports Governing Bodies.
-) We are prepared to identify outstanding athletes, in a variety of activities, who may become involved in national championships sponsored by Sports Governing Bodies.
-) As an organization of educators we believe that sports is an integral aspect in the total education of the child.

Appendix 3

Administrative Expense Guidelines

- i Travel expense claims will only be honoured when submitted. Regulations as below listed, and as amended from time to time by the National Council, shall apply to all travel claims.
- ii A travel advance may be requested provided such request is filed with the Chair twenty (20) days prior to departure, to allow sufficient processing time.
- iii The air ticket receipts **MUST** accompany the travel claim. Economy air fare or equivalent is the maximum claimable.
- iv No accounts may be charged to the CSSF unless specifically authorized by the National Council.
- v A receipt **MUST** accompany each item claimed with the exception of meals.
- vi Payment of hotel accommodation will be made on the basis of the most economical rate available, commensurate with the function. Where feasible, the claimant is requested to share accommodation expenses.
- vii Meals - Per diem for meals will be paid. In the event of incomplete days, eg. arrival and departure days, proportional meal allowances will be paid. Rates for meals shall be set at the Annual General Meeting.
- viii Ground Transportation - Home to airport, return, and airport to hotel return costs will be paid. Airport bus or limousine service should be used as a first preference. Where taxis must be used, every effort should be made to share costs.
- ix In instances where private auto is used an allowance per kilometre will be paid. Rates shall be set at the Annual General Meeting.
- x Travel claims **MUST** be filed with the Secretary/Treasurer within thirty (30) days of the claimant's return home.
- xi Where so designated by the National Council a "Report of the Event" **MUST** be filed with the travel expense claim.