



CONSTITUTION OF THE HURON-PERTH CONFERENCE

ARTICLE 1 - NAME

- 1.1 This Association shall be known as the Huron-Perth Conference.

ARTICLE 2 - AIMS & OBJECTIVES

- 2.1 To promote by scheduling and governing an excellent extra-curricular sports program for eligible students among the schools of the Association.
- 2.2 To encourage a high degree of sportsmanship.
- 2.3 To strive in all cases to achieve the greatest good for the greatest number of participants.
- 2.4 To promote and maintain a spirit of harmony.
- 2.5 The Huron Perth Athletic Conference will work to promote a safe and healthy environment for all student athletes. It is the expectation of the Huron Perth Athletic Conference that there be no harassment, abuse, bullying or hazing of any participant in any of our athletic programs. Any violation of this expectation will be dealt with by school administration following the provisions of the Safe Schools Act.

ARTICLE 3 - MEMBERSHIP

- 3.1 This conference shall consist of the following member schools:

From the Avon-Maitland Board of Education;

- a) Central Huron Secondary School
- b) F.E. Madill Secondary School
- c) Goderich District Collegiate Institute
- d) Listowel District Secondary School
- e) Mitchell District High School
- f) South Huron District High School
- g) St. Marys District Collegiate and Vocational Institute
- h) Stratford Central Secondary School
- i) Stratford Northwestern Secondary School

From the Huron-Perth Separate School Board;

- j) St. Anne's Catholic Secondary School

- k) St. Michael Catholic Secondary School

3.2 Membership of New Schools

- a) Any new secondary schools of the two boards shall be accepted as new members.
- b) Other schools wishing to gain approval for admittance to the Huron-Perth Conference must follow the constitutional procedures as outlined. On gaining approval of the Huron-Perth Conference an application must then be made by the Conference President, on behalf of the applicant, to the Directors of the Avon Maitland Board of Education and the Huron-Perth Separate School Board for final approval.
- c) When approval is given by both directors, the President will notify the applicant school in writing of the decision.
- d) Schools wishing to enter into the activities of this conference shall apply for membership directly to the President in writing.
- e) The deadline for applying for admission to the conference is February 1st prior to the school year of admission. Before applying for admission, any applicants outside the two boards must secure the sponsorship of two member schools, the sponsorships being arrived at after consultation between the administration and the athletic departments of these two schools. The applicant will then be dealt with at a regular meeting of the conference. Approval for endorsement by the Huron-Perth Conference may then be gained by majority vote of the membership.

3.3 Conditions of Membership;

Each member school shall:

- a) Participate in a minimum of two major sports per year for girls, and two major sports a year for boys. A Major sport is defined as a sport that runs over a period of time with a league schedule prior to the Huron-Perth championships.
- b) Take convenorships
- c) Sit on a Board of Reference

- d) Rotate in order for the Presidency of the Conference
- e) Take a rotational order for convening Track & Field and other activities. In sports that have a rotation for convening, (Cross Country, Field Hockey, Golf, Badminton, Curling, Hockey, Nordic Skiing, Swimming, Track & Field), if a school is scheduled to convene but has no team, then their place in the rotation will be swapped with the next school in the rotation.
- f) Pay all expenses related to conference membership, i.e. Huron-Perth Conference fees, WOSSAA fees, and referee fees, website fees, etc.
- g) Attend all Huron-Perth Conference meetings.

3.4 Suspension

- a) By a two thirds majority of the members voting, a school may be recommended for suspension from the conference for conduct contrary to the aims and the objectives set forth in Article 2 and conditions of membership set forth in Article 3.3.
- b) A proposal for suspension must be presented at least one meeting previous to that at which the recommendation for suspension is to be voted on and thus notification will be sent to all member schools in the regular minutes. Any school unable to be represented at the meeting to vote on the recommended suspension must send a proxy to vote in writing to the president prior to said meeting. The Executive Director shall send formal notice of the recommended suspension to all respective Headmasters Associations.

3.5 Annual Dues

- a) Annual dues must be paid each year and if a school neglects to pay dues for one full year, that school is automatically suspended from the conference.

- b) The suspension may be lifted only when the offending school, on presenting its case the following year, pays the amount in arrears and is given the permission of the Conference.

3.6 Attendance

- a) If a member school fails to have at least one person present at any Huron-Perth Conference meeting, the principal of that school shall be notified in writing by the Executive Director.

3.7 Failing Membership Conditions

- a) If a member school fails to fulfil its conditions of membership, for example, fails to accept a convenorship or forces the Conference to impose a Convenorship on it, the principal of said school shall be notified in writing by the Executive Director.
- b) Should a school fail to fulfill their Huron-Perth Schedule obligations (league games, playoffs), then they also forfeit their right to any further competition (i.e. W.O.S.S.A.A., O.F.S.A.A.)

ARTICLE 4 - GOVERNMENT

The government shall consist of an Executive, a Legislative Assembly, and W.O.S.S.A.A. Directors.

4.1 Executive

- a) The executive of the Conference shall be the President, the Past President, Vice President, Executive Director, and Principals' Representative.
- b) The positions shall be filled as follows:
 - i) The President from the previous year will become the Past President.
 - ii) The Vice-President from the previous year will become the President.

- iii) The Vice-President shall be taken from the rotation shown here.

16-17	FE Madill	22-23	St. Marys
17-18	Mitchell	23-24	Central Huron
18-19	Northwestern	24-25	Goderich
19-20	Listowel	25-26	South Huron
20-21	Stratford Central	26-27	St. Anne's
21-22	St. Michael		

- iv) The Executive Director shall be appointed by the Legislative Assembly for a period of two years. The appointment shall be made at the March meeting in an odd numbered year. The duties shall be assumed at the June meeting of that year. The position shall be advertised at the previous November meeting. Any interested party may apply to the President with a resume. The Executive shall bring a recommendation to the Legislative Assembly.
 - i. The President will post a notice outlining requirements, duties, dates, etc.
 - ii. A deadline will be set for the submission of applications to the President
 - iii. A committee, which will include a Principal representative and be a minimum of three members, will review all applications.
 - iv. If numbers allow, a minimum of two candidates will be interviewed
 - v. The successful candidate will be named at the March meeting.
- v) Any principal, teacher or coach employed in the Avon Maitland District School Board or Huron-Perth Catholic District School Board shall be eligible for office as well as other interested parties.

4.2 Legislative Assembly

- a) The Legislative Assembly shall consist of members of the schools of the two boards.

4.3 W.O.S.S.A.A. Directors

- a) W.O.S.S.A.A. Directors shall be appointed in odd numbered years at the March meeting.

ARTICLE 5 - DUTIES OF OFFICERS

5.1 Duties of the Executive

- a) The Executive is empowered to make decisions required during the interval between meetings of the Legislative assembly. All these decisions made by the Executive must be accepted, amended, or rescinded at the next meeting of the Legislative Assembly.
- b) President: The President shall chair all meetings of the Executive and the Legislative Assembly.
- c) Vice-President: The Vice-President shall assist the President and shall assume any responsibilities in his/her absence.
- d) Past-President: The Past-President shall attend all meetings of the Executive and he/she shall chair meetings in the absence of both the President and the Vice-President.
- e) Executive-Director:
 - i) shall call all meetings of the Executive, and the conference as a whole.
 - ii) shall be empowered to make decisions as required during the intervals between meetings of the Executive. All decisions must be accepted, amended or rescinded at the next Conference Meeting.
 - iii) shall provide financial statements at each meeting of the Legislative Assembly.
 - iv) shall be responsible for updating of the Constitution as changes are made at Conference Meetings
 - v) shall be responsible for such duties as usually pertain to the office of Secretary and Treasurer.
 - vi) shall be responsible for producing the Huron-Perth Conference Schedule of Events (Maintaining the website)
 - vii) shall act as non-voting chairman of the Boards of Reference - Transfer, General and Sanction and shall maintain records and files of all such meetings and shall be responsible for

all correspondence with regard to these meetings.

- viii) The Huron Perth Executive Director will be included in the group - WOSSAA Directors

5.2 Duties of the Legislative Assembly

- a) The Legislative Assembly is empowered to make decisions pertaining to the management and policies of the Conference
- b) All motions to amend the constitution, By-Laws, and Playing Regulations shall be made by members of the Legislative Assembly.

ARTICLE 6 - BOARDS OF REFERENCE

6.1 Structure

- a) Board of Reference - General
 - i) This Board of Reference shall consist of not fewer than three members, one of whom shall be a Principal or Vice-Principal. The Executive Director shall act as non-voting chairperson. Membership on the Board of Reference - General shall be determined by the following rotation, where the HPE Head or a person designated by that person, shall fulfill membership duties as required:

16-17 St. Anne's and Stratford Central
17-18 FE Madill and Mitchell
18-19 Central Huron and St. Michael
19-20 Goderich and St. Marys
20-21 South Huron and Northwestern
21-22 St. Anne's and Listowel
 - ii) Should there be a conflict of interest, the next school in the rotation shall fill in
 - iii) To fill the membership requirements of Principal or Vice-Principal, if the Administrative Representative cannot attend, then he/she will find a replacement to attend on their behalf.
- b) Board of Reference - Transfer

- i) The Board of Reference – Transfer shall consist of minimum of three people, one of whom is to be an administrator, as selected by the Legislative Assembly. They shall serve a three year term.
- c) Board of Reference - Sanctions
 - i) This Board of Reference shall consist of not fewer than three members, one of whom shall be a Principal or Vice-Principal. The Executive Director shall act as non-voting chairperson. Membership on the Board of Reference - Sanctions shall be determined by the following rotation, where the PHE Head or a person designated by that person, shall fulfill membership duties as required:
 - 16-17 South Huron and Listowel
 - 17-18 Central Huron and Northwestern
 - 18-19 Goderich and St. Marys
 - 19-20 FE Madill and St. Michael
 - 20-21 St. Anne's and Mitchell
 - 21-22 South Huron and Stratford Central
 - ii) Should there be a conflict of interest, the next school in the rotation shall fill in
 - iii) To fill the membership requirements of Principal or Vice-Principal, if the Administrative Representative cannot attend, then he/she will find a replacement to attend on their behalf.”

6.2 Duties

- a) Board of Reference - General
 - i) This Board of Reference shall be empowered to interpret Articles of the Constitution, By-Laws and standing rules of the Conference. Issues relating to eligibility, conduct and deportment shall be referred to this board. It will also deal with any protests of competitions as outlined in By-Law 4.
 - ii) A written request for the convening of a Board of Reference shall be made to the Executive Director within thirty days of the occurrence of the issue under dispute. It is the responsibility of the person requesting same to ensure the request has been received. Copies of the request must be

sent to all parties involved.

- iii) If the Board of Reference determines that the matter is within its jurisdiction, it shall inform all parties of the date of the hearing, and request any necessary documentation and other information deemed necessary. Parties shall be given as much notice as possible of the hearing.
 - iv) The decisions of the Board of Reference - General are subject to appeal to the Board of Reference - Sanctions. Appeals shall be based on the decision reached by the Board of Reference- General.
 - v) The costs of the Board of Reference may be assessed to some or all of the parties involved as part of the Board's decision.
- b) Board of Reference - Transfers (see Appendix 1- 4)
 - c) Board of Reference - Sanctions
 - i) This Board of Reference shall be empowered to adjudicate any appeals of decision and levels of sanctions imposed by the Board of Reference - General decisions.
 - ii) Appeals must be received in writing by the Executive Director within 72 hours of the Board of Reference - General decisions.
 - iii) A sum of \$50.00 must be received prior to the convening of this Board.
 - iv) Decisions of this Board are final.
 - v) Penalties imposed by this Board may include but are not limited to: stripping of medals, removal of records and standings, suspension from future Huron-Perth events, identification of offenders in minutes of meetings, notification of appropriate sports governing bodies, requiring written letters of apology and requiring appropriate restitution.

ARTICLE 7 - MEETINGS, QUORUM, AND VOTING

7.1 Executive Meetings

- a) Meetings of the Executive shall be called by the Executive Director when deemed necessary.
- b) A quorum of the Executive shall consist of a majority of the members.
- c) A majority vote of those present rules.

7.2 **Legislative Assembly**

- a) The Conference shall meet in September, November, March and June.
- b) Special meetings shall be at the call of the Executive.
- c) A quorum at any meeting of the Conference shall consist of representation from a majority of the member schools.
- d) All issues shall be decided on the basis of one vote per member school by secret ballot or by show of hands. In case of a tie, the chairman (President) shall cast the deciding vote.
- e) A majority vote rules on all matters pertaining to the By-Laws and Playing Regulations. A two-thirds majority is required on all matters pertaining to Articles of the Constitution. i.e. yes divided by (yes plus no) = 2/3.
- f) The Legislative Assembly is an open meeting and any interested parties may attend.
- g) The voting member for each school shall be the Health and Physical Education Head (or equivalent P.O.R.) or a person designated by them.

7.3 Boards of Reference

- a) Meetings of the Boards of Reference shall be called by the Executive Director. Notification to attend a Board of Reference shall be made via e-mail and/or a phone call, by the Executive Director.
- b) A quorum shall consist of at least three members and the non-voting chair-person.
- c) Presentations to the Board of Reference and/or Sanctions shall not exceed 20 minutes by any individual or party. This may be followed up by a question period by the Board of approximately 10 minutes.
- d) A majority vote rules.

7.4 Sport Advisory Councils

Each Huron-Perth activity convenor must hold a Sport Advisory meeting of the coaches. The timing of such meeting should coincide (either immediately preceding or following) with the season in which the activity took place. See Appendix 6 and 7.

7.5 Competition Committee

- a) Membership: Shall be on a voluntary basis and shall be renewed annually
- b) Duties and Powers:
 - i. To meet regularly
 - ii. To address issues that the conference is experiencing
 - iii. To clarify articles, by-laws, appendix and playing regulations
 - iv. To review articles, by-laws, appendix and playing regulations
 - v. To make recommendations to the conference as necessary
 - vi. To put forth Notices of Motion to the conference as necessary
 - vii. To report to the Legislative Assembly as necessary

ARTICLE 8 - AMENDMENTS

- 8.1 The constitution, By-Laws, and Playing Regulations may be amended by the Legislative Assembly provided that;

- a) the notices of motion have been circulated 10 days before the meeting.
 - b) the mover and seconder are representatives of the Legislative Assembly.
 - c) the notices of motion are received by the Executive Director two weeks prior to the meeting.
- 8.2 The Executive Director shall circulate copies of the notices of motion at least ten days prior to the Legislative Assembly to all schools and Directors.

ARTICLE 9 - FINANCES

- 9.1 Huron Perth fees are to be paid to the Executive Director by a date set by the Executive Director. The Huron-Perth fees shall be set at \$0.10 per capita and are based on the school population as of October 31 and determined in accordance with the WOSSAA fee structure which is set at the WOSSAA June meeting (\$0.40). The actual enrolment shall be used and NOT the FTE.
- 9.2 That the fees for the set-up and maintenance of the Huron-Perth Web-site from *High School Sports Zone*, be assessed and collected with the Fall fees.
- 9.3 All disbursements shall be made over the signature of the Executive Director.

The Executive Director's Honorarium is to be \$4000.00 per annum.

The fee for the Executive Director shall be assessed as follows:

- I. It will be based on the current year, Oct 31 Enrolment number for each school.
 - II. The honorarium amount shall be divided by the total number of students in the conference. Each school shall be assessed the amount from the above calculation.
 - III. In addition, there shall be a \$0.05 fee added per student to cover additional expenses covered by the conference.
- 9.4 Mileage shall be paid for the Executive Director at the current W.O.S.S.A.A. rate.
- 9.5 The Executive Director may claim additional expenses that transpire as a result of work done on behalf of the Conference. (i.e. photocopying,

faxes, etc.)

9.6 Fees for the awards portion to be made due by the end of September.

ARTICLE 10 - AFFILIATIONS

10.1 Schools

- a) Schools shall remain autonomous in dealing with matters of concern to their own members, provided that the Huron-Perth Constitution is not contravened.
- b) Schools shall host Huron-Perth Championships on a voluntary basis as determined by the March Legislative Assembly.

10.2 W.O.S.S.A.A.

- a) Huron-Perth is one of the recognized affiliates of W.O.S.S.A.A.
- b) Membership and conformity with the Constitution, By-Laws, and Playing Regulations of Huron-Perth and W.O.S.S.A.A. is a prerequisite for participation in any activity coordinated by W.O.S.S.A.A.
- c) Representation at W.O.S.S.A.A. Championships shall be determined according to Huron-Perth Standing Rules for each sport.
- d) In the event of a work stoppage, the non-affected member schools will continue to have the opportunity to advance to WOSSAA. It will be the responsibility of the Executive Director or his/her designate to co-ordinate/facilitate this.