

Eastern Valley

Athletic

Association

Constitution

and Bylaws

Constitution of
Eastern Valley Athletic Association

Part 1 - NAME

This Association shall be known as the Eastern Valley Athletic Association and hereinafter referred to as the Association or as the EVAA.

Part 2 - PURPOSE

The purpose of this Association is to act as an umbrella organization for all District Athletic Associations in the Eastern Valley zone of BC School Sports 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 Eastern Valley zone by initiating as many educational experiences as are within the powers and capabilities of the EVAA to do so.

Part 4 - AREA OF OPERATION

The Association will operate within the jurisdictions of provincially designated School District numbers 33, 34, 35, 75, 78 for all Secondary and Middle Schools public or independent.

Part 5 - SCOPE

The EVAA 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 Secondary or Middle schools, public or independent, which are registered with these District Associations and are members in good standing, are eligible for membership in the EVAA.

The EVAA is a service organization founded on the premise that it would provide needed services to secondary schools in the Eastern Valley zone involved in Athletic Programs. Teamwork and cohesiveness is necessary to achieve the objectives of these Associations.

The EVAA 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 EVAA

The rules and regulations of the EVAA deal with the organization of berths, location, & organization for Eastern

Valley zone Championships. With permission of local associations, Sport Coordinators may also be involved in organizing Eastern Valley wide leagues for their members at the Senior Level.

At the Senior Level, Provincial Commissions are responsible for eligibility and discipline at the Senior Eastern 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: _____

Signed by the President of LDSSAA

Signed by the President of AMSSAA

Signed by the President of FVESSAA

Bylaws of Eastern Valley Athletic Association

PART 1: INTERPRETATION

1.1 Definitions

In these Bylaws, unless the context otherwise requires:

- 1.1.1 Association means the Eastern Valley Athletic Association (EVAA)
- 1.1.2 Association means a local sports association within the district or group of districts.
- 1.1.3 BC School Sports (BCSS) means the duly constituted provincial organization responsible for coordinating interscholastic athletics provincially
- 1.1.4 Council of Presidents means the Executive of the Association.
- 1.1.5 Sport Coordinator means the individual responsible for a sport whose play falls within one of three seasons.
- 1.1.6 Executive Council means members of the Executive and the Sport Coordinators.
- 1.1.7 A Member or Member school is one that is registered with this Association.

PART 2: MEMBERSHIP

2.1 Responsibility for the Athletic Program

2.1.1 The EVAA 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 local Athletic Association and the EVAA is that the Principal will ensure that his/her staff follow policies established for interscholastic athletics.

2.1.2 The EVAA recognizes the autonomy of league play as established by the local associations. The EVAA will establish rules, regulations, guidelines and policies that apply only to EVAA Championship play and to leagues operated by the EVAA.

2.2 Membership and Geographical Organization

- 2.2.1 This Association has three (3) local athletic associations and their member schools.
- 2.2.1.1 Abbotsford Mission Secondary School Athletic Association
- Boundaries of School Districts #34 & 75.
- 2.2.1.2 Fraser Valley East Secondary School Athletic Association
- Boundaries of School Districts #33 & 78.
- 2.2.1.3 Langley District Secondary Schools' Athletic Association
- Boundaries of School District #35.
- 2.2.1.4 School District #93 (CSF - Francophone) that operate within the geographic boundary of the EVAA and must belong to the local association in which the school resides.
- 2.2.2 All secondary schools within the boundaries of the associations so stated in these bylaws may become a member of this Association by being a member in good standing in the association within which it is geographically located and being registered with BC School Sports .
- 2.2.3 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 2 representatives from each local association. Typically the representatives will be the President of each local association and one more representative. It is not required that the local association president be an appointee. Each association will elect their own representatives. The council will also consist of the immediate Past President of the EVAA, an Administrative Representative and a Secretary-Treasurer.

3.1.2 There will be a President of the EVAA. One representative from one association will be the president for a period of 2 years. The role will then rotate to the next association. The Presidents role will rotate through the associations in the following order starting in September 2019. Once the cycle is complete after 6 years it will return to the beginning of the order.

September 2019 - AMSSAA

September 2021 - LDSSAA

September 2023 - FVESSAA

3.1.3 The Past Presidents role is a non-voting role, unless the past president is also one of the local associations 2 representatives.

3.1.4 The position of Secretary-Treasurer will be filled by appointment on an annual basis by a vote of the Presidents Council. A person so appointed will hold this office at the discretion of the Executive and will have no voting powers at Executive meetings. Duties include:

3.1.4.1 Look after all correspondence between the EVAA and all member schools.

3.1.4.2 Be responsible for all finances of the EVAA.

3.1.4.3 Be responsible for keeping and maintaining meeting minutes.

3.1.4.4 Collect all sport registrations by September 30 and provide a list of registered schools by sport to the Executive, sport coordinators, and webmaster.

3.1.4.5 Organize all EVAA meetings and locations.

3.1.5 The position of Administrative Representative shall be filled by a Principal or Vice-Principal from one of the associations represented by the EVAA. This position shall rotate between the associations on a 2 year cycle in numerical order. The local association responsible for the Administrative Representative will select their representative. The Administrative Representative position will start in September 2019 and progress on the following cycle. Once the cycle is complete after 6 years it will

return to the beginning of the order.

September 2019 - LDSSAA

September 2021 - FVESSAA

September 2023 - AMSSAA

3.1.6 If the Administrative Representative position goes unfilled by the Association that it is allocated to, the council will appoint an Administrative Representative from one of the other Associations.

3.2 Responsibilities of the Executive (Presidents' Council):

3.2.1 To sanction championships.

3.2.2 To set fees for each sport in consultation with the Sport Coordinators.

3.2.3 To monitor the overall activities of the Sport Coordinators.

3.2.4 To convene meetings with the Sport Coordinators to help set fees, dates of championships, and receive input from them on the direction of the EVAA.

3.2.5 To monitor awards distributed by Sport Coordinators.

3.2.6 To set a fee to cover the Associations annual expenses.

3.2.7 To approve budgets received from Sport Coordinators.

3.2.8 To approve the dates and times for Eastern Valley Championships received from the Sport Coordinators and publish them at the AGM.

3.2.9 To act as a disciplinary committee for allegations involving coaches in the Eastern Valley zone. This committee will conduct investigations into any allegation not directly identified as the responsibility of BC School Sports or the local associations. All complaints alleging a violation of the Rules of Conduct by a Coach during or in connection with zone play-offs or provincial championship competition shall be processed in accordance with the rules and regulations of the applicable Sport Commission. All other issues that arise from EVAA league play will be handled by the EVAA. Complaints arising out of competition other than EVAA 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, an executive member, the Coordinator of the Sport involved, and one other appointed member. Decisions may be appealed to the Executive of the EVAA.

3.2.10 To act as an appeals committee for incidents involving coaches in Eastern Valley zone 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 EVAA 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.

3.2.11 To receive applications for new Sports.

3.2.12 To review the status of Sports in the EVAA annually.

3.3 Sport Coordinators

3.3.1 Sport Coordinators shall stage, operate and coordinate Eastern Valley Leagues & Championships in their sport, subject to the rules and regulations of the EVAA as provided by BC School Sports. There

will be 1, 2 or 3 Sport Coordinators for each sport. If there are multiple individuals interested in the role of Sport Coordinator, preference will be given to have 1 Sport Coordinator per Association.

3.3.2 All schools that wish to participate in Eastern Valley Leagues & Championships in a particular sport must pay an annual fee to as established by the EVAA.

3.3.3 Responsibilities of Sport Coordinators:

3.3.3.1 To communicate with AD's, coaches and schools to organize, stage and promote their leagues and Championships at all levels.

3.3.3.2 To organize and host all meetings relative to the sport and update the zone website with scores and standings for Senior Leagues.

3.3.3.3 To submit a proposed budget, recommended registration fee for the next year and financial statement to the Executive of the EVAA by May 31st.

3.3.3.4 To organize Championship awards at all levels.

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

3.3.3.6 To submit an annual report to the Executive along with a copy of the minutes of the Annual Coaches Meetings prior to May 31st.

3.3.3.7 To propose the size (keeping a roughly 1:2 ratio of teams to championship), berthing formula and championship structure to the Eastern Valley Championships to the Executive for approval prior to league play.

3.4 Sports Council (Executive and Sport Coordinators) – meet twice per year minimum, including AGM

3.4.1 The Sports Council shall meet as deemed necessary by the Executive of the Association, or as designated in Part 4.

3.4.2 Responsibilities of the Executive Council:

3.4.2.1 To meet prior to the AGM.

3.4.2.2 To review the year.

3.4.2.3 To plan budgets and review fees.

3.4.2.4 To receive reports from Sport Coordinators.

3.4.2.5 To review and recommend policy and procedural changes.

3.4.2.6 To prepare the AGM.

3.5 Discipline committee

3.5.1 The Discipline committee is responsible for all player discipline issues that arise over the course of the sport seasons. When a player incident is referred to them by a Sport Coordinator, the committee will meet either virtually or in person to discuss and determine any penalties to be decided.

3.5.2 The discipline committee will be composed of 5 people, with ideally no more than two individuals coming any one local association.

3.5.3 Decisions made by the Discipline Committee can be appealed to the Executive (Presidents Council).

PART 4 - MEETINGS

- 4.1 A summary of meetings for the EVAA to accomplish goals is listed as follows:
 - 4.1.1 Presidents' Council:
 - 4.1.1.1 At the beginning of each year to outline the year ahead and to discuss any major issues anticipated that year and to discuss other matters important to the Association.
 - 4.1.1.2 Prior to the AGM to set fees for next year, confirm dates for the next year, to review the Sport Reports, and finalize the Agenda of the AGM.
 - 4.1.1.3 To meet at the request of the majority of Local Association Presidents
 - 4.1.2 Sport Meetings: Sport Coordinators host member schools as many times as they feel is necessary to prepare for the sport season. It is recommended that each sport coordinator meet twice a year with its members. Sport Meetings can be virtual or in person as determined by each sport.
- 4.2 The Annual General Meeting will be held in June each year. This meeting is preferable after the conclusion of all Championships sponsored by EVAA and after the conclusion of the BCSS AGM.

PART 5 - ANNUAL GENERAL MEETING

- 5.1 The Annual General Meeting is the governing body of the EVAA. It is composed of representatives from Secondary and Middle member schools, Association Executives and Sport Commissions.
Specific Composition of the AGM is:
 - 5.1.1 Presidents Council
 - 5.1.2 Member School Representatives (Athletic Directors)
 - 5.1.3 Sport Coordinators
- 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. There are no proxies permitted.
 - 5.2.2 A simple majority vote in favour of a motion will suffice to pass a motion to change, update and create a new by-law.
 - 5.2.3 The members of the Presidents Council do not get a vote at the AGM unless they are the representative for their member school. No member school is permitted to have 2 votes.
 - 5.2.4 Motions for the AGM must be received by the Executive a minimum of 4 weeks prior to the AGM.
- 5.3 Responsibilities of the AGM.
 - 5.3.1 To meet once a year.
 - 5.3.2 To set general operating by-laws.
 - 5.3.3 To receive reports from Executive and Sport Coordinators.
 - 5.3.4 To approve new Sports.
 - 5.3.5 To annually review Sport status in the EVAA.
 - 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 30 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 Secretary-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 Individual Sports 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 and will disburse from that account to the Sport Coordinators the funds collected for each sport as needed, when invoices are submitted. Funds retained in this account will be used to cover the cost of managing the sport as specified in the budget. 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, Secretary-Treasurer and a member from one other Local Association. If so approved by the Executive the Past President may also be authorized to sign on behalf of the Association.
- 6.4 The Secretary-Treasurer will submit to each Executive meeting and Executive Council meeting a report of the current financial position of the Association. The Secretary-Treasurer will submit to the Annual General Meeting a full report of the financial activities of the Association covering the past year. The Secretary-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.
- 6.6 The EVAA shall not carry over more than 20% of its annual operating budget in any given year. If the accounts for the EVAA exceed the estimated 20% of its annual operating budget then the excess funds will be returned to its member schools based on the amount each school paid in that current fiscal year.
- 6.7 Scholarships may be awarded to students from within the EVAA each AGM. All scholarships offered by the EVAA will be awarded by the association. There will not be sport specific scholarships determined by sport coordinators.
- 6.8 Zone championships may not charge a gate for their tournaments at any level.

PART 7 - APPROVAL AND COLLECTION OF FEES

- 7.1 Each Sport Coordinator will submit to the Executive annually a recommended fee to be charged to each team registering in their sport sufficient to cover the costs of their operations for the next season of play.
- 7.2 The Executive having received the recommended fee from each Sport Coordinator will review this fee with the Executive and approve or reject the fee. If the proposed fee is rejected, the Executive will set the fee for the year.

- 7.3 The EVAA will, on behalf of each Sport, register each school team and collect the approved registration fee for that team during the registration process prior to September 30 of each school year. At the end of registration period each year the Association will submit to each Sport Coordinator a listing of schools and teams registered.
- 7.4 The Association will annually levy an administrative fee on each school registering teams in the EVAA. This fee will be determined annually by the Executive and set each year at the Spring Executive meeting and approved by membership at the AGM.

Part 8 - FORMATION OF SPORTS

- 8.1 All new sports wishing to be active in the EVAA 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 in the Eastern 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 a Sport Coordinator in place.
- 8.2.3 The sport must currently be played in two Associations of the EVAA 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 re-confirm the continued operation of the Sport.

Part 9 - REVIEW OF SPORT STATUS

- 9.1 The Executive will annually review the status of all EVAA Sports and present their recommendations to the AGM.
- 9.2 Loss of Sport 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 two (2) Athletic Associations and meet the criteria of those local Athletic Associations
- 9.2.3 There must be a minimum of 4 member schools per tier participating in the sport at that level. If there are less than 4 teams in a tier, there will not be a Zone banner. At the Senior level zone championships must occur in order to qualify for provincials, but a banner will only be provided if there are 4 or more teams.

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 May 1st each

year. The resolution must fully explain the rationale for the change. The Secretary-Treasurer 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 Motions to change the Constitution 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. All other motions must have a greater than fifty percent majority of the membership of the Association who are in attendance at the meeting and who are eligible to vote in order to pass.

PART 11 - STIPENDS

- 11.1 Executive Members, the Secretary-Treasurer, Sport Coordinators and Discipline Committee members will receive an annual stipend to support their work.
- 11.2 Executive Members Stipends
 - 11.2.1 President - \$1000
 - 11.2.2 Other members (5) - \$500
- 11.3 Secretary-Treasurer Stipend
 - 11.3.1 \$3000
- 11.4 Sport Coordinator Stipends per Sport
 - 11.4.1 Aquatics - \$400
 - 11.4.2 Badminton - \$200
 - 11.4.3 Basketball - Boys - \$1500
 - 11.4.4 Basketball - Girls - \$1500
 - 11.4.5 Cross-Country - \$400
 - 11.4.6 Curling - \$200
 - 11.4.7 Field Hockey - \$200
 - 11.4.8 Golf - \$200
 - 11.4.9 Gymnastics - \$0
 - 11.4.10 Mountain Biking - \$0
 - 11.4.11 Rugby - \$700
 - 11.4.12 Skiing/Snowboarding \$0
 - 11.4.13 Soccer - Boys - \$900
 - 11.4.14 Soccer - Girls - \$900
 - 11.4.15 Track & Field - \$800
 - 11.4.16 Ultimate - \$0
 - 11.4.17 Volleyball - Boys - 600
 - 11.4.18 Volleyball - Girls - 1200
 - 11.4.19 Wrestling - \$400
- 11.5 Discipline Committee Stipends (5)
 - 11.5.1 \$200
- 11.6 Website Coordinator
 - 11.6.1 \$1500
- 11.7 The stipends will be reviewed by the Executive on an annual basis. Any stipend changes must be

presented as a motion at the *AGM*.