

# SECTION 3

## CONSTITUTION

### ARTICLE 1 - NAME

This organization shall be known as the New Brunswick Interscholastic Athletic Association and shall be affiliated with School Sport Canada and the National Federation of State High School Associations.

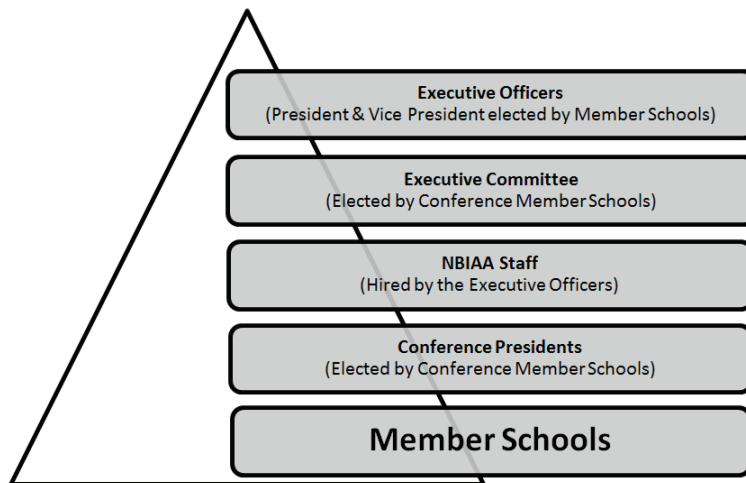
### ARTICLE 2 - ORGANIZATION

The Association came into being at the biennial meeting of the New Brunswick Educational Institute in Fredericton, N.B., on June 28, 29 and 30, 1926.

The NBIAA is an organization of New Brunswick high schools that operate athletic teams in various activities, consisting of students from member schools. The Association is funded by member schools, as well as a grant provided the Department of Education and Early Childhood Development.

The NBIAA will work in a consultative and collaborative fashion with the Department of Education and Early Childhood Development to ensure fair and equitable application of the Constitution, By-laws and Operating Regulations of the Association.

The NBIAA Organizational Structure is as follows:



### ARTICLE 3 - MEMBERSHIP

#### Section 1.

Any High School in the province of New Brunswick whether public or private, may become a member of the New Brunswick Interscholastic Athletic Association providing they agree to:

- a) Submit the School Membership Form to register online by June 1st.
- b) Comply with the rules and regulations of the NBIAA.
- c) Pay an annual membership fee as shall be determined by the membership, at an Annual General Meeting.
- d) Pay the appropriate fees as set out in the Operating Regulations.

#### Section 2.

The fiscal year shall be June 1 to May 31.

## ARTICLE 4 - EXECUTIVE COMMITTEE

### Section 1.

The Executive Committee shall consist of one representative per classification per Conference, one Anglophone and one Francophone designate will act as direct liaisons through the NBIAA to the Department of Education and Early Childhood Development as non-voting members and the Executive Officers. Executive Officers shall include the President, Vice President, Past President and the Executive Director.

Note: Representatives appointed to the Executive Committee must be Principals or B contract teachers.

### Section 2.

The President and the Vice-President shall be elected at Annual Meetings of the Association. The term of office for the President and Vice-President shall be for a possible, two (2) successive three-year terms.

### Section 3.

For purposes of continuity, the Executive Director shall be appointed by the Executive Committee rather than elected.

The position of the Executive Director:

- a) shall be an appointed full-time position;
- b) shall not vote at any meetings of the Association.

### Section 4.

Any vacancies which may occur among the Executive Officers shall be filled through appointment by the Executive Committee until the next AGM.

### Section 5.

60% of the Executive Committee shall constitute a quorum.

### Section 6.

The expenses of Executive Committee members incurred in traveling to and from scheduled meetings shall be borne by the Association.

### Section 7.

The signing officers of the Association shall be 2 of the following: President, Executive Director and 2 other designates decided by the Executive Committee.

## ARTICLE 5 - DUTIES OF THE EXECUTIVE COMMITTEE

### Section 1.

The EXECUTIVE COMMITTEE shall have full control of the affairs of the Association in accordance of the By-Laws and Operating Regulations. Regular meetings of the Executive Committee shall be held four times a year, with others called by the President or Executive Director as often as the business of the Association requires. If three consecutive meetings are missed, the member shall be replaced (extenuating circumstances may be considered). The Executive Committee may authorize exceptions (under extreme circumstances) to the association's By-Laws and Operating Regulations and has the authority to rule on any issue not clearly covered in the handbook.

### Section 2.

The Executive Committee has jurisdiction over regional to provincial affairs.

### Section 3.

The Executive Committee shall be the sole agent responsible for rendering decisions in the specific areas of: Operating Regulations (Activities and Playoff Systems). Coaches' Associations,

Conferences and individual schools may petition the Executive Committee to request amendments or revisions to established procedures.

**Section 4.**

The Executive Committee, with valid reason(s), may request the resignation of any member at any time prior to the expiry date of that member's term of office.

**Section 5.**

PRESIDENT:

- a) shall be presiding officer of the Association and shall attend General and Executive meetings of the Association.
- b) shall be the official spokesperson for the Association.
- c) shall have general supervision of all matters and affairs of the Association.
- d) shall appoint or assign members of the Executive Committee to positions of responsibility pertaining to the business of the Association.

**Section 6.**

VICE PRESIDENT:

The Vice President shall attend General and Executive meetings of the Association and in the absence of the President, have all the powers and duties of the President. At all times the Vice President shall assist with the overall administration of the Association.

**Section 7.**

PAST PRESIDENT:

The Past President shall retain office for a minimum two (2) years or as determined by the Executive Committee. They shall have all rights and privileges of a member of the Executive Committee.

**Section 8.**

NBIAA STAFF:

- a) shall manage the day to day affairs of the Association.
- b) shall be responsible for the records, correspondence and other property of the Association.
- c) shall attend all General and Executive meetings, and keep accurate records of the proceedings.
- d) shall interact with the media, amateur sports bodies, officials' organizations and other sports-associated agencies.
- e) shall prepare press releases relative to competitions and pertinent matters.
- f) shall prepare the annual activity calendar.
- g) shall control all financial operations; prepare budgets and financial statement, collection of monies, payment of bills, record keeping, banking and arrange for audit.
- h) shall edit and produce the Calendar of Events.
- i) shall interpret and enforce all articles and policies of the NBIAA.
- j) shall organize Executive Committee meetings and distribute the minutes to committee members.
- k) shall organize the Annual General Meeting and distribute AGM minutes to the membership.
- l) shall arrange conference calls or special meetings when required.
- m) shall order and distribute provincial championship awards.
- n) shall oversee all aspects of school membership, team registration, player registration and insurance.
- o) shall maintain liaison with the School Sport Canada and the National Federation of State High School Associations.
- p) shall maintain records of Provincial Championship.
- q) shall keep the President informed of controversial matters and regularly report on all activities to the Executive Committee.
- r) shall co-ordinate Special Projects.

- s) shall attend competitions when feasible.
- t) shall be an ex-officio member of all Association committees.

**Section 9.**

**CONFERENCE REPRESENTATIVES:**

- a) shall attend all General, Executive and Conference meetings.
- b) must attend two (2) of the three (3) conference meetings on a yearly basis (extenuating circumstances may be considered).
- c) shall liaison concerns to the Executive Committee from their respective Conferences.
- d) shall keep the Conference membership informed of happenings and issues pertaining to regional and provincial matters.
- e) shall attend provincial competitions hosted by their Conference when feasible.
- f) shall ensure that the rules and regulations of the Association are respected and followed by the membership of their Conference.
- g) shall keep the Conference membership abreast of changes of operating procedures.
- h) shall handle issues involving schools they represent within the Conference.
- i) Any member of the committee may resign at any time, upon sending a written notice to the Executive Director.

**Section 10.**

**SUPERINTENDENT REPRESENTATIVES:**

- a) shall attend all General and Executive meetings.
- b) shall liaison concerns to the Executive Committee from their respective districts.
- c) shall keep the District Superintendents informed of happenings and issues pertaining to regional and provincial matters.
- d) shall attend provincial competitions hosted by their District when feasible.
- e) shall ensure that the rules and regulations of the Association are respected and followed by the membership of their District.
- f) shall keep the District Superintendents abreast of changes of operating procedures.
- g) shall handle issues involving superintendents they represent.

**ARTICLE 6 - CONFERENCE STRUCTURE**

Each Conference shall have identical Executive structures, elected every two years - President , Vice-President and Secretary-Treasurer. The President will be one of the A, AA, or AAA conference representatives. A Discipline Committee shall also be in place.

**Duties of the Conference President:**

- a) shall be appointed for a two year term.
- b) shall hold conference representative elections every two years - North and West on odd years and East and South on even years.
- c) shall be the presiding officer of the Conference Meetings.
- d) shall have general supervision of all matters and affairs of the Conference.
- e) shall oversee the conference financial affairs.
- f) shall be the official spokesperson for the conference.
- g) shall call at least three general meetings of the conference members (Fall, Winter, Spring).
- h) shall communicate with the president of the adjacent regional conference pertaining to regional playoffs sites and tournament managers.
- i) shall communicate regional sites and tournament managers' names to the NBIAA office.
- j) shall appoint sport chairs to administer scheduling and standings of conference leagues and tournaments.
- k) shall establish a conference disciplinary committee.
- l) shall enforce all articles and policies of the NBIAA.

- m) shall keep the NBIAA Executive Director informed of controversial matters and regularly report on all activities.
- n) may invite a principal or teacher from within their conference to attend Executive Committee meetings in a non-voting capacity.

**ARTICLE 7 - COACHES ASSOCIATIONS**

**Section 1.**

Coaches' Associations are advisory groups only.

**Section 2.**

Coaches' Associations are to follow the same guide lines as established by the NBIAA for their Annual General Meeting (re: notices-of-motion and quorums) for the passage of significant recommendations.

**ARTICLE 8 - RULES OF ORDER**

The rules contained in Robert's Rules of Order shall govern the proceedings at general meetings and associate affairs, unless the rules contradict the Constitution and By-laws of this association.

**ARTICLE 9 - ANNUAL GENERAL MEETING**

**Section 1.**

The AGM shall be held during the month of June in each school year.

**Section 2.**

The AGM shall be held on one (1) day, commencing at 9:30 AM.

**ARTICLE 10 - VOTING**

**Section 1.**

At any annual or general meeting of the Association voting shall be conducted by schools. Each member school in good standing (annual dues paid) shall be entitled to one (1) vote.

**Section 2.**

The voting and speaking privileges of a member school at any annual or general meeting of the Association shall be exercised by the principal or designated teacher from the staff.

**Section 3.**

With the exception of the Executive Director, each Executive Officer shall have full voting privileges at all NBIAA Annual or General meetings.

**ARTICLE 11 – AMENDMENTS**

This Constitution and By-Laws may be amended at any Annual General Meeting of the Association by either of the two (2) following methods (see Sections 1 & 2):

**Section 1.**

Notices-of-motion submitted in writing to the Executive Director not less than thirty (30) days in advance of the meeting at which they are to be introduced; may be adopted by 60% of those present\* and entitled to vote.

\* 'present' be defined as those present and registered at the beginning of the meeting.

**Section 2.**

A seventy-five (75) per cent majority vote on a motion introduced and duly seconded from the floor at the appropriate time within the framework of the agenda. Motions from the floor (other than Notices-of-Motion) involving changes to the Constitution and By-Laws, shall not take effect until one Calendar year has elapsed following the motion.

**Section 3.**

At any annual meeting no motion may be voted upon unless a quorum of voting delegates is in attendance. For purposes of this Section, a quorum shall be 50% of eligible voters.

**ARTICLE 12 - CONFERENCE / REGIONAL FORMAT****Section 1.**

A two (2) region provincial format shall be used to determine teams for advancement to provincial play requiring pre-qualification. The regional alignment shall consist of the following conference combinations: South/West and North/East. (Unless otherwise determined by the Executive committee.)

**Section 2.**

A team may apply before the sport registration deadline to interlock with a conference (North, East, South, West) based on safety and travel. If the conference move is approved, that school will become a team within the approved conference for one sport season.

**ARTICLE 13 - LANGUAGE POLICY**

The NBIAA supports policies and initiatives to promote and strengthen the use of French and English at their functions. The NBIAA will undertake and ensure that these communications are offered in both official languages of NB.

**Section 1.**

Official written communication in both official languages for all NBIAA playoffs (conference, regional to provincial) when the two linguistic communities are represented. This does not include NBIAA exhibition events.

**Section 2.**

Official communications from the NBIAA office to its members will be in both official languages or in the language of the school.

**Section 3.**

Official verbal communication in both official languages during all NBIAA provincial events when the two linguistic communities are represented.

**Section 4.**

National Anthems: Instrumental or in both official languages for all NBIAA events when the two linguistic communities are represented.