BY-LAWS FOR THE CALGARY INDEPENDENT SCHOOLS ATHLETIC ASSOCIATION

(revised Sept 2025)

1. NAME

1.1. The name for the Association of the Calgary Independent Schools Athletic Association will be referred to as the CISAA.

2. OBJECTIVES

2.1. To foster, facilitate and direct activities of the CISAA in such a manner that these activities operate in conjunction with the Alberta Schools Athletic Association and that the local school boards and parents regard these activities as positive educational and recreational endeavors.

2.2. To maintain good sportsmanship, integrity and good will within and between junior and senior high schools participating in interschool athletics

2.3. To plan athletic activities in such a way as to cause no great interference with school attendance.

2.4. To promote among students an awareness that the primary aim of school is educational and that athletics provides significant social, cultural and emotional values.

2.5. To establish and maintain high standards of coaching practices, and for the conduct of teams and spectators.

3. MEMBERSHIP

3.1. CISAA membership shall be open to any Calgary independent, alternative & charter schools within the Calgary boundaries as established by the CISAA in 1998. If a member school moves outside the City of Calgary limits, they must apply to retain their membership within the CISAA. An independent school is defined as any private school that does not receive the same provincial funding per student as public school boards. An alternative school is defined as a program that emphasizes a particular language, culture, religion, subject matter or teaching philosophy offered through a school board. A charter school is defined as an autonomous, non-profit public school that offers educational programs focusing on different teaching styles, pedagogies, or specific areas like vocation-based education.

3.2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive of the CISAA.

3.3. If any member is in arrears of the annual fees for any year, such a member shall be automatically suspended and thereafter be entitled to no membership privileges until reinstated.

3.4. Upon a 75% majority vote of membership at a general meeting, or emergency meeting by the Executive at any time during the year, any member school (or associate member school) can be expelled from the CISAA for any cause which the membership may deem reasonable.

3.5. Associate membership may be granted on a yearly basis. Schools that do not meet the CISAA membership requirements may request in writing, an associate membership per division (junior and/or senior). The associate membership entitles the school to involvement in all CISAA activities with the following exceptions;

3.5.1. Associate member schools will not have voting privileges on matters related to CISAA membership. Associate members may still vote on NOMs and league matters.

3.6. Acceptance of associate membership (division specific) will be granted upon a majority vote of the CISAA membership.

3.7. Former CISAA member schools can be exempt from the annual application for associate membership upon agreement by the CISAA membership.

4. ORGANIZATION

4.1. The CISAA is an organization of affiliated senior and junior high schools for the purpose of providing leadership in the promotion of school sports.

4.2. The governing body shall consist of the following:

4.2.1. The executive committee

4.2.2. One representative from each school or school division

4.3. The activities of the CISAA shall be governed by the CISAA legislation (by-laws and policies). This legislation shall specifically govern the participation of any student from any member school or associate member school in any activity sponsored by the CISAA beyond the league level of competition.

5. EXECUTIVE COMMITTEE

5.1. The Executive Committee shall mean the Executive of the CISAA and shall consist of the following;

5.1.1. PRESIDENT : must be a member school staff member who will retain office for a three year term

5.1.2. SH VICE PRESIDENT : must be a member school staff member who will retain office for a three year term.

5.1.3. JH VICE PRESIDENT : must be a member school staff member who will retain office for a three year term.

5.1.4. PAST PRESIDENT : does not have to be a member school staff member, but will retain office for 2 years as an advisor.

5.1.5. Zone Manager: must be a member school staff member who will retain office for a three year term.

5.1.6. Any THREE members shall constitute a quorum.

6. DUTIES OF THE EXECUTIVE COMMITTEE

6.1. The Executive Committee shall, subject to the by-laws and policies or directions given by the majority vote at any properly conducted General Meeting and have full control of the affairs of the CISAA. Meetings of the Executive Committee shall be held as often as the business of the CISAA requires and shall be called by the Presidents. Special meetings may be called on by instruction of any two members thereof provided that they request in writing to the President to call such a meeting and state the business to be brought before the Executive Committee.

6.2. The Executive Committee may by mutual consent and within reason, request the resignation of any member of the Executive Committee at any time prior to the expiry date of that member's term of office. Furthermore, any member of the Executive Committee may resign at any time by sending a written notice to the Executive Committee. All members shall remain in office until their respective successors are elected.

7. DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

7.1. PRESIDENT - The President shall have the following duties;

7.1.1. To preside at the General and Executive meetings of the CISAA when present and able to act.

7.1.2. Attend ASAA APM and AGM as zone representation

7.1.3. To inquire into any matter pertaining to the affairs of the CISAA. The President may ask any representative to attend any meeting.
7.1.4. To ensure all awards have been ordered and forwarded to sport commissioners prior to CISAA playoff competition.
7.1.5. To ensure the official records of all award winners of CISAA playoff competitions are maintained.
7.1.6. To ensure the status of the CISAA as a non profit association with the government of Alberta.
7.1.7. To perform other duties as requested by the membership and executive committee

7.2. SH VICE PRESIDENT - The SH Vice President shall have the following duties;
7.2.1. To preside at the General and Executive meetings of the CISAA when present and able to act.
7.2.2. Interpret Senior High Policy
7.2.3. 2nd Line of communication on issues during league/playoff play (commissioner first)
7.2.4. Intervene on matters requiring discipline at the Senior High Level
7.2.5.
7.2.6. Organize CISAA Volleyball and Basketball All-Star Game.
7.2.7. To inquire into any matter pertaining to the affairs of the CISAA.
7.2.8. To perform other duties as requested by the membership and executive committee

7.3. JH VICE PRESIDENT - The SH Vice President shall have the following duties;
7.3.1. To preside at the General and Executive meetings of the CISAA when present and able to act.
7.3.2. Interpret Junior High Policy
7.3.3. 2nd Line of communication on issues during league/playoff play (commissioner first)
7.3.4. Intervene on matters requiring discipline at the Junior High Level
7.3.5. Organize referee clinics for volleyball and basketball
7.3.6. To inquire into any matter pertaining to the affairs of the CISAA.
7.3.7. To perform other duties as requested by the membership and executive committee
7.4. PAST PRESIDENT - The Past Presidents or Presidents shall retain office for two years following the term of office as President or until the position is taken by his/her successor. The Past President shall have the following duties.
7.4.1. To act as a resource person for the newer members of the Executive and assis with the overall administration of the CISAA
7.4.2. To act as chairman of the nominating committee responsible for the executive positions and commissioners.
7.4.3. To preside at annual elections.

7.4.4. To accept and investigate all discipline matters prior to submitting them to the Executive Committee and/or memberships.

7.4.5. To perform other duties as requested by the membership of the President.

7.5. SPORTS COORDINATOR** - The sports coordinator shall attend General and Executive meetings of the CISAA and shall have the following duties:

7.5.1. To act as a liaison between all member schools, the rest of the executive and officials associations.

7.5.2. Create schedules for team sports (ie; volleyball, basketball and soccer).

7.5.3. Manage communication between member schools.

7.5.4. Maintain the league websites so that information is current, accurate and organized.

7.5.5. To maintain official records of all award winners for CISAA playoff competitions.

** Not a voting member of the executive, and will be paid as a contractor at a rate established by the Executive

7.6. TREASURER** - The Treasurer shall attend General and Executive meetings of the CISAA. The Treasurer shall have the following duties:

7.6.1. To submit annually, an audited statement of financial records to member schools and the Registrar Companies.

7.6.2. To collect, bank and disburse all finances of the CISAA while keeping a current, auditor accepted, record of all transactions.

7.6.3. To ensure all junior and senior high registration forms are made available to member schools.

7.6.4. Compile and file registration forms and collect appropriate fees for CISAA and ASAA membership.

7.6.5. To follow up with schools that are in arrears.

7.6.6. To perform other duties as requested by the membership or the President.

** Not a voting member of the executive, and will be paid as a contractor at a rate established by the Executive

7.7. Zone Manager - The Zone Manager shall attend General and Executive meetings of the CISAA. The Zone Manager shall have the following duties:

7.7.1. Facilitate all communications from the ASAA, and ensure CISAA membership is kept informed.

7.7.2. Keep informed on ASAA NOM's, deadlines, etc. to inform the CISAA

7.7.3. Take notes at meetings and post for membership on the CISAA website.

7.7.4. To perform other duties as requested by the membership or the President.

8. ELECTION OF EXECUTIVE OFFICERS

8.1.1. Candidates for the offices of President, Vice Presidents, and Zone Manager shall be nominated from the floor at the Spring General Meeting upon completion of a term or retirement of an executive member. These positions shall be voted upon at the meeting. Only members of the CISAA in attendance shall be entitled to vote. The Past President shall appoint two election clerks who shall receive and count ballots. The Past Presidents shall act as judge of the election. If the Past President is not available, these duties will be the responsibility of any executive member that is not running for re-election for their position at that time. If there is no such executive member, then this duty shall be placed upon the Sports Coordinator.

9. VOTING

9.1. Voting privileges shall consist of ;

9.1.1. One vote for each accredited member High School

9.1.2. One vote for each accredited member Junior High School

9.1.3. One vote for each member of the Executive Committee

9.2. Each school within the CISAA shall be allowed one vote on general business matters.

9.3. Division specific voting strength shall be determined as follows;

9.3.1. Junior High School issues can only be voted on by Junior High representatives.

9.3.2. Senior High School issues can only be voted on by Senior High representatives.

9.4. Voting privileges are extended to all member schools on all by-laws and policies.A quorum will consist of two Executive Officers and at least ten percent of the total delegates from member schools.

9.5. At times other than a General Meeting, a mail vote may be taken on matters of general administration. Ballots must be kept until the following General Meeting.

10. AUDITING

10.1. All books and vouchers must be submitted to an auditor appointed by the membership or two members of the membership not serving on the Executive Committee who shall prepare an audited financial statement to be presented at the Annual Fall Meeting.

10.2. The books and records of the CISAA may be inspected by any member of the CISAA. Reasonable notice must be given and a time satisfactory to the Treasurer must be arranged.

11. MEETINGS

11.1. The bi-annual General Meetings will occur the ***last Wednesday*** of April.

11.2. The Fall meeting will occur on the ***second Tuesday*** of September.

11.3. The Order of Business at General Meetings shall be;

- 11.3.1. Call to order
- 11.3.2. Land Acknowledgement
- 11.3.3. Adoption of Agenda
- 11.3.4. Reading of Minutes
- 11.3.5. Business Arising out of Minutes
- 11.3.6. Reading of Communications
- 11.3.7. Financial Report
- 11.3.8. Notices of Motion
- 11.3.9. Reports of Commissioners
- 11.3.10. Unfinished Business
- 11.3.11. New Business
- 11.3.12. Adoption of Calendar (Fall meeting only)
- 11.3.13. Election of Officers
- 11.3.14. Other Business
- 11.3.15. Adjournment

11.4. The rules contained in *Roberts Rules of Order* shall govern the proceedings at General Meetings unless the rules contradict the by-laws and policies of the CISAA or statutes of Alberta.

12. AMENDMENTS TO BY-LAWS

12.1. Amendments to these by-laws may be made by a 75% majority vote of the members in attendance at a duly constituted meeting.

12.2. Notice of motion to amend the by-laws must be sent to the Executive Committee of the CISAA at least three weeks in advance of the date of the General Meeting when the submitted amendments will be considered. The Executive must advise all member schools at least two weeks before the meeting of any proposed amendments.

12.3. Any laws / regulations not covered by CISAA membership can review A.S.A.A. policy for clarification or policy change.