

**THE CONSTITUTION
BY-LAWS
AND PLAYING REGULATIONS
OF
NIPISSING DISTRICT
ATHLETICS
INCORPORATED
(N.D.A.)**

(Revised JUNE 2025)

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N.D.A.

CONSTITUTION

ARTICLES

(Revised June 2025)

ARTICLE I**NAME AND AFFILIATION****SECTION I**

This organization should be known as Nipissing District Athletics Incorporated and hereinafter referred to as N.D.A. or the “Incorporation”.

SECTION II

N.D.A. shall be as designated by the N.O.S.S.A. Constitution, as Nipissing District Athletics Incorporated.

SECTION III

N.D.A. shall be the governing body for all N.D.A. sponsored activities subject to the Regulations under the Department of Education Act.

ARTICLE II**AIMS AND OBJECTIVES****SECTION I**

The aims and objectives of N.D.A. shall be:

1. To organize and administer inter-school athletics among the member schools.
2. To promote friendly relationships among the member schools.
3. To encourage the development of healthy attitudes and practices of good sportsmanship among the students of the member schools.
4. To promote and foster all desirable qualities to be achieved from competitive sport.

ARTICLE III**MEMBERSHIP****SECTION I: GEOGRAPHICAL AREA**

N.D.A. shall include geographical areas known as Mattawa, North Bay, and West Nipissing.

SECTION II: MEMBER SCHOOLS

The following is a list of member schools of N.D.A.:

1. **Chippewa Secondary School**
2. École Secondaire Catholique Algonquin
3. École Secondaire Franco-Cite
4. F.J. McElligott Secondary School
5. École Secondaire Publique Nipissing-Ouest /Northern Secondary School
6. St. Joseph-Scollard Hall Catholic Secondary School
7. West Ferris Secondary School
8. École Secondaire Publique l'Odysée
9. École Secondaire Catholique Élisabeth-Bruyère
10. N'bisiing Secondary School
11. Any Secondary School built in the future within the geographical boundaries of the Nipissing District.

SECTION III

The term "Secondary School" for the purpose of this constitution shall be defined to include all schools engaged in the teaching of curricula as prescribed for Secondary Schools by the Ontario Department of Education.

SECTION IV

The following is a list of the "Individual Members" of N.D.A.:

1. all Principals and Vice-Principals of all member schools.
2. all Supervisors of Athletics of the member schools.
3. any Volunteer approved by the principal of a member school who is involved in administration, organization, coaching or managing of an inter-school sport or activity sponsored by N.D.A. and who is registered with the Secretary of the Incorporation.
4. any person who formerly met the conditions under (1), (2), or (3) who still maintains an interest in N.D.A. activities.

SECTION V

Each of the Supervisors of Athletics shall register, with the Secretary of the Incorporation, the names of all staff members in their respective schools who are engaged in the administration, organization, coaching or managing of an inter-school sport or activity sponsored by N.D.A. These lists are to be forwarded to the N.D.A. Secretary not later than September 30 of the current school year or where a coach is not appointed until later, his name is to be sent to the N.D.A. Secretary as soon as appointed.

SECTION VI: ASSOCIATE MEMBERS

An Associate Member shall be a Secondary School outside of the Territorial boundaries as described in Article III, Section I, which is permitted to participate in inter-school activities at the discretion of the

Incorporation. An Associate Member shall not be entitled to vote on any matter at any regular or special activities meeting of N.D.A. except as regards those inter-school activities in which they directly participate.

No associate member school may compete in a NDA playoff where an NDA banner or trophy is awarded.

ARTICLE IV

THE EXECUTIVE

SECTION I

The Executive of N.D.A. shall consist of a President, two Vice Presidents, Secretary, Treasurer, Past President, Public Relations Officer, and Principals' Representatives (max. 1 per Board) as appointed by the Principals Association and a Member at Large from the remaining schools not represented in the Executive positions.

SECTION II

The Executive of N.D.A. shall be elected annually at the Annual Meeting of the Incorporation.

SECTION III

Any registered member of the Incorporation may hold a position on the Executive provided he/she is duly elected.

SECTION IV

The President and Vice-Presidents may not hold the same office for more than two (2) consecutive terms.

SECTION V

Any member of the Executive may be removed from his/her position on the Executive by a 2/3 majority vote of all those members present and voting at the next meeting of the Incorporation.

SECTION VI

In the event that any Executive Member needs to be replaced for any reason, such position shall be filled by election at a meeting of the Incorporation.

SECTION VII

Executive members, members of duly constituted committees of the NDA and volunteers shall not be held personally liable for any decisions made or actions taken in the performance of their duties while holding any of the positions mentioned above provided said decisions or actions are made in good faith and the NDA shall indemnify and save such persons harmless from any and all causes of action, howsoever they may arise, in connection with the performance of their duties.

The NDA may purchase and maintain insurance for the benefit of executive members, committee members and volunteers to provide indemnity against any claims arising out of the performance of their respective duties on behalf of the NDA.

ARTICLE V

DUTIES OF THE EXECUTIVE

SECTION I: PRESIDENT

The President shall:

1. make every effort to ensure that the Constitution of N.D.A. is upheld both in letter and in spirit.
2. call and preside over all meetings of the Incorporation or Executive.
3. maintain on-going records regarding reports of misconduct by athletes, spectators, coaches, and officials. Upon receipt of such reports the President shall initiate the action process as outlined in Article **XXI, Page 24**.
4. appoint a "Steering Committee" for the Annual Meeting of the Incorporation.
5. appoint special committees when necessary.

SECTION II: VICE PRESIDENTS

There shall be two (2) Vice Presidents. The Vice Presidents shall be designated as First and Second Vice President.

1. The First Vice President shall:
 - (a) fulfil all the functions of the President when the President is not in attendance or has relinquished "The Chair".
 - (b) act as the convenor of the Annual Meeting under the direction of the Executive. (see Page 15, Article XII, Section IV)
 - (c) shall act as billing agent for the sports which have contracts with officials' associations.
 - (d) shall prepare the billing for all N.D.A. pennants with costs based on a per team basis as declared by the member schools by Oct.15 of the current school year.
 - (e) perform any other function of an administrative nature as requested by the President.
2. The Second Vice President shall:
 - (a) be responsible for publishing a list for the "Annual Meeting" of the location and condition of all N.D.A. trophies and prepare an estimate of repairs for submission to the Executive.
 - (b) Compile a complete up-to-date list of all N.D.A. Championship teams and individual winners for the Annual Meeting.
 - (c) Present to the Annual Meeting on an annual basis all updated team and individual records.

SECTION III: SECRETARY

The Secretary of the Incorporation shall:

1. keep a permanent record of all general, special, and committee meetings of the Incorporation including Official's contracts.
2. distribute to all Supervisors of Athletics of member schools' copies of the minutes of all general, special, or committee meetings of the Incorporation.
3. ensure that the N.D.A. Constitution is updated annually and that copies of amended pages are sent to all member schools.
4. provide all Supervisors of Athletics of member schools at least ONE (1) FULL MONTH in advance of the Annual Meeting, with information regarding the date, time and place of the said meeting.
5. communicate to all Supervisors of Athletics of member schools at least TWO (2) FULL weeks in advance of the Annual Meeting, copies of all notices of motion to amend the constitution or its by-laws.
6. communicate to all Supervisors of Athletics of member schools at least ONE (1) FULL WEEK in advance of the Fall Assembly or of the June Meeting, copies of all notices of motion to amend playing regulations.
7. order score sheets at the request of the Convenor and bill to First Vice President accordingly.
8. order banners for the upcoming school year in early January and inform the First Vice President of this cost.
9. ensure that an adequate supply of N.D.A. ribbons is available at all times.
10. Prepare and distribute address labels to member schools as needed.

SECTION IV: TREASURER

The Treasurer of the Incorporation shall:

1. keep an accurate accounting of all receipts and disbursements made on behalf of the Incorporation.
2. distribute at each general meeting of the Incorporation a financial statement of the Incorporation.
3. make the necessary arrangements to have the financial records of the Incorporation audited every year commencing in 1968. The audit shall be performed by a person or persons approved by the Executive.
4. audit any separate bank accounts which have been approved by the Executive as per Article XVIII, Section II - Finances.
5. inform, in writing, the Supervisors of Athletics of each member school of the amount of the annual fees owing by his/her school. See Finances.
6. issue pertinent information to each member school and contact schools who have not paid sport participation fees within thirty (30) days of the billing date.

SECTION V: PAST PRESIDENT, PUBLICRELATIONS AND PRINCIPAL'S REPRESENTATIVES

PAST PRESIDENT

The Past President shall act in a consulting capacity to the President and the members of the Executive.

PUBLIC RELATIONS

The Public Relations Officer shall:

1. work closely with the convenors of each activity in an attempt to sell N.D.A., its philosophy and program to the administration and staff, parents of the athletes and general public.
2. prepare master schedule for N.D.A., N.O.S.S.A. and O.F.S.A.A. championships being hosted by member schools in the current school year and circulate the schedule and event convenors to member schools as well as to the local media and update when necessary.
3. ensure that coaching lists from all schools are distributed to the media. (can be obtained from the N.D.A. Secretary on request)

PRINCIPALS' REPRESENTATIVES

The Principals' Representatives shall be the liaisons between N.D.A **and the coterminous Principals Group.**

ARTICLE VI

ELECTION OF OFFICERS

SECTION I

Nominations and elections for the positions of President, First Vice President, Second Vice President, Secretary, Treasurer and Public Relations Officer shall be held at the Annual Meeting of the Incorporation. The Principal's Representatives shall be appointed by the **Coterminus Principals Group** and should be named prior to the Annual Meeting. The positions of President, Secretary, Treasurer and First Vice-President shall be filled for a minimum of 2 years (as per Convenors Rotation List).

SECTION II

All voting shall be by a show of hands unless otherwise directed by the Chairman.

SECTION III

The President shall appoint three scrutineers whose task it shall be to count and tabulate the results of all voting when a secret ballot is taken.

SECTION IV

In the event that the N.D.A. Secretary does not have nominations for the positions of President, Secretary, and Treasurer three (3) weeks prior to the Annual Meeting, then the rotation guideline will be used:

ARTICLE VII

VOTING POWERS

SECTION I

At all meetings of the Incorporation, each member school shall be entitled to a maximum of four (4) votes per school (2 males - 2 females) on ANY QUESTION before the Incorporation concerning Constitution, By-laws, Co-educational Playing Regulations and motions of general business.

SECTION II

1. On motions dealing with male (or female) only Playing Regulations, voting shall be limited to 2 males (females) per school.
2. The one exception to II (a) allows a male (female) coaching a female (male) activity to use a female (male) vote.

Exception: Items which appear under the heading "Principals' Guidelines" (By-Law 3) are included solely for the information of the N.D.A. membership. Principals' Guidelines may only be amended at the request of the **Coterminus Principals Group**.

SECTION III

1. All motions regarding amendments to the Constitution and By-laws shall be passed by a 2/3 majority of those present and voting.
2. All motions regarding amendments to the Playing Regulations and motions of general business shall be passed by a simple majority vote of those present and voting.

Exception: Items which appear under the heading "Principals' Guidelines" (Alpine Skiing, Cross Country Running, Cross Country Skiing, Football, Track and Field) are included solely for the information of the N.D.A. membership. Principals' Guidelines may only be amended at the request of the **Coterminus Principals Group**.

SECTION IV

1. The President of the Incorporation shall not vote, except in the case of a tie or to decide on an issue requiring a 2/3 majority vote. (Applies to Section I only)
2. The President or First Vice President shall not vote, except in the case of a tie on matters dealing with playing regulations.

SECTION V

No proxy votes shall be allowed except as otherwise provided.

ARTICLE VIII**AMENDMENTS TO CONSTITUTION AND BY-LAWS****SECTION I**

Amendments to the N.D.A. Constitution and By-laws shall be made only at the Annual Meeting of the Incorporation.

SECTION II

All notices of motion to amend the N.D.A. Constitution and By-laws must be in writing and in the hands of the Secretary of the Incorporation at least three (3) weeks prior to the date of the Annual Meeting. Each member school shall be informed in writing of such notices of motion at least two (2) weeks prior to the Annual Meeting.

ARTICLE IX**AMENDMENTS TO PLAYING REGULATIONS****SECTION I**

Amendments to the Playing Regulations of the N.D.A. Constitution may be made at any regular or special meetings of the Incorporation.

SECTION II

All notices of motion to amend the Playing Regulations must be in writing and in the hands of the Secretary of the Incorporation at least two (2) weeks prior to the date of a meeting of the Incorporation. Each member school shall be informed in writing of such notices of motion at least one (1) week prior to the meeting of the Incorporation at which the motions will be voted on.

ARTICLE X**MEETINGS****SECTION I**

1. N.D.A. shall meet at least twice per school year -- once prior to the Christmas break and once after the Christmas break.
2. All meetings of N.D.A. shall be conducted according to the "Roberts Rules of Parliamentary Procedure".

SECTION II

Special meetings of the N.D.A. shall be at the call of the President, provided that the President shall call a meeting when requested to do so in writing by any two (2) members of the Executive, by the Principals of two (2) member schools, or by any three members of the Incorporation general membership.

SECTION III

No special meetings of the full membership shall be called with less than forty-eight (48) hours' notice.

SECTION IV

No voting decisions shall be registered with the incorporation with less than five (5) member schools represented.

ARTICLE XI**EXECUTIVE MEETINGS****SECTION I**

The President shall call and preside over all meetings of the Executive of the Incorporation.

SECTION II

The President shall call a meeting of the Executive once each month or when requested to do so by two (2) members of the Executive.

SECTION III

Each member of the Executive shall be entitled to two (2) working days' notice of any Executive meeting.

ARTICLE XII**ANNUAL MEETING****SECTION I**

There shall be an Annual Meeting of the Incorporation to be held in the Spring of each school year.

SECTION II

At least one (1) full month prior to the date of the Annual Meeting, the Secretary of N.D.A. shall notify each member school of the Incorporation of the date, time, and place of said meeting.

SECTION III

At least one (1) full week prior to the date of the Annual Meeting, the Secretary shall provide each member school of the Incorporation with an agenda for said meeting.

SECTION IV: DUTIES OF THE SECOND VICE PRESIDENT FOR THE ANNUAL MEETING

1. To advise the Secretary of suitable dates for the Annual Meeting.
2. To make the necessary physical arrangements.
3. To arrange for food and refreshments.

ARTICLE XIII**NOTICES OF MOTION TO N.O.S.S.A.****SECTION I**

All notices of motion to N.O.S.S.A. from N.D.A. members shall be forwarded to the Secretary of N.O.S.S.A.

SECTION II

Any Registered Member of the Incorporation may present any motion he/she wished at the appropriate time and during the Annual N.O.S.S.A. General Meeting.

SECTION III

The President of N.D.A., upon receipt of all notices of motion to be presented at the N.O.S.S.A. Resolutions Committee, shall, within a reasonable period of time before the N.O.S.S.A. Resolutions Committee meeting, call a meeting of N.D.A. general membership in order to determine the position of N.D.A. on each notice of motion to be presented.

SECTION IV

The position of N.D.A. on each notice of motion to be presented at the N.O.S.S.A. Resolutions Committee meeting shall be determined by a simple majority vote.

SECTION V

N.D.A. shall elect at this above-mentioned meeting its official delegates to the N.O.S.S.A. Resolutions Committee meeting.

SECTION VI

N.D.A. delegates to the N.O.S.S.A. Resolutions Committee meeting shall express the position of N.D.A. on each notice of motion presented.

ARTICLE XIV**ELIGIBILITY - CHAIRMAN AND FORMS****SECTION I**

The Eligibility Chairman for each N.D.A. activity shall be the Convenor of that activity.

SECTION II

Each member school is responsible for providing the Convenor of each activity with an N.D.A. eligibility or AELS (OFSAA) form for every N.D.A. activity in which that school participates.

SECTION III

1. Eligibility forms signed by a Coach, Supervisor of Athletics and Principal or their representatives shall be in the possession of the Convenor the day before the first league game or contest of teams concerned and any additions throughout the year must be submitted the day before the contest involved.
2. Any team failing to meet the eligibility requirements (Article XIV, Section III, #1) shall default the contest(s) in question.

ARTICLE XV**ELIGIBILITY****SECTION I**

N.D.A. agrees with the rules for "amateurs" as prescribed by O.F.S.A.A. Any student who is not an amateur within the meaning of this term shall not be permitted to participate in any N.D.A. activity until such student can file proof of reinstatement with the Incorporation Secretary.

All school teams or individuals participating in an N.D.A. activity shall be in the charge of a registered member of the Incorporation for the duration of the game or contest.

SECTION II

In order for a student to represent his school in any N.D.A. activity, he/she must satisfy the following conditions:

1. be enrolled at least 10 calendar days in the new school prior to the contest concerned. (Exception: must be enrolled five (5) days in the new school prior to N.D.A. Alpine, Cross Country Skiing, Football and Boys Hockey)
2. be in attendance at least 75 per cent of the regular days between the date of the contest concerned, except when a school is legally closed by a municipality, or when there is a disabling illness.

3. For the first four years of high school, a student must be a full-time equivalent student as defined by the Ministry of Education and Training. This is taken to mean that a student must be taking a minimum of six (6) full credit courses over the school year (or the equivalent in a grade 9 program). After the fourth year of high school, a student must be taking (4) non-semester full-time credit courses over the school year OR two (2) full credit courses per semester.
4. the OFSAA 5-year eligibility policy is in effect for all sports in N.D.A.

SECTION III

A Principal at a member school may, at any time, declare a student enrolled in his school ineligible.

SECTION IV

Expulsion or suspension from school shall render a student of a member school ineligible to compete in any N.D.A. activity until such student has been reinstated in the school by the Principal.

SECTION V

Except as otherwise provided, participation in more than two (2) league contests of a higher age classification shall render a student of a lower age class ineligible for the competition at the lower age class, in the same activity during the same school year. The term "participation" is defined to mean actual playing, dressing for the game or contest or the inclusion of the student's name on the score card. This section is not intended to cover exhibition games or contests. Note: Participation of a competitor in two (2) league contests at a higher age class will render a competitor ineligible at a lower age class at N.O.S.S.A.

SECTION VI

In order to qualify for playoff competition a student must have participated (see definition in SECTION V) in at least two (2) league games in the school and in the age group for which he/she will be used for playoffs.

SECTION VII

1. Any school that has enrolled transfer students who intend to compete in sports at the N.D.A., N.O.S.S.A. or O.F.S.A.A. levels shall submit applications to the N.D.A. transfer committee for eligibility ruling based on the O.F.S.A.A. Policy. Schools must have received a ruling of eligible from the N.D.A. or O.F.S.A.A. transfer committee prior to including the student in any contest at the N.D.A., N.O.S.S.A. or O.F.S.A.A. level.
2. All applications must include **legible** copies of:

Required documents outlined on the OFSAA Transfer Application Form according to the section pertinent to the applicant.
3. Any team failing to meet the eligibility requirements (Article XV, Section VII,) shall default the contest(s) in question.

SECTION VIII

1. Any school wishing to enter or withdraw a team in any given N.D.A. league must notify that sport committee's convenor of this intent before the applicable entry date.
2. **Entry Dates:**
 - (a) the first teaching Monday in September for Football, Boys' Volleyball, Girls' Basketball and **Boys' Hockey**
 - (b) October 1st for Boys' Basketball and Girls' Volleyball and **Girls' Hockey**
 - (c) April 1st for Soccer
3. Any school which fails to meet an entry date deadline may be refused entry to the league in question for that scholastic year.

SECTION IX

Student-athletes will be eligible for ONLY one team per sport per school year that is offered by the NDA, notwithstanding existing regulations pertaining to age classifications.

ARTICLE XVI**BOARD OF REVIEW****SECTION I (Purpose)**

The Board of Review shall be the reviewing body for all N.D.A. sponsored activities, subject to the Regulations under the Department of Education Act.

SECTION II (Membership)

The Board of Review shall consist of the N.D.A. President and the appropriate Supervisor of Athletics or alternate from each school.

SECTION III (Chair)

The N.D.A. President shall be the Chairman of the Board of Review.

SECTION IV (Duties of Chair)

1. The Chairman of the Board shall preside over all meetings except where the Chairman of the Board is directly involved in any matter before the Board and then a replacement shall be named by the Chairman. In the case where the Chairman of the Board is a Supervisor of Athletics, the Chairman may appoint an alternate to represent his/her school on the Board.
2. If a member of the Board of Review is directly involved in any matter referred to the Board of Review, he shall be represented on the Board by an alternate appointed by the school.

SECTION V (Request for Meeting)

The Board of Review shall meet at the call of the Chairman, provided that the Chairman shall call a meeting when requested in writing to do so by two members of the Board or by a Principal of a member school, or by the Convenor of an N.D.A. activity or by the Referee-in-Chief of any N.D.A. activity. Individual(s) requesting the meeting should indicate rational for said meeting (see SECTION X Board of Review).

SECTION VI (Meeting Timeline)

Unless the situation to be addressed by the Board requires immediate attention, no meeting of the Board shall be called with less than twenty-four (24) hours' notice to all members except by unanimous consent. Meeting must be in person at a designated location Mileage/travel expenses for out of town schools will be covered by NDA schools. Teacher coverage will be each school's responsibility.

SECTION VII (Quorum)

A Quorum of the Board shall be five (5) members. A Quorum of the Board must be present in order to hold a meeting.

SECTION VIII (Voting)

All questions coming before a meeting of the Board of Review shall be determined by a simple majority vote. The Chairman shall vote only in the case of a tie.

SECTION IX (Decision Appeal)

Any appeal of the Board of Review decision must be made in writing to the Chairman of the Board of Reference within forty-eight (48) hours of receiving written notification of that decision.

SECTION X (Reasons for Requesting Board of Review)

The Board of Review shall deal with:

1. all protests referred to it by the Convenor of any N.D.A. activity.
2. all disputes arising from player eligibility. (with the exception of Transfer Board decisions)
3. all matters of misconduct on the part of an official referred to it by the N.D.A. Executive
4. all matters dealing with misconduct on the part of any student connected with a team belonging to N.D.A. or participating in a N.D.A. activity.
5. all matters arising from defaulted games or contests.
6. all matters arising from the misconduct of spectators.
7. all disputes arising from any contract signed with an officials association.
8. all matters arising from the interpretation of the Constitution, By-laws and Playing Regulations.
9. If a student-athlete has missed the deadline for submission of their transfer forms for an NDA Transfer Committee Meeting, the Board of Review shall not deal with the matter.

SECTION XI (Duties)

The Board of Review shall have the power to:

1. suspend, expel, or otherwise discipline any team belonging to N.D.A. or participating in any N.D.A. activity or any student connected with such team.
2. to deny admission to any N.D.A. game or activity to any spectator whose conduct at past games or activities has been such as to warrant such denial.

SECTION XII (Procedures)

The Board of Review shall have the power to call witnesses and to hear evidence from any person or group of persons it deems advisable. All persons connected with any N.D.A. team or activity shall appear before the Board of Review, if so requested, and failure of any person to do so shall be grounds for dealing with him under the provisions of Section XI (1).

SECTION XIII (Reporting)

The Board of Review shall file with the Secretary of N.D.A. the appropriate Athletic Director or designate of each school and with the Principal of each member school a report of the proceedings of any meeting of the Board, together with a complete statement of its decision on any matter referred to it.

ARTICLE XVII**BOARD OF REFERENCE****SECTION I (Members)**

The Board of Reference shall consist of the Principal from each member school, and shall meet at the call of the Chairman of the Board of Reference (who is the **Coterminal Principals Group** designated representative to N.D.A.).

SECTION II (Duties)

The Board of Reference shall have all powers assigned to the Board of Review in Article XVI, Sections X, XI, XII. This section shall not in any way limit the powers of Principals as assigned to them by the Ministry of Education or its regulations.

SECTION III (Purpose)

The Board of Reference is hereby empowered to deal with all matters arising out of:

1. protests of Board of Review decisions
2. matters pertaining to the misconduct of coaching (teaching and non-teaching personnel).

SECTION IV (Request for Meeting)

The Board of Reference shall convene at the call of the Chairman. The Chairman shall convene the Board when requested in writing by: The N.D.A. Executive, the Board of Review, the Convenor of the sport concerned, or a Principal of a member school. All requests for a meeting of the Board of Reference shall be in writing and made to the Chairman of the Board of Reference. Copies of the request for a Board of Reference shall be forwarded to the N.D.A. President, the N.D.A. Secretary, the Chairman of the Board of Review and the N.D.A. Convenor of the sport in question.

SECTION V (Reporting)

Upon rendering its decision, the Chairman of the Board of Reference shall notify, in writing, the President of N.D.A., the N.D.A. Convenor and the Directors of Education of the appropriate boards.

SECTION VI (Timeline)

No meeting of the Board of Reference shall be called within less than twenty-four (24) hours notice to a member, except by unanimous consent.

SECTION VII (Recording)

All written material including letters requesting the Board of Reference, written submissions made to the Board, game sheets and any other materials presented as evidence before the Board shall be filed with the Secretary of N.D.A. to be kept on file for future reference as precedents for the Board of Reference decisions.

SECTION VIII (Quorum)

A Quorum of the Board shall be five (5) members. A Quorum of the Board must be present in order to hold a meeting.

SECTION IX (Voting)

All questions coming before a meeting of the Board of Review shall be determined by a simple majority vote. The Chairman shall vote only in the case of a tie.

ARTICLE XVIII**FINANCIALS****SECTION I : General Account and Holdings**

1. All Incorporation monies, including all monies received by any Incorporation committee, including all "Sport Committees" on behalf of the Incorporation, or held in trust by the Incorporation for later distribution to the member schools, shall be kept in one bank account in the name of N.D.A.

1.1. No NDA Incorporation committee or "Sport Committee" shall keep or maintain a bank account of any kind without the annual approval of the NDA Executive.

2. The Treasurer, together with any two additional members of the Executive of the Incorporation shall have the power to sign cheques for payment of approved NDA accounts.

- 2.1. There must be at least two signing authorities on the account which must be designated by the Executive.
- 2.2. The signature of the Treasurer plus one of the additional signing authorities must be located on every payment made from the General account and/or Holdings.

SECTION II : Reporting and Audit

1. The NDA fiscal year shall be the period of September 1st to August 31st.
2. A report of previously approved accounts must be reviewed and approved yearly by the Executive at the start of every fiscal year prior to any payments being made.
 - 2.1. The Treasurer can make payments from Approved Accounts without further approval other than the second signatory.
 - 2.2. Unapproved Accounts must be reviewed by the Executive at Executive meetings for approval prior to any payment.
3. An Internal Audit must be completed on a yearly basis and results presented no later than the November Executive Meeting for approval.
4. An External Audit must be completed every 3 years or upon the change of Treasurer at the expense of the NDA and must be budgeted as such.
5. A yearly budget must be submitted and approved by the NDA Executive no later than the October Executive Meeting for approved accounts.
6. A Final Financial statement must be submitted to the NDA for review at the Spring Assembly for all known paid accounts prior to starting the yearly Audit process.
 - 6.1. If any unknown expense or unapproved account(s) appears after the Final Financial statement is approved but prior to the close of the fiscal year, those expenses can with the approval of the Executive be entered into the current fiscal year.
 - 6.2. If any unknown expense or unapproved account from the previous fiscal year appear after the close of the previous fiscal year, it must be entered into the current year. Payments due to the NDA or credits to member schools will be adjusted accordingly by approval of the NDA Executive.

SECTION III: Payments, Expenses, Fees and Fines

1. Payments to creditors can be made as per Article XVIII - Financials Section 2 (2) in its entirety and Article XVIII - Financials Section 1 (2), and must be entered into known Approved accounts.
 - 1.1. It is the responsibility of the Treasurer to ensure that all payments and reporting processes are being followed.
2. Fees for Member Schools as defined Article III, Section II: Member Schools which are payable to the NDA are outlined, defined and divided as follows:
 - 2.1. The following base fees payment schedule shall be followed by the member schools in any given fiscal year.

The following schools contribute **\$9000.00** (Sept 30 - \$3000.00, Nov 30 - \$2000.00, Jan 30 - \$2000.00, **March 30 - \$2000.00**): Chippewa SS, Ésc Algonquin, Ésc Franco-Cité, St. Joseph Scollard Hall, and West Ferris SS.

Ésc Élisabeth-Bruyère, Ésp Odysée, F.J. McElligott SS, Ésp Nipissing-Ouest and, Northern SS will contribute \$1500.00 (3 instalments of \$500.00 - Sept 30, Nov 30, Jan 30).

Nbisiing SS will contribute \$500.00 on Sept 30.

- 2.1.1. In the event that N'bisiing wishes to participate in NDA sanctioned events, they will pay a membership fee of \$500.00 and any additional costs based on NDA expenses for the sports/activities they participate in which exceed their membership fee. Until such a time that they become full members of the NDA.
 - 2.1.1.1. If by the end of the fiscal year there is an owed credit to N'bisiing it will be paid no later than August 31st of the current fiscal year.
 - 2.1.2. The base fee payment schedule listed above does not limit the NDA to request additional payments in the event that base fees are not sufficient to cover fiscal year operations. These fees will be billed to individual schools based on participation when deemed appropriate. Schools will be notified through the Executive.
 - 2.2. All NDA expenses, such as honorariums, convenors' expenses and items approved under Article XX of the constitution, shall be divided equally among the member school; this excludes sport related items.
 - 2.2.1. Sport related items shall be divided equally among the schools participating in those sports for the duration of the season and playoffs and any additional expense incurred as outlined by the contracts with officials or NDA which are required to offer the sport.
 - 2.3 Any school with outstanding debts to NDA at the conclusion of the school year will not be allowed to participate in any NDA activity in the subsequent school year(s) until such debts are paid in full including the upcoming year's membership fees.
 - 2.4. Any school with credit owed to by the NDA at the conclusion of the fiscal year can choose one of two options:
 - 2.4.1. Be paid back the owing amount no later than September 30th of the new fiscal year.
 - 2.4.2. Apply credit to the new fiscal year fees and have base fees adjusted accordingly.
3. Honoraria may be paid by the NDA to any individual or group or organization that provides at no charge a service to the NDA.
 - 3.1. Any honorarium paid by the NDA shall not exceed the sum of \$150.00 except otherwise specified in the constitution.
 - 3.2. An honorarium of \$150.00 shall be paid to each of the following for the additional time required serving the operations of the NDA:
 - 3.2.1. President
 - 3.2.2. First Vice-President
 - 3.2.3. Secretary
 - 3.2.4. Treasurer
 - 3.2.5. Webmaster
4. Fines incurred by any of the member schools as a result of not meeting obligation to and are owed to NOSSA or OFSAA only will be paid by the NDA. The NDA will in turn invoice the individual schools on a per fine basis, which may be above the base fee payment.

ARTICLE XIX**CONTRACTS****SECTION I**

All contracts negotiated on behalf of N.D.A. are to be negotiated by the Executive of the Incorporation, together with any members of the Incorporation appointed by the President.

SECTION II

The President and Joint Principals Rep to the N.D.A., with the approval of the Executive, shall have the power to sign any contracts negotiated on behalf of N.D.A.

SECTION III

All contracts submitted for N.D.A. approval should include statements about fee structure, cost of transportation, services to be rendered, length of contract, payment schedules, and renegotiations of new contracts.

ARTICLE XX**TRAVELLING EXPENSES - AWARDS etc.****SECTION I**

Any person or group of people officially designated by N.D.A. to represent N.D.A. at N.O.S.S.A., O.F.S.A.A. or any other gathering shall be allowed the following expenses:

1. The price of the most inexpensive form of public transportation - carpool to be arranged where feasible.
2. Single hotel accommodation or one half the cost of a double accommodation if room shared with other N.D.A. representative.
3. The sum of thirty (30) dollars per day for meals with submitted receipts
4. Taxi fare to and from hotel OR the cost of parking if travelling by car.

SECTION II

1. Any person or group of people officially designated by N.D.A. to represent N.D.A. at N.O.S.S.A., O.F.S.A.A., or any other gathering shall submit in writing to the President of N.D.A. one (1) week prior to the date of the meeting an itemized statement of expenses and travelling arrangements.
2. The President shall call a meeting of the Executive to discuss the above-mentioned statement and shall inform the person(s) concerned as to whether it has been approved or disapproved.
3. If the itemized statement is disapproved, then the Executive shall meet with the person(s) concerned and arrive at a figure which the Executive feels is reasonable.

ARTICLE XXI**MISCONDUCT BY COACHES, ATHLETES, OFFICIALS OR SPECTATORS****SECTION I ATHLETES AND SPECTATORS**

The President shall receive and maintain on-going records of reports of misconduct of any athlete or spectator (i.e.: abuse of officials, attempt to injure, etc.) connected with a team belonging to N.D.A. or participating in an N.D.A. activity.

In the event of misconduct by an athlete or by a spectator, the President shall inform the Principal of the school concerned about the incident. The President may also inform the Convenor as to other courses of action which are available to him/her (i.e.: Board of Review).

SECTION II COACHES

The President shall receive and maintain on-going records of reports of misconduct by coaches (i.e. abuse of officials, ejection from a game, etc.) from officials, convenors or other members of the Incorporation.

The President shall, upon receipt of a first report of misconduct by an N.D.A. Coach, advise that individual's Principal of the incident (Form Letter #1 - Forms Section of the Appendices).

In the event that an N.D.A. coach is written up for misconduct twice in the same year the President shall advise the Principal of the school involved (Form letter #2 - Forms Section of the Appendices) of the incident and will inform him/her that the report of misconduct will be placed on the agenda of the next N.D.A. Executive meeting. After having evaluated the situation, the Executive may refer the matter to the Board of Reference.

The N.D.A. Executive may address any on-going situation in which an N.D.A. coach displays repeated misconduct over consecutive years.

SECTION III OFFICIALS

The President shall receive and maintain on-going records of reports of misconduct by officials from coaches, convenors, principals or other members of the Incorporation.

The President shall, upon receipt of a first report of misconduct by an official, advise that officials' association's President of the incident (Form Letter #3 - Forms Section of the Appendices).

In the event that an official is written up for misconduct twice in the same year the President shall advise the President of the association concerned (Form letter #4 - Forms Section of the Appendices) of the incident and will inform him/her that the report of misconduct will be placed on the agenda of the next N.D.A. Executive meeting. After having evaluated the situation, the Executive may refer the matter to the Board of Review.

The N.D.A. Executive may address any on-going situation in which an official displays repeated misconduct over consecutive years.