

**Constitution
Section One, Inc.
NYSPHSAA, Inc.**

Article I – Name

The name of the association shall be Section One, Inc. (Section One) of the NYSPHSAA, Inc. (NYSPHSAA). All meetings of Section One shall be conducted under “Roberts Rules of Order.”

Article II – Purposes

The purpose of Section One is:

- A. To promote and carry out the purposes and programs of the NYSPHSAA (as defined in Article I of its Constitution) for the benefit of the member schools situated in the area designated by the parent association as Section One.
- B. To formulate policies for Sectional activities.
- C. To organize and supervise Sectional activities.
- D. To act upon questions arising between member schools and appeals from the decisions of Leagues and Conferences.

Article III – Membership

- A. Any public school situated within the area designated by the NYSPHSAA as Section One, and which meets membership requirements as listed in Article II of the NYSPHSAA, Inc. Constitution, comes within jurisdiction of the Athletic Council and Executive Committee of Section One.
- B. The Conferences are the basic organizational structure for representation of all schools within the boundaries of Section One.
- C. Public schools located outside the boundaries of Section One are eligible to petition for membership in Section One. Initial application will be to Section One. Section One will refer the application to the appropriate Conference for a recommendation prior to action by the Athletic Council. Approval of the appropriate Conference is required prior to consideration of membership by the Athletic Council.
- D. Non-Public schools, meeting NYSPHSAA membership requirements, are eligible to petition for membership in Section One. Initial application will be to Section One. Section One will refer the application to the appropriate Conference for a recommendation prior to action by the Athletic Council. Approval of the appropriate Conference is required prior to consideration of membership by the Athletic Council.
- E. Conference placement is subject to all provisions within the approved alignment document.
- F. All member schools of Section One agree to commit their full program to the Section.
- G. All member schools of Section One agree to abide by the Constitution, Eligibility Standards, Sports Standards, Modified Program Rules, and Officiating Standards of the NYSPHSAA as found in the current Handbook of the Association, or as amended and adopted by the Executive or Central Committees of the NYSPHSAA.

- H. Membership fees are due September 1. Schools not paying the annual fee before October 15 of any school year shall be considered as resigning from membership in the Section. Schools are readmitted as soon as payment of fees is made. Fee payment is required of schools on austerity if they participate.

Article IV – Organization

Executive Committee

Duties: The Executive Committee shall perform the following duties:

- A. Approve policy for Section One.
- B. Approve the annual budget at the December meeting and if significant changes are made in any budget area, these will be immediately referred to the Athletic Council, so that final action on the budget is taken before the end of March.
- C. Supervise the annual budget.
- D. Approve the annual Section One fee and dues structure.
- E. Assign negotiators and approve contracts with officials.
- F. Assign a representative for fact-finding and arbitration.
- G. Supervise, evaluate and set the annual salary for any Section One staff or consultants.
- H. Serve as the last resort in appeals relating to budget matters and the administration of Section policies.
- I. Serve as liaison and advisor to the BOCES Southern Westchester Interscholastic Athletics Office.
- J. Establish procedures for soliciting interested applicants for chairpersons and officers.
- K. Appoint Section One Sports Chairpersons and establish their roles.
- L. Appoint Section One Officers and establish their roles. Current officers include President, 1st Vice-President, 2nd Vice-President, Treasurer and Assist. Treasurer (only positions that are currently paid a stipend).

Membership: The voting Executive Committee membership shall consist of the following representation:

- President of Section One
- 1st Vice-President of Section One
- 2nd Vice-President of Section One
- BOCES Southern Westchester District Superintendent
- Dutchess Superintendent
- Putnam/No. Westchester Superintendent
- Rockland Superintendent
- Southern Westchester Superintendent
- Southern Westchester Superintendent
(Note: *One Superintendent shall also serve on the NYSPHSAA Central Committee*)
- Section Wide Principal (*also serves as NYSPHSAA Central Committee Principal Rep*)
- One Athletic Director from each Conference.
- Past President: ex-officio (non-voting member)

Note 1: Any Officer of the NYSPHSAA who is not an Executive Committee or Athletic Council member shall serve as a non-voting ad hoc member on either the Executive Committee or Athletic Council.

Appointment: Each non-officer position on the Executive Committee shall carry a three (3) year term of office on a rotating basis and reflect different termination dates. There is no restriction on repeat terms. Prior to June 30th, appointments shall be made for the following school year commencing on September 1st. Vacancies in any office shall be filled by a vote of the members of the Executive Committee (with consultation from the Athletic Council) for the unexpired term of such office.

Meetings: The Executive Committee shall schedule a minimum of five (5) meetings per year. The President may call additional meetings as required to complete the business of the Committee. The Committee will set the time and place of its meetings at the convenience of its members. The President will see that the Committee establishes procedures to monitor attendance of members and to encourage regular attendance and participation in the work of the Committee. There shall be a simple majority of the Executive Committee in attendance to conduct business. If a quorum exists then a majority vote of those present and voting at any given meeting can make decisions.

Proxy Statement: Each Conference should appoint alternate member(s) to serve on both the Executive Committee and the Athletic Council in the event an original member of either committee is unable to serve in his/her capacity at meetings, discussions, etc.

Athletic Council

Duties: The Athletic Council shall be responsible for the management of Section One and perform the following duties:

- A. Final approval of each Sports Coordinator plans for tournaments and Section sponsored events.
- B. Assure adherence by member schools to the standards and policies as established by the NYSPHSAA, Inc. and Section One, Inc.
- C. Assure Section One compliance to NYSPHSAA Central Committee and NYSPHSAA Executive Committee requests for action and/or discussion by the Section specific issues or items.
- D. Present Conference viewpoints on issues affecting the Section and the NYSPHSAA.
- E. All items not specifically the responsibility of the Section One Executive Committee.

Membership: The Athletic Council membership shall consist of the following representation:

- President of Section One
- Executive Committee Superintendent Liaison. Preferably a member of the Executive Committee
- One Principal from each Conference.
- Two Athletic Directors from each Conference.
- Two at-large Athletic Directors provided that each Class (AA, A, B, C, D) has at least one representative.

Note 1: Any Officer of the NYSPHSAA who is not an Executive Committee or Athletic Council member shall serve as a non-voting ad hoc member on either the Executive Committee or Athletic Council.

Note 2: Every effort will be made to have at least one (1) female representative from each Conference. If conditions dictate, a male may represent the female interests.

Appointment: Each position on the Athletic Council shall carry a three (3) year term of office on a rotating basis and reflect different termination dates. There is no restriction on repeat terms.

Meetings: The Council shall meet monthly during the school year and at the request of the President when necessary. There shall be a 2/3 quorum of the Athletic Council in attendance to conduct business.

Proxy Statement: Each Conference should appoint alternate member(s) to serve on both the Executive Committee and the Athletic Council in the event an original member of either committee is unable to serve in his/her capacity at meetings, discussions, etc.

Officers: Officers shall include President, 1st Vice-President, 2nd Vice-President, Past President, Treasurer and Executive Secretary. The president shall be the only voting officer (unless he/she has appointed a designee) and the remaining officers may attend meetings in an ex-officio capacity. The aforementioned positions are the same officers of the Executive Committee. The Executive Secretary shall be the SW BOCES Director of Interscholastic Athletics and shall be a non-voting member of the Executive Committee and the Athletic Council. The Assistant Treasurer shall be the secretary to the SW BOCES Director of Interscholastic Athletics.

- ***Conference Representative to Section Athletic Council***

Duties:

- a. To represent the Conference at all Section meetings and special meetings when called by the Section President.
- b. To inform Conference member schools of Section business.
- c. To bring items of importance to Conference schools to the attention of the Athletic Council.
- d. To discuss items of Section business at the Conference level, and return to Section meetings with the opinion and/or stand of the Conference on the items.
- e. To serve on sub-committees of the Athletic Council at the request of the Section President.

- ***Emergency Intervention Committee***

The EIC will include at least five and up to seven members. It shall be empowered to act on behalf of the Section on emergency issues that occur between scheduled meetings. Members shall include the President, Vice-Presidents, Executive Secretary, Treasurer and a Principal and Athletic Director appointed from the Executive Committee.

NYSPHSAA Central Committee

Section One representatives to the NYSPHSAA Central Committee shall be duly elected by ballot by the membership, abide by term limits as established by the NYSPHSAA Constitution and consist of the following:

- Superintendent Representative
- Principal Representative
- Male Physical Education Representative
- Female Physical Education Representative

Note: The Superintendent and Principal Representatives shall serve on either the Section Executive Committee or the Section Athletic Council or both. Term limits for these positions are established by the NYSPHSAA.

NYSPHSAA Executive Committee

Section One representation to the NYSPHSAA Executive Committee shall consist of two (2) Central Committee members as appointed by the Section One Executive Committee in accordance with the NYSPHSAA Constitution.

Article V – Sports Coordinators

Duties:

- a. Planning, budget preparation and conduct of Sectional activities shall be delegated by the Athletic Council to Sports Coordinators.
- b. Sports Coordinators shall follow the “Handbook for Sports Coordinators” in carrying out prescribed duties.
- c. The Executive Committee shall appoint sports Coordinators.
- d. Sports Coordinators shall report to the Section Athletic Council for budget and post-season program approvals.
- e. Sports Coordinators shall report to the Section Athletic Council, regularly and in a timely fashion, any New York State initiatives specific to their sport.
- f. Encourage attendance at all NYSPHSAA Sports Coordinators Meetings and State Championships. A substitute representative must be appointed.
- g. Sports Coordinators serve on a voluntary basis.
- h. A summary report will be submitted to the Championship Committee at the end of the season outlining program and financial results.

Article VI – By Laws

The Athletic Council shall make by-laws as deemed necessary in carrying out the provisions of the constitution.

Article VII – Amendments

Amendments to the Constitution will be considered under the following provision:

- A. Amendments must be presented in writing at a regular Athletic Council meeting, read and discussed at such a meeting, and tabled until the next regular meeting when a vote on such amendments shall be taken. The Constitution shall be so amended if two-thirds (2/3) of the Section One individual member High Schools vote, by ballot, in favor of such amendment.

General Policies:

1. Legal Action

Any member school which institutes an unsuccessful legal action or appeal before the Commissioner of Education to overturn, stay or enjoin an eligibility ruling or a rule or rules of the NYSPHSAA or its subdivisions, including Section One, will be liable for reasonable costs and attorney fees incurred by the NYSPHSAA, section(s) or leagues in defending against such action. Further, should the Association or its subdivisions be forced to initiate legal action to collect the aforementioned costs and attorney fees, the member school shall be additionally liable for the Association's reasonable costs and attorney fees resulting from the collection action and shall be deprived of all rights to participate in any post schedule championship conducted by the NYSPHSAA or its sections

2. Terms of Office

The terms of office for Section One Executive Committee and Section One Athletic Council Membership shall be for a period of three (3) years on a rotating basis and reflect staggered termination dates. Incumbents may be elected for consecutive terms of office and there is no limitation on consecutive terms.

Terms for officers (President, 1st Vice President and 2nd Vice President) of Executive Committee shall be one (1) year in each title with one year as immediate past president for a total term of four (4) years. Immediate past president serves in an ex-officio capacity on the Executive Committee. Whenever possible nominees for officer positions shall come from present or past members of the Executive Committee and/or Athletic Council.

3. Appointment to Office

a. Appointment to Executive Council Officers shall be as follows:

- **President** – Section One Executive Committee with consultation from the Athletic Council
- **1st Vice President** – Appointment by Executive Committee
- **2nd Vice President** – Appointment by Executive Committee
- Term length – one year per officer (as per chart below)

Succession Chart

Effective July 1, 2008 succession to Executive Committee officers/title shall proceed in accordance with chart below:

Officer Title	July 1, 2008	July 1, 2009	July 1, 2010	July 1, 2011	July 1, 2012
President	Athletic Director	Principal	Superintendent	Athletic Director	Principal
First Vice-President	Principal	Superintendent	Athletic Director	Principal	Superintendent
Second Vice-President	Superintendent	Athletic Director	Principal	Superintendent	Athletic Director

b. Appointment to Section Executive Committee:

- Superintendent Reps – Executive Committee
- Principal Rep (NYSPHSAA Central Committee Rep) – Membership ballot vote.
- Athletic Director Reps – Conference membership vote
- Term length – one year per officer (as per Succession Chart p.7)

c. Appointment to Section Athletic Council Membership:

- President (1) or designee – 1st or 2nd Vice President
- Executive Committee Superintendent Liaison (1) – by Executive Committee
- Principal Reps (3) – by Conferences
- Athletic Director Reps (10) – by Conferences
- Section Sub-Committees – Executive Committee appointment with approval of the Athletic Council.
- Sports Coordinators – Executive Committee appointment

Note: When vacancies occur they shall be filled promptly by the appointing agency by established procedures.

4. Starting Dates

Grant final approval for starting dates after a review of Conference recommendations. Voting to be scheduled for the October Athletic Council Meeting.

5. Student Eligibility

- a. School Responsibility – It is the responsibility of each school district to ascertain the eligibility of all students – athletes by adhering strictly to the requirements found in the current NYSPHSAA Handbook.
- b. Transfer & Eligibility Committee Determination – The Transfer and Eligibility Committee shall act on all requests for eligibility determination. Requests shall be submitted in a timely fashion well in advance of the sports season being considered, and as per the approved Section One calendar.
- c. Review and Appeal – A review of an eligibility decision may take place when and if new evidence can be presented. Appeals beyond the Sectional level must follow procedures as outlined in the NYSPHSAA Handbook.
- d. Sportsmanship Guidelines – Sportsmanship Guidelines as established by Section One apply for Sectional, Regional, and State Championships for Section One Schools, as they do for regular season play.
- e. Seasonal Sports Participation – Students may not participate in more than one sport in one season.
- f. Independent Participation – Schools without teams desiring to have students enter Sectional competition shall follow the regulations as outlined in the NYSPHSAA Handbook, and file with the sports coordinator the form “Principals Certification of Eligibility for Sectional Competition.” This form is available from the Section office.

6. School Classification

- a. Enrollment Numbers – The enrollment numbers as supplied by the NYSPHSAA shall be used to determine State and Sectional Classifications. The October State Education Department BEDS enrollment figures are used to determine the following years classification.
- b. Appeals – Appeals related to enrollment data must be submitted to the NYSPHSAA office.
- c. Mergers – Combining of student bodies of neighboring school districts, or the same school district, is permitted under conditions as outlined in the NYSPHSAA Handbook and the Section One Merger Application. The Alignment and Merger Committee will consider merger applications in accordance with the stated deadlines.

7. Non-Public School Placement

- a. The Section One Athletic Council, with approval of the Section One Executive Committee, may place a non-public school in a higher classification level for Conferences and post-season play, by sport in accordance with NYSPHSAA Guidelines.

8. Mixed Competition

- a. Mixed competition (males and females on the same athletic teams) is permitted as per the mixed competition guidelines outlined in the NYSPHSAA Handbook.
- b. Equal opportunity for participation shall be given to males and females in accordance with the Commissioner’s Regulations.

- c. The Eligibility and Transfer Committee representing the Section shall review all requests for mixed competition whereby a male is placed on a female team. This Committee, representing the Section, may decline to permit a male or males to participate on a team organized for females upon a finding that such participation would have a significant adverse effect upon the opportunity of females to participate successfully in interschool competition in that sport.

9. Dues and Entry Fees

- a. Determination – The Athletic Council shall determine dues and entry fee policies, upon recommendation of the Finance Committee, annually, at the September meeting.
- b. Failure to Pay – Schools failing to pay annual dues by October 15th of each year will not be eligible to participate in Section competition.

10. Finances

- a. Budget – The Finance Committee using the following procedure shall prepare the annual budget:
 - 1. Each Sports Coordinator shall submit a proposed budget request to the Championship Committee as per the dates established on the Section One calendar.
 - 2. Budgets approved by the Championship Committee shall be forwarded to the Athletic Council for approval.

11. Media Policies

Media Policies have been established to aid sports coordinators and schools.

Courtesy Passes:

- a. Gold Pass – Athletic Council and Executive Committee members and Sports Coordinators who have served a minimum of three (3) years. Grants free admission to bearer and guest for all Section One sponsored activities.
- b. School Pass – Given to each Section One Superintendent, high school principal, and high school athletic director. Grants free admission to bearer and guest for all Section One sponsored activities.
- c. Tournament Pass – Given to Tournament Committee Members, coaches, at the discretion of the Tournament Committee. Grants admission to a particular tournament.
- d. All passes are valid for Senior All-Star Contests.

12. Awards

The Awards Committee is responsible for setting awards policies, subject to the approval of the Athletic Council. The Awards Committee must approve any awards not listed and approved by the Section.

13. Senior All-Star Contests

To conform with Standard 21 of the NYSPHSAA, persons desiring to conduct Senior All-Star Contests shall obtain the required forms from the Section office and, upon submission, be granted approval by the Athletic Council. The NYSPHSAA office must be notified of all approved Senior All-Star Contests. Applications must be received in the Section Office one (1) week prior to the Athletic Council Meeting in the month prior to the contest.

14. Sub-Committees

The Athletic Council shall appoint the following Committees:

- Alignment
- Awards
- Constitution and By-Laws
- Championship
- Ethics
- Finance
- Merger
- Modified
- Officials
- Protest
- Safety
- Sports Standards
- Transfer, Eligibility and Mixed Competition

15. Meeting Calendar

The Executive Committee shall determine the meeting calendar for the year.

16. Eligibility for Competition

Only Section One member schools are eligible for participation in Sectional events. Friends and Neighbor schools are not member schools and are ineligible for Sectional events.

17. Sports Coordinators

Sports Coordinators are appointed by the Executive Committee and serve at their pleasure as provided in the Constitution.

18. Protests

- A. Incidents may occur during Sectional competition and shall be handled by the Tournament Committee, or a designated Protest Committee.
- B. During the regular season, protests shall be handled by the Conference in accordance with existing standards.
- C. Sectional Competition – Refer to the Coordinator Handbook.

19. Officials

- A. Fees: Fees for Sectional competition shall be those paid for regular season play adjusted for semi-final and final contests and for multi-school events.
- B. Assignments: the Southern Westchester BOCES Department of Interscholastic Athletics, with the cooperation of sports Chairperson, shall make Assignments for Sectional competition. Input regarding the number of officials required, and the ratio of board representation shall come from the sports Chairperson.

20. Alignment

The Executive Committee is responsible for placement of the Conference and league affiliation of member schools. Alignment is approved by a ballot vote of member high schools and must include the Superintendent's signature.

21. Tournament Formats and Scheduling

Whenever possible, Sectional contests shall be scheduled at times that do not impinge upon the academic school day.

22. State Committees

The Executive Committee shall appoint representatives to the following state committees:

- Safety
- Modified Sports
- Officials
- Coordinating Federation

23. Medical Coverage/Football

Each member school shall be responsible for providing at their home football games professional medical coverage of their choice. This coverage must consist of one of the following: a medical doctor, certified EMT or AMT or a NATA certified trainer. If a visiting school insists that a medical doctor be present at football games in which their school district participates, then it would be the responsibility of the visiting school to assume the obligation to pay for a medical doctor that is sent to the away game if the home school provided medical coverage with other professionals e.g. EMT, AMT or trainer.

24. Ballots

All ballots requiring signatures will include Superintendents, High School Principals, and Athletic Directors of all Districts. In multiple high school districts, each school has a vote and is eligible to submit a ballot.