

**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

Section One shall be the organization responsible for governing interscholastic athletic activities for student athletes in grades 7-12 in its member schools. Nonpublic schools may petition and be accepted for full membership. The purpose of Section I is to provide a central organization through which member school districts of Section One may cooperate to the following ends:

- A. To establish necessary principles and procedures for the conduct of interscholastic athletics.
- B. To strengthen the work of the member schools in developing good sportsmanship and high ideals among contestants and teams.
- C. To encourage all forms of interscholastic athletic activities for all student athletes in grades 7-12 as an integral part of the educational program.
- D. To adopt, strengthen, interpret, and enforce uniform eligibility rules and sports standards governing participation in interscholastic athletics at all levels as established in the Regulations of the Commissioner of Education, NYSPHSAA, Section One as well as the leagues governing athletics.
- E. To conduct sectional championship tournaments.
- F. To enforce the constitution, bylaws, rules, regulations, and sports standards adopted by NYSPHSAA, Section One, and leagues.
- G. To strive continually to strengthen programs and minimize risk in sports through study, research and experimentation.
- H. To meet with and assist sports officials at the sectional levels to identify and solve existing problems.
- I. To cooperate with non-school groups engaged in sports activities to establish guidelines for outside competition.
- J. To comply with the provisions of the New York State Not-For-Profit Corporation Law.

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 (<http://www.nysphsaa.org/>) 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 each 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 each 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 1, will receive written notice of failure to pay. Failure to pay the fee by October 15 will result in a school being removed from the Sectional postseason tournament.

Article IV - Organization

Executive Committee

Duties: The Executive Committee shall have general management of the affairs of Section One and shall have the power to act in all matters not covered by this constitution and bylaws.

In addition the Executive Committee shall:

- A. 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 Section One President, so that final action on the budget is taken before the end of March.
- B. Supervise the annual budget.
- C. Approve the annual Section One fee and dues structure.
- D. Assign negotiators and approve contracts with officials.
- E. Assign a representative for fact-finding and arbitration.
- F. Supervise, evaluate and set the stipend for any Section One staff or consultants.
- G. Serve as the last resort in appeals relating to budget matters and the administration of Section policies.
- H. Serve as liaison and advisor to the BOCES Southern Westchester Interscholastic Athletics Office.
- I. Approve procedures for soliciting interested applicants for chairpersons and officers.
- J. Appoint Section One Sports Chairpersons and approve their roles.
- K. Final approval of Sectional events
- L. Appoint Section One Officers and approve their roles. Current officers include President, 1st Vice-President, 2nd Vice-President, Treasurer and Assistant Treasurer.

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 or his/her designee
- Dutchess Superintendent
- Putnam/No. Westchester Superintendent
- Rockland Superintendent
- 2 Southern Westchester Superintendents *(2nd must be appointed by September 1, or opened to other associations)
- Section Wide Principal
- One Athletic Director from each Conference.

- At-large AD, voted on by the conferences

Non-voting Membership:

- Past President: of Section One: ex-officio (non-voting member) for one year term
- Executive Director of Section One

(Note: *One Superintendent shall also serve on the NYSPHSAA Central Committee*
And the Section Wide Principal also serves as *NYSPHSAA Central Committee Principal Rep*)

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. Appointments shall be made for the following school year at the September meeting. 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 manage the affairs of the section and adopt rules and regulations for governing the section with rules and regulations which must be consistent with those of the association and the State Education Department. Refer to the By-Laws for specific managerial areas.

- A. Assure adherence by member schools to the standards and policies as established by the NYSPHSAA, Inc. and Section One, Inc.
- B. 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.
- C. Impose and enforce a suitable penalty upon any member school which violates the constitution, bylaws, rules, regulations, sports standards, or code of ethics of the Association or section. A member school found guilty of such violation by the Section Athletic Council may be barred from participation in any or all interschool athletic activities for a period up to one year.
- D. Present Conference viewpoints on issues affecting the Section and the NYSPHSAA.
- E. Review each sports Chairpersons proposal for tournaments and Section sponsored events and share questions and concerns to the Executive Committee who has final approval of such events.
- F. First level of Appeals for decisions from conferences-see guidelines.

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.
 - Three Athletic Directors from each Conference.*
 - The Chair of the Championship Committee
 - One at-large Athletic Director.*
- *All five classifications must be represented as the three ADs from each conference or as the at-large AD.

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 position on the Athletic Council shall carry a three (3) year term of office on a rotating basis and reflect different termination dates. There shall be no more than two consecutive terms of the Council.

Meetings: The Council shall meet monthly during the school year and at the request of the President when necessary. Quorum of the Athletic Council shall be defined as 2/3 of the membership of the Council.

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: The Section One Officers of: President, 1st Vice-President, 2nd Vice-President, Past President, Treasurer and Executive Secretary are all considered members of the Athletic Council. 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 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/or designee 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, 1st Vice-President, 2nd Vice-President, 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 Chairpersons

Duties:

- a. Planning, budget preparation and conduct of Sectional activities shall be delegated by the Executive Committee to Sports Chairpersons.
- b. Sports Chairpersons shall follow the "Handbook for Sports Chairpersons" in carrying out prescribed duties.
- c. The Executive Committee shall appoint Sports Chairpersons.
- d. Sports Chairpersons shall report to the Championship Committee for budget and post-season program recommended approvals.
- e. Sports Chairpersons 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 Chairpersons Meetings and State Championships. A substitute representative must be appointed.
- g. Sports Chairpersons serve as a stipend position for three-year terms. Repeat terms is not restricted
- 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

There shall be by laws to this constitution, which may be amended from time to time, by 2/3 vote of the membership.

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.
1. A referendum is required to approve amendments. During a referendum, each school shall have one vote on a signed ballot. To be valid, this vote shall represent the collective judgment of and include the signatures of the chief school officer, principal, and the director of athletics. The President of the Section shall tally all ballots to amend the Constitution or amend any other by laws, rule or regulation, which was put forth for the referendum.
2. During the referendum, a 2/3 vote of the member schools voting in each section shall be required for the adoption of the amendment in the section.
3. All amendments to this Constitution, which are approved by a referendum vote, shall immediately become effective, unless otherwise decided during the approval process.

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. There shall be no more than two consecutive terms on the Athletic Council.

Terms for officers (President, 1st Vice President and 2nd Vice President) of Executive Committee shall be two (2) years in each title with one year as immediate past president for a total term of seven (7) 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 based upon rotating chart in Appendix
- 1st **Vice President** - Appointment by Executive Committee
- 2nd **Vice President** - Appointment by Executive Committee
- Term length – two year per officer (as per chart in Appendix)

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 – Two year term 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 recommendation 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 (to the Appeals Panel) 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 chairperson the "Individual Sport Verification" form. This form is available from the Section office or on the Section website.

6. School Classification

- a. Enrollment Numbers – The enrollment numbers as supplied by the NYSPHSAA shall be used to determine State and Sectional Classifications. BEDS enrollment data are used to determine the following year's 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 Alignment Committee shall review placement of non-public schools in a particular classification. Any appeal of this determination shall be made to the Section One Athletic Council.

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 – Membership fees are due September 1. Schools not paying the annual fee before October 1, will receive written notice of failure to pay. Failure to pay the fee by October 15, will result in a school being removed from the Sectional postseason tournament.

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 Executive Committee for approval. Moving to by laws.

11. 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.

12. 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. (Senior All-star contests must be held during the designated calendar dates for the event)

13. Sub-Committees

The Athletic Council shall oversee the following Committees:

- Awards
- Ethics
- Modified
- Safety
- Sports Standards
- Sportsmanship

Executive Committee shall oversee the following Committees:

- Finance
- Alignment
- Constitution and By-Laws
- Championship
- *Officials
- *Protest
- *Transfer, Eligibility and Mixed Competition, Transgender:

14. Meeting Calendar

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

15. 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.

16. Sports Chairpersons

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

17. Protests

- A. Incidents may occur during Sectional competition and shall be handled by the Tournament Committee, or a designated Protest Committee.
- B. For regular season protests, there will be a Protest Committee that will consist of one member from each conference and the sports chair of the sport of which the protest is being logged.

18. 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, as outlined in the officials' contract.

19. 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.

20. Tournament Formats and Scheduling

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

21. State Committees

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

- Safety
- Modified Sports
- Officials Coordinating Federation

22. Medical Coverage/Football

Each member school shall be responsible for providing at their home Ice Hockey and Football games professional medical coverage of their choice. This coverage must consist of one of the following: a medical doctor, certified EMT 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.

23. 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.

24. Appeals procedure:

Section I fully supports the rules and penalties outlined in the NYSPHSAA handbook. Section I will impose and enforce a suitable penalty upon any member school, which violates the constitution, by-laws, rules, regulations, sports standards or code of ethics of the Section. A member school found guilty of such a violation by the Section Athletic Council may be barred from participation in any or all interschool athletic activities for a period up to one year.

Section I is a membership organization and will only hear appeals from its member schools. All notice of appeals requires the Athletic Director's signature and the Superintendent's signature before the appeal will be considered. The aggrieved party must notify the Executive Director of Section I of its intention to appeal to the Appeal Panel no later than ten (10) calendar days from the date the aggrieved party received written decision of the Committee. Upon notification, an appeal would either go to NYSPHSAA or to the Section I Appeal Panel.

The Section I Appeal Panel will convene and hold a hearing for the aggrieved party. The Chair of the Appeal Panel will review the guidelines of the appeal at the beginning of the hearing. The Panel members will be individuals who hold a position in the Section or other persons designated by the Section I President or Executive Director when persons eligible to serve are not available to serve. The Appeal Panel shall review the evidence, may hear arguments and shall have the power to affirm, reverse or modify the original decision. Decisions shall not be reversed or modified unless the Section I Appeal Panel finds that:

- The decision of the Committee is clearly contrary to the evidence presented or
- The facts found by the Committee constitute a violation of the NYSPHSAA, Section Constitution, or rules or standards, or Regulations of the Commissioner of Education or,
- A procedural error affected the reliability of the information that was utilized to support the finding of the Committee

A written decision of an Appeal Panel will be rendered within five school days of the hearing. An Appeal of the Panel decision may be sent to NYSPHSAA and must follow those guidelines.

By-Laws:

These standards are the rules of the New York State Public High School Athletic Association, Inc. as well as Section I and apply to grades 9-12. Athletes must meet all standards of eligibility for practice and competition. "All schools agree to abide by the minimum eligibility rules adopted by the Central Committee in all interscholastic competitions." - NYSPHSAA, Inc., Constitution, Article II. (2). (general policy #5)

1. The Athletic Council shall appoint the following Committees:
 - a. Awards
 - b. *Merger
 - c. Ethics
 - d. Modified-report to athletic council-two rep. from each conference.
 - e. Safety chairperson and two reps from each conference.
 - f. Sports Standards chairperson and two reps.
 - g. Sportsmanship - chair, two representatives from each conference.
2. The Athletic Council shall charge each committee with its responsibilities and will review them annually.

Executive Committee shall appoint the following Committees:

- a. *Alignment-Composition: two representatives from each conference, a chairperson and an at-large representative/Member Selection: Conferences will vote to determine their representatives.
- b. Finance
- c. Constitution and By-Laws - Chaired by Section President
- d. Championship comprised of three members from each conference, Chairperson(s) appointed by Executive Committee.
- e. *Officials - committee appointed by Executive Committee, OCF, appointed by Conferences-two per conference.
- f. Transfer, Eligibility and Mixed Competition, Transgender: chairperson, two reps from each conference.

The Executive Committee shall charge each Committee with its responsibilities and review them annually.

Appendix:

Calendar of meetings

Forms for Classification

Independent declaration form

Reimbursement for State tournaments to Schools

Code of Conduct

Chart for rotation of officers/Flow Charts