

CONSTITUTION

SECTION V N.Y.S.P.H.S.A.A., INC.

May 2003

2003 Constitution Review Committee

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CONSTITUTION

Section V N.Y.S.P.H.S.A.A., Inc.

Article I - Name

The name of the organization shall be the Athletic Council of Section V, New York State Public High School Athletic Association, Incorporated.

Article II - Purpose

It shall be the purpose of this organization to formulate and adopt policies that will enable the Association to administer and govern interscholastic athletics in accordance with sound educational practices.

Article III - Membership and Representation

Section 1 - Any school in Section V which is a member of the New York State Public Athletic Association automatically comes under the jurisdiction of the Athletic Council of Section V.

Section 2 - Membership shall require each school to:

- A. Abide by the Constitution, rules and regulations of the N.Y.S.P.H.S.A.A., Inc., and of Section V, Inc.
- B. Pay dues to N.Y.S.P.H.S.A.A., Inc.
- C. Specify the sports and levels of competition in which that school will compete.
- D. Insure that no athlete will receive any type of financial assistance from the school for athletic participation.

Section 3 - The League is the basis of organization and representation of member schools.

Section 4 - Each league serving boys and girls shall be represented in the Athletic Council by a chief school officer, secondary school administrator, male representative and female representative.

Section 5 - For leagues serving only boys (the City-Catholic league) or only girls (the Rochester league), there will be two representatives. One member shall be either a chief school officer or a secondary school administrator, and the other shall be either a male or female representative.

Section 6 - Independent Schools (those not in a league) shall designate one person as their representative.

Section 7 - The Executive Director of the Section shall be notified of these designations.

Section 8 - Friends and Neighbors schools shall select one representative to attend Athletic Council meetings as a guest of Section V.

Article IV - Membership Voting

Section 1 - The vote of the Athletic Council:

- A. League delegates shall have one (1) vote.
- B. The Independent representative shall have one (1) vote.
- C. The following members of the Executive Committee shall have one vote each (president, president-elect, immediate past president, boys' vice president, girls' vice president, four representatives to the central committee. (The President votes only in case of a tie.)

Section 2 - When determined by the Athletic Council, member schools shall be called upon to vote by written ballot. Each member school will have one (1) vote on any proposition affecting that school. (A school will vote on a specific sport question only if the school has a team in that sport. For example, only ice hockey playing schools vote on an ice hockey question.) The ballot must be signed by the chief school officer, secondary school principal, and Director of Athletics in order to be valid. A majority of the schools voting will pass any motion. In certain instances, the President may call for a telephone vote. Said telephone votes shall be confirmed by a written statement within 48 hours.

Section 3 - On sports specific issues a league may vote only on an issue if the school or schools in that league have a team in that sport. (For example, the Rochester League may not vote on a baseball issue and the City Catholic League may not vote on a softball issue.)

Article V - Meetings

Section 1 - The Athletic Council shall regularly meet a minimum of four (4) times during the school year upon the call of the President or by a vote of the Council at the preceding meeting. Special meetings may be called by the President or Executive Director.

Section 2 - The Executive Committee shall meet immediately prior to all Athletic Council meetings. Special meetings may be called by the President or Executive Director.

Section 3 - Attendance at Section V Athletic Council meetings shall be open to any person delegated the responsibility for the Athletic program of any member school. The person shall have no voting privileges.

Article VI - Officers

Section 1 - The Officers of the Athletic Council shall be the President, President-Elect, Immediate Past President Executive Director, Treasurer, Vice President for Boys' Sports and Vice President for Girls' Sports.

Section 2 - Election of officers will occur by referendum after the March meeting for a term of two (2) years and will take office September first of the election year. The President-Elect and Vice President for Boys' Sports shall be elected in even years and Vice President for Girls' Sports shall be elected in odd years.

Section 3 - In the event that an elected official is unable to fulfill his/her term, the Executive Committee may recommend to the Athletic Council either , (1) the appointment of a person to complete the unexpired term or (2) that a special election be held.

Section 4 - The Executive Director, Treasurer and Assistant Treasurer shall be appointed by the Executive Committee. The salary of the Executive Director, Treasurer and Assistant Treasurer shall be determined annually by the Executive Committee and approved by the Athletic Council.

Article VII - Duties of the Officers and Executive Committee

Section 1 - President

- A. Presides at all meetings and performs such duties as usually come under the office of the President.
- B. Calls special meetings whenever necessary.
- C. Appoints all standing committees, special committees and sports coordinators subject to the approval of the Athletic Council. (reference Article 6, Section 4)
- D. Represents Section V at State and local meetings.
- E. Serves as ex-officio member of all committees except the Nominating Committee.
- F. Appoints the At-Large Representative to the Executive Committee.
- G. Calls the annual meeting of the Council of League Representatives for the Boys' and Girls Sports, prior to the September Athletic Council meeting.
- H. Sends messages of congratulations and condolences, as needed.

Section 2 - President-Elect

- A. Presides at all meetings in the absence of the President.
- B. Succeeds to the Presidency at the expiration of the two-year term.
- C. Serves as Chairperson of the Constitution and Handbook Revision Committees.
- D. Serves as interpreter of the Constitution.

Section 3 - Immediate Past President

- A. Presides at all meetings in the absence of the President and President-Elect.
- B. Serve as Chairperson of all Election and/or Nominating Committees for the Section.

Section 4 - Vice President for Boys' Sports and Vice President for Girls' Sports

- A. Communicate with all Section V Sport Coordinators and Committees.
- B. Receive, review, and submit sport coordinators reports, prior to Executive Committee meetings.
- C. Develop a schedule for sport coordinators reports to the Executive Committee and Athletic Council
- D. Serve as liaisons to the Officials Organization in the respective sports.
- E. Attend the Annual Sports Coordinator meeting.
- F. In conjunction with sport liaisons, conducts an annual review of each sport coordinator.

Section 5 - The Executive Director

- A. Serves as liaison between Section V, N.Y.S.P.H.S.A.A., Inc., and the respective leagues within Section V.
- B. Responsible for the administration and supervision of all Section V athletic programs.
- C. Attends appropriate meetings as a representative of Section V.
- D. Screens all initial matters of grievances, protests, and/or similar disputes, for non-league and sectional contests.

- E. Acts as interpreter for both the Section V and N.Y.S.P.H.S.A.A., Inc., handbooks.
- F. Prepares for all Executive Committee, Athletic Council and special meetings.
- G. Records and distributes minutes of all Executive Committee, Athletic Council and special meetings.
- H. Supervises the organization, preparation and distribution of sport handbooks and sectional programs.
- I. Distributes sectional passes.
- J. Distributes ballots and other material to member schools as directed by the President.
- K. Updates the Section V Handbook annually
- L. Maintains records for the Section.
- M. Administers processes for
 - 1. Transfer Waivers
 - 2. Exceptional Senior All-Star Contests
 - 3. Athletic Eligibility
 - 4. Classification
- N. Completes correspondence as directed by the President.
- O. Supervises the organization, preparation, and administration of the Section V budget.
- P. Provides information to newspapers, television and radio stations regarding upcoming tournament schedules and special events.
- Q. Provides appropriate materials to Web Master to keep website current
- R. Oversees the negotiation, approval and signing of all facility contracts, in conjunction with the Treasurer.
- S. Performs such other tasks and responsibilities as may be assigned by the Section V President and the Section V Executive Committee.
- T. Conducts an annual review of the Secretary to the Executive Director by July 1st.

Section 6 - Treasurer

- A. Receives all income, keeps an accurate record and statement of same and submits a report at each meeting of the Athletic Council.
- B. Disburses money only on vouchers properly accepted. The treasurer's record shall be audited by a CPA prior to the annual January meeting of the Association.
- C. Presents an estimated budget to the Executive Committee in September; and to the Athletic Council at the annual November meeting for approval.
- D. Acts as financial consultant to Section V.
- E. Orders and distributes to the sports coordinators all trophies, award certificates, and shields of the Section. Oversees the purchase and sale of athletic merchandise, which includes but is not limited to, t-shirts, hats and sweatshirts.
- F. Oversees and approves sports coordinators' budgets.
- G. Prepares and distributes all quote requests for awards and supplies.
- H. Conducts an annual review of the Assistant Treasurer by July 1st.

Section 7 – Assistant Treasurer

- A. Prepares the ticket packages for all sports.
- B. Receives and computes all data regarding State Semis and Finals Contests
- C. Collects monies from Sectional Contests as requested.
- D. Computes Regional Split
- E. Receives budgets from Sports Coordinators
- F. Packages and delivers certificates, chenille awards and ribbons to appropriate sport coordinators.
- G. Completes other projects as assigned by the Treasurer, Executive Committee or the Athletic Council.

Section 8 – Central Committee

Section V is entitled to four (4) representatives to the Central Committee of the N.Y.S.P.H.S.A.A., Inc. Committee members shall be elected each year as designated by the N.Y.S.P.H.S.A.A., Inc., Constitution. Central Committee members must attend required state meetings. Information from these meetings is to be communicated back to the Section and their respective groups. Central Committee members will take office on September 1st.

Section 9 - The Executive Committee

- A. Act on all matters not provided for in this Constitution and such emergency business as may arise between regular meetings of the Athletic Council.
- B. Has final authority in all matters pertaining to appeals protests.
- C. Appoints the Executive Director, Treasurer and Assistant Treasurer.
- D. An annual review of the Executive Director and Treasurer will be conducted by the President, immediate past President and President-Elect, and submitted to the Executive Committee by July 1st.
- E. Recommends an annual Section V budget to the Athletic Council for approval.
- F. Recommends to the Athletic Council approval of such items as Sports Coordinator appointments, organization of tournaments, Sports Coordinators' budgets, and tournament dates.
- G. Receives the annual review of Sport Coordinators as conducted by the sport liaison and sport vice president. The review is due at the same time the sport coordinator makes their post-season report.

Article VIII - The Athletic Council

Section 1 - Governs the Association and controls Athletics in Section V.

Section 2 - Consists of voting members (see Article IV, Section 1, Item C) of the Executive Committee and representatives from each league selected by the member schools in each league as described in Article III. Section 4, 5, and 7.

Section 3 - Election of Representatives

- A. Representatives shall be elected to two (2) year terms and representative of the following groups:
 1. Chief School Officer
 2. Secondary School Administrator
 3. Boys' Representative
 4. Girls' Representative
- B. The Chief School Officer and Girls' Representative shall be elected the even years and the Secondary School Administrator and Boy's Representative shall be elected in the odd years.
- C. Each of the representatives shall be a member of his/her respective groups in his/her league. Retired persons serving as a league representative shall be permitted to continue for the duration of their tenure and also be permitted to serve in that capacity if so elected by his/her respective league. A representative appointed by Rochester's Chief School Officer may serve at his/her discretion.

Section 4 - Alternates

Prior to the September Athletic Council meeting, each league shall submit to the Executive Director, the names of alternates for each representative who would function as the representative in the event the duly elected representative is unable to attend the regular meeting of the Athletic Council.

Section 5 - Quorum

- A. Regular business may be conducted when both of the following conditions are met:
 - 1. Fifty per cent (50%) of the representatives are present.
 - 2. Six leagues are represented. (For the purpose of this section, independents will count as a league.)
- B. A simple majority vote will determine the outcome of any issue.
- C. Absentee voting will not be permitted.

Section 6 - Single Vote

Each member of the Athletic Council having voting power shall have only one (1) vote on any proposition.

Article IX - Executive Committee

Section 1 - The Executive Committee shall consist of fourteen (14) members: President, President- Elect, Immediate Past President, two Vice Presidents (one male and one female), Executive Director, Treasurer, four (4) Central Committee members, one (1) At-Large Representative and two (2) League Representatives (one male and one female).

Section 2 - Prior to the first Athletic Council meeting of the school year, the Section V President will call a meeting of League representatives for Boys' and Girls' sports to elect two representatives to the Executive Committee. These representatives to the Executive Committee may continue to serve as League Representatives. Additional meetings of the Council of League Representatives may be held as deemed necessary.

Section 3 - The Executive Committee shall manage the affairs of the Section during the interval between meetings of the Athletic Council. It shall have the power to act on all matters not covered by the Constitution. It shall have jurisdiction in all appeals, protests, and questions of eligibility when the Athletic Council is not in session. All action will be reported at the next Athletic Council meeting.

Section 4 - Business may be conducted when 9 members of the Executive Committee are present.

Section 5 - A simple majority vote is necessary to act on any matter brought before the committee.

Section 6 - The Section V Executive Committee is the Board of Directors for the Section V of the N.Y.S.P.H.S.A.A., Inc.

Section 7 - Persons retiring from active public education employment currently serving as a member of the Executive Committee shall be permitted to continue for the duration of their tenure, and also be permitted to serve in that capacity if so elected or appointed.

Article X - Sports Coordinators

Section 1 - The Sectional Sports Coordinators shall be appointed by the President with the approval of the Executive Committee and the Athletic Council.

Section 2 - Each Sport Coordinator will chair his/her respective Advisory Committee. The Sport Advisory Committee shall be comprised of representatives selected by individual leagues and/or Sectional classifications. Independent schools may select a representative for each Sport Advisory Committee.

Section 3 - Each Sectional Sport Coordinator shall be the official sectional representative of his/her sport. With the Advisory Committee, the Coordinator shall make decisions related to his/her sport in the best interests of the Section, subject to review and approval of the Executive Committee and the Athletic Council.

Section 4 - Any member of a professional or retired staff of a member school in good standing may serve as a Sport Coordinator.

Section 5 - There shall be one Sport Coordinator for each sport (Boys and Girls) and may have an assistant coordinator to be approved by the Executive committee and the Athletic Council.

Section 6 - Each Sport Coordinator and his/her Advisory Committee are responsible for the organization of their own activity and shall have the approval of the Athletic Council. The Coordinator must follow to the rule, the sport rules of the Athletic Association, if applicable, the rules of the Commissioner of Education, and the rules of the N.Y.S.P.H.S.A.A., Inc.

Section 7 - Each Sport Coordinator and Advisory Committee may organize and conduct a Sectional Tournament and will enforce the policies and the rules governing each sport as set up by the Athletic Council. Any sports changes must be approved by the Executive Committee and the Athletic Council.

Section 8 - Each Sport Coordinator shall prepare a complete written report of his/her sport and forward a copy to the Vice President and liaison for that sport, and to their State Sport Coordinator. This report shall be completed in accordance to a schedule developed by the Vice President for that sport.

Section 9 - Each Sport Coordinator shall prepare a Sports Policy Booklet (Handbook) updated annually governing the athletic activity. These policies shall be approved by the Executive Committee and the Athletic Council.

Section 10- The Sport Coordinator will organize and supervise the officials' draw in those sports where it's appropriate.

Section 11- Participation in intersectional contests shall have the approval of the Athletic Council.

Section 12- A copy of the proposed sport budget must be in the hands of the Assistant Treasurer not later than sixty (60) days after the close of that sport's season.

Section 13- All Sports Coordinators have a voice but may not vote at Athletic Council meetings.

- Section 14- A Sport Coordinator shall develop a handbook on a time schedule with a job analysis and turn it over to the successor. The previous coordinator shall voluntarily remain on call for one (1) year in an ex-officio capacity for advice.
- Section 15- On an annual basis and prior to August 1st, each Sport Coordinator and his/her Advisory Committee shall recommend classification based on the enrollments and the number of schools involved, for Athletic Council approval.
- Section 16- Each Sport Coordinator shall be responsible to assure contesting teams that contest site facilities are properly prepared according to the appropriate sport rule book.
- Section 17 - For historical purposes, all records (handbooks, budgets, programs, reports) shall be kept on file by each Sport Coordinator. On an annual basis, this information shall also be provided to the Executive Director.

Article XI - Committees

- Section 1 - Special Committees shall be created by the President as the need arises. Each is appointed for a specific duration and duty.
- Section 2 - Standing Committees shall be: Classification, Eligibility, Modified Sports, Finance, Safety, Officials' Coordinator, and Section V Handbook. (Chairpersons to these committees shall be appointed by the President to serve for the duration of the President's term.)

Article XII - Nominating and Voting Procedures

- Section 1 - The immediate Past President shall serve as the chair of the nominating committee.
- Section 2 - Each league's boys and girls sport representatives or his/her designee shall serve on the nominating committee. Leagues that represent only boys or only girls and independent schools shall designate one representative, each.
- Section 3 - Qualifications for Office:
All elected positions of the Executive Committee shall be members of a professional staff of a member school in good standing and who have served in some capacity at the Athletic Council level prior to election. Persons retiring from active public education employment currently serving as a member of the Executive Committee shall be permitted to continue for the duration of their tenure, and also be permitted to serve in that capacity if so re-elected or appointed.
- Section 4 - Qualified candidates will be selected by the Nominating Committee and their names presented at the March Executive Committee meeting. With the support of the Executive Committee, these nominees will be announced at the March Council Meeting. Nominations may also be accepted from the Council floor. After a Council vote to accept and move the nominations forward, a referendum ballot will be prepared and distributed to all member schools.
- Section 5 - A majority of members voting shall determine the outcome of the election. In the event no candidate receives a majority vote, the top two candidates shall be placed on a referendum. Voting must be completed by June 1.

Article XIII- Fiscal Year

The Fiscal year shall be September 1 to August 31 of the following year.

Article XIV - Amendments

Section 1 - Proposed amendments to the Constitution must be presented in writing to the Executive Director at least twenty-one (21) days prior to the next Athletic Council meeting.

Section 2 - After consideration at League meetings and approved by the Athletic Council, the proposed amendment will be sent to all schools for referendum vote. A two-thirds (2/3) majority of the member schools is required for approval.

Article XV - Appeal Procedure

Section 1 - If in the opinion of school administrative personnel (Chief School Officer, High School Principal, Athletic Director, and Coach involved) an undesirable competitive situation exists, the problem shall be presented for review and decision to the League involved.

All differences between schools should be referred to the League President for decision. The League President should be guided by Association rules and by-laws and may request help in their interpretation from the Executive Director, Athletic Committee or Athletic Council.

If an appeal is between members of the same league, the league must render a decision. If the appeal is between schools of two separate leagues, the appeal should go directly to the Section V Executive Director.

Section 2 - Any and all questions and/or protests as to the contest rules or as to the conduct of the contest during a Sectional Athletic Contest shall be heard and decided by the Sports Coordinator/Sport Advisory Committee.

Section 3 - Any appeal of a decision rendered by a League President or Sport Coordinator of a regular season or Sectional Athletic Contest must be made in writing signed by the Chief School Officer, Principal, Athletic Director, and Coach and submitted to the President with a \$50.00 non-refundable filing fee. The appealing school will also be responsible for any expenses incurred to hold a special meeting.

Article XVI - Eligibility

Section 1 - All questions of an athlete's eligibility shall be referred to the Section V Executive Director.

Section 2 - Decisions of the Executive Director shall be rendered directly to all parties involved.

Section 3 - Appeals of decisions of the Executive Director shall be directed to the Executive Committee as per Article 9, Section 3 of the Constitution.

Section 4 - A decision on an appeal shall be made by a majority of those Executive Committee members present at the Hearing. Should any member of the Executive Committee disqualify him/herself due to a conflict of interest, the decision will be based on the majority of those remaining at the Hearing. No Hearing can be held unless seven (7) members of the Executive Committee are present.

Article XVII - Rules of Order

The current edition of Roberts Rules of Order shall govern Section V, Inc., in all parliamentary situations that are not provided for in the Constitution.

Adopted - July 1984

Amended - November 1985

Proposed - October 1987

Amended - January 1988

Proposed - October 1991

Amended - March 1992

Amended - September 1994

Amended - June 1998

Amended – May 2003