

**CONSTITUTION
& BY-LAWS**

**SECTION VII
New York State Public High School
Athletic Association**

- ARTICLE I NAME AND PURPOSE
- Section 1 The name of the association shall be Section VII of the NYSPHSAA.
- Section 2 This association of secondary schools in Section VII will cooperate for the following objectives:
- Section 1 To strengthen the work of the local schools in developing good sportsmanship and high ideals among contestants and teams.
- Section 2 To promote all forms of athletics for all secondary school students.
- Section 3 To strengthen and unify eligibility rules governing participation in interscholastic athletics in each conference in this section.
- Section 4 To plan for and conduct all sectional activities through its appointed leaders and governing body.
- Section 5 To enforce the constitution, by-laws, rules a Regulations and game standards adopted by the NYSPHSAA and Section VII.
- ARTICLE II COMPOSITION
- Section 1 The governing body of this association shall be the Board of Directors. The Board of Directors may also be referred to as the Athletic Council. These phrases "Board of Directors" and "Athletic Council" may also be used interchangeably.
- Section 2 The officers of the Athletic Council shall consist of a President, 1st Vice President, 2nd

Vice President and Past President. The officers shall be one chief school officer, one principal, one male representative of athletics and one female representative of athletics from member schools of the section.

Section 3 Voting members of the Athletic Council shall consist of the 1st Vice President, 2nd Vice President, Past President, four members of the Central Committee, any present or past state officers and four representatives, duly elected, from the Champlain Valley Conference and the Mountain and Valley Conferences. These four representatives shall be one chief school officer, one principal, one male representative of athletics and one female representative of athletics from member schools of the leagues. In the event of a tie, the President shall cast the tie-breaking vote.

Section 4 Non-voting members shall consist of the executive director, past presidents of the section, Sports Coordinators and Chairperson of the following standing committees appointed by the president: Negotiating Committee, Constitution Committee and any other committee deemed necessary.

Section 5 Sports Coordinators, Committee chairpersons, Officials Representatives and all section school personnel are invited attend Athletic Council meetings but requests for a place on the agenda should be made prior to the meeting date.

Section 6 The Executive Committee shall consist of the President, 1st Vice President, 2nd Vice President, Past President, Executive Director and the four Central Committee Members and a present or past state officer from a Section VII school. The Executive Director will not have a vote.

ARTICLE III MEMBERSHIP

Section 1 Any public secondary school in Section VII is eligible for membership. Private and parochial schools within the section may be admitted by a two-thirds vote of the Athletic Council.

- Section 2 A secondary school is eligible for membership only if a member in good standing of the NYSPHSAA.
- Section 3 All secondary schools enrolled in the section agree to abide by the minimum eligibility rules adopted by the NYSPHSAA.
- Section 4 Any member schools violating Section VII constitution, by-laws, rules and regulations, contestant rules or game conditions or rules and regulations of the NYSPHSAA or the State Education Department may be suspended from this association by a two-thirds vote of the Athletic Council.

ARTICLE IV OFFICERS AND DUTIES AND ELECTION PROCEDURES

- Section 1 Four officers shall be elected for a two year term at the spring meeting of the Athletic Council. These four officers shall be one chief school officer, one principal, one male representative of athletics and one female representative of athletics from member schools of the leagues. They shall be elected at large from the member schools in the section by a majority vote of the Athletic Council and shall take office September 1st.
- Section 2 The president shall preside at all meetings and perform such duties as usually come under the office of president.
- Section 3 The vice president shall preside in the absence of the president and shall act for him/her.
- Section 4 In the event of an officer vacancy other than at the normal election time, the Athletic Council shall fill the vacancy at the next regular or special meeting. For Central Committee Members it shall be the duty of the three remaining members and the state officers from the section to choose with the advice and consent of the Athletic Council the fourth representative from a member school of the section and from that branch of service in which the vacancy has occurred. The appointment shall be made for the full period of the term.

- Article V EXECUTIVE DIRECTOR'S DUTIES AND RESPONSIBILITIES
- Section 1 The executive director shall be appointed by the Athletic Council and his/her salary shall be approved and determined by this body.
- Section 2 The executive director shall record the minutes of all meetings of this association and shall submit copies to all member schools.
- Section 3 The executive director shall be responsible for ordering and distributing all trophies, shields, ribbons and certificates to schools or sports coordinators.
- Section 4 The executive director/treasurer shall submit an estimated annual budget along with a suggested dues structure to the executive committee with a final budget submitted to the Athletic Council at the first regular meeting of the calendar year. The budget after approval by the Athletic Council shall be sent to member schools for consideration.
- Section 5 The Executive Director/Treasurer shall receive all income, keep a careful record and statement of such income and expenses and submit a report to the Athletic Council at each regular meeting.
- Section 6 The Executive Director/Treasurer records shall be audited once each year. The Athletic Council shall appoint an independent auditing committee who shall submit a report to the Athletic Council by the November meeting each year.
- Section 7 Additional duties
- (a) Prepare agenda for each Athletic Council meeting and send out to Athletic Council members at least one week before the meeting.
 - (b) Prepare and distribute a sectional directory and send to all members schools, sports coordinators and Athletic Council members.
 - (c) Collect and distribute to Athletic Council members all communications and reports from sports coordinators.
 - (d) Is responsible for correspondence necessary to the function of the section.
 - (e) Any additional duties that may be assigned by the president or the Athletic Council or duties the office requires.

Article VI NYSPPHSAA CENTRAL COMMITTEE AND EXECUTIVE COMMITTEE

Section 1 Nominations for Central Committee vacancies shall be solicited from the member schools and those nominated shall be elected by a majority vote of the member schools. If there are more than two nominees voting will continue until there is a majority vote. In case of only one nominee the executive secretary shall be directed to cast one vote for the nominee.

Section 2 Selection of two Central Committee members to serve on the Executive committee of the NYSPPHSAA shall be determined by the Athletic Council. One member must be the female representative of athletics of the Central Committee.

ARTICLE VII AUDIT COMMITTEE

Section 1 The Audit Committee shall be comprised of at least three (3) directors each of whom is an Independent Director as defined in Section VII NYSPPHSSA's Conflict of Interest Policy. The members of the Audit Committee shall be appointed by the President of the Board, subject to the approval of the Board.

Section 2 The Committee will annually review or retain in the independent auditor and upon completion of the audit review the results of the audit and any related management letter with the independent auditor.

(a) Review with the independent auditor the scope and planning of the audit prior to the audit's commencement;

(b) Upon completion of the audit, review and discuss with the independent auditor;

- any material risks and weaknesses in internal controls identified by the auditor;
- any restrictions placed on the scope of the auditor's activities or access to requested information;
- any significant disagreements between the auditor and management; and

- the adequacy of the corporation's accounting and financial reporting process:

(c) Annually consider the performances and independence of the auditor; and

(d) Report on the Committee's activities to the Board.

ARTICLE VIII

ATHLETIC COUNCIL DUTIES

- Section 1 Formulate policies for sectional athletic activity.
- Section 2 Organize and supervise sectional athletic activities.
- Section 3 Promote the general objectives and policies of the NYSPHSAA and the regulations of the Commissioner of Education regarding Health, Physical Education and Recreation.
- Section 4 Determine dues and fees necessary to provide the necessary money for operation. In the event that receipts for any fiscal year do not permit payment of the full amount of the money necessary to fulfill all obligations, the Athletic Council shall have the power to pro-rate among member schools the amount necessary to keep the budget in satisfactory balance.
- Section 5 Present the proposed budget for approval by athletic council. A majority vote of athletic council is necessary for approval.
- Section 6 Appoint assignors of officials and set their salaries.
- Section 7 Appoint a negotiations committee consisting of representatives from member schools who along with the executive director will conduct negotiations with the officials. The final agreement will be presented to the Athletic council for their approval. A majority of the athletic council indicating approval is necessary for an approved contract.

Section 8 The Athletic Council shall have the authority to act on all matters not covered by the Constitution and By-laws.

Section 9 The Executive Committee shall have the power to act on all matters not provided for in this constitution and by-laws and such emergency business that may arise between regular meetings of the Athletic Council. This power shall include matters of interpretation of council rulings, state regulations, eligibility and protest. The executive committee decisions may be made by telephone or e-mail poll.

ARTICLE IX MEETINGS

Section 1 The Athletic Council shall meet at least four times each school year. The time and date to be determined by the president. Board members may attend meetings in person or by means of telephone, video conference or similar communications equipment provided that all persons participating in the meeting can hear each other at the same time and can participate in all matters before the Board.

Section 2 General and special meetings may be called by the president for the purpose of explaining and discussing all amendments to the constitution or for the purpose of considering the policies or procedures of the conferences, section or state association.

Section 3 Four members of the Executive Committee must be present to constitute a quorum. A majority vote of those voting members present is necessary for passing a motion at any meeting of the Athletic Council.

ARTICLE X SPORTS COORDINATORS

Section 1 The sectional sports coordinators shall be appointed by the Athletic Council for each sport conducted from teachers, coaches, or administrators of member schools. A sports coordinator shall be considered as resigned when he or she no longer holds one of the above

positions, unless the Athletic Council votes to continue his or her service.

Section 2 Each sports coordinator shall have representative from each conference participating in their sport to aid in the conducting of their sport.

Section 3 Sports coordinators shall serve by the appointment of the Athletic Council and follow the policies and by-laws pertaining to Section VII, the NYSPHSAA and the State Education Department.

ARTICLE XI AMENDMENTS

Section 1 The Constitution and By-Laws may be amended by a two-thirds vote of member schools.

Section 2 The Operating Procedures may be amended by a two-thirds vote of the Athletic Council.

Section 3 A By-law or Operating Procedure may be submitted by any member school and must be approved by a two-thirds vote of the Athletic Council.