

ATHLETIC COUNCIL March 25, 2009 Agenda Item 10.3.4

**NEW YORK STATE
PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION
SECTION VI, INC.**

BY-LAWS

SEPTEMBER, 1995

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BY LAWS

Article 1 - Title IX

- 1.1 Title IX is the portion of the Educational Amendments of 1972, which prohibits sex discrimination in Federal Assist Programs. Specifically Title IX states, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance."

Article 2 – Advisory Membership of the Athletic Council

- 2.1 Advisory Council – All Superintendents, High School, and Middle School Principals, Athletic Directors and Coaches of member schools are members of the Advisory Council of this Association and may be convened at the pleasure of the President. They are eligible to serve on committees and entitled to make recommendations to the Executive Committee on all matters pertaining to the conduct of interscholastic athletics.

Article 3 - Executive Director

- 3.1 Title: Executive Director - Section VI New York State Public High School Athletic Association, Inc.
- 3.2 Qualifications
 - 3.2.1 Possesses a valid New York State teaching or administrator certificate.
 - 3.2.2 Current or former employee of a New York State public school system or BOCES.
 - 3.2.3 Experience as a League officer, Section officer or Section sport chairperson preferred.
 - 3.2.4 Possesses other qualifications as the Section VI Athletic Council may find appropriate and acceptable.
- 3.3 Reports to
 - 3.3.1 Section VI President and Athletic Council.
- 3.4 Supervises
 - 3.4.1 Any staff designated in the Constitution, By-Laws or as assigned by the President or Athletic Council.
- 3.5 Purpose
 - 3.5.1 To assist the Section VI Executive Committee and Athletic Council in the development, implementation and coordination of the Section VI interscholastic program for both boys and girls.
- 3.6 Performance Responsibilities - To ensure but not limited to the following:
 - 3.6.1 July - August
 - 3.6.1.1 Prepare and mail annual dues notices.
 - 3.6.1.2 Collect information on awards needed each year, order and distribute to sport chairpersons.
 - 3.6.1.3 Complete payment of spring activities.
 - 3.6.1.4 Distribute Section VI passes and Lifetime passes as per Section VI Pass Policy.
 - 3.6.1.5 Complete annual financial report.
 - 3.6.1.6 Order necessary supplies such as pins, contestant numbers, etc.

3.6.2 September - June

- 3.6.2.1 Pay all bills and record same.
- 3.6.2.2 Send out bills to member schools, extra awards, etc.
- 3.6.2.3 Send out annual budget forms to all sport chairpersons.
- 3.6.2.4 Prepare and mail minutes of all meetings.
- 3.6.2.5 Assist President in daily conduct of sectional affairs.
- 3.6.2.6 Assist sport chairpersons in conduct of their sport.
- 3.6.2.7 Assist in the preparation of the annual Section VI Directory for upcoming year (should be done in May and June).
- 3.6.2.8 Assist in keeping the Constitution updated.
- 3.6.2.9 Assist in keeping rules and regulations updated.
- 3.6.2.10 Assist member schools with interpretation of rules and regulations.
- 3.6.2.11 Prepare necessary news releases with approval of President.
- 3.6.2.12 Assist Finance Committee in preparation of annual sectional budget.
- 3.6.2.13 Carry out such other responsibilities as requested by Section VI President, Executive Committee or Athletic Council.
- 3.6.2.14 Carry out appropriate activity through the media to promote interest in and understanding of interscholastic athletics in Section VI.
- 3.6.2.15 Transportation: Act as liaison between the Executive Committee, Athletic Council, Sport chairpersons and designated Travel Agency.

3.6.3 Spokesperson for the Section when the President is not available.

3.7 Terms of Employment

3.7.1 Work hours – as specified in the contract.

Article 4 - Standing Committees

The following standing committees are established as an effort of the Athletic Council to provide continuous and ongoing activity outside of the activities of sport chairpersons. These committees report to the Executive Director and the Athletic Council as necessary.

- 4.1 Finance Committee
- 4.2 Sectional/ Intersectional Committee
- 4.3 Safety Committee
- 4.4 Modified Committee
- 4.5 Policy Committee
- 4.6 State Executive/Central Committee
- 4.7 Extended Eligibility Committee
- 4.8 Chemical Awareness Committee
- 4.9 Transfer Eligibility Committee
- 4.10 Sportsmanship Committee
- 4.11 Veterans (Retirees) Committee

4.1 Finance Committee

4.1.1 Definition and Makeup - The Finance Committee of Section VI shall consist of an appointed chairperson, preferably a standing School Business Official, the Executive Director, and one representative from each of the leagues. Additional members may be named by the chairperson.

4.1.2 Purpose

4.1.2.1 Develop a proposed budget or financial plan in cooperation with sport and committee chairpersons.

4.1.2.2 Present a budget recommendation to the Athletic Council at its November meeting with a corresponding vote held at the January meeting.

4.1.2.3 Update the Athletic Council on the financial status of the Section at each regular meeting and present recommendations when warranted.

4.1.2.4 Provide recommendations on expenditures.

4.1.2.5 Conduct contract negotiations with the officials chapter(s) on behalf of the Section

4.1.2.6 Responsible for contract interpretation, administration and implementation.

4.2 Sectional/ Intersectional Activities Committee

4.2.1 Membership

Shall consist of the Executive Director as chairperson, one representative from each league and a Representative from the Central Committee.

4.2.2 Duties

4.2.2.1 Responsible for development of the sectional and intersectional activities calendar, one calendar year in advance if feasible. The calendar for Section VI should indicate the following:

- Section starting dates for practices.
- Sectional dates and sites.
- Intersectional dates and sites.
- Athletic Council Meeting dates, times, and sites.
- Timeline for Finance Committee budget.
- National and State Testing Dates.

Copies of this calendar to be distributed to the following:

- Athletic Council and Executive Committee.
- Athletic Council League/ BOCES Representatives. (It is the responsibility of the League/ BOCES representatives to distribute it to their constituents.)
- All Sport chairpersons.
- All Committee Chairpersons.

- 4.2.2.2 Responsible for overseeing sport chairpersons and their activities:
 - Handbooks
 - Dates
 - Sites
- 4.2.2.3 Responsible for developing a format for and review of sport handbooks.
- 4.2.2.4 Responsible for two reports annually or as directed by the President.
- 4.2.2.5 Review and approve all venues and contracts for sectional competition.
- 4.2.2.6 Oversee and coordinate corporate sponsorship for all sports within Section VI. Corporate sponsorships must have Athletic Council approval.
- 4.2.2.7 Responsible for the general conduct of all sports and recommendations to the Athletic Council as needed.

4.3 Safety Committee

4.3.1 Membership

Shall consist of an appointed chairperson and the Executive Director. Additional members appointed from the Leagues/ BOCES as needed.

4.3.2 Duties

4.3.2.1 Responsible for representing Section VI at all NYSPHSAA Safety Committee meetings.

4.3.2.2 Responsible for reporting to Section VI on all aspects of Program Safety which affect the athletic programs of Section VI.

4.4 Modified Committee

4.4.1 Membership

Shall consist of appointed chairpersons (male and female) and additional appointed members as needed.

4.4.2 Duties

4.4.2.1 Represent Section VI at all NYSPHSAA Modified Sports Meetings.

4.4.2.2 Be responsible for the general conduct of modified sports and make recommendations to the Athletic Council as needed.

4.5 Policy Committee

4.5.1 Membership

Shall consist of an appointed chairperson, the Executive Director and one representative from each league. Additional members may be named by the chairperson.

4.5.2 Duties

Maintain and update the Constitution, By-Laws and sport policy handbooks.

4.5.3 Changes in the Constitution, By-Laws and sport policy handbooks will be reported in the Athletic Council minutes.

4.6 State Executive/Central Committee

4.6.1 Membership

Shall consist of four representatives: Superintendent, Secondary School Principal, Boys Rep of Athletics and Girls Rep of Athletics

4.6.2 Duties

4.6.2.1 Represent Section VI at NYSPHSAA Executive and Central Committee meetings.

4.6.2.2 Report to the Athletic Council regarding NYSPHSAA Executive and Central Committee meetings and provide recommendations for action at the NYSPHSAA meetings.

4.6.2.3 Represent their respective groups at NYSPHSAA Executive and Central Committee meetings and the Section VI Athletic Council.

4.6.2.4 Report to the Athletic Council and keep their respective groups informed about current issues.

4.7 Extended Eligibility Committee

4.7.1 Membership

Shall consist of an appointed chairperson, Principals, League Representatives, and additional members selected by the chairperson.

4.7.2 Duties

Receive, investigate and determine the outcome of matters pertaining to extended eligibility as provided for in the state association constitution.

- 4.8 Chemical Awareness Committee
 - 4.8.1 Membership
 - Shall consist of an appointed chairperson and trained assistants.
 - 4.8.2 Duties
 - 4.8.2.1 Conduct mandated Chemical Awareness Seminars.
 - 4.8.2.2 Represent Section VI at the State level meetings.
 - 4.8.2.3 Complete all compliance reports as mandated.
- 4.9 Transfer Eligibility Committee
 - 4.9.1 Membership
 - Chairperson appointed by the President of Section VI and representatives from each league and additional members as deemed necessary by the Chairperson.
 - 4.9.2 Duties
 - 4.9.2.1 Receive and rule on questions of transfer eligibility.
 - 4.9.2.2 Chairperson attends state level meetings.
- 4.10 Sportsmanship Committee
 - 4.10.1 Membership
 - Chairperson is President-Elect of Section VI. Representatives from each league and any additional members as deemed necessary by Chairperson.
 - 4.10.2 Duties
 - 4.10.2.1 Rule on questions of sportsmanship.
 - 4.10.2.2 Follow procedures of sportsmanship policy as listed in the Section VI Manual - Forms and Information (page 27).
- 4.11 Veterans (Retirees) Committee
 - 4.11.1 Membership
 - Chairperson appointed by the President of Section VI. Additional members as deemed necessary by the chairperson.
 - 4.11.2 Duties
 - 4.11.2.1 Voice at Athletic Council meeting and organize annual recognition dinner.
 - 4.11.2.2 Recognize individuals for service to the Section when their service is completed, with a plaque awarded at the Annual Recognition Dinner in August. Service required is a minimum of one term of office. Grant Veteran status to these individuals upon their retirement from public high school.

Article 5 - Sport Chairpersons

5.1 General Duties

- 5.1.1 Appointed by Athletic Council
- 5.1.2 Establish pre-post dates for meeting of advisory committee.
- 5.1.3 Prepare yearly sport budget.
- 5.1.4 Submit sport calendar to Sectional/ Intersectional Committee, including dates for:
 - 5.1.4.1 State meet
 - 5.1.4.2 Qualifiers
 - 5.1.4.3 Sectionals
 - 5.1.4.4 Completion of league competition
- 5.1.5 Attend State sport chairpersons meetings.
- 5.1.6 Locate sites for qualifiers and sectionals and arrange for proper supervision. Confirm in writing with school officials. All venues must be approved by the Sectional/ Intersectional Committee.
- 5.1.7 Appoint the meet and site chairpersons
- 5.1.8 Organize, duplicate and inform the meet and site chairpersons of their specific duties, including arrangements for proper supervision.
- 5.1.9 Arrange for officials at all sectional contests
- 5.1.10 Develop a method of communicating among advisor committee members
- 5.1.11 Arrange for awards for sectionals to state level of competition through the Executive Director.
- 5.1.12 Make arrangements for athletes to compete in post-sectionals
 - 5.1.12.1 Housing
 - 5.1.12.2 Meals for individual sports only
 - 5.1.12.3 Transportation - coordinate with Executive Director
 - 5.1.12.4 Complete state-required Code of Conduct
 - 5.1.12.5 Medical forms
 - 5.1.12.6 Guidelines for trip
- 5.1.13 Prepare a sport specific handbook to be dispensed to all member schools and the Athletic Council via the Section VI website.
- 5.1.14 Divide schools by population for classification according to sport. This is to be done according to existing classification guidelines.

- 5.1.15 All schools who enter sectionals or qualifiers are responsible for attendance of their teams at these events.
- 5.1.16 The sport chairperson shall be responsible to notify all schools if a school's team does not fulfill its commitment to participate.
- 5.1.17 Attend Section VI Athletic Council and Sectional/ Intersectional meetings as scheduled.
- 5.1.18 Act as a resource person for problems of eligibility, participation, and sport rules that are listed in the NYSPHSAA Handbook and any other specific rulebook used in the sport.
- 5.1.19 A Games Committee shall be established for each sectional sport contest. This committee shall be appointed by the sport chairperson. They shall deal with any questions and/or protests concerning games/meet rules and conduct of the game or meet. These questions/ protest shall be heard and decided by this committee. The committee's decision shall be final and not subject to appeal.

5.2 Specific Duties

- 5.2.1 Select date, site and time of each contest. All schools are required to honor these dates except for emergency situations.
- 5.2.2 Monitor all expenses incurred in the operation of each sectional contest as specified in the approved budget. Follow all financial procedures as set forth in the Financial Procedures manual. (note: to be developed with the treasurer and finance committee)
- 5.2.3 Prepare a guide for all game and site chairpersons relative to their duties and responsibilities.
- 5.2.4 Establish the number of cheerleaders and players who will be admitted to each sectional contest.
- 5.2.5 Prepare official game procedures for all Section VI contests:
 - 5.2.5.1 Identify pre-sale tickets at game
 - 5.2.5.2 Submit cash or check for pre-sale tickets sold
 - 5.2.5.3 Submit the Section VI admittance form
- 5.2.6 Develop and implement a process for the assignment of officials for all sectional contests. This process will be documented in the sport handbook.
- 5.2.7 Determine composition of protest committee.
- 5.2.8 Send out evaluation reports to game chairpersons, coaches, directors and officials.

- 5.2.9 Distribute specific sport information to all personnel involved:
 - 5.2.9.1 Superintendent
 - 5.2.9.2 Principal
 - 5.2.9.3 Athletic Director
 - 5.2.9.4 Coaches
- 5.2.10 Determine entry procedure for sectionals. Obtain Athletic Council approval and notify schools.
- 5.2.11 Publish tie-breaking procedures for teams or individual competition.
- 5.2.12 Set up classification determination following Constitution when necessary.
- 5.2.13 Prepare information on post-sectionals for all persons who are involved.
- 5.2.14 Arrange for transportation to post-sectionals according to Section VI Policy.
- 5.2.15 Submit to the Executive Director, all necessary results for awards, certificates, plaques, ribbons, shields for the sectional event, plus materials specific to the Chairperson's activity such as: numbers, pins, score sheets and tags
- 5.2.16 Send out information specific to the activity e.g.:
 - Cross-Country: Course information, maps, date rosters, site, scoring and starting time.
 - Softball: no metal spikes used.
 - Track: starting heights infield events.
- 5.2.17 Maintain all Section VI and post-sectional records.
- 5.2.18 Act as resource person for issues of eligibility or participation in the particular sport according to the current NYSPHSAA handbook and sport rulebook.
- 5.2.19 Prepare a sectional handbook to cover pertinent materials relative to sectionals that are not included in the NYSPHSAA Handbook and Sport rulebook.
- 5.2.20 Submit a sport budget to Section VI Finance committee by dates set.
- 5.2.21 Determine policy for scheduling of dual sports conflicts; e.g. some leagues allow a competitor to participate on track and baseball teams.
- 5.2.22 Federation sports shall prepare schedules with the Sectional/ Intersectional Committee for approval by the Athletic Council.

5.2.23 Section VI Federation Sports, Varsity and Junior Varsity Policies, Rules and Regulations shall be prepared and approved by the Federation and the Athletic Council.

5.3 Sports Advisory Committee - (sub committee of Sports Chairperson)

5.3.1 Membership

5.3.1.1 The Sports Advisory Committee shall be made up of one member selected by each of the participating leagues. A.

5.3.1.2 The sport chairperson can select additional members to participate on the committee on a non-voting basis such as:

- Meet Chairpersons
- Site Chairpersons
- Authorities on that sport

5.3.2 Guidelines for Advisory Committee meetings held by sport chairpersons

- Pre-Season Meeting
- Post-Season Meeting
- Discretionary meetings when necessary

5.4 Publicity

5.4.1 At conclusion of each contest, the chairperson in charge will call in the results to radio, television and newspapers. For the most current listing, refer to Media Information in the Section VI Directory.

5.5 Reports

Chairpersons report to the Executive Director, Athletic Council and Sectional/ Intersectional Committee.

5.5.1 Develop a common format for pre and post season reports

5.5.2 Pre Season Report:

- List ALL Committee Members. Indicate which members have voting privileges.
- Proposed budget
- Information on sectional, post-sectional competition (dates, sites, times, etc.)
- Number of schools participating
- Changes in policy and/or practice
- Other pertinent data

- 5.5.3 Post Season Report:
- Section and post-sectional results
 - Financial information (budget, receipts, expenditures) reconciled with the Executive Director
 - Changes in policy and/or practice (requested and mandated)
 - Other pertinent information
- 5.5.4 The sport handbook will be posted on the Section 6 website for access by Athletic Directors, coaches and the Athletic Council prior to the start of the sport season.
- 5.5.5 Pre & Post Season Reports will be submitted to the Executive Director by dates listed below.
- | <u>Pre Season</u> | <u>Post Season</u> |
|---------------------|----------------------|
| Fall - March 1 | Fall - January 1 |
| Winter - May 1 | Winter - May 1 |
| Spring - November 1 | Spring - September 1 |
- 5.5.6 Sport chairpersons will meet with the Athletic Council and Sectional-Intersectional Committee as needed.
- Recommendations coming to the Sectional/ Intersectional Committee must be the result of a majority vote of the sport chairpersons committee.
- 5.5.7 Executive Director will notify sport chairperson if needed at next Athletic Council meeting - reason for attendance will be given.
- 5.5.8 Sport chairpersons can request to speak to Athletic Council by contacting the Executive Director for placement on the agenda.
- 5.5.9 All sport chairpersons will attend a pre-season meeting run by the Executive Director and staff. All policies, procedures, and forms will be reviewed at this meeting.

Article 6 - Athletic Council

6.1 Agenda for Meetings

1. Call to Order
2. Introductions
3. Minutes
4. Executive Director Report
5. Communications
 - 5.1 Combining Teams
 - 5.2 Outside Agencies Contests
 - 5.3 Senior All-Star Contests
6. Standing and Temporary Committees
 - 6.1 Finance
 - 6.2 Sectional/ Intersectional
 - 6.3 Safety
 - 6.4 Modified
 - 6.5 Policy
 - 6.6 State Executive/Central Committee
 - 6.7 Superintendent/ Principal
 - 6.8 Extended Eligibility
 - 6.9 Chemical Awareness
 - 6.10 Transfer Eligibility
 - 6.11 Sportsmanship
 - 6.12 Veterans (Retirees)
7. Guest Report
8. Unfinished Business
9. New Business
10. Sports Reports
 - 10.1 Pre-Season
 - 10.2 Post Season
11. Adjournment

NOTE: This is not to imply that flexibility within the agenda structure would not exist.