

Keystone Youth Football and Cheerleading League, Inc.
By- Laws
(Revised May 2018)

Article I
Names and Articles of Incorporation

The official name of this organization is the Keystone Youth Football and Cheerleading League Incorporated and will be referred throughout the By-Laws as the KYFCL. The KYFCL will use blue and white as the official league colors and a Keystone as the official symbol.

Appendage I: Photocopy of Incorporation

Article II
Purpose

The purpose of the KYFCL shall be to develop in the children of the community the ideals of good sportsmanship, character, attitude, and teamwork so that they may become finer, healthier, happier children through a positive athletic experience.

Article III
Objectives

1. To educate young persons concerning football and cheerleading through instruction and organized participation.
2. To take into consideration the health, welfare and ability of each individual participant.
3. To draw teams from an area approved by the Board of Directors of the KYFCL.
4. To allow children regardless of race, color, creed, religion or gender to participate without discrimination.
5. To operate the KYFCL as a non-profit organization. In the event of dissolution all assets remaining will be donated to KYFCL member organizations in good standing or local 501(c) (3) youth sports organizations.

Article IV League

The KYFCL shall be governed by a Board of Directors consisting of a President, Vice–President Football, Vice-President Cheerleading, Treasurer, Secretary, appointed Commissioner, and a representative from each participating team’s Board of the KYFCL.

Section A: Each member team shall be responsible for its own assets and liabilities.

Section B: All member teams must be approved by the KYFCL.

Section C. Each member team will pay a yearly participation fee.

Section D. Each member team shall be responsible for its own insurance. The League will not provide insurance coverage for any of its teams.

Section E. Each member shall receive one vote. No proxy votes will be accepted.

Section F. Each member representative or his/her alternate shall attend all KYFCL meetings.

Section G. Each member representative or his/her alternate shall sign the KYFCL Code of Conduct (Appendix A)

Article V Executive Board

The Executive Board shall be made up of the President, Vice–President Football, Vice-President Cheerleading, Treasurer and the Secretary. Each shall be elected by the Board of Directors at the January meeting and shall serve two year cycles for continuity of Executive Officers, alternating positions President, VP Cheer, Treasurer/ VP Football, Secretary. The appointed Commissioner will also be an ex officio member of the Executive Board.

The President shall:

1. Supervise all officers and Board members and preside at all meetings of the Board of Directors.
2. Cast a deciding vote on all issues on which the Board of Directors find themselves deadlocked.
3. Assure that the provisions of these by-laws are adhered to at all times.
4. Appoint at the February meeting, all committee chairpersons and committees.
5. Represent the KYFCL in all contacts with governmental agencies or other organizations involving the affairs of the KYFCL.
6. Work with the Vice–Presidents, Secretary and Treasurer for recommendations for By-Law changes to be voted on in accordance with the By-Laws.

The Vice-President of Football:

1. Assumes such duties and accept such responsibility in managing the affairs of the Association as the President may assign.
2. Assumes the duties of the President in his absence.
3. Assumes the office of the President in the event of President's resignation, absence or inability to serve.
4. Temporarily assumes office of Vice-President of Cheerleading in event of resignation, absence or inability to serve until new Vice-President of Cheerleading can be elected.
5. Responsible for reporting any necessary information to the teams within the KYFCL. Serves as liaison between the KYFCL and coaches reporting complaints, needs and requests to the Executive Committee and Board. Monitors and enforces all KYFCL By-Laws and Policy and Procedures. Collects data on injuries for football.

The Vice-President of Cheerleading:

1. Assumes such duties and accept such responsibility in managing the affairs of the Association as the President may assign.
2. Assumes the duties of the Vice-President of Football in his absence.
3. Temporarily assumes the office of the Vice-President of Football in the event of resignation, absence or inability to serve until new Vice-President of Football can be elected.
4. Chairs the KYFCL Cheerleading meetings and give feedback/recommendations to the KYFCL.
5. Responsible for reporting any necessary information to the teams within the KYFCL. Serves as liaison between the KYFCL and coaches reporting complaints, needs and requests to the Executive Committee and Board. Monitors and enforces all KYFCL By-Laws and Policy and Procedures. Collects data on injuries for cheerleading.

The Treasurer shall:

1. Receive and act as custodian of all monies or other property paid or donated to the league and disburse said funds for payment of liabilities of the KYFCL. Any individual expenditure in excess of \$500 (other than Board approved budget funds) must receive Board approval.
2. Keep a true and accurate account of all receipts and expenditures and submit a written financial report once a month at a regularly scheduled Board meeting.
3. Prepare and present at the February meeting an Annual Treasurer's Report that shows the KYFCL Financial status. This report shall contain all receipts and expenditures for the previous year as well as the sources of each.
4. Make required filings of financial information with the appropriate governmental agencies, including the PA Bureau of Charitable Organizations and the IRS.

The Secretary shall:

1. Keep records of all proceedings of the Board of Directors.
2. Conduct all official correspondence on behalf of the KYFCL.

3. Notify representatives of meeting dates and location.
4. Maintains current list of the Representatives/Alternates containing names, emails and phone numbers.
5. Collect and maintain the KYFCL Official Information form on each member organization
6. Collect and maintain team rosters. Rosters will be turned in at the August meeting for KYFCL approval.

The Commissioner shall:

1. Be appointed by the President of the KYFCL
2. Be a member of the Executive Committee and attends all Board meetings
3. Help with fund raising using a regional approach (businesses with presence in KYFCL geographical area)
4. Help local organizations with fund managing
5. Secure sponsors for annual events, i.e., Cheerfest, SMURF, Jamboree, and Playoffs
6. Report activities violating KYFCL Bylaws or Policies and Procedures to Executive Board for action by Grievance Committee.
7. Be an advocate for parents providing a contact for concerns
8. Perform other duties as assigned by the President of the KYFCL.

Article VI Committees

The chairpersons and committee members of the standing committees will be appointed by the President at the March meeting of the Board of Directors. All committee chairpersons shall report all business conducted by the committee to the Board of directors. Chairpersons must request Board approval prior to implementing any new projects or ideas. The President has the Authority to add others as so needed and approved by the Board.

The standing committees shall be:

1. Communications – Responsible to create, maintain and update of the KYFCL Web page and follow all guidelines in accordance to the Web Site policy set forth by the KYFCL.
2. Schedule – Responsible for scheduling all games for the upcoming season including playoffs Championship Series, Cheerfest, and SMURF Jamboree. Arranges schedule for PIAA officials and SMURF officials.
3. The Grievance committee shall be made up of the KYFCL Board rep from the top team in the Liberty, Federation and American Division for the current year, and be chaired by a member of the Executive Committee (President, Vice–Presidents, Treasurer, or Secretary).

Article VII Meeting

1. There shall be at least one monthly meeting conducted per month during the months of January through November. No meeting will be held in December.
2. A majority of the membership of the Board of Directors shall constitute a quorum at any meeting, and a quorum shall be required to hold a duly constituted meeting of the Board. A majority is described as one more than half the member teams.
3. A special meeting of the Board of Directors may be held at the discretion of the President or upon the request to him/her by three Directors.
4. All regular scheduled board meetings shall last no more than 2 hours. Motions to continue regular schedule Board meeting may be made by any Board member present upon expiration of the 2-hour meeting. This motion would then need to be approved to extend the meeting by 30 minutes and every 30 minutes thereafter.
5. All meetings will be run consistent with Robert's Rules of Order.
6. Agenda for Monthly Meetings
 - A. January- Elections of the Executive Board.
 - B. February- Treasurers Annual Report
 - C. March President announces Committee Chairpersons.
 - D. April- Final revisions to By- laws. Schedule announced
 - E. May
 - F. June – Final revisions to Policies. Coaches' Clinic
 - G. July –Clearance sheets submitted at Board meeting to President
 - H. August - Season begins. Final rosters submitted to the Board.
 - I. September
 - J. October
 - K. November- End of Year report.

Article VIII Voting Rights and Election Procedures

Section A: Voting at meetings

1. All members of the Board of Directors are voting members and entitled to one (1) vote on any issue at the board meetings except the President who will cast a deciding vote on issues, when the Board is deadlocked.

2. All matters concerning the KYFCL policy shall be decided by a vote of the Board of Directors. No Motion shall be carried without a favorable vote of a simple majority of the Board of Directors present. No proxy votes will be accepted. However expulsion of a Board member shall require a three-fourths (3/4) majority vote of the members present. KYFCL policy changes/exceptions will be presented at one meeting, tabled, and voted on at next meeting allowing representatives time to discuss with local Clubs.
3. Nothing in these By-Laws shall be constituted as permitting any individual or organization to have more than one vote on any single issue or election.

Section B: Election Procedures

1. Each KYFCL representative is entitled to one (1) vote for each of the following elected positions: President, Vice-President of Football, Treasurer, and Secretary. Each representative will have one (1) vote to approve/disapprove recommendation of Cheerleading Committee for Vice-President of Cheerleading.
2. Candidates shall be elected by a simple majority vote of voting members present at the January meeting, provided that there is a quorum as stated in the By-Laws.
3. A candidate for President, Vice-President of Football and Vice President of Cheerleading, Treasurer, and Secretary shall have been a League board member the year prior to the election.
4. Prior to the election, nominations for all elected positions will be accepted from the floor.
5. Voting will be conducted either by a secret ballot or a count of hands.
6. Each shall be elected by the Board of Directors at the January meeting and shall serve two year cycles for continuity of Executive Officers, alternating positions President, VP Cheer, Treasurer/ VP Football, Secretary.

IX

League/Teams/Players/Cheerleaders

The KYFCL organizations shall be named and fully identified with team colors. The KYFCL shall have four (4) levels of instruction defined as SMURF, Junior Varsity, Mid Varsity and Varsity.

Section I: League

1. All Clubs must field at least the lower (3) levels (SMURF, Junior Varsity, and Mid Varsity) levels each year, notifying KYFCL by April Board meeting of intent. Clubs will notify Board by June meeting if able to roster a Varsity team.

The KYFCL shall be made up of 3 divisions known as the Liberty, Federation and American for SMURF, JV, and MV; exception, if below 12 Clubs, there will be 2 divisions. Varsity teams will be in a separate division and have a separate schedule. Scheduler will work with existing league schedule to attempt to accommodate existing league games.

2. Each team will be placed in a division as determined by the prior season win/loss record. Junior Varsity, Mid Varsity and Varsity levels of play will be counted.
3. Teams will be divided among three divisions as equally as possible. The top teams having the most wins will be placed in the Liberty division. The next shall be placed in the Federation division. The last shall be placed in the American division.
4. Each and every season the divisions will be realigned according to the KYFCL By-laws.

Section II: Teams

1. The KYFCL shall be made up of the following teams: Fairfield Knights, Fayetteville Browns, Gettysburg Generals, Greencastle Blue, N. Hagerstown Jr. Hubs, Hamilton Jaguars, Mercersburg Rockets, Quincy Panthers, and Scotland Broncos.
2. All member teams shall provide their list of draw areas that they will be pulling from for play. No two-member teams will be allowed to have the same draw areas, unless mutually agreed upon and approved by Board.

Section III: Players

1. SMURF shall have players between the ages of five (5) and seven (7) on or before September 1 of the current year.
2. Junior Varsity shall have children between the ages of eight (8) and nine (9) on or before September 1 of the current year.
3. Mid Varsity shall have all children between the ages of ten (10) and eleven (11) on or before September 1 of the current year.
4. Varsity shall have all children between the ages of twelve (12), thirteen (13), and fourteen (14) on or before September 1 of the current year except for fourteen (14) year olds in ninth (9th) grade or higher may not participate.
5. All players must provide a birth certificate, signed physical form and have properly filled out the KYFCL registration form. No child shall be allowed to participate in conditioning or practice until all forms are complete and received.
6. All players shall register and participate for the organization in the community in which they reside. Exceptions are: (1) Parent or parents are actively involved with such organization's

Board of Directors, (2) Child was previously registered in such organization and not released to their current organization; (3) KYFCL Executive Board deems release is in best interest of child; (4) residence change with documentation provided. All players wishing to participate in an organization other than in their draw area must have a release form completed before they can participate. Once they are released to another organization, they must remain in that program, and are not permitted to change unless parents/guardians move to new residence and provide documentation. Form must be signed by coaches, organization's presidents, parents/guardians, KYFCL President, and returned to Secretary of KYFCL for filing before player may participate in any league activities. Releases are the responsibility of parents/guardians to have completed before registering with new team.

7. All exceptions will be handled on an as needed basis by KYFCL Board.

Section IV: Cheerleaders

1. Ages for cheerleading are recommended as follows
 - a. SMURF: five (5), six (6) and seven (7)
 - b. JV: seven (7), eight (8) and nine (9)
 - c. MV: nine (9), ten (10) and eleven (11)
 - d. Varsity: eleven (11), twelve (12), thirteen (13) and fourteen (14 on or before September 1; no grade restriction
 - e. All squads must have consecutive birthdates
 - f. Any deviation must be approved by KYFCL Board.

For seven (7) year old to move to JV, nine (9) year old to move to midvarsity and eleven (11) year old to move to varsity, they must be the oldest one. If they accept moving up, then the next in line may be asked. If they decline, no others may be moved.

Article X By-laws

To amend, delete or add to the KYFCL By-laws, a two-thirds (2/3) majority vote of the KYFCL representatives or alternates is required of member organizations present. A motion pertaining to a change in the By-laws must be made at one meeting and not voted on until the following meeting so that each organization's Board of Directors can be consulted.

APPENDIX A



CONDUCT POLICY FOR BOARD MEMBERS

The KYFCL has adopted the following Code of Conduct that all Board members, agree to adhere to by signing below:

Goal: To establish a set of principles and practices of the KYFCL Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Directors of the KYFCL are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the KYFCL. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

1.) Accountability

- a. Faithfully abide by the Articles of Incorporation, by-laws and policies of KYFCL
- b. Exercise reasonable care, good faith and due diligence in organizational affairs.
- c. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- d. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
- e. Each Board Member is expected to adhere to a high standard of ethical conduct. The good name of KYFCL depends upon the way Board Members conduct business and the way the public perceives that conduct. Unethical actions, or the appearance of unethical actions, are not acceptable.

2.) Confidentiality

Board members are reminded that confidential financial, personnel or other matters concerning the organization may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

3.) Participation

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at all meetings of the board a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all board and committee meetings.
- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- Observing established lines of communication and directing requests for information or assistance to the executive Board.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the KYFCL, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member.

Signature: _____ Date: _____