



## **Keystone Youth Football and Cheerleading League, Inc.**

### **By-Laws**

**(2024)**

#### **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 to 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, Commissioner, and a representative from each Member Organization of the KYFCL.

1. Each Member Organization will be responsible for its own assets and liabilities.
2. All Member Organizations must be approved by the KYFCL.
3. Each Member Organization will pay a yearly participation fee. (See Policies & Procedures, League, #1)
4. Each Member Organization will be responsible for its own insurance. The League will not provide insurance coverage for any of its Member Organizations.
5. Each Member Organization will receive one vote (see Article 8 Sect. B #1). No proxy votes will be accepted.
6. Each Member Organization representative or his/her alternate must attend all KYFCL meetings.
7. Each Member Organization representative or his/her alternate is required to sign the KYFCL Code of Conduct (Appendix A) as the representative of their Member Organization.

### **Article V - Executive Board**

The Executive Board shall be made up of the President, Vice-President Football, Vice-President Cheerleading, Treasurer, Secretary, and Commissioner. The KYFCL Executive Board shall be comprised of no less than four member organizations, and no member organization shall have more than two voting members on the KYFCL executive board. 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, Commissioner. All Executive Board members are expected to attend regular and special board meetings. They are to be an advocate for Parents, providing a contact for concerns.

The President will:

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 by the **March** meeting, all committee chairpersons, and committees, as needed.
5. Represent the KYFCL in all contacts with governmental agencies or other organizations involving the affairs of the KYFCL.
6. Work with the Executive Board for recommendations for By-Law changes to be voted on in accordance with the By-Laws.

The Vice-President of Football will:

1. Assumes such duties and accepts such responsibility in managing the affairs of the Association as the President may assign.
2. Assumes the office of the President/Commissioner/VP of Cheer in the event of the President/Commissioner/VP of Cheer's resignation, absence, or inability to serve until a new President/Commissioner/VP of Cheer can be elected.
3. Responsible for reporting any necessary information to the teams within the KYFCL. Collects data on injuries for football.

The Vice-President of Cheerleading will:

1. Assumes such duties and accepts such responsibility in managing the affairs of the Association as the President may assign.
2. Temporarily assumes the office of the Vice-President of Football in the event of resignation, absence, or inability to serve until a new Vice-President of Football can be elected.
3. Chairs the KYFCL Cheerleading meetings and gives feedback/recommendations to the KYFCL.
4. Responsible for reporting any necessary information to the teams within the KYFCL. Serves as liaison between the KYFCL and cheer coaches reporting complaints, needs and requests to the Executive Committee and Board. Monitors and enforces all KYFCL By-Laws and Cheer Policy and Procedures. Collects data on injuries for cheerleading.
5. Option to appoint an assistant position that meets Board of Directors eligibility requirements (see Article 8 Sect. B #3).
6. Will assist hosting organization of CheerFest with event planning. Will also be responsible for procurement of judges and any materials that may be needed the day of the event.

The Treasurer will:

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 by 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.
5. Option to appoint an assistant position that meets Board of Directors eligibility requirements (see Article 8 Sect. B #3).

The Secretary will:

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.
7. Option to appoint an assistant position that meets Board of Directors eligibility requirements (see Article 8 Sect. B #3).

The Commissioner will:

1. Work to secure fundraising and or Corporate Sponsors for the KYFCL.
2. Report activities violating KYFCL Bylaws or Policies and Procedures to Executive Board for action by Grievance Committee.
3. Perform other duties as assigned by the President of the KYFCL.
4. Option to appoint an assistant position that meets Board of Directors eligibility requirements (see Article 8 Sect. B #3).
5. Serve 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.

## **Article VI - Committees**

The chairpersons and committee members of the standing committees will be appointed by the President **by 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 other committees as needed and approved by the Board.

The standing committees shall be:

1. Communications – Responsible to create, maintain and update of the KYFCL Web page, Social Media, and following 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 and assisting with hosting organizations for Playoffs, Championship Series, Cheerfest, and SMURF Jamboree. Arranges schedule for PIAA officials and SMURF officials.
3. The Grievance committee will be made up of the KYFCL Board rep from the top team (calculated by cumulative wins from Junior Varsity, Mid Varsity, and Varsity levels) from the previous year (unless a top-three team is involved then it will fall to the 4th place team,

etc.), and be chaired by the Commissioner. If in the event the grievance involves the Commissioner, the committee will then be chaired by the President.

## **Article VII - Meeting**

1. There will be at least one monthly meeting, predetermined by the Executive Board to be in-person or virtual, 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 will 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 4 or more Executive Board members.
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
  - January - Elections of the Executive Board
  - February - Treasurer's Annual Report
  - March - President announces Committee Chairpersons, as needed
  - April - Final revisions to Bylaws. Schedule announced
  - May
  - June - Final revisions to Policies. Coaches' Clinic
  - July - Clearance sheets submitted at Board meeting to President
  - August - Season begins. Final rosters submitted to the Board
  - September
  - October
  - November - End of Year report

\*\*Quorum – 4 Executive Officers and 6 Member Organization Representatives

## **Article VIII - Voting Rights & Election Procedures**

### **Section A: Voting at meetings**

1. All Member Organizations and Executive Officers 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 will be decided by a vote of the Board of Directors. No Motion will be carried without a favorable vote of a simple majority of the Board of Directors present. No proxy votes will be accepted. KYFCL policy changes/exceptions will be presented at one meeting, tabled, and voted on at the next meeting allowing representatives time to discuss with their Member Organization Leadership.
3. Nothing in these By-Laws will be constituted as permitting any individual or Member 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, Vice-President of Cheer, Treasurer, Secretary and Commissioner. Each representative will have one (1) vote to approve/disapprove recommendation of Cheerleading Committee for Vice-President of Cheerleading.
2. Candidates will 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, Secretary and Commissioner shall have been a League board member the year prior to the election. Furthermore, if a seat cannot be filled by above mentioned, then an outside person that has been there the year prior can be nominated to fill an Executive Board position in accordance with Section B #1 of this article.
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, and Commissioner.

### **Section C: Removal Procedures**

1. The Removal of any Member Organization Representative from any meeting requires the unanimous decision from the Executive Officers present at that meeting.
2. The Removal of any Member Organization from the KYFCL requires a three-fourths (3/4) majority vote from the Board of Directors.

## **Article IX - League/Teams/Players/Cheerleaders**

The KYFCL Member Organizations will 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 Member Organizations must field at least three (3) levels each year, notifying KYFCL by April Board meeting of intent. Member Organizations will notify Board by June meeting if unable to roster a team at any level.
2. The KYFCL shall be made up of three (3) divisions known as the Liberty, Federation and American for SMURF, Junior Varsity, and Mid Varsity; exception, if below twelve (12) Member Organizations, there will be two (2) divisions. As needed, Varsity teams will be in a separate division and have a separate schedule. Scheduler will work with the existing league schedule to attempt to accommodate existing league games.
3. Each Member Organization 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.
4. Member Organizations will be divided among three divisions as equally as possible. The top Member Organizations 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.
5. Each and every season the divisions will be realigned according to the KYFCL By-laws.

### **Section II: Member Organizations**

1. The KYFCL will be made up of the following Member Organizations: Fayetteville Browns, Greencastle Blue Devils, N. Hagerstown Jr. Hubs, Hamilton Jaguars, Mercersburg Rockets, Quincy Panthers,, Chambersburg Jr. Trojans and the Smithsburg Jr. Leopards.
2. All Member Organizations will 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. (See Policies & Procedures, Territorial Draw Areas)

### **Section III: Players**

1. SMURF will have players between the ages of five (5) and seven (7) on or before September 1 of the current year.
2. Junior Varsity will have children between the ages of eight (8) and nine (9) on or before September 1 of the current year.
3. Mid Varsity will have all children between the ages of ten (10) and eleven (11) on or before September 1 of the current year.
4. Varsity will have all children between the ages of twelve (12), thirteen (13), and fourteen (14) on or before September 1 of the current year (14 year-old 9<sup>th</sup> graders must turn 15 after December 31 and play under the Varsity Special Rules).

5. All players must provide a birth certificate, signed physical form and have properly filled out the KYFCL registration form. No child will be allowed to participate in conditioning or practice until all forms are complete and received.

6. All players will 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 as follows:

- a. Smurf five (5), six (6), and seven (7)
- b. Junior Varsity: seven (7), eight (8), and nine (9)
- c. Mid Varsity: nine (9), ten (10), and eleven (11)
- d. Varsity: eleven (11), twelve (12), thirteen (13), and fourteen (14) on or before September 1; 14 year-old 9<sup>th</sup> graders must turn 15 after December 31
- e. All squads must have consecutive birth dates
- f. Any deviation must be approved by KYFCL board.

2. All Cheer squad rosters shall be listed in order of youngest to oldest

3. Cheer Roster Movements:

- a. For a seven (7) year old to move to Junior Varsity, a nine (9) year old to move to Mid Varsity and an eleven (11) year old to move to Varsity, the coaches of both levels must approve the move and the cheerleader's organization must notify the league of the move. If a Cheerleader is moved up from their current level, that move is final and may not be reversed.
- b. Any roster modifications outside these parameters must be brought before the KYFCL board for direction and/or approval.

#### **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 is required to be consulted.

APPENDIX A





## CONDUCT POLICY FOR BOARD MEMBERS

The KYFCL has adopted the following Code of Conduct that all Member Organizations will 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:** Member Organizations 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 Member Organizations pledge to accept this code as a minimum guideline for ethical conduct and will:

### 1.) Accountability

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

### 2.) Confidentiality

- Member Organizations 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 & Member Organizations should not disclose such confidential information to anyone.

### 3.) Participation

- Board members & Member Organizations are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes: (Check each Box before signing)
- Making attendance at all meetings of the KYFCL 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 KYFCL above personal interests.
  - Representing the KYFCL in a positive and supportive manner at all times and in all places.
  - Showing respect and courteous conduct in all KYFCL 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 as the representative of my Member Organization, 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 can and will result in disciplinary action taken by the KYFCL. I understand that this disciplinary action can be enforced on myself or anyone representing my Member Organization and could include my removal as a Board Member or the removal of my Member Organization from the KYFCL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Organization: \_\_\_\_\_ Title: \_\_\_\_\_