

# Franklin Youth Football Inc.

## Code of By-Laws

### **Article I: Name**

- \* The name of this corporation shall be Franklin Youth Football Incorporated, referred to as "FYF" or "the League".
- \* The league operates as a Not-for-Profit Corporation described in Section 501(c)(3) of the Internal Revenue Service Code.

### **Article II: Purpose**

- \* The purpose of Franklin Youth Football Incorporated shall be:
  - \* To develop and maintain a properly supervised youth football league for boys and girls from prekindergarten through sixth grade. This includes:
    - \* Flag Football for 4-year-olds through grade 1.
    - \* Tackle Football for grades 2-6.
    - \* Cheerleading for 4-year-olds through grade 6.
  - \* To administer an organized program for Franklin area youth to provide the opportunity to teach the fundamentals of football, with emphasis on sportsmanship and fair play.

### **Article III: Membership**

#### 1. Qualification for Fall League Participation

- \* Ages: Any child in prekindergarten through sixth grade is eligible to be a participant. Participants must be 4 years of age prior to August 1st of the current calendar year to enroll.

#### 2. Liability

- \* The parents or legal guardians of any child participating must execute a Parent Consent and Release designed by the League before any participation.

#### 3. Injuries

- \* Any player injured during the season requiring medical treatment must have a written licensed medical doctor's release before returning to play, subject to the Rules of Play.

#### 4. Membership Fees

- \* All participants shall be requested to pay a registration fee, which must be paid prior to participation in the program.
- \* In cases of financial hardship, a family can apply for a scholarship for help paying registration.
- \* Such cases will be approved by the FYF Board.

#### 5. Equipment

- \* Rental equipment is available from FYF, and a rental fee will be collected at the time of the equipment handout.
- \* Participants using their own shoulder pads and/or helmets must have their equipment approved by the League during annual equipment handout sessions.
- \* Equipment not returned within 7 days of the last advertised return date will be subject to a charge of one (1) tackle player registration fee.

#### 6. Fees Establishment

- \* Registration and equipment fees shall be established annually by the Board of Directors.

## **Article IV: The Board of Directors**

### **1. Governing Body**

- \* It is the responsibility of the Board of Directors to govern the functions of the League.
- \* The Board shall consist of a minimum of seven (7) people.
- \* The board may adjust the number of board members (more or less) as deemed necessary with the growth or decline of the league.

### **2. Officers of the Board**

\* Officers will be members of the Board and consist of a: President, Treasurer, Secretary, Director of Fundraising, Sponsorship and Advertising, Director of Communication and Registration, Director of Equipment and Uniforms, Director of Coaching and Facilities.

- \* Any officer position may remain unfilled at the discretion of the President.

#### **\* President:**

- \* Presides at all official meetings and acts as a chairperson of the Board of Directors.
- \* Represents FYF Inc. on the Mid-State League Board.
- \* Organize and oversee all evaluations and team organization (draft).
- \* Coordinate with game officials.
- \* Handles conflict between parents and league. Ensure league rules are being followed.

#### **\* Treasurer:**

\* Supervises and maintains all monies of the League and is responsible for keeping a record of all the League's income and expenditures.

- \* Signatory on the FYF Inc. banking account.
- \* Will meet with the FYF Inc. CPA for yearly tax purposes.
- \* Responsible for any payments to outside organizations.

#### **\* Secretary:**

- \* In charge of monthly meeting minutes.
- \* Follows up with all directors on any issues/questions asked during prior monthly meetings.
- \* Coordinate and organize pictures for the League.
- \* Coordinate and organize awards banquet for the League.

#### **\* Director of Fundraising, Sponsorship, and Advertising**

- \* Create league wide fundraising opportunities.
- \* Communicate with local businesses to establish sponsorship opportunities.
- \* Develop and implement an advertising calendar to attract participants.
- \* Coordinate with current league partners, such as concessions and spirit wear.

#### **\* Director of Communication and Registration:**

- \* Responsible for registration operations.
- \* Ensures all players are registered and paid in full before participation in FYF.
- \* Contact point regarding registration software.
- \* Send all league communications (e-mail, social media, communication software).

#### **\* Director of Coaching and Facilities:**

\* Responsible for all coaching applications, ensuring background checks are completed, and supervises all training of coaches.

\* Ensures that all game day activities are coordinated (game field set up/take down, announcer's box set up at home games).

- \* Reserves all facilities with Franklin Community Schools.
- \* Organize coaching development opportunities in the off-season.

#### **\* Director of Equipment and Uniforms:**

\* Responsible for inventory, refurbishing, and ordering of equipment.  
\* Responsible for coordinating with uniform vendor and ordering uniforms.  
\* Helps with proper fitting of equipment during handouts and maintenance of players' equipment throughout the season.

### 3. Resignation, Attendance, and Vacancies

- \* Any board member may resign by submitting their resignation in writing to the board.
- \* Any board member who cannot attend a scheduled meeting shall notify the board.
- \* The board may remove any members who have missed 3 unexcused board meetings.
- \* Any board vacancy will be filled by appointment with a majority vote by the remaining Board of Directors. The newly appointed director shall all have the same voting rights and privileges.

### 4. Terms and Appointments

- \* Directors shall take office officially on January 1 and shall serve for a period of two (2) years.
- \* After serving the two-year term, there can be a vote of retention if no interested individuals requested membership for the coming year.
- \* Any interested individual should contact the Board of Directors prior to January 1.

### **Article V: Committees**

- \* The Board of Directors shall designate committees to meet the needs of the League.
- \* Committees will be composed of at least one Board of Directors member.

### **Article VI: Team Creation, Schedule, and Venues**

#### 1. League Teams Creation

- \* Teams will be made up of different skill levels to ensure fair competition.
- \* Age groups will consist of:
  - \* Tackle: 2nd grade; 3rd and 4th grade; and 5th and 6th grade.
  - \* Flag: 4-year-olds through 1st grade.
- \* Only 1st grade players will be considered for assignment in an elevated league.
- \* Evaluations will be held prior to the start of the official FYF Inc. season.
- \* All-Star/Post-Season teams will be discussed by the FYF Inc. Board of Directors prior to the start of the season.

#### 2. Schedule

- \* A league schedule will be made prior to the start of the season.
- \* All schedules will be in conjunction with other Mid-State Conference members.
- \* All-post season tournament participation must be approved by the Board of Directors prior to the end of the current FYF Inc. season.

#### 3. Venues

- \* All practices and games played on Franklin Community School grounds will adhere to all school rules and policies and may change at any moment.
- \* Games will be played in Franklin or at other sites depending on the Mid-State Conference leagues.

### Article VII: Meetings and Voting

#### 1. Meetings

- \* The Board of Directors will hold regular monthly meetings, with the time and place approved at each previous meeting.
- \* Special meetings can be called by the Board of Directors in the event of a time-sensitive vote needed.

#### 2. Procedures

- \* Quorum consists of 5/7 of the total Board of Directors present to conduct any FYF business.
- \* The board may only act on a motion by a majority vote of the Board of Directors.
- \* Email votes can apply when deemed necessary by the Board of Directors.
- \* Fiduciary Vote: Any expenditure outside of the approved budget of more than \$500 shall be voted on and approved by 5/7 majority.
- \* Annual Report: The President and Treasurer will submit an Annual Report to the Board of Directors in March of the following year.

**Article VIII: Amendments**

\* Process:

\* The Code of By-Laws may be altered, repealed, or amended, in whole or in part, at any regular meeting of the Board of Directors or at a special meeting.

\* To change, alter, repeal, or amend any or all the Code of By-Laws must be voted upon by every voting member of the Board and will require a seventy-five percent vote.

**Article IX: Fiscal Year**

\* Defined: The fiscal year of FYF Inc. will begin on the first day of January in each calendar year and end on the last day of December of the same calendar year.

**Article X: Board Approval**

\* This Code of By-Laws has been approved by the Board of Directors, voted and approved on November 19, 2025.