

**Midlothian Youth Football League (MYFL) Bylaws  
MYFL, Inc., A Texas Non-Profit Corporation**

**PREAMBLE**

These Bylaws are subject to, and governed by, the Texas Non-Profit Corporation Act and the Articles of Incorporation of Midlothian Youth Football League (MYFL). In the event of a direct conflict between the provisions of these Bylaws and the mandatory provisions of the Texas Non-Profit Corporation Act, the Texas Non-Profit Corporation Act will be controlling.

**Term Definitions**

**Board Member** A *Board Member* is an elected participant to the board of directors

**Member** A *member* is any parent or guardian of a current player or a current coach

**Participant** A *participant* is a current player

**Shall or Will** indicates a mandatory action

**May** Indicates a permissive, discretionary, or conditional action

**Should** indicates a generally required or expected action, absent a rational basis for failing to conform

**ARTICLE I – PURPOSE**

1.1 General. The purpose for which Midlothian Youth Football League (MYFL), Inc. is organized and shall be operated exclusively for charitable (i.e., volunteer youth football and cheerleading) purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the 501C) or the corresponding section of any future federal tax code. The MYFL is a nonprofit organization and is not organized for the private gain of any person or business. MYFL is organized under the Texas Non-Profit Corporation Act for public and charitable purposes. The specific purposes of this organization are to operate an amateur youth football league, instruct youth in Midlothian on the skills of football & cheerleading activities, promote participation by youth and their parents in these activities, and to engage in any other lawful activities permitted under the Texas Non-Profit Corporation Act.

1.2 Membership. The organization shall have no shareholders. The members (“parents, legal guardians, coaches, and Board members”) in the activities promoted by this association shall have voting rights, if in good standing with the league and are paid in full, as it pertains to the election of the Board members (“Board”). An MYFL board position will be determined by a majority vote. Voting must be done at a specific time and location. A legal form of identification is necessary at the time of voting. Results will be announced within 3 days of the end of the election. All other rights and actions for day-to-day operation of the association shall vest in the board. Board

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positions will be voted on every year, half of the positions voted on even numbered years and the other half voted on odd numbered years.

**ARTICLE II – LOCATION OFFICE(S)**

2.1 Principal Office. The principal office of MYFL shall be located at *PO Box 1301 Midlothian, TX 76065.*

**ARTICLE III – MYFL BOARD MEMBERS**

3.1 General Powers and Responsibilities. MYFL shall be governed by Board Members (“the Board”), which shall have all the rights, powers, privileges, and limitations of liability of directors of a nonprofit corporation organized under the Texas Non-Profit Corporation Act. The Board shall establish policies and directives governing business and programs of MYFL and shall delegate to the President and MYFL Board, subject to the provisions of these Bylaws, authority, and responsibility to see that the policies and directives are appropriately followed.

3.2 Qualifications and Numbers.

3.2.1 Qualifications.

3.2.1.1 Must be a parent of a participant and at least one of their children must have participated in the activities promoted by the corporation for at least one year immediately prior to election or have volunteered for at least one year as a coach, assistant coach, or approved board position.

3.2.1.2 Must believe without reservation in the purposes of the MYFL.

3.2.1.3 Must submit to and pass a criminal and local background check.

3.2.2 Number. The Board shall have up to eleven, but no fewer than seven, members. The number of Board members may increase or decrease members by the affirmative vote of a majority of the then-serving MYFL Board. A Board member need not be a resident of the City of Midlothian.

3.2.3 Ex-Officio Board Members. In addition to the regular members of the Board, representatives of such other organizations or individuals as the Board may deem advisable to elect shall be Ex-Officio Board Members but shall not have voting power and shall not count as one of the regular Board members.

3.3 Board Compensation. The Board shall receive no compensation other than reasonable expenses. However, provided the compensation structure complies with Sections 6.8 and 6.17 of these Bylaws, nothing in these Bylaws shall be construed to preclude any Board member from serving the organization in any other capacity and receiving compensation for services rendered.

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- 3.4 Board Elections. A candidate must submit a notice of intent to the Secretary no later than twenty-one (21) days prior to the last home game of the regular playing season. The Secretary shall notify each Team Representative (Head Coach) and the directors of the slate of officers to be voted upon no later than one week prior to the last home game of the regular playing season. It shall be the duty of the Team Representative (Head Coach) for each team participating in the activities promoted by the corporation to notify the parents of that team as to the slate of officers.
- 3.5 Election of Officers and Directors. The offices of President, Secretary, Treasurer, Equipment Manager, Marketing Manager, and Cheerleading Director shall be filled by a ballot vote by the majority of MYFL members during calendar years ending in odd numbers. The offices of Vice President, Rules and Regulations Manager, Assistant Cheerleading Director, Fundraiser/Special Projects Manager, Registrar shall be filled by secret ballot vote by the majority of MYFL members during calendar years ending in even numbers on a date chosen by the Board.
- 3.6 Vacancies. Vacancies on the Board may be filled by a majority vote of the Board at a Board meeting at which a quorum is present. A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.
- 3.7 Resignation. Each Board member shall have the right to resign at any time upon written notice thereof to the President or Secretary of the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.
- 3.7.1 If the resignation is to take effect immediately or at some future time, a successor may be selected by majority vote of the Board before that time, to take office when the resignation becomes effective. This person that is appointed will not be allowed to vote.
- 3.7.2 Vacancies in the Board shall be filled by special election with secret ballots cast by parents on a date noticed at least seven (7) days in advance. This person will be allowed to vote.
- 3.7.3 Each Board member so elected shall hold office until the expiration of the term of the replaced Board member and until a successor has been named and qualified.
- 3.7.4 A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any Board member, or if the authorized number of Board members is increased.
- 3.8 Removal. A Board member may be removed from office if any of the following has been found to have occurred:
- 3.8.1 Board Member who misses two or more consecutive board meetings or three meetings in a calendar year and one Game Day work schedule shall have his/her position automatically declared vacant, unless excused by a majority vote of the MYFL Board.

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- 3.8.2 Board member becomes physically incapacitated or his or her inability to serve is established in the minds of a majority of the Board.
- 3.8.3 A conflict of interest is found to exist between a Board member and the corporation.
- 3.8.4 Board member is found to have engaged in activities or actions that are directly contradictory to the best interests of the organization.
- 3.8.5 Board member is found to be engaged in the misrepresentation of the corporation and its policies to outside third parties, either willfully, or on a repeated basis.
- 3.8.6 Board member has not continued to meet the qualifications set forth in Section 3.2.1
- 3.8.7 Failure to fulfill his/her responsibility as a Board member or circumvention of the bylaws or rules of the association shall be grounds for removal.
- 3.8.8 Subject to a majority Board vote, the removed Board member will be required to pay full price for uniforms, registration, and \$50.00 in concession stand fees. Failure to pay will result in permanent removal from league for the said Board member/coach and his/her children.

*Note: Before any removal occurs, the Board member will be advised of the allegation and the basis for the allegation and will be given an opportunity to present to the board any contrary evidence, or explanation he or she may have. Removal must be by a majority vote of all the directors at the next scheduled board meeting. No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the Board member's term of office.*

- 3.9 Minutes. At meetings of the Board, business shall be transacted in such order as the Board may determine from time to time. In the event the Secretary is unavailable, the President shall appoint a person to act as Secretary at each meeting. The Secretary, or the person appointed to act as Secretary, shall prepare minutes of the meetings which shall be delivered to MYFL to be placed in the minute books of MYFL.
- 3.10 Action by Written Consent. Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all Board members. Such consent shall be placed in the minute book of MYFL and shall have the same force and effect as a unanimous vote of the Board taken at an actual meeting. The Board members' written consent may be executed in multiple counterparts or copies, each of which shall be deemed an original for all purposes. In addition, facsimile signatures, and electronic signatures or other electronic "consent click" acknowledgments shall be effective as original signatures.
- 3.11 Quorum. Except as otherwise provided in these Bylaws, a majority of the authorized number of Board members shall constitute a quorum except when a

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vacancy or vacancies prevents this majority, whereupon a majority of the Board members in office shall constitute a quorum, provided such majority shall constitute one third of the authorized number of Board member. A majority of the Board members present, whether or not a quorum is present, may adjourn any meeting to another time and place. Except as the Articles of Incorporation, these Bylaws and the Texas Nonprofit Corporation Act may provide, the act or decision done or made by a majority of the Board members present at a meeting duly held at which a quorum is present shall be the act of the MYFL Board.

**ARTICLE IV – BOARD MEMBERS**

- 4.1 Board Members and Duties. The organization shall elect officers of MYFL which shall include a President, Vice President, a Secretary, a Treasurer, and such assistants and other officers as the Board shall from time to time determine. The officers may also include a Past Chair for a term of one (1) year. One person may hold any two or more offices, except the Chair and Secretary.
- 4.2 President. The President shall have general supervision, direction and control of the activities and Officers of the corporation. The President shall preside at all meetings of the MYFL Board. The President shall represent the MYFL at any meeting of the Midlothian Parks Board and/or any meeting with MISD concerning the MYFL. The President shall be an ex-officio member of all the standing committees and shall have the general powers and duties of management usually vested in the office of a President of a corporation and shall have such other powers and duties as may be prescribed by the MYFL Board. In the event of a tie, the President will be the tiebreaker.
- 4.3 Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions on the President. The Vice President shall accompany the President in representing the MYFL at any meeting of the Midlothian Parks Board and/or any meeting with MISD concerning the MYFL. If the Vice President cannot attend the meeting, he/she shall contact the President who will assign a substitute designee for that meeting. The Vice President will be responsible for managing all background checks for coaches, volunteers, and team representatives and report the identity of these individuals to the city. The Vice President shall have other powers and perform other duties from time to time prescribed by the MYFL Board or the Bylaws including securing practice and game sites. The Vice President shall be responsible for media relations unless delegated to other board members. Media relations may not be limited to emails, phone calls, and social media. The Vice President will designate the Director of Duty and Security Coordinator at hosted events and ensure that this individual is identifiable.
- 4.4 Secretary. The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or other place as the MYFL Board may order. Meeting minutes shall

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be kept at all the Board meetings, with the time and place of holding, regular or special, and if special, how authorized, the notice of the meeting given the names of those present at the Board meetings and the proceedings of the meetings. The Secretary shall keep, or cause to be kept, at the principal office in the City of Midlothian, the original and a copy of the corporation's Articles and Bylaws, as amended to date. Documents required to be kept by these Bylaws or by law to be given, shall keep the seal of the corporation in safe custody, and shall have other powers and perform other duties as prescribed by the Board.

4.5 Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation. The books of account shall at all reasonable times be open to inspection by any Director. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the corporation with depositories designated by the MYFL Board. The Treasurer shall disburse the funds of the corporation as may be ordered by the MYFL Board, shall render to the President and the Directors, at each meeting of the Directors or whenever they request it, an account of all of his or her transactions and of the financial condition of the corporation, and shall have other powers and perform other duties as may be prescribed by the MYFL Board. The Treasurer shall interact with a board approved tax professional. Two signatures will be required when counting money. Only recognized members of the board can sign. Treasurer will bring the general ledger to every meeting.

4.6 Town Representative. The Town Representative duties are to be assumed by an existing board member chosen by majority vote of the Board Members. This individual will have a **single** vote. The Town Representative shall represent the Board and attend all meetings of the *Northwest Texas Youth Football Association (NWTYFA)*, and report monthly to the Board the items decided upon at the *NWTYFA* meeting and shall have other powers and perform other duties as may be prescribed by the MYFL Board. The Town Representative will organize an annual coach meeting and will have the responsibility of the coaches throughout the season. The Town Representative will be responsible for assigning players to teams or oversee the assignment of players to teams and certify that all players are assigned to teams based on MYFL and *NWTYFA* guidelines.

4.7 Cheerleading Director. The Cheerleading Director shall be responsible for scheduling clinics and workshops for the cheerleading participants, select coaches for approval by the MYFL Board, assist with information for activities, assist with information for news media releases, assist with Homecoming activities, update rules for cheer participants, and shall have other powers and perform other duties as may be prescribed by the MYFL Board.

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- 4.8 Equipment Manager. The Equipment Manager shall be responsible for securing, maintaining, and keeping an inventory of all necessary equipment and uniforms for the MYFL, issuing equipment to players, collecting equipment from Head Coaches at end of season, appointing and organizing volunteers to assist in maintaining the fields, and shall have other powers and perform other duties as may be prescribed by the MYFL Board.
- 4.9 Rules and Regulations Manager. The Rules and Regulations Manager shall receive rule violations from Parents, notify the Board of any such rule violations, enforce the rules of the MYFL and NWTYFA and direct the course of action, decided by the MYFL Board, for inappropriate behavior at all MYFL or NWTYFA games or functions. Manager will act as USA Football Commissioner to enroll and organize coaches in Heads Up Program.
- 4.10 Fundraiser / Special Projects Manager. The Special Projects Manager shall organize and coordinate any special projects undertaken by the MYFL including, but not confined to, picture day, homecoming parade, homecoming ceremonies, playoffs, end-of-year banquet, raffles, fundraisers, trophies, awards, etc. The Special Projects Manager will coordinate with Team Representatives to organize the Saturday volunteer schedule for host games and additional duties as assigned by the MYFL Board or any special project approved by MYFL.
- 4.11 Marketing Manager. The Marketing Manager shall manage all social media accounts, maintain standards of the MYFL, and maintain all standards of posting in compliance of the Bylaws. The Marketing Manager will maintain the MYFL website and update the Board of significant changes and shall have other powers and perform other duties as may be prescribed by MYFL Board.
- 4.12 Registrar. The Registrar shall organize and coordinate sign-ups and registration, receive all registration monies, catalog, and deposit such monies to MYFL Treasurer, organize and assist with coordinating player draft, as well as other duties assigned by the Board. The registrar shall keep and maintain the rosters of all football and cheer participants. Registrar will maintain the official MYFL email and shall have other powers and perform other duties as may be prescribed by the MYFL Board.
- 4.13 Assistant Cheerleading Director. The Assistant Cheer Director shall assist the Cheer Director with all cheer duties and perform any other duties as directed by the MYFL Board.
- 4.14 Game Duty Schedule (Home Games)  
All members of the MYFL Board are required to perform home game duty of which the MYFL Vice President will oversee the schedule. If the member's game is played

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away from home, the member is required to work before or after the away game. The Vice President should be notified of all Board members' scheduling conflicts. Game duty schedule will be decided by the Monday prior to the week's game day. Any unapproved or unannounced board member absence from scheduled game duty will cause the board member to be subjected to removal by majority vote of the MYFL Board.

- 4.15 Team Representative/Team Parent. The coaches shall select another parent to serve as Team Representative for their team. The Head Coach of the team shall be responsible for the Team Representative's actions and responsible for advising the Board of the identity of the parent appointed as Team Representative. The Team Representative shall be responsible for reporting to the Board from the time the first practice begins through the last game (regular, tournament, bowl, or championship) that the team participates in. The Team Representative shall also be responsible for ensuring that parents are notified of Board decisions, upcoming parent meetings, or any other matter which may concern the Parents. The Team Representative is responsible for designating parent volunteers to work the gate for an hour and half prior to their host games and report the volunteer schedule to the Special Projects Manager. The Team Representative will be responsible for having all parents, players, and coaches sign the behavioral agreement that meets their given role and provide these agreements to the Secretary of the Board. All Team Representatives must attend a yearly Team Representative meeting as set by the Special Projects Manager. The MYFL reserves the right to reject the appointment of a Team Representative/Team Parent at any time during the league year.

**ARTICLE V – BOARD MEETINGS**

- 5.1 Place of Meetings. Notwithstanding anything to the contrary provided in these Bylaws, any meeting (whether regular, special or adjourned) of the MYFL Board of the corporation may be held at any place within or outside the City of Midlothian that has been designated for that purpose by the President.
- 5.2 Regular Meetings. Regular meetings of the Board shall be held without call or notice at a time and location designated by the President. The MYFL Board has the right to go into Executive Session which is not recorded and at which all non-members will be dismissed from the meeting.
- 5.3 Parent/Coaches/Team Parent Meetings. Meetings of the Coaches, Parents and/or legal guardians of participants shall be held as noticed by the President, with at least (7) days' notice, at the time and location as designated by the President. Attendance at this meeting is mandatory and will be held prior to the first week of practice. If unable to attend their designated meeting, the participant may attend a meeting of another age group within the same week. If unable to attend during the week of meetings, the participant must contact a member of the MYFL Board to receive the required information.



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- 5.4 Special Meetings. Special meetings of the MYFL Board may be called at any time by order of the President, Vice President, Secretary, Treasurer, or by two or more of the Board members.
- 5.5 Notice of Special Meetings. Special meetings of the Board shall be held within 4 days' notice given personally or by telephone, including a voice messaging system or other system or technology designed to record and communicate messages, telegraph, facsimile, electronic mail, or other electronic means. Any notice shall be addressed or delivered to each Board member or at the Board member's address as it is shown on the records of the corporation or as may have been given to the organization for the purpose of notice or, if the address is not shown on the records or is not readily ascertainable, then at the place at which the meetings of the Board members are regularly held.
- 5.6 Adjournment. A majority of the Board members present, whether a quorum is present, may adjourn any Board members meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Board members if the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 24 hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Board members who were not present at the time of the adjournment.
- 5.7 Action Without Meeting. Any action required or permitted to be taken by the Board may be taken without a meeting if a majority of members of the Board individually or collectively consents in writing or by electronic media to the action. The consent or consents shall have the same effect as a majority vote of the Board and shall be filed with the minutes of proceedings of the Board.
- 5.8 Rights of Inspection. Every Board member shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind, and to inspect the physical properties of the organization of which the person is a Board member, for a purpose reasonably related to that person's interest as a Board Member. Every Member shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind of the corporation.
- 5.9 Appointed Assistance and Official Committee Members. The organization may have up to ten advisory board members. Advisory board members serve only in an advisory capacity without vote or other formal authority over the affairs of the MYFL. Advisory Board members shall be notified of all meetings of the committee but are not required to attend. Advisory board members shall be appointed for one-year terms or for the terms of the remainder of the current year. Advisory board members may be removed by the MYFL Board of at any time. The MYFL Board shall maintain formal authority with input, when necessary, from advisory board members including, but not limited to the items below.

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- 5.9.1 The approval of any action for which the Texas Non-Profit Corporation Act requires approval by the Board as a whole.
  - 5.9.2 The filling of vacancies on the Board or on any committee.
  - 5.9.3 The fixing of compensation of Board members for serving on the Board or on any committee.
  - 5.9.4 The amendment or repeal of Bylaws or the adoption of new Bylaws.
  - 5.9.5 The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repeated.
  - 5.9.6 The appointment of other committees of the Board or the members thereof.
  - 5.9.7 The expenditure of corporate funds to support a nominee for Board member after there are more people nominated for Board Member than can be elected.
  - 5.9.8 The approval of any self-dealing transaction and expenditures over a dollar, including uniforms and fundraising.
- 5.10 The Board shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of any prescription, the committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provision of this Article applicable to meetings and actions of the Board. Agenda, with time and place, shall be submitted to the board at a minimum of 24 hours prior to the committee meeting. Minutes shall be returned to the board within 2 hours.

**ARTICLE VI – RECEIPT, INVESTMENT, & DISBURSEMENT OF FUNDS**

- 6.1 Fiscal Year. The fiscal year of MYFL shall be from January 1st to December 31st.
- 6.2 Annual Budget. The Board shall adopt an annual operating budget, which specifies major expenditures by type and amount.
- 6.3 Books and Records. MYFL shall keep correct and complete books and accounting records and shall also keep minutes of the proceedings of its Board.
- 6.4 Contracts and Grants. The Board shall authorize any Board member(s) or agent(s) of MYFL to enter into contracts, leases, and agreements with and accept grants and loans from the United States; its departments and agencies; the State of Texas; its agencies, counties, municipalities, and political subdivisions; and public or private corporations, foundations, and persons; and may generally perform all acts necessary for a full exercise of the powers vested in it. The President and Treasurer shall have authority to enter such contracts and expend such funds on behalf of the organization as the Board may specify.

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- 6.5 Checks, Drafts, or Orders for Payment. All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of MYFL shall be signed by such officer(s) or agent(s) of MYFL and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the President and co-signed by the Treasurer.
- 6.6 Deposits. All funds of MYFL shall be deposited from time to time to the credit of MYFL and Cheerleading in such Citizens National Bank as the Board shall select.
- 6.7 Acceptance of Gifts. The Board may accept on behalf of MYFL any cash contribution, gift, bequest, or devise for the general purposes, or for any special purpose, of MYFL. Prior to acceptance of a significant non-cash contribution, gift, bequest, or devise, the Board shall determine, by resolution thereof, that the acceptance of such non-cash contribution, gift, bequest, or devise by MYFL would be consistent with and further the purposes of MYFL.
- 6.8 Contracts Involving Board Members. Upon full disclosure of a direct or indirect interest in any contract relating to or incidental to the operations of MYFL, members of the Board and officers of MYFL may be permitted to maintain a direct or indirect interest in any such contract, notwithstanding that at such time they may also be acting as individuals, or trustees of trusts, or beneficiaries of trusts, members or associates, or as agents for other persons or corporations, or may be interested in the same matters as shareholders, trustees, or otherwise; provided, however, that any contract, transaction, or action taken on behalf of MYFL involving a matter in which a trustee or officer is personally interested as a shareholder, trustee, or otherwise shall be at arm's length and not in violation of the proscriptions in the Articles of Incorporation or these Bylaws which prohibit MYFL's use or application of its funds for private benefit; and provided further that no contract, transaction, or act shall be taken on behalf of MYFL if such contract, transaction, or act would result in denial of MYFL's exemption from federal income taxation under the Code and its regulations, as they now exist or as they may hereafter be amended. In no event, however, shall any person or entity dealing with the Board or officers of MYFL be obligated to inquire into the authority of the Board and officers to enter and consummate any contract, transaction or take other action. Any Board member who would directly or indirectly benefit from a contractual relationship as described above shall not participate in the decision on whether that Board member shall be permitted by the Board to maintain such an interest.
- 6.9 Investments. MYFL shall have the right to retain all or any part of any property – real, personal, tangible, or intangible – acquired by it in whatever manner and pursuant to the direction and judgment of the Board, to invest and reinvest any

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funds held by it without being restricted to the class of investments available to trustees by law or any similar restriction.

- 6.10 Exempt Activities. Notwithstanding any other provision of these Bylaws, no Board member, officer, employee, or representative of MYFL shall take any action or carry on any activity by or on behalf of MYFL which is not permitted to be taken or carried on by an organization exempt from federal income taxation under sections 501(a) and 501(c)(3) of the Code and its regulations as they now exist or as they may hereafter be amended, or by an organization's contributions which are deductible under section 170(a)(1) of the Code and its regulations as they now exist or as they may hereafter be amended, by virtue of being charitable contributions as defined in section 170(c)(2) of the Code and its regulations as they now exist or as they may hereafter be amended.
- 6.11 Records and Reports. MYFL shall maintain adequate and correct accounts, books and records of its business and properties for at least seven years. All these books, electronic data base storage, records, and accounts shall be kept at its principal place of business in the City of Midlothian, as fixed by the MYFL Board from time to time.
- 6.12 Amendments. These Bylaws may be amended or repealed in whole or in part, and new Bylaws adopted by the MYFL Board. Amendments to Bylaws may be made on an annual basis from the time the new Board is elected until the first game of the following season by majority vote by the Board. Any Amendment made to the Bylaws after the first game of the following season shall only be amended by a unanimous vote of the Board.
- 6.13 Certification and Inspection of Bylaws. The original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, shall be open to inspection by the MYFL Board at all reasonable times.
- 6.14 Record of Amendments. Whenever an amendment or new Bylaw is adopted, it shall be copied in the Book of Minutes with the original Bylaws, in the appropriate place. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in the Book.
- 6.15 Preparation of Guidelines for Coaches, Participants and Parents. The Board may create, adopt, and implement separate rules and/or guidelines for coaches, participants, and parents which govern the activities and responsibilities associated with participation in the activities promoted by the corporation, including, but not limited to football and cheerleading. The guidelines may be changed, on an annual basis within the same time frame set for Amendments to the Bylaws.

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- 6.16 Individual Team Fundraisers. The MYFL Board is not responsible for individual team fundraising activities or disbursement of funds. The MYFL name and its likeness may only be used with Board approval.
- 6.17 Fees and Compensation. Board members shall not receive compensation for their services as MYFL Board member. Board members may receive reimbursement for Board-approved expenditures up to \$200 incurred pursuant to resolution passed by two non-related Board members at a regular or special meeting of the Board. With the exception, a Board member may receive up to a \$1,000.00 reimbursement with majority vote of the MYFL Board via in-person vote, regularly held meeting, special meeting, or electronic vote. Reimbursement for expenses may be fixed or determined by the Board. The Board needs to be notified of all purchases. Purchases over \$100 must be approved by majority Board vote.
- 6.18 Refund Policy. The registration fee is a donation towards the operation of MYFL, and as such **NO REFUND** will be provided. The only exception to this policy is a doctor's note from a certified doctor stating the child cannot participate before the first game of the year or if approved by a majority vote of the Board.
- 6.19 Scholarships/Registration. Registration fees shall be determined by the MYFL Board and are subject to change from year to year. Proof of Free or Reduced School Lunch Program must be submitted to be considered for scholarship. Proof for scholarship must be provided prior to first game. Any account balance is to be paid in full by the last day of registration; participants not having paid in full will not be allowed to register the following season until all dues are paid. The deadline to register a participant will be the published registration cut-off date. Uniforms and Equipment may be withheld if balance is not paid. The MYFL Board reserves the right to review a Scholarship application and reject with majority vote.
- 6.20 Severability of Clauses. If any provision of these Bylaws is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of these Bylaws shall remain operative and binding.

**ARTICLE VII – CODE OF CONDUCT / DISCIPLINARY ACTION**

- 7.1 Code of Conduct. MYFL is a youth-serving, community-based organization dedicated to providing youth football and cheerleading services. Participation in the MYFL's programs is subject to the observance of the organization's rules and procedures. *The activities outlined below are strictly prohibited.*

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- 7.1.1 MYFL Board mandates coaches and parents adhere to 48 hours “cool-down” period post game/practice prior to addressing an issue.
  - 7.1.2 Any participant can request a Board member to mediate any meeting (e.g., coach-parent, coach-coach, or parent-parent). If a Board Member mediator is requested, current meeting/discussion must cease. If a party continues to engage with meeting/discussion it may result in MYFL disciplinary actions.
  - 7.1.3 Use of profanity, derogatory remarks, or abusive language towards a Board member, coach, referee, volunteer, player, or any participant.
  - 7.1.4 Possession or use of alcoholic beverages or illegal drugs at a MYFL event (e.g., practice, games, etc.) or reporting to an event while under the influence of drugs or alcohol.
  - 7.1.5 Bringing onto MYFL’s property or an MYFL event (e.g., practice, games, etc.) dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
  - 7.1.6 Discourtesy or rudeness to a fellow participant, Board member, coach, referee, or volunteer.
  - 7.1.7 Verbal, physical, or visual harassment of another participant, Board member, coach, referee, or volunteer.
  - 7.1.8 Actual or threatened violence toward any individual or group.
  - 7.1.9 Conduct endangering the life, safety, health, or well-being of others.
  - 7.1.10 Failure to follow any MYFL or NWTYFA rules or procedure.
  - 7.1.11 Bullying or taking unfair advantage of any participant.
  - 7.1.12 All efforts shall be made to attend all practices, games, meetings, etc. If a player routinely misses practices, that participant’s playing time may be reduced at the discretion of the Head Coach. If a Head coach intends to reduce a participant’s playing time, he shall inform the parent prior to the game starting.
- 7.2 Any coach, player, parent, or event participant who violates MYFL Code of Conduct is subject to disciplinary action up to suspension and including removal from the MYFL. MYFL Board will have a majority vote on all disciplinary action(s).
- 7.2.1 If a member is suspended and refuses to leave MYFL game location, their child may be subject to not participating in the game(s).

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7.2.2 If a parent is ejected by the officials and refuses to leave, causing a forfeit, the parent and their child will be removed from the league.

7.2.3 Any member that is removed from the MYFL shall be required to have a majority board vote to register for the following season.

**Article VIII - COACH SELECTION**

8.1 Football Coaches.

8.1.1 All persons interested in applying for a football coaching position will be accepted and reviewed by the Board. The Head Coaching positions will be selected by Board majority vote. All Assistant coaches will be chosen by their Head Coaches. Head coaches must be 18 years of age. The Head Coach can request a removal of any Assistant Coach, Team Mom/Volunteer from the position of authority by contacting the MYFL Board and requesting the removal of this individual by majority vote of the MYFL Board. In the event that the coach wants to remove an individual, both coach and individual will be given an opportunity to present their rationale to the MYFL Board prior to the vote. **ALL FOOTBALL COACHES WILL UNDERGO A CRIMINAL AND LOCAL BACKGROUND CHECK.**

8.1.2 Upon receiving the criminal background checks, it is at the discretion of the MYFL Board to disqualify any application by majority vote of the Board. A signed Coaches Guidelines must be on file with MYFL, and followed or disciplinary action may or will be taken. If the coach fails the background check, he/she cannot coach or volunteer for MYFL or NWTYFA. All MYFL coaches must attend a training for player safety Head Up awareness. Failure to attend this training will require the coach to become USA Heads Up Certified. Team will not be allowed to practice with helmets and shoulder pads on until all coaches have completed certification or attend the training. Failure to do so will result in loss of league approved badge or coaching position. All Head and Assistant Coaches must attend a yearly coach meeting as set by the Town Representative.

8.1.3 If a team must be eliminated/disbanded, the Board will only select from existing coaches by performing a majority vote for Head Coach(es).

8.2 Cheerleading Coaches. All persons interested in being a CHEERLEADING Coach will apply with MYFL. All Head Coaching positions will be filled at the discretion of the MYFL Board by a unanimous vote. **ALL CHEERLEADING COACHES WILL UNDERGO A CRIMINAL AND LOCAL BACKGROUND CHECK.** Upon receiving the criminal background checks, the MYFL Board reserves the right to disqualify any application. Cheer head coaches must be 18 years of age. If the coach fails the background check, he/she cannot coach or volunteer in MYFL or MYFA. There will be one coach for every five participants on the team who will be given badges and allowed on the sidelines.

### **Article IX - Cheerleading**

9.1 Ages. Cheerleader's age divisions are Pre-K: 3-, 4- and 5-year-olds are mini; kindergarten-6<sup>th</sup> grade: 5 – 12 years-old are cheer.

9.1.1 Any child who will be (3) years old on or before September 1st can participate in mini cheer.

9.1.2 Any child that turns 13 before September 1st or 7th grade is excluded from participation in MYFL cheer.

### **Article X - Dress code**

10.1 Football and Cheerleaders uniforms will be approved and ordered by the MYFL Board.

10.2 Any change in Football and Cheerleader uniforms must be approved by majority vote of MYFL Board.

10.3 Head Coaches, Assistant Coaches, and Cheer Coaches are required to wear coaches' shirts approved by the MYFL Board and NWTYFA issued badges. Failure to wear either will result in the coach not being allowed on the field during the game.

10.4 Uniforms are to be Blue, Black, and White. (Note: Pink is permitted in October in support of Breast Cancer Awareness Month)

### **Article XI - Tackle Football rules**

11.1 Please visit <https://nwttyfa.org/downloads> for all Tackle Football Rules.

### **Article XII - Flag Football Rules**

12.1 Please visit <https://nwttyfa.org/downloads> for all Flag Football Rules.

### **Article XIII - Draft**

13.1 Draft Rules MYFL will follow the NWTYFA draft guidelines.

13.2 Draft Rosters. MYFL Registrar will provide each coach a master roster. The roster will indicate player's name, age, date of birth, parents contact information, and parent's desire to "return to previous team" or "enter draft". (ALL NEW PLAYERS MUST ENTER DRAFT to include players that sat out a year.) This master roster must be provided to each coach four business days prior to draft date.



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13.3 Returning Coach. Returning coach may (NOT REQUIRED) select any returning players that indicated “return to previous team” at registration. There is no set number of returning players a coach may accept to his/her “core roster”; however, each team must have equal number of players.

13.3.1 For age groups that did not have two rosters the previous season, the board may cap number of core players at board discretion.

13.4 Draft Rotation. Coach(es) with the least core players will select players until all teams have an equal number of players, then commence a rotating draft of remaining players. Coaches are placed in sequential order based on returning players and will draft in such order. If the number of core players returning is equal, the coach that finished lower in league standings the previous year will draft first.

13.5 Parent Coach Request. Any parent/legal guardian may request a specific coach in writing to the MYFL Board. This request must be submitted prior to team draft day and provide a brief justification. The Board and all coaches in that age group will discuss and consider feasibility of the request. The MYFL will make every effort to accommodate these requests but may not be able to approve. Parent will be notified post draft of team selection. MYFL WILL NOT GRANT A REFUND DUE TO COACH SELECTION in accordance with the refund policy stated in Article 6.18.

**Article XIV – DISSOLUTION**

14.1 Dissolution. On Dissolution of this organization, the MYFL Board shall cause the assets herein to be distributed to another non-profit organization with purposes similar to that identified in the Articles of Incorporation, and Article II of these Bylaws.

**Article XV - SOCIAL MEDIA**

15.1 Social Media. Midlothian Youth Football League. (MYFL) recognizes the importance of the internet in shaping the public’s perception of our organization. MYFL also recognizes the importance of our Board members, special committee members, coaches & volunteers in leading and setting the tone of social media interactions in a manner that advances MYFL’s mission and goals. This Social Media policy applies to all Board members, special committee members, coaches & volunteers. This Social Media Policy applies to all social media content posted by MYFL participants and members in their professional capacity to the extent such content is related to MYFL.

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**Certificate of Secretary**


I, the undersigned, being the Secretary of MYFL, Inc., hereby certify that the above Bylaws consisting of 18 pages were adopted as the Bylaws of this organization pursuant to majority vote of the Board Members, effective as of February 24, 2023. The Bylaws are, as of the date of this certification, the fully adopted and existing Bylaws of this organization.

IN WITNESS WHEREOF, I have set my hand this February 24, 2023.

  
Cary Wright (Feb 27, 2023 15:13 CST)

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Cary Wright  
President

  
Shannon Sawyer (Feb 27, 2023 15:25 CST)

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Witnessed by Shannon Sawyer

MYFL, Inc. Secretary 2023