

Cookeville Youth Football, Inc.

Policy and Procedures

Updated 7-1-08

These policy and procedures are to provide guidance to the organization in the day-to-day business of the organization. This Board of Directors shall vote on any changes to the Policy and Procedures.

1. Conduit:

- a. The Board and EC shall be held to most current published conduit agreement by TFYA for coach and parent.

2. Ethics:

- a. An ethics committee shall be created by the board to address all ethical issue. This subcommittee of the Board of Directors shall be created in the Policy and Procedures of the organization. The committee shall be made of three (3) board members and one (1) EC. The chair shall be an EC member and a non-voting member.

3. Scholarships:

- a. All scholarships shall be decided by the EC without any requirement to the board of personal information to any other member of the organization without a direct unanimous vote of the board.

4. Financial

- a. All checks shall be signed by two approved members of the Executive Committee.
 - i. All Executive board members shall be signers on the checking account.
 - ii. The EC shall be signers for the CYFL checking account. Any other board member can be a signer after unanimous vote of the board. At the time of leaving the post any signer shall release their right.
- b. All deposits shall be approved by two (2) members of the organization.
- c. An annual budget shall be approved by the Board of Directors.
 - i. The Executive Committee shall dispense funds within the annual budget in so far as the moneys are available
- d. All expenditures outside of the annual budget shall be approved by the Board of Directors.
- e. At no instance shall the balance of the organization cash reserves fall below \$3,500.00.
- f. At no time shall a standing committee obtain, maintain, organize, or create any funds for any use without the written consent of the board.
- g. It shall take two (2) signers of the checking account to create a binding agreement for the organization. At no time shall any binding agent of the organization create a binding agreement without a vote of the board.

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