

Presentation BVM Parish's Catholic Youth Organization Board Constitution and Bylaws

Presentation BVM Parish's Catholic Youth Organization (CYO)

Presentation BVM CYO is a parish-based program which provides opportunities for youth to grow in faith and understanding of their Church through involvement in parish, regional, and Archdiocesan life.

Presentation CYO is committed to making our parish "youth friendly." As members of the CYO and as parishioners, we strive to meet the following goals set forth by the National Conference of Bishops in the document titled "Renewing the Vision" (1997):

- We are a community where all young people are welcome to grow in Jesus Christ, and minister side by side with adults of the community.
- We sponsor programs for young people to recognize their special talents and role in the life of the Church. We recognize that youth bring energy, vitality, hopefulness, and vision.
- If we are to be worthy of the loyalty and active participation of youth, we must be a "youth friendly" community in which youth have a conspicuous presence in our parish life.

Article I. Name

1. The name of the organization shall be "Presentation BVM Parish Catholic Youth Organization Board (Presentation CYO Board)" and shall be referred to as the "Board" hereafter.

Article II. Mission & Purposes

Section A: Mission Statement

1. The mission of the Presentation BVM CYO Board is to offer all who are eligible the opportunity to participate in all the CYO sponsored programs. In the athletic events, participation is to be considered primary. "Competition and winning" are by-products of participation and are secondary. The Presentation CYO Board will proclaim the Word of God in the parish by promoting youth sports and social activities for the entire Presentation Community.

Section B: Purpose

1. The purpose of the Board is to provide CYO activities for the youth of the Presentation community conducted according to the norms of Christian values
2. The responsibilities of this Board are:
 - a. To oversee all CYO programs and to provide for their proper direction
 - b. To provide a safe environment for participation of our youth in all programs
 - c. To annually review CYO programs and the performance of the Program Coordinators
 - d. To determine policy and rules changes
 - e. To provide for fiscal management of the CYO programs
 - f. To secure funds for the operation of all programs under its sponsorship
 - g. To serve as Council and final review and decision in disputes involving CYO programs

Article III. Composition of the Board and Terms of Service

Section A: Membership

1. The Board year is July 1 through June 30.
2. The Board shall consist of 6 voting members and other non-voting members as follows:
 - a. President The duties of the President are:
 - i. To oversee all money-making fund raisers
 - ii. To preside over all meetings of the association
 - iii. To approve all publicity and notices
 - iv. To appoint special project committees
 - v. To chair the Board
 - vi. To represent the CYO at the Parish Council
 - vii. To write checks for outstanding expenses should the Treasurer be unavailable

- viii. Be available to assist with all CYO-sponsored programs.
- b. Vice President The duties of the Vice President are:
 - i. To assist the President in overseeing all money-making fund raisers
 - ii. To preside over meetings in the absence of the President
 - iii. To monitor the expenditures of the CYO to the approved budget of each program
 - iv. To fulfill the financial duties of the President should the President be unavailable
 - v. Be available to assist with all CYO-sponsored programs.
- c. Secretary The duties of the Secretary are as follows:
 - i. To record minutes of all meetings and distribute to all members of the Board
 - ii. To read/review the minutes of the previous meeting
 - iii. To ensure all notices are submitted to the Parish bulleting at the proper times
 - iv. Be available to assist with all CYO-sponsored programs.
- d. Treasurer The duties of the Treasurer are:
 - i. To maintain the financial records of the CYO, including balancing the checking account monthly
 - ii. To submit quarterly financial reports to the Board
 - iii. To write checks for outstanding expenses
 - iv. To work with the Athletic Director to develop and monitor budgets for the sports programs
 - v. To work with the Social Director to develop and monitor budgets for the social programs
 - vi. Be available to assist with all CYO-sponsored programs.
- e. Athletic Director The duties of the Athletic Director are:
 - i. To recruit players and coaches
 - ii. To manage the rosters of all students in the particular sports program
 - iii. To enter teams in the appropriate leagues
 - iv. To work with the Treasurer on presenting a budget for all necessary funds, such as league fees, officials fees, uniforms, equipment, and banquet expenses
 - v. To coordinate ordering all necessary equipment and uniforms
 - vi. To arrange for all practice times, practice areas, and post-season games
 - vii. To copy and distribute all schedules
 - viii. To help organize end of season sports banquets
 - ix. To conduct meetings as necessary with coaches and volunteers to coordinate activities (e.g. pre-season organization, post-season evaluations, etc.)
 - x. Be available to assist with all CYO-sponsored programs.
- f. Social Director The duties of the social director are as follows:
 - i. To organize all fund-raising that would benefit the CYO (dances, raffles, etc.)
 - ii. To organize special committees and volunteers to oversee each event
 - iii. To work with the Treasurer to budget and secure necessary funds for each event
 - iv. To serve as a point of contact for the Principal of the School for notification of students whose eligibility to participate in CYO programs is temporarily denied due to formal school suspension
 - v. Be available to assist with all CYO-sponsored programs.
- g. Up to five non-voting members shall be elected by the Board or appointed by the Athletic Director to serve as coordinators for each major sport --basketball, baseball, soccer, softball, and track.
- h. The Board will propose to the Principal that Presentation School elect non-voting Grade Representatives from each grade level from fifth (5th) to eighth (8th) grade with one member responsible for submitting issues, ideas, and opinions to the Board for consideration.
- i. A representative of the School of Religion (CCD) may be appointed and will be responsible for submitting issues, ideas, and opinions of CCD members to the Board for consideration.

3. Term of Membership. In general, Board Members can serve two consecutive terms with no term limits. Board members seeking re-election to the same office after two consecutive terms of service are required to wait for a period equal to one term before serving again on the Board. Board members may seek election to a different office without waiting after two consecutive terms of service.
 - a. Team Sports Coordinators will serve two-year terms. Initial terms shall be established such that a maximum of three Board members will be replaced at any one time.
 - b. If added to the Board as outlined previously, Grade Member and School of Religion Representatives, if a part of the Board, shall serve one-year terms. New Grade Member Representatives for 5th grade will be elected each year.
4. Vacancy of Position. The Pastor shall have the power to appoint a parish member, with the approval of the Board, to fulfill the term of a Board member who resigns prior to completing his or her term.
5. All members of the Board are responsible for informing the President of matters of concern to the parishioners for consideration at Board meetings.
6. Any Board member missing more than three regular meetings in a Board year forfeits his or her membership on the Board. Special circumstances concerning the absence of the member are subject to review by the entire Board, and forfeiture of the membership may be set aside.

Article IV: Board Member Elections

Section A: Election Process

1. All Board offices are open for general election except for the position of Treasurer. The Treasurer shall be appointed by the Pastor.
2. Advertisement for Board positions shall be made through Presentation School media and through the Parish Directory and shall request nominees for open Board positions. Nominees shall submit their name with a brief description of qualifications and experience in youth activities. This advertisement shall be made public in January or February of each required year with submission of resumes by April of that same year.
3. The Board shall review all resumes and shall vote for Board members at the May meeting. New Board members shall be announced prior to the end of that school year to the Parish.

Article V: Meeting and Voting

Section A: Meetings

1. The quorum for board meetings will be no more than 50 percent of the members.
2. Meetings will be conducted in accordance with Robert's Rules of Order.
3. Regular meetings shall be considered meetings that occur prior to a CYO sport season. The regular meeting dates shall generally be on the first Tuesday of the month. The meetings will include a call for new business, with a reasonable amount of time allowed for discussion of the new business. The meetings are open to all registered parishioners as observers or participants on a particular topic, if that topic has been placed on the agenda. The chairperson will entertain comments from the parishioners attending the meeting concerning a topic following the council's discussion of the topic.
4. Any parishioner may submit topics for discussion to the President or any member of the Board at least one week prior to the next regular board meeting.
5. The President or any members of the Board can call special meetings to consider matters of special or emergency nature.

Section B: Voting

1. All proposals and elections, with the exception of amendments to the CYO Board Constitution and By-Laws, require a majority vote.
2. Amendments to the CYO Board Constitution and By-Laws require a two-thirds vote of the Board.

Article VI: Committees

1. Establishment of a Committee
 - a) The board can establish committees at any time to consider, investigate, take action on, or report on some matter.
 - b) The board must define the following:
 - 1) The objectives to be accomplished by the committee.
 - 2) The manner in which the committee will present its findings to the board and the frequency of the presentation.
 - 3) The number of voting and non-voting committee members.
 - 4) The type of committee:
 - i. Standing Committee—established as permanent.
 - ii. Ad-Hoc Committee---Established to accomplish a particular end without considering the wider application. The length of time the Ad-Hoc Committee will exist will be based on the needs of the Committee.
2. Membership
 - a) Standing Committee. The President will appoint a chairperson. The chairperson will be responsible for recruiting members and overseeing the activities of the committee and establishing any necessary subcommittees.
 - b) Ad-Hoc Committee. The board by vote may establish and Ad-Hoc Committee. The board chairperson will appoint the Ad-Hoc Committee chairperson.

Addendum 1

The initial Board was officially formulated for the Board Year upon adoption of the Presentation CYO by-laws (~August 8, 2006.)

The Board was comprised of the following members:

Board Member	Position	Term of Office
Evelyn Nicoletti	President	July 2006 - June 2007
Alice Conard	Vice President	July 2006 - June 2008
Rocco Nicoletti	Treasurer	July 2006 - June 2008
Clare Harte	Secretary	July 2006 - June 2008
Sandy Wilson	Social Director	July 2006 - June 2008
Vince Raffaele	Athletic Director	July 2006 - June 2007
	• Baseball Coordinator	
	• Basketball Coordinator	
Pat Donnelly	• Soccer Coordinator	
	• Softball Coordinator	
	• Track Coordinator	