



## **BY-LAWS OF THE SAINT FRANCIS OF ASSISI CATHOLIC YOUTH ORGANIZATION**

### **ARTICLE 1 – NAME**

- 1.1 This organization shall be known as the St. Francis of Assisi Catholic Youth Organization (“CYO”)

### **ARTICLE II – PURPOSES**

- 2.1 To establish and promote a high school CYO program and a junior CYO program at the elementary school level;
- 2.2 To promote and maintain Catholic associations in a vital Catholic atmosphere;
- 2.3 To develop in the youth of St. Francis of Assisi Parish (“Parish”) a well-rounded personality with a healthy attitude towards all types of youthful activity;
- 2.4 To provide an opportunity for the Parish youth to exercise leadership, through responsibility shared with adults; and
- 2.5 To promote ecumenism and community involvement among the Parish youth.

### **ARTICLE III – MEMBERS & VOTING**

- 3.1 The voting members of the CYO shall consist of all the adults who are members in good standing of the Parish with children registered in the CYO, and the non-voting members of the CYO shall consist of all children who are members of the Parish.

3.2 ANNUAL VOTING: The Board of Advisors shall fix the time, date and place of the annual voting of the members; but, if no such date and time is fixed by the Board, the voting for any scholastic year shall be held during the general registration and fall sports sign-ups in May and June.

#### **ARTICLE IV – BOARD OF ADVISORS**

4.1 GENERAL POWERS: Unless otherwise provided by these By-Laws, the business and affairs of the CYO shall be managed under the direction of the Board of Advisors. As set forth in paragraphs 5.1 and 6.1, each officer shall operate under the management and direction of the Board of Advisors.

4.2 QUALIFICATION: Each Advisor shall be an adult member in good standing of the parish.

4.3 ELECTION: Advisors shall be elected by the voting members in paragraph 3.2 herein, except that the Parish Pastor, the Principal of St. Francis of Assisi Parish School (“Principal”) or a school representative the Principal shall designate to serve (the “School Designatee”), and the Parish Youth Minister (“Youth Minister”) shall automatically be members of the Board of Advisors. One Senior Advisor (“Senior Advisor”) shall be appointed by a majority vote of the elected and permanent advisors of the Board.

4.4 NUMBER AND TERM OF OFFICE:

- a. NUMBER: The Board of Advisors shall consist of such number of Advisors, not less than three and not more than 21, as may be determined from time to time by resolution of the Board of Advisors.
- b. TERM OF OFFICE: The Parish Priest Moderator, the Youth Minister and the Principal of the Parish School shall be permanent members of the Board of Advisors. The Senior Advisor shall also serve as long as he or she wishes to serve, unless removed by a majority vote of the Board. All other Advisors shall hold office for a term of two years, commencing on the August following their election as set forth in paragraphs 3.2 and 4.3 herein, or until a successor has been selected and qualified or until his or her earlier resignation or removal.

4.5 RESIGNATION: Any advisor may resign at any time upon written or verbal notice to the Board.

4.6 VACANCIES: Vacancies in the Board of Advisors, including vacancies resulting from an increase in the authorized total number of advisors, may be filled by a majority vote of the remaining members of the Board of Advisors. Each person so selected shall be an advisor to serve for the balance of the unexpired term.

4.7 REMOVAL OF ADVISORS: Any members of the Board of Advisors may be removed for cause by a majority vote of the remaining members of the Board.

4.8 BOARD OF ADVISORS MEETINGS: Regular monthly meetings of the Board of Advisors shall be held on the evening of the third Wednesday of each month. There will be no meeting held in July. The location will typically be at a convenient place on the parish campus. The President may suggest a change of date and/ or location. Special meetings of the Board of Advisors shall be held whenever called by the President. Notice of any special meeting shall be given by any means reasonably calculated to reach the Advisors, preferably through electronic mail.

4.9 ORGANIZATION OF MEETINGS; QUORUM; ACTION BY ADVISORS: The President of the CYO shall act as Chairman of the meetings of the Board of Advisors. The Recording Secretary shall act as the Recording Secretary of such meetings. The majority of the Advisors in office shall be necessary to constitute a quorum for the transaction of business and the acts of the majority of advisors present and voting at a meeting in which a quorum is present shall be considered acts of the entire Board of Advisors. If any business is transacted requiring a majority vote of the Board, and a quorum is not present at the meeting, the President may solicit votes from absent members after the meeting through electronic mail.

4.10 COMMITTEES: The Board of Advisors may, by resolution adopted by the majority of the Advisors in office, establish one or more committees to consist of one or more members of the Board of Advisors. Any committee, to the extent provided in the resolution of the Board of Advisors, shall provide recommendations to the Board of Advisors, with the exception of the Eligibility Committee (see Article VII). The Eligibility Committee shall make recommendations to the Parish Pastor.

## **ARTICLE V – ADMINISTRATIVE OFFICERS**

5.1 Each officer of the CYO shall perform his/her function as set forth herein and shall operate under the management and direction of the Board of Advisors.

5.2 QUALIFICATION AND DESIGNATION: The administrative officers of the CYO shall be a President, a Vice President, a Treasurer, an Athletic Director, a Recording Secretary and a Ways and Means Advisor. Administrative Officers shall be members of the Board of Advisors and voting members of the CYO. One person may not hold more than one administrative officer position; however, administrative officers are also permitted to hold functional officer positions (see Article VI). Any officer may resign at any time upon written or verbal notice to the Board of Advisors.

5.3 ELECTION AND TERM: The administrative officers of the CYO shall be elected by the Board of Advisors. Each officer shall hold office until a successor has been selected and qualified or until his or her resignation or removal.

5.4 REMOVAL OF ADMINISTRATIVE OFFICERS: Any officer may be removed for cause by a majority vote of the Board of Advisors.

5.5 VACANCIES: A vacancy in any office because of resignation, removal, disqualification or any other cause shall be filled by the Board of Advisors.

5.6 THE PRESIDENT: The President shall be the Chief Executive Officer of the CYO and shall have general supervision over the business and operations of the CYO, subject however, to the control of the Board of Advisors. He or she shall prepare monthly meeting agendas, conduct the monthly meetings, and supervise the annual elections. He or she shall also discharge such other duties as shall from time to time be assigned by the Board of Advisors.

5.7 THE ATHLETIC DIRECTOR: The Athletic Advisor shall be responsible for and coordinate all the athletic activities of the CYO, shall be responsible for selecting all head coaches for CYO sponsored teams, shall authorize the purchase of all equipment and uniforms for the CYO teams, shall represent the CYO at all regional and Archdiocesan meetings (or appoint a designate for such meetings), and shall discharge such other duties as shall from time to time be assigned by the Board of Advisors.

5.8 THE RECORDING SECRETARY: The Recording Secretary shall attend all meetings of the Board of Advisors, record all votes and minutes of the meetings, and shall discharge such other duties as shall from time to time be assigned by the Board of Advisors.

5.9 THE TREASURER: The Treasurer shall have or provide for the custody of funds or other property of the CYO, submit payment for all properly authorized expenses of the CYO, collect and receive or provide for the receipt of all monies given or received by the CYO, deposit all funds in his or her custody as Treasurer in such banks or other places of deposit as the Board

of Advisors may from time to time designate; whenever it is required by the Board of Advisors, render and account showing all transactions as Treasurer and the financial condition of the CYO; and, in general, discharge such other duties as shall from time to time be assigned by the Board of Advisors.

5.10 THE VICE PRESIDENT: The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties and discharge such other duties as shall from time to time be assigned by the Board of Advisors.

5.11 The WAYS AND MEANS ADVISOR: The ways and Means Advisor shall be responsible and coordinate the fund raising and recognition activities of the CYO, and discharge such other duties as shall from time to time be assigned by the Board of Advisors.

## **ARTICLE VI – FUNCTIONAL OFFICERS**

6.1 Each officer of the CYO shall perform his/her function as set forth herein and shall operate under the management and direction of the Board of Advisors.

6.2 QUALIFICATION AND DESIGNATION: The functional officers of the CYO shall be the Directors of registration, Virtus compliance, medical kit distribution, and the individual sports moderators. Functional Officers shall be members of the Board of Advisors and voting members of the CYO. One person may hold more than one functional officer position. Functional officers are also permitted to hold administrative officer positions (see Article V). Any officer may resign at any time upon written or verbal notice to the Board of Advisors.

6.3 ELECTION AND TERM: The functional officers of the CYO shall be elected by the Board of Advisors. Each officer shall hold office for a term until a successor has been selected and qualified or until his or her resignation or removal.

6.4 REMOVAL OF FUNCTIONAL OFFICERS: Any officer may be removed for cause by a majority vote of the Board of Advisors.

6.5 VACANCIES: A vacancy in any office because of resignation, removal, disqualification or any other cause shall be filled by the Board of Advisors.

6.6 DIRECTOR OF REGISTRATION: The Director of Registration shall prepare notification of general registration and seasonal sports sign-up dates and locations, organize

staffing for all sign-up dates, maintain records of all family registrants and fee payment histories, and distribute necessary forms to staff for sign-up dates. He or she shall also discharge such other duties as shall from time to time be assigned by the Board of Advisors.

6.7 DIRECTOR OF VIRTUS COMPLIANCE: The Director of Virtus Compliance will verify, through individual sport's moderators, that all coaches, assistant coaches, and other CYO volunteers have properly complied with all requirements under the Archdiocesan *Protecting God's Children* program. He or she shall also discharge such other duties as shall from time to time be assigned by the Board of Advisors.

6.8 DIRECTOR OF MEDICAL KIT DISTRIBUTION: The Director of medical kit distribution will stock medical kits and distribute kits to each CYO team each season (fall, winter and spring sports seasons) and collect all kits at the end of the season to be restocked and redistributed for the subsequent season.

6.9 SPORT MODERATORS: Each CYO sports activity will be assigned a moderator. The moderator will assist the Athletic Director and the coaching staff with all non-coaching duties associated with the sports activity. Duties may include, but are not limited to, ordering equipment and uniforms (with approval of the Athletic Director), scheduling gym time, ordering field permits, distributing and collecting uniforms, reviewing roster forms for eligibility issues, and addressing parent complaints on behalf of the Athletic Director.

6.10. DIRECTOR OF SERVICE, SPIRITUALITY & OUTREACH: The Director of service, spirituality, and outreach will coordinate the activities that foster the service and spirituality components of children's and families' involvement in the CYO (team masses, service projects, guest speakers, etc.). Additionally, the Director will devise and present, with the assistance of the Board, to the Family and Faith Pillar representative of the Pastoral Council who has responsibility for the CYO the strategies and tactics required to execution the long term goals of the CYO regarding not only service and spirituality components, but also positioning the CYO as an evangelical outreach Parish organization to more further involve CYO families in the Parish who may be only involved through the CYO.

## **ARTICLE VII– ELIGIBILITY COMMITTEE**

7.1 PURPOSE: The purpose of the eligibility committee is to review student eligibility issues and make a recommendation to the Parish Pastor regarding any student eligibility issues.

7.2. **ELIGIBILITY DEFINED:** Generally, as outlined in the St. Francis of Assisi CYO handbook, students are eligible to participate in CYO activities if they: attend the parish school, or are registered in the parish and attend the parish CCD program.

7.3 **MEMBERS:** The eligibility committee will be composed of the Athletic Director, the Director of Registration, and the Sport Moderator for the activity involved in the eligibility issue.

7.4 **METHOD OF OPERATION:** It will be the responsibility of the Sport Moderator to review the activity roster forms to ensure that all registrants either attend the parish school, or attend the parish PREP program and are registered in the parish (through the sixth grade--- normally, children complete the program in the sixth grade). For registrants beyond the seventh grade that do not attend the parish school, the moderator should determine if the registrant completed the parish PREP program in a prior year. If the moderator determines that the registrant does not satisfy these threshold eligibility requirements, he or she shall convene the eligibility committee to review the registrant's eligibility case, and make the appropriate recommendation to the Parish Pastor. When reviewing the eligibility case, the committee will evaluate the facts of the case on two criteria – Is the registrant receiving a Catholic religious education, and is there a connection to the parish in addition to the sports activity. The Athletic Director will communicate Pastor's decision to the registrant's parents.

## **ARTICLE VIII– MISCELLANEOUS**

8.1 **AMENDMENTS OF BY-LAWS:** These by-laws may be amended or repealed or new by-laws adopted by a vote of the majority of the Board of Advisors in office at any regular or special meeting of the Board. Any changes in these by-laws shall take effect when adopted.

8.2 **CYO HANDBOOK:** Each year at the Board elections, held during the general family registration and fall sports sign-ups in May and June, the Board will distribute to the CYO member families a copy of the CYO handbook. The handbook will outline all of the current information on teams and activities available, tryout rules, eligibility, and code of conduct. In lieu of distributing the handbooks, the Board will make the Handbook available on the CYO website.

8.3 **OFFICIAL COLORS:** The official colors of St. Francis CYO are kelly green and yellow gold. All uniforms and spirit wear shall be in the school colors, assuming the school colors are available at reasonable market prices. The Board may approve a deviation from school colors due to the unavailability (at reasonable market prices) of the school colors.

8.4 PASTOR APPROVAL: All actions of the Board of Advisors and officers as set forth herein are subject to the review and approval of the Pastor of the Parish.

Approved by the resolution of the Board of Advisors at the October 19, 2022 Board of Advisors Monthly Meeting.