

**Catholic Youth Organization
St. Francis de Sales Parish, Lenni, Pennsylvania**

Bylaws

Article I – Name

The name of this organization shall be the St. Francis de Sales Parish CYO.

Article II – Purpose

The purpose of this non-profit organization shall be to promote activities that are spiritual, academic, athletic, cultural and social shown in a Christian manner.

Article III – Members

Membership shall consist of the members of St. Francis de Sales Parish and all members of Parish School.

Article IV – Finance

- Section 1:* The financing of St. Francis de Sales CYO shall be through projects designated by the CYO Board.
- Section 2:* Audit – the financial records of the St. Francis de Sales CYO shall be audited annually or at other times as requested by the CYO Board.
- Section 3:* Fiscal Year – The fiscal year shall be from July 1 to June 30.

Article IV – Board of Directors

The CYO board shall consist of President, Vice President, Secretary, Treasurer, Athletic Director, three At-Large Members, and Service Director. The CYO board shall also have a Junior Director who shall be a non-voting member of the board.

Section 1 – Elected Officers

President:

1. Preside at all meetings of the CYO Board and all General meetings.
2. Be an ex-officio member of all committees except the nominating committee.
3. Appoint advisors to special committees and other activities as required
4. Have tie-breaking vote.
5. Attend Regional Athletic Director meetings in the event that the Athletic Director is unable to attend, or appoint another member of the board to attend the Regional Athletic Director meetings.
6. Organize elections and obtain information required by the board regarding all nominees to the board.

7. Identify potential candidates to serve as the Junior Director in the upcoming school year.

Vice president:

1. Preside over the meetings in the President's absence.
2. Keep accountability of all CYO members.
3. Confirmation that all coaches are certified and registered.
4. Full fill such duties as advised by the President.
5. Manage equipment and uniforms for the CYO teams. This includes ordering new uniforms as approved by the CYO board and includes confirming that there are sufficient numbers and sizes of uniforms required for all participants.
6. Serve as the liaison to the Parish CCD and School, which duties shall include insuring that the Parish CCD and School are notified of sports activities and registrations.

Secretary:

1. Record the minutes of the proceedings of the meetings of the CYO Board. The minutes of each meeting shall list the CYO Board members present at each meeting.
2. Furnish copies of the minutes to the respective members of the CYO Board.
3. Conduct correspondence of the CYO Board upon request. This shall include publicizing the enrollment for sports teams and other CYO activities.
4. Maintain a registry of all families and players for all teams, including email addresses and phone numbers.
5. Provide notification of all meetings for the CYO Board.
6. Full fill such other duties as may be requested by the President.

Treasurer:

1. Receive and be custodian of all funds for St. Francis de Sales CYO.
2. Maintain accounts.
3. Prepare and present an itemized statement of receipts and disbursements for each meeting to the CYO Board.
4. Prepare and present an annual report.
5. Full fill such other duties as may be assigned by the President.

Athletic Director:

1. Registration of all children for CYO athletic activities and timely submission of rosters to the Pastor and to the District Coordinator.
2. Collection of coaches affidavits
3. Secure and mentor coaches for all athletic activities.
4. Keep in touch with all schools, businesses and services that will help CYO athletics.
5. Coordinate scheduling of practices, games and league/team fees in cooperation with the liaison designated by the board for each sport.
6. Create and maintain a master gym schedule for all CYO League activities to be made available to all teams at the beginning of their respective sports season(s).

Service Director:

1. Coordinate CYO Masses to take place at least once during each season that the SFDS CYO program has teams.
2. Implementing and scheduling service projects for Parish School and CCD students. Each team shall be responsible to sponsor at least one service-oriented activity during its sports season, and the Service Director shall be responsible to coordinate these projects.
3. Coordinate the promotion of all service activities.

Junior Director:

1. The Junior Director shall be a high-school age, former student or CCD participant from SFDS Parish.
2. The Junior Director shall be a non-voting member of the CYO board who shall be responsible for attending all scheduled meetings of the CYO board.
3. The Junior Director shall serve as a liaison between the CYO board and the Parish School and CCD students.
4. The Junior Director shall assist the CYO board in promotion of CYO activities.
5. The Junior Director shall perform such other responsibilities as requested by the CYO President.

Article VI – Elections and Terms of Office

Section 1: General

Election of CYO board members shall be open to the entire Parish community. Each Parish family shall have one vote for CYO board members.

Section 2: Nominations

Nominations of potential CYO board members shall be conducted as follows:

- A. An announcement will be placed in the Parish bulletin to run on at least Sunday in January.
- B. Nomination forms shall be placed in the February family folder with instructions to return the nomination forms when the family folder is returned in February.
- C. Nomination forms shall be distributed to CCD families on the last Sunday in January with instructions to return the nominations the first Sunday in February.
- D. Nomination forms shall be included in the last Parish bulletin in January with a request to return nominating forms to the Rectory no later than the first Sunday in February.
- E. The CYO president shall assemble all nomination forms and advise the CYO board at the February meeting of all nominees. Following the meeting, the CYO President shall prepare a ballot.

Section 3: Election and Terms

Election of CYO board members shall be conducted as follows:

- A. Elections of CYO board members shall be conducted by way of ballots that shall be distributed at the end of February in the same manner that the nomination forms are distributed in January as discussed in the preceding section.
- B. All ballots that are returned by April 1 shall be counted. Any ballots received after April 1 will not be counted.
- C. A majority of votes cast shall elect, and an announcement of the elected board shall be made no later than April 15.
- D. Officers shall assume office June 1 for a term of two (2) years, or until a successor is elected.
- E. There shall be no limit on the number of times an individual can serve in any position on the CYO Board. However, any board member wishing to continue at the end of the member's two-year term shall be required to go through the nomination and election process.

Section 4: Vacancy in Office

- A. A vacancy in office shall be filled by appointment by the current CYO Board at the next scheduled meeting. This shall include any vacancies that exist after the nomination and election process discussed in Sections 3 and 4.

Article VII – CYO Board

Section 1: Duties

- A. Have general supervision over the affairs of the St. Francis de Sales CYO.
- B. Plan, initiate and coordinate actions deemed necessary to further the purpose of the St. Francis de Sales CYO.
- C. Be responsible for the financial affairs of the St. Francis de Sales CYO.
- D. Be responsible for the adoption of a budget for activities submitted by the Treasurer.
- E. Be responsible for the adoption of the audit report.
- F. Uphold the CYO Code of Conduct and CYO mission statement.

Section 2: The CYO Board may adopt rules for the purpose to assist in conducting the business of the St. Francis de Sales CYO, provided they do not conflict with the Bylaws and policies of the St. Francis de Sales CYO, District 30 CYO Bylaws or the CYO of the Diocese of Philadelphia.

Section 3: Meetings.

- A. Meetings of the CYO Board shall be held on once per month, at a time and place as the President may determine.
- B. The meetings of the CYO Board shall be open to any Parish member wishing to attend the general portion of the meeting.

- C. The CYO Board shall have discretion to limit attendance during portions of meetings to CYO Board members only.
- D. Minutes of all CYO Board meetings shall be kept by the Secretary and distributed to the Board prior to the next scheduled meeting.

Section 4: Quorum. The quorum of the CYO Board shall be five (5) members.

Section 5: Sports Liaison. One member of the CYO Board shall serve as a liaison to each of the sports that the St. Francis de Sales CYO program is providing during the course of that sport's season and at such other times as the CYO Board shall deem necessary. The role of the liaison shall be to serve as a channel of communications between the CYO Board and the coaches, parents and participants for that sport.

Article VIII – Disciplinary Procedure

All coaches and participants are obligated to attain proper conduct as stated in the Diocese Code of Conduct and St. Francis de Sales CYO Code of Conduct, which are attached and made part of these Bylaws. In the event of notice of a violation of the rules of the event the persons making the complaint shall:

Submit a written report to the St. Francis de Sales CYO Board within forty-eight (48) hours of the learning of the alleged violation.

Section 1: Ruling(s) and/or action(s) will be determined by the St. Francis de Sales CYO Board within seven (7) days of the receipt of the report.

Section 2: Appeals may be submitted to the St. Francis de Sales CYO Board within forty eight (48) hours of receipt of the ruling(s) and/or actions(s) determined by the St. Francis de Sales Board. The appeal must be in writing stating the full description of the circumstances.

Section 3: The St. Francis de Sales CYO Board shall review and determine the disposition of the appeal within seven (7) days of the receipt of the appeal.

Section 4: The decision of the St. Francis de Sales CYO Board is final. The decision of the St. Francis de Sales CYO Board may be in addition to what the decision is rendered by the District Executive Board and/or the Diocese Youth Ministry Director.

Article IX – Parliamentary Authority

Meeting of the voting members, committees and St. Francis de Sales CYO Board shall be governed by the rules contained in the Robert's Rule of Order in all cases to which they are applicable, or such other rules of order as the President deems appropriate, and in which they are consistent with these Bylaws and Policy of the District/Diocese.

Section 1: Methods. One of the methods named in the following sections of this article shall be used to change the Bylaws of the St. Francis de Sales CYO.

The method to be used in each situation shall be determined by a majority vote of the St. Francis de Sales CYO Board.

Section 2:

- A. The Bylaws may be amended by two-thirds (2/3) vote of the voting members present at a General Meeting provided such proposed amendment is circulated in writing at least ten (10) days prior to the meeting of such members
- B. Such Amendment shall not conflict with policies of the District/Diocese
- C. Unless otherwise specified all such amendments shall become effective on the day of the vote.

Article X – Voting

At a General Meeting, those in attendance can make a motion on any issue to be presented to the St. Francis de Sales CYO Board for a vote.

Section 1: The St. Francis de Sales CYO Board will vote on all motions made by the members, and either accept or reject the motion.

Section 2: On tied votes the St. Francis de Sales CYO Board, President will have the tie breaking vote.

Section 3: Once an issue is voted and accepted it cannot be changed unless new factors which can change the outcome are presented. At this time a new vote can be called

Rules and Guidelines for the St. Francis de Sales CYO

1. Coaches/Moderators are selected and approved by the St. Francis de Sales CYO Board
2. All perspective coaches (including those whom have served in a prior year or season) will be required to apply to the board for a current coaching position one (1) sports season prior to the start of the new athletic season (i.e. – fall sports coaches will need to apply during the spring in order to accurately project the coaching staff for the fall). In the event that there is no applicant for a coaching position within this time frame, the CYO Board has discretion to modify the deadlines consistent with the purposes of the CYO Organization.
3. Assistant coaches are selected by the Head Coach and are subject to the approval of the St. Francis de Sales CYO Board.
4. Coaches/Moderators must adhere to the Codes of Conduct as set by the St. Francis de Sales CYO Board and the Diocese of Philadelphia.
5. All coaches, assistant coaches and student helpers must complete the necessary background check form, participate in the Coaches Clinic Workshop, complete the Protecting God’s Children Workshop, and perform any other compliance requirements as mandated by the Archdiocese of Philadelphia, prior to coaching any team associated with St. Francis de Sales CYO.

6. Coaches shall attend at least one CYO Board meeting during or immediately following the conclusion of the sports season to provide comments and feedback to the CYO Board.
7. All equipment and uniforms are the responsibility of the respective coach. All uniforms and equipment must be returned no later than two (2) weeks after the end of the sports season. All items must be returned in the condition that they were received, subject to normal wear and tear.
8. Assigned Gym times are reserved for use by, and only by, participants of the sports program. Siblings, parents not on the coaching staff, and children of the Parish but not on the team, are not permitted to participate in the practice sessions with the team.
9. Access to the Gym is reserved for scheduled activities. Only CYO events can be held during scheduled Gym time.
10. Coaches (Head Coach and Assistant Coaches) are the only parties that should have the keys to the Gym, open the Gym, lock the Gym, and control the usage of the lights and other electronics for the Gym.
11. All facilities used should be left in the condition in which they were found. Coaches should endeavor not to leave equipment, water bottles, sports drink bottles, food or other materials in the gym at the conclusion of the gym usage.
12. Parental complaints of any type must be brought to the attention of the CYO Board.
13. Every CYO team will be required to present to the board a service project which will be approved and completed during the current sports season.
14. All coaches, assistant coaches and adult volunteers to the CYO program will be encouraged to attend mass on a weekly basis.