

**BYLAWS AND CONSTITUTION  
OF THE CATHOLIC YOUTH ORGANIZATION OF HAMILTON, OHIO, INC.**

**ARTICLE I  
NAME**

The Organization shall be known as the Catholic Youth Organization (CYO) of Hamilton, OH, Inc.

**ARTICLE II  
PURPOSE**

To provide participants Athletic and Social programs based on Catholic principles, and to serve as an extension of the Parishes to develop Christian morals and beliefs. Essential to the fulfillment of this purpose and the success of the Organization, is the accommodation of the greatest possible number of interested students in all activities, and the promotion of sportsmanship and Christian values above the pursuit of victory.

**ARTICLE III  
MEMBERSHIP**

**Section A New Parish Membership**

1. Any established Parish may apply for membership
2. A parish which seeks active membership in the CYO of Hamilton shall make a Letter of Application to the President of the Board. The letter must be signed by the Pastor, requesting active membership. Along with this document, the Pastor must submit the name of the Parish Athletic Director (for the purposes of these bylaws, the title "Athletic Director" shall be used to refer to an individual actually holding that title and office or to an individual in an equivalent position with similar responsibilities, but with a different title, i.e. Athletic Board President, Booster Club President, etc), and the name of the Parish Representatives.

**Section B Admission**

1. Admission to membership on the Board is conferred when an applicant has been appointed by his/her Parish Priest and/or Parish Athletic Director and the Secretary of the Board has been so notified.
2. Each Parish shall have at least three (3) and no more than five (5) active Parish Representatives serving on the Board, one of whom must be the Parish Athletic Director

**Section C Classification**

Two classes of Board Membership shall be:

1. Active Membership: This classification consists of the members of the Board who are Parish Representatives, i.e., those appointed by the Parish Priest and/or Parish Athletic Director.
2. Honorary Membership: Any individual chosen by the Board for their outstanding service to the CYO of Hamilton, Inc.

**Section D Duties of Active Members**

To promote the purposes of the CYO of Hamilton by attending Board Meetings, Chairing Activity Committees, and serving as an active member of other committees, and providing for manpower resources as needed to accomplish the goals of the organization.

1. To serve as an active member of at least one (1) Committee, with the Chair of the Committee serving as the monitor for the activity of each member of the Committee.
2. To share equally in the work of the Board by volunteering to serve in various capacities when the need is announced, as well as seeking competent volunteers to serve as manpower
3. To serve as a communications conduit between the Organization and their member Parish.
4. To attend all Board Meetings

**Section E Duties of Honorary Members**

To promote the purposes of the CYO of Hamilton by serving on committees, and helping to fulfill manpower needs as requested.

1. Honorary Members of the Board may not hold elected officer positions, nor have a vote at any Board Meeting, other than the Annual Meeting.

2. Honorary Members may offer counsel and advice to the Board, the Executive Committee, or any other Committee requested.
3. Honorary Members are encouraged to help by serving on committees, volunteering to provide manpower for activities, and soliciting others for needed manpower.

## **Section F**

### **Membership Disqualification**

1. Active and/or Honorary Board Members may be disqualified by reason of the following:
  - a. Failure of any active member to perform his/her duty as a Parish Representative
  - b. Removal by local parish
  - c. Resignation from the Board by the individual
  - d. In any other case in which the Board deems it to be in the best interest of the CYO of Hamilton and the young people in the Organization seeks to serve
  - e. At such time that an active member misses four (4) consecutive Board Meetings without communication with the Secretary
2. Removal procedures shall be as follows:
  - a. Must be brought to a motion as new business
  - b. The Board Secretary shall notify the Board Member in writing, and the Board Member will have an opportunity to address the Board at the next scheduled meeting
  - c. A vote shall be administered at the next scheduled meeting as old business
3. In call cases of disqualification, the Secretary will write a letter to the Parish Athletic Director informing him/her that the said Board Member is no longer a member in good standing of the Organization

## **ARTICLE IV**

### **ORGANIZATION AND MANAGEMENT**

#### **Section A**

##### **Duties of the Board**

Management and control of the Organization shall be the responsibility of all active members of the Board of Directors:

1. The Board will transact all the necessary business to make certain that the Organization is adhering to the purposes stated in this document
2. Participate in the development and approval of all rules for each specific program
3. Designate the bank and/or banks in which funds of the Board shall be deposited and determine the manner in which all checks shall be executed
4. Approve the annual report presented in August of the Financial Committee. The Committee shall consist of three (3) active members of the Board, with the President as Chair and the Treasurer as Vice-Chair. Outside consultants may be ex-officio members of Committee.
5. Each active member shall have one vote, when in attendance; the President or Presiding Officer shall serve as the tiebreaker. There shall be no voting by proxy.
6. Individuals and/or groups wishing to attend a regular Board Meeting, for whatever purpose, must request permission to attend the meeting from the President or presiding officer at least three (3) days in advance of the meeting.

#### **Section B**

##### **Protection of Children**

Member parishes shall ensure the following:

1. That any member of their Parish who, in support of the activities sanctioned by this Organization, comes into regular (as defined by the Archdiocese of Cincinnati) contact with children meet the requirements of the VIRTUS Child Protection program sponsored by the Archdiocese of Cincinnati.
2. That any individual assigned by the Parish as a Coach be at least twenty-one (21) years of age.
3. That any individual assigned by the Parish as an Assistant Coach be at least eighteen (18) years of age.

## **ARTICLE V MEETINGS:**

#### **Section A**

##### **Meetings**

1. A minimum of nine (9) meetings will be held per program year, not including special meetings. Unless otherwise announced in advance, the meetings shall be held the third Monday of the month. A program year is defined as: July through April, with meetings in July, August, September, October, November, January, February, March and April. Meetings will not be held in months of May, June or December.
2. Special Meetings may be called by the President; two (2) members of the Executive Committee; or by at

least one Parish Representative from three (3) different parishes. If a special meeting is called by other than the President, a statement must be written and signed by those who initiate the calling of a special meeting, giving a reason for the calling of the special meeting before the meeting is announced.

3. An Annual Meeting, for the purpose of electing officers for the next program year, will be held in April of each year. Time and place to be announced.

## **Section B**

### **Order of Business**

1. Officer in charge shall call the meeting to order at the established time. The succession of Officer in Charge shall be: the duly elected President, Vice President, Secretary; and Treasurer. There shall be no other designation of a presiding officer.
2. Meeting agenda shall be:
  - a. Prayer
  - b. Roll call of officers
  - c. Roll call of Parishes
  - d. Approval of minutes of the previous meeting(s)
  - e. Financial Report by the Treasurer
  - f. Committee Reports
  - g. If Annual Meeting, or meeting called for that purpose, a slate of nominees for the election of officers shall be reported by the Chair of the Nominating Committee: nominations may be accepted from the floor at the Annual Meeting;
  - h. Unfinished Business
  - i. New Business
  - j. Prayer
  - k. Adjournment

## **Section C**

### **Quorum**

At least one duly appointed Parish Representative from four (4) participating Parishes and at least one member of the Executive Committee must be present to constitute a quorum and to approve any actions of the Board. Lacking a quorum, the Board members present may discuss business and make recommendations to the full Board at the next regular and/or special meeting.

## **Section D**

### **Notice Required for Special Meetings**

1. Each Parish Representative must be notified of each special meeting at least three (3) days in advance of the meeting. Such notice will give information concerning the day, date, time, place, and purpose of the Special Meeting.
2. The presiding officer shall be designated in the same order as the presiding officer for regular meetings (Article IV, item 5).

## **Section E**

### **Minutes**

A copy of the minutes of each Board meeting and Special Board Meeting will be forwarded by the Secretary not more than fourteen (14) days following the meeting to all Parish Representatives, local Pastors, and Parish Athletic Directors. Any others with a vested interest in the Board's activities may request a copy of the minutes.

## **Section F**

### **Attendance**

Each member Parish is expected to be represented by a minimum of three (3) representatives at every properly scheduled meeting of the full Board. For every meeting at which a Parish fails to meet this minimum attendance requirement, a fine shall be levied against the parish.

## **ARTICLE VI**

### **OFFICERS AND DUTIERS**

All officers of the Board shall first be an active Parish Representative from one of the member churches that the organization serves. All officers may be elected to as many one-year terms as nominated and elected by a majority of the members present at the Annual Meeting.

## **Section A**

### **President**

1. Shall be an active Parish Representative representing a local Parish. This individual shall serve an elected term of one (1) year.

2. Shall serve as Chair of the Finance Committee
3. Shall assume all other executive duties not specifically designated in these bylaws.
4. Shall serve as the chief spokesman for the CYO Board of Directors
5. Shall assume other duties as assigned by the Board

## **Section B**

### **Vice President**

1. Shall serve an elected term of one (1) year.
2. Shall preside as President in the event of temporary absence of the President or until the office of president is filled by the elected process.
3. Shall determine that each major activity has an active Committee helping plan, control, design, provide for manpower needs, and provide adequate controls for the successful completion of the activity. The Vice President shall serve as the monitor for the functioning of each Program Committee, in consultation with the Committee Chair.
4. Shall assume other duties as assigned by the President and/or the Board
5. Attend any preseason and postseason meetings for all Sport Committees.

## **Section C**

### **Secretary**

1. Shall serve an elected term of one year.
2. Shall serve as the presiding officer if both the President and Vice President are temporarily absent.
3. Shall keep a record of all official meetings of the Board of Directors, as well as any other meetings of Board Membership where legal and/or ethical questions may need to be recorded.
4. In the even the Secretary is absent from a meeting, the President will appoint a Secretary Pro-Tem to handle the duties of the Secretary.
5. Shall meet to the requirements of mailings to the Board Membership as specified in Article V, Section D.
6. Shall assume other duties as assigned by the President and/or the Board.

## **Section D**

### **Treasurer**

1. Shall serve an elected term of one year.
2. Shall serve as the presiding officer if the President, Vice President and Secretary are temporarily absent.
3. Assume the responsibility for all funds of the Organization.
4. Keep all financial records and make written reports annually, and upon request.
5. Deposit funds of the organization and collect all deposit records
6. Advise the Board of the status of the Board's investments.
7. Shall cause all checks to be written for payment of obligations
8. Shall advise the Board regarding which financial institutions the Board should use
9. Shall assume other duties as assigned by the President and/or the Board.

## **Section E**

### **Executive Committee**

The above elected officers shall compose the membership of the Executive Board

1. All members of the Executive Board must be informed of all special meetings
2. The Executive Board will act to resolve all disputes brought before it

## **ARTICLE VI PROGRAM COMMITTEES**

### **General Requirements**

1. All individuals serving as Chairman of a Program Committee must be an active member of the CYO Board of Hamilton. Individual committees may draw on the expertise of individuals outside the Organization as deemed necessary, and these individuals may be considered members of this specific Committee. Unless otherwise stated in these bylaws the President shall approval all Committee Chairs, Vice Chairs and members.
2. Program Committees shall plan, direct, operate, and manage established programs, including but not limited to:
  - a. Assigning Workers
  - b. Hiring game officials
  - c. Purchasing concessions
  - d. Maintaining and/or security sites
  - e. Scheduling preseason and post season meetings
3. All Program Committees should meet a minimum of three times per program year.

4. Every Parish has the right to representation on each Program Committee
5. The Chairman shall act as the director of the Committee's respective activity
6. Program Committees will normally include a Chairman and up to five (5) additional members
7. The following Program Committees have been established:
  - a. Basketball
  - b. Football
  - c. Cheerleading
  - d. Adult Social
  - e. Seventh (7<sup>th</sup>) and Eighth (8<sup>th</sup>) Grade Social
  - f. Volleyball
  - g. Softball
  - h. Wrestling
  - i. Nominating
  - j. Finance
    - 1) The President and the Treasurer shall be members of the Finance Committee
    - 2) The Finance Committee is responsible for the management of the Organizations Investments
    - 3) The Finance Committee shall establish an annual operating budget, to include a budget for each Program Committee
8. When deemed necessary, additional Program Committees may be established and existing Program Committees dissolved, through a majority vote of Board members.

## **ARTICLE VII NOMINATIONS AND ELECTIONS**

1. Nominations for officers shall be made at the regular March meeting. Said nominations may be made by an active Board Member. Each nomination must receive a second. Nominations may be limited in number by the action of the Board.
2. Election and installation will take place at the Annual Meeting in April of each program year.
3. In the case of a vacancy on the Executive Board, a special election will be held within thirty (3) days, with the President serving as the Chair of a nominating committee

## **ARTICLE VIII RULE OF ORDER**

In all instances not covered by this document, "Roberts Rules of Order, Revised" will be the authority for parliamentary procedures.

## **ARTICLE IX AMENDMENT OF BYLAWS**

These bylaws may be amended by a majority vote of the active Board Members present after an amendment has been read aloud or presented in writing at two (2) consecutive meetings of the Board.

1. The proposed amendment must be brought to a motion as new business, with the proposed amendment read aloud or provided in writing
2. The Board Secretary shall enter a record of motion in the minutes and ensure all Board Members are provided a written copy of the proposed amendment
3. A vote shall be administered at the next scheduled meeting as old business

## **ARTICLE X DISSOLUTION**

If this organization ceases to exist, all monies held will be donated to the current member Parishes.

## **ARTICLE XI STATUTORY AGENT**

The Statutory Agent shall be the elected Secretary of the CYO Board of Directors. The Secretary, upon receipt of information from the Ohio Secretary of the State's Office shall provide copies of all such communication to the other members of the Executive Committee and assure that a legal continuity of the Organization is maintained.