

# Assumption CYO By-Laws

## ARTICLE 1

### Section 1.01- Registered Office

The registered office for Assumption CYO shall be 1900 Meadowbrook Road, Feasterville, Pa. 19053.

### Section 1.02 – School Year

The school year for Assumption CYO shall begin on September 1 and end on August 31.

### Section 1.03 – Fiscal Year

The fiscal year for Assumption CYO shall begin on July 1 and end on June 30.

## ARTICLE 2.

### Section 2.01 - Meetings

Assumption CYO will meet on the first Tuesday of every month, with the exception of July, in which there will be no meeting.

Notice of all CYO meetings will be posted in the church bulletin in September of each year and will be distributed to Assumption school and the PREP program. All CYO members are invited to attend board meetings.

### Section 2.02 – CYO Members

An Assumption CYO member will be defined as registered active member of the Assumption BVM parish or the Parent/Legal Guardian of a student in the Assumption BVM School.

### Section 2.03 – Special Meetings

The President of the Board may call a special meeting to transact specific board business. All board members will be provided with seventy-two (72) hours notice of this special meeting. Telephone or e-mail may provide notice. No business shall be transacted at any special meeting, except that business set forth in the notice provided by the President.

## ARTICLE 3.

### Section 3.00 – Quorum

A majority (three or more) of the board of directors shall be a quorum. If there is less than a majority at any meeting, no business may be transacted. If elected board members arrive subsequent to the commencement of the meeting, the late arriving board members with the president's assent (if they heard all sides of issue on table) will be permitted to vote.

No action may be taken by any members of the board of directors unless said action is approved by the board. An affirmative vote of the majority of all board members is required for the following items:

- disciplinary action involving a coach, parent, family member or student;
- expenditures over \$500;
- establishing new programs;
- entering into contracts with any third party.

Failure to comply with this provision shall render any acts taken by those board members as void and unenforceable.

All meetings will be run in accordance with the Robert's Rules. Every Board member, entitled to vote, must be present at the meeting to vote. There will be no voting by proxy or telephone. Each member must, when called, express consent or dissent to any proposal before the board for vote

#### **Article 4.**

##### **Section 4.01 – Board Officials**

The Board position shall be as follows:

##### **Athletic Director**

The Athletic Director shall be a voting Board member. The Athletic Director's responsibility is direct oversight of the entire Athletic Program. The President, Vice President and/or Facilities Officer will be responsible to report activities that may involve discipline, rule infractions and/or league affairs, which may affect the Assumption CYO sports program. The Athletic Director may take action that is in the best interest of Assumption CYO sports program in conjunction with President including suspension of coach, team, parent or other individual until situation can be reviewed by the Board. The Athletic Director shall be responsible for enforcing all decisions of the Board regarding disciplinary actions. The Athletic Director will attend and represent Assumption at Regional Athletic Director meetings or arrange for another Assumption representative to attend. The Athletic Director will be responsible to report to the Board at each Board meeting with regard to the status of all programs in general.

##### **President**

The President shall preside over all meetings and may call special meetings, provided notice is given in accordance with these bylaws. The President shall be the executive officer of the Board and, as such, he or she, together with the Recording Secretary, when directed by the Board shall execute any contracts and other papers pertinent to the business of the Board of Directors. The President of the Board shall, after the Board has approved and acted upon any bill or account, authorize the payment of said in conjunction with the Board Treasurer. The Board President shall in no case except as set forth in this Section, sign any order for any sum, unless it has been acted upon and approved by the majority of the Board.

##### **Vice President / Operating Officer**

In the absence of President, the Vice President / Operating Officer shall preside at all meetings, call special meetings, and when directed by the Board, shall execute contracts and other paper pertaining to Board business.

The Vice President / Operating Officer shall be responsible for completion of the CYO United Way application. The Vice President / Operating Officer shall be responsible for attending or assigning parties to attend CYO Central and Regional Meetings or trainings.

The Vice President / Operating Officer shall be responsible for providing guidance to Sport Coordinators and should ensure attendance of a board member at all season opening and closing meetings held by a Sport Coordinator. The Vice President / Operating Officer shall be responsible for recommending the Sport Coordinator for each sport to the Athletic Director. The Sports Coordinators must report to the Vice President / Operating Officer and Recording Secretary on the status of all Coach's certifications and child abuse check requirements. All Sports Coordinators are responsible to provide the Vice President/Operating Officer copies of all completed official team rosters prior to the first game. Rosters should be considered confidential but be made available to the Athletic Director and Treasurer upon request. Other board member may be provided copies at the discretion of the board.

### **Recording Secretary**

The duties of the Recording Secretary shall be to take Minutes of Board meetings and to take Minutes at Board meetings and to serve as Parliamentarian at all Board meetings. The Recording Secretary shall be responsible for creating the Agenda for all meetings and any Addendums to be added to the Agenda must be approved by the Recording Secretary. The Recording Secretary shall keep a correct and proper accounting of all proceedings of the Board and prepare such reports and accounts that are required by the Board. The Recording Secretary shall have the responsibility of the general supervision of all business affairs of the Board and shall be the custodian of all records of the Board.

The Recording Secretary shall act as the liaison with the Rectory, CYO Region 19 and CYO Central. The Recording Secretary shall report to Board and Rectory on the status of the Coach's Certifications and child abuse check requirements.

### **Treasurer**

The Treasurer shall receive all CYO funds and shall make payments as approved by the Board of Directors. The Treasurer shall be responsible for keeping all financial records, in good order, including information with regard to receipts and disbursements. The Treasurer will be responsible to make a Treasurer's Report at every Board meeting, which sets forth the finances of the Board. The Treasurer shall deposit all funds in accounts belonging to the CYO. All deposits shall be in the name of the CYO. The Board Treasurer shall settle his accounts with the CYO as often as is required by the Board of Directors. It is the duty of the Treasurer to ensure that records are available for audit at the request of the Rectory. The Treasurer should review and report on preliminary budgets submitted by the Sports Coordinators and audit final closeouts of each sport to ensure accuracy, clarity and that all documentation is provided.

### **Facilities Officer**

The Facilities Officer shall be responsible for identifying the equipment, facility and field needs of the CYO including food stand. The Facilities Officer shall have oversight and preparing the budget to address facility and field needs to be presented to the Board for full review and approval. The Facilities Officer is responsible for obtaining school district and/or other organizations' applications for renting facilities and fields, which have been approved for use by the Board. The Facilities Officer shall work directly with the Rectory on use of or other matters regarding facilities owned and operated by Assumption Parish. The Facilities Officer is responsible for oversight of the snack bar and to ensure its proper operation and accounting.

### **Information Technology (IT) Officer**

The IT Officer shall be responsible for maintaining the CYO website, [www.abvm-cyo.org](http://www.abvm-cyo.org). IT Officer's responsibilities shall include, but not be limited to: updating & maintaining the website as necessary and interfacing with the Rectory with respects to linking the CYO website to the overall Assumption B.V.M. website.

### **Development Officer**

The Development Officer shall be responsible for creation of, approval of and implementation of yearly fund raising activities to support CYO operations as well as other community activities. Developmental Officer shall conduct various community service activities for student athletes to expand the Bishop's document on Youth Ministry. These include:

1. To empower young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible participation in the life, mission and work of the Catholic faith community.
3. To foster the total personal and spiritual growth of each person.

### **Section 4.02. – Personal Liability of Directors**

No director shall be personally liable for any monetary damages for any action taken or for failure to take any action, unless said director has breached or failed to perform the duties of his/her office and the breach or failure to perform this duty constitutes self-dealing, willful misconduct or recklessness.

### **Section 4.03. – Qualifications of Directors**

Each director shall be a natural person of majority age and must be an active member of the Assumption CYO as defined by Article 2 Section 2.01.

### **Section 4.04. – Election of Directors**

The President, Athletic Director and Facilities Officer will be elected in odd years.

The Vice President / Operating Officer, Recording Secretary and Treasurer shall be elected in even years.

Each term of office will be for two (2) years. Elections will occur at the June meeting of the board of Directors. In order to be eligible to vote for a director, the CYO member must have attended at least five (5) board meetings in the preceding school year, September 1 through August 31. The Recording Secretary shall determine the eligibility of individuals to vote by keeping a notebook of all members present at every board meeting. The Recording Secretary's signature on said notebook will indicate that the attendees at the meeting as listed on that page, are accurate to the best of his/her knowledge.

### **Section 4.05. – Resignation**

Any member may resign at any time upon written notice to the CYO. The resignation shall be effective upon receipt thereof by the CYO. Resignations of board members must be accepted by the board at the board meeting immediately following the resignation.

Vacancies on the board of directors will be filled by the directors themselves, by a majority vote of the remaining members, even though this may be less than a quorum. The person selected shall be authorized to serve the balance of the unexpired term of that Director.

The Board of Directors, by a majority vote, may remove any Director, if the Board believes that such Director has failed to fulfill that individual's duties, or if that individual has missed three (3) consecutive Board meetings. The removal of any Director is at the sole discretion of the Board as a group.

#### **Section 4.06. – Board Duties – Other Appointees**

With the exception of the Athletic Director, in the scope of executing his/her duties, no Board member may act alone. Board members may only act with the approval and authorization of the Board itself, subsequent to a meeting. The Board may take no official action except at Board meetings. If, between Board meetings, the President deems that it is necessary to take action on an item, the President may, at his / her discretion, contact each Board member and ask each Board member's permission to: (a) take action on an item outside of the meeting; and (b) ask each Board member to assent to a proposed course of action. If any Board member objects to taking action outside of the Board meeting, no action can be taken on the item. If all Board members agree, then the President may poll each Board member with regard to the issue presented. The President is responsible to come to the next regularly scheduled meeting and advise the Board as a whole with regard to the action that was proposed and confirm that all Board members were consulted prior to the action being taken.

The Board reserves the right to appoint Board Members at-Large or Advisory Board members to serve for one-year terms, which are reviewed at the September meeting each year. Further, the Board reserves the right to establish a Junior Board of youths demonstrating significant involvement and commitment to the CYO sports program and Assumption community. The Junior Board Members must be juniors in High School or older.

The Coordinators are responsible for handling all issues with regard to their own sport. The Coordinators will choose the Coaches for each team and then Coaches will report directly to the Coordinator. The Coordinators are responsible to provide the Vice President / Operating Officer and Athletic Director with an approximate budget for equipment, uniforms, official and league registration fees and supplies to run their sport. In addition, the Coordinator must ensure all players and coaches are properly registered and provide completed rosters to the Vice President. The facility needs of each sport must be presented to the Facilities Officer in advance of the season in enough time to make necessary arrangements. Finally, the Coordinator will report to and work with the Developmental Officer to implement any approved fund raising activities. All fundraising must be approved in advance by the Development Officer. In his/her absence, all fundraising activities must be brought before the Board for approval.

Each Coordinator selected will be responsible for operating the individual sport or group. There will be a:

- Baseball Coordinator;
- Basketball Coordinator;
- Cheerleading Coordinator;
- Cross Country Coordinator
- Football Coordinator;
- Soccer Coordinator,
- Softball Coordinator,
- Track and Field Coordinator;

and other Coordinators as approved by the Board of Directors.

All sporting equipment and other expenditures in excess of \$50 (except uniforms) will be presented to the Facilities Officer who will make the presentation to the Board of Directors and Athletic Director as well as request approval of all purchases from the Board. Likewise, any facility expenses must be presented to the Facilities Officer and fundraising expenses to the Vice President / Operating Officer, which in turn will present such expenses to the Board of Directors.

All Coordinators must attend all Board meetings and provide the Board with a report on that sport.

**ARTICLE 5.**

**Section 5.01 – Disciplinary Issues**

Please refer to the Assumption CYO Handbook, which attached hereto as Exhibit 1.

**ARTICLE 6.**

**Section 6.01 – Scholarships for Players / Participants**

Players / Participants in need of financial assistance may have all or a portion of a sports registration fee waived. All scholarships will be confidential.

The request or an identified need should be submitted or brought to the attention of the President by the Sports coordinator. In a private meeting, the President will make a recommendation to the full Board. The full Board will review the request and approve or request additional information in order to make an appropriate decision. Names will not be revealed unless specifically requested by a Board member.

**ARTICLE 7.**

**Section 7.01. – Assumption CYO Handbook**

The Assumption CYO Handbook is an Exhibit to these By-laws. It is the responsibility of the President to periodically review and update these guidelines and present them to the full Board for review no less than biannually. The Vice President / Operating Officer is responsible to ensure that all Sports Coordinators receive a copy of the Athletic Handbook. The Sports Coordinators are responsible for meeting with coaches to review the Athletic Handbook. The Coaches are responsible for meeting with team parents, players and participants to distribute and review the Handbook.

**ARTICLE 8.**

**Section 8.01 - Guest Players**

The board will attempt to provide a place for every Assumption child on our teams. In the event that Assumption does not field a team and commensurate with the rules established by the Archdiocese and Region 19, sports coordinators are encouraged to attempt to place Assumption players with neighboring parishes. Sports coordinators must report any such efforts to the board at the next meeting.

The board also recognizes the need to help provide a place for players of neighboring parishes that do not field teams. We encourage this as long as this effort has prior board approval; are in accordance with Region 19 and Archdiocese rules and such action does not displace a member of the Assumption CYO. If time becomes an issue, the Athletic Director, at his/her discretion may request a special meeting to consider the issue.

Any Coach who permits an illegal player to enter a game will be immediately suspended. The Sports Coordinator will be held full accountable for the actions of his/her coaches in this area.