

**Catholic Youth Organization of  
Saint John Vianney**

**Bylaws**

**Article I – Name**

The name of this organization shall be The Saint John Vianney CYO.

**Article II – Purpose**

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

**Article III – Members**

Membership shall consist of the members of Cathedral of St. Catharine of Siena Parish, St. Francis of Assisi Parish, St. Paul's Parish and all members of Saint John Vianney Regional School.

**Article IV – Finance**

*Section 1:* The financing of Saint John's CYO shall be through projects designated by the CYO Board.

*Section 2:* Audit – the financial records of the Saint John's 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, Social Director(s) and District Representative.

**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

**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.

**Secretary:**

1. Record the minutes of the proceedings of the meetings of the CYO Board.
2. Furnish copies of the minutes to the respective members of the CYO Board.
3. Conduct correspondence of the CYO Board upon request.

4. Provide notification of all meetings for the CYO Board.
5. Full fill such other duties as may be requested by the President.

**Treasurer:**

1. Receive and be custodian of all funds for Cathedral 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 and annual report.
5. Fulfill 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 District Coordinator.
2. Secure coaches for all athletic activities.
3. Keep in touch with all schools, businesses and services that will help CYO athletics.
4. Coordinate scheduling of practices, games and league/team fees.
5. 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).
6. Be responsible for handing out and collecting all uniforms and equipment.
7. Ordering (with the consent of the CYO Board) and making sure that there are sufficient numbers and sizes of uniforms for all participants.

**Social Activities Director(s):**

1. Coordinate the organization of all social activities.
2. Communicate the activities and dates with the school.
3. Operate and maintain the supplies for the CYO snack bar sub-committee.

**District Representative:**

1. Attend all District (currently District 2) meetings on behalf of the CYO Board.
2. Report to the board all the information provided at the District meetings.
3. Represent the interests of Saint John's CYO at all District meetings and functions.

**Parish Representatives (4):**

1. Four Representatives: Two (2) representatives from the Parish of St. Francis of Assisi, Allentown, PA and two (2) representatives from the Parish of St. Pauls, Allentown, PA.
2. Considered equal members in status with regard to the ability to vote on issues that are to be considered by the CYO Board. Thus also eligible to all the rights and privileges that are provided and enjoyed by all current CYO Board Members.
3. Not unlike other CYO Board positions, Parish Representatives will be assigned various committee functions and tasks, as well as, be available to fulfill any other duties as may be assigned by the President.

## **Article VI – Nominations and Elections**

*Section 1:* Three (3) member nomination committee, one (1) being the chairperson, shall be elected, by voice vote, at the General Meeting in March.

*Section 2:* The committee shall present nominations to the CYO Board in April of the election year.

- A. At the May general meeting and at the election meeting, further nominations may be made from the floor.
- B. The consent of the nominee is required.
- C. Each candidate may have (2) minutes to make a general statement.

*Section 3: Election and Terms*

- A. Elections may be by ballot at the General Meeting in May.
- B. Those members who have attended a minimum of one half (1/2) of the general meetings in the election year shall be eligible to vote.
- C. A majority of votes cast shall elect.
- D. Officers shall assume office June 1, for a term of three (3) years, or until their successor is elected.

*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.

## **Article VII – CYO Board**

*Section 1: Duties*

- A. Have general supervision over the affairs of the Saint John's CYO.
- B. Plan, initiate and coordinate actions deemed necessary to further the purpose of the Saint John's CYO.
- C. Be responsible for the financial affairs of the Saint John's 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.

*Section 2:* The CYO Board may adopt rules for the purpose to assist in conducting the business of the Saint John's CYO, provided they do not conflict with the Bylaws and policies of the Saint John's CYO, District 2 CYO Bylaws or the CYO of the Diocese of Allentown

*Section 3:* Meetings. Meetings of the CYO Board shall be held on twice per month, with general meetings once per month at a time, and place as the President may determine.

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

### **Article VIII – Disciplinary Procedure**

All coaches and participants are obligated to attain proper conduct as stated in the Diocese Code of Conduct and Saint John’s 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 Saint John’s 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 Saint John’s CYO Board within seven (7) days of the receipt of the report.

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

*Section 3:* The Saint John’s 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 Saint John’s CYO Board is final. The decision of the Saint John’s 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 Saint John’s CYO Board shall be governed by the rules contained in the Robert’s Rule of Order in all cases to which they are applicable 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 Saint John’s CYO. The method to be used in each situation shall be determined by a majority vote of the Saint John’s 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 Saint John's CYO Board for a vote.

- Section 1:* The Saint John's CYO Board will vote on all motions made by the members, and either accept or reject the motion.
- Section 2:* On tied votes the Saint John's 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

## **Article XI - Rules and Guidelines for the Saint John's CYO**

1. Coaches/Moderators are selected and approved by the Saint John's 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).
3. Assistant coaches are selected by the Head Coach and are subject to the approval of the Saint John's CYO Board.
4. Coaches/Moderators must adhere to the Codes of Conduct as set by the Saint John's CYO Board and the Diocese of Allentown.
5. All coaches, assistant coaches and student helpers must complete the necessary background check form, participate in the Coaches Clinic Workshop, and complete the Protecting God's Children Workshop, prior to coaching any team associated with Saint John's CYO.
6. All equipment and uniforms are the responsibility of the respective coach. All uniforms and equipment must be returned no later that two (2) weeks after your season has ended. All items must be returned in the condition you received them, subject to normal wear and tear.
7. Your assigned Gym time is reserved for use by, and only by, your participants. Siblings, parents not on the coaching staff, and children of the Parish but not on your team, are not permitted to participate in the practice sessions with your team.
8. Access to the Gym is reserved for scheduled activities. Only CYO events can be held during your scheduled Gym time.
9. 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.

10. All facilities used should be left in the condition you found them. Do not leave equipment, water bottles, sports drink bottles, food or other materials in the gym for the next person to clean up.
11. Parental complaints of any type must be brought to the attention of the board.
12. 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. These service projects will be held separately from any service hours required for the sacrament of Confirmation.
13. All coaches, assistant coaches and adult volunteers to the CYO program will be required to attend mass on a weekly basis. Failure to attend mass on a weekly basis after a verbal warning will result in your removal from the currently held position.
14. Regarding coaches that have attended the Diocesan required "Coaches Clinic", shall be entitled to a reimbursement: "From this day forward, any coach that pays for and attends the mandatory Coaches Clinic, offered by the Diocese of Allentown, shall be reimbursed for his/her expense of the registration fee".

### **Article XII - Gym Scheduling**

*Please note CYO scheduling is secondary to the  
Saint John's Regional School and Cathedral Parish functions.*

Gym Scheduling will be done in the following order alternating odd and even years for first selection by the boys and girls teams to choose their respective gym times.

1. 7<sup>th</sup> & 8<sup>th</sup> Grade Boys A/B (boys choose first during odd years)
2. 7<sup>th</sup> & 8<sup>th</sup> Grade Girls A/B (girls choose first during even years)
3. 5<sup>th</sup> & 6<sup>th</sup> Grade Boys
4. 5<sup>th</sup> & 6<sup>th</sup> Grade Girls
5. 3<sup>rd</sup> & 4<sup>th</sup> Grade Boys
6. 3<sup>rd</sup> & 4<sup>th</sup> Grade Girls
7. Cheerleading
8. High School Boys & Girls Basketball

*The process of selecting Gym Times will be as follows:*

1. 7<sup>th</sup> & 8<sup>th</sup> Grade A Team coaches will select two (2) practice days and times each. Each successive group will select one day and time. The 7<sup>th</sup> & 8<sup>th</sup> Grade A Teams will then select a third day and time, followed by the balance picking their second time.
2. Any coach or representative who is not present at the meeting that the schedule is completed will select their time from whatever is available.