

**BYLAWS
OF THE
CATHOLIC YOUTH ORGANIZATION
FOR
JOHNSON AND WYANDOTTE COUNTY**

ARTICLE I: PURPOSE OF MISSION STATEMENT

1.1. **Purpose.** The purpose of the Catholic Youth Organization for Johnson and Wyandotte County (“CYO”) is to organize, coordinate, foster, and encourage activities, especially athletic, for all youth of Archdiocesan parishes that participate in accordance with Christian Sportsmanship standards.

1.2. **Mission Statement.** The mission of CYO is to offer our grade- and high-school youth the opportunity to participate in sports and other activities for the benefits of individual and team-based competition. We encourage participation by students of all levels of ability and consider participation to be the primary reason for the organization. Winning is of lesser importance than respectfulness, ethical behavior, and developing a spirit of trust and concern for teammates and opponents. CYO’s goal is to develop participants with an understanding of God’s continuing love for them and their value as an individual. All adults associated with this program should uphold Catholic values and do what is best for the children at all times. CYO seeks to ensure the protection of our children by requiring that all adults be in compliance with all requests of the Archdiocese. CYO’s further goal is to provide training and other opportunities for adults to become better role models for the children.

ARTICLE II: BOARD OVERSIGHT AND RESPONSIBILITIES

2.1. **Board Function and Oversight.** The Executive Board (“Board”) of CYO shall serve as the governing body of the organization and shall be responsible to the Regional Pastoral Councils of Johnson and Wyandotte Counties (“Regions”).

2.2. **Responsibility.** The responsibilities of the Board are:

- (a) To oversee all CYO programs and to provide for their proper direction;
- (b) To secure and maintain the services of a qualified CYO Executive Director;
- (c) To annually review CYO programs and the performance of the CYO Executive Director;
- (d) To determine policy for all programs under its sponsorship;
- (e) To approve policy and rules changes to CYO’s Rules of Competition (“Rules”) after consideration by the Athletic Directors (ADs);
- (f) To provide for fiscal management of the CYO programs;

- (g) To secure funds for the operation of all programs under its sponsorship;
- (h) To serve as the final review board and decision maker in disputes involving CYO programs;
- (i) To prepare and send to the Regions an annual report on the state of the CYO including but not limited to budget, human relations issues the annual review of the performance of the Executive Director and status of the programs; and
- (j) To carry out all such other duties as set forth in these Bylaws or as directed by the Regions.

2.3. **Effective Date.** These Bylaws shall become effective immediately upon final approval by the Board after completing the process in Rule 9.1.

ARTICLE III: BOARD MEMBERSHIP

3.1. **Board Membership.** The Board shall be composed of the following members:

- (a) A Priest (the “Priest”) selected by the Regions. The Priest shall serve as requested by the Regions.
- (b) Seven (7) Kansas Parish Representatives shall be elected by the Athletic Directors of the parishes served by this Organization, as described below (the “Parish Representatives”). Four (4) shall be from Johnson County and three (3) shall be from Wyandotte County.
- (c) If the Missouri parishes have more than three participating parishes for grade school sports they are entitled to a Representative from Missouri (Missouri Representative) to vote on rules for those sports in which they participate.
- (d) One appointee (Priest Appointees) for each Region selected by and serving as requested by their respective Regions.
- (e) The Athletic Director Representative, as defined below in Section 6.4.

3.2. **Priest Appointee Terms.** Priest Appointees shall serve a two (2) year term. A Priest Appointee is limited to three (3) consecutive terms of service. Priest Appointees shall be reconfirmed or replaced by the Region so that they may attend the first meeting after July 1.

3.3. **Kansas Representative Terms.** The term of office for the Kansas Parish Representatives shall be for two (2) years. Each Kansas Parish Representative is limited to two (2) consecutive terms.

3.4. **Missouri Representative Terms.** The Missouri Representative shall be nominated and elected by the participating Missouri ADs at the spring meeting for the next academic year

and shall serve a one (1) year term. The Missouri representative shall be limited to three (3) consecutive one-year terms. The Missouri Representative may, but is not required to be, an AD but must be a member of a participating parish. Any employee of the Parochial League shall not be eligible to be a Missouri Representative.

3.5. **Term Specifics.** Unless appointed pursuant to 3.9, all terms will begin with the first meeting scheduled after July 1. If any meeting is held after an election but prior to July 1, the newly-elected members may attend and participate but will not have a vote on any matters. All Priest Appointees and Kansas Representatives shall be a member of a parish in the region. During the term of office, no Priest Appointee or Kansas Parish Representative shall be a CYO athletic director or sports coordinator at a parish. When a Board member has reached the term limit, the Board member shall not be eligible for election or appointment for a period of two (2) years from the end of the term.

3.6. **Election Procedures.** Election will be by the parish athletic directors of each Region at the Spring meeting. An announcement soliciting nominees shall be placed on the CYO website no later than March 15 of the year of the election. Any nominee may submit a personal statement of up to 200 words about their interest in CYO to the CYO office and all nominees shall be placed on the ballot. All persons seeking nomination shall also obtain a written endorsement from a parish AD or Priest in the Region in order to be nominated.

If the number of nominees is less than the number needed, the Nominating Committee shall solicit additional people to serve. Nothing herein shall be construed as prohibiting a Board Member from recruiting and soliciting potential nominees. If the number of nominees is the same as the number of vacancies, the nominees shall be elected. In the event the number of nominees for any particular vacancy exceeds 4 times the number of vacancies, there shall be a runoff election to narrow the field to the top 2 times the number of vacancies. Then, there will be an additional election as set forth above.

The ballots will be counted by at least one of the Priest Appointees to the Board.

3.7. **Conflicts of Interest.** No person who receives compensation, directly or indirectly, from the CYO is eligible for Board membership.

3.8. **Officer Members.** The administrative officers (Executive Director, Treasurer) are ex-officio, nonvoting members of the Board.

3.9. **Board Vacancies.** Vacancies of elected members of the Board will be filled by appointment of the Board. The member shall serve the remaining term of the vacancy and shall be eligible to be reelected once.

ARTICLE IV: OFFICERS

4.1. **Officers.** The Officers of the Board shall consist of a Chairperson, Vice Chairperson, a Secretary, and such other officers as may be determined by the Board (the "Officers"). No person may hold more than one (1) officer position.

4.2. **Election and Terms.** Except as provided below, the Officers shall be elected by a majority of the Board at the Fall meeting. The Chairperson and Vice Chairperson shall each serve for a period of one (1) year and each shall be limited to two (2) consecutive terms in the same office. The Secretary shall serve for a period of one (1) year but shall not be limited to a certain number of terms. The Board shall call a special meeting, as soon as is practical, to appoint a Board member to fill any Officer vacancy, however created. Such appointed Officer shall serve for the remainder of the term of such Officer whom they replaced.

4.3. **Chairperson.** The Chairperson shall preside at all meetings of the Board, shall be responsible for the coordination of the activities of the Board and shall be responsible for calling and conducting all meetings of the Board. The Chairperson shall be responsible for coordinating with all committees to conduct the annual review of the CYO programs and shall submit, at least annually a report (See 2.2(i) above) to the Regions. The Chairperson shall perform such other duties as may be prescribed by the Board from time to time.

4.4. **Vice Chairperson.** The Vice Chairperson shall assist the Chairperson in his/her duties and, or in the event of his/her absence, disability or refusal to act, perform all the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson.

4.5. **Secretary.** The Secretary shall cause to be prepared an agenda and minutes of any Executive Board meeting or other meeting as requested by the Chairperson. The Secretary shall be responsible for ensuring the accuracy of the minutes, ensuring that the proper records are posted on the CYO website. All other official records shall be stored in the CYO office.

ARTICLE V: MEETINGS OF THE BOARD

5.1. **Quarterly and Special Meetings.** The Board shall meet at least quarterly at such time and place as the Board shall determine (the “Board Meetings”). Unless otherwise provided herein, matters, including sport-specific proposals, may be considered by the Board at any Board Meeting. Special meetings can be called at the discretion of the Chairperson, or at the request of at least five (5) members of the Board at any time and place determined by the requestor(s).

5.2. **Notice of Meetings.** A notice of Board Meetings, stating the place, day, and hour of the meeting, shall be provided to each member of the Board and posted on the website at least thirty (30) days before the date on which the meeting is to be held. At least seven (7) days before each Board Meeting the notice on the website shall be updated to include the full agenda of the forthcoming meeting and any non-privileged, non-personnel related material submitted to the Board. Notice of any special Board Meeting, stating the place, day, and hour of such meeting, shall be provided to each member of the Board and posted on the website as soon as is reasonably practical after the special meeting is called.

5.3. **Board Action Without Meeting.** Any action required or permitted to be taken at a Board Meeting may be taken without a meeting if at least 8 Board members consent and approve thereto in writing and vote unanimously on the action.

5.4. **Testimony.** Any matter before the Board shall be presented by the appropriate committee through its chair or the chair’s designee, the person or persons affected or AD. Any

Board member shall have the authority to request and have heard testimony from any other interested person subject to reasonable limitations imposed by the Chairperson.

5.5. **Board Action on Rules.** Except as provided herein, all proposals for policy/rule changes as published in the Rules must be transferred to the Policy and Rules Committee as provided below. The Board may make policy/rule changes on its own and without the evaluation and recommendation of the committee only upon the determination (the extenuating circumstances detailed in writing and recorded in the minutes) that such action is necessary to prevent irreparable harm to the Organization, the Board, any CYO program, or any parish member, or to avoid serious injury to any individual.

5.6. **Voting.** A Board action requires a quorum at a Board Meeting, shall consist of a majority of all the Board members entitled to vote on a matter. Each Board member shall be entitled to one (1) vote on all questions coming before the Board, except that the Missouri Representative shall have a vote for only those matters affecting the CYO programs in which Missouri participates. A vote of a majority of the Board members at which a quorum is present shall be the act of the Board.

5.7. **Open Meetings.** Except as provided herein, all Board Meetings shall be open to any member of a parish served by the Organization. The Board can conduct a Board Meeting or part of a Board Meeting in private, if two-thirds (2/3) of the quorum Board affirmatively votes to hold a private executive session. Private executive sessions should only be held for personnel, budget or other sensitive matters. The Board shall state in the minutes the reason for the private executive session. Such a private executive session shall not be open to parish members.

5.8. **Minutes.** As soon as practical after any Board Meeting, the minutes of any Board Meeting shall be posted on the website.

ARTICLE VI: EX-OFFICIO OFFICERS

6.1. **Ex-Officio Administrative Officers.** The Board shall oversee a salaried executive officer who shall have the title of Executive Director and a salaried financial manager who shall have the title of Treasurer. Nothing herein shall prevent the Executive Director, with Board approval, from hiring additional staff, if necessary. The Executive Director and Treasurer are ex-officio, nonvoting Representatives to the Board, whose terms and conditions of employment shall be at the discretion of the Board's majority.

6.2. **Executive Director.** The Executive Director shall be the chief executive officer of the CYO and shall, subject to the direction and under the supervision of only the Board, have general charge of all management functions, operations, and administration of the CYO and its programs. The Executive Director shall be responsible for all administrative and clerical work necessary for the Board and the CYO programs. The Executive Director shall be an ex-officio member of the Protest/Discipline, Budget/Finance, and Policy and Rules Committees. The Executive Director shall provide any reasonable assistance as requested by or through the Board.

6.3. **Treasurer.** The Treasurer shall supervise the funds, receipts, and disbursements of the CYO and shall be the fiscal manager for the Board. The Treasurer shall keep correct books of account and other documents pertaining to the fiscal operation of the CYO, shall render to the

Board, whenever requested, but at least once per year, an account of the financial condition of the CYO, and shall perform any other duties as from time to time may be assigned by the Board. The Treasurer shall be an ex-officio member of the Budget/Finance Committee and shall work with such committee in drawing up the annual budget for approval by the Board. The Treasurer shall provide for the disbursement of all CYO athletic funds as provided in the budget approved by the Board. The Treasurer shall assist the Board's Secretary in maintaining the relevant documents.

6.4. **Other Officers.** The Board may, in its discretion, create additional ex-officio officer positions to aid the organization to carry out its Mission.

ARTICLE VII: PARISH ATHLETIC DIRECTORS

7.1. **Athletic Directors generally.** Each Parish participating in CYO sports shall procure the services of a person to act as their Athletic Director (AD or collectively ADs). Parishes that combine for CYO may have as many Athletic Directors as necessary but shall only have one official Representative at the CYO AD meeting and shall only receive one vote.

7.2. **Meetings.** The ADs shall have a minimum of 5 meetings per year at such time and place determined by the Executive Director with input from the ADs. The meetings shall take place at least two weeks prior to regularly scheduled Board meetings and once in August for organizational and other purposes. At the written request of 10 ADs, a special meeting may be called at any time and place determined by the requesting ADs.

7.3. **Voting.** A quorum at any meeting of the ADs shall be a majority of all parish ADs. Any persons sharing responsibility for an AD position shall be given one vote. The vote of a majority of the ADs present at a meeting shall be the act of all ADs.

7.4. **Athletic Director Representative.** At the August meeting, the ADs shall elect, by majority vote, a Athletic Director Representative. The Athletic Director Representative shall serve a one year term with a maximum of three consecutive terms. If the Athletic Director Representative should lose the position of parish AD, the remaining ADs will elect a new Athletic Director Representative. The Athletic Director Representative shall be responsible, with the assistance of the Executive Director, for running the AD meetings during the year. The Athletic Director Representative will also be a non-voting member of the Board as set forth in Section 3.1(d). The Athletic Director Representative will also coordinate with the Board Chairperson to provide any feedback and input into the CYO programs and the Executive Director for the annual report as provided in Section 2.2(i).

ARTICLE VIII: COMMITTEES

8.1. **Nominating Committee.** In the event a nominating committee is necessary pursuant to Section 3.5 above, the committee shall consist of three Board Members as approved by the Board. The Chairman of the nominating committee will be the Priest Appointee for the Region where the election takes place.

8.2. **Standing Committees.** The following are the standing committees of the Board and members are selected by a vote of the Board each year:

8.2.1 **The Protest and Discipline Committee.** This committee shall be responsible for investigating all matters of alleged misconduct of anyone involved in CYO activities. This committee shall be responsible for rendering decisions on appeals concerning ejection of coaches, players from games and any non-monetary matter.

8.2.1.1 The Protest/Discipline Committee shall be composed of three members of the Board. Because certain decisions may be needed quickly, the Chairman is authorized to replace a member of this committee if a regular member cannot attend. The Committee shall meet whenever necessary. All decisions shall be rendered promptly and communicated to all interested parties.

8.2.2 **The Human Resources Committee.** The Committee shall assist the Board in conducting an annual evaluation of the Executive Director and shall make recommendations to the Board on salary and other issues as they pertain to performance. The Committee shall also coordinate with the Chairperson to provide input for the report to the Regions.

8.2.2.1 The Human Resources Committee shall be composed of three voting members of the Board. The Committee shall meet at least twice a year. The Chairperson or a majority of the members of the Committee may call special meetings whenever necessary.

8.2.3 **Budget/Finance Committee.** This committee shall be responsible for the determination of a yearly budget to be approved by the Executive Board and for submission of approved budget to the appropriate funding agencies; and for the acquisition of additional funds. The committee shall also be responsible for long-range budget forecasting and planning. The committee shall establish organizational controls, engage an auditor to examine the books and records of the organization and make an annual report. The committee shall engage an audit at least every five years (or in accordance with Archdiocese policy) to determine whether the appropriate internal controls are being observed and followed.

8.2.3.1 The composition of this Committee shall be comprised of three members of the Board. At least one Board member must be from each Region. The Executive Director and the Treasurer shall serve as an ex-officio member of this committee.

8.2.4 **Seeding Committee.** This Committee shall be responsible for seeding teams into the appropriate competitive division or into the appropriate tournament. The Committee shall strive to place teams into league divisions or tournament brackets based upon their ability to ensure that all teams in a particular division are competitive. The Committee has the discretion to move teams up or down to meet the needs and goals of the CYO. The Committee shall meet twice for basketball, before the season and before the postseason tournament. The Committee may also meet when asked by the Board chairperson.

8.2.4.1 The Committee shall be made up of the parish athletic director or his/her nominee for every parish that has a participating team. Each parish shall have one vote when its Representative attends the committee meeting. The Chairperson shall be appointed by the Board.

8.2.5 **Policy and Rules Committee Responsibilities.** This Committee shall be responsible for conducting business necessary to operate the regular rules of the sports programs. The Committee shall identify necessary rule or policy changes, evaluate proposed rule or policy changes, and make ultimate recommendations to the Board on the structure and content of the rules.

8.2.5.1 **Membership.** The Committee shall be made up of the parish athletic directors and chaired by the CYO Executive Director. All policy and/or rules change proposals considered by this committee must be submitted by a member of the committee.

8.2.5.2 **Change Proposals.** Rule change proposals to be considered for the next school year, shall be received in the CYO Office no later than 12:00 noon on the third Wednesday of January, of the current school year. The proposals shall be made available to the members of the committee within approximately seven days following the deadline above.

8.2.5.3 **Hearing.** The committee will hold a hearing on any proposals to be considered on the third Thursday of February following the January deadline above. Any member of a CYO parish shall be given the opportunity to address the committee on the proposed rule changes.

8.2.5.4 **Final Form.** The member(s) submitting a proposal may change the proposal, or similar rule change proposals may be consolidated into a single proposal, into a final form that will be voted on by the Policy / Rules Committee. The final form must be submitted to the CYO Office within ten (10) days following the hearing.

8.2.5.5 **Vote.** The vote by the Policy and Rules Committee will be taken following the Spring Parish Athletic Directors Meeting. All proposals recommended by the Committee shall be placed on the agenda of the next Executive Board Meeting.

The vote of a majority of ADs present at a meeting or by email ballot shall constitute the decision of the Committee. The Missouri Parishes participating in football, high school basketball or high school volleyball are considered member parishes when voting on rule changes in those areas. A parish athletic director unable to

attend the meeting may submit his or her vote on agenda items. The vote must be submitted in writing or e-mailed before the meeting. Only those proposals receiving majority support shall be considered a recommendation by this committee

ARTICLE IX: MISCELLANEOUS

9.1. **Amendment.** These Bylaws may be altered, amended, or repealed and restated at any Board Meeting if:

- (a) Such change was communicated to the Athletic Directors and the Priests of the Region and posted on the website at least 60 days before such proposal is considered by the Board. Any Athletic Director that makes a written request to be heard on a proposed Bylaw change shall be given that opportunity at the Board meeting where the Bylaw change is being considered. Any other interested person shall have the right to request, in writing from the Chairperson to be heard on the change and requests shall not be unreasonably denied; and
- (b) After hearing all comments, a majority of all Board members must approve of such change at a Meeting or in writing or electronically before the meeting.

9.2. **Bylaws Govern.** To the extent that any power, duty, responsibility, right, or privilege is granted by these Bylaws, only an amendment to these Bylaws can add, alter, or remove any such power, duty, responsibility, right, or privilege. Amendment of the Rules of Competition shall not otherwise affect these Bylaws and in the event of a conflict, the Bylaws control.

9.3. **Publication of Personnel.** The names of all Board, Parish Athletic Directors and Committee members shall be listed on the website as soon as practical after their election or appointment.

9.4. **Communication.** Except as provided herein above, all communication with or to the Board and/or its members, or any committee may be emailed to cyo74@kc.rr.com or addressed and sent to the following address:

CYO
P.O. Box 2707
Shawnee Mission, Kansas
66201

Communications addressed to the Board, Board members, committees or committee members shall be forwarded to the appropriate individuals.