

GREATER CINCINNATI CATHOLIC YOUTH SPORTS – ORGANIZATION BYLAWS

ARTICLE I: MEMBERSHIP

Section I: Qualifications

Membership is open to all parishes/schools who ascribe to the provisions of the Cincinnati Archdiocese Charter on Youth Athletics. Parishes/schools wishing to become members of the GCCYS must fill out the New Membership Application and submit it to the GCCYS board.

Section II: Representation

Each member parish/school shall have one (1) vote. Votes must be cast in person. Only members in attendance at a meeting can cast a vote. Voting via proxy is not allowed.

Section III: Dues

There are no annual dues charged for GCCYS membership.

ARTICLE II: EXECUTIVE COMMITTEE

Section I: Definition

The business and operation of the GCCYS shall be managed and controlled by a board of seven (7) officers who shall be elected by a plurality vote of the members at the election meeting. In addition to the seven officers, the Board will include a Director for each member sport. The positions are done on a volunteer basis. No compensation, beyond nominal gifts (\$50 or less) shall be provided to league officers.

Section II: Term of Office

These positions will be elected to a two (2) year term. After two (2) consecutive terms, and officer may NOT submit for a third term unless no other members are seeking the position.

Section III; Vacancies

In case of any vacancy on the Committee, a successor for the un-expired term shall be elected by the membership.

Section IV: Meetings

Executive Committee meetings shall be held at a time and place called by the President. A simple majority of the directors present at a scheduled meeting shall constitute a quorum.

Section V: Officer Duties

A. President

- a. Understands and promotes the Archdiocese of Cincinnati's Charter on Youth Athletics in all actions of the GCCYS board
- b. Provides general supervision of the affairs and activities of the GCCYS organization
- c. Approves administrative processes, fees and budgets and shall be one of the co-signers on the organizations Banking accounts
- d. Ensures adequate insurance for the organization is in place and current
- e. Reviews and interprets the GCCYS Charter and By-laws, subject to approval of the GCCYS board
- f. Serves as a member ex-officio on all GCCYS committees
- g. Reviews appeals made to the GCCYS board. To fulfill this role, the president may compel representatives from member parishes/schools deemed to have information on the issue to meetings or hearings

- h. Schedules and presides over regular board meetings
- i. Approves and signs all Board-approved contracts on behalf of the GCCYS
Serves as the chief spokesperson for the GCCYS Board
- j. Assumes all other executive duties not specifically designated in the GCCYS bylaws
- k. Assumes other duties as assigned by the GCCYS Board

B. Vice President

- a. Presides as President in the event of temporary absence of the President or until the office of president is filled by the election process.
- b. Responsible for overseeing and coordinating issues with the various League Coordinators
- c. Understands and promotes the Archdiocese of Cincinnati's Charter on Youth Athletics in all actions of the various Sport Committees
- d. Attends any preseason and postseason meetings for all League Committees.
- e. Responsible for overseeing the development of the annual GCCYS budget in conjunction with the Treasurer
- f. Shall be one of the co-signers on the organizations Banking accounts
- g. Assumes other duties as assigned by the President and/or the Board

C. Secretary

- a. Shall serve as the presiding officer at board meetings if both the President and Vice President are temporarily absent.
- b. Keeps a record of all official meetings of the GCCYS Board, as well as any other meetings of Board Membership where legal and/or ethical questions may need to be recorded.
- c. Shall distribute meeting minutes to all member parish/school representatives within one (1) week of the meeting date
- d. Shall retrieve all messages (phone or e-mail) on a daily basis and direct it to the appropriate board member for follow-up
- e. In the event the Secretary is absent from a meeting, the President will appoint a Secretary Pro-Tem to handle the duties of the Secretary.
- f. Shall maintain / store and distribute, as needed, all documentation pertinent to the activities of the GCCYS Board, including but not limited to league charter, by laws and member contact lists.
- g. Shall assume other duties as assigned by the President and/or the Board.

D. Treasurer

- a. Shall serve as the presiding officer at board meetings if the President, Vice President and Secretary are temporarily absent.
- b. Has the authority to make all deposits and withdrawals subject to the approval of the GCCYS Board.
- c. Responsible for picking up all association mail and distributing the mail to the appropriate board member
- d. Maintains and files all banking information.
- e. Shall be the primary cosigner and contact for the GCCYS financial institution and all third party accounting and bookkeeping firms (for monthly reporting and annual tax returns).
- f. Provides regular financial reports to the GCCYS Board (financial reports should be presented at every regular board meeting and should also be available on demand)
- g. Develops the annual GCCYS budget (with oversight by the Vice President)
- h. Advises the Board of the status of any of the Board's investments.
- i. Shall assume other duties as assigned by the President and/or the Board

E. Governance Director

- a. Responsible for maintaining the charter and bylaws of the GCCYS organization subject to the approval of the GCCYS Board.
- b. Sets the annual due date for league membership applications
- c. Defines and communicates all rules related to league membership and player eligibility subject to the approval of the GCCYS Board.
- d. Processes all member applications and develops the overall league contact list with the GCCYS secretary
- e. Presides over all league exception meetings (which addresses any eligibility/membership questions)
- f. Assists League Coordinators in addressing protests and grievances
- g. Shall assume other duties as assigned by the President and/or the Board

F. League Structure/Operations Director

- a. Serve as Chair of the League Structure Committee which establishes the structure under which sports programs are operated subject to the approval of the GCCYS Board; this includes but is not limited to
 - i. Defining levels / divisions of play for each sport
 - ii. Choosing the method for scheduling each sport
 - iii. Creating and distributing the forms required by each sport (these may include but are not limited to Gym availability forms, League Registration forms, Roster forms, and Medical & Liability forms) to League Coordinators
 - iv. Sets requirements for uniforms, equipment and facilities
 - v. Acquire league trophies/awards
- b. Acts as the liaison between the individual sport committees and any third party scheduler.
- c. Acts as the liaison between the individual sport committees and any third party referee assigner.
- d. Shall assume other duties as assigned by the President and/or the Board.

G. Rules Director

- a. Makes changes to league rules subject to the approval of the GCCYS Board.
- b. Maintains and distributes rules documentation in conjunction with League Coordinators
- c. Interprets Rules and fields any questions related to rules interpretation submitted by the League Coordinators
- d. Shall assume other duties as assigned by the President and/or the Board

H. Spiritual Liaison

This role is intended to help everyone in the organization stay focused on the mission of the Charter on Catholic Youth Athletics. The Spiritual Liaison will encourage everyone in the organization to take responsibility for the spiritual and religious components, including officers, board members, coaches, parents, fans and young athletes. He/She will work closely not only with the Office of Youth & Young Adult Ministry, but also the Archdiocesan Youth Athletics Commission and other Spiritual Liaisons to provide the resources that people in the athletics organization will need to keep it closely aligned with the mission.

The bottom line: Spiritual Liaisons must know, understand, and be in full support of the above mission statement, and be willing to encourage and support the rest of the organization in living it out.

I. League Committees/Coordinators

Each sports league (defined below) offered by the GCCYS will be managed by a League Committee led by a League Coordinator. The League Coordinator must be

voted in by a majority vote of the GCCYS board annually. The Coordinator can serve an unlimited number of one (1) year terms. League Coordinators are not members of the Executive committee. League Coordinator is a volunteer position and he/she will not receive any compensation for their role. League Coordinators may solicit assistance from other board members or approved members of a GCCYS parish/school to form a league committee.

Each committee is responsible for organizing and managing each season of a GCCYS sport. This includes, but is not limited to:

- Establishing key league dates for each season of the sport:
 - Team Registration Due Date
 - Gym Availability Form Due Date
 - League Start and End Date
 - Practice Start Date
 - Tournament Dates
 - Exception Meeting Date
- Proposing Rule changes (to be voted on by the Board)
- Receive and Organize league registration forms from member parishes/schools
- Work with the League Structure Director to organize and schedule the sports season
- Work with the League Structure Director to arrange referees for all sporting events
- Provide guidance on tournament scheduling
- Act as the primary contact for all questions related to the sports season
- Collect all league feedback for the sports season

League Committees with Coordinators will be formed for the following sports:

- Girls Fall Volleyball
- Girls Fall Basketball
- Boys Basketball
- Boys Volleyball
- Girls Winter Volleyball
- Girls Winter Basketball

ARTICLE III: FINANCE

Section I: Banking

Any funds received by the GCCYS are to be deposited in a bank approved by the Executive Committee and may be withdrawn on the signature of the GCCYS President and Treasurer.

Section II: Fiscal Year

The fiscal year for the GCCYS shall begin on July 1st and end on June 30th.

Section III: Reporting

As part of the monthly member meeting, the Treasurer will provide reporting on the GCCYS financial status including, but not limited to, a discussion on the income & expenses incurred for the reporting period, any outstanding debts or obligations, and any other pertinent information.

Section IV: General Policies

- The funds of this association shall be used to further the purpose expressed in the Archdiocese Charter on Youth Athletics and the GCCYS mission.
- Only the Treasurer, upon the approval of the Executive Committee, shall be authorized to disburse funds.
- The President shall have the authority to authorize expenditures up to two hundred and fifty dollars (\$250.00) when it is not feasible to call a special meeting of the Executive Committee. A report of these expenditures shall be given during the next member meeting.
- The GCCYS is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code, and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, and funds or property remaining shall be turned over to the Archdiocese of Cincinnati.
- The Treasurer shall authorize payment by check of all debts of the GCCYS within thirty (30) days after receipt or on approval by the Executive Committee.

ARTICLE IV: BASIC POLICIES OF OPERATION

Section I: Meetings & Attendance

- Member meetings will be scheduled to occur on the last Wednesday of every month, and be held at the Dan Beard Scout Achievement Center (10078 Reading Rd, Cincinnati OH 45241) at 6:30pm. If the date, time or location is changed, the change will be sent out to the membership as early as feasibly possible.
- Attendance Policy
 - All members are expected to have an authorized representative (Booster President or appropriate delegate) at every meeting
 - If a member organization misses 2 meetings in a fiscal year, they will receive a notice from the GCCYS and their school/parish will be notified
 - If a member organization misses 4 meetings in a fiscal year, their voting privileges will be revoked. Reinstatement of those privileges will not be granted until the organization shows the necessary commitment via attendance and will last at least through the remainder of that fiscal year

Section II: Voting

- General/Universal Policy Amendments
 - Any potential changes or updates to the general rules and governance of the GCCYS (non-sport specific) can be forwarded to the Executive Committee for inclusion to the agenda in the next occurring member meeting. The following steps will occur:
 - Submission made (in writing/electronically) to the Executive Committee
 - Submission added to the meeting agenda under New Business
 - Submission read (by the submitting organization) in meeting
 - Submitting organization makes motion to move forward
 - If seconded by any other organization in attendance then there will be a period of no longer than 10 minutes for clarification discussion. If no second is expressed, the submission is declined per lack of support
 - Approved (seconded) submissions will be added to the agenda for the next meeting for general vote
 - At the subsequent meeting, the submission will be read and a motion will be made to vote. If seconded, the submission will be voted by the general membership.

- If passed by a majority of attendees, the submission will be approved and implemented
- Sport specific Rule or Policy Amendments
 - Any potential changes or updates to the general rules and governance of a particular sport can be forwarded or introduced in that sport's committee meeting. The sport committee will discuss and make a formal proposal for inclusion to the agenda in the next general member meeting. Sport specific submissions must be made to that sport's committee and cannot be made in the general discussion. The following steps will occur:
 - Submission made to the specific sport committee
 - Submission added to the meeting agenda under New Business
 - Submission read (by the submitting organization) in meeting
 - Submitting organization makes motion to move forward
 - If seconded by any other organization in attendance then there will be a period of no longer than 10 minutes for clarification discussion. If no second is expressed, the submission is declined per lack of support
 - Approved (seconded) submissions will be added to the agenda for the next meeting for general vote
 - At the subsequent meeting, the submission will be read and a motion will be made to vote. If seconded, the submission will be voted by the general membership.
 - If passed by a majority of attendees, the submission will be approved and implemented
- Majority vs. Plurality
 - For any vote, if there are only 2 outcomes available (i.e.: voting for or against a rule change) then a motion passes if a simple majority of member organizations in attendance (50% +1) approve it
 - For a vote with multiple (more than 2) choices (i.e.: setting the 3 point line in basketball to 17, 19, or 21 feet), then the option that receives the most votes (plurality) will be the approved decision. In this situation, the approved option does NOT have to have a majority of the votes to be approved.
- Tabling
 - At any time prior to the vote on any issue, a move can be made by any voting member to table the submission for additional discussion. If the motion is made to table and seconded, the membership will vote on the option to table. If a majority vote to table the submission, the submission will be tabled and discussion time will be allotted in the agenda for the next meeting. At that meeting, after the discussion time is completed, the submission can be brought to a vote via motion from the floor.
- Suspension of Rules
 - At any time, a motion can be made by any voting member for a suspension of the rules of discussion and voting on a submission. If the motion is approved by a majority of attendees, then the submission can move to an immediate vote.

Section III: Quorum

A quorum is acknowledged at a general membership meeting if 30% + 1 of the identified voting membership of the GCCYS is present at that meeting. If a quorum is established, then any voting completed in that meeting is considered valid. If a quorum is not established, then no voting/decisioning will be considered valid.

DRAFT

Section IV: Sample Meeting Order of Business

- Call to Order/Prayer
- Approval of Prior Meeting Minutes
- Executive Minutes
- Treasurer
- Committee Reports
- Old Business
- New Business
- Announcements
- Prayer & Adjournment

ARTICLE V: *PARLIAMENTARY AUTHORITY*

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the By-Laws, governance documents or the Archdiocese Charter on Youth Sports