

# **Catholic Youth Organization of St. Anastasia By Laws**

## **Article 1: Name**

The name of this organization shall be the Catholic Youth organization of St. Anastasia Parish, Douglaston-Little Neck, and New York. (Hereinafter CYO)

## **Article 2: Purpose, Function, Objective, Principles, and Members**

### 1) Purpose

The purpose of this CYO is to assist in the Church's ministry to its youth by providing a program of athletic activities for the youth residing within the boundaries of St Anastasia's parish or attending Divine Wisdom Catholic Academy.

### 2) Function

The function of this CYO is to guide, serve and assist the family, the parish and the local community by providing a program of athletic activities which are creative and challenging for youth and which call forth the gifts and the talents of youth in their leisure time.

### 3) Objective/Mission

The objective of this CYO is to promote the spiritual and physical development of youth through their participation in CYO programs. The program endeavors to help young people be more Christ like in the way they live. It promotes participation and sportsmanship, with the leadership necessary to form a well rounded individual, who will be prepared to live in society, with honor, dignity and Christian values, promoting Church, Family, Unity, and Community. CYO encourages a respect for authority, sportsmanship and self control in the face of adversity, and the growth of each participant as a player, and young adult.

#### 4) Principles

-All eligible members will be allowed to participate in a given program subject to any restrictions placed on activity such as age and safety guidelines etc.

-All coaches, including assistant coaches and other program assistants must have completed the Diocesan's Protecting God's Children Program and have their background vetted according to Diocesan rules and regulations.

-Financial hardship will not prevent any eligible youth from participating in a CYO athletic program. Families unable to provide the fees for a given program may apply for the fee(s) to be waived by the CYO.

#### 5) Members

The CYO shall consist of those who reside within the boundaries of the St Anastasia parish and all members of the Divine Wisdom Catholic Academy Community on all campuses.

### **Article 3: Governance, Board membership, Meetings, Responsibilities and Elections**

#### 1) Governance

The St Anastasia CYO will be governed by the St Anastasia CYO board which acts in an advisory capacity to the Pastor/Administrator and Pastoral representative. The Pastor at his discretion may choose to also act as the Pastoral representative.

#### 2) Board membership

The members will consist of persons representing the following areas of responsibility covered by the St Anastasia CYO and will serve for a term of three years:

- President
- Parish Athletic Representative
- Treasurer
- Recording secretary
- Corresponding secretary
- Parish Representative(s)

### 3) Meetings

#### -Board meetings

- The CYO board will meet a minimum of once per month during the school year. The board will meet at least once during the summer recess period.
- The board may hold additional ad-hoc meetings either in person or telephonically as necessary given 1 week's advance notice.
- If a board member misses 3 consecutive meetings their membership may be terminated.

#### -Quorum

- The quorum of the board shall consist of a majority of the members. Board approval is determined by majority rule with the exception of a change in by laws.
- A change in St Anastasia CYO bylaws will require a two thirds approval.

### 4) Responsibilities

-The board as a whole will have general supervision over the affairs of the CYO and will be responsible for the financial affairs of the CYO.

#### -President/Parish Athletic Representative

- Preside at all meetings of the CYO board and any general meetings; if unable to attend appoint a representative to preside over the meeting.
- Main liaison with the Parish staff
- Attend Diocesan meetings, maintaining open lines of communication with the Diocese of Brooklyn Central CYO office for each sport
- Address disciplinary issues that occur
- Deal with complaints or problems brought forth by families
- Ensure adherence to Diocese of Brooklyn CYO policies and procedures, mission statements and philosophy
- Establish a safe environment for all children in the program.

- Appoint special advisors to special committees and other activities as required
- Have tie breaking vote

-Recording Secretary /Corresponding Secretary

- Record the minutes of the proceedings of the CYO board meetings.
- Furnish copies of the minutes to the respective members of the CYO board
- Maintain the corporate books, minutes, records of votes.
- Maintain the by-laws and other legal records
- Marketing, publicity, coaches' corner updates
- Conduct correspondence of the CYO board upon request.
- Communication with Diocesan offices, athletic directors, families, coaches,
- Handle phone and email inquiries

-Treasurer

- Collects and accepts all money
- Disburse all money as directed and approved by the board (countersign check with disbursements with the Rector)
- Maintain an accurate financial record of all receipts and expenditures.
- Report the financial standing of the CYO to the Board at least 4 times per year.

-Parish Representative

- Attend board meetings and provide independent views and insight to the CYO Board.
- Assist board members as necessary to perform their functions
- Other miscellaneous assistance as determined by the Board.

5) Elections

- Officers will assume office on June 1 serving 3 year terms

- There is no limitation on the number of terms that can be served.
- A vacancy in an office will be filled by appointment by the current CYO board at the next scheduled meeting.

**Article 5: Team formation guidelines**

A team will be formed whenever there is sufficient interest and number of qualified participant and a qualified coach is available.

Teams may be split when possible to provide maximum opportunities for participation. The decision to split teams will be made with the coach and athletic director with final approval by the Board.

**Article 6: Coach Selection guidelines**

- Are selected and approved by the CYO board.
- Is VIRTUS trained and is current on all VIRTUS training
- Background check information requested and approved.
- Demonstrates Christian values in their daily lifestyles
- Possess a good knowledge of the specific sport
- Has the ability to organize and communicate effectively with young people
- Is supportive and compliant with St Anastasia and Diocese of Brooklyn CYO guidelines

**Article 7: Participation Standards.**

1) Participant behavior

- Fighting or technical fouls by participants are not tolerated at any time; any player involved in a physical fight or altercation of any player receiving technical fouls may be suspended depending on the circumstances.
- No participant shall refuse to abide by an official's decision nor shall they engage in any gesturing which would indicate dissension with a

decision nor shall they inflict any abuse on an official

- Players will be expected to exhibit Christian concern for all players and coaches and will be held responsible to ensure safe play for all.
- Any violations will be discussed with the parents or guardians of the participants and repeated violations may result in suspension or expulsion from the program.

## 2) Coaches' behavior

- Coaches are expected to handle themselves in a professional and Christian manner at all times.
- They are expected to place the emotional and physical well being of any player ahead of the desire to win.
- They are expected to teach all members of the team to play a high standard of the game without preferential treatment of any player.
- Coaches are expected to enable the youth to develop their talents, help them to appreciate the social aspect of sports, not just focus on winning.

## **Article 8: Complaints and Controversies**

A parent or other CYO member who has a complaint, dispute or concern with a CYO program or policy should first discuss the matter with the coach or athletic director as appropriate. If the parent or CYO member is not happy with the resolution, they may request the matter be reviewed by the St Anastasia board. If the parent or CYO member is not satisfied with the St Anastasia board decision, they may request that the Parish Pastor/Administrator review the matter. The decision of the Parish Pastor/Administrator will be final.