

CYMA - FOX VALLEY
CATHOLIC YOUTH MINISTERS ASSOCIATION - FOX VALLEY

CONSTITUTION

Adopted 02-21-08

Last Revision **09-06-2011**

Article I - Title

The name of this organization shall be Catholic Youth Ministers Association - Fox Valley (CYMA - FOX VALLEY).

Article II - Definition and Goals of the Association

A. **Definition**

CYMA - FOX VALLEY is a professional organization for supporting those involved in the Youth Ministry.

B. **Mission Statement**

The Catholic Youth Ministers Association - Fox Valley exist to support each other in inspiring youth to be Disciples of Christ and to collaborate on youth ministry programming, events and activities."

C. **Goals**

Spiritual and Theological Formation

- ✠ To encourage ongoing spiritual and theological growth of our members and to celebrate this in community.

Support System Development

- ✠ To support and nurture our members in our efforts to live and proclaim the Good News.

Professional Development

- ✠ To give prominence, vision and direction to the mission of Youth Ministry in the diocese.
- ✠ To communicate and collaborate with diocesan, state and national groups.

Advocacy

- ✠ To be advocates for the youth and each other in our parishes.
- ✠ To be advocates for comprehensive Youth Ministry as outlined in "Renewing the Vision"

Article III - Members

Membership in CYMA - FOX VALLEY shall be open to all involved in Catholic Youth Ministry in the diocese, whether full-time, part-time, volunteer or salaried.

There will be levels of membership in CYMA-Fox Valley.

Full membership requires dues of \$25.00 per parish per year payable at the August CYMA meeting. Full membership entitles the person hold office in the CYMA, to voting privileges at CYMA meetings, to receive all correspondence from and to the group, and to be eligible to participate in all CYMA events and activities.. The \$25.00 fee will be used to cover expenses of the group and to help underwrite the cost of Spiritual and Theological Formation.

Associate membership is free. Associate membership entitles the person to receive all correspondence from and to the group, and to be eligible to participate in all CYMA events and activities..

Article IV –Committees

Ad-Hoc Committees will be formed on an as needed basis. These might include:

A. Programs

- ✚ To serve as a clearinghouse of opportunities inside and outside with the Diocese of Green Bay. To share the opportunities with the total CYMA - FOX VALLEY members on a timely basis.
- ✚ Promote professional development among the members of CYMA - FOX VALLEY and work with Diocesan Youth Ministry in developing in-service opportunities in accord with the needs of the members.

B. Communications

- ✚ Inform members of events sponsored by the organization (in the most effective way) through the mail, newsletters, a web-site and e-mail of the organization and other advances in the area of technology.
- ✚ Maintain good public relations in the diocese and its organization/offices as well as state and national groups that have impact of Youth Ministry.

C. Goals and Policies

- ✚ Formulate and recommend objectives and policies for CYMA - FOX VALLEY and evaluate them as necessary.
- ✚ Review and revise when necessary the Constitution of CYMA - FOX VALLEY based on the Mission Statement and the development of annual objectives.

D. Professionalism

- ✚ Review and recommend policies and guidelines to the Diocesan Youth Ministry which affects the professional status of Youth Ministry.

E. Executive

- ✚ See Article V.

Article V - Officers

The officers of CYMA - FOX VALLEY shall be president, vice-president, secretary, treasurer and webmaster. These officers also constitute the executive board.

The five officer positions are elected from the existing full members in the CYMA - FOX VALLEY. All officers (except webmaster) serve two year terms. With the President and Secretary being elected during even number years. While the Vice-President and Treasurer are elected in odd number years. The webmaster once elected serves until he/she steps down.

A. President: 2 Year Term

The President shall:

1. Preside at all meetings of CYMA - FOX VALLEY.
2. Be the principle representative and spokesperson for CYMA - FOX VALLEY.
3. Appoint any Ad Hoc committees as needed.
4. Call meetings of the CYMA - FOX VALLEY Board.
5. Establish an agenda for monthly meetings and forward a copy to secretary prior to each months meeting. Recommend liaisons when necessary.
6. Attend monthly Pro-Claym meetings or appoint a delegate in his/her place.
7. Issue notices of upcoming meetings or events of interest to the membership of Catholic Youth Ministers Association - Fox Valley.

B. Vice-President: 2 Year Term

The Vice-President shall:

1. Preside at all official meetings in the absence of the President or whenever the chair is temporarily vacated.
2. Act as Parliamentarian at all meetings except those at which he/she holds the chair. At that time, he/she shall appoint a temporary Parliamentarian.
3. Responsible for outreach and communications to the local parishes, clergy and parish leadership.

C. Secretary: 2 Year Term

The Secretary shall:

1. Keep accurate minutes of all CYMA - FOX VALLEY meetings.
2. Send minutes of CYMA - FOX VALLEY meetings to CYMA - FOX VALLEY members and others designated by the CYMA - FOX VALLEY Board. Ten (10) days or less after the CYMA - FOX VALLEY meeting.

D. Treasurer: 2 Year Term

The Treasurer shall:

1. Collect and record annual dues to determine who are Full and who are Associate members.
2. Collect and disburse funds for all CYMA - FOX VALLEY functions.
3. Maintain an accurate checking account balance and separate record of financial functions.
4. Report monthly to the CYMA - FOX VALLEY Board on the financial status of CYMA - FOX VALLEY and present a financial statement at the end of the fiscal year to the total members of CYMA - FOX VALLEY.

E. **Webmaster**

The Webmaster shall:

1. Maintain websites including all links, text, and images to keep the website current and relevant to ongoing and potential traffic.
2. Report monthly to CYMA - FOX VALLEY on all website activities and changes.

Article VI - Meetings

General meetings of CYMA - FOX VALLEY shall be held monthly from August through May or as needed.

The CYMA - FOX VALLEY Executive Board shall communicate or meet as needed.

All issues and agenda items should be sent to the President.

Person hosting meeting is responsible for prayer.

Article VII - Liaisons

Requested by CYMA - FOX VALLEY

Relationship to Diocesan Youth Ministry

CYMA - FOX VALLEY members assist Diocesan Youth Ministry in developing and implementing policy related to Youth Ministry

In order to ensure effective communication and collaboration of efforts with the Diocesan Youth Ministry, CYMA - FOX VALLEY will ask that the Diocese provides a liaison to the CYMA - FOX VALLEY. This liaison shall participate as a non-voting member.

Article VIII - Amendments

Amendments will be made through a voting process. Two-thirds majority of those present at meeting or those who have responded to the president prior to the meeting will result in the change of an amendment. Notice must be sent out before any meeting at which amendments will be discussed and voted on.

Article IX – Trips & Events

Fees for all CYMA-FV hosted or sponsored events are due to the treasurer on or before the deadline and are non-refundable. If the event is cancelled or changed by CYMA-FV, the money may be refunded or applied to future events.

Those who sign up and pay after deadlines may not be guaranteed a place or attendance at the event. Catholic Youth Ministers Association - Fox Valley is not financially responsible for non CYMA-FV events advertised by us.

To be a sponsored CYMA-FV event the following process must occur:

1. All proposed events to be sponsored by CYMA-FV must be approved by a vote of a two-thirds majority of those present at a regularly scheduled CYMA-FV meeting.
2. An event committee will be formed, existing of no less than three members. All committee members are expected to plan and attend the event. In case of committee members changes or changes in who will be attending the actual event should be communicated to the entire Catholic Youth Ministers Association - Fox Valley.
3. The event committee will meet as needed. When they are ready they will return to a regularly scheduled CYMA-FV meeting with the following items:
 - Their plan for the event/activity
 - A proposed budget for the event
 - A schedule of future committee meeting dates.
 - Committee chair – this is the person all communications will funnel through
4. After any discussion/revisions to the items in step 3, the event/activity must be approved by a vote of a two-thirds majority of those present at a regularly scheduled CYMA-FV meeting. At that time it then becomes a fully sponsored Catholic Youth Ministers Association - Fox Valley event. The approved budgeted amounts will be the only amount of financial responsibility taken on by Catholic Youth Ministers Association - Fox Valley.
5. All Catholic Youth Ministers Association - Fox Valley-FV events should be advertised by all member parishes.
6. The event committee will then report back at every regularly scheduled monthly meeting as to the progress of the event.
7. After the event the event committee will be responsible to report back as to the outcome of the event and how we fared against what was budgeted.

For Fun in the Sun events:

- a. Bus trips will have a three person committee consisting of the bus booker, the treasurer and the entertainment person (responsible for movies, prayers, etc...)
- b. Bonfires will have a three person committee consisting of the three people hosting bonfires.
- c. Spiritual/other events will follow the normal CYMA-FV event procedure.
- d. For bus trips each parish gets 1 free adult for every 10 paid youth. More adults can attend but the parish is expected to pay for them.

Event Attendance

- a. If you are promoting a CYMA-FV event but are unable to attend you are required to find a Virtus trained replacement and communicate this information to the event chair.

Article X - Event Requirements:

1. All events will require pre-registration and will have a nominal fee of at least one dollar, unless otherwise approved by CYMA-FV voting eligible members.
2. The event committee will be responsible for deciding whether or not to hold/change their event. This information will be communicated to the CYMA president...who will then inform the entire CYMA of any changes or cancellations.
3. All events will have a registration deadline. At this time all registration information and money is due to the CYMA Treasurer. Any registrations received after the deadline should be kept and handed in at the actual event. Post deadline registrations need to be communicated to the event chair for planning purposes.
4. Parishes are to use the CYMA Parish Registration Form for registering all attendees for any CYMA event. This form along with individual registration forms and all moneys must be turned in on or before the event registration deadline. A parish will not be considered to be registered until the money handed in matches the amount of attendees on the Parish Form.
5. If paying for a parish with one check, each event needs to have a different check. All checks should be made out to FVCYMA.

Article XI – Sunshine Fund Policy

- † Death of member or member immediate family (spouse/child) - \$50.00
- † Death of other family member (parent, sibling, in-law) - Card
- † Serious illness, surgery or accident of member or member's immediate family (Spouse/child) - \$25.00\
- † Member's wedding - \$25.00
- † Birth or adoption of a child - \$25.00
- † Retirement, moving or leaving ministry position after significant time in the field - \$25.00

Dollar amounts indicated are ordinarily are maximum amounts; cases or situations will be reviewed on an individual basis as needed.