

FVCYMA - CONSTITUTION

FOX VALLEY CATHOLIC YOUTH MINISTERS ASSOCIATION

Adopted 02-21-08

Last Revision 10/13/16

Article I - Title

The name of this organization shall be Fox Valley Catholic Youth Ministers Association.

Article II - Definition and Goals of the Association

Definition

FVCYMA is a professional organization for supporting those involved in the Youth Ministry.

A. Mission Statement

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

B. Goals

1. Spiritual and Theological Formation

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

2. Support System Development

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

3. Professional Development

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

4. Advocacy

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

FVCYMA - CONSTITUTION

Article III - Members

- A. Membership in FVCYMA shall be open to all involved in Catholic Youth Ministry in the diocese, whether full-time, part-time, volunteer or salaried.
- B. There will be levels of membership in.
1. **Full membership** requires dues of \$25.00 per parish per year payable at the August CYMA meeting. Full membership entitles:
 - the member parish members (as per the submitted membership form) to hold office in the CYMA,
 - to voting privileges at CYMA meetings,
 - to receive all correspondence from and to the group,
 - Paid attendance to the annual Spiritual and Theological Formation event/activity at the May meeting.
 - 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.

2. **Associate membership** is free. Associate membership entitles:
 - the person to receive all correspondence from and to the group,
 - 1. 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

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

B. Communications

1. Inform members of events sponsored by the organization (in the most effective way) through a web-site and e-mail of the organization and other advances in the area of technology.

FVCYMA - CONSTITUTION

2. Maintain good public relations in the diocese and its organization/offices as well as state and national groups that have impact on Youth Ministry.

C. Goals and Policies

1. Formulate and recommend objectives and policies for FVCYMA and evaluate them as necessary.

2. Review and revise when necessary the Constitution of FVCYMA based on the Mission Statement and the development of annual objectives.

D. Professionalism

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

E. Executive

1. See Article V.

Article V - Officers

A. Elections for officers of the FVCYMA will be held in the Month of April.

B. The officers of FVCYMA shall be president, vice-president, and treasurer, sunshine representative and webmaster. These officers also constitute the executive board.

1. The president, vice-president and treasurer will be elected annually.

2. The webmaster once elected serves until he/she steps down.

3. The sunshine representative once elected serves until he/she steps down.

C. The officer positions are elected from full members in the FVCYMA.

FVCYMA - CONSTITUTION

D. President: 1 Year Term

The President shall:

1. Preside at all meetings of FVCYMA.
2. Be the principle representative and spokesperson for FVCYMA.
3. Appoint any Ad Hoc committees as needed.
4. Call meetings of the FVCYMA Board.
5. Establish an agenda for monthly meetings and forward a copy to secretary prior to each months meeting.
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 Fox Valley Catholic Youth Ministers Association.
8. Development of annual objectives at the August meeting.

E. Vice -President: 1 Year Term

The Vice-President shall:

- Preside at all official meetings in the absence of the President or whenever the chair is temporarily vacated.
- Act as Parliamentarian at all meetings except those at which he/she holds the chair. At that time the past president will act as Parliamentarian.
- Responsible for outreach and communications to the diocese, local parishes, clergy and parish leadership.
- Promote events to non-CYMA parishes
- Communicate meetings times and dates to the diocese and others as needed/appropriate.
 - Responsible for organizing a Spiritual and Theological Formation event/activity at the May meeting.

FVCYMA - CONSTITUTION

F. Treasurer: 1 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 FVCYMA functions.
3. Maintain an accurate checking account balance and separate record of financial functions.
4. Report monthly to the FVCYMA on the financial status of FVCYMA
5. Present a financial statement at the end of the fiscal year to the total members of FVCYMA that includes:
 - Income/expense reports for each sponsored event
 - Membership Income (Dues) and Expenses
 - Sunshine Fund Expenses

G. 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 FVCYMA on all website activities and changes.

H. Sunshine representative

The Sunshine representative shall:

1. See article XII.

I. FVCYMA Executive board

The Executive board shall:

1. Communicate or meet as needed.
2. Meet with Diocesan representatives at least once a year.

FVCYMA - CONSTITUTION

Article VI – Finances

- A. The FVCYMA fiscal year will run from September 1 – August 31
- B. All payments made to FVCYMA must be itemized.
- C. Checks should be made out to FVCYMA.
- D. Reimbursements to FVCYMA members will be available at FVCYMA meetings unless prior arrangements are made with the treasurer. All requests for reimbursement or payment must include a reimbursement form (form is on the website.)
- E. Procedures for sponsored event payments can be found in Article X, Section D.
- F. All members of the Executive board will be authorized to sign checks.
- G. Reimbursements forms must be signed by two separate members of the executive board. Executive board members cannot sign a reimbursement form for a check made out to them or their parish.
- H. Checks must be signed by someone other than the payee.

Article VII - Meetings

- A. General meetings of FVCYMA shall be held monthly from August through May or as needed.
- B. All issues and agenda items should be sent to the President.
- C. Person hosting meeting is responsible for prayer.
- D. Decisions are made by a two-thirds majority of those present at meeting.
- E. Must have two of the three elected officers (President, Vice-President, Treasurer) present for a meeting to occur. This does not apply to sub-committee meetings.

FVCYMA - CONSTITUTION

- F. Minutes at each meeting will be taken by a volunteer, who will forward them to the webmaster for posting on the website. Minutes should be submitted within 10 days of meeting.

Article VIII - Liaisons

Requested by FVCYMA

Relationship to Diocesan Youth Ministry

FVCYMA 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, FVCYMA will ask that the Diocese provides a liaison to the FVCYMA. This liaison shall participate as a non-voting member.

Article IX - 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 X – Trips & Events

Definitions

A. Advertised Event

Any FVCYMA Member can advertise a parish-sponsored event through CYMA. Members are responsible for provided promotional materials. FVCYMA will have no financial or liability responsibility for an advertised event.

B. Sponsored Event

In order to qualify as a sponsored event, all of the steps listed in Article IX, Section A must be followed and a majority of Full Members present at meeting must vote in favor of sponsoring the event.

C. To be a sponsored FVCYMA event the following process must occur:

1. All proposed events to be sponsored by FVCYMA must be approved by a vote of a two-thirds majority of those present at a regularly scheduled FVCYMA meeting.

FVCYMA - CONSTITUTION

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 Fox Valley Catholic Youth Ministers Association
3. The event committee will meet as needed. When they are ready they will return to a regularly scheduled FVCYMA meeting with the following items:
 - Their plan for the event/activity
 - A proposed budget for the event
 - Committee chair – this is the person all communications will funnel through
 - Diocesan speaker approval
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 FVCYMA meeting. At that time it then becomes a fully sponsored Fox Valley Catholic Youth Ministers Association event. The approved budgeted amounts will be the only amount of financial responsibility taken on by Fox Valley Catholic Youth Ministers Association.
5. All Fox Valley Catholic Youth Ministers Association events are to be advertised by all member parishes.
6. Member parishes that cannot provide a chaperone need to contact an event committee member.
7. The event committee will then report back at every regularly scheduled monthly meeting to share the progress of the event.
8. 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.

FVCYMA - CONSTITUTION

D. Fun in the Sun events:

1. Bus trips will have a three person committee consisting of the bus booker, the treasurer and the entertainment person (responsible for movies, prayers, etc....)
2. Bonfires will have a three person committee.
3. Spiritual/other events will follow the normal FVCYMA event procedure.
4. 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.

E. Event Finances & Forms

1. One complete payment with an itemized report must be sent to the Treasurer within 2 weeks after the event has concluded.
2. A 10% late fee will be applied for all payments made more than 4 weeks after the event.
3. If the event is cancelled or changed by FVCYMA, the money may be refunded or applied to future events.
4. Those who sign up and pay after posted deadlines may not be guaranteed a place or attendance at the event. FVCYMA is not financially responsible for non FVCYMA events advertised by us.
5. Copies of all permission forms must be turned into the Event Chairperson on the day of the event.
6. A student, regardless of official parish membership, will be signed up for an event with the parish who turns in their registration form.
7. Reimbursements for sponsored events to FVCYMA members will be available at FVCYMA Meetings unless prior arrangements are made with the treasurer.

FVCYMA - CONSTITUTION

Article XI – Sponsored Event Requirements:

- A. All events will require pre-registration and will have a nominal fee of at least one dollar, unless otherwise approved by FVCYMA voting eligible members.
- B. The event committee will be responsible for deciding whether or not to hold/change their event. This information will be communicated to the FVCYMA president...who will then inform the entire FVCYMA of any changes or cancellations.
- C. All events will have a registration deadline. At this time all registration information and money is due to the FVCYMA 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.

Article XII – Sunshine Fund Policy

- A. Death of member or member immediate family (spouse/child - \$50.00)
- B. Death of other family member (parent, sibling, in-law) - Card
- C. Serious illness, surgery or accident of member or member's immediate family (Spouse/child) - \$25.00
- D. Member's wedding - \$25.00
- E. Birth or adoption of a child - \$25.00
- F. Retirement, moving or leaving ministry position after 5 or more years in the field - \$25.00

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