

CYMA - FOX VALLEY
CATHOLIC YOUTH MINISTERS ASSOCIATION - FOX VALLEY

CONSTITUTION

Adopted 02-21-08
Last Revision 04-15-10

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 *promoting* those involved in leadership positions in the Youth Ministry.

B. **Mission Statement**

"The mission of the Fox Valley Catholic Youth Ministers' Association is to support each other in the ministry of inspiring the youth to be Disciples of Christ and to collaborate on youth programming."

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.
- ✚ To cooperate on youth programming as a larger community.

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

Members in CYMA - FOX VALLEY shall be open to all involved in Catholic Youth Ministry working 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 person 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 the newly formed CYMA-Fox Valley Youth Advisory team.

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 – CYMA Board

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.
- ✚ Inform clergy & parish leadership.

C. Goals and Policies

- ✚ Formulate and recommend objectives and policies for CYMA - FOX VALLEY and evaluate them as necessary.
- ✚ Review annually/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 and forward to secretary to be included in the mailing of the minutes.
6. Recommend liaisons when necessary.

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 to the local parishes.

C. Secretary: 2 Year Term

The Secretary shall:

1. Keep accurate minutes of all CYMA - FOX VALLEY meetings.
2. Issue notices and agenda and 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. Select 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.
5. Propose next year's operating budget.

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 meet monthly following the normally scheduled CYMA - FOX VALLEY meeting or as otherwise determined by the CYMA - FOX VALLEY Board. All issues and agenda items should be sent to the President.

A minimum of two officers or a duly appointed delegate shall attend their monthly Pro-CLAYM meeting.

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 event coordinator 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.