

BY-LAWS

OF THE

YOUTH BOARD

YOUTH MINISTRY PROGRAM

ST. MARGUERITE D'YOUVILLE
CATHOLIC CHURCH

JANUARY 2010

YOUTH MINISTRY PROGRAM

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YOUTH MINISTRY PROGRAM

ST. MARGUERITE D'YOUVILLE CATHOLIC CHURCH

Article I – Youth Board

Section 1.01 Name. The name of the organization will be the Youth Board of Youth Ministry Program of St. Marguerite d'Youville Church (Youth Board).

Section 1.02 Purpose. The Youth Board provides guidance, leadership and support to the Youth Ministry Program.

Section 1.03 Establishment of the Youth Board. The Youth Board will be established in January 2010. The initial Youth Board will be implemented via the guidelines detailed in Article V.

Section 1.04 Review of Youth Minister. The Youth Board will provide input to the Pastor on the performance of the Youth Minister. This input will be at least annually in conjunction with annual performance reviews. However, intermediate input maybe be provided as requested or and deemed appropriate by the Youth Board.

Section 1.05 Development of the Youth Ministry Program. The Youth Board will work with the Youth Minister to develop a comprehensive Youth Ministry Program, one that encompasses the youth from middle school through young adult. The Youth Ministry Program will be approved on an annual basis. The first program will be approved at the May 2010 meeting and annually in April every year thereafter.

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Section 1.06 Powers and Duties. The Youth Board shall have the powers and duties necessary to administer the affairs of the Youth Ministry Program. Consistent therewith, the Youth Board shall have the power to adopt rules and regulations which it deems necessary for the administration of the affairs of the Youth Ministry Program.

Section 1.07 Other Duties. The Youth Board shall exercise such duties and responsibilities as it may deem necessary or appropriate in the exercise of its powers. In addition to other duties which the Youth Board may have, it shall be take action as requested by the Pastor, Pastoral Council and/or the Finance Board.

Article II – Youth Minister

Section 2.01 Position. The Youth Minister is a paid staff position. The Youth Minister will be paid by St. Marguerite d’Youville Catholic Church and will be considered an employee of the Archdiocese of Atlanta.

Section 2.02 Position Description. The Youth Board will be responsible for developing and recommending to the Pastor a Position Description for the position of Youth Minister.

Section 2.03 Position Search and Retention. The Youth Board will be responsible for developing and recommending to the Pastor candidate(s) for the position of Youth Minister.

Section 2.04 Reporting. The Youth Minister will not be a member of the Youth Board. The Youth Minister will report to the Youth Board for program purposes. The Youth Minister will report to the Pastor for administrative purposes. The Youth Minister will attend all Youth Board meetings as well as Staff Meetings.

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Article III – Membership of the Youth Board

Section 3.01 Overview. The Youth Board will consist of eleven (11) members. Nine (9) of the members will be elected parishioners and voting positions. The elected membership shall be elected with staggered terms as outlined in Section 3.07. The other two (2) members will be ad hoc, non-voting, staff positions.

Section 3.02 Members. The Youth Board positions are as follows:

- Pastor. The Pastor will be an ad hoc member of the Youth Board. The Pastor receives advice on the administration of the Youth Ministry Program. As an ad hoc member the Pastor is a non-voting position.
- Director of Religious Education. The Director of Religious Education (DRE) will be an ad hoc member of the Youth Board. The DRE provides advice on religious education to the Youth Ministry Program. As an ad hoc member the DRE holds a non-voting position.
- Middle School Parent. There will be two representatives from the parish that have at least one child in the middle school grades – 6th, 7th and 8th grades. If the child or children move on to the next level while the representative is serving an active term, the representative will serve out the remainder of their term. The representative will be active participant of the Youth Program and an active member of the parish. The representative will be an elected member and is a voting position.
- High School Parent. There will be two representatives from the parish that have at least one child in the high school grades – 9th, 10th, 11th, and 12th grades. If the child or children graduate from high school while the representative is serving an active term, the representative will serve out the remainder of their term. The representative will be active participant of the Youth Program and an active member of the parish. The representative will be an elected member and is a voting position.

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- Youth Representatives. There will be two representatives from the youth of the parish. The representatives will be active members of both the Youth Program and the parish. One representative will be female and one will be male. These representatives will be high school students, preferably a junior or senior level student. These representatives will be elected members and are voting positions.
- Young Adult Representative. There will be one representative from the young adults of the parish. The representative will be an active member of both the Youth Program and the parish. The representative will be between the ages of eighteen (18) and thirty (30). This representative will be an elected member and is a voting position.
- Members at Large. Two parishioners from the parish at large will be elected to the Youth Board. These representatives will be elected members and hold voting positions.

Section 3.03 Voting Members. The Youth Board shall have one class of voting members which shall consist of the following members:

- Middle School Parents.
- High School Parents.
- Youth Representative – Female.
- Youth Representative – Male.
- Young Adult Representative.
- Members at Large.

Section 3.04 Suspension of Voting Privileges. The voting privileges of a member of the Youth Board may be suspended, after notice, for not attending at least fifty percent (50%) of the regular meeting in any twelve (12) month period. The suspension will continue until the member has attended more than fifty percent (50%) of the regular meeting in any twelve (12) month period.

Section 3.05 Terms. The terms of the elected board members will staggered so there will be continuity in leadership and administration of the Youth Ministry Program.

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Section 3.06 Consecutive Terms. Any member may serve only two consecutive terms on the Youth Board. There must be at least one term in-between multiple consecutive terms.

Section 3.07 Staggered Terms. To ensure continuity the Youth Board shall have staggered terms of membership. Although all terms will be for two (2) years, the initial election in May 2011 of the Youth Board will have staggered terms in which some positions will be less than two (2) years. The members with one (1) year will be up for election at the next election. The initial elected terms are as follows:

- Middle School Parent (Position 1) – One (1) year
- Middle School Parent (Position 2) – Two (2) years
- High School Parent (Position 3) – One (1) year
- High School Parent (Position 4) – Two (2) years
- Member at Large (Position 5) – One (1) year
- Member at Large (Position 6) – Two (2) years
- Youth Representative – Male (Position 7) – One (1) year
- Youth Representative – Female (Position 8) – Two (2) years
- Young Adult Representative (Position 9) – One (1) year

Section 3.08 Election of the Youth Board. The election of the Youth Board will be conducted annually in May of the current fiscal year. The election will be paper ballot distributed at all weekend Masses on the third Sunday of the month. The Youth Board Secretary will be responsible for conducting the election and counting the ballots. A simple plurality of votes will indicate the winner. The candidates will be selected by a Nominating Committee of the Youth Board which will consist of the officers. The formation of the Nominating Committee and the search for board members will be announced to the parish. Additionally, the final candidates will be published to the parish at least two (2) weeks prior to the election.

Section 3.09 Special Committees. The Youth Board shall have the power and authority to create special committees, including but not necessarily limited to, a High School Program, Middle

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School Program, Young Adult Program, Nominating Committee and a Finance Committee. Any such committee shall advise the Youth Board on matters pertaining to the purpose for which any such special committee shall have been created and shall have and exercise such powers as may be provided by resolution of the Youth Board. Each such committee shall be comprised of at least one (1) or more members of the Youth Board and shall act by a majority of its members unless otherwise ordered by the Youth Board. The members, including the chairman, of any such special committee shall be appointed by and shall serve at the pleasure of the Youth Board. A majority of the members of any such committee shall constitute a quorum.

Article IV – Officers of the Youth Board

Section 4.01 Enumeration of Officers. The officers of the Youth Board shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer. No two offices may be held by the same person at the same time. Staff will not hold officer positions.

Section 4.02 Election. The members of the Youth Board shall elect the officers of the Youth Board at the first meeting of each fiscal year. Election shall be by secret ballot and will be conducted by the outgoing Secretary of the Youth Board.

Section 4.03 Term. Each officer of this Youth Board shall be elected at the time of the first meeting of the Youth Board, and each shall hold office for one year or until his successor is duly elected and qualified, or until his earlier resignation, death, removal, or other disqualification.

Section 4.04 Removal or Resignation of Officers. Any officer may be removed by the Youth Board whenever in its judgment the best interest of the Youth Ministry Program will be served thereby. The movement from the boundaries of the parish by officer shall not automatically terminate his term as an officer. However, the movement from being an active member of the parish by officer shall automatically terminate his term as an officer.

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Section 4.05 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Youth Board for the unexpired portion of the term.

Section 4.06 Chairperson. The Chairperson shall be the chief executive officer of the Youth Board and, shall in general manage, supervise, and control all of the business and affairs of the Youth Board and perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Youth Board from time to time. The Chairperson shall, when present, preside at all Youth Board meetings. The Chairperson shall be a member of the Pastoral Council and represent the Youth Board at all Pastoral Council meetings.

Section 4.07 Vice Chairperson. In the absence of the Chairperson, or in the event of his death or inability or refusal to act, the Vice Chairperson shall have all the powers of and be subject to all the restrictions upon the Chairperson. Any Vice Chairperson may perform such duties as are set forth in these Bylaws or as shall from time to time be assigned to him by the Chairperson and the Youth Board.

Section 4.08 Secretary. The Secretary shall: (a) attend and keep the minutes of the meeting of the Youth Board; (b) see that all notices are duly given in accordance with the provisions of these Bylaws; (c) be custodian of the Youth Board records; and (d) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chairperson and the Youth Board.

Section 4.09 Treasurer. The Treasurer shall: (a) be responsible for the budget of the Youth Ministry Program in conjunction with the Youth Minister; (b) develop and manage fund raising projects and activities for the Youth Ministry Program in conjunction with the Youth Minister; (c) promptly render to the Chairperson and to the Youth Board an account of the financial condition of the Youth Ministry Program whenever requested; and (d) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Chairperson and the Youth Board. The Treasurer shall be a member of the Financial Board and represent the Youth Board at all Financial Board meetings.

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Section 4.10 Consecutive Terms. Any officer may serve no more than two consecutive years in the same office. An officer may serve more than one year in nonconsecutive officer positions. There must be at least one year in-between multiple consecutive terms.

Article V – The Inaugural Youth Board

Section 5.01 Overview. The Inaugural Youth Board will be installed before the youth minister is hired and therefore, before a formal Youth Ministry Program is approved. Time is of the essence and a Youth Board must be installed immediately to facilitate the hiring of a youth minister and develop the plans for the first Youth Ministry Program.

Section 5.02 First Term. The first term of the Youth Board will be for eighteen (18) months. Thereafter, all terms of the Youth Board will be on staggered two (2) basis as outlined in Section 3.07.

Section 5.03 Appointment of Inaugural Youth Board. The Inaugural Youth Board will be appointed by the Pastor.

Section 5.04 First Election of the Youth Board. Consist with provisions of this Article V, the first election of the Youth Board will be in May 2011.

Article VI - Meetings

Section 6.01 Place of Meetings. The Youth Board will meet at the church unless there is a sufficient reason to hold off site meetings. Reasons for offsite meetings will be determined by the Chairperson in consultation with the Pastor and in accordance with Archdiocesan guidelines.

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Section 6.02 Regular Meeting and Frequency. The Youth Board will meet monthly. The regular meetings will be held on a regular day and time as determined by the Chairperson in consultation with the Pastor.

Section 6.03 Special Meetings. The Secretary of the Youth Board shall be required to call a special meeting of the members (i) when directed by the Chairperson of the Board, (ii) upon the resolution of a majority of the Board, or (iii) upon the direction of the Pastor. The call of a special meeting shall be by notice from the Secretary of the Board given at least forty-eight (48) hours and not more than seven (7) days in advance of the meeting, and such notice shall state the date, the time, the place, and the purpose of such special meeting. The notice may be given via mail, email or voice.

Section 6.04 Notice of Meetings. Notice of regular meetings shall be made through a public announcement.

Section 6.05 Conduct of Meetings. The Chairman, or the Vice Chairman in the absence of the Chairperson, shall preside over all meetings of the Youth Board and the Secretary shall keep the minutes of all such meetings and shall record in a minute book all resolutions adopted at such meetings, as well as all transactions and proceedings occurring at such meetings.

Section 6.06 Order of Business. The order of business at all annual meetings shall be as follows:

- a. Opening Prayer.
- b. Attendance.
- c. Purpose of meeting – regular or special.
- d. Reading of minutes of preceding meeting.
- e. Reports of officers, if any.
- f. Reports of committees, if any.
- g. Unfinished business.
- h. New business.
- i. Closing Prayer.

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Section 6.07 Quorum. A full quorum of the presence in person at the beginning of any meeting of at least one-half (1/2) of the voting members of the Youth Board shall constitute a quorum for a meeting of the Youth Board.

Section 6.08 Adjourned Meetings. Any meetings of the Youth Board which cannot be organized because a quorum has not attended may be adjourned from time to time by the vote of a majority of the voting members present in person. When any meeting, either regular or special, is adjourned, notice of the time, place, and location of the adjourned meeting shall be given as in the case of the original meeting.

Section 6.09 Proxy. There will be no votes by proxy. All votes by member of the Youth Board shall be cast in person.

Section 6.10 Action Taken by the Board. Any action taken at any meeting of the Youth Board shall be effective and valid if taken or authorized by not less than a majority of all of the votes to which all of the members present in person at a duly constituted meeting shall be entitled. In the event of any tie vote at any regular special, or adjourned meeting of the Youth Board, the Pastor shall cast a separate vote to break the tie. For purposes of these By-Laws, 'majority' shall mean more than fifty percent (50%).

Section 6.10 Voting. Voting on all matters shall be by voice or by a show of hands unless any member, prior to the voting on any matter, demands vote by ballot, in which case each ballot shall state the name of the member.

Section 6.11 Parliamentary Rules. Unless waived by a majority vote of the members of the Youth Board in attendance at any meeting, Robert's Rules of Order (latest edition) shall govern the conduct of the proceedings of such meeting.

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Article VII - Financial

Section 7.01 Scope of Authority. The Youth Board shall have the responsibility for the approval, recommendation and review of all financial matters relating to the Youth Ministry Program. Final decisions are subject to the authority of the Pastor.

Section 7.02 Budgets. The youth minister shall, in consultation with the Treasurer, submit the annual budget to the Youth Board for its approval at the April meeting of each fiscal year. The Youth Board will submit the Youth Ministry Program budget to the Pastor and Finance Board for approval and inclusion in the annual parish budget.

Section 7.03 Review of Budgets. The youth minister shall submit quarterly analysis of the annual budget to the Youth Board for its review at the end of each fiscal quarter. The analyses shall include a budget to actual for each major line item with an explanation for any major deviations. Additionally, the analysis should address any future issues that may cause an item exceed its annual budgeted amount.

Section 7.04 Non-budgeted Expenditures. In no event shall the Youth Ministry Program incur any liability in excess of \$250.00 for any single transaction (the 'Expenditure') that has not been set forth in the Youth Ministry Program's budget. Any such Expenditure must be approved by the Youth Board.

Section 7.05 Over budget Expenditures. In no event shall the Youth Ministry Program incur any liability for any single transaction (the 'Expenditure') that will exceed the budget for that item by \$250.00. Any such Expenditure must be approved by the Youth Board.

Section 7.06 Deposits. All funds of the Youth Ministry Program shall be deposited from time to time to the credit of St. Marguerite d'Youville Catholic Church in such banks, trust companies, or other depositories as the Church may elect. Such deposits will be identified in the parish financial accounts as funds attributed to Youth Ministry Program.

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Section 7.07 Fiscal Year. The fiscal year of the Youth Ministry Program shall begin on July 1 of the current year and end on June 30 of the succeeding year.