

BY-LAWS OF CHRIST THE KING YOUNG ADULT MINISTRY CATHEDRAL OF CHRIST THE KING

Revised October 14, 2007

ARTICLE I - ORGANIZATION NAME

The name of the organization shall be CTK YAM. The organization also may be known as Christ the King Young Adult Ministry.

ARTICLE II - PURPOSE

The purpose of this organization is to provide a spiritual and social environment under the auspices of the Cathedral of Christ the King for Catholic young adults of the parish. The members of CTK YAM are encouraged to become active participants of the parish community.

ARTICLE III – MEMBERSHIP

Section 1 – Throughout these By-Laws, the word "member" shall denote a registered member of CTK YAM.

Section 2 - Membership in CTK YAM shall be open to all Catholic young adults 21 years of age or older seeking Christian fellowship. Members are encouraged to become a registered and active member of the Cathedral of Christ the King Parish.

Section 3 - Membership in CTK YAM shall be open to non-Catholics provided they meet all other membership requirements. These members shall have all the rights and privileges of Catholic members with the exception that they may not hold elected office.

Section 4 - Only members who have been registered for at least 60 days shall have the right to vote.

ARTICLE IV - FUNDS

Section 1 - Each young adult who wishes to join CTK YAM may do so free of charge by registering online at www.ctkyam.org. Once registered, the young adult will be considered a member of the ministry.

Section 2 – All money collected as donations or raised specifically for CTK YAM is to be used for CTK YAM events, parish programs, to underwrite the cost of retreats, purchase correspondence materials, and other costs deemed necessary by the Executive Board. The elected officers may seek input from the Executive Board regarding raising and expenditure of money. By December 15th, the Executive Board will approve a budget for the following fiscal year. Such budget will be available in paper form to any member who requests it upon 10 days written notice to the Treasurer. The elected officers must obtain approval from the Executive Board for any expenditure exceeding \$100 that is not provided for in the approved budget. The Treasurer must report to the Executive Board any non-budgeted expenditures on a monthly basis. The elected officers do not need to obtain approval from the Executive Board for expenditures exceeding \$100 when members pay for a specific event (“self-funded”) and funds collected are simply passed through the checking account to settle a balance incurred or to be incurred.

Section 3 – All money collected as donations or raised specifically for CTK YAM shall be placed in a checking or other account in the name of CTK YAM.

Section 4 – Account records shall be made available to any member upon written request to the Secretary/Treasurer.

Section 5 - The fiscal year shall begin on January 1st and shall end on December 31st.

Section 6 - Business records of funds received and paid shall be reported to the Rector of the Cathedral of Christ the King upon request.

ARTICLE V - OFFICERS

Section 1- The following elected officers shall represent CTK YAM as official spokespeople:

Co-Presidents (2)
Secretary/Treasurer (1)

Section 2 - The Rector may appoint a Spiritual Leader for CTK YAM. The Spiritual Leader also shall represent CTK YAM as an official spokesperson.

ARTICLE VI - DUTIES OF THE OFFICERS

Section 1 - Co-Presidents

- a) The Co-Presidents shall be the chief executive officers and shall have the supervision and general management responsibility for CTK YAM.
- b) The Co-Presidents shall provide leadership in coordinating and implementing activities in the best interest of the Church and CTK YAM.
- c) The Co-Presidents may divide the duties of the office, as necessary, to share responsibility while achieving harmony within the organization.
- d) One Co-President shall represent CTK YAM at Parish Assembly meetings and functions and report other church activities at the following scheduled CTK YAM monthly and Executive Board meetings.
- e) The Co-Presidents shall act as liaisons to the Parish Community as well as the Archdiocese of Atlanta as well as other local YAM groups

Section 2 – Secretary/Treasurer

- a) The Secretary/Treasurer may record meeting minutes. The Co-Presidents, Spiritual Leader, and Committee Chairs shall be given a copy of the minutes upon request.
- b) The Secretary/Treasurer shall be responsible for an accounting of all moneys received and expended for activities covered in Article IV, Sections 1, 2, and 3.
- c) The Secretary/Treasurer shall submit a current membership and mailing list to the Rector upon request.

Section 3 - Co-Presidents and Secretary/Treasurer

- a) The Co-Presidents and the Secretary/Treasurer by majority vote shall appoint, and may remove, chairperson(s) ["Chair(s)"] of standing and special committees and members of such special committees as occasion may demand.
- b) The Co-Presidents and the Secretary/Treasurer shall be members ex-officio of all committees of CTK YAM.
- c) The Co-Presidents and the Secretary/Treasurer shall accept co-responsibility for the checking and any other account. Checks may be drawn and withdrawals or transactions may be made only with the signature or approval of two of the three elected officers.
- d) The Co-Presidents, collectively or individually, or the Secretary/Treasurer may handle any official correspondence.
- e) The Co-Presidents and the Secretary/Treasurer shall provide to the Spiritual Leader and the Rector, upon request, information concerning CTK YAM's membership, activities, and financial status.

ARTICLE VII - ELECTION OF OFFICERS

Section 1 - Officer qualifications are as follows:

- a) Catholic
- b) An active, registered member of CTK YAM
- c) A registered member of the Cathedral of Christ the King.

Section 2 - Election of officers shall be for a term of one year beginning August 1st and ending the following July 31st. Re-election to the same office shall be barred for a period of one year.

Section 3 - Elections shall be held during a July membership meeting. The immediately preceding elected officers and Chairs are encouraged to attend the August Executive Board meeting to give guidance to the newly elected officers and newly appointed Chairs.

Section 4 - Notification of elections shall be published in the May weekly e-mail. Nominations for office will open at an April membership meeting and close at the June membership meeting. Nominations are given to the Secretary/Treasurer. Only members may make a nomination. A member may nominate himself or herself. After the Secretary/Treasurer has verified acceptance by the nominee, the nominees will be announced at the June monthly meeting of CTK YAM and the names will be placed on the ballot for a July vote.

Section 5 - Nominations for Co-Presidents must be made as a team, i.e., no member may run by himself or herself for a position as one of the Co-Presidents.

Section 6 - The Membership Committee Chair(s) is responsible for certifying and administering all elections. If the Membership Committee Chair(s) is a nominee for an office, the certification and administration of the election shall be the responsibility of the Secretary/Treasurer. If the Membership Committee Chair(s) and the Secretary/Treasurer are nominees, the Co-Presidents shall select two other members of the Executive Board, who are not nominees for office, to certify and administrate the election.

Section 7 - If no opposition exists for the nominees for Co-President or the nominee for Secretary/Treasurer, the election for the unopposed office(s) may be held by voice vote, rather than by written ballot, at the August meeting.

Section 8 - Members may vote in an election by absentee ballot. The ballot must be signed by the member and submitted to and verified by the person or one of the people in charge of the certification and administration of the election.

Section 9 - A vacancy of an elected office shall be filled by the Executive Board on a temporary basis until a special election can be held to elect an officer to fulfill the term remaining.

Section 10 - A special election shall be held at the monthly meeting following the occurrence of any vacancy of an elected office. Between the occurrence of the vacancy and the special election, the members of the Executive Board may make or solicit nominations to fill the vacancy. Nominations also shall be solicited and accepted at the meeting during which the special election is held.

ARTICLE VIII - EXECUTIVE BOARD MEMBERS

Section 1 - The Executive Board of CTK YAM shall consist of the Co-Presidents, the Secretary/Treasurer, the Chairs of all standing committees, and the Spiritual Leader.

Section 2 - A regular meeting of the Executive Board shall be held to plan for the following month's activities. The time of the meeting shall be announced in the monthly calendar. The meeting shall be held at the Cathedral facilities unless another location is designated in advance by the elected officers.

Section 3 - Regular meetings of the Executive Board shall be open to non-Board members, but a request to attend must be made to an elected officer or to the Spiritual Leader at least 24 hours in advance. The elected officers may waive this requirement.

Section 4 - A special meeting of the Executive Board may be called by two or more members of the Executive Board. Those Executive Board members calling a special meeting of the Executive Board must deliver written notice to an elected officer at least 24 hours prior to the special meeting.

Section 5 - Five members of the Executive Board shall constitute a quorum at any meeting of the Executive Board. A quorum is required for any action by the Executive Board.

Section 6 - With the exception of votes regarding amendments to these By-Laws, the proposed budget and expenditures in excess of \$100, per Article IV, Section 2, and filling a vacancy of an elected office, all votes by the Executive Board are merely advisory unless two of the three elected officers agree to make the Executive Board's vote binding for a particular issue. By a three-quarters vote, members of the Executive Board may call a special meeting of the membership if they disagree with a decision made by the elected officers. The membership, by a simple majority vote at a regular or special meeting of the membership, may overrule a decision of the elected officers or the Executive Board.

ARTICLE IX - MEETING OF CTK YAM

Section 1 - A special meeting of CTK YAM may be held at any time upon the call of the Co-Presidents, a 3/4 vote of the Executive Board, or upon the written request of ten members submitted to an elected officer or the Spiritual Leader at least 24 hours in advance.

Section 2 - 30 members shall constitute a quorum at a special meeting. A quorum is required for any action by the membership.

ARTICLE X - COMMITTEES

Section 1 - The Co-Presidents and the Secretary/Treasurer shall have the privilege of appointing, or removing, the Chairs of all standing and special committees by a majority vote. The Chairs shall be responsible to the Co-Presidents and the Secretary/Treasurer.

Section 2 - Chairs of all committees shall be appointed for a one-year term to coincide with the terms of the Co-Presidents and the Secretary/Treasurer. Re-appointment to the same Chair shall be the choice of the newly elected Co-Presidents and Secretary/Treasurer.

Section 3 - All standing committee Chairs shall be members of the Executive Board. The elected officers may appoint more than one Chair ("Co-Chairs") to a standing committee. The Co-Chairs may vote in Executive Board decisions; however, the votes of one committee's Co-Chairs shall be counted on a pro-rated basis but shall constitute only one vote. If only one Co-Chair of a committee is present at a vote, that Co-Chair's vote shall constitute one full vote and will not be pro-rated. The presence of one or both Co-Chairs shall count as only one for determination of a quorum of the Executive Board.

Section 4 - All standing committee Chairs shall be appointed, as necessary, to existing Parish Assembly committees by the elected officers by majority vote.

Section 5 - The elected officers, all standing committee Chairs and Co-Chairs, and all committee members shall not be relieved of the duty to pay to attend or participate in events sponsored by CTK YAM.

Section 6 - The standing committees shall be as follows:

a) *Technology Committee*: Responsible for maintaining CTK YAM'S World Wide Web homepage and responding to or forwarding CTK YAM'S email to the membership as required.

b) *Membership Committee*: Responsible for maintaining the member roster, providing copies of the membership roster to all Executive Board members upon request, verifying membership registration in CTK YAM and/or participation in a CTK YAM sponsored event, and responding to inquiries from potential members.

d) *Marketing Communications Committee*: Responsible for all written and oral publicity concerning CTK YAM, writing the monthly news calendar, mailing the monthly news calendar, and interacting, as necessary, with the Cathedral Communication Committee, including providing a list of upcoming events to the parish staff to be included in the church bulletin. The Committee will assist the other Co-Chairs in their efforts to market activities sponsored by CTK YAM and will assist the Membership Committee, at the direction of the Co-Presidents.

e) *Service Committee*: Responsible for planning and implementing community and church projects approved by the elected officers.

f) *Social Committee*: Responsible for planning and delegating all social activities and events approved by elected officers, including planning Sunday dinners and socials and arranging for refreshments at the monthly membership meeting. Special care shall be given to sponsoring events to welcome potential and new members.

g) *Special Events Committee*: Responsible for the planning and administration of any beach trips, ski trips, the Christmas Party, the Summer Party, and any other events deemed by the elected officers to be too great in scope for any of the other standing committees.

h) *Spiritual Committee*: Responsible for planning special study groups, home masses, retreats, and other events aimed at enhancing the spiritual lives of members.

i) *Sports Committee*: Responsible for planning and implementing all sports events and activities approved by the elected officers.

j) *Adventure Committee*: Responsible for planning and implementing events aimed at an active lifestyle, e.g., hikes, camping trips, etc. that are approved by the elected officers.

k) *Multicultural Committee*: If a Chair can be identified, this committee will be responsible for planning and implementing events approved by the elected officers, for the purposes of integrating those young adults that may be underrepresented with the membership as well as activities that provide for an understanding of other cultures.

ARTICLE XI - AMENDMENTS TO BY-LAWS

Section 1 - These By-Laws may be amended by a two-thirds majority vote of members present at any regular or special meeting of CTK YAM at which a quorum is present, provided the amendment proposal has been approved by a majority of the Executive Board at a regular or special meeting of the Executive Board. Such amendment(s) shall become effective immediately upon approval by the membership.

Section 2 - These By-Laws, including all subsequent amendments, may be referred to as "By-Laws."