

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

ARTICLE I - ORGANIZATION NAME

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

ARTICLE II - PURPOSE

The purpose of this organization is to provide a spiritual, service and social environment for the Cathedral of Christ the King's young adults.

ARTICLE III - DEFINITIONS

- a) Bulletin – bulletin published by the Cathedral of Christ the King
- b) Calendar – event calendar found at www.ctkyam.org
- c) Chair/Co-Chairs – a Member(s) that is/are appointed by the Officers for a committee in Article VIII Section 6
- d) Code of Conduct – found at www.ctkyam.org
- e) Church – Cathedral of Christ the King
- f) Executive Board – consists of the Co-Presidents, the Treasurer/Secretary, the Chairs of all standing committees, and the Spiritual Leader
- g) Meeting of the Members – meeting of the Members of CTK YAM
- h) Member(s) – any person who has registered at www.ctkyam.org and meets the requirements under Article IV
- i) Spiritual Leader – the appointed Parish Clergy for CTK YAM

ARTICLE IV – MEMBERSHIP

Section 1 - Membership in CTK YAM shall be open to all adults twenty - one (21) years of age or older seeking Christian fellowship. Members are encouraged, but are not required to be registered as a parishioner at the Church.

Section 2 – Non-Catholic Members shall have all the rights and privileges of Catholic Members with the exception that they may not hold an Officer position.

Section 3 – Each person who wishes to become a member of CTK YAM may do so by registering online at www.ctkyam.org. Once registered, the person will be a Member of CTK YAM.

Section 4 – Members who have been registered for at least sixty (60) days shall have the right to vote.

ARTICLE V - OFFICERS

Section 1- The following elected officers (“Officer”) shall represent CTK YAM as official spokespeople:

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

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

ARTICLE V - 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 or a person appointed by the Executive Board shall represent CTK YAM at Parish meetings and functions and report other church activities at the following scheduled CTK YAM Executive Board meeting.
- e) The Co-Presidents shall act as liaisons to the Parish Community, as well as the Archdiocese of Atlanta, as well as other YAM groups.

Section 2 –Treasurer/Secretary

- a) The Treasurer/Secretary shall be responsible for an accounting of all moneys received and expended for activities covered in Article IX.
- b) The Treasurer/Secretary may record meeting minutes. The Co-Presidents, Spiritual Leader, and Committee Chairs shall be given a copy of the minutes upon request.

Section 3 - Co-Presidents and Treasurer/Secretary

- a) The Co-Presidents and the Treasurer/Secretary by majority vote shall appoint, and may remove, Chairs of standing and special committees and members of such special committees as occasion may demand.
- b) The Co-Presidents and the Treasurer/Secretary 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.
- c) The Co-Presidents, collectively or individually, or the Treasurer/Secretary may handle any official correspondence.
- d) The Co-Presidents and the Secretary/Treasurer shall provide to the Spiritual Leader, upon request, information concerning CTK YAM's membership, activities, and financial status.

ARTICLE VI - ELECTION OF OFFICERS

Section 1 – Officer qualifications are as follows:

- a) Catholic;
- b) a registered Member of CTK YAM for a minimum ninety (90) days prior to the day of election;
- c) a registered member of the Cathedral of Christ the King; and
- d) approved by the Associate Director of Adult Education for the Cathedral of Christ the King and the Spiritual Leader.

Section 2 – (a) Co-Presidents – term shall commence on August 1st of the year elected and terminate two years after on July 31st.

- (i) A Co-President at any regular meeting of the Executive Board after serving eighteen (18) months or more of his/her term shall be able to resign as Co-President and a special election shall be held in accordance with Article X Section 4 of the By-Laws.
- (ii) If a Co-President resigns and a new Co-President is elected prior to August 1st, the newly elected Co-President's term shall commence immediately; however, the Co-President's two year term as defined in (a) of this Section shall commence the August following his or her election.

(b) Treasurer/Secretary – term shall commence on August 1st of the year elected and terminate the following July 31st.

Section 3 – Elections shall be held during a July Executive Board 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, June and July Bulletin. Nominations for office will open at an April Executive Board meeting and close at the June Executive Board meeting. Nominations are to be given the Co-Presidents. Only Members may make a nomination. A Member may not self nominate himself or herself. After the Co-Presidents have verified acceptance by the nominee and that the nominee meets the requirements under Section 1 of this Article, the nominees will be announced at the June Executive Board meeting of CTK YAM and the names will be placed on the ballot for vote at the July meeting of the Members.

Section 5 – 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 Treasurer/Secretary. If the Membership Committee Chair(s) and the Treasurer/Secretary 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 6 – If no opposition exists for the nominees for Co-President or the nominee for Treasurer/Secretary, the election for the unopposed office(s) may be held by voice vote, rather than by written ballot, at the August Executive Board meeting.

Section 7 – Members may vote in an election by absentee ballot. The ballot must be signed, electronic signature shall be acceptable, by the Member and submitted to and verified by the Membership Committee Chair or one of the people in charge of the certification and administration of the election.

Section 8 – 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 9 – A special election shall be held at the Executive Board 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 VII - EXECUTIVE BOARD MEMBERS

The Executive Board of CTK YAM shall consist of the Co-Presidents, the Treasurer/Secretary, the Chairs of all standing committees, and the Spiritual Leader. All Executive Board Members shall sign the Code of Conduct at the following Executive Board Meeting after being elected as an Officer or appointed as a Chair.

ARTICLE VIII - COMMITTEES

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

Section 2 – Chairs of all committees shall be appointed for a one-year term to commence August 1st of the election year and terminate the following July 31st. Re-appointment to the same Chair shall be the choice of the Officers.

Section 3 – All standing committee Chairs shall be members of the Executive Board. The Officers may appoint more than one Chair to a standing committee.

Section 4 – The 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.

c) **Marketing Communications Committee:** Responsible for all written and oral publicity concerning CTK YAM, updating the calendar, sending updates via email, and interacting, as necessary, with the Church Communication Committee, including providing a list of upcoming events to the parish staff to be included in the 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 Executive Board.

d) **Service Committee:** Responsible for planning and implementing community and church projects approved by the Executive Board.

e) **Social Committee:** Responsible for planning and delegating all social activities and events approved by the Executive Board, including planning Sunday dinners and socials. Special care shall be given to sponsoring events to welcome potential and new members.

f) **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 Executive Board to be too great in scope for any of the other standing committees.

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

h) **Sports Committee:** Responsible for planning and implementing all sports events and activities approved by the Executive Board.

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

j) **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 IX - FUNDS

Section 1 – 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 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 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 Officers do not need to obtain approval from the Executive Board for expenditures exceeding \$100 when Members pay for a specific event and funds collected are simply passed through the checking account to settle a balance incurred or to be incurred.

Section 2 – 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 3 – Account records shall be made available to any Member upon written request to the Treasurer/Treasurer.

Section 4 – The fiscal year shall begin on January 1st and shall end on December 31st.

Section 5 – Business records of funds received and paid shall be reported to the Spiritual Leader upon request.

ARTICLE X - MEETING OF CTK YAM

Section 1 – The Executive Board shall hold a monthly meeting. The time of the meeting shall be announced on the Calendar. The meeting shall be held at the Church facilities unless another location is designated in advance by the elected officers.

Section 2 – Meetings of the Executive Board shall be open to all Members.

Section 3 – A Meeting of the Members shall be announced by the Executive Board on the Calendar.

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 Officer at least twenty-four (24) hours prior to the special meeting.

Section 5 – 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 Officer or the Spiritual Leader at least twenty-four (24) hours in advance.

Section 6 – Twenty (20) Members shall constitute a quorum whether physically present or voting by absentee ballot at a special meeting. A quorum is required for any action by the membership. Members may vote by absentee ballot. If a Member votes by absentee ballot, the ballot must be signed, electronic signature shall be acceptable.

Section 7 – Five (5) 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.

ARTICLE XI - AMENDMENTS TO BY-LAWS

Section 1 – These By-Laws may be amended by a two-thirds majority vote of the Members voting, whether physically present or by absentee ballot at any Meeting of the Members 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."