Diocese of Cleveland CYO Athletic Advisory Committee
Organizational Charter

I NAME
The Name of this organization shall be the Diocese of Cleveland CYO Athletic Advisory Committee (AAC).

II MISSION
The Athletic Advisory Committee provides support and recommends ideas and programs to the Athletic Administration of the Diocese of Cleveland CYO Athletic Programs. The Committee works with the Administration in developing new programs and sport’s rules to continue the success and strength of the CYO program within a spirited Christian atmosphere. The Committee also encourages parents, coaches and athletes to compete in a Christian spirit of sportsmanship, teamwork and cooperation.

III THE ATHLETIC ADVISORY COMMITTEE
1) Qualifications –
   A) Members of the Athletic Advisory Committee are to be practicing Catholics, significantly involved in the CYO Athletic program at the member or diocese level, able to assess issues and proposals and their implication for the greater CYO program and approved by their local Pastor and Pastoral Designee as well as the CYO Athletic Administrator.
   B) Members of the Athletic Advisory Committee cannot be employees of the Diocese of Cleveland CYO or related offices.

2) Voting Members
   A) The Athletic Advisory Committee shall consist of thirteen (13) voting members. Representing each of the following Sections:
      i. Section 1 – Holy Trinity-Avon, Mary Mother of God, Sacred Heart-Lorain, St Anthony of Padua-Lorain, St Joseph-Amherst, St Joseph-Avon Lake, St Jude, St Mary of the Immaculate Conception, St Mary-Elyria, St Mary-Vermilion, St Peter-Lorain, St Thomas the Apostle. (12)
      ii. Section 2 – St Angela Merici, St Bernadette, St Brendan-St Richard, St Raphael. (4)
      iii. Section 3 – Blessed Trinity-Cleveland, Lakewood Catholic Academy, Metro Catholic, Our Lady of Angels, Our Lady of Mt Carmel-Cleveland, St Christopher, St Clement, St Ignatius of Antioch, St Mark, St Rocco, St Vincent de Paul-Cleveland, Urban Community School, West Park Catholic Academy. (13)
      iv. Section 4 – Incarnate Word Academy, St Adalbert-Berea, St Bartholomew, St Mary of the Falls, St Mary-Berea, St Mary-Park North Ridgeville, Sts Joseph & John. (7)
      v. Section 5 – Holy Family-Parma, Horizon Science Academy, Mary Queen of Peace, St Anthony of Padua-Parma, St Bridget of Kildare, St Charles Borromeo, St Columbkille, St Francis de Sales-Parma, St John Bosco, St Leo the Great, St Mary Byzantine, St Thomas More. (12)
      vi. Section 6 – Assumption, St Albert the Great, St Ambrose, St Francis Xavier. (4)
      vii. Section 7 – Archbishop Lyke, Communion of Saints, Gesu, Holy Name Parish, Sacred Heart of Jesus-South Euclid, St Adalbert-Cleveland, St Agnes-Our Lady of Fatima, St Aloysius-St Agatha, St Dominic, St Francis, St Jerome, St Stanislaus, St Thomas Aquinas. (13)
      viii. Section 8 – Holy Spirit Academy, John Paul II Academy, St Barnabas, St Basil the Great, St Benedict Catholic School, St Joan of Arc, St Michael, St Monica, St Rita. (9)
      ix. Section 9 – Emmanuel Christian Academy, Queen of Heaven, Sacred Heart of Jesus-Wadsworth, SS Philip & James, St Augustine, St Francis de Sales-Akron, St Mathew, St Paul-Akron, St Paul-North Canton, St Sebastian, Sts Peter & Paul. (11)
      x. Section 10 – Holy Family-Stow, Immaculate Heart of Mary, Our Lady of Victory, Seton Catholic School, St Mary-Hudson, St Patrick. (6)
      xi. Section 11 – Blessed Trinity-Akron, Our Lady of the Elms, Spring Garden Waldorf School, St Anthony of Padua-Akron, St Hilary, St Joseph-Cuyahoga Falls, St Vincent, St Vincent-St Mary HS. (8)
      xii. Section 12 – Our Lady of the Lake, SS Robert & William, St Anselm, St Clare, St Francis of Assisi, St John of the Cross, St Paschal Baylon. (7)
Section 13 – Immaculate Conception, Mater Dei Academy, Notre Dame Elementary, Notre Dame-Cathedral Latin, Our Lady of Mt Carmel-Wickliffe, St Gabriel, St Helen, St John Vianney, St Justin Martyr-St Mary Magdalene, St Mary of the Assumption, St Mary-Chardon. (11)

B) The Athletic Advisory Committee shall consist of two (2) voting members in the position “Moderator”. These individuals shall be members of the clergy or school administrators from the sections assigned to each.
   i. Moderator 1 – Section 1, 2, 3, 4, 5, 6
   ii. Moderator 2 – Section 7, 8, 9, 10, 11, 12, 13

C) No person may simultaneously hold more than one (1) voting position or office while on the AAC.

D) If a voting member moves to a residence in another section while having a remaining term, he/she shall continue to serve in their position until a replacement is determined or the term ends. This person will then have the option to apply as a voting member for the new section or as a non-voting member.

3) Non-voting Members
   A) The Athletic Advisory Committee shall consist of the following Special Representatives selected by the AAC voting members and approved by the Athletic Administrator:
      i. Legal
      ii. Medical
      iii. Marketing
      iv. Religious
      v. Basketball
      vi. Football
      vii. Volleyball
      viii. Track & Field/Cross Country
      ix. General Sports
      x. Officiating
      xi. Honorary (no maximum)

B) No person may simultaneously hold more than one (1) position or office while on the AAC.

4) The AAC cannot conduct any official business without a quorum of its voting members. A quorum shall be at least seven (7) voting members.

IV LEADERSHIP
1) The AAC shall elect from among its voting members a chairperson, vice-chairperson and secretary.
2) The AAC Leadership will serve for a two (2) year term.
3) The Chairperson shall:
   A) Preside over all meetings of the AAC, Executive Committee and General Membership Meetings.
   B) Represent the AAC at all official functions or designate someone as needed.
   C) Be the spokesperson for the AAC or designate someone as needed.
   D) The Chairperson, with majority approval of the voting members, shall appoint all adhoc committee chairpersons.
   E) The Chairperson shall act as a member ex-officio of all standing committees.
   F) The Chairperson shall prepare an agenda for all regularly scheduled meetings for distribution.
4) The Vice-Chairperson shall:
   A) Preside over meetings of the AAC, Executive Committee and General Membership in the absence of the Chairperson.
   B) Assist the Chairperson in carrying out his/her responsibilities.
   C) Assume the position of the Chairperson in the event that the Chairperson cannot fulfill his/her complete term and select a new Vice-Chairperson.
   D) in the absence of the Secretary at a meeting, assume the responsibilities of the Secretary for that meeting
   E) perform duties assigned by the Chairperson
5) The Secretary shall
   A) notify all AAC members and the general membership of meetings and agendas
   B) keep minutes of all meetings which shall include;
i. A list of all voting members in attendance, excused, and not present, and all others that are in attendance
ii. Record all reports by Officers, Committee Chairpersons and Athletic Staff
iii. Record all business conducted by the AAC, including the motion and person making the motion, person seconding the motion, any discussion, and voting on the issue
iv. Record all persons who spoke during the Open Session of the meeting and the subject of their talk
v. Record time meeting began and ended
vi. Record all other items that may have occurred at the meeting worth noting.

C) keep an orderly file of all minutes and other reports and handouts distributed at the AAC meetings as well as all correspondence of the AAC
D) Shall assist in the counting and recording of all votes for the elections of voting members.
E) Perform duties assigned by the Chairperson.

6) The Standing and Adhoc Committee Chairperson
   A) Preside over meetings of the committee
   B) Schedule the meetings of the committee
   C) Prepare the agenda of the committee meeting
   D) Submit reports of committee activity the AAC Chairperson and AAC Membership at regularly scheduled AAC Meetings

V TERMS, NOMINATIONS AND ELECTIONS
1) Terms of Office
   A) Voting Members – 4 year term. Terms of office will begin on July 1 and end on June 30
   B) Non-Voting Members – 2 year term. Terms of office will begin on September 1 and end on August 31
   C) Members are not bound by term limits, but must be nominated and elected according to the process outlined in this Charter.

2) Elections of the voting members shall be staggered to allow half of the AAC to be up for nomination at a time.
   A) For the first term (appointed in 2012) of the AAC, Those voting members representing even numbered Sections will serve a two (2) year term.
   B) For the first term (appointed in 2012) of the AAC, Those voting members representing odd numbered Sections will serve a four (4) year term.

3) Nominations
   A) The Nominating Committee shall advertise, asking for persons to apply for all open positions on the AAC and sub/adhoc committees.
   B) The Nominating Committee shall submit the names of all prospective nominees to the Athletic Administrator for approval before officially submitting the nominations to the AAC.
   C) The Nominating Committee shall present at least one (1) candidate for each open voting member and non-voting position.

4) Voting Member Elections
   A) The Nominating Committee shall submit all nominations for voting member position elections to the AAC by the May meeting
   B) The election of voting members and officers shall be at the May meeting.
   C) When more than the one person is nominated for a position, an election for the positions will be held.
      i. Those persons that are involved in a contested position shall have the right to speak to the AAC at the May meeting and explain their views.
      ii. The AAC may limit the time for each nominee to speak equally, but to no less than five (5) minutes.
      iii. The nominees with the most votes will be elected to those positions.
      iv. The vote will be by written ballot from a quorum of all current voting members in attendance at the May meeting.
      v. In the event of a tie for any of the elected positions, a second ballot will be taken by the AAC. If a tie remains the Athletic Administrator will select the nominee from those who are tied. The Nomination Committee shall present all tied elections to the Athletic Administrator for a decision by the end of June.
      vi. All voting shall be counted by the current Secretary and the Nominating Committee Chairperson.
D) If there are no contested positions, then the AAC shall approval the slate of nominees by motion and vote during the May meeting.

5) Non-Voting Member Elections
   A) The Nominating Committee shall submit all nominations for non-voting member position elections to the AAC by the August meeting.
   B) The election of non-voting members shall be at the August meeting.
   C) When more than the one person is nominated for a position, an election for the positions will be held.
      i. Those persons that are involved in a contested position shall have the right to speak to the AAC at the August meeting and explain their views.
      ii. The AAC may limit the time for each nominee to speak equally, but to no less than five (5) minutes.
      iii. The nominees with the most votes will be elected to those positions.
      iv. The vote will be by written ballot from a quorum of all current voting members in attendance at the August meeting.
      v. In the event of a tie for any of the elected positions, a second ballot will be taken by the AAC. If a tie remains the AAC Chairperson will select the nominee from those who are tied.
      vi. All voting shall be counted by the current Secretary and the Nominating Committee Chairperson.

D) If there are no contested positions, then the AAC shall approval the slate of nominees by motion and vote during the August meeting.

6) Resignations
   A) If a voting member resigns from their position, it will be the responsibility of the Nominating Committee to submit nominations to the Athletic Administrator within thirty (30) days of the vacancy.
   B) If a Non-voting member resigns from their position, it will be the responsibility of the Nominating Committee to submit nominations to the Athletic Administrator prior to the commencement of the position’s next term.
   C) In the event that there is no Chairperson or Vice-Chairperson, a new election for both positions shall be held at the next scheduled meeting after the Nominating Committee has found nominees for the vacant positions.

VI COMMITTEES
1) Executive Committee
   A) Shall consist of the Chairperson, Vice-Chairperson and Secretary of the AAC as well as the Athletic Administrator, Assistant Athletic Administrator and the Director of the Youth & Young Adult Ministry and CYO Office.
   B) AAC Chairperson shall preside over this committee.
   C) Shall meet at least two (2) times per year.
   D) Responsibilities:
      i. Evaluate the past meetings and programming of the AAC
      ii. Set goals for the upcoming program year
      iii. Determine standing committee chairpersons to be presented to the whole AAC for approval.
      iv. Make decisions regarding group recommendations and report such decisions in form of recommendations to the AAC and the CYO Staff.
      v. Handle and make recommendations regarding extreme or serious issues in the time between regular meetings and report the decision at the next AAC meeting.
      vi. Review and discuss procedural and operational recommendations related to the Diocese of Cleveland CYO Charter & By-laws as well as general administration.

2) Standing Committees
   A) The following Standing Committees shall be established by the AAC:
      i. Awards - This committee is responsible for the Hall of Fame and other volunteer or other recognition awards for the Diocese of Cleveland CYO. There must be at least three (3) members on this committee.
      ii. Mediation - This committee will assist with the administration of protests, grievances, disciplinary hearings and appeals as directed by the Athletic Staff. There must be three (3) members on this committee at all times.
iii. Nominating - This committee is responsible for insuring that all positions on the AAC are filled (See Section V for details). There must be three (3) members on this committee at all times.

iv. Evaluations – This committee is responsible for the review of season program evaluations and recommending to the AAC and Athletic Administration items for follow-up as well as potential policies to discuss. There must be at least three (3) members on this committee.

v. Good Shepherd Fund – This committee will assist in the administration of the Bishop Roger Gries CYO Good Shepherd Fund through planning of revenue generating programs and partnerships as well as the review of funding requests. This committee will consist of the Executive Director of the Youth & Young Adult Ministry & CYO Office, CYO Athletic Administrator, Three (3) additional members approved by the AAC.

B) The AAC Chairperson shall not serve as a Chairperson for any Standing Committee.
C) Each Standing Committee shall schedule its own meetings and work sessions as needed to perform its duties. These meeting dates shall be relayed to the AAC Chairperson, who is an ex-officio member of all committees.

D) All Standing Committee Chairpersons are required to report on the committee’s work at every AAC meeting, and present issues that need to be approved by the AAC.

3) Adhoc Committees
A) An Adhoc committee shall be formed when an issue, due to its complexity needs further study before a vote can be taken.
B) The AAC Chairperson can appoint an Adhoc Chairperson for this special issue only. The Adhoc Committee Chairperson shall report on the status of the committee at AAC meetings for as long as the committee is charged with a duty.
C) The AAC Chairperson may serve as an Adhoc Committee Chairperson.

VII MEETINGS
1) Regular AAC Meetings
A) The regularly scheduled meetings of all AAC voting members shall be conducted on a quarterly basis. There shall be regular meets held in August, November, February and May.
B) Meetings shall be open to Pastoral Designees and Member Administrators of current CYO Members.
C) A quorum of seven (7) voting members is required to be able to act on any business before the AAC
D) All regularly scheduled meetings must be announced on the athletic calendar/website.

2) Special AAC Meetings can be called by the AAC Chairperson or the Athletic Administrator. A minimum of 24 hours notice is required to hold a special meeting. Special meetings are open to all Pastoral Designees and Member Administrators who wish to attend, but the entire CYO membership does not have to be notified. All voting members must be notified by the Secretary or Chairperson of a special meeting.

3) Section Meetings are to be coordinated at a minimum of once per year by each AAC Member. AAC Members are to gather representatives from the areas they represent to discuss happenings in the Diocese, the section as well as to gather general input from the Diocese of Cleveland CYO Membership. These meetings are open to all members & representatives from the section.

4) Absences
A) Excused absences shall be made by contacting the AAC Chairperson, Secretary or Athletic Administrator prior to the start of the meeting.
B) Three (3) unexcused absences by an AAC member during their current term in office are grounds for termination.
C) Excessive absences shall be reviewed by the Chairperson for potential termination of the term in office. This will be determined by a majority vote of a quorum of the remaining AAC voting members.

5) All meetings will be conducted to the latest revision of Roberts “Rules of Order, Newly Revised”.

VIII DETERMINATION OF SECTIONS
1) AAC Section Alignments will be reviewed every 5 years beginning in 2017.
2) The 13 section representatives are to represent a geographical area consisting of about the same number of participants.
3) Process for determining section participants
A) Participation levels from the most recent completed season(s) will be used.
B) Individual participation of each member shall be totaled for each sport of athletes in grades three to seven.
C) The totals for all members will be summed and divided by 13 to arrive at an average section population.
D) Individual members will then be group geographically so that their total participant count is with reason of the determined average section population.

4) Section assignments must be approved by the AAC and the Athletic Administrator.

IX AMENDMENTS
The organizational charter may be amended by approval of two-thirds (2/3) majority of the AAC voting members and the Athletic Administrator.

X STANDING RULES
The AAC shall adopt standing rules for conducting its affairs in harmony and in the spirit of this Organizational Charter and the Diocese of Cleveland CYO Charter & By-laws.

END OF CHARTER
STANDING RULES

1) Current meetings shall be scheduled on _____________________________ at _____________________________ PM.

2) The AAC meeting agenda shall include the following:
   A) Call to Order
   B) Opening prayer
   C) Attendance
   D) Introductions
   E) Open Session for Pastoral Designees
   F) Secretary’s Report and Correspondence
   G) Chairperson’s Report
   H) Athletic Administrator’s Report
   I) Old Business
   J) New Business
   K) Committee of the Whole Report
   L) Standing Committee Reports
   M) Adhoc Committee Reports
   N) Scheduling of Next meeting
   O) Closing Prayer and Adjournment

3) New business items can be added to the agenda by submitting them to the Chairperson prior to the meeting.

4) All general comments by CYO Membership shall be brought forth during the Open Session at the beginning of each meeting. The Chairperson can control the time each speaker has based on the number of potential speakers present. The Open Session is planned to be no more than one-half (1/2) hour long. All items brought before the AAC during the Open Session shall be evaluated for possible placement on the current meeting’s agenda or of a future meeting by a vote.

5) The Chairperson may limit discussion on any issue, and ask for a motion to be made and a vote taken, or table the issue to a committee, or reschedule it to a future meeting. It is the Chairperson’s responsibility to move the meeting to cover all agenda items in a reasonable amount of time.