

# BYLAWS

These are the Bylaws of the Bay Area Young Adults Group (Approved 12/11/01)

## ARTICLE 1.0: NAME AND PURPOSE

- 1.1 **NAME.** The name of this organization shall be the Bay Area Young Adults Group. The name may be abbreviated as BAYA.
- 1.2 **PURPOSE.** Bay Area Young Adults (BAYA) is a group of Roman Catholic men and women, generally ages 18-39, who gather for a wide range of social, spiritual, cultural, athletic, and community service activities. BAYA serves the Catholic Parishes of the Bay Area Deanery in the Southern Vicariate of the Diocese of Galveston-Houston. The Group shall offer activities and services desired by the membership where deemed feasible by the Steering Committee.

## ARTICLE 2.0: MEMBERSHIP

- 2.1 **SCOPE.** Membership will be promoted among the Catholic parishes of the Houston/Galveston Bay Area. Membership is open to those persons who are interested in promoting the purpose of this Group. Members are invited to participate in BAYA activities, and they are given the opportunity to elect officers semi-annually and to approve proposed changes in the Bylaws.
- 2.2 **REVOCATION OF MEMBERSHIP.** A membership may be revoked by a two-thirds (2/3) vote of all current Steering Committee elected officers provided the member has been notified thirty (30) days in advance by certified mail of the reasons for such action and has been given an opportunity to be heard by the Steering Committee. Such action may be brought for disregard or violation of these Bylaws and/or the organization's board approved Standing Rules.
- 2.3 **GUEST.** Any individual is welcome to attend any meeting or activity of the Group as a guest.

## ARTICLE 3.0: STEERING COMMITTEE

- 3.1 **MEMBERSHIP.** The Steering Committee, also referred to as the Board, shall consist of the officers as defined in Article 4.0. An individual may serve in multiple elected positions on the Steering Committee, however each individual has only one vote unless otherwise stated in the Bylaws.
- 3.2 **ROLE & RESPONSIBILITIES.** The Steering Committee is responsible for the overall direction of the organization and its day-to-day operations. To this end, it shall establish Standing Rules and operating procedures to address issues not covered by these Bylaws. It may also create committees to handle the business of the organization and monitor these committees to ensure that they successfully complete assigned tasks. Annually, the steering committee shall review the Bylaws and Standing Rules and make recommendations for revisions to the general membership.
- 3.3 **VACANCIES.** Any vacancies in elected positions shall only be filled by a simple majority (51%) of the Steering Committee. An officer elected by the Steering Committee to fill a vacancy will be eligible to serve two additional full terms in this position.
- 3.4 **REMOVAL OF OFFICERS.** Elected officers and individuals appointed to serve on the Steering Committee may be removed from office by a two-thirds vote of the full Board membership.

## ARTICLE 4.0: OFFICERS

- 4.1 **FACILITATOR.** This position is responsible for coordinating and facilitating the quarterly meetings of the Steering Committee and for ensuring that BAYA is operating in accordance with approved Bylaws and Standing Rules. The BAYA Facilitator shall be responsible for keeping and updating the Standing Rules. The Facilitator shall remain in contact with existing committees and recommend the creation of new committees as needed to ensure that the day-to-day work of the organization is proceeding according to the agreed plan. The Group Facilitator will only vote when there are an equal number of officers for and against an issue. Individuals seeking this office must have been elected to and completed two six-month terms as a BAYA officer. The Facilitator serves as the official BAYA contact with the Diocese of Galveston-Houston. The only other elected position the Facilitator may fill concurrently is that of Parish Representative. However, the Facilitator shall have one vote and only vote in the event of a tie.
- 4.2 **SPIRITUAL COORDINATOR.** The Spiritual Coordinator shall plan and notify members of events and activities that encourage spiritual growth and allow the members to share and express their Catholic faith. The Spiritual Coordinator shall chair a committee to organize an annual BAYA retreat. The spiritual coordinator must be Catholic.
- 4.3 **HISTORIAN.** Maintain a photo album and ensure photographs are taken at various events.
- 4.4 **MEMBERSHIP COORDINATOR.** Responsible for coordinating one membership drive each term. Ensures that member names and numbers are updated on the membership list.
- 4.5 **TREASURER.** The Treasurer shall handle contributions and distribution of funds for overhead costs and maintain a written account of all financial transactions. The Treasurer shall provide a financial report at each scheduled Steering Committee meeting and at the end of his/her elected term.
- 4.6 **COMMUNITY SERVICE COORDINATOR.** Organizes activities and events for the calendar that support community service. He/She maintains a listing of volunteer and service opportunities available in the Greater Houston/Galveston Bay Area.
- 4.7 **SOCIAL COORDINATOR.** Provide events for the calendar that support the Group's social goals. Also collect non-PACCO event information and coordinate joint events with other Catholic Young Adult Groups.
- 4.8 **SPORTS COORDINATOR.** Make sure events exist on the calendar that support athletics. Have the Group participate in PACCO sports leagues.
- 4.9 **CALENDAR EDITOR.** Produce the monthly calendar to be distributed to the membership.
- 4.10 **CALENDAR DISTRIBUTOR.** By working closely with parish reps, ensures that the monthly calendar is available in each of the member Churches and that BAYA announcements appear regularly in Church bulletins.
- 4.11 **PARISH ACTIVITIES FOR CATHOLIC COMMUNICATION ORGANIZATION (PACCO) REPRESENTATIVE.** Attend all PACCO meetings. Ensure PACCO events are on the calendar. Distribute tickets for all PACCO events, if required. Any member is eligible to run for this position. Members running for PACCO office, who have not previously held a Steering Committee office, shall be approved by the Steering Committee.
- 4.12 **INFORMATION TECHNOLOGY (IT) ADMINISTRATOR.** Manage and/or assist in administration of websites, e-mail lists, electronic monthly calendars, and other items concerning electronic media. This position is not subject to term limits.

- 4.13 **PARISH REPRESENTATIVES.** Parish Representatives develop and maintain relationships with their respective Catholic Church to ensure that information about BAYA, especially the monthly calendar, is available in the church and announced in the bulletin. Receive phone calls from prospective members. Representatives should be a registered member of the church they represent.
- 4.14 **ASSISTANTS.** Any Steering Committee officer may appoint and dismiss Assistants to help perform their duties. These Assistants have no vote. A vote of the officers is not required to approve these appointments or dismissals.
- 4.15 **SPIRITUAL ADVISOR.** The Spiritual Advisor supports and advocates for BAYA within the Diocese of Galveston-Houston. The Spiritual Advisor serves as a guide in ensuring that the group is true to the teachings of the Catholic Church. He/She may be called upon to mediate disputes associated with group members. The Spiritual Advisor should be a priest, deacon, brother or sister associated with one of the parishes in the Bay Area Deanery. 75% of the full Board membership must approve the selection of a Spiritual Advisor. The Spiritual Advisor is invited to participate in the meetings and other activities, but he/she will have no formal vote. There are no term limits for this position. However, a Spiritual Advisor may be removed from his/her position by a vote of 75% of the full Board membership.

## **ARTICLE 5.0: NOMINATION AND ELECTION OF OFFICERS**

- 5.1 **ELECTION OF OFFICERS.** Officers are elected by a simple majority vote of the membership present at the Semi-Annual Meetings in January and July. Election shall be by written ballot unless there is only one nominee for each office. Written or electronic absentee votes shall be allowed.
- 5.2 **TERMS.** The elected officers shall take office on the 1<sup>st</sup> day of February and August. Unless otherwise noted in these Bylaws, no person may hold the same office for more than two (2) consecutive six (6) month terms.
- 5.3 **ELIGIBILITY.**
- A. The only persons eligible to hold office shall be those who are members in good standing.
  - B. Elected officers shall be Roman Catholics, aged 18 to 39 at the time they start their term, and should be registered at a parish in the Bay Area Deanery of the Diocese of Galveston-Houston.
  - C. A candidate for elected office who does not meet the criteria in item 5.3B may still be appointed to the position after a period of 30 days after the start of the term, provided there is no opponent who satisfies criteria 5.3B.
- 5.4 **ELECTION COMMITTEE.** There shall be an Election Committee of two or more members appointed by the Steering Committee prior to the Semi-Annual Meeting. Any member in good standing may serve on this committee. Responsibilities include nominating candidates for appointed positions, facilitating the election, providing absentee ballots, counting the votes, and reporting the results. The members selected for the Election Committee shall be listed in the Group calendar for the month preceding the Semi-Annual Meeting where the elections are held (and by e-mail no less than thirty (30) days prior to the election). No one will be privy to learn of vacant positions before the membership at large is informed.

## **ARTICLE 6.0: FINANCIAL MANAGEMENT**

- 6.1 **FISCAL TERM.** The fiscal term shall be February to July and August to January.
- 6.2 **SIGNATURES.** Orders for payments for monies, notes or other indebtedness issued in the name of the Group shall be signed by any two elected officers of the Group.
- 6.3 **DEPOSITS.** All funds not otherwise employed shall be deposited to the credit of the Group in such fiscally prudent investments as the Steering Committee may select.
- 6.4 **REIMBURSEMENTS.** The Steering Committee shall approve any change to officer reimbursement.

## **ARTICLE 7.0: MEETINGS AND QUORUMS**

- 7.1 **SEMI-ANNUAL MEETINGS.** The Semi-Annual Meetings shall be held in January and July for the election of officers at the location to be designated by the Steering Committee.
- 7.2 **SPECIAL MEETINGS.** A Special Meeting of the membership or officers may be called by the Steering Committee at any time provided adequate notification is given to all members not less than seven (7) days prior to the date of this meeting.
- 7.3 **STEERING COMMITTEE MEETINGS.** The Steering Committee shall meet at least quarterly at a time and place to be designated by the Steering Committee. Advance notice of this meeting shall be given to Steering Committee members and the general membership by e-mail not less than thirty (30) days beforehand.
- 7.4 **STEERING COMMITTEE QUORUM.** A quorum at a Steering Committee meeting shall be not less than 25% of the Steering Committee Members, or not less than 5.
- 7.5 **RELATIONSHIPS WITH OTHER ORGANIZATIONS.** A two-thirds majority vote of the full board membership shall approve the establishment, modification, and/or termination of any relationship with other organizations.

## **ARTICLE 8.0: AMENDMENTS**

- 8.1 **METHOD OF AMENDMENT.** These Bylaws may be amended only by the following procedure:
- A. A proper motion must be made and seconded at any meeting of the general membership, providing a Steering Committee quorum is present.
  - B. The proposed amendment shall then be provided to the Group and be open to review for thirty (30) days.
  - C. The proposed amendment shall then be discussed and voted on at a Special Meeting of the group membership, which must be published on the group calendar.
  - D. Amendment adoption requires two-thirds (2/3) vote of approval of the members present. A Steering Committee quorum must be present. Absentee votes are allowed.