

# **CYMK GENERAL BY-LAWS**

## **AUGUST 2007**

**AS AMENDED AUGUST 12, 2017**

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**1. NAME**

The name of the organization is CYMK (Союз Української Молоді Канади /Soiuz Ukrains'koi Molodi Kanady). In English, the name is CYMK –Ukrainian Orthodox Youth.

**2. AFFILIATION**

CYMK is an integral part of the Ukrainian Self-Reliance League of Canada (CYC), and CYMK is obligated to follow the By-laws of CYC.

**3. RECOGNITION**

CYMK is the one Ukrainian Orthodox youth organization of the Ukrainian Orthodox Church of Canada, as documented in the minutes of the 14th Sobor, July 30 - August 2, 1970, and therefore its members shall consist of persons supporting the principles of the Ukrainian Orthodox faith.

**4. AIMS AND OBJECTIVES**

The aims and objectives of CYMK are:

**4.1** To perform and execute all manner of deeds and acts that contribute to the continual growth of the Ukrainian Orthodox Church of Canada and to encourage its members to practice and live by the Christian principles as enunciated by the Ukrainian Orthodox Church of Canada.

**4.2** To promote the welfare of and cooperate with the member organizations, institutions and affiliated members under CYC.

**4.3** To foster, develop, perpetuate and continue the evolution of the finest cultural elements, traditions, and language of the Ukrainian Canadian people as a distinctive contribution to the national culture of Canada.

**4.4** By cultivating amongst its members an understanding and a respect for parliamentary institutions, the Rule of Law, and the democratic principle of respecting the rights of others, CYMK will create an environment that will foster the development of leaders within the Ukrainian Community and within the greater Canadian community

**5. MEMBERSHIP CLASSIFICATION**

**5.1** There shall be three classes of membership:

**5.1.1** Junior

**5.1.2** Senior

**5.1.3** Independent

**5.2** Junior members are recommended to be thirteen years of age or younger.

**5.3** Senior members are recommended to be fourteen years of age or older.

**5.4** Notwithstanding paragraph 5.2 and 5.3, latitude may be allowed by Junior and Senior CYMK Locals whenever geographic and/or sociological factors mitigate such considerations.

**5.5** Independent members:

**5.5.1** Independent members are those who wish to be part of CYMK but are not members of an existing CYMK Local.

**5.5.2** They shall pay dues directly to National CYMK.

**5.6** A member in good standing is a person who has submitted a completed membership form and has paid the annual membership fee

## **6. APPLICATION FOR MEMBERSHIP**

Any person may apply for membership in CYMK providing they agree to follow the General By-laws of CYMK.

## **7. ADMISSION TO MEMBERSHIP**

**7.1** Local members shall be admitted to membership according to the following procedure:

**7.1.1** A completed membership form shall be submitted to the Local Executive

**7.1.2** The candidate shall pay a membership fee which will include Local, Regional and National apportionments, where applicable.

**7.1.3** Upon approval of the Local Executive, the candidate will be considered a member in good standing.

**7.2** Independent members shall be admitted to membership according to the following procedure:

**7.2.1** A completed membership form shall be submitted to the National Executive.

**7.2.2** The candidate shall pay a membership fee to National CYMK.

**7.2.3** Upon approval of National CYMK, the candidate will be considered a member in good standing.

## **8. OBLIGATIONS AND RIGHTS OF CYMKMEMBERS**

**8.1** Members are obligated to strive for the fulfillment of the aims and objectives of CYMK, to abide precisely and conscientiously by the regulations and directives of the governing bodies, to participate in all meetings of CYMK, to punctually pay the membership fee, and by active work and exemplary behaviour bring honour and prestige to CYMK.

**8.2** Members in good standing shall have the right to vote, to be elected to governing bodies of CYMK, to participate in all aspects of the organizational life of CYC, and to make use of the facilities provided by CYMK.

**8.3** Independent members will be accorded all aforementioned rights with the exception of voting rights at the Local levels.

## **9. GOVERNING BODIES**

**9.1** The General By-laws of CYMK shall govern all activities of CYMK.

**9.2** The organizational structure of CYMK in order of highest to lowest authority shall be:

- 9.2.1** National Convention
- 9.2.2** National-Regional Conference
- 9.2.3** National Executive Meeting
- 9.2.4** Regional Convention
- 9.2.5** Regional Executive Meeting
- 9.2.6** Local Annual General Meeting
- 9.2.7** Local Meeting
- 9.2.8** Local Executive Meeting

**9.3** There shall be four regional jurisdictions, namely:

- 9.3.1** Alberta/British Columbia
- 9.3.2** Saskatchewan
- 9.3.3** Manitoba
- 9.3.4** Eastern Canada

## **10. PREROGATIVE OF GOVERNING BODIES**

**10.1** If any governing body is not fulfilling its duties, the next higher body may take up the neglected duties of the lower body. A higher governing body may enjoin a lower governing body to halt any action, which is deemed harmful to the well-being of CYMK or if that action is contrary to the aims and objectives espoused in these By-laws. A higher governing body may also instruct a lower governing body to undertake a course of action, which is deemed to be beneficial to CYMK.

**10.2** In this Article, the expression "lower governing body" shall mean that body of CYMK, which follows the order of authority set out in Article 9 herein, where Article 9.2.1 contains the highest authority and Article 9.2.8 the lowest.

**10.3** Any elected or appointed executive member (National, Regional or Local) can be removed from office by a seventy-five percent (75%) vote of the entire corresponding executive.

**10.4** Any membership may be revoked by a two-thirds vote of a Local general meeting.

**10.4.1** Quorum for this meeting shall be sixty percent (60%) of the members registered in the Local.

**10.5** Appeals may be made regarding the exercise of these prerogatives in accordance with Article 11 of these By-laws.

## **11. APPEAL PROCEDURE**

**11.1** Any action or prerogative granted to a governing body by these By-laws may be appealed to the next highest governing body. If a decision is upheld or rejected, the party that lost the appeal retains the option to appeal to the next highest governing body, as outlined in Article 9.2.

**11.2** A lesser body may not be bypassed in order to bring the appeal to the attention of a higher governing body, unless the lower governing body explicitly gives its approval to be bypassed.

**11.3** The National Convention is the highest level of appeal. The decision reached by a simple majority of quorum at the general session is binding.

**11.4** The action or matter over which the appeal is being made must cease while the appeal is in progress.

## **12. NATIONAL EXECUTIVE –STRUCTURE & RESPONSIBILITIES**

**12.1** The National Executive shall consist of the following:

- 12.1.1** President
- 12.1.2** First Vice President
- 12.1.3** Second Vice President
- 12.1.4** Secretary
- 12.1.5** Treasurer
- 12.1.6** Immediate Past President

**12.2** The National Executive may appoint Members Without Portfolio as it deems necessary. The National Executive shall assign whatever rights and privileges to these members, up to the status of a duly elected officer, as it deems prudent.

**12.3** Each National Executive member must be a member in good standing.

**12.4** The affairs of CYMK shall be managed by the National Executive, including the publication and distribution of the national newsletter, Zaklyk.

**12.5** The National Executive shall meet (in person or via teleconference) at least twenty (20) times in each term at the time and place determined by the Executive at the call of the President. A quorum for these meetings will be a simple majority.

**12.6** The National Executive shall enter upon their official duties on the date of their election at the National Convention and shall serve for a term of two (2) years and may be re-elected for a further two- (2) year term.

**12.7** The position of a member of the National Executive shall be automatically vacated if a National Executive member resigns office by delivery of a written resignation to the National Executive or is removed as per Articles 10.3 and 10.4.

**12.8** If a vacancy occurs for any reason, the National Executive may appoint, by majority vote, a member in good standing of CYMK to fill the vacancy.

**12.9** The members of the National Executive serve without remuneration and shall not directly or indirectly receive any profit from his or her position. Notwithstanding, the members of the National Executive may be paid reasonable expenses incurred in the performance of his or her duties.

### **13. REGIONAL EXECUTIVES -STRUCTURE**

**13.1** The Regional Executive shall consist of the following:

**13.1.1** President

**13.1.2** Vice President

**13.1.3** Secretary

**13.1.4** Treasurer

**13.1.5** Immediate Past President

**13.2** At minimum, a Regional Executive must consist of a President, Secretary, and Treasurer.

**13.3** In the event that there is no immediate Past President as stated in Article 13.1.5, the immediate past Regional Co-ordinator shall assume this role.

**13.4** The Regional Executive may appoint Members Without Portfolio as it deems necessary. The Regional Executive shall assign whatever rights and privileges to these members, up to the status of a duly elected officer, as it deems prudent.

**13.5** Each Regional Executive member will be a member in good standing.

**13.6** The Regional Executive shall coordinate activities within their region, administer the policies of the Regional Convention and the directives of the National Executive and shall supervise the execution thereof by Locals within their region.

**13.7** The Regional Executive shall meet (in person or via teleconference) at least five (5) times in each term at the time and place determined by the Executive at the call of the President. A quorum for these meetings will be a simple majority.

**13.8** The Regional Executive shall enter upon their official duties on the date of their election at the Regional Convention. A duly elected Regional Executive may hold office for a one or two year term. The same officers may be re-elected for a second term. The Regional Convention shall decide on the length of the term.

**13.9** The position of a member of the Regional Executive shall be automatically vacated if a Regional Executive member resigns office by delivery of a written resignation to the Regional Executive or is removed as per Articles 10.3 and 10.4.

**13.10** If a vacancy occurs for any reason, the Regional Executive may appoint, by majority vote, a member in good standing of CYMK to fill the vacancy.

**13.11** The members of the Regional Executive serve without remuneration and shall not directly or indirectly receive any profit from his or her position. Notwithstanding, the members of the Regional Executive may be paid reasonable expenses incurred in the performance of his or her duties.

#### **14. CYMKLOCALS**

**14.1** A CYMK Local requires a minimum of five members for certification as a duly constituted entity. Where there are fewer than five members in any given area, these members may pay their membership fees directly to National CYMK and shall be considered as Independent Members.

**14.2** A Local shall be officially recognized by the National Executive upon payment of the membership dues of each member of the Local.

**14.3** All fees are to be paid to the CYMK Local, which in turn provides a portion of fees to Regional (where applicable) and National.

#### **15. SENIOR LOCAL EXECUTIVES**

**15.1** Senior Local Executives may consist of the following:

**15.1.1** President

**15.1.2** Vice-President

**15.1.3** Secretary

**15.1.4** Treasurer

**15.1.5** Immediate Past President

**15.2** At minimum, a Local Executive must consist of a President, Secretary, and Treasurer.

**15.3** A Local Executive may appoint Members Without Portfolio as it deems necessary. The Local Executive shall assign whatever rights and privileges to these members, up to the status of a duly elected officer, as it deems prudent.



**15.4** All members of the Executive must be members in good standing.

**15.5** A duly elected Local Executive may hold office for a one- (1) or two- (2) year term. The same officers may be re-elected for additional terms. The Local Annual General Meeting shall decide on the length of the term.

**15.6** The Local Executive shall administer the policies of the Local Annual General Meeting and the directives of the National and Regional Executives.

## **16. JUNIOR LOCAL EXECUTIVES**

**16.1** Junior Local Executives may consist of the following:

**16.1.1** President

**16.1.2** Vice President

**16.1.3** Secretary

**16.1.4** Treasurer

**16.1.5** Immediate Past President

**16.2** At minimum, a Local Executive must consist of a President, Secretary, and Treasurer.

**16.3** A Local Executive may appoint Members Without Portfolio as it deems necessary. The Local Executive shall assign whatever rights and privileges to these members, up to the status of a duly elected officer, as it deems prudent.

**16.4** All members of the Executive must be members in good standing.

**16.5** A duly elected Local Executive may hold office for a one- (1) or two- (2) year term. The same officers may be re-elected for additional terms. The Local Annual General Meeting shall decide on the length of the term.

**16.6** Junior CYMK Locals shall be under the jurisdiction of the National Executive and administered in conjunction with the Ukrainian Women's Association of Canada (UWAC).

**16.6.1** UWAC will support financially and provide guidance to Junior CYMK Locals as per Article 2, Section 2.1.G of the 1991 Constitution of UWAC

## **17. ROLES AND RESPONSIBILITIES OF EXECUTIVE MEMBERS**

**17.1** The President shall preside over all meetings of the Executive. The President shall be an ex-officio member of all standing and special committees.

**17.1.1** The National President shall be the Chief Executive Officer of CYMK.

**17.1.2** Regional Presidents shall coordinate the activities of the Locals in their region. They will also act as liaisons between the Locals and the National Executive.

**17.1.3** The Local President shall provide news to the national newsletter, Zaklyk.

**17.2** The (First) Vice President, in the absence of the President, shall preside over all meetings of the Executive. The (First) Vice President shall also perform such other duties as usually pertain to that office, or as assigned by the President or the Executive.

**17.2.1** As per Article 12.1.3, the Second Vice President, in the absence of both the President and the First Vice President, shall preside over all meetings of the Executive. The Second Vice President shall also perform such other duties as usually pertain to that office, or as assigned by the President or the Executive.

**17.3** The Secretary shall keep minutes of the meetings of the executive, be responsible for reviewing any incoming correspondence and reporting to the executive, and perform such other duties as usually pertain to the office of Secretary, or as assigned by the President or the Executive.

**17.3.1** As per Article 12.1.4, the Secretary will be responsible for all information provided to the general membership from the National Executive and distributing the national newsletter, Zaklyk.

**17.4** The Treasurer shall have the care and custody of all funds and securities of CYMK and keep the records of the membership, the membership fees and dues, and shall deposit the same in the official depositories and shall disperse same on order of the Executive. His or her accounts and books shall at all times be open to the inspection of the President, the Executive, the Executives of any higher governing bodies as outlined in Article 9.2, and any authorized auditors. He or she shall make a report to the annual meeting of CYMK, and at such other times as the President or Executive may require. He or she shall perform such duties as usually pertain to the office of Treasurer, or as assigned by the President or the Executive.

**17.5** The Immediate Past President shall perform such duties as may be assigned to him or her by the Executive.

**17.6** Members Without Portfolio shall perform such duties as may be assigned to them by the Executive.

## **18. ADVISORY COMMITTEE**

**18.1** Each level of CYMK (National, Regional and Local) shall have an Advisory Committee appointed by the respective executive.

**18.1.1** In the case of a Junior CYMK Local, the Advisory Committee will be selected under the guidance of the local UWAC.

**18.2** The purpose of the Advisory Committee is as follows:

**18.2.1** To provide guidance and advice.

**18.2.2** To assist in the establishment of programming.

**18.2.3** To have the financial records audited prior to each Annual General Meeting or Convention.

**18.3** The Advisory Committee shall consist of the following:

**18.3.1** A Chaplain

**18.3.2** A Ukrainian Self-Reliance Association (TYC) member in good standing

**18.3.3** A UWAC member in good standing

**18.4** Notwithstanding 18.2 and 18.3, a substitute may be appointed where circumstances warrant.

## **19. NOMINATIONS AND ELECTIONS OF EXECUTIVE MEMBERS**

**19.1** The election of Executive members shall be held at the National Convention, Regional convention, or Local Annual General Meeting.

**19.2** Voting shall be by a show of hands unless a secret ballot is requested by at least three members in good standing present. Only members present and in good standing may vote.

**19.3** At least thirty days prior to the date of the meeting at which elections are to be held, the Executive shall appoint a committee to be known as the Nominating Committee. This Committee shall consist of three members. The President shall designate the Chairperson of the Committee. Duties of the Committee shall be to make nominations with consent of those nominated.

**19.4** At the meeting at which elections are to be held, the Nominating Committee shall submit a list of nominees for each elected position to be filled. Nominations from the floor of the meeting may be made for any position. These nominations, when combined with the list submitted by the nominating committee, shall then be the list of nominees submitted to the membership for an election of officers.

**19.5** In the case of a vacancy in the office of President, the Vice-President shall automatically be deemed to be elected and fill the vacancy as President. In the case of a vacancy in any other office, the vacancy shall be filled by the Executive.

## **20. NATIONAL CONVENTION**

**20.1** National Conventions shall be governed by the rules set out in this Article.

**20.2** A National Convention shall be called at least once every two (2) years for the purpose of:

**20.2.1** Hearing the reports of the National Executive

**20.2.2** Determining the policy of the organization for the subsequent two (2) year period

**20.2.3** Hearing appeals

**20.2.4** Electing the National Executive

**20.2.5** Setting National membership fees

**20.3** Advance notice of a National Convention shall be given two (2) months prior thereto. An agenda shall be sent out at that time.

**20.4** All members in good standing in attendance at the National Convention will be considered as delegates and be entitled to one (1) vote.

**20.5** Independent members may represent themselves on all matters, and they shall have one (1) vote.

**20.6** At the meeting at which elections are to be held, the Nominating Committee shall submit a list of nominees for each elected position to be filled. Nominations from the floor of the meeting may be made for any position. These nominations, when combined with the list submitted by the nominating committee, shall then be the list of nominees submitted to the membership for an election of officers.

**20.7** A quorum for the conduct of business at the National Convention shall consist of seventy-five percent (75%) of the registered delegates.

## **21. REGIONAL CONVENTIONS**

**21.1** Regional Conventions shall be governed by the rules set out in this Article.

**21.2** A Regional Convention shall be called at least once every two (2) years for the purpose of:

**21.2.1** Hearing the reports of the Regional Executive

**21.2.2** Determining the programs for the subsequent term

**21.2.3** Hearing appeals

**21.2.4** Electing the Regional Executive

**21.3** All members in good standing, who are registered in that jurisdiction will be considered as delegates to the Regional Convention and be entitled to one (1) vote.

**21.4** Independent members may represent themselves on all matters and they shall have one (1) vote in one (1) particular region.

**21.5** A quorum at the Regional Convention shall consist of seventy-five percent (75%) of the delegates in attendance.

## **22. ANNUAL LOCAL GENERAL MEETINGS**

**22.1** Local Annual General Meetings shall be governed by the rules set out in this Article.

**22.2** A Local Annual General Meeting shall be called at least once every twelve (12) months for the purpose of:

**22.2.1** Hearing reports from the Executive members

**22.2.2** Determining policies and programs for the subsequent year

**22.2.3** Electing members to the Executive

**22.2.4** Hearing appeals

**22.2.5** Determining additional dues to be levied on members over and above the membership fees established by the National and Regional (where applicable) Executives

**22.3** Each member in good standing shall be entitled to one (1) vote.

**22.4** A quorum for the Local Annual General Meeting shall be sixty percent (60%) of the members registered in the Local.

## **23. LOCAL DISCIPLINE**

**23.1** Any Local more than twelve (12) months in arrears for any indebtedness to National CYMK shall be considered not in good standing, and may have its membership therein suspended or revoked by action of the National Executive. This is provided that notice of said indebtedness shall have been duly sent via registered mail by the National Executive to the last reported President and Secretary of said Local. The National Executive may restore such Local membership upon payment of its indebtedness or annual dues.

**23.2** Any Local that fails to conform to the By-laws of CYMK or that fails to conform to the accepted standards for member Locals may have its membership therein suspended or revoked, or may be otherwise disciplined, by a two-thirds (2/3) vote of the National Executive. This is provided that a copy of the charges with a notice of the hearing shall have been sent via registered mail by the National Executive to the last reported President and Secretary of the Local thirty (30) days before said hearing.

**23.3** If the National Executive suspends the membership of any Local or otherwise disciplines any such Local, the National Executive shall send, by registered mail within fifteen (15) days, a notice of such action to the last reported President and Secretary of

said Local. Within sixty (60) days from the date of mailing of such notice, the Local may file with the Secretary of the National Executive a written notice of appeal, which shall be considered at the next National Convention.

**23.4** Any Local whose membership has been terminated in any manner shall forfeit all privileges in CYMK name, emblem or any other insignia.

#### **24. FISCAL YEAR**

The financial year end for the National Executive of CYMK-UOY or its local branches shall be June 30. (as amended August 12, 2017)

#### **25. REGIONAL AND LOCAL FINANCES**

**25.1** The books of each Region and Local shall be audited at least once per year, unless otherwise ordered by the respective (or National) Executive. The auditors shall be appointed by the Advisory Committee.

**25.2** The Regional or Local Executive shall determine the official depository.

#### **26. MEMBERS' INDEMNITY**

**26.1** Every member or officer of CYMK, advisors, or other person who has undertaken or is about to undertake any liability on behalf of CYMK, along with that person's heirs, executors and administrators, their estate and effects, shall at all times be indemnified and saved harmless out of the funds of CYMK from and against:

**26.1.1** All costs, charges and expenses whatsoever which such member, officer, advisors, or other person may incur in any action, suit or proceeding which is brought, commenced or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, done or permitted by him or her, in the execution of the duties of his or her office or in respect of any such liability; and

**26.1.2** All other costs, charges and expenses which he or she sustains or incurs in relation to the affairs of CYMK organization, except such costs, charges or expenses as are occasioned by his or her own willful negligence or default.

#### **27. EXECUTION OF DOCUMENTS**

All formal documents, cheques and orders for the payment of monies shall be signed on behalf of the Executive. Unless and until otherwise directed by said Executive, all such documents, cheques and orders shall be signed by the President and countersigned by the Treasurer.

#### **28. RULES OF ORDER**

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these By-laws.

#### **29. DISSOLUTION**

**29.1** In the event that a Local loses its membership or is dissolved for some other reason, all existing records and assets shall be sent to the National Executive. These records and assets shall be held in trust for a period of five (5) years while attempts are made to re-establish the local. If this is unsuccessful then the National Executive has the option of distributing assets in whatever manner it deems fit. The records of the local should be sent to the CYC archive location.

**29.2** If it so desires, a Regional Executive may assume the duties of a Local Executive which proposes to dissolve, for the purpose of continuing the operation of that Local.

**29.2.1** In such a case, the Regional Executive should attempt to re-establish the defunct Local and guide its operation until the Local becomes, in the opinion of the Regional Executive, self-sufficient and self-supporting.

**29.3** In the event that CYMK is dissolved, all its existing assets and records shall be forwarded to the National Executive of CYC.

### **30. AMENDMENTS OF BY-LAWS**

**30.1** These General By-laws shall not be rescinded, altered, or added to except by special resolution of CYMK.

**30.2** In this Article, “special resolution” means a resolution passed at a National Convention of which not less than thirty (30) days notice specifying the intention to propose the resolution has been given by the National Executive. Said notice must be sent to each Regional and Local Executive.