

1 **BY-LAWS**
2 **OF THE**
3 **NATIONAL CATHOLIC COMMITTEE ON SCOUTING**
4

5 **ARTICLE I**

6 **SECTION A. AUTHORITY.**

7 The National Catholic Committee on Scouting (NCCS) is a Church committee of concerned Catholic Laity and Clergy which
8 is advisory to the Boy Scouts of America (BSA) and relates to the United States Conference of Catholic Bishops (USCCB)
9 through its NCCS Episcopal Liaison.

10 **SECTION B. PURPOSE.**

11 The purpose of the NCCS is to utilize and ensure the constructive use of the program of the BSA as a viable form of youth
12 ministry with the Catholic Youth of our nation. The NCCS seeks to sustain and strengthen the relationship between the BSA
13 and the Catholic Church and to work cooperatively with the National Federation for Catholic Youth Ministry (NFCYM) and
14 various other groups involved in youth ministry in the United States.

15 **ARTICLE II**

16 **SECTION A. REPRESENTATION.**

17 The NCCS consists of two (2) representatives from each diocese: the Diocesan Scout Chair and the Diocesan Scout
18 Chaplain, an Executive Board, plus an Advisory Board. The NCCS is governed by the Executive Board which the Diocesan
19 Representatives help to select. The Executive Board, consisting of an Executive Committee, the Chair and Advisor of each
20 of the NCCS National Standing Committees, NCCS-elected Regional Chairs and Regional Chaplains and Members-at-Large,
21 meets annually. The Advisory Board which consists of members appointed by the Executive Board, also meets annually. The
22 entire NCCS meets biennially at a time and place determined by the National Chair with input from the Executive Board. An
23 Executive Committee has been established with the authority to carry out the routine matters of the NCCS between the
24 meetings of the Executive Board. The Executive Committee consists of the National Officers (National Chair, the National
25 Chair-Elect, the National Chaplain, the Associate National Chaplain, and the four National Vice-Chairs), plus Vice-Chair
26 Finance, the Episcopal Liaison, the Past National Chair, the Past National Chaplain, the Administrative Secretary, and the
27 National BSA Staff Advisor. The Advisory Board provides continuing support to the Executive Board, and is led by a Chair
28 and Advisor appointed by the National Chair.

29 **SECTION B. EXECUTIVE BOARD.**

30 **1 Executive Committee – Officers**

31 **a National Chair.**

32 Member of NCCS who presides at all Executive Committee and National Executive Board meetings and gives
33 leadership and guidance to all NCCS programs and actions. Appoints all National Standing Committee Chairs and
34 Advisors. In the event that National or Regional Officers, with the exception of priest officers, are unable to
35 complete their terms, the National Chair, with Executive Committee concurrence, will appoint an acting successor,
36 subject to Board approval at the next scheduled meeting.² In an absence from any official meeting, the Chair may
37 designate the Chair-Elect, or one of Vice-Chairs to preside. The Chair serves as a member of the Relationships
38 Committee and the Religious Relationships Subcommittee of the BSA. The Chair may activate Ad Hoc Committees

¹ Henceforth, the term Diocese will be used in this document without differentiation as to whether it is a diocese, archdiocese, eparchy or an archeparchy.

² Under action items, see Article VI

39 to carry out special studies or short-term tasks as needed. The Chair may also appoint Legal Counsel to the Board
40 as needed. At the end of this term, the Chair becomes the Past National Chair for a term of three (3) years.

41 **b National Chair-Elect.**

42 Member of NCCS, other than a priest, who is elected one (1) year prior to the completion of the term of the current
43 Chair and assumes the position of National Chair one (1) year later. Carries out tasks assigned by the National
44 Chair while completing the period as understudy. Under normal conditions, this position will be vacant two out of
45 three years.

46 **c National Chaplain.**

47 A priest member of NCCS selected to work closely with the National Chair in giving leadership and spiritual
48 guidance to the NCCS. He relates directly with all clergy working with Scouting under Catholic auspices, is
49 responsible for the National Catholic Training Conference at Philmont, appoints all Philmont and Catholic Jamboree
50 Chaplains and serves as a member of the National Relationships Committee and National Religious Relationships
51 Subcommittee of the BSA.

52 **d Associate National Chaplain.**

53 A priest member of NCCS selected to assist the National Chaplain in giving religious and spiritual guidance to the
54 NCCS, and carries out any specific duties assigned by the National Chaplain or National Chair.

55 **e Elected National Vice-Chairs.**

56 Members of NCCS, other than priests, who assist the National Chair. Each elected National Vice-Chair is a liaison
57 and advisor to the assigned Regional and National Standing Committees and keeps them informed on activities
58 affecting NCCS programs. Terms of these Vice-Chairs are staggered to assure continuity in carrying out NCCS
59 objectives.

60 **2 Executive Committee - Other Members**

61 **a Appointed Vice-Chair - Finance.** This individual is responsible for the financial matters of NCCS, is appointed
62 by, and serves at the will of the National Chair.

63 **b Episcopal Liaison.** He interprets the mind of the USCCB for NCCS and represents NCCS at USCCB meetings.
64 He is appointed by and serves at the will of the President of the USCCB. The Episcopal Liaison attends all
65 Executive Committee and Executive Board meetings but does not vote.

66 **c Past National Chair.** In addition to completing tasks assigned by the National Chair, he serves as Chair of the
67 Nominating Committee.

68 **d Past National Chaplain.** Utilizing committee experiences, the immediate Past National Chaplain completes tasks
69 assigned by the National Chair and National Chaplain.

70 **e Administrative Secretary.** This individual is selected by the Relationships Division BSA with review of
71 qualifications and final approval by the National Chair and Episcopal Liaison. The Administrative Secretary, a non-
72 voting member, will attend and record proceedings of all official meetings.

73
74 **f National BSA Staff Advisor.** Employed by the BSA in the Relationships Division, this individual is the liaison
75 between the BSA and NCCS and advises the NCCS on all program changes and matters concerning the partnership
76 relationships between BSA and NCCS. The National BSA Staff Advisor attends all Executive Committee and
77 Executive Board Meetings but does not vote.

78 **3 Members-at-Large.**

79 With the exception of the Chair and Advisor of the Advisory Board who serve as Members-at-Large on the Executive
80 Board because of their leadership roles on the Advisory Board, these individuals are appointed by the Executive
81 Committee/Board for one (1) year terms. They are appointed to either lend their expertise to the NCCS or as

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82 representatives from other Catholic related organizations that are concerned with youth ministry. Whenever possible,
83 specific committee assignments should be made. Except for the Chair and Advisor of the Advisory Board, whose terms
84 on the Executive Board will be concurrent with their terms as Chair and Advisor of the Advisory Board, Members-at-
85 Large may be re-appointed for additional terms. The Executive Board shall be limited to not more than ten (10)
86 Members-at-Large.

87 **4 Standing Committee Chairs and Advisors.**

88 Each committee chair and advisor is selected by the National Chair in consultation with the Executive Committee. The
89 Chairs, as well as the Advisors, may be laity, deacons, or priests, as well as other religious depending on the nature of
90 the committee. Terms of standing committee leadership coincide with the term of the National Chair; but the successor
91 may reappoint the Chair and/or the Advisor. Leadership of standing committees is shared among the Christian faithful;
92 therefore, if the Chair is not a priest, the Advisor should be a priest - or the reverse. (Exception: The Chair of the
93 Chaplains Committee will be a priest assisted by a lay advisor.) New Standing Committees may be created by the
94 Executive Board, as needed, to perform services and/or functions not currently provided by existing standing
95 committees and when the need cannot be fulfilled by a short-term ad-hoc committee.

96 **a Training Committee.** This committee shall develop and promote adult training and spiritual formation programs
97 commensurate with the needs of the times. Periodic evaluations of training materials are conducted to determine the
98 need for modification and/or new programs. A primary goal shall be that all adults involved in Catholic Youth
99 Ministry in Scouting shall receive appropriate training for their particular positions. Among its duties, this
100 committee shall assist the National Chaplain in planning and implementing the annual National Catholic Training
101 Conference at Philmont.

102 **b Religious Emblems Committee.** This committee will develop, monitor, evaluate and promote religious emblem
103 programs for youth members. in addition, it will provide tools for training counselors and the promotion of these
104 programs in the dioceses.

105 **c Membership Committee.** This committee will create and promote national programs that can be utilized by
106 Diocesan Catholic Committees to increase membership and promote a better partnership between the Catholic
107 Church and BSA. it will create and promote appropriate marketing tools that aid Diocesan Catholic Committees in
108 the promotion of Scouting in the parish. It will monitor the status of membership and active scouting units under
109 Catholic auspices and will recommend methods of reversing membership losses as well as strengthening gains.

110 **d Religious Activities Committee.** This committee will promote regular and meaningful Catholic religious activities
111 and programs for youth at the unit and diocesan level throughout the country. The committee should continually
112 monitor, evaluate and evaluate those programs that have proven most successful and shall look for additional
113 opportunities in the future. The committee should also provide timely support in the form of guidance and relevant
114 literature.

115 **e Marketing & Public Relations Committee.** This committee will be responsible for developing the tools for telling
116 the story of Scouting in the Catholic Church, assisting in publishing the NCCS's quarterly news and supervising all
117 marketing tools that promote Scouting in the Church.

118 **f Chaplains Committee.** This committee promotes the concept of chaplaincy throughout the Scouting Program.
119 The committee, in cooperation with the Training Committee, provides training and certification for the Scout
120 Chaplain in the dioceses and in the summer camps. The committee, in cooperation with the host diocese, plans,
121 organizes and coordinates liturgical services at NCCS meetings.

122 **g International Committee.** This committee will maintain a close relationship with the International Catholic
123 Conference on Scouting by attending international meetings whenever possible and by inviting international officers
124 to participate in NCCS meetings. The International Committee will be in communication with the International
125 Division of BSA.

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- 126 **h Vocations Committee.** This committee will promote church related vocations through the programs and endeavors
 127 of the NCCS and will establish relationships with other vocation-related organizations to further this mission. The
 128 development and promotion of the Chaplain's Aide Program is one of the responsibilities of this committee.
- 129 **i Finance Committee.** This committee is responsible for raising the necessary funds to meet NCCS operations
 130 expenses, the costs of current and future programs, securing and presenting budget requests from the committees,
 131 managing NCCS trust funds and special accounts, recommending sound fiscal policies to assure growth of
 132 investments, developing new sources of income and securing grants to fund present and future programs. The
 133 appointed Vice-Chair for Finance is also Chair of the Finance Committee.
- 134 **j Conference and Meeting Committee.** This committee is responsible for securing locations for meetings, physical
 135 arrangements, scheduling and support programs for NCCS Conferences and annual meetings at reasonable costs.
- 136 **k Nominating & Manpower Committee.** This committee is responsible for the slate of National and Regional
 137 Officer candidates appearing on the mail ballot that is sent to the Members (Diocesan Chaplain & Chair and Board)
 138 in November of each year. Although future candidates are solicited on the ballot, Members may submit names of
 139 additional potential candidates for National Officers as well as for Regional Officers from their own regions.

140 **5 Regional Chairs and Regional Chaplains.**

141 These officers shall serve as Executive Board Members representing their episcopal regions as defined by the USCCB,
 142 and [one region representing] the eparchies of the Eastern Catholic Churches in the United States.

143 **6 Legal Counsel.**

144 Individual(s) responsible for the legal matters of the NCCS serving as advisor to the Executive Board. The counsel is
 145 appointed by and serves on assignment as needed by the National Chair. Counsel may be assigned as Parliamentarian
 146 for Board and General Business Meetings.

147 **SECTION C. DIOCESAN REPRESENTATION.**

148 **1 Diocesan Scout Chairs and Diocesan Scout Chaplains.**

149 These leaders are appointed by the bishops, or administrators, of their respective dioceses with the cooperation and
 150 recommendations of the Diocesan and/or Council Catholic Committee on Scouting. The usual term is for two (2) years
 151 with the option of reappointment. The Diocesan Scout Chair presides at all meetings of the Diocesan Committee on
 152 Scouting that is organized similarly to the national committee.

153 **SECTION D. NATIONAL ADVISORY BOARD.**

154 The NCCS shall have a national Advisory Board that will offer assistance and guidance to the Executive Board in
 155 conducting its nationwide youth-serving ministry of Scouting in the Catholic Church.

156 **1 Membership and Appointment.**

157 Advisory Board members shall come from within NCCS' ranks, particularly those who have successfully served out
 158 terms of office on the Executive Board, and from outside NCCS with special qualifications and/or positions in the
 159 Church. They shall be appointed by the vote of a majority of Executive Board members present and voting.
 160 Recommendations for appointment shall be made to the Executive Board by any Executive Board member at an
 161 Executive Board meeting. All recommendations shall include a written description of the candidate's qualifications, and
 162 the nature of the supporting role he/she will likely play on the Advisory Board. Appointments to the Advisory Board
 163 shall be for five-year terms, and may be renewed by the Executive Board without limit. Terms shall coincide with entire
 164 calendar years, starting on January 1st. There shall be no limit to the number of members of the Advisory Board.
 165 Members of the Advisory Board shall be eligible to fill any NCCS appointed or elected office on the Executive Board.
 166 If it happens that an Advisory Board member is so appointed or elected to a position on the Executive Board, said
 167 member will automatically return to the Advisory Board after his/her term in the Executive Board position is completed,
 168 in order to complete his/her original five-year term on the Advisory Board.

169 Members of the Advisory Board in good standing shall be classified as voting members of the NCCS and shall be
170 eligible to vote in all national and appropriate regional elections.

171 **2 Supporting Role**

172 At the initiative of the National Chairman, acting for the Executive Board, Advisory Board members or groups of
173 members shall periodically be called upon to:

174 a Provide advice and counsel on NCCS policy issues.

175 b Prepare papers and reports on topics of special importance

176 c Represent NCCS at specific local and national events and meetings

177 d Make assessments on the effectiveness of NCCS' individual programs. This would include an annual "Advisory
178 Statement" which critically evaluates the overall NCCS performance during the previous year, with
179 recommendations for improvement.

180 **3 Leadership**

181 The Advisory Board shall be led by a Chairman and Advisor (one a clergy), who are appointed by the National Chair,
182 with the approval of the Executive Board, to three-year terms which coincide with the three-year terms of the National
183 Chair. Leadership will be limited to current or former members of the Executive Committee. The Advisory Board
184 chairman and advisor shall be automatically be appointed members-at-large on the Executive Board. The Advisory
185 Board chairman will be responsible for conducting the Advisory Board meetings and will formally report to the
186 Executive Board and the Executive Committee on the Advisory Board's views and findings.

187

ARTICLE III

188 **SECTION A. NCCS MEMBERSHIP.**

189 Any person in good standing with the local diocese and BSA Council, dedicated to the Purpose defined in ARTICLE 1,
190 SECTION B, shall be eligible for membership. The membership shall be classified as Members and Associate Members.

191 **1 Members.**

192 This category shall include the Diocesan Scout Chairs, Diocesan Scout Chaplains, Executive Board, and Advisory
193 Board. (Figure 1). These Members, excluding the National BSA Staff Advisor, the Administrative Secretary, and the
194 Episcopal Liaison shall be eligible to vote for National Officers, Regional Officers (in their own regions), and all agenda
195 items (proposals, resolutions, etc.) requiring consideration at the Biennial NCCS Business Meetings. Although elections
196 for National and Regional Officers are conducted routinely by mail, there will be occasions when it will be necessary to
197 mail other items of business for approval or ratification by the voting members.

198 **2 Associate Members.**

199 This category consists of members of NCCS National Standing Committees, members of diocesan committees and other
200 friends and supporters of Scouting in the Catholic Church. Associate Members do not actively participate in Board
201 Meetings.

202 **3 Conditions.**

203 a All NCCS members and Associates shall be registered members of the Boy Scouts of America with the following
204 exceptions:

205 i Diocesan committee chairs and chaplains, who are appointed by the local ordinary, during their terms of office.

206 ii Certain members of the executive board:

207 a) Episcopal Liaison

208 b) BSA employees

251 Advisory Board meeting agenda shall include a review of the supportive work planned and/or being done by Advisory
252 Board members, a discussion of the crucial issues facing NCCS, and a draft of an annual advisory statement.

253 **5 Regional and Diocesan Meetings.**

254 The time and location of regional and diocesan meetings shall be set by the appropriate chair in consultation with their
255 chaplains and committees members.

256 **ARTICLE V**

257 **SECTION A. SELECTION OF NATIONAL OFFICERS.**

258 **1 Officers other than priests.**

259 The voting Members of the NCCS will elect four (4) National Vice Chairs to serve two (2) year terms (staggered). One
260 year prior to the expiration of the term of the current National Chair, the NCCS will elect a National Chair-Elect. If a
261 Vice-Chair should become the Chair-Elect, duties as Vice-Chair will be continued for one (1) more year. An elected
262 Vice Chair may serve a maximum of six (6) years and must retire for at least one (1) year before being considered again
263 for election to the same office. Where possible, at least two (2) qualified candidates will be on the slate for each office.
264 Elections will be conducted in November by ballots prepared by the Nominating Committee and distributed by the
265 Administrative Secretary.

266 **2 Priest Officers.**

267 An Associate National Chaplain shall be selected for a three (3) year term in accord with a nomination, approval, and
268 selection process endorsed by the NCCS Episcopal Liaison. The name of the nominee shall appear on a ballot prepared
269 by the Nominating Committee for ratification by the General Membership. At the end of his term, the Associate
270 National Chaplain becomes the National Chaplain. The term of the National Chaplain is three (3) years. At the end of
271 his term, the National Chaplain becomes the Past National Chaplain for a term of three (3) years.

272 **3 Installation of Officers.**

273 Newly elected and selected officers will be installed at the conclusion of the next Executive Board meeting following the
274 election.

275
276 **SECTION B. SELECTION OF REGIONAL OFFICERS.**

277
278 The Members of each region, including Executive and Advisory Board Members who are among the constituents of the
279 region, will elect a Regional Chair to represent their own region.” Regional Chairs will be elected for three (3) year terms
280 and may stand for re-election if nominated. Elections take place in November by ballots prepared by the Nominating
281 Committee and distributed by the Administrative Secretary. Regional Chaplains will be selected for three (3) year terms in
282 accord with a nomination, approval, and selection process endorsed by the NCCS Episcopal Liaison. The name of the
283 nominee shall appear on the November ballots prepared by the Nominating Committee for ratification by the regional
284 membership. Newly elected and selected regional officers take office on January 1st. Installation of newly elected officers
285 will take place at the next annual meeting of the Executive Board.

286 **ARTICLE VI**

287 **SECTION A. REMOVAL.**

288 Any member of the NCCS Executive or Advisory Board, other than the NCCS Episcopal Liaison, may be removed, with or
289 without cause, by a majority vote of the Executive Committee. The member will be given an opportunity to present his/her
290 case for consideration by the executive board at its next regularly scheduled meeting (and may be reinstated by a majority
291 vote of the executive board present).

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292 **SECTION B. VACANCIES.**

293 In the event that a National Officer is unable to complete an elected term, the National Chair, with Executive Committee
294 approval, will appoint an acting successor who may serve the remainder of the term subject to Board approval at the next
295 meeting. Time served in national vacancy shall not count as tenure for that position. When a Regional Officer is unable to
296 complete a term, the National Chair, with Executive Committee approval, will name a replacement who will serve the
297 remainder of the year. The region will hold an election to fill the vacancy at the next November election. In the event that
298 the National Chaplain, Associate National Chaplain, or the Past National Chaplain is unable to complete a term, the NCCS
299 Episcopal Liaison will appoint an acting successor to fill the vacancy.

300 **ARTICLE VII**

301 **SECTION A. AMENDMENTS.**

302 **1 Action by the Executive Board or Executive Committee.**

303 Any Member may propose amendments to these by-laws. Each proposed amendment shall be transmitted to the
304 Executive Board for consideration at least 30 days prior to the next Board Meeting.

305 **2 Vote Required.**

306 Amendments shall be voted on by the Executive Board at its annual meeting. An affirmative vote by the majority of the
307 members present and voting is necessary for the passage of the amendment. Ratification by the voting Members will be
308 solicited at the next Biennial Business Meeting or by mail ballot if the situation calls for an earlier decision.