BY-LAWS

OF THE

NATIONAL CATHOLIC COMMITTEE ON SCOUTING

ARTICLE I

SECTION A. AUTHORITY.

The National Catholic Committee on Scouting (NCCS) is a church committee of concerned Catholic Laity and Clergy which is advisory to the Boy Scouts of America (BSA) and relates to the National Conference of Catholic Bishops (NCCB) through its NCCS Episcopal Liaison.

SECTION B. PURPOSE.

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 ministry with the Catholic Youth of our nation. The NCCS seeks to sustain and strengthen the relationship between the BSA and the Catholic Church and to work cooperatively with the National Federation for Catholic Youth Ministry (NFCYM) and various other groups involved in youth ministry in the United States.

ARTICLE II.

SECTION A. REPRESENTATION.

The NCCS consists of two (2) representatives from each diocese\(^1\) the Diocesan Scout Chair and the Diocesan Scout Chaplain, an Executive Board, plus an Advisory Board. The NCCS is governed by the Executive Board which the Diocesan Representatives help to select. The Executive Board, consisting of an Executive Committee, the Chair and Advisor of each of the NCCS National Standing Committees, NCCS-elected Regional Chairs and Regional Chaplains and Members-at-Large, meets annually. The advisory Board, which consists of members appointed by the Executive Board, meets annually. The entire NCCS meets biennially at a time and place determined by the National Chair with input from the Executive Board. An Executive Committee has been established with the authority to carry out the routine matters of the NCCS between the meetings of the Executive Board. The Executive Committee consists of the National Officers (National Chair, the National Chair-Elect, the National Chaplain, the Associate National Chaplain, and the four National Vice-Chairs), plus Vice-Chair Finance, the Episcopal Liaison, the Past National Chair, the Past National Chaplain, the Administrative Secretary, the NCCB/USCC Liaison, and the National BSA Staff Advisor.\(^2\) The Advisory Board provides continuing support to the Executive Board, and is led by an appointed chair and advisor.

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

\(^2\) See organizational structure, Figure 1.
SECTION B. EXECUTIVE BOARD.

1. Executive Committee

a. National Chair. Member of NCCS who presides at all Executive Committee and National Board meetings and gives leadership and guidance to all NCCS programs and actions. Appoints all National Standing Committee Chairs and Advisors. In the event that National or Regional Officers are unable to complete their terms, the National Chair, with Executive Committee concurrence, will appoint an acting successor, subject to Board approval at the next scheduled meeting. In an absence from any official meeting, the Chair may designate the Chair-Elect, or one of Vice-Chairs to preside. The Chair serves as a member of the Relationships Committee and the Religious Relationships Subcommittee of the BSA. The Chair may activate Ad Hoc Committees to carry out special studies or short-term tasks as needed. The Chair may also appoint Legal Counsel to the Board as needed.

2. Executive Committee - Elected Officers

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

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

c. Associate National Chaplain. A priest member of NCCS who assists the National Chaplain in giving religious and spiritual guidance to the NCCS, and carries out any specific duties assigned by the National Chaplain or National Chair.

d. National Vice-Chairs. Assisting the National Chair, each National Vice-Chair is a liaison and advisor to the assigned Regional and National Standing Committees and keeps them informed on activities affecting NCCS programs.

3 Under action items, see Article VI
Terms of the Vice-Chairs are staggered to assure a continuity in carrying out NCCS objectives.

3. Executive Committee - Other Members

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

b. **Episcopal Liaison.** He interprets the mind of the NCCB for NCCS and represents NCCS at NCCB meetings. He is appointed by and serves at the will of the President of the NCCB.

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

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

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

f. **NCCB/USCC-Liaison.** The NCCB/USCC Liaison with the NCCS is the staff member (Associate Director) of the Secretariat for Family, Laity, Women and Youth who provides for communications between the two organizations in matters pertaining to the Bishops' Conference and Catholic Scouting.

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

4. Members-at-Large.

These individuals are appointed by the Executive Committee/Board for three (3) year terms to lend their expertise to the NCCS or are representatives from other Catholic related organizations that are concerned with youth ministry. Whenever possible, specific committee assignments should be made. Members at Large may be re-appointed for additional terms.

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

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

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

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

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

e. **Marketing & Public Relations Committee.** This committee will be responsible for developing the tools for telling the story of Scouting in the Catholic Church, assisting in publishing the NCCS’s quarterly news and supervising all marketing tools that promote Scouting in the Church.
f. **Chaplains Committee.** This committee promotes the concept of chaplaincy throughout the Scouting Program. The committee, in cooperation with the Training Committee, provides training and certification for the Scout Chaplain in the dioceses and in the summer camps. The committee, in cooperation with the host diocese, plans, organizes and coordinates liturgical services at NCCS meetings.

g. **Eastern Catholic Churches Committee.** This committee will relate to the Eastern Catholic Churches in the USA, will create new religious programs as needed and modify current programs to respect the cultural and liturgical traditions of the same.

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

i. **Vocations Committee.** This committee will promote church related vocations through the programs and endeavors of the NCCS and will establish relationships with other vocation-related organizations to further this mission. The development and promotion of the Chaplain's Aide Program is one of the responsibilities of this committee.

j. **Finance Committee.** This committee is responsible for raising the necessary funds to meet NCCS operations expenses, the costs of current and future programs, securing and presenting budget requests from the committees, managing NCCS trust funds and special accounts, recommending sound fiscal policies to assure growth of investments, developing new sources of income and securing grants to fund present and future programs. The appointed Vice-Chair for Finance is also Chair of the Finance Committee.

k. **Conference and Meeting Committee.** This committee is responsible for securing locations for meetings, physical arrangements, scheduling and support programs for NCCS Conferences and annual meetings at reasonable costs.

l. **Nominating & Manpower Committee.** This committee is responsibility for the slate of National and Regional Officer candidates appearing on the mail ballot that is sent to the Members (Diocesan Chaplain & Chair and Board) in November of each year. Although future candidates are solicited on the ballot, Members may submit names of additional potential candidates for National Officers as well as for Regional Officers from their own regions.

6. **Regional Chairs and Regional Chaplains.**
These officers shall serve as Executive Board Members representing their episcopal regions as defined by NCCS. Except for Region 4, which is subdivided into 4A & 4B, regions are the same as NCCB.  

7. **Legal Counsel.**

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

**SECTION C. DIOCESAN REPRESENTATION.**

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

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

**SECTION D NATIONAL ADVISORY BOARD**

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

**Membership and Appointment**

Advisory Board members shall come from within NCCS’ ranks, particularly those who have successfully served out terms of office on the Executive Board, and from outside NCCS with special qualifications and/or positions in the Church. They shall be appointed by the vote of a majority of Executive Board members present and voting. Recommendations for appointment shall be made to the Executive Board by any Executive Board member at an Executive Board meeting. All recommendations shall include a written description of the candidate’s qualifications, and the nature of the supporting role he/she will likely play on the Advisory Board. Appointments to the Advisory Board shall be for five-year terms, and may be renewed by the Executive Board without limit. Terms shall coincide with entire calendar years, starting on January 1st. There shall be no limit to the number of members of the Advisory Board. Members of the Advisory Board shall be eligible to fill any NCCS appointed or elected office on the Executive Board. After serving on the Executive Board a former Advisory Board member shall automatically return to the Advisory Board to complete his/her five-year term.

Members of the Advisory Board in good standing shall be classified as an NCCS member, and be eligible to vote at NCCS Biennial Business Meetings.

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4 See Figure 2.

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**NCCS By-Laws**

Ratified by General Membership: 04/98
First Edition: 08/98
Revised 4/2000 to reflect amendments approved in 1999
Supporting Role
At the initiative of the National Chairman, acting for the Executive Board, Advisory Board members or groups of members shall periodically be called upon to:

1. Provide advice and counsel on NCCS policy issues.
2. Prepare papers and reports on topics of special importance.
3. Represent NCCS at specific local and national events and meetings.
4. Make assessments on the effectiveness of NCCS's individual programs. This would include an annual "Advisory Statement" which critically evaluates the overall NCCS performance during the previous year, with recommendations for improvement.

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

ARTICLE III.

SECTION A. NCCS MEMBERSHIP.

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

1. Members.

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

2. Associate Members.

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

3. Conditions.
Annual dues will be paid by members and Associates during June of each calendar year. Exception - anyone who is appointed by the diocese, such as the Diocesan Scout Chair and/or Diocesan Scout Chaplain, will be asked, but not obligated to pay dues. Names of Members who are delinquent for a period of one (1) year shall be removed from the roster and mailing list. All such removed members will be ineligible to hold office or vote unless reinstated with payment of dues or arrearages. Anyone who is a Member or Associate Member may be granted Lifetime status upon payment of a one-time fee established by the Executive Board and approved by the voting Members.

ARTICLE IV

SECTION A. NCCS MEETINGS.

At all scheduled Board, Executive Committee, Advisory Board and Regional Committee meetings, those authorized voting members who are present shall constitute a quorum. An affirmation by the majority of voting Members present shall be required for passages of all items requiring a vote. The time and location of all NCCS Executive Board, Executive Committee, Advisory Board and Biennial Conferences shall be set by the National Chair in consultation with the Conference and Meeting Committee and Executive Board or the Executive Committee.

1. Biennial Conference.

The NCCS shall meet on a biennial basis for the Biennial Business Meeting, regional and diocesan leadership training, committee meetings, standing committee work shops, for progress reports on continuing programs and for presentations of new ideas and programs to be utilized in the dioceses. In the Biennial Business Meeting, Members in good standing, may vote on all items requiring action. in addition to the usual reports that are given at the Biennial Business Meeting, any additions or changes in NCCS policy, organization, by-laws, religious emblems, etc., should be part of the agenda for consideration. Under "New Business", items brought up from the floor requiring additional study, planning and/or funding, at the Chair's discretion, may be referred to the proper National Standing Committee, the Advisory Board, or an appointed Ad Hoc Committee.

2. Executive Board Meetings.

The Executive Board shall meet annually. On the even years, it will be scheduled during the Biennial Conference. Resolutions and detailed proposals to be included in the agenda should be presented to the Executive Committee prior to the meeting - amount of advanced notice to be set by the National Chair. Only Executive Board Members shall vote at this meeting.

3. Executive Committee Meetings.

The Executive Committee shall meet periodically, between the annual meetings of the Executive Board, at a time and place as it deems appropriate and necessary to carry out the current business of the NCCS. Prior to the next Board Meeting, a written summary of
action items considered by the Executive Committee since the last Board Meeting will be submitted for approval, modification or rejection by the Executive Board.

4. **Advisory Board**
   The Advisory Board shall meet annually in conjunction with the Executive Board meetings. The Advisory Board leaders, in consultation with the National Chairman, shall determine the length and number of sessions. Typically an Advisory Board meeting agenda shall include a review of the supportive work planned and/or being done by Advisory Board members, a discussion of the crucial issues facing NCCS, and a draft of an annual advisory statement.

5. **Regional and Diocesan Meetings.**
   The time and location of regional and diocesan meetings shall be set by the appropriate chair in consultation with their chaplains and committees members.

**ARTICLE V.**

**SECTION A. ELECTION OF NATIONAL OFFICERS.**

The voting Members of the NCCS will elect the following officers to serve three (3) year terms: National Chaplain, Associate National Chaplain and four (4) National Vice-Chairs (staggered terms). One year prior to the expiration of the current National Chair, the NCCS will elect a National Chair-Elect for a one (1) year term at the conclusion of which this person will assume the position of National Chair for a three (3) year term. If a Vice-Chair should become the Chair-Elect, duties as Vice-Chair will be continued for one (1) more year. When officers complete their three (3) year terms, they must retire for at least one three (3) year period before being considered as repeat candidates for the same office. Where possible, at least two (2) qualified candidates will be on the slate for each office. Elections will be conducted in November by ballots prepared by the Nominating Committee and distributed by the Administrative Secretary. The newly elected officers will be installed at the conclusion of the next Executive Board Meeting.

**SECTION B. ELECTION OF REGIONAL OFFICERS.**

The Members of each episcopal region, including Executive Board Members who reside within the region, will elect a Regional Chair and Regional Chaplain to represent their own episcopal region. Regional Chairs and Regional Chaplains will be elected for three (3) year terms and may stand for re-election if nominated. Elections take place in November by ballots prepared by the Nominating Committee and distributed by the Administrative Secretary. Newly elected regional officers take office on January first. Installation of newly elected officers will take place at the next annual meeting of the Executive Board.

**ARTICLE VI.**

**SECTION A. REMOVAL.**
Any member of the NCCS Executive Board and Advisory Board, other than the NCCS Episcopal Liaison, may be removed, with or without cause, by a majority vote of the Executive Board. The Member will be given an opportunity present his/her case for consideration prior to the vote for removal and shall have the right of recourse to the Board.

SECTION B. VACANCIES.

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

ARTICLE VII.

SECTION A. AMENDMENTS.

1. Action by the Executive Board or Executive Committee.

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

2. Vote Required.

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