Constitution

And

By - Laws

Diocesan Catholic Committee on Scouting

 Diocese of Evansville
 (Approved March 21, 2021)

 **Constitution**

Article 1: Name and location

1.1 The name of the organization shall be; Diocesan Catholic Committee on Scouting, Diocese of Evansville, hereafter referred to as the DCCS.

1.2 The principal address of the Catholic Committee shall be: DCCS, Catholic Center, Box 4169, 4200 N. Kentucky Ave., Evansville, IN 47711

# Article 2: Purpose

2.1 The purpose of the DCCS is to provide ongoing religious activities for

 the Spiritual development of Scouts and Scouters in the Diocese of

 Evansville. The DCCS encourages and provides assistance to all

 Scouts but primarily Catholic Scouts, especially those in units

 sponsored by Catholic parishes and organizations, to help them live up

 to the Scout Oath “Duty to God” and the twelfth point of the Scout Law

 “To be Reverent” by practicing their Catholic faith.

 2.2 It shall further be the purpose of DCCS to effectively implement

 Scouting in the Catholic Church as approved by the (USCCB), the

 National Catholic Committee on Scouting (NCCS), the Bishop of the

 Diocese of Evansville, and to give guidance, vitality and leadership in the

 spiritual phase of Scouting to all Catholic Scouts and Scouters of the

 Diocese. The DCCS endeavors to make the entire Scouting Program

 available to youth in Parish Units and in Units operated by Catholic

 organizations.

2.3 To help accomplish the purpose of the DCCS, the clergy and religious of

 the Diocese of Evansville (Diocese) shall be informed of the  programs

 and activities of the DCCS and their aid shall be enlisted.

Article 3: Areas of the Diocese

 3.1 The Diocese is divided into four Deaneries. The Deaneries are: North, South,

 East and West.

 3.2 The DCCS shall seek to have active members from each of the four Deaneries.

Article 4: Membership

 4.1 Membership in the DCCS shall be granted to any adult in the Diocese in good standing in the Catholic Church, registered with the Boy Scouts of America and who requests to be an active member. This request is approved by the Chair and the Chaplain of the DCCS.

 4.2 The voting members of the DCCS shall be: All active members shall have one vote each if in attendance at the meeting at the time of voting or who submits his vote in writing to the secretary before the meeting.

 4.3 Any member ceases to be a member when his or her conduct is detrimental to the DCCS or the Catholic Church.

Article 5: Executive Board

 5.1 An Executive Board shall be established with authority to carry on the business of the DCCS.

 5.2 The Executive Board shall be composed of the Executive Committee (See Article 6) and Chartered Organization Representatives. (In lieu of a Chartered

 Organization Representative a Pastor may appoint a representative and notify

 the Diocesan Chaplain or Chair in writing of this person’s name and the

 duration.)

Article 6: Executive Committee

 6.1 The Executive Committee shall be composed of: The Diocesan Chaplain, Diocesan Chair, Associate Chair (if applicable), Secretary, Standing Committee Chairs, and Ex Officio members consisting of the Council Scout Executive or his appointed representative (one allowed from each Council served) and the Evansville Diocesan Director of Youth and Young Adult formation.

 6.2 The Executive Committee shall have the authority to carry on the business of

 the Catholic Committee between Executive Board meetings. The Executive

  Committee shall have the authority for appointing such standing committees

 as needed to ensure the effective operations of the Catholic Committee and

 its program of service to Scouting and the Church.

6.2.1 The Standing Committees shall be: Training, Membership,

 Religious Emblems, Religious Activities, Vocations,

 Communications and Chapel Maintenance.

 6.2.2 Other Standing Committees may be established as deemed

 necessary by the Executive Committee

Article 7: Active Membership

 7.1 The active membership is composed of the Executive Committee and those registered members of the DCCS who have attended at least one meeting or activity in the current or prior fiscal year.

Article 8: Fiscal Year

 8.1 The DCCS fiscal year shall begin September 1, and end August 31.

 8.2 The DCCS fiscal year shall be divided into four periods as follows:

8.2.1 First Quarter shall begin September 1, and end November 30.

 8.2.2 Second Quarter shall begin December l, and end the last day of February.

 8.2.3 Third Quarter shall begin March 1, and end May 31.

 8.2.4 Fourth Quarter shall begin June I and end August 31.

Article 9: Meetings

 9.1 The Executive Board shall meet at the Annual Business Meeting as part of the

 third quarter meeting (usually in March) and at other times deemed appropriate

 by the Chaplain or Chair.

 9.2 The Executive Committee shall meet quarterly (in each Quarter) on a date and place

 designated by the Executive Committee.

 9.3 The general membership shall be invited to attend the Executive Committee

 meetings and to fully participate in the discussions and voting procedures.

 9.4 Meeting agendas shall be prepared in advance. Any active member

 of the committee may submit to the Chair or Secretary a proposed subject

 for inclusion in the agenda two weeks in advance of the next meeting.

 Additional items may be added at the discretion of the Chair. The agenda

 shall be sent to all registered active members of the Catholic Committee at least

 two weeks in advance of the next meeting.

 9.5 All meetings shall be conducted under the current Robert's Rules of Order.

 9.6 Special meetings may be called by the Executive Committee.

 9.7 Order of business at all meetings of the Catholic Committee shall be as follows:

 9.7.1 Prayer

 9.7.2 Attendance

 9.7.3 Approval of minutes

 9.7.4 Committee Reports

 9.7.5 Old Business

 9.7.6 New Business

  9.7.7 Discussion of ideas and/or questions by anyone in attendance

 9.7.8 Closing prayer and adjournment.

 Article 10: Amendments

 10.1 A proposed amendment to the constitution shall be submitted in writing to the

 Chair and the Secretary.

 10.2 A vote shall not be taken on a proposed amendment for at least thirty days after

 it has been presented to the active membership either by mail, e-mail or at an 

 Executive Committee meeting.

 10.3 There shall be a two-thirds majority vote of the voting members present at the

 Executive Committee meeting for a proposed amendment to be adopted.

 Article 11: Authority of the Bishop

 11.1The DCCS works under the authority of the Bishop of the Diocese of

 Evansville through the Office of Youth and Young Adult Ministry and has

 full and complete authority over Scouting under Catholic auspices in this

 Diocese. Nothing in this Constitution or the By-laws of the DCCS may be

 interpreted to be contradictory to the decisions of the Bishop of Evansville.

 Furthermore, this Constitution and/or By-laws will be amended to conform

 to the decision of the Bishop of the Diocese of Evansville. These changes

 will not require a vote by the membership but will instead be mandatory

 so that this committee may continue to act in accordance with the rules of

 the Diocese and the Catholic Church.

 **By-Laws**



 Article 1: Responsibilities of Catholic Committee Positions

1.1 Diocesan Chaplain

1.1.1 Is appointed by the Bishop and is his representative at all functions of the DCCS. The length of this appointment is at the discretion of the Bishop.

1.1.2 Is responsible for spiritual leadership and guidance and shall have general supervision of the spiritual welfare of Catholics in Scouting in the diocese.

 1.1.3 Assists in providing opportunities for church services during group outings in accordance with NCCS and Boy Scouts of America (BSA) policies and in obtaining camp chaplains for summer camp and in securing priest for Mass at Council, District and other appropriate functions.

 1.1.4 Is a voting member and represents the Diocese on the NCCS. If possible, attends the NCCS Biennial Conferences and NCCS Regional Meetings.

 1.1.5 Encourages training and utilization of Troop Chaplain Aides. Provides

 chaplains with the resources to fulfill and enhance their roles in Christian

 leadership.

 1.1.6 Collaborates with the Diocesan Director of Youth and Young Adult formation to assure the recognition of Scouting as a vital program of Youth Ministry within the diocese.

 1.1.7 Assists the Director of Youth and Young Adult formation with the

 development of the DCCS's budget.

1.2 Diocesan Chair

 1.2.1 A volunteer layperson who is either appointed by the Bishop or elected by

 ballot or verbal affirmation by the Executive Board, from a list of candidates

 approved by the Bishop.

 1.2.2 Schedules regular meetings of the Catholic Committee to review

 progress of current programs as well as to present new information.

 1.2.3 Appoints Chairs of any ad hoc and standing committees.

 1.2.4 Is responsible for reports, records and procedures of the Catholic

 Committee.

 1.2.5 Is familiar with the partnership concept between BSA and the

 NCCS. And with the help of the Secretary keep Scouters of the

 Catholic faith informed of Scouting and Church activities and

 other information of interest to them and their Units.

 1.2.6 Is a voting member and represents the Diocese on the NCCS. If possible,

 attends the NCCS Biennial Conferences and NCCS Regional Meetings.

. 1.2.7 Interacts with BSA council executives, and requests that the

 Council appoint a BSA staff member as Advisor to the DCCS.

 1.2.8 Is responsible to ensure that the DCCS meets its obligations as

 in the Constitution and By-Laws.

 1.2.9 Is responsible to see that all members of the Executive

 committee and board are familiar with their respective

 obligations of office.

1.2.10 Is responsible to see that the DCCS is operating in accordance

 with the directives of the Bishop.

 1.2.11 Shall notify the Committee members of meetings as appropriate

 with the assistance of the Secretary.

 1.2.12 Maintains a record of all members of the DCCS, with the help of

 the Secretary, to include their addresses, phone numbers and current

 positions in the committee.

 1.2.13 Is responsible with the help of the Chaplain, Secretary and

 Committee Chairs to submit an application each year for the

 Quality Diocesan Committee Award.

 1.2.14 Is responsible manage Endowment funds to appoint a

 Sub-Committee to review and approve applications.

 1.3 Diocesan Associate Chair (optional, if appropriate or necessary)

1.3.1 Shall be familiar with all the duties of the Diocesan Chair so that

 in his absence he may perform the duties of and take the place

 of the Diocesan Chair. He shall also do anything needed of him to

 assist the Chair.

#  1.4 Secretary

1.4.1 Shall assist the Chair in preparing the agenda, keep minutes of all meetings and provide the Chair with a copy of the minutes as soon as possible.

1.4.2 Prepare correspondence as directed by the Chair; maintain a file of committee correspondence and other related matters.

 1.5 Membership Committee Chairperson

1.5.1 Works with and through the BSA Council organizations and committees, to make every effort to promote, and strengthen Scouting under Catholic auspices.

1.5.2 With the support of the DCCS Chaplain and Chair and Committee, contacts parishes and organizations within the diocese that do not have Scouting, or the whole Scouting program. Where reaction is favorable, refer to the local Councils’ representatives. Also assist local Councils in seeing that all sponsored units register on time, give special attention to the need of sponsoring inner-city units, and maintain records and progress charts on all Catholic parishes and organizations that currently sponsor Scouting. Include number and types of units contently sponsored and growth potential.

1.5.3 Promotes the Paul VI Unit recognition Award.

1.5.4 Promotes the Helping Hands Unit Recognition Award.

1.5.5 Presents Units who have received the Pope Paul VI and Helping Hand Awards at an annual recognition function by the Bishop or his designated representative. (Typically, at the annual Boy Scout Retreat.)

 1.6 Religious Emblems Committee Chair

 1.6.1 Provides Religious Emblems Programs giving an opportunity

 for every Catholic youth in Scouting with a Religious

 educational experience that will supplement the Christian

 formation of the Catholic Church.

1.6.2 Makes every unit aware of the Catholic Religious Emblems

 programs.

1.6.3 Encourages greater participation by Catholic youth in the

 Religious Emblems program including those in Non-Catholic

 chartered units, and youths in Catholic units that are Non-

 Catholic to earn the religious emblems of their own Faith.

1.6.4 Strives to have every Catholic Unit participate

 in the Religious Emblems Program.

1.6.5 Recruits, trains and certifies Counselors/Facilitators

 for the Ad Altare Dei and Pope Pius XII Programs and

 ensures there are two trained Counselors/Facilitators

 for each participating Unit.

1.6.6 Promotes an annual recognition function by the Bishop

 or his designated representative for recipients of the Ad

 Altare Dei, Pope Pius XII and Adult Recognitions.

1.6.7 Schedules Boards of Review to examine candidates who

 have completed the requirements for the AD ALTARE

 DEI and POPE PIUS Xll programs.

 1.6.8 Obtains and issues Religious emblems to all Units having

 Scouts who have completed the Religious Emblem requirements

 of their respective program.

 1.6.9 Acknowledges the outstanding work of Scouters through

 promoting the Bronze Pelican and St. George Adult Religious Emblems.

 1.6.10 Maintains records and reports progress of all programs.

1.7 Religious Activities Committee Chair

 1.7.1 Provides a Catholic Faith Day for Cub Scouts. And an

 annual Retreat for Scouts and Venturers.

 1.7.2 Develops and promotes Cub Scout religious activities.

 1.7.3 Promotes the religious aspects of Scouting through the

 various activities sponsored by the DCCS, working with

 and through the Unit’s Chartered Organization

 Representatives and promotes involvement in these activities by

 all Catholic Scouts and Scouters as appropriate.

 1.7.4 Ensures that a yearly Retreat is conducted for all Catholic

 Scouts and Venturers. Supports and promotes Adult Formation

 training at the annual Retreat for adults in the Scouting Apostolate.

 1.7.5 Coordinates the DCCS activities with the BSA Council and

 the Catholic Diocese to prevent conflicting dates.

1.7.6 Working with the Chaplain, provides for chaplain services at

 field Masses at Scout Camps, Camporees, and other

 activities as required.

1.8 Training Committee Chair

1.8.1 Maintains an active training team.

 1.8.2 Conducts at least one Catholic Leadership Development

 (Spiritual Formation) Program annually for adults in the

 Youth Ministry of Scouting for Catholics.

1.8.3 Encourages all laity working with Catholic youth to receive Catholic Leadership Development training especially those who serve as Religious Emblems Counselors.

1.8.4 Works with and through Chartered Organization Representative to encourage all Unit personal to participate in Catholic Leadership Development Training as Youth Ministers.

1.9 Communications Committee Chair

1.9.1 Promotes the program and activities of the DCCS through the Diocesan newspaper, the Scout Council newsletter, and e-mails to the Unit Leaders, Committee Chairs and Chartered Organization representatives. Use Parish bulletins, letters, Catholic Scouting letters, newsletters, announcements, personal contacts, phone calls. news media, etc. as appropriate

1.9.2 Maintains and updates the DCCS website, [www.evdccs.com](http://www.evdccs.com), to include event dates, contact information of the Committee Members, Minutes of the meetings, recognition information, pictures, and related links to pertinent BSA and NCCS information.

 1.9.3 Provides the NCCS Marketing & Public Relations Committee details of any Scouting event, recognition, etc. in the diocese that might be national interest.

 1.9.4 Promotes the program and activities of the Catholic Committee by use of diocesan paper,

 1.9.5 Strives to create a better understanding of the aims and

 ideals of Scouting under Catholic auspices by making known to both clergy and laity. the many advantages to the parish as a part of their Catholic youth program and youth ministry.

1.9.6 Encourages Catholic Units to report all items of interest, such as unusual activities, Troop advancements and awards for possible inclusion in the Catholic paper and/or the local new media and submit appropriate items to the NCCS for possible printing in their quarterly paper and to include those items in their own Parish newspaper or bulletin.

1.10 Vocations Committee Chairperson

1.10.1 Encourages the use of Chaplain Aide, not only to foster

 spirituality in the lives of Scouts, but also as a  means of

 promoting church-related vacations

1.10.2 Cooperates with the Diocese in making available to Catholic Scouts and Scouter’s literature and information about the programs offered by the Diocesan vocation’s office.

1.10.3 Strives to create an atmosphere of religious vocations.

1.10.4 Leads and maintains the Knights of St. Dominic Savio (SDS) program by recruiting new members annually and working with them to complete the requirements.

1.10.5 Offer opportunities for SDS members to participate in Diocese activities to represent Scouting.

1.11 Chapel Maintenance Committee Chair

 1.11.1 Makes periodic visits to the Chapel at Old Ben Scout

 Reservation to assess the condition of the Chapel and

 Grounds.

 1.11.2 Makes an assessment report at the Quarterly DCCS

 meeting and recommends any action needed.

 1.11.3 Works with BSA Council to approve any necessary

 improvements and repairs and obtain any needed

 funding.

 1.11.4 Organizes work days as necessary to maintain and make

 improvements and repairs to the Chapel.

 1.11.5 Maintains Chapel Altar and Ambo and properly stores

 them for the Winter months.

1.12 Additional Duties

 1.12.1 Any additional duties that are indicated and deemed

 appropriate are to be considered as the responsibility of

 whichever position is applicable. Also, any additional

 duties as requested by the Chair shall be considered as

 a part of the duties of the office.

Article 2: Nominating Procedure

 2.1 The Chair shall appoint a Nominating Committee at least three months prior to

 the first quarter meeting for the purpose of selecting candidates for the office

 of Lay Chair.

2.2 This Nominating Committee shall be appointed at such a time that the election

 of Lay Chair take place on odd numbered years.

2.3 Recommendations of candidates by the general membership shall be

 submitted to the Nominating Committee at least thirty days prior to the

 annual Business Meeting held as part of the second quarter meeting.

 2.4 The Bishop of Evansville must approve the candidates for Lay Chair.

 2.5 The list of approved candidates shall be in the hands of the Executive

 Committee no later than two weeks prior to the second quarter meeting.

 The list of candidates shall be included in the agenda for the second

 quarter meeting.

 Article 3: Election of Officers

 3.1 The Bishop of Evansville shall appoint the Diocesan Chaplain.

 3.2 The Diocesan Chair shall be elected at the annual Business meeting by

 ballot or verbal approval, by a majority of the voting members present.

 The elected candidate shall assume office at the end of said

 meeting. The term of office is two years and the Chair may be reelected.

 3.3 The Chair shall appoint the other DCCS positions as outlined in the

 Constitution and By-Laws as deemed appropriate.

 Article 4: Resignation of Officers

 4.1 Resignation from an Executive Committee office or position must be in

 writing and addressed to the Chaplain and Chair or verbally stated at an

 Executive Committee meeting.

 4.2 Whenever a vacancy shall occur in the Chair position by death,

 resignation, or other reason, the Executive Committee shall select a

 person to fill the un-expired term of such office. This shall not affect the

 determination of the eligibility to run for the next term of that office.

 4.3 Whenever a vacancy shall occur in any outside of the Chair position by

 death, resignation, or other reason, the Chair shall select a person to fill

 the  un-expired term of such office.

## Article 5: Committees

5.1 The Chair shall appoint a Nominating Committee as provided for in Article 3 of the By-Laws.

5.2 The Chair shall appoint special and ad hoc committees as considered necessary at the time, and has the authority to dissolve these committees when their tasks are considered complete or have served their purpose and are no longer needed.

5.3 The Executive Committee shall establish all standing committees per Section 5.2 of the Constitution.

## Article 6: Amendment Changes

6.1 A proposed amendment to the By-Laws shall be submitted in writing to the Chair.

6.2 A vote shall not be taken on a proposed amendment for at least thirty days after it has been presented to the membership.

6.3 There shall be a two-thirds majority vote of the voting members that are voting for a proposed amendment to be adopted. This vote may be conducted by mail if the above requirements are met.

## Article 7: Suspending By-Laws

7.1 These By-Laws may be suspended in case of emergency by unanimous vote of the voting members present at any Executive Committee meeting.

Membership Application

Diocesan Catholic Committee on Scouting

Diocese of Evansville

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_
2. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City State: \_\_\_\_\_\_\_\_\_\_ZIP: \_\_\_\_\_\_\_\_

 E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 

 3. Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Diocese: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Council: \_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_\_
3. Years in Scouting as a youth: \_\_\_\_ Rank Achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Years in Scouting as an adult: \_\_\_\_Present Scouting Position(s): \_\_\_\_\_\_\_\_

1. Other Scouting Positions held and tenure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Church related activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Scouting Training Courses completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Briefly state why you want to participate in the Diocesan Committee on Scouting and the areas in which you are most interested in or qualified to help. \_\_\_\_\_\_\_\_\_

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Approvals: Diocesan Chaplain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diocesan Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_