

**BY-LAWS OF THE DIOCESE OF DALLAS**  
**CATHOLIC COMMITTEE ON SCOUTING (DDCCS),**  
**A NOT FOR PROFIT ORGANIZATION**

Ratified 10/7/07

*Overview of the DDCCS Transitional Committee*

2007 is a transitional year for the DDCCS. While the DDCCS has provided training for religious emblems counselors, conducted Catholic Scout Retreats, and supported scouting units throughout the diocese in the religious development of our scouts, it did not have an elected committee or budget.

In May 2007, a Transitional Committee was established with the responsibilities of creating a framework for the DDCCS to continue. This committee, with the blessings and support of the Chaplain appointed by the Bishop of the Diocese of Dallas, was formed to create bylaws and elect a formal slate of officers by early 2008.

## **I. Organization**

The name of the organization shall be Diocese of Dallas Catholic Committee on Scouting. The organization may at its pleasure by a vote of the membership body, change its name.

## **II. Authority**

The National Catholic Committee on Scouting® (NCCS) is a church committee of concerned Catholic lay people and clergy who see as their mission the constructive use of the program of the Boy Scouts of America (BSA) as a viable form of youth ministry with the Catholic youth of our nation.

Like the NCCS, the Diocese of Dallas Catholic Committee on Scouting (DDCCS) is a church committee of concerned Catholic Laity and Clergy which is advisory to the BSA within the Diocese of Dallas and relates to the Diocese of Dallas through its Chaplain, who is appointed by the Bishop.

While the DDCCS operates within the Diocese of Dallas with the blessings and support of the Bishop, and supports the BSA primarily within the Circle Ten Council, it operates under the guidelines of the NCCS.

The DDCCS administrates religious emblems and awards within the Diocese of Dallas as defined and provided by the NCCS.

### **III.Purposes**

The following are the purposes for which this organization has been organized:

- To continue the spiritual development of youth that are registered Boy Scouts.
- To strengthen and support members in their role as youth ministers.

### **IV.Membership**

The membership of this organization consists of all adults who are registered with the Boy Scouts of America and serve in some way to support Catholic Scouting in the Diocese of Dallas. Essentially all adults registered to units chartered by Catholic entities, such as but not limited to Catholic Parishes, Catholic Schools, and Knights of Columbus are automatically members. Catholic Adults that are registered in units chartered by other organizations are by design members of the committee and are encouraged to participate in the activities of this organization.

### **V.Leadership Committee**

#### **1. Members**

The members of the Leadership Committee shall be as follows:

- Chairman
- Vice-Chairman (3)
- Secretary
- Treasurer
- Communications Chairman
- Religious Activities Chairman
- Religious Emblems Chairman
- Training Chairman
- Membership Chairman
- Vocations Chairman

- Chaplain

## **2. Duties**

### **a) Chairman**

- (1) Provide leadership to this organization.*
- (2) Preside at all meetings of this organization.*
- (3) Interact with local BSA council representatives.*

### **b) Chaplain**

- (1) Represent the bishop at all meetings of this organization.*
- (2) Supervise the spiritual welfare of Catholics in Scouting in the diocese.*
- (3) Encourage use of troop Chaplain and Chaplain's Aid.*

### **c) Communications Chairman**

- (1) Communicate with known Catholic Scouters via email or regular mail on a scheduled basis.*
- (2) Submit articles to the "Texas Catholic" (Diocesan Newspaper), the "Full Circle" (Local BSA Council, Circle 10, Newspaper), and other print newspapers.*
- (3) Maintain a website that promotes this organization and its activities.*

### **d) Membership Chairman**

- (1) Maintain and update the record of members of this committee.*
- (2) Communicate membership list to Communication Chairman for newsletter, email, and other contact needs.*

*(3) Promote the increase of catholic sponsored units with emphasis in parishes where there is no scouting presence.*

**e) Religious Activities Chairman**

*(1) Plan and hold an annual Boy Scout and Venture Scout retreat.*

*(2) Plan and hold a Cub Scout event that has a spiritual theme.*

*(3) Plan and hold an annual event where Catholic Scouters are recognized.*

**f) Religious Emblems Chairman**

*(1) Promote religious emblems programs at roundtables, Scout Show, etc.*

*(2) Schedule Boards of Review for Ad Altare Dei and Pope Pius XII programs.*

*(3) Arrange for appropriate liturgical ceremonies for the presentation of religious emblems.*

**g) Secretary**

*(1) Record and maintain a list of all attendees at all meetings.*

*(2) Document the discussion of all meetings,*

*(3) Provide written minutes of meetings to the Leadership Committee prior to the next scheduled meeting.*

**h) Training Chairman**

*(1) Schedule, promote, and conduct Scouter Development training for adult leaders of Catholic faith on an annual basis.*

*(2) Schedule, promote, and conduct Religious Emblems Counselor Training on a semi-annual basis. Communicate with Religious Emblems Chairman the names of individuals who have successfully completed this training.*

*(3) Encourage Catholic committee members to attend Scouting in the Catholic Church training course offered annually by NCCS.*

**i) Treasurer**

*(1) Maintain and document all financial activities of this committee.*

*(2) Receive funds (dues, fundraiser proceeds, donations, etc.).*

*(3) Disburse funds (reimbursing leaders for authorized expenses, paying bills related to fundraising, pay bills for retreats, etc.).*

*(4) Maintaining and tracking the DDCCS budget.*

**j) Vice Chairman - Activities**

*(1) Provide guidance to the Religious Activities Chairman.*

**k) Vice-Chairman – Training/Communications**

*(1) Provide guidance to the Training Chairman*

*(2) Assist with the communications functions of this committee by attending or designating an individual or individuals to attend all district roundtables.*

*(3) Communicate or contact all chartered organization representatives of Catholic organizations at a minimum of one time at year.*

**l) Vice-Chairman – Recognition & Awards**

*(1) Solicit nominations for the Diocesan Certificate, Bronze Pelican, and Saint George Awards. Provide leadership to a committee that will review nominations and select recipients of these annual awards.*

*(2) Provide guidance to the Religious Emblems Chairman.*

*(3) Promote Religious Emblems to all program levels and religions.*

**m) Vocations Chairman**

*(1) Promote an annual vocation awareness workshop.*

*(2) Promote the bi-annual St. George Trek.*

**3. Terms of Office**

New officers will take office on March the first of the appropriate year.

POSITION	TERM	LIMITATIONS	ELECTION
Chairman	2 year	2 terms	Even numbered years
Chaplain	Appointed by the Bishop of the Diocese of Dallas		
Communications Chairman	2 year	2 terms	Even numbered years
Membership Chairman	2 year	2 terms	Odd numbered years
Religious Activities Chairman	2 year	2 terms	Odd numbered years

POSITION	TERM	LIMITATIONS	ELECTION
Religious Emblems Chairman	2 year concurrent with Chairman	none	Appointed by Chairman
Secretary	2 year concurrent with Chairman	none	Appointed by Chairman
Training Chairman	2 year	2 terms	Even numbered years
Treasurer	2 year concurrent with Chairman	none	Appointed by Chairman
Vice Chairman - Activities	2 year	2 terms	Odd numbered years
Vice-Chairman – Training & Communications	2 year	2 terms	Odd numbered years
Vice-Chairman - Awards	2 year	2 terms	Even numbered years
Vocations Chairman	2 year	2 terms	Even numbered years

#### **4. Election of Leadership Committee**

##### **a) Initial Elections**

##### **(for election of officers installed in 1Q2008)**

For Leadership Committee positions that are to be elected in odd numbered years, their first term of office, beginning in 2008, will be for one year.

*(1) The Nomination Committee will be formed by the Transitional Committee in November 2007.*

*(2) Nominations will be submitted by DDCCS members via email to Nomination Committee by 12/1/2007.*

*(3) Nominations will be reviewed Nomination Committee on 12/2/2007.*

*(4) Ballots will be mailed to DDCCS members on 12/15/2007.*

*(5) Completed ballots must be mailed to the Nomination Committee, postmarked no later than 1/15/2008.*

*(6) Results of the election will be announced via email to DDCCS members on 1/25/2008.*

*(7) Election results may be contested by emailing the Nomination Committee by 1/30/2008.*

*(8) The new Leadership Committee will be installed at the Catholic Scout Retreat on 3/8/2008.*

**b) Regular Elections  
(to become effective after 1Q2008)**

A nominating committee is to be formed at the November Leadership Meeting. The nominating committee will make every effort to locate two nominees for each office that has a term about to expire. For the election of officers all votes shall be by written ballot. Nominees must come from the membership. Ballots can be mailed to members who are not able to attend the annual meeting, but submission of completed ballots is the annual meeting.

The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor.

If a vacancy should occur mid-year then the chairman will make a recommendation for a replacement. The remaining members of the Leadership Committee will vote on the replacement. Replacement will hold office for the remainder of the term.

## **5. Removal from Office**

If an officer fails to maintain in good standing for holding office, he or she shall resign immediately.

If it is believed that an officer is not fulfilling his or her duties, then a petition requesting his or her removal must be signed by at least half of the officers. Voting and discussion on the removal of said officer will occur at the next regularly scheduled meeting, unless a special meeting is called.

If the Chairman is removed or resigns, the Vice-Chairman of Activities will take his/her place in the interim.

If any officer other than the Chairman is removed or resigns, the Chairman will appoint a replacement to serve in the interim place. Regularly scheduled election procedures will be followed to elect any vacant or interim filled position

## **6. Meetings**

### **a) Types of Meetings**

There are two types of meetings of this organization the Full Membership Meeting and the Leadership Meeting.

#### ***(1) Full Membership Meeting***

The Full Membership Meeting will be an annual meeting of this organization and shall be held in February. The primary business of the annual meeting is the election of new officers.

#### ***(2) Leadership Meeting***

There will be monthly leadership meetings of this organization, where each Committee Chair will present a report on the status or activities of said committee. Meetings will be held, when possible, on the first Sunday of the month.

### **b) Scheduling Meetings**

Special meetings, Full Membership or Leadership Meetings, of this organization may be called by the Chairman. Notice of such meeting must occur at least 2 weeks prior to the scheduled

date set for such a meeting. Special meetings of this organization can be called at the request of 51% of the members of the Leadership Committee.

Notice of meetings will be provided by at least two of the following methods: (1) email, (2) USPS service, (3) website, (4) noted in the published calendar of this organization, (5) published in newspapers (such as but not limited to The Texas Catholic, or the Full Circle), and (6) personal phone calls.

**c) Order of Business**

*(1) Opening Prayer.*

*(2) Roll Call.*

*(3) Reading of the Minutes of the preceding meeting.*

*(4) Reports of Committees.*

*(5) Reports of Officers.*

*(6) Old and Unfinished Business.*

*(7) New Business.*

*(8) Adjournments.*

*(9) Closing Prayer*

**d) Parliamentary Procedure**

Robert's Rules of Order will govern all meetings. Anything not stipulated in these by-laws will revert to Robert's Rules.

## **VI. Finances**

### ***A. Fiscal Year***

The fiscal year of the DDCCS begins on January 1<sup>st</sup>.

### ***B. Budget and Expenditures***

The Treasurer will maintain the DDCCS budget and manage expenditures of the committee. Reports on the budget and expenditures will be provided at each Leadership Committee meeting.

Revenue for the DDCCS comes from dues (if dues are in place as noted in the next section), from retreats, medals, and donations.

For expenditures greater than \$100 (retreats, events, etc.), the Leadership Committee will authorize a not-to-exceed amount (a budget) prior to the need. Receipts will be submitted to the Treasurer for reimbursement.

For expenditures up to \$100 (copies, mailings, etc.), receipts will be submitted to the Treasurer for reimbursement.

Requests for reimbursement must be submitted within 30 days of the expenditure. Exceptions must be approved by the Leadership Committee.

Checks must be signed by any two of the following:

- Treasurer
- Committee Chairman
- One of the three Vice-Chairmen (only one Vice-Chairman may sign a check; the other signature must be the Treasurer or Committee Chairman)

If the appropriateness of a request for reimbursement is questioned by one or more of the authorized check signers, the expenditure will be deferred to the Leadership Committee for approval for reimbursement.

### ***C. Dues***

Dues will be determined at the February member meeting. If the majority of members vote to approve the dues amount set by the Leadership committee, the specified amount will take effect the following March 1st.

#### ***D. Financial Record Review***

In December of each year, the Leadership Committee will appoint a Financial Review committee of two to three persons to review the financial records of the committee for the fiscal year about to end.

The Treasurer will assist the Financial Review committee by providing all documentation and being available to answer questions. The Treasurer will also provide a report (similar to those used in a financial audit) that recaps financial statements to the bank statements.

The Financial Review committee will make a report to the Leadership Committee at the February meeting.

### **VII. Revisions to Bylaws**

Amendments to the by-laws shall be submitted to the Leadership Committee in writing for consideration. A reading or email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

Written notification of the proposed amendment must be made by mail or email, to all members at least two weeks in advance of any proposed change. Proposed change will be voted on a regular or specially called meeting of the Leadership Committee.

A two-thirds vote of the Leadership Committee is required for adoption of and any proposed changes to these by-laws.