

# By Laws of the Catholic Committee On Scouting Diocese of Baton Rouge

## Article I. Purpose

- A. The purpose of the Catholic Committee on Scouting, hereinafter called the Committee, is to promote the personal, social, and spiritual needs of Catholic youth participating in scouting programs (both in and outside of Catholic-sponsored units) and to act in an advisory capacity to the Bishop of the Catholic Diocese of Baton Rouge, or through his designees.
- B. The Committee provides guidance and resources to local leaders of scouting organizations and helps to secure priests to celebrate the Sacraments for scouting youth activities.
- C. The Committee will create and assist with activities for adult scouting leaders and youth designed to help young people live as disciples of Jesus Christ, to participate in the Church, and to grow personally and spiritually.
- D. The Committee may not promulgate, issue, or advocate any bylaw, directive, or program that is contrary to the teachings of the Roman Catholic Church or the express directives of the Bishop of the Catholic Diocese of Baton Rouge.
- E. All actions of the Committee are subject to the review and approval of the Bishop or through his designees.

## Article II. Membership of the Executive Committee

- A. The Committee shall consist of the following:
  - 1. Chaplain
    - a. Appointed by the Bishop;
    - b. Shall be an ordained minister of the Catholic Diocese of Baton Rouge;
    - c. Term is at the discretion of the Bishop.
  - 2. Chair
    - a. Appointed by the Bishop;
    - b. The Committee shall put forth a nominee for consideration by the Bishop;
    - c. Term is for two years;
    - d. Term is renewable only once or at the discretion of the Bishop.

3. Vice Chair
    - a. Appointed by the Bishop;
    - b. The Committee shall put forth a nominee for consideration by the Bishop;
    - c. Term is for two years;
    - d. Term is renewable only once or at the discretion of the Bishop.
  4. Treasurer
    - a. Recommended by the Chair for approval by the Committee;
    - b. Term is for two years;
    - c. Term is renewable at the discretion of the Chair with the approval of the Committee.
  5. Secretary
    - a. Recommended by the Chair for approval by the Committee;
    - b. Term is for two years;
    - c. Term is renewable at the discretion of the Chair with the approval of the Committee.
  6. Chairs of Subcommittees
    - a. Appointed by the Chair;
    - b. Term varies at the discretion of the Chair.
  7. An official representative from each of the local councils, operating within the Diocese (as approved by the Bishop, ex-officio). In the absence of an official representative, the Chair may appoint a volunteer liaison.
  8. Up to 2 members appointed by the Chair, in consultation with the Committee.
- B. The Committee is encouraged to provide the names and qualifications of one or more individuals for the Chair position for the consideration of the Bishop. The Bishop may also receive recommendations from others within the Diocese such as pastors, district or council representatives. If an office becomes vacant, the position will be filled in accordance with how it was to be filled originally. A vacancy in the Chair will be filled temporarily by the Vice Chair until the Bishop is able to consider and fill the appointment.
- C. Committee members must be compliant with the youth protection requirements of the Catholic Diocese of Baton Rouge as well as their respective scouting organizations.

- D. All members are nominated by the Committee. Membership for any Committee member may be revoked by the Bishop. In addition, any member not appointed by the Bishop or a Diocesan representative may have his or her membership revoked by the original appointing authority.
- E. Responsibilities of Committee members:
1. Chaplain:
    - a. Advises the Committee on all spiritual matters and helps to ensure that the goals of Catholic scouting are maintained and promoted.
    - b. Reviews status of adult leadership development and religious emblems and activities and encourages increased evangelization through these activities.
    - c. Helps to secure priests for larger scouting events and weekends.
    - d. Works with clergy to see the potential benefits of scouting within the Diocese, especially as a tool for parishes to reach more youth through the Religious recognition and retreat programs.
    - e. Ex-officio member of all subcommittees.
    - f. Other duties as assigned by the Bishop.
  2. Chair:
    - a. Presides at all meetings of the Committee.
    - b. Appoints all subcommittee chairs with the advice and consent of the Committee.
    - c. Is a right of office member of all subcommittees.
    - d. Identifies prospective successors for the Chair position and all other positions.
  3. Vice Chair:
    - a. Advises the Chair and the Committee.
    - b. Carries out special assignments for the Chair.
    - c. Works with the Chair to identify prospective successors for the Vice Chair and other positions.
    - d. Assumes the duties of Chair in the absence of the Chair.
    - e. Assumes the position of Chair in the event of a vacancy in that position.

4. Treasurer:
  - a. Maintains the records of all funds, received or paid out, by the Committee.
  - b. Provides the Committee with quarterly bank and other accounting statements (income and expenditures) and makes any account information available to the Diocese for regular audits.
  - c. Continually audits the signatures on the bank account(s).
  - d. Prepares an annual budget for approval.
  - e. Works to identify prospective successor for the Treasurer's position and other positions.
5. Secretary:
  - a. Records and distributes the minutes of all meetings.
  - b. Assists with Committee communications through all available media.
  - c. Works to identify prospective successor for the Secretary position and other positions.
6. Chairs of Subcommittees:
  - a. Share Subcommittee reports at full Committee meetings.
  - b. Work with full Committee to establish short, medium, and long-term goals and actions for the subcommittee.
  - c. Prepare an annual subcommittee budget for approval.
7. Council Representatives:
  - a. Represent the councils of the various scouting organizations operating within the Diocese (as approved for Catholic youth in the Diocese by the Bishop).
  - b. Facilitate communication among Council, Committee, and units.
  - c. Advise Committee on council programs and issues of mutual concern and reflect Committee's concerns back to the council.
  - d. Encourage units to show appreciation to their sponsors through helping in parish and community projects, etc.
  - e. Assist the Membership Subcommittee in strengthening existing units and growing new units when and where appropriate.
  - f. Understand the mood of the units represented and is able to reflect their feelings to the Committee.

H. Common Duties Incumbent of all Executive Members

1. Recommend unit adults and youth leaders for recognition as appropriate.
2. Help in recruiting for the Committee.

F. Terms of office shall begin on January 1 for two years and end on December 31 of the last calendar year of the term.

Article III. At-Large Committee Membership

A. The membership on the Catholic Committee On Scouting will consist of representatives from each Catholic parish within the Diocese of Baton Rouge as appointed by the pastor.

Article IV. Meetings

- A. The Executive Committee will meet quarterly with additional meetings called as necessary.
- B. Because most actionable items will evolve from the work of the subcommittees, the primary focus of most meetings will be reviewing the goals, actions, progress, and recommendations of the subcommittees and adopting or taking other action on those recommendations.
- C. Meetings will be open to anyone who is interested in promoting the work of the Committee.
- D. A youth, with guardian, may be invited to offer advice and input when necessary.
- E. The Committee should endeavor to reach consensus and to make consensus recommendations on matters to the Diocese.
- F. The Committee reserves the right to close proceedings to discuss sensitive matters at the discretion of the Chaplain, Chair, or the Bishop's designees.
- G. A quorum will consist of a majority of the Executive Committee.
- H. Robert's Rules of Order, latest revision, shall be in effect in the conduct of all meetings and of the order of business.

Article V. Subcommittees

- A. Subcommittees meet as necessary and may include members beyond the full Committee.
- B. All subcommittee chairs must be compliant with the Diocesan Youth Protection Policy and Requirements.
- C. Subcommittees may be formed or dissolved by the consensus of the Committee.

- D. Subcommittees are provided direction by the Committee and should propose an annual strategic plan for their area of focus as they work to pursue the direction of the Committee.
- E. Subcommittee Chairs and members will work with other subcommittees as necessary when concerned areas overlap.
- F. Subcommittee responsibilities may change as circumstances change.
- G. Standing subcommittees will be:
  - 1. Membership
  - 2. Religious Emblems
  - 3. Religious Activities
  - 4. Adult Leader Development and Training
  - 5. Communications
- H. Ad hoc Committees may be formed and dissolved at the discretion of the Chair.

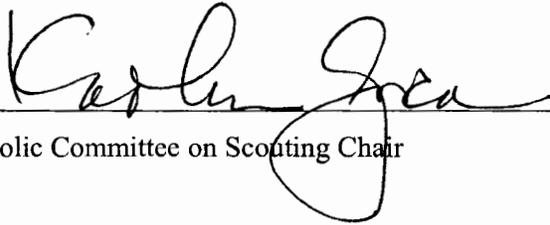
Article VI. Finances

- A. The fiscal year of the Committee shall begin on January 1 and end on December 31 of the calendar year.
- B. The committee may authorize the Chair and the Treasurer to establish checking and/or savings accounts in the Committee's name in any federally insured financial institution located within the area of the Diocese.
- C. The Treasurer shall make disbursement of Committee funds according to the approved annual or event budget. The Treasurer shall also make disbursement for medals and patches which are purchased by the Committee. All other requests for payment shall be brought to the Committee for approval before payment.
- D. At the discretion of the Executive Committee or whenever there is a change in the Treasurer's position, the Chair shall appoint three Committee members to conduct an audit of the financial records of the Committee. This ad hoc Committee shall make a written report of their findings to the membership present at the next Quarterly meeting of the Committee.

Article VII. Amendments

- A. Proposed amendments to this document are to be reviewed and approved by the Bishop prior to implementation.

Approval:



Catholic Committee on Scouting Chair

8/18/17

Date



Catholic Committee on Scouting Secretary

8/18/17

Date



Bishop of the Catholic Diocese of Baton Rouge

8/29/17

Date