

# **National Catholic Student Coalition Constitution and Bylaws**

**Adopted 30 December 2010**

# CONSTITUTION

## *MISSION STATEMENT*

As collegiate student leaders in the United States of America, the National Catholic Student Coalition strives to empower students to further the mission of the Catholic Church through spiritual, educational and leadership opportunities.

## *VISION STATEMENT*

NCSC strives to aid students to form their identity as Catholics and strengthen its role as the voice of Catholic collegians to the bishops, Church, and world at large. In order to open avenues for active leadership and participation of students in the Church, NCSC will enhance its partnership with its network of organizations. NCSC will improve its role in students' transition through campus ministry.

## *ARTICLE I: NAME*

The name of this organization shall be the National Catholic Student Coalition (NCSC).

## *ARTICLE II: PURPOSES*

The NCSC shall:

- A. be a voice for Catholic college students in the United States;
- B. provide Catholic students with resources for information and leadership development;
- C. work as a partner with local campus ministry groups and other national and international movements;
- D. provide a network of campus ministry groups and contact persons;
- E. adhere to the provisions of the Vision Statement.

## *ARTICLE III: MEMBERSHIP*

- A. Membership in the NCSC shall be open to any Catholic student group that participates in higher education and affirms the purposes of the NCSC.
- B. Individuals who affirm the purposes of the NCSC may also be considered for an Individual Membership.
- C. Non-Catholic students may be considered for membership but may not hold elected offices as set forth in Article VII.
- D. Other levels of non-voting membership shall be determined by the Executive Board.

## *ARTICLE IV: REGIONAL STRUCTURE*

- A. The membership of the NCSC shall be divided according to the needs of the NCSC.

- B. The purposes of the regions shall be to advance the purposes set forth in the Constitution.
- C. The regions shall be directed by the Executive Board and by Regional Boards.

### ***ARTICLE V: EXECUTIVE BOARD***

- A. The NCSC shall have an Executive Board charged by the membership to advance the purposes defined in the Constitution. The Executive Board shall consist of an elected representative from each region; the chairs of any standing committees; a chairperson selected from the previous year's Board; the two campus minister advisors; one at-large alumni representative and the Executive Director of the NCSC.
- B. In deliberations, only the student board members shall have a vote. The chairperson is a non-voting member of the Executive Board except in the case of a tie. A simple majority of the entire voting membership of the Executive Board shall constitute a quorum for its deliberations.

### ***ARTICLE VI: REGIONAL BOARDS***

- A. Each region shall have a Regional Board charged with facilitating communications within the region; representing the ideas, concerns, and needs of their region's members to the Executive Board; assisting the Executive Board in fulfilling the purposes set forth in the Constitution; and the creation of local and regional programming.
- B. Each Regional Board shall consist of as many student representatives as deemed necessary by the Regional Board prior to conference, a Regional Campus Minister Advisor and the Regional Chair.
- C. The Regional Chair of each region shall be the primary liaison between the Regional and Executive Boards and shall be charged with the responsibility of chairing the Regional Board.
- D. The Regional Boards are empowered to create and modify regional structures and programs as needed as long as such actions are in accordance with the Constitution and Bylaws of the NCSC and advance the purposes of the Vision Statement of the NCSC.
- E. If a Regional Chair fails to fulfill the duties listed above, representatives on the Regional Board may petition the Executive Board Chairperson for the replacement of the representative. The Executive Board members shall then consider the petition and may appoint a replacement.

### ***ARTICLE VII: ELECTIONS***

- A. Only student NCSC members shall be eligible to vote and hold office in the NCSC. Those students who are fulfilling roles of both student and campus minister, who are in a campus minister training program, or who are not enrolled in an institution of higher education for at least one semester of the academic year, are not eligible to vote or hold office.
- B. Election of Executive and Regional Board members shall be held according to the Bylaws of the Constitution.
- C. The chairperson of the Executive Board will be selected by and from the outgoing Executive Board. If the chairperson cannot be selected by the previous Executive Board, the new Executive Board will follow the provision set forth in Article III, Section G of the NCSC Bylaws for a vacancy in the chairperson position.

## ***ARTICLE VIII: MEETINGS***

- A. The NCSC will hold an annual national conference at a place and time determined by the Executive Board, which shall give notice to the membership at least one year in advance; interim business shall be conducted by the Executive and Regional Boards unless the Executive Board decides that a special national meeting is needed.
- B. A quorum for the national conference shall be a simple majority of the members duly registered for the conference.
- C. The Executive Board shall preside over business meetings at the national conference.
- D. Minutes shall be kept of all Executive and Regional Board and National Conference meetings.

## ***ARTICLE IX: RATIFICATION***

The Constitution shall be presented to the student NCSC members at the national conference and must be ratified by a 2/3 majority of all student NCSC members registered at the national conference and present at the time of voting. Each student NCSC member shall be given one vote.

## ***ARTICLE X: AMENDMENTS***

This Constitution may be amended, repealed, or altered in whole or in part by a vote taken at the national conference. Each student NCSC member at the national conference shall be given one vote. Any changes must be approved by a 2/3 majority of all student NCSC members registered at the national conference and present at the time of voting. All proposed changes must be submitted to the Board by November 1st.

## ***ARTICLE XI: BYLAWS***

The NCSC shall have bylaws to support and advance its stated purposes and structure. The incorporation, deletion, or change of any bylaws shall require the approval of a simple majority of the student NCSC members present at the national conference. Any proposed changes to the bylaws must be submitted to the Executive Board by November 1st. Each student NCSC member present at the national conference shall receive one vote.

# BYLAWS

## *ARTICLE I: MEMBERSHIP*

- A. Membership shall include members which have submitted registration to the Executive Board and whose dues shall be current and paid.
- B. For purposes of membership, the NCSC calendar shall be September 1 – August 31.

## *ARTICLE II: EXECUTIVE BOARD ROLES*

- A. The Executive Board shall be supervised by a chairperson and shall divide duties among the Executive Board representatives and the chair.
- B. The Executive Board may establish committees as needed to advance the purposes of the NCSC.
- C. The Executive Board may employ individuals as needed to help the Executive Board fulfill its duties.
- D. An At-Large Alumni Representative may be nominated and appointed by the Executive Board. Applications for this position shall be submitted to the National Office at least thirty days before the national conference. The At-Large Alumni Representative will be appointed by the Executive Board during the national conference to serve a two year term commencing at the end of that conference. This term may be renewed on a yearly basis for two more years after the end of the first term. The At-Large Alumni Representative shall not serve more than four consecutive years on the Executive Board.
- E. The Executive Board shall be comprised of the Chair of the Executive Board, the Regional Chairs, and the two Campus Minister Advisors.
- F. The Executive Board shall also incorporate an External Affairs Liaison, who shall facilitate relationships with the NCSC's partner organizations. The External Affairs Liaison is a non-voting member of the Executive Board. The External Affairs Liaison will be selected according to Article III section I.

## *ARTICLE III: EXECUTIVE BOARD ELECTIONS*

- A. Each region, under the guidance of the executive board and its regional board, shall elect two members of its region to put forward as candidates for the Regional Chair position. From these proposed candidates, the general voting membership at the National Conference will elect one individual from each region to serve as the Regional Chair on the executive board. The individuals nominated by their regions and not elected by the membership to serve as Regional Chair can serve as Vice-Regional chair at the discretion of the newly elected chair. The Vice-chair can fulfill duties on the regional level on an as-needed basis determined by the Regional Chair and/or regional team.
- B. Regional Chairs shall be elected at the national conference to serve a one-year term which commences at the end of that conference. Chairs must be a student for the entire calendar year of their first term, but can be re-elected if they are a student for at least one semester of the calendar year of their second term. No one shall serve more than two years as Regional Chair.

- C. These elections shall be supervised by an Elections Committee appointed by the newly discerned Executive Board Chair.
- D. Students who have been appointed to fill vacancies in the Executive Board may run for two full elected terms, provided that they are students for at least one semester of the academic year immediately following the conference.
- E. During the last quarter of their first term, Regional Chairs may apply to renew their term. An Evaluation Committee consisting of the outgoing and incoming chairs and the two campus minister advisors will evaluate the Regional Chair's performance and notify each applicant for renewal as to whether or not the term will be renewed.
- F. In the event of an Executive Board vacancy (except for the chairperson position) during the term of office, the Executive Board shall take recommendations for additional candidates from the affected Regional Board, and the position shall be filled by decision of the Executive Board. Individuals serving as Vice-Regional Chair may receive priority in this process. An Executive Board representative so appointed may not be appointed a second time and may not apply to renew his term, but may run for election to that position.
- G. In the event of a vacancy in the chairperson position, the Executive Board may select a new chairperson from among the Executive Board members by a majority vote.
- H. During the last quarter of their first term, the Executive Board Chairperson may apply to renew their term as Chair for an additional one-year, non-renewable term. Under the guidance of the Campus Minister Advisors, the outgoing Executive Board will evaluate the Chairperson's performance and notify the Chairperson as to whether or not the term will be renewed. Subsequent to their final term as Chair, the Executive Board Chairperson may not serve any further terms as a Regional or Standing Committee Chair on the Executive Board.
- I. An External Affairs Liaison shall be selected by and from the outgoing Executive Board. If the External Affairs Liaison cannot be selected by the previous Executive Board, the new Executive Board will follow the provision set forth in Article III, Section F of the NCSC Bylaws for a vacancy in the position.
- J. The External Affairs Liaison may serve only one one-year term as External Affairs Liaison and subsequent to that term may not serve any further terms as a Regional Chair on the Executive Board.
- K. All campus ministers gathered at the national conference may put forth two candidates from those campus ministers present for the open Campus Minister Advisor position. At each national conference all students present will select one of the two campus ministers put forth by the gathered campus ministers to serve as Campus Minister Advisor for a two-year term. At no time may the two Campus Minister Advisors to the Executive Board come from the same region.
- L. Campus Minister Advisors to the Executive Board shall serve no more than two consecutive two year terms.

#### ***ARTICLE IV: EXECUTIVE COMMITTEE***

- A. The NCSC shall have an Executive Committee to supervise the day-to-day operations of the organization. The Executive Committee shall consist of the Chair of the Executive Board, the External Affairs Liaison, and the two Campus Minister Advisors to the Executive Board.

## ***ARTICLE V: ADVISORY BOARD***

- A. The NCSC shall have an Advisory Board to provide ongoing support and input to the Executive Board as requested.
- B. The Advisory Board shall be facilitated by the External Affairs Liaison and shall consist of a Bishop Liaison, a Vocations Liaison, a Financial Advisor, an Alumni Liaison, and any others the Executive Board may deem necessary. The Advisory Board shall understand the workings of the NCSC and shall provide advice to the leadership of NCSC when prudent.
- C. The Executive Board shall invite a Catholic bishop to serve as Bishop Liaison for an indefinite term.
- D. The Executive Board may invite a vocations director to serve as Vocations Liaison for an indefinite term.

## ***ARTICLE VI: NATIONAL TEAM***

- A. The NCSC shall have a National Team to provide for a solid network between the NCSC and its partner organizations and to provide for a fluid exchange of information. The National Team shall consist of: the Executive Board, the Regional Chairs, the Advisory Board, the Ex Officio positions outlined below and any other Ex Officio positions deemed necessary by the Executive Board.
- B. The Executive Board will invite the USCCB to select a USCCB Representative.
- C. The Executive Board will invite the NADDCM to select a NADDCM Representative.
- D. The Executive Board will invite the CCMA to select a CCMA Representative.
- E. The Executive Board will invite the Alumni Commission to select a Alumni Representative.
- F. The Chair may invite the Past Chair and/or the Regional Campus Minister Advisors to participate on the National Team in an Ex Officio capacity.

## ***ARTICLE VII: BOARD OF DIRECTORS***

- A. The NCSC shall have a Board of Directors to supervise the preparation and dissolution of the NCSC if necessary.
- B. The Board of Directors shall be comprised of the Chair of the Executive Board, the Bishop's Liaison, the Vocation's Liaison, the USCCB Representative, and the Senior Campus Minister Advisor.
- C. The Executive Board Chair may invoke the Board of Directors for other purposes as deemed necessary.

## ***ARTICLE VIII: SELECTION AND COMPOSITION OF REGIONAL BOARDS***

- A. The student representatives to each regional board shall be selected at a meeting of each region during the national conference. The selection process shall be supervised by a campus minister advisor or other designee of the Executive Board.

- B. Regional Boards shall have campus minister advisors to give support and input as needed. At the conference, each Regional Board will elect a Regional Campus Minister Advisor from among the Campus Ministers present to serve a one year renewable term.

## ***ARTICLE IX: NATIONAL OFFICE PERSONNEL***

- A. The Executive Board shall employ personnel as needed to manage the daily affairs of the NCSC through a National Office created for such purpose.
- B. All terms of the office staff's employment shall be arranged by the Executive Director, the Campus Minister Advisors to the Executive Board, and the Executive Board Chairperson. The terms shall be approved by the Executive Board.

## ***ARTICLE X: ALUMNI COMMISSION***

- A. The NCSC shall have an alumni commission to support the purposes of the NCSC, to provide a network for alumni, and to support graduating students in the transition from campus ministry communities to other Catholic communities.
- B. The Alumni Commission shall select an NCSC alumnus to serve as Alumni Liaison to the National Team. This person shall report to the National Team.

## ***ARTICLE XI: COMMISSION FOR DEVELOPMENT***

- A. The NCSC shall have a Commission for Development which shall consist of individuals with expertise in various professional fields and willing to offer professional advice to the Executive Board as needed.
- B. Members of the Commission for Development shall serve as consultants, resource persons, and advocates for the NCSC.
- C. Each year the Executive Board shall select up to five persons to serve on the Commission. The Advisory Board shall invite these persons to serve on the Commission for a term of five years, after which the Advisory Board shall contact these individuals to discern their willingness to serve a successive five year term.

## ***ARTICLE XII: FINANCES***

- A. The NCSC's fiscal year shall be April 1 - March 31.
- B. All NCSC funds shall be under the name of NCSC and shall not be placed under a personal or campus ministry account.
- C. The NCSC shall be financed by membership dues, program revenues, grants, and gifts accruable by the NCSC.
- D. The Executive Board shall present to the membership of the NCSC a yearly financial report and projected fiscal budget at the national conference. The projected budget shall be approved by a majority vote of the membership present.
- E. The integrity and autonomy of the NCSC shall not be jeopardized by any source of funding. The Executive Board shall be responsible for safeguarding this position.

- F. In preparation for and upon the dissolution of the NCSC, after paying or adequately providing for the debts and obligations of the NCSC, the remaining assets shall be distributed to a Catholic non-profit fund, foundation or corporation, which shall be organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under Section 501 ( c ) (3) of the Internal Revenue Code.
- G. No part of the net earnings or assets of the NCSC shall ever benefit or be distributable to its members, trustees, officers, or other private persons, except that the NCSC shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.
- H. Notwithstanding any other provisions of articles in this Constitution and Bylaws, the NCSC shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 ( c )(3) of the Internal Revenue Code.
- I. When financially prudent, an independent audit of the NCSC's finances will be conducted annually.

### *ARTICLE XIII: RESOLUTIONS*

- A. Any member of the NCSC may submit position papers, resolutions, or study/action proposals for adoption by the NCSC. Such positions, resolutions, or proposals must be consistent with the NCSC Vision Statement.
- B. Positions, resolutions, or proposals must be submitted to the Executive Board at least thirty days before the national conference and must be approved by a majority vote of the students present at the national conference.
- C. At the time the resolution or proposal is presented at the national conference, the member presenting a resolution or proposal should also present a plan for follow-up action. In addition, the member presenting a resolution or proposal should be prepared to chair an ad hoc committee for said follow-up or have another interested party ready to chair said committee.