



**BYLAWS OF THE
NATIONAL CONFERENCE
OF VETERAN AFFAIRS
CATHOLIC CHAPLAINS
(NCVACC)**

*AMENDMENT PROPOSAL
Annual Education & Membership Meeting
Holy Family Passionist Retreat Center
West Hartford CT
28 October 2021*

3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

Table of Contents

ARTICLE I Name 2
ARTICLE II Object 2
ARTICLE III Members 2
ARTICLE IV Officers 3
ARTICLE V Nominations and Elections 5
ARTICLE VI Meetings 6
ARTICLE VII Executive Board 7
ARTICLE VIII Committees 8
ARTICLE IX Electronic Meetings and Communications 11
ARTICLE X Administrative Operations 11
ARTICLE XI Indemnification 11
ARTICLE XII Parliamentary Authority 12
ARTICLE XIII Bylaw Amendment and Revision 12

GUIDE

Note 1: ~~Strike:~~ Portions to be deleted, for example: “~~E. Certification Committee. The committee shall.~~”

Note 2: *Bordered, Italicized*: Portions to be added, for example: “... the Archdiocese for the Military Services, U.S.A. *and other agencies for the support and benefit of the members.*”

24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54

ARTICLE I

NAME

The name of this organization shall be the NATIONAL CONFERENCE OF VETERANS AFFAIRS CATHOLIC CHAPLAINS, officially abbreviated as NCVACC.

ARTICLE II

OBJECT

The object and purpose of this association, organized as a non-profit corporation, shall be to:

- A. Provide mutual support for members working in the Chaplaincy Service of the VA,
- B. Provide a forum for the training, study and development of all phases of VA Pastoral care,
- C. ~~Award such~~ *Assist members acquire* certificates of proficiency as the bylaws may allow,
- D. Serve as the corporate body for VA Catholic chaplains to contact and communicate with the National Episcopal Advisor, ~~and~~ the Archdiocese for the Military Services, U.S.A. *and other agencies for the support and benefit of the members.*

ARTICLE III

MEMBERS

Section 1. Classification. The National Conference of Veteran Affairs Catholic Chaplains shall have the following membership classifications:

- A. Regular. To qualify for regular membership an individual shall give evidence of holding an official appointment as a VA Catholic Chaplain endorsed by the Archdiocese for the Military Services. Membership becomes effective with receipt of dues by NCVACC.
- B. Honorary. To qualify for honorary membership an individual shall 1) give evidence of being retired from active ministry as a VA Catholic Chaplain, or 2) give evidence of notable service to NCVACC and express a desire to further the mission of NCVACC. An individual shall be granted honorary membership by a majority vote of the regular membership at the annual education and membership meeting upon recommendation by any regular member. Honorary members shall not pay dues, and shall not have the right to vote but will otherwise enjoy the benefits of regular membership.

~~Section 2. Board Certified Catholic Chaplain. To qualify for a) board certification under the auspices of the U.S. Catholic Conference and b) use of the title “Board Certified Catholic Chaplain”, a~~

55 member shall successfully meet the certification criteria as set forth by the NCVACC Certification
56 Committee. To qualify for Board Certification with the unique title BCC-VA for distinctive VA-specific
57 competencies, interested applicants shall apply to the National Association of Catholic Chaplains (NACC),
58 Commission on Certification.

59 Section 3. Dues

- 60 A. Annual Dues: Annual dues shall be as set forth in the NCVACC Standing Rules.
- 61 B. Dues Adjustment: Dues may be adjusted following a proposal by the Executive Board
62 and approved at the Annual Conference by a two thirds vote of the regular membership.
63 Dues adjustments take effect the 1st day of January following the annual education and
64 membership meeting during which the dues adjustment was approved.
- 65 C. Dues Payment Dates: Dues shall be due and payable to the Treasurer by January 1.
66 Membership shall be delinquent if dues are not paid by the last day in February and
67 forfeited if dues are not paid by the last day in April. The Executive Board may extend
68 this due date for individual members experiencing unexpected dire circumstances.
- 69 D. Dues Proration: There is no proration of dues for new members joining after the first of
70 the year.

71 Section 4. Fees. Fees for ~~board certification, reinstatement, and other~~ services related to membership
72 shall be determined by the Executive Board.

73 Section 5. Membership Year. The membership year shall be January 1 through December 31.

74 Section 6. Reinstatement. Reinstatement shall be granted by the affirmative two thirds vote of the
75 Executive Board after the following are received: 1) written request for reinstatement, 2) any
76 applicable past and current annual dues, and 3) reinstatement fee.

77

78 **ARTICLE IV**

79 **OFFICERS**

80 Section 1. Elected Officers. The elected officers of the National Conference of Veterans Affairs
81 Catholic Chaplains shall be a president, a vice-president, a secretary, a treasurer, and three members
82 at-large.

83 Section 2. Qualifications. To be eligible for elected office a person shall be a regular member.

84 Section 3. Terms of Office. The elected officers shall assume office at the close of the annual
85 education and membership meeting at which they are elected. These officers shall serve for three

86 years until the close of that year's annual education and membership meeting, or until their
87 successors assume office. Officers shall not serve more than two consecutive terms in the same
88 office.

89 Section 4. Salaries. Officers shall not receive salaries for their services, but by resolution of the
90 Executive Board a fixed sum and expenses of attendance, if any, may be allowed for each regular or
91 special meeting of the Executive Board.

92 Section 5. Vacancy in Office. In the case of a vacancy in the office of president, the vice-president
93 shall serve as president for the remainder of the term. A vacancy in the office of vice-president,
94 secretary or treasurer shall be filled by a majority vote of the Executive Board from among the
95 elected officers. Anyone so elected will fill that office for the remainder of the term. A vacancy in
96 the member-at-large office shall be filled by appointment of the president; any member-at-large so
97 appointed will remain in office for the remainder of that term.

98 Section 6. Resignation of Office. An elected officer resigning from office shall submit his resignation
99 in writing either to the president of NCVACC or, in the event of the president's resigning, to the
100 vice-president.

101 Section 7. Removal from Office. An elected officer may be removed from office with or without
102 cause by

103 A. a two thirds vote of the membership at a general membership if the notice of the meeting
104 names the elected officer being considered for removal at such meeting, or

105 B. a two thirds vote of the executive board at an executive board meeting if the notice of the
106 meeting names the elected officer being considered for removal at such meeting.

107 Section 8. Duties of Officers. The elected officers shall perform the duties provided in this section
108 and such other duties as are prescribed for the office in these bylaws, by the Executive Board, or in
109 the adopted parliamentary authority.

110 A. Duties of the President. The president shall:

111 1) be the chief executive officer and official spokesman of NCVACC;

112 2) appoint, subject to the approval of the NCVACC Executive Board, the following:

113 a) the chairman and members of each standing committee except the nominating
114 committee and the certification committee;

115 b) the chairmen of the education and liturgy, site and services, and registration and
116 hospitality subcommittees of the planning committee;

117 c) the chairman and members of special committees.

- 118 3) be ex-officio a member of all NCVACC committees, except the nominating committee
119 and the certification committee;
- 120 4) appoint members-at-large as committee and/or subcommittee chairmen.
- 121 B. Duties of the Vice-President. The vice-president shall chair the planning committee and be a
122 member of the budget and finance committee.
- 123 C. Duties of the Secretary. The secretary shall be the recording officer of NCVACC and the
124 custodian of its records, except those assigned to others.
- 125 D. Duties of the Treasurer. The treasurer shall:
- 126 1) be the principal accounting and financial officer of NCVACC;
- 127 2) serve as chairman of the budget and finance committee;
- 128 3) make a financial report to the Executive Board at each meeting and at other times when
129 requested by the president or the Executive Board;
- 130 4) submit the most recent budget report and financial statement at the annual education
131 and membership meeting.
- 132 E. Duties of the Members-at-Large. The members-at-large shall serve a) as standing committee
133 chairmen or b) as subcommittee chairmen on one of the three standing subcommittees of
134 the planning committee (education and liturgical, site and services, registration and
135 hospitality).

136 137 **ARTICLE V**

138 **NOMINATIONS AND ELECTIONS**

139 Section 1. Nominating Committee

- 140 A. Membership. The nominating committee shall consist of a chair and two members from the
141 regular membership appointed by the Executive Board. No member of the nominating
142 committee shall serve for more than two consecutive terms.
- 143 B. Duties. The nominating committee:
- 144 1) shall hold a meeting no later than April 1 of the election year *or on a date approved by the*
145 *Executive Board*;
- 146 2) shall consider all candidates for elected officers whose names are proposed by any
147 NCVACC member and received by the committee by March 30 of the election year *or on*
148 *a date approved by the Executive Board*;
- 149 3) may consider additional candidates during its deliberations;

- 150 4) shall submit at least one name for each position to be filled.
- 151 C. Committee Report. The report of the committee shall be submitted to the Executive Board
152 for inclusion a) in the NCVACC website and b) in the call to the annual education and
153 membership meeting, and shall be read on the first day of the annual education and
154 membership meeting.
- 155 D. Nominations from the Floor. Following the report of the committee, additional nominations
156 may be made from the floor. No name shall be placed in nomination without written
157 consent of the nominee. *This provision is dispensed with when elections are held via electronic*
158 *communications media.*

159 Section 2. Election of Officers. Officers shall be elected by ballot at the annual education and
160 membership meeting *or, with the Executive Board's approval, via electronic communications media.* The vote
161 required shall be that described in Article VI, Section 4.

162 **ARTICLE VI**

163 **MEETINGS**

164 Section 1. Annual Education and Membership Meeting. The annual education and membership
165 meeting shall be held in the fall of each year at a place, date, and time determined by the Executive
166 Board.
167

- 168 A. Purpose. The purposes shall be as follows:
- 169 1) for education, fellowship, support, networking, and sharing of experiences; and
170 2) for the purpose of electing officers, receiving reports, and transacting such other
171 business as may properly come before it.
- 172 B. Notice. Written notice of the annual education and membership meeting, giving the place,
173 dates, and times shall be given at least three months in advance.
- 174 C. Quorum. The quorum at the annual education and membership meeting shall be a majority
175 of the regular members who have registered for that meeting.

176 Section 2. Special Membership Meetings. Special meetings of the members may be called by the
177 Executive Board. It shall be the duty of the Executive Board to call special meetings upon the
178 request of not less than fifteen of the regular members.

- 179 A. Notice. The secretary shall give notice of any special meetings, giving the purpose, place,
180 date, and time at least thirty days in advance.
- 181 B. Quorum. The quorum at a special meeting shall be 50 members.

182 Section 3. Postponement. In the event of an emergency, the Executive Board by a two-thirds vote
183 may postpone any annual or special membership meeting after notice was given. All members shall
184 be notified of the postponement in a manner determined by the Executive Board to be fair and
185 reasonable.

186 Section 4. Voting. Regular members shall be entitled to one vote on each matter submitted to a vote.
187 There shall be no absentee voting or voting by proxy. Adoption of a main motion and any election
188 shall require the affirmative vote of a majority of regular members.

189

190

ARTICLE VII

191

EXECUTIVE BOARD

192 Section 1. Composition. The members of the Executive Board shall be the president, vice-president,
193 secretary, treasurer, and the three members-at-large.

194 Section 2. Power and Authority. The Executive Board shall have full power and authority over the
195 affairs of NCVACC between the annual education and membership meetings except as otherwise
196 provided for in these bylaws; the Executive Board shall adopt special rules of order and standing
197 rules to govern its proceedings and the affairs of NCVACC over which it has power and authority.

198 Section 3. Duties. The Executive Board shall:

- 199 A. adopt a budget;
- 200 B. determine the place, date, time, and registration fee for the annual education and
201 membership meeting upon the recommendation of the planning committee;
- 202 C. set the fees for ~~certification, reinstatement, and other~~ services related to membership;
- 203 D. approve the report of the auditor annually;
- 204 E. fill vacancies as provided in these bylaws;
- 205 F. appoint a parliamentarian;
- 206 G. have such other duties as are prescribed for the Executive Board in these bylaws, by the
207 annual education and membership meeting, or in the adopted parliamentary authority.

208 Section 4. Meetings.

- 209 A. Regular. Regular sessions of the Executive Board shall be held at quarterly intervals.
210 1) The first and last sessions shall be held at the site of the annual education and
211 membership meeting, just prior to and just following the annual education and
212 membership meeting.

213 2) The first meeting of the Executive Board shall be defined as the meeting just following
214 the annual education and membership meeting to coincide with the election, if any, of
215 new board members.

216 3) Call of a regular meeting shall be given by the Secretary of the Board who will give due
217 consideration for the need for preparation ~~at least fourteen days in advance.~~

218 B. Special. Special meetings of the Executive Board may be called by the president ~~and shall be~~
219 ~~called by written request of three members of the board.~~ The purpose of the meeting shall
220 be stated in the call. Except in cases of emergency, at least a seven-day notice shall be given.

221 C. Observers. With the exception of executive sessions, members of NCVACC may attend
222 meetings of the Executive Board as observers.

223 Section 5. Quorum. A majority of the board members shall constitute a quorum.

224 Section 6. Vote Required. Adoption of a main motion and any election shall require the affirmative
225 vote of a majority of the members of the Executive Board present.

226

227

ARTICLE VIII

228

COMMITTEES

229 Section 1. Standing Committees.

230 A. Composition and Terms. The ~~seven~~ six standing committees of the NCVACC shall be
231 auditing, bylaws, budget and finance, ~~certification~~, communications, membership, and
232 planning.

233 1) The budget and finance committee shall be composed of the treasurer as chairman, the
234 vice-president, and two members elected by the Executive Board ;

235 2) The planning committee shall be composed of the vice-president as chairman, one
236 member-at-large and one or more members elected by the Executive Board;

237 3) All standing committee chairmen shall be members of NCVACC.

238 4) Committee members may include honorary members and nonmembers of NCVACC
239 recommended by the respective chairman, appointed by the president and approved by
240 the Executive Board.

241 5) All standing committees shall report to the Executive Board and shall be responsible to
242 the president between meetings. Policies set by a committee shall be approved by the
243 Executive Board.

- 244 6) The chairman of each standing committee shall be ex-officio a member of all
245 subcommittees within the respective committee.
- 246 7) When drafting of a bylaw revision is authorized, the bylaws committee shall consist of a
247 chairman and at least two other members.
- 248 8) The term for committee members shall correspond to that of the officers.

249 B. Auditing Committee. The committee shall:

- 250 1) consist of three members appointed by the president;
- 251 2) audit the treasurer's account annually and additionally as directed by the Executive
252 Board;
- 253 3) report to the membership at the annual education and membership meeting;
- 254 4) due to conflicts of interests, the treasurer shall not serve on the auditing committee.

255 C. Bylaws Committee. In regards to NCVACC Bylaws and Standing Rules, the committee shall:

- 256 1) review all submitted amendments and edit for composition;
- 257 2) possess the right to originate amendments; and
- 258 3) submit proposed amendments and revisions to the members together with
259 recommendations for action not less than three months prior to the annual education
260 and membership meeting.

261 D. Budget and Finance Committee. The committee shall:

- 262 1) have general supervision of the finances and investments subject to the approval of the
263 Executive Board; and
- 264 2) prepare an annual budget for presentation to the Executive Board.

265 ~~E. Certification Committee. The committee shall:~~

- 266 ~~1) prepare the criteria for board certification for approval by the NCVACC Executive
267 Board;~~
- 268 ~~2) submit to the Executive Board for approval any substantial changes in the criteria for
269 board certification;~~
- 270 ~~3) process applications for Board Certified Catholic Chaplain in the NCVACC;~~
- 271 ~~4) conduct the certification process and interviews; and~~
- 272 ~~5) submit successful candidates to the NCVACC Executive Board for final approval and
273 granting of board certification status.~~

274 E. Communications Committee. The committee shall:

- 275 1) investigate and recommend methods for increasing communications among NCVACC
276 members;
- 277 2) investigate and recommend methods of acquainting the general public with NCVACC;
- 278 3) be responsible for the NCVACC newsletter;
- 279 4) be responsible for the NCVACC website; and
- 280 5) appoint, with the approval of the Executive Board, a webmaster to maintain and update
281 the NCVACC website.

282 F. Membership Committee. The committee shall:

- 283 1) process applications for membership in NCVACC;
- 284 2) submit membership fees to the treasurer as received;
- 285 3) promote recruitment and retention of membership; and
- 286 4) maintain and update the membership roster.

287 G. Planning Committee. The committee shall:

- 288 1) be responsible for planning the annual education and membership meeting;
- 289 2) submit to the Executive Board for approval the brochure, as well as the education,
290 liturgical, and site and services plans for the annual education and membership meeting;
- 291 3) contract with the annual education and membership meeting site for site and services
292 following approval of the Executive Board;
- 293 4) contract with the board approved speakers and presenters; and
- 294 5) be composed of three subcommittees with duties as follows:
- 295 a) Education and Liturgy Subcommittee: The subcommittee shall
- 296 i. create and develop the educational content for the annual education and
297 membership meeting, and identify the speakers and presenters, for approval of
298 the planning committee chairman and the NCVACC Executive Board, and
- 299 ii. Create and develop the liturgy celebrated during the AEMM for approval of the
300 planning committee chairman, and the NCVACC Executive Board.
- 301 b) Site and Services Subcommittee. The subcommittee shall develop all plans relating to
302 the identifying, scheduling, and contracting of the site and the services the site will
303 provide for the annual education and membership meeting, and will submit these
304 recommendations for approval of the planning committee chairman, and the
305 NCVACC Executive Board.

306 c) Registration and Hospitality Subcommittee. The subcommittee shall be responsible
307 for creating and maintaining a list of attendees, and for receiving attendees and
308 assigning their rooms.

309 Section 2. Special Committees. Special committees may be created as necessary by the NCVACC
310 Executive Board.

311 Section 3. President as Ex-Officio Member. The president shall be ex-officio a member of all
312 committees except the certification committee and the nominating committee.

313

314

ARTICLE IX

315

ELECTRONIC MEETINGS AND COMMUNICATIONS

316 Section 1. Meetings. The NCVACC Executive Board and all committees and subcommittees shall be
317 authorized to meet via electronic communications media so long as all the members shall
318 simultaneously hear each other and be able to participate during the meeting.

319 Section 2. Communications. Unless members indicate otherwise to the NCVACC Executive Board,
320 all communication required in these bylaws may be sent electronically, including meeting notices,
321 provided that the electronic system used provides confirmation that the communication was
322 received. All references in these bylaws to mail may be sent using this method.

323

324

ARTICLE X

325

ADMINISTRATIVE OPERATIONS

326 Section 1. Headquarters. The NCVACC shall continuously maintain in the State of Illinois a
327 registered office.

328 Section 2. Registered Agent. The NCVACC shall continuously maintain a registered agent whose
329 business is identical with such registered office.

330 Section 3. Fiscal Year. The fiscal year shall be from January 1 through December 31.

331

332

ARTICLE XI

333

INDEMNIFICATION

334 Any officer, employee, or agent of NCVACC who was or is a party or is threatened to be made a
335 party to any threatened, pending or completed action, suit, or proceedings, shall be indemnified for
336 all expenses and liabilities actually and reasonably incurred in connection therewith to the extent
337 permitted by applicable law of the jurisdiction in which NCVACC is incorporated.

338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363

ARTICLE XII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of NCVACC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that NCVACC may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

ARTICLE XIII
AMENDMENT AND REVISION

Section 1. Amendment. The bylaws may be amended at any annual education and membership meeting by a two-thirds vote, provided that the amendment has been ~~submitted to~~ studied for a considerable time and approved by the bylaws committee, ~~no later than April 1 together with~~ and contains ~~the~~ identification of proposer(s) and any recommendations for action. The proposed amendment will be ~~mailed~~ communicated via electronic communications media to the membership ~~with the call to meeting of~~ prior to the annual education and membership meeting.

Section 2. Revision. These bylaws may be revised only upon authorization by the membership at the annual education and membership meeting.

- A. Preparation of Revision. Preparing and presenting an authorized revision shall be the duty of the bylaws committee.
- B. Notice of Proposed Revision. The proposed revision shall be ~~mailed~~ communicated to the members ~~no later than three months~~ within a considerable time prior to the start of the annual education and membership meeting.
- C. No Amendment to Existing Bylaws. If a revision is authorized there shall be no other amendments proposed to the existing bylaws.