NRVC By-laws

I. NRVC National Board

A. Composition of the National Board

1. The National Board of the National Religious Vocation Conference shall be composed of between 8 and 12 members of the Conference.
2. The NRVC Executive Director will serve as an *ex-officio*, non-voting member of the National Board.

B. Terms of Office of National Board Members

1. The term of office for a Board member is three years.
2. A Board Member shall serve no more than two consecutive terms; however, an NRVC member may be re-selected to serve after being off the Board for a complete term.
3. The term of office for each Board member begins at the autumn meeting (usually held in October) and continues up until, but not including, the autumn meeting three years later.

C. Duties of a Board Member:

1. Promotes the mission and objectives of NRVC;
2. Attends and actively participates in National Board meetings, either in person or electronically, where appropriate;
3. Participates in the selection of, the supervision of and the evaluation processes for the National Board, the Executive Director and the Executive Committee, as determined by the Board;
4. Shares in the fiduciary responsibility for NRVC;
5. Shares in the responsibility for various tasks undertaken by the Board.

D. Nomination/Selection Procedure for National Board Members

1. Each NRVC member may submit one nomination for the Board, submitting reasons for and qualifications of the nominee.
   a. A recommendation form will be sent to each NRVC member in the winter to recommend someone for the National Board for the following autumn. Nominations must be returned to the National Office by January 31.
   b. Nominees must be current members of NRVC.
   c. Board members who are eligible for re-selection must also be recommended.
2. By March 31, the National Board selects new members from those recommended to a three-year term. The Board seeks to bring particular skills and experience to the Board, to help assure a balance of gender, geographical and cultural representation and to image the breadth and diversity of religious consecration in the Church through its new appointments.
3. The number of new members selected each year will be determined by the number of vacancies on the Board and by a need to maintain a Board of between 8 and 12 members and to provide the balance discussed in the By-laws Section I (C) (2) above.
4. A nominee needs only to gain a simple majority of those Board members present and voting to be selected for Board membership.
5. The results of the selections are announced to the membership.

II. The Executive Committee

The NRVC Executive Committee is a subgroup of the National Board.

A. Responsibilities: The Executive Committee facilitates the work of the National Board by:

1. Providing leadership in animating and governing the national organization and the National Board;
2. Assisting the Executive Director in setting the agendas for the National Board meetings;
3. Convening and presiding at meetings of the National Board;
4. Convening additional meetings of the Executive Committee, as necessary;
5. Transacting business between meetings of the National Board, and reporting these transactions to the National Board as soon as possible;
6. Ensuring the recording of the minutes of the meetings of both the Executive Committee and the National Board;
7. Serving as executive counsel for the Executive Director;
8. Establishing *ad hoc* and management committees, advisory boards and task forces or hiring consultants, as needed;
9. Appointing a Search Committee for a new Executive Director;
10. Overseeing the implementation of Board decisions;
11. Other such activities that are deemed significant to facilitate the work of the National Board.

B. Election of the Executive Committee

Members of the NRVC National Board elect the Executive Committee during the autumn meeting according to the following procedures:

1. Members of the National Board make their availability for service on the Executive Committee known before the election takes place.
2. The National Board nominates members from among their own.
3. Members of the Board vote for one nominee of their choosing by secret ballot.
4. If a nominee receives a simple majority, he/she is elected to the Executive Committee.
5. If no nominee receives a simple majority, the two nominees receiving the most votes are cast into a run-off.
6. In the run-off election, the nominee receiving a simple majority is elected to the Executive Committee.
7. The process is repeated until three members of the Board are elected to the Executive Committee.
8. A member may not be elected to the Executive Committee during his/her first year on the Board.

C. Election of the Board Chair

Members of the National Board elect a Board Chair at the autumn from among those chosen to serve on the Executive Committee using the following process:

1. An Executive Committee member must receive a simple majority to be elected Board Chair.
2. To elect the Board Chair:
   a. The names of those members of the Executive Committee who are open to serve as Board Chair are listed.
   b. If only one member of the Executive Committee is open to serve, he/she is automatically declared Board Chair.

c. If more than one member is willing to serve, the members of the Board are given a ballot and instructed to vote for one nominee of their choosing by secret ballot.
d. If any nominee receives a simple majority, he/she is elected Board Chair.
e. In the case of three initial nominees:
    i. If no nominee receives a simple majority on the first ballot, the two nominees receiving the most votes are cast into a run-off election.
    ii. In the run-off election, the nominee receiving a simple majority is elected Board Chair.
    iii. If neither of the remaining two Executive Committee members receives a simple majority after the second ballot in this process, a Board Chair is chosen by consensus of all three Executive Committee members in consultation with the Executive Director.
f. A similar process is repeated to name the Board Vice-Chair. The
g. After the previous two votes, the remaining member of the Executive Committee is the Board Secretary-Treasurer.

D. Terms of Office for the Executive Committee

1. The members of the Executive Committee, including the Board Chair, may serve in this capacity for a term of two years, beginning with the autumn meeting.
2. As long as a Board member meets the qualifications for membership on the National Board, there are no term limits to his/her service on the Executive Committee.
3. A member of the Executive Committee may not serve as Board Chair for two consecutive terms.

III. Replacing a Member of the National Board through Removal / Resignation

A. Resignation of a National Board Member

1. If a Board member resigns his/her position from the National Board or is unable to complete a term of office for any reason, the National Board may elect or appoint a person to complete the unfulfilled term as long as the person meets all the requirements for Board membership.
2. If a member of the Executive Committee resigns his/her position or is unable to complete a term for any reason, the National Board may elect a person to complete the unfulfilled term using the procedures outlined in By-laws Section III (B) (2) (a). If the vacancy is in the position of the Board Chair, the National Board selects a new Board Chair from the membership of the new Executive Committee using the procedures outlined in By-laws Section II (C) (2).

B. Removal of a National Board Member from Office

1. A National Board member can be removed from office for a grave reason by an action of 2/3 majority of the quorum of the National Board present at the duly called meeting.
2. Such consideration must be called for by the Executive Committee, should three (3) Board members petition in writing to make such a request. If such a request is made, the Executive Committee shall:
    a. Call for an emergency meeting of the National Board. (If members cannot be physically present, they can be allowed to participate by some electronic means.)
    b. The Executive Committee presents the matter to the National Board with the Board Member in question being given an opportunity to explain him/herself in person or

in writing. If the Board Member cannot/will not be present, a member of the Executive Committee will present the matter to the National Board on his/her behalf.

c. After hearing the argument, Board Members may ask clarifying questions.
d. Once the matter has been discussed, the Board discusses the situation privately.
e. When the discussion has run its course, the Executive Committee calls for a vote.
f. The Board must vote with a 2/3 majority of the quorum of the National Board participating in the discussion to dismiss the Board Member.
g. The decision of the Board is final.
h. In the event of removal, the National Board may elect or select a person to complete the unfulfilled term as long as the person meets all the requirements for Board membership. In the event of the removal of the Board Chair or an Executive Committee Member, the Board will elect from among itself using the procedures outlined in By-laws Section III (B) (2) (a) and By-laws Section II (C) (2).

IV. The Executive Director

A. The responsibilities of the Executive Director of NRVC shall include:
   1. Advancing the mission of NRVC by…
      a. Ensuring that the mission, goals and objectives of NRVC are clearly met;
      b. Overseeing the activities of the Conference and the NRVC National Office with the assistance of Directors and support staff;
      c. Overseeing the planning, development and implementation of workshops, programs, publications, resources and biennial convocation;
      d. Keeping abreast of the trends, movements and issues affecting vocation ministry and communicates this information to the membership and to NRVC's publics;
      e. Implementing creative programming;
      f. Coordinating the implementation of the NRVC Strategic Plan;
      g. Interviewing and hiring consultants, as needed;
      h. Coordinating the goal-setting and monitoring processes for the organization and the NRVC staff;
      i. Providing for the animation of the NRVC Regions and Regional Coordinators; and
      j. Actively pursuing donations, grants and endowment monies as well as wills, bequests and the like, to achieve the mission and goals of NRVC.
   2. Serving as the official representative of NRVC…
      a. By acting as the official spokesperson of the national organization to other organizations and to the general public;
      b. Serving as consultant to the Bishops' Committee on Clergy, Consecrated Life, and Vocations;
      c. At significant functions, gatherings and Church meetings for the purpose of promoting the mission, goals and objectives of NRVC.
   3. Overseeing NRVC finances by…
      a. the prudent expenditure and accurate accounting of all NRVC funds;
      b. Providing quarterly financial reports;
      c. Providing for the ethical management and reporting of NRVC investments;
      d. Overseeing the Annual Appeal;
      e. Preparing and publishing the Annual Report;
   4. Assuming other duties and responsibilities as determined by the National Board.

B. **Selection / Replacement of the Executive Director**

1. Sudden Vacancy in the Position of Executive Director

a. If there is a sudden vacancy in the role of the Executive Director due to resignation, death or a dismissal or if the Executive Director is unable to complete his/her contractual obligations to NRVC for any reason, the Executive Committee will immediately put into action the Emergency Succession Plan.

b. The Executive Committee will then assemble the National Board to appoint an interim director by a two-thirds majority vote to serve until a new Executive Director can be hired. Until an Interim Director is appointed, the duties and responsibilities of the Executive Director are assumed according to the directives of the NRVC Emergency Succession Plan. Those who assume such duties and responsibilities work in close collaboration with the Board Chair in all official statements and matters until an Interim Executive Director can be named.

c. As soon as possible, the National Board begins the process for selecting a new Executive Director following the procedures outlined in By-laws Section IV (B) (2) (a).

2. Selecting a new Executive Director

If there is no emergency, if the Executive Director is resigning at the end of the contract year or if the contract of the current Executive Director is not renewed, the following procedures will be followed to select a new Executive Director:

a. The Executive Committee will appoint a Search Committee for the new Executive Director.

b. The Search Committee will announce the opening of the position of Executive Director according to a timeline determined by the National Board. The opening will be posted in national Catholic publications/media for two months. Résumés are to be returned to the Search Committee no later than two weeks after the last day of posting.

c. The Search Committee will vet the applicants and recommend no more than three candidates to the Executive Committee. Each of these candidates will be invited for an interview with the Executive Committee within the next month.

d. The top two (2) candidates will be recommended to the National Board to be interviewed at a special Board Meeting within the following month.

e. After checking references, verifying résumé information, and performing necessary background checks, the Board will take a vote. A candidate must receive 2/3 majority of the quorum of the National Board to be named Executive Director. The Board Chair informs the candidates of the Board's decision, and formally signs a contract with the new Executive Director.

f. The National Board informs the NRVC staff, membership and constituents of the new Executive Director.

g. In keeping with the needs of the organization, the new Executive Director takes office at a time mutually agreed upon with the National Board.

C. Removal of the Executive Director

The Executive Director can be removed from office for a grave reason by an action of 2/3 majority of the quorum of the National Board. Such consideration must be called for by the Executive Committee should three (3) Board members petition in writing to make such a request. If such a request is made, the Executive Committee shall:

Southwest
Upper Midwest
West Coast

C. New Member Areas:
The formation of a new Member Area will take place at the initiation of the National Board or the Member Area Coordinators with the approval of the National Board.

D. Responsibilities of Member Area Coordinators:
Member Area Coordinators are to:
1. serve as ambassadors of NRVC;
2. gather members of NRVC together for Member Area Meetings, at least once a year;
3. facilitate NRVC programs and activities in the Member Area;
4. reach out to assist members in the Member Area;
5. attend NRVC annual Member Area Coordinator meeting and in-services to receive information/updates from the National Board and staff; as well as to mutually share the needs of members.
6. administer Member Area finances, which are held at the National Office;
7. facilitate communication between the National Office and the Member Area;
8. assist in inviting and welcoming new members to join NRVC; and
9. nominate NRVC members for the National Board and/or NRVC Outstanding Recognition awards, communicating these nominations to the National Office.

E. Membership in and Organization of Member Areas
1. As some members reside and minister in different geographic areas, members may self-select a primary and secondary Member Area upon registration. In addition, a member may attend meetings in any of the Member Areas.
2. Each Member Area is supported by the Director of Member Relations and Services, who serves as a liaison with the National Organization, and with local Member Area Coordinators, who facilitate the workings of the Area;
3. Each Member Area may charge fees to cover the operational expenses of its activities; however, all monies are sent to and held in a specific Member Area account at the NRVC National Office. Member Area monies are restricted for use by the Member Area and distributed at the direction of the Member Area according to NRVC policies and procedures. Financial reports are provided to the Member Area by the National Office on a quarterly basis.

F. Member Area Meetings
1. In addition to any Member Area Meetings held at the biennial National Convocation, Member Area Coordinators are encouraged to call a meeting of the Member Area and to hold activities/programs no less than once a year.
2. The Member Area Coordinators share the responsibility of organizing the meetings and/or programs, inviting the Director of Member Relations and Services to the meeting, chairing the meeting and communicating the results of the meeting with the National Office.

G. Selection of the Member Area Coordinators

Each Member Area selects two Member Area Coordinators by and from its membership according to voting procedures established by the Member Area Diversity is desired in the selection of Member Area leadership.

1. Requirements for the position of Member Area Coordinators

A nominee for the office of Member Area Coordinators must:

a. be a member of NRVC;

b. be willing and able to assume responsibilities as Member Area Coordinators for two years;

2. Recommended for the position of Member Area Coordinators

Nominees for the office of Member Area Coordinators should:

a. participate in Member area meetings and activities;

b. attend annual Member Area Coordinators' meeting.

c. be willing to attend Convocation and Institutes or national gatherings.

3. The Member Area Coordinator who is currently in office, but not eligible for renewal or, if this is not possible, someone from the Member Area oversees the selection process.

4. The Nomination/Selection Process for the position of Member Area Coordinators

a. Before or during a Member Area gathering, members are invited to nominate NRVC members from their Member Area who have the skills and the dispositions to serve as a Member Area Coordinator, keeping in mind criteria for eligibility and the diversity of membership.

b. The nominees are contacted to ascertain their willingness to run and to inform them of the Member Area Coordinator's responsibilities. Each candidate must accept nomination, either in person or in writing.

c. Voting procedures and the method of selection are determined by those in the Member Area. Ideally, voting is held in the spring.

5. The current Member Area Coordinators communicate the results of the selection of the Member Area Coordinators to the Director of Member Relations and Services at the National Office as soon as possible to confirm the selection.

6. Once the selection is confirmed, the current Member Area Coordinators communicate the results to the Member Area.

H. Term of a Member Area Coordinator

1. A Member Area Coordinator is elected for a two -year term. Ordinarily, one coordinator is elected in even-numbered years; the other, in an odd-numbered years.

2. The term for a Member Area Coordinator begins July 1 and continues through June 30.

3. Member Area Coordinators can serve for three consecutive two-year terms.

4. Member Area Coordinators seeking to serve a second and/or third term need to be affirmed by the Member Area through a simple majority vote.

I. Replacement of a Member Area Coordinator

If a Member Area Coordinator resigns his/her position or is unable to complete a term of office for any reason, those in the Member Area selects a new Coordinator to fulfill the unexpired term.

J. Removal of a Member Area Coordinator

The Director of Member Relations and Services, in consultation with the Executive Director and the executive committee of the National Board, may remove a Member Area Coordinator from office for a grave concern. If such a request is made, the Executive Director would inform the Board Chair.
The Board Chair would:

1. Call for a special meeting of the entire executive committee. (If members cannot be physically present, they can be allowed to participate via some electronic means.)

2. The Executive Director and if necessary, the Director of Member Relations and Services, would present the matter to the executive committee on behalf of the Area. The Member Area Coordinator in question would be given an opportunity to appear before the executive committee at his/her own expense, to present his/her case in writing or be available via electronic communication.
3. After hearing both sides, the executive committee may ask clarifying questions.
4. Once the matter has been discussed, the executive committee discusses the situation privately.
5. When the discussion has run its course, the Board Chair calls for a vote.
6. The executive committee must vote with a 2/3 majority to dismiss the Member Area Coordinator.
7. The decision of the executive committee is final.
8. The Board Chair conveys the decision to the Executive Director who then informs the involved Member Area Coordinator. The Executive Director informs the Director of Member Relations and Services who then informs the remaining Member Area Coordinator if the decision was made to remove the Member Area Coordinator.
9. In the event of removal, the remaining Member Area Coordinator calls for a selection at the earliest opportunity to select a replacement to fill the unexpired term.

VI. Benefits of Membership in the National Religious Vocation Conference.

The following benefits are afforded to each NRVC member:

A. Full participation in NRVC as a voting member with eligibility for board membership and regional leadership
B. Access to the NRVC website's members-only information, including an online membership directory;
C. Members-only rates for NRVC programs, publications and resources.
D. A subscription to HORIZON, the NRVC quarterly journal; the online monthly newsletter; and other electronic updates;
E. Access to a professional support network of those committed to vocation ministry regionally, nationally, and internationally;
F. Eligibility to submit grant requests to the National Fund for Catholic Religious Vocations (NFCRV);
G. Access to e-mail and phone vocation ministry consultation;
H. Access to ongoing research in vocation ministry;
I. Access to national and regional workshops, conferences and seminars, including a biennial national Convocation, at member-only rates;
J. The highlighting of a member's religious institute on the NRVC website and in other official NRVC print and online materials; and

K. Other services and privileges as determined by the National Board.

VII. Membership Year

The membership year is from January 1 to December 31.

VIII. Fiscal Year

The NRVC fiscal year is from January 1 through December 31.

IX. Management Committees, Advisory Committees, and Task Forces

A. Purpose

A Committee, *Ad Hoc* Committee, Management Board, Advisory Board or Task Force is formed as a working committee to address a particular interest or need related to vocation ministry or the organization. Other non-NRVC members may be involved in the work of the committee. These Committees will serve as catalysts and advocates for relevant issues by making recommendations to the National Board regarding appropriate procedures, research, and development of particular projects.

B. The Membership of NRVC Committee(s)

1. Ordinarily a Committee is composed of up to eight persons, the majority of which are NRVC members.
2. Recommendations for membership come from the Committee, from the National Board or through public announcement to membership.
3. There are no term limits for National Board committee term limits.
4. The chair of a Committee is determined by the members of the Committee.
5. Each Committee will have a Board member as a liaison.

C. The Responsibilities of the Committee(s)

Each Committee, *Ad Hoc* Committee, Management Board, Advisory Board or Task Force shall:

1. Prepare an Annual Report which includes:
   a. an evaluation of the progress towards the goal(s);
   b. the setting of new goals;
   c. a financial report (proposed budget and expenses); and
   d. a self-evaluation of the Committee and its work.
2. Identify and research issues related to its focus;
3. Develop materials and programs. [All materials to be published/printed are to be reviewed and approved by the National Board. The Associate Director for Programs and Resources will be the contact person at the National Office regarding projects, printing, etc.];
4. Suggest potential funding sources outside of NRVC to cover Committee meetings, work and materials;
5. Create a workshop at the invitation of the Board. This will be completed in dialogue with the NRVC board and liaison.
6. Keep the larger NRVC membership informed of the Committee's activities and research through NRVC publications;
7. Keep minutes of the Committee meetings and distribute them to all Committee members and the National Board liaison.

D. The National Board's Responsibilities to the Committee(s):

1. The National Board will inform the Committee of the level of funding it has allocated for the Committee. It will approve the annual operating budget of each standing committee and the budgets for each *ad hoc* committee or task force. Meeting expenses are reimbursable through the NRVC office.
2. The National Board will approve the Committee's workshop budget.
3. Each Board liaison will summarize his/her Committee's meeting minutes for the Board's spring meeting and will e-mail the summary to other Board members prior to this meeting. Regional reports are shared at the fall meeting.
4. The Board Liaison should receive from the Committee Chair all communication sent to members.
5. The Board Liaison will attend at least one meeting per year, if it is in his/her region or if he/she normally attends.
6. Committee Chairs have the primary responsibility of organizing the committee; communicating with members and Board Liaison; and initiating communication with the Board Liaison.
7. Committees generally meet once or twice a year. To meet more often requires prior approval of the Board Liaison.
8. The National Board will approve the selling price of resources produced by the Committee.

X. Finances

A. Fund Raising: NRVC solicits funds to help support its mission and programs. An Annual Fund Drive is held each fiscal year. The Executive Director and other staff at the National Office will solicit all major superiors, local ordinaries, and other donors to help achieve the long-term and short-term goals of the National Religious Vocation Conference.

B. Requests for the reduction/waiver of NRVC fees due to financial need may be requested from the national office for membership dues and/or attendance at Institute, NRVC-sponsored workshops, or the National Convocation.

XI. By-law Amendment Procedures

A. Any NRVC member may submit a proposal for amending these By-laws by simply proposing it through any National Board member. *(Revised 2006)* The support of five (5) additional NRVC members, so indicated by their signatures on the proposal, is required for a proposal to be brought before the National Board.

B. These By-laws may be amended at a National Board meeting, by electronic mail or by mail through the U.S. Post Office with a simple majority of a quorum of the National Board. It does not require a vote of the membership.

Revised 2017

Major Revision Adopted: Convocation, 2014