



CONSTITUTIONS

INTRODUCTION

The National Religious Vocation Conference (NRVC) began in 1988 as a combination of the National Conference of Religious Vocation Directors (NCRVD) and the National Sisters Vocation Conference (NSVC). Today, NRVC is an organization of men and women committed to the fostering and discernment of vocations within the context of the Catholic Church. It gives emphasis to the vision and concerns related to shaping religious life within the United States and throughout the world.

It is to these ends that we adopt the following Constitutions.

I. NAME

The name of this organization is the **National Religious Vocation Conference, Inc.**, which is abbreviated to the **National Religious Vocation Conference (NRVC)**.

II. MISSION STATEMENT

The National Religious Vocation Conference is a professional organization of vocation ministers that presents religious life as a viable option in the Catholic Church. NRVC promotes vocation awareness, invitation, and discernment to life as a religious sister, brother, or priest. NRVC reflects all forms of religious life and provides educational opportunities, resources, and other supportive services for spiritual, professional, and personal growth.

III. DEFINITION OF TERMS

- A. In the present Constitutions and By-laws, the term “religious” means any member of a religious institute or of a society of apostolic life, canonically erected.
- B. A “vocation minister” or “vocation director” is any religious, cleric or lay person directly involved in vocation ministry as appointed by his/her religious community, diocesan structure or related organization, or any person interested in promoting religious vocations in the Catholic Church.
- C. A religious community’s “government unit” is defined as a region, province, or monastery with a designated major superior.
- D. “Consensus” is defined as general agreement, i.e. an acceptable resolution; one that can be supported, even if not the "favorite" of each individual.
- E. “Simple majority” is defined as more than half of the number of total votes cast.

IV. PURPOSE

The purpose of the National Religious Vocation Conference is:

- A. To be a professional organization that serves its members by providing education, resources, research, and other supportive services that strengthen **vocation** ministry and enhance the personal and professional growth of its members.
- B. To collaborate with other groups and organizations engaged in furthering effective vocation ministry in the Catholic Church.
- C. To speak as an official voice in initiating and responding to issues in the area of Church vocations and vocation ministry.



- D. To provide a corporate influence in the Church and in society through its national and regional structures by advocating for religious vocations and religious life.

V. MEMBERSHIP

- A. Membership in NRVC is open to vocation directors and others interested and/or involved in vocation ministry.
- B. Membership in NRVC is individual or by license (group of five) from a religious institute's governmental unit. Organizations other than religious institutes may apply for membership with approval from the Executive Director.
- C. The National Board of NRVC sets the annual individual and license membership dues.
- D. An individual becomes a member of NRVC at the time dues are received at the National Office.
- E. Every NRVC member enjoys the full benefits of membership as outlined in the NRVC By-laws (*See By-laws, Section VI*).
- F. The membership year is twelve months.

VI. THE NATIONAL ORGANIZATION: Governance and Administration

A. The National Board

The National Board is the governing body of the National Religious Vocation Conference.

1. **Responsibilities of the National Board:** The National Board oversees the functioning of the Conference by...
 - a. Approving the mission of and setting the direction for NRVC;
 - b. Initiating Strategic Planning and evaluating its progress;
 - c. Establishing and evaluating standing and *ad hoc* committees, task forces, advisory and management boards, and reviewing their reports annually;



- d. Approving the annual budget, reviewing and accepting financial reports, and approving all **extraordinary** major expenditures;
- e. Calling for and approving the annual review/audit of NRVC finances;
- f. Electing/Selecting members to the National Board as well as to the Executive Committee and the Board Chair from among its membership according to the procedures outlined in the By-laws;
- g. Hiring, supervising and annually evaluating the Executive Director; modifying his/her job description as needed;
- h. Ensuring the proper and professional operation of the National Office, modifying NRVC staff job descriptions, as needed;**
- i. Recommending the development of programs and services to the Executive Director;
- j. Providing for a biennial National Convocation, as well as selecting the time, place and theme for the Convocation;
- k. Determining annual membership dues and other necessary fees;
- l. Reviewing the NRVC Constitution and By-laws and proposing amendments as necessary;
- m. Supervising, encouraging and communicating with the membership of NRVC, serving as liaisons with the various Regions of the organization;
- n. Providing for the support, coordination and proper functioning of NRVC regions;**
- o. Allocating funds for regions;
- p. Selecting members for the NRVC National Board and Executive Committee, as needed and as specified in these NRVC Constitutions;
- q. Constituting the Board of Directors of the NRVC civil Corporation for all actions required by corporation law in the state in which it is incorporated or in other appropriate jurisdictions;**
- r. Performing/Assuming other such roles that would further the mission of NRVC.**



2. Composition of the National Board

- a. The National Board shall be composed of members of the National Religious Vocation Conference.
- b. The NRVC Executive Director will serve as an *ex-officio*, non-voting member of the National Board.

3. Terms of Office / Selection of National Board Members

The length of a term of office for a Board member is set forth in the NRVC By-laws (See *By-laws, Section I (B)*).

4. Consensus / Voting Methods

- a. In most matters, the NRVC National Board seeks to decide matters of importance by arriving at consensus.
- b. In those matters where a vote is required or called for, Robert's Rules of Order (*revised edition*) shall be the governing authority in the transaction of business unless it is in conflict with the Constitution of this organization. A motion may carry with a simple majority vote, unless otherwise stated.

5. National Board Meetings

- a. The National Board shall meet *face-to-face* at least twice each year. Other meetings are encouraged and may take place either face-to-face or electronically.
- b. A minimum of two-thirds of the number of Board Members must be in attendance to conduct official NRVC business.

B. The Executive Committee

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

1. Composition of the Executive Committee

The NRVC Executive Committee shall consist of the Executive Director of NRVC, who serves

as an *ex-officio*, non-voting member, a Board Chair, a Vice-Chair and a Secretary/Treasurer, all of whom are each elected from and by the current Board membership.

2. Terms of Office

The terms of office for the Executive Committee are set forth in the NRVC By-laws (See By-laws, Section II (D)).

3. Executive Committee Meetings

- a. The NRVC Executive Committee shall meet at least twice each year outside the regularly scheduled National Board meetings.
- b. A minimum of two-thirds of the membership of the Executive Committee must be present to conduct official Executive Committee business.
- c. In most matters, the NRVC Executive Committee seeks to decide matters of importance by arriving at consensus.
- d. In those matters where a vote is required or called for, Robert's Rules of Order (*revised edition*) shall be the governing authority in the transaction of business unless it is in conflict with the Constitution of this organization. A motion may carry with a simple majority vote, unless otherwise stated.

C. The National Office

1. NRVC maintains a national office to ensure unity, continuity, and effective pursuit of the purpose of the National Religious Vocation Conference and to provide needed assistance in planning, coordinating, and administering the activities and programs of the Conference.
2. The Executive Director serves as the chief executive officer of the Conference. He/She is responsible for the functioning of the National Office. The Executive Director operates under the general supervision of the National Board, pursuant to policies, plans and programs established by the Board.
3. The Executive Director of NRVC is appointed by the National Board and is accountable to the Board.



4. The Executive Director **hires** the National Office staff; they are accountable to him/her.
5. In matters of urgency, the Executive Director takes appropriate action in consultation with the Executive Committee of the National Board.

D. The Executive Director

As chief executive officer of the National Religious Vocation Conference, the Executive Director:

1. Advances the mission of NRVC;
2. Serves as the official representative of NRVC;
3. Hires and supervises the staff of the NRVC National Office;
4. Oversees NRVC finances;
5. Assumes other duties and responsibilities as determined by the National Board. *(More specific duties can be found in the By-laws, Section IV (A).)*

E. The NRVC Regional Structure

In order to more effectively serve the membership of NRVC, the Conference is divided into geographic regions. The number and geographic areas of the Regions are determined by the National Board in consultation with the Regional Coordinators.

1. **Purposes of the Regions:** The goals of the NRVC regional structures are to ...
 - a. be sources of assistance, communication and an exchange of views among vocation directors/ministers who are living and/or working in close proximity;
 - b. provide mentoring of new vocation directors/ministers living and/or working in close proximity to more veteran directors/ministers;
 - c. be vehicles for the organization of inter-community programs, gatherings and meetings to promote **religious life and religious vocations in the Region**;
 - d. facilitate communication, through the Regional Coordinators, between the National Board and the members of the Regions.
 - e.

2. Membership in and Organization of Regions

- a. Each member, by virtue of his/her membership, belongs to the Region in which he/she resides; **however, a member may attend meetings in more than one Region.**
- b. Each Region is supported by an NRVC Board member, who serves as a liaison with the National Organization, and by local Regional Coordinators, who facilitate the workings of the Region.
- c. Each Region may be governed by its own set of by-Laws, if it so chooses.
- d. Each Region may charge fees to cover the operational expenses of Regional activities; however, all monies are sent to and held in a Regional account at the NRVC National Office. Regional monies are restricted for use by the Region and distributed at the direction of the Region according to NRVC policies and procedures. Financial reports are provided to the Region by the National Office on a regular basis.

3. Regional Coordinators

To facilitate the activities of each Region and the communication between the National Organization and the local membership, each Region has one or more Regional Coordinators to lead it. Regional Coordinators also work in collaboration with a Board Member who serves as a liaison of the National Board with the Region.

4. Regional Meetings

Regional meetings are held at least annually to facilitate communication among the members of the Region and with the National Office, for formation in vocation ministry and mutual support. Regional Coordinators share in the responsibility of organizing and coordinating these gatherings and activities.

5. Election of Regional Coordinators

Regional Coordinators are elected by and from the membership in the Region.



F. Resignations or Grounds for Removal from Office

Any persons in service to NRVC at the national or regional levels may resign his/her position or be removed from office for a grave reason. The procedures for removing such an individual from office and for replacing him/her can be found in the By-laws (*See By-laws, Removal of a National Board Member: III (B); Removal of the Executive Director: IV (C); Removal of a Regional Coordinator: IV (J)*).

VII. Finances

- A. The dates of the NRVC fiscal year are determined by the National Board.
- B. NRVC will be financed by dues, donations, contributions from religious congregations, dioceses and other benefactors, along with income from various programs and services. NRVC also pursues funding from foundations, trusts and bequests.
- C. Dues will be paid to the national office.
- D. NRVC receipts and expenditures will be carefully recorded and reported using generally accepted accounting principles (GAAP). Financial reports as well as audits/reviews will be submitted to the National Board on a regular basis.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (*revised edition*) shall govern the Conference in all cases to which they are applicable and in which they are not inconsistent with these Constitutions and any special rules of order the Conference may adopt.

IX. INTERPRETATION AND AMENDMENT

- A. It belongs to the National Board to interpret by a simple majority vote any Constitutions about which doubt may arise.
- B. These Constitutions may be amended at a National Convocation, by electronic mail or by mail through the U.S. Post Office by a two-thirds majority vote of those NRVC members voting. Notification of the proposed amendments must be made in full and in writing no less than one month prior to the National Convocation or prior to the date on which mail ballots are due. The Constitution shall never be changed or amended in such a manner as to compromise the tax exempt status of the corporation under the Internal Revenue Code and the Treasury regulations.

X. Constitutional Amendment Procedure

- A. Any NRVC member may submit a proposal for amending the Constitutions by simply proposing it through any National Board member. **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 membership.**
- B. **These Constitutions may be amended at a National Convocation, by electronic mail or by mail through the U.S. Post Office with a two-thirds majority of those NRVC members voting. Notification of the proposed amendments must be made in full and in writing no less than one month prior to the National Convocation or prior to the date on which mail ballots are due.**

XI. Decision-Making

The ordinary mode of operation of NRVC is to make decisions by consensus. In areas where this is not possible or where more formal action is required, Robert's Rules of Order (*revised edition*) shall be the governing authority in the transaction of business unless it is in conflict with the Constitutions of this organization.



XII. Dissolution

In the event of dissolution or liquidation of the National Religious Vocation Conference, any remaining funds and/or assets shall be distributed among such organizations as described in Section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent Federal Tax laws (the “Code”) and carrying out similar or related objects (other than private foundations as determined in Section 509 thereof) as the National Board shall decide, and shall be exempt from taxation under Section 501(c)(2) thereof.

XIII. Operational Limitations

Notwithstanding any other provisions of these articles, the conference shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law). *(Amended: Convocation 2012)*

Major Revisions Proposed: Convocation, 2014



BY - LAWS

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. Serves as a liaison between the National Board and a specific Region by:
 - a. Communicating NRVC news and discussion items to the Regional Membership;
 - b. Reflecting the issues and concerns of the Regions and Regional Membership to the Board while maintaining a national perspective in Board deliberations;



- c. **Supporting the activities of a Region;**
- 4. 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;
- 5. **Shares in the fiduciary responsibility for NRVC;**
- 6. 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.

I. 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.

II. 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).

V. 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:

1. Call for an emergency meeting of the National Board with the Executive Director. (If members cannot be physically present, they can be allowed to participate by electronic means.)
2. The Executive Committee presents the matter to the National Board with the Executive Director being given an opportunity to explain him/herself.
3. After hearing both sides, Board Members may ask clarifying questions.
4. Once the matter has been discussed, the Board discusses the situation privately.
5. The dismissal of the Executive Director requires a 2/3 majority of the quorum of the National Board participating in the discussion.
6. The decision of the Board is final.
7. In the event of removal,
 - a. the NRVC Board informs the staff, membership and constituency;
 - b. the Emergency Succession Plan is activated; and
 - c. the process for the selection of a new Executive Director is put into motion (*See By-laws Section IV (B) (2) (a)*).

I. NRVC Regional Structures

To facilitate the efficiency and effectiveness of the ministry of NRVC to its members, the national organization divides its members into various geographic regions. A Region consists of a grouping of NRVC members residing in a given geographical area. The number and size of Regions are determined by the National Board.

A. Purposes of the Regions: The goals of the NRVC regional structures are to:

1. be sources of assistance, communication and an exchange of views among vocation directors/ministers who are living and/or working in close proximity;

2. provide mentoring of new vocation directors/ministers living and/or working in close proximity to more veteran directors/ministers;
3. be vehicles for the organization of inter-community programs, gatherings and meetings to promote **religious life and religious vocations** in the Region;
4. facilitate communication, through the Regional Coordinators, between the National Board and the members of the Regions.

B. NRVC Regional Configuration

NRVC is subdivided into the following Regions:

- 1 Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island
 - 2 New York
 - 3 Pennsylvania, New Jersey
 - 4 Delaware, Maryland, West Virginia, Virginia, District of Columbia, Puerto Rico, U.S. Virgin Islands, and the Military
 - 5 Kentucky, Tennessee, Mississippi, Alabama, Louisiana
 - 6 Michigan, Ohio
 - 7 Wisconsin, Illinois, Indiana
 - 8 Minnesota, South Dakota, North Dakota
 - 9 Iowa, Missouri, Nebraska, Kansas
 - 10 Arkansas, Oklahoma, Texas
 - 11 California, Nevada, Hawaii, Guam
 - 12 Washington, Oregon, Idaho, Montana, Alaska
 - 13 Wyoming, Utah, Colorado, Arizona, New Mexico
 - 14 North Carolina, South Carolina, Georgia, Florida
- International: Countries beyond the United States

C. New Regions: The formation of a new region will take place at the initiation **of the National Board or the Regional Coordinators with the approval of the National Board.**

D. Responsibilities of Regional Coordinators: Regional Coordinators are to:

1. serve as ambassadors of NRVC;
2. gather members of NRVC together for Regional Meetings, at least once a year;
3. facilitate NRVC programs and activities in the Region;
4. reach out to assist members in the Region;
5. attend NRVC in-services for Regional Coordinators, when provided;
6. administer Regional finances, which are held at the national office;
7. facilitate communication between the National Office and Board and the Regions;
8. assist in inviting and welcoming new members to join NRVC; and
9. nominate Coordinators or other NRVC members for the National Board and communicating those nominations to the National Office.

E. Membership in and Organization of Regions

1. Each member, by virtue of his/her membership, belongs to the Region in which he/she resides; however, he/she may attend meetings in more than one Region.
2. Each Region is supported by an NRVC Board member, who serves as a liaison with the National Organization, and by local Regional Coordinators, who facilitate the workings of the Region;
3. Each Region may be governed by its own set of by-laws.
4. Each Region may charge fees to cover the operational expenses of Regional activities; however, all monies are sent to and held in a Regional account at the NRVC National Office. Regional monies are restricted for use by the Region and distributed at the direction of the Region according to NRVC policies and procedures. Financial reports are provided to the Region by the National Office on a regular basis.

F. Regional Meetings

1. In addition to any Regional Meetings held at the biennial National Convocation, Regional Coordinators are encouraged to call a meeting of the Region and to hold Regional activities/programs no less than once a year.
2. The Regional Coordinators share the responsibility of organizing the Regional meetings and/or

programs, inviting the National Board liaison or a **representative of the National Office** to the meeting, chairing the meeting and communicating the results of the meeting with the National Board.

G. Election of Regional Coordinators

Each Region elects two Regional Coordinators by and from the membership in the Region according to voting procedures established by the Region and approved by the National Board. A female/male balance is desired in the election of regional leadership.

1. Requirements for the Position of Regional Coordinators

A nominee for the office of Regional Coordinators must:

- a. be a member of NRVC;
- b. live or minister within the Region in question;
- c. be willing and able to assume responsibilities of Regional Coordinator for two years;
- d. be willing to attend Regional Coordinators' in-services, when provided.

2. Recommended for the Position of Regional Coordinator

A nominee for the office of Regional Coordinators should:

- a. have two years experience as a member;
- b. participate in regional meetings and activities;
- c. be willing to attend Convocation and Institute or national gatherings.

3. The Regional Coordinator who is currently in office, but not eligible for re-election **or, if this is not possible, a member of the Region oversees the election process.**

4. The Nomination/Election Process for the Position of Regional Coordinator

- a. Before or during a regional gathering, members are invited to nominate NRVC members from their Region who have the skills and the dispositions to serve as a Regional Coordinator, keeping in mind criteria for eligibility and the male-female balance.
- b. The nominees are contacted to ascertain their willingness to run and to inform them of the Regional Coordinator's responsibilities. Each candidate must accept nomination, either in person or in writing.



- c. Biographies of the candidates for the office are made available to the members of the Region.
 - d. Voting procedures and the method of election are determined by the members of the Region at a Regional Gathering, keeping in mind a consideration of and a procedure for absentee voting.
5. The current Regional Coordinators communicate the results of the election of the Regional Coordinator to the Region and to the National Office as soon as possible.

H. Term of a Regional Coordinator

1. A Regional Coordinator is elected for a two-year term. One coordinator is elected in even-numbered years; the other, in an odd-numbered years.
2. The term for a Regional Coordinators begins October 1 and continues through September 30.
3. Term limits are determined by the Regional membership.

I. Replacement of a Regional Coordinator

If a Regional Coordinator resigns his/her position or is unable to complete a term of office for any reason, the Regional membership elects a new Coordinator to fulfill the unexpired term.

J. Removal of a Regional Coordinator

A Regional Coordinator can be removed from office for a grave concern by an action of 2/3 majority of the quorum of the National Board. Such consideration must be called for by the Executive Director should three (3) members of a Region petition in writing to make such a request. 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 National Board. (If members cannot be physically present, they can be allowed to participate via some electronic means.)
2. The Executive Director would present the matter to the National Board on behalf of the Region. The Regional Coordinator in question would be given an opportunity to appear before the Board at his/her own expense, to present his/her case in writing or be available via electronic communication.
3. After hearing both sides, the National Board may ask clarifying questions.

4. Once the matter has been discussed, the National Board discusses the situation privately.
5. When the discussion has run its course, the Executive Committee calls for a vote.
6. The Board must vote with a 2/3 majority of the quorum of the National Board participating in the discussion to dismiss the Regional Coordinator.
7. The decision of the National Board is final.
8. In the event of removal, the remaining Regional Coordinator calls for an election at the earliest opportunity to elect a replacement to fill the unexpired term.

/I. 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.



III. Membership Year

The membership year is from January 1 to December 31.

III. Fiscal Year

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

X. 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.

G. 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.

H. 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 2013

Major Revision Proposed: Convocation, 2014

