

# JDCCS

## Joliet Diocese Catholic Committee on Scouting

Blanchette Catholic Center  
16555 Weber Rd.  
Crest Hill, IL 60403

[www.dioceseofjoliet.org/scouting](http://www.dioceseofjoliet.org/scouting)  
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## BY-LAWS OF THE JOLIET DIOCESE CATHOLIC COMMITTEE ON SCOUTING

### ARTICLE I.

#### SECTION A. AUTHORITY

The Joliet Diocese Catholic Committee on Scouting (JDCCS) is a Church committee of concerned Catholic Laity and Clergy under the authority of the Diocese of Joliet Office of Christian Formation. It is affiliated with the National Catholic Committee on Scouting (NCCS), which is advisory to Boy Scouts of America (dba Scouting America). The JDCCS is associated with the National Catholic Committee for Girl Scouts and Camp Fire, National Federation of Youth Ministry and the American Heritage Girls National Catholic Committee.

#### SECTION B. MISSION

The JDCCS gives guidance, direction, leadership, and vitality in the spiritual phase of scouting to all Catholic scouts and scouters in the diocese. The committee serves Catholic scouts in all scouting groups, including:

- American Heritage Girls
- Camp Fire USA
- Girl Scouts USA
- Scouting America
- Other Catholic youth groups

The committee is dedicated to promoting "Duty to God" at each level of scouting.

#### SECTION C. Goals and Objectives

Our goals and objectives are:

- to promote and assist in the spiritual development programs for Catholic leaders within scouting
- to promote scouting as a viable youth ministry
- to promote religious emblems, religious recognitions and activities
- to provide spiritual enrichment for scouts through campouts, Days of Reflection, and other activities and to coordinate diocesan scouting events and activities
- to provide training for religious recognition advisors
- to make national Catholic Scouting services and materials available in the diocese and act as a liaison to the NCCS
- to honor scouting units and individuals who have contributed to our efforts on a diocesan or national level
- to provide scholarships for the St. George trek at Philmont

The committee accomplishes these events with the help of many dedicated leaders who donate their time and energy to provide quality programs.

#### SECTION D. Areas Served

The JDCCS serves the Diocese of Joliet and all scouting units and councils within the diocese. Scouting America councils within the diocese include Pathways to Adventure, Prairieland, Rainbow, and Three Fires.

## **ARTICLE II.**

### **SECTION A. MEMBERSHIP**

#### **1. Scouting America-NCCS Membership**

- a. The NCCS requires that all Scouting America members of the committee be registered with Scouting America, except for the Committee Chair, Scout Chaplain, and the Diocesan Representative.
- b. The Committee Chair and the Scout Chaplain. May attend national and regional NCCS meetings as voting members. NCCS membership dues for the Committee Chair and the Scout Chaplain are free of charge, pursuant to the NCCS By-Laws.

#### **2. JDCCS Membership**

Membership is open to all Catholic scouting adults. All committee members are required to have a Virtus account with the diocese, which includes training, a background check, policy and standards, Protecting God's Children class, and a volunteer application. All Scouting America adults must have current Youth Protection Training. All other groups must comply with their own youth protection requirements. Membership dues are not required as a condition for membership in the JDCCS. Volunteer scouters from all scouting councils and organizations are welcome to become a member of the JDCCS, help on a subcommittee, or volunteer for an activity. The appointment of new committee members shall require approval by a majority vote of the currently sitting members, but not less than one half of the members serving.

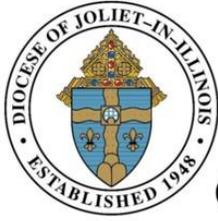
### **SECTION B. JDCCS POSITIONS**

#### **1. Positions**

The JDCCS consists of the Scout Chaplain, a representative of the diocese assigned by the bishop, Scouting America representatives, the Girl Scouts of the USA representatives, American Heritage representatives, and Members-At-Large. The committee is also composed of appointed positions and subcommittees.

#### **2. Committee Structure**

- a. Term of office. The term of office for all members is two (2) years and is renewable. Exceptions are the Scout Chaplain and Diocesan Representative who serve at the discretion of the bishop.
- b. Voting Members. All committee members are voting members.
- c. Scout Chaplain. A priest or deacon appointed by the Bishop of Joliet to act as his representative and to work closely with the Committee Chair in giving leadership and spiritual guidance to the JDCCS. Collaborates with the Diocesan Representative to assure the recognition of scouting as a vital program of youth ministry within the diocese. Represents the bishop at all meetings of the JDCCS and supervises the spiritual welfare of Catholics in scouting in the diocese.
- d. Diocesan Representative. Serves the committee in an advisory role. His office handles all religious emblem paperwork and medals. Acts as a financial advisor concerning budget and resources. Schedules activity locations and bishop requests. Collaborates with the Scout Chaplain and



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- Committee Chair for the committee's wellbeing. Assists in the selection of candidates for JDCCS. Advises on youth ministry activities. Monitors Virtus requirements.
- e. Committee Chair. Member appointed by the Bishop of Joliet upon recommendation of the Scout Chaplain with counsel from the committee. Presides over all committee meetings and gives leadership and guidance to all JDCCS programs and actions. Appoints all committee members. May appoint ad hoc subcommittees to carry out special duties or short-term tasks as needed. Makes recommendations to committee for participants in the St. George Trek at Philmont.
  - f. Vice Chair. The Vice Chair shall preside over meetings of the committee in the absence of the chair. In the event of the resignation or removal or incapacity of the Chair, the Vice Chair shall assume the office of Chair. If elected to replace the Chair, the bishop's approval is required. The Vice Chair shall also perform such other duties as the Chair from time to time may direct.
  - g. Secretary. The Secretary shall keep the minutes of all meetings and shall perform such other duties appropriate and customary to this position.
  - h. Treasurer. The Treasurer shall prepare the annual budget, maintain records of all funds received by the committee, approve payments for budgeted items under the control of the committee, and perform such other duties appropriate and customary to this position.
  - i. Communications & Outreach. Helps with graphic design, website updates and content creation for the committee communication efforts.
  - j. Training Chair. Leads the training subcommittee as needed. Schedules, promotes, and conducts Religious Emblems Advisor/Counselor Training.
  - k. Membership Chair. Heads the membership subcommittee. Experience with scouting units is preferred. Work with and through the JDCCS to promote, extend, and strengthen scouting in Catholic organizations.
  - l. Activities/Events Chair for each individual event. To provide leadership for the various activities sponsored by the committee. Examples include Ros-A-Ree, Annual Religious Emblems Award Ceremony, retreats, Days of Reflection, and the St. George Trek.
  - m. Communications Chair. To promote the activities of the JDCCS and the religious emblem programs by use of all communication media, including administration of the committee website and other social media postings.
  - n. Members-At-Large. Other concerned laypeople, scouters, emblem counselors/advisors or clergy.
  - o. Scouting America Advisor. A representative of Scouting America from a local council under the auspices of the JDCCS.
  - p. Girl Scouts of the USA Advisor. A representative of the Girl Scouts of the USA from a local council under the auspices of the JDCCS.

### ARTICLE III. MEETINGS

The JDCCS meets every month either virtually or in-person, except June and July, or as deemed necessary by the Committee Chair.

## **ARTICLE IV. RESIGNATION AND TEMINATION OF COMMITTEE MEMBERS**

### **Section A. Resignation**

Any member may resign from the JDCCS by filing a written resignation with the Committee Chair. An active member may also change status to Member-at-Large.

### **Section B. Vacancies**

The Committee Chair may appoint, with consent, a temporary person to fill a committee member vacancy until a replacement is found.

### **Section C. Removal of Committee Members**

A member can have their membership terminated for cause by a majority vote of the committee. The member will be given an opportunity to present his/her case for consideration by the committee at its next regularly scheduled meeting and may be reinstated by a majority vote of the committee present.

### **Section D. Removal of the Committee Chair or Scout Chaplain**

A vote to remove the Committee Chair or Scout Chaplain will be forwarded to the Bishop of Joliet for final approval. Rejection of the vote by the Bishop of Joliet will reinstate the Committee Chair or Scout Chaplain.

## **ARTICLE V. FINANCES AND PROPERTY**

### **Section A. Fiscal Year**

The fiscal year of the committee shall begin on July 1 and end on June 30.

### **Section B. Financial Accounts**

The committee may authorize the Chair and the Treasurer to establish a checking and/or savings account in the committee's name in any federally insured banking institution located within the diocese.

### **Section C. Authorized Signatures**

The persons authorized to approve expenditures from the committee's bank account(s) shall include the Chair, Vice Chair, Treasurer and Scout Chaplain.

### **Section D. Approval of Financial Transactions**

The committee shall have the authority to approve all expenditures of committee funds for such purposes as are consistent with the activities and purposes of the committee.

The Treasurer shall make all disbursements of committee funds in accordance with the annual budget as well as pursuant to approvals of financial transactions made by committee.

**D (1) Facility Reimbursement Policy Addendum Approved and Added XX/XX/XXXX**

### **Section E. Treasurer's Financial Report**

The Treasurer shall have custody of all financial records of the committee and shall report on the financial accounts and expenditures of the committee at each meeting of the committee. In addition, the Treasurer



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shall prepare an annual report of all financial transactions made by the committee for the previous fiscal year to be presented to the committee.

## Section F. Budget

The Treasurer shall prepare a draft annual budget for committee activities in advance of each fiscal year, which shall be presented to and voted upon by the full committee at a designated regular meeting.

## SECTION VI. Amendments

### Section A. Amendment of the By-Laws

These By-Laws of the committee may be amended as hereinafter provided. All amendments are subject to approval of the Scout Chaplain.

### Section B. Procedure for Amendments

An amendment to the By-Laws may be proposed in writing by any officer or member of the committee at any regular committee meeting. Thereafter, the Chair shall notify all committee members either by mail or by electronic transmission the text of the proposed amendment and shall place it on the agenda for consideration at the next regular committee meeting, or at a special meeting of the committee to be held not less than thirty (30) days from the date of said notice. Proposed amendments shall be approved by an affirmative vote of two-thirds (2/3) of those committee members present at the next regular committee meeting or at a special meeting of the committee called for such purpose and shall take effect upon ratification and approval by the Scout Chaplain.

## ARTICLE VI. Parliamentary Authority

The JDCCS hereby adopts as its parliamentary authority, the volume entitled, *Roberts Rules of Order* (latest edition), which shall govern all matters within the purview of that volume.

## ARTICLE VII. Effective Date

These By-Laws shall take effect immediately upon its approval by an affirmative vote of two thirds (2/3) of the voting members present at a regularly scheduled meeting of the committee, and upon the approval of the Scout Chaplain.

Adopted this 20th day of February 2025.

Karen Dix

Fr. Stephen Eickhoff

JDCCS Chair

JDCCS Chaplain



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## Bylaw Article V Section D (1) Addendum Policy Reimbursement for Gift-in-Kind Donations of Facility Use and Associated Services

### 1. Purpose

The purpose of this policy is to establish clear guidelines for the Joliet Diocese Catholic Committee on Scouting (JDCCS) to recognize and, when appropriate, reimburse organizations for the use of facilities and associated services provided as in-kind contributions in support of JDCCS events and programs.

### 2. Scope

This policy applies to all JDCCS-sponsored events or activities that utilize the facilities or services of parishes, diocesan entities, or nonprofit organizations.

### 3. Definitions

- a) *Gift-in-Kind Donation*: A non-cash donation of goods or services, including but not limited to the use of physical space, utilities, custodial services, AV/IT support, or administrative staff support.
- b) *Reimbursement*: A payment or financial contribution made by JDCCS to offset costs incurred by a host entity due to their provision of in-kind support.

### 4. Policy Statement

JDCCS recognizes the vital role that churches and nonprofit partners play in enabling Catholic scouting programs through the donation of facilities and services. While such contributions are often made at no charge, JDCCS may reimburse reasonable costs incurred by these organizations when:

- Such costs are documented and directly associated with JDCCS programs;
- Reimbursement is pre-approved by the JDCCS Executive Committee or its designee;
- The request aligns with the committee's annual budget and financial priorities.

### 5. Eligibility for Reimbursement

To be eligible for reimbursement:

- The facilities or services must be used for a JDCCS-approved activity or event.
- The in-kind donation must be valued and documented (e.g., itemized invoice, usage statement, or facility use agreement).
- The reimbursement request must be submitted within 30 days of the conclusion of the event.

### 6. Reimbursement Process

Pre-Approval:

- Prior to the event, the requesting organization must submit a reimbursement request to JDCCS including:
  - A description of the event.
  - Estimated costs or valuation of in-kind services.
  - Any expected direct expenses incurred (e.g., custodial overtime, security, utilities).

Documentation:

- Following the event, the organization must provide:
  - Final invoice or written valuation.
  - Confirmation of services rendered or facilities used.

#### **6. Review and Payment:**

The JDCCS Treasurer and Executive Committee will review the request. If approved, reimbursement will be made within 30 days, contingent upon available funds.

#### **7. Budget Considerations**

- A dedicated line item in the annual JDCCS budget shall be reserved for facility use reimbursement.
- The JDCCS Executive Committee may cap total annual reimbursements or set limits per event based on financial forecasts.

#### **8. Reporting and Transparency**

All approved reimbursements shall be recorded and reported in the JDCCS financial report.

#### **9. Exceptions**

Any exceptions to this policy require approval by the JDCCS Executive Committee and must be justified in writing.

#### **10. Policy Review**

This policy will be reviewed as needed to reflect changes in diocesan guidance, financial capability, or organizational priorities.