**NATIONAL ASSOCIATION**

**OF**

**COLLEGE SEMINARIES
Bylaws**

**ARTICLE I**

**NAME**

The name of this association shall be the National Association of College Seminaries.

**ARTICLE II**

**PURPOSES**

The purpose of the National Association of College Seminaries shall be as follows:

Section 1. To promote communication and the sharing of best practices among the member institutions with regard to all four dimensions of formation in the Propaedeutic and Discipleship stages in order to develop and help maintain a high degree of excellence for Catholic seminaries and houses of formation.

Section 2. To assist member institutions in their relations with the USCCB, NCDVD, and act as a consultative body for the CCLV representing college seminaries, along with other institutions and organizations whose activity affects their work.

**ARTICLE III**

**MEMBERSHIP**

Section 1. The membership of the Association can consist of rectors, priest formators, faculty, administrators, and staff of Catholic seminaries and houses of formation engaged in the Propaedeutic and Discipleship Stages of Formation.

Section 2. Any institution desiring membership within the association shall communicate with the President of the association to express the institution’s intent to join. The Executive Committee shall review an institution’s application and, if it thinks proper, will grant admission as a member to the Association by a simple majority vote.

**ARTICLE IV**

**OFFICERS AND COMMITTEES**

Section 1.    The Executive Committee of the Association shall be composed of six members to be nominated and elected at the annual meeting for a term of two years. After the initial two-year term, a member can be re-elected for one-year terms recurring. When necessary to fill the Executive Committee, an election of members of the Executive Committee at the annual NACS meeting. They shall be elected from representatives of member seminaries and houses of formation.

Section 2.   The Executive Committee includes three officers: the President, the Secretary, and the Treasurer. The President serves a two-year term. The Secretary and Treasurer are elected annually by the Executive Committee from its membership immediately after the two new members of the Executive Committee have been elected by the Association. These terms are renewable. Any member who is an officer is an ex-officio member of the committee.

Section 3. The President and the Executive Committee shall have the authority to make adjustments to officer assignments and terms as needed to ensure the effective operation of the association. While the ideal setup is for officers to serve ex-officio on the Executive Committee for two-year terms, flexibility is necessary based on the needs of the association and the frequent turnover of rectors and formators.

Section 4.    The Executive Committee shall meet when summoned by the President of the Association, who shall serve as its Chair.  Agenda items for the Executive Committee may be sent five days prior to a meeting. The Executive Committee shall make preparations and arrangements for the meetings of the Association, shall represent the Association, and look after its business between the annual meetings.  It shall also undertake such other tasks as shall be entrusted to it by the Association.

Section 5 Voting on substantial agenda items or when the Executive Committee is speaking on behalf of the organization requires the presence of the President and three other members of the Executive Committee to be considered a quorum. Substantial agenda items refer to matters of significant importance or those requiring decisive action, such as approval of major financial expenditures, changes in organizational policies, or any other matters deemed substantial by the Executive Committee. For any vote on substantial agenda items where the Executive Committee is acting on behalf of the association, a quorum must be present. The results of the vote shall be documented in the official records of the association.

**ARTICLE V**

**MEETINGS**

Section 1. The Association shall meet for the transaction of business at least once a year at a time and place determined by the Executive Committee. It may meet at other times upon the call of the Executive Committee.

Section 2. Each member institution may have any number of representatives at the meetings of the Association but shall have only one vote, to be cast by the rector of the member institution or their duly appointed delegate.

Section 3. Notice of general meetings of the Association, as well as the agenda and all documents and information to be acted upon, shall be emailed at least ten days before the meeting to the usual address of each member as appearing on the books of the Association.

**ARTICLE VI**

**DUES AND FEES**

Section 1. Funds required for meeting the financial expenses of the Association shall be raised by annual dues of the member institutions, computed and adopted by the Executive Committee.

Section 2. The member institutions will pay annual dues remotely or at the time of the annual meeting.

Section 3. Member Institutions that are delinquent in their annual dues for two years will be declared inactive.

Section 4. Assets will be distributed equally among active member institutions if the organization dissolves.

**ARTICLE VII**

**AMENDMENTS**

These bylaws may be amended at any annual meeting of the Association by a two-thirds vote of the institutions present, provided that copies of such proposed amendments have been sent by the Secretary to all member institutions at least ten days before the meeting.

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President Date