

**BY-LAWS FOR THE NORTH CAROLINA EPISCOPAL CURSILLO SECRETARIAT
IN THE EPISCOPAL DIOCESE OF NORTH CAROLINA**

NAME OF THE MOVEMENT

ARTICLE 1

The name of the organization is the North Carolina Episcopal Cursillo Secretariat.

ARTICLE II SCOPE

The North Carolina Episcopal Cursillo Secretariat operates directly under the authority of the Bishop of the Episcopal Diocese of North Carolina.

ARTICLE III THE SECRETARIAT

1. Responsibilities: The Secretariat shall be the chief administrative and policy making body of the Cursillo Movement in the Episcopal Diocese of North Carolina. It shall establish policies for the Cursillo Movement, oversee financing, and do any and all things necessary to continue and further the diocesan program. The Secretariat shall select the dates, venue, arrange Cursillo weekends, select the Weekend Leader of each Cursillo weekend, approve the team of each weekend, vote on and make changes in the By-Laws and approve all Cursillo - related diocesan meetings and activities.

2. Composition: The Secretariat shall be composed of:
 - a. Secretariat Officers – The Lay Director, the Assistant Lay Director, the Treasurer, the Executive Secretary, the Head Spiritual Advisor, and the Past Lay Director.

 - b. Delegate Officers– Representing the five major facets of the Cursillo Movement: the Pre-Cursillo Representative, Communications Representative, Fourth Day Representative, the Three Day Weekend Representative and the Executive Committee.

 - c. Non- voting Ex Officio officers: Executive Secretary, Treasurer and Past Lay Director.

3. Selection of Officers:
 - a. The Lay Director and Assistant Lay Director shall be appointed by the Bishop after nomination by the outgoing or current Lay Director, with the advice and consent of the Secretariat. The Head Spiritual Advisor(s) shall be appointed by the Bishop. It is appropriate for the Secretariat to provide recommendations for this position.

- b. The Executive Secretary, Treasurer and the five Delegate Officers shall be appointed by the Lay Director with the advice and consent of the Secretariat. The Past Lay Director will automatically move into that office at the conclusion of their tenure as Lay Director.
4. Right to Vote: Decisions of the Secretariat shall be made by a vote of a simple majority (one more than half of the voting Secretariat members). Each voting officer of the Secretariat shall have one vote on all matters requiring a vote. (see Article III, Section 2, (3c) Ex Officio).
5. Meeting of the Secretariat: There shall be at least six (6) meetings of the Secretariat each calendar year. The dates of the meetings shall be set by the Lay director with special meetings also subject to call by the Lay director.
6. Length of Service: Each Secretariat member shall serve a 3-year term. Secretariat members may not succeed themselves at the completion of their 3-year term. At least 1 year off is required. The Lay Director of the Secretariat would be an exception. The Past Lay Director shall serve a one year term.
7. Officers Responsibilities
 - a. The Lay Director shall schedule all meetings of the Secretariat. The Lay Director will convene, preside at and direct said meetings. The Lay Director in conjunction with the Assistant Lay Director will prepare the agenda for the meetings. The Lay Director will ensure that each member of the Secretariat is aware of his or her responsibilities and fulfills same. The Lay Director will promote Cursillo throughout the diocese wherever possible. The Lay Director will prepare an annual report to the Bishop in the name of the Secretariat. This report will be submitted in time for the inclusion in the January issue of *The Disciple*.

The Lay Director will serve one term of two (2) years. He or she may not serve two (2) consecutive terms.

It is desirable that the Lay Director be appointed from one of the existing positions on the Secretariat, and is desirable and expected that the Assistant Lay Director succeed to the position of Lay Director. In the event there is an Assistant Lay Director vacancy, or there are no candidates for the Lay Director on the Secretariat, that a Lay Director may be appointed from the Cursillo Community at large.

When no candidates are available for the Lay Director, the term of the Lay Director may, with the permission of the Bishop, be extended for one year, while a suitable candidate is found.

- b. The **Assistant Lay Director**: will assist the Lay director in preparing the meeting agenda and in whatever other ways the Lay Director directs. The Assistant Lay Director shall preside at the meetings of the Secretariat if the Lay Director is unable to attend. The term of office shall be for one year. It is desirable that the Assistant Lay Director be selected by the end of the first year of the term of the Lay Director.
- c. The **Past-Lay Director**: will automatically move into that position upon conclusion of their term as Lay Director. It is not required that the outgoing Lay Director move into this position. If it is their desire not to do so, the Lay director, at their option with the advice and consent of the Secretariat, may select another Past Lay-Director from a previous year. The term of this office shall be for one (1) year. This person's primary responsibility will be to lend counsel and advice to the Lay Director and the Secretariat.
- d. The **Treasurer** shall handle the financial matters of the Cursillo Movement. He or she will do whatever is necessary to inform the Secretariat that the Movement is financially sound at all times and that all local, regional and national financial obligations are met. All special funds (the Harold Elsner (Lay) Scholarship Fund, the (Advanced) Education Fund, the Merrie Walcer (Clergy) Scholarship Fund, and memorials, etc.) shall be maintained and reported by the Treasurer. The Treasurer works with the office of the Diocesan Accountant in the Diocese of North Carolina. All Cursillo (Secretariat Funds) deposits and payments are handled through this office. The term of office shall be for (2) two years or longer if both the Lay Director and the Treasurer agree on an extended length of service.
- e. The **Executive Secretary** shall keep the minutes of all meetings and distributes the minutes promptly after each Secretariat meeting to its members. He or she shall keep the database current, distribute all email lists, mailing lists, communication information and assumes distribution responsibility for all mailings sent out by the Secretariat, via email or snail mail. The Secretary shall ensure that all required books, publications and other office supplies which are needed for the Movement are always available. The term of this office shall be (2) years or longer if both the Lay Director and the Executive Secretary agree on an extended length of service.
- f. The **Pre-Cursillo Representative/Registrar** shall study and propose to the Secretariat the plan of establishment and extension of the Cursillo Weekends in the Diocese and assist all leaders in implementing the Pre-Cursillo phase of the movement according to the official literature. He or she shall also be the recipient of Participant applications and Sponsor Form for the weekend and will be responsible for distributing them to the Weekend Leader, as well as periodically communicating the names of the

participants and team members to the Website master, the Executive Secretary, the Weekend Leader and Weekend Secretary. All Participant and Team fees shall be recorded and forwarded to the Secretariat Treasurer. The term of office shall be two years.

- g. The **Three Day Weekend Representative** shall assist all Weekend Leaders to implement all that is required on the 3-Day Cursillo Weekend according to the official literature. This person shall maintain a file of applications, both prospective Participants and Team members. The Three Day Weekend Representative shall be responsible for ensuring that the Cursillo facility is left in good condition at the conclusion of each weekend. This person shall see that Team Training, Music and palanca are provided for the weekend. Supplies for the weekend are also this person's responsibility. The term of office shall be two years.
- h. The **4th Day Representative** shall for the benefit of all Cursillistas promote the essential means of perseverance (Prayer and Share) Group Reunion and Ultreyas (Fourth Day Gatherings) and establish fundamental standards for managing the same according to the official literature; working with the Executive Secretary, publish or distribute pertinent material for the information and orientation of the Cursillistas; gather the Parish Representatives, Schedules for Ultreyas (Forth Day Gatherings) and current Group Reunions(Prayer and Share). The term of office shall be two (2) years.
- i. The **Executive Committee:** The Executive Committee members are appointed by the Lay Director and shall include the Lay Director, the Assistant Lay Director, the Executive Secretary and the Head Spiritual Advisor. The function of the Executive Committee is to maintain communication between members of the Secretariat; provide accountability; oversee policies and final decisions; make quick decisions when necessary; tally votes of Secretariat elections; approve fund(s) transfers when necessary.
- j. The **Head Spiritual Advisor and two other Advisors,** one from each region of the diocese, if possible, shall be appointed by the Bishop. In addition to the general responsibility for the whole Cursillo Movement for which he or she shares with the other members of the Secretariat, it will be the specific responsibility to provide for the apostolic formation of the leaders, to advise the Movement in spiritual matters and to secure the services of priests and deacons to work in the various phases of the Movement in their capacity as Spiritual Advisors. The Head Spiritual Advisor shall assign Spiritual Advisors for the Three-Day Weekends and train them. The term of office shall be three (3) years or at the discretion of the Bishop.

- k. Other persons may be added to the Secretariat as deemed necessary so that it may accomplish its task of guiding and serving the Cursillo Movement in the Diocese. Permanent additions shall require a formal amendment in accordance with article VIII.
- l. Secretariat members may appoint **Servant Community Coordinators**. As needed, to assist them in carrying out their assigned responsibilities. All appointments of Servant Community Coordinators are subject to the approval of the Secretariat.

ARTICLE IV DIOCESAN ADVISORY COMMITTEE

- 1. **Responsibilities**- There shall be an Advisory Committee established to assist the Secretariat in monitoring administration of the Cursillo movement. The Advisory committee may also, through a majority vote, record its opinions with the Secretariat.
- 2. **Presiding Officer**- The Lay Director of the Secretariat shall also serve as Lay director of the Diocesan Advisory Committee, exercising those duties and responsibilities necessary and normally associated with leadership of an advisory body.
- 3. **Composition** – The Diocesan Advisory Committee shall be composed of:
 - a. Members of the Secretariat
 - b. At least one delegate from each active Fourth Day Gatherings, normally the Fourth Day Gathering Leader or their representative. An active Fourth Day Gathering is defined as any Fourth Day Gathering with a designated Fourth Day Gathering Leader, which meets frequently; and has supported the Diocesan Cursillo organization financially.
 - c. Active Servant Community Coordinators appointed by Secretariat members in accordance with Article III (7) (l).
- 4. **Right to Vote** – Decisions of the Diocesan Advisory Committee shall be made by a vote of simple majority (one more than half of the voting Secretariat members of those attending the meeting). There shall be no quorum requirements. Each member and each officer of the committee shall have one vote on all matters requiring a vote. Alternate representatives may be appointed by each committee member to replace that member at meetings of the Advisory Committee should the member be unable to attend. That alternate representative shall be entitled to vote in lieu of the regular member.
- 5. **Meetings of the Diocesan Committee** – There will be at least one (1) meeting of the Diocesan Advisory Committee each calendar year in conjunction with a

regular scheduled Secretariat meeting. The date of the meetings shall be set by the Secretariat, with special meetings called by the Lay Director.

ARTICLE V

Liaison shall be established and maintained with the National Episcopal Cursillo Committee, both spiritually, by way of prayer and palanca, and materially, by way of financial contributions in the amount of \$1,000.00 or more per year.

ARTICLE VI

The Secretariat shall implement the Cursillo Movement in the Episcopal Diocese of North Carolina according to that which is essential and fundamental as outlined in the official literature of the Movement.

ARTICLE VII

Since the Secretariat is itself a Group Reunion, there shall be a sharing of piety, study, action and moment closest to Christ by each member at every Secretariat meeting.

ARTICLE VIII

These by-Laws shall be changed only by a vote of two-thirds (2/3) of the Secretariat voting members in attendance at a properly held meeting. Notice of any proposed amendment must be given to each member of the Secretariat, in writing, at least five (5) days prior to any vote on such proposed amendment.

These by-laws were approved by a 2/3 majority the Secretariat on October 18, 2012 and are in effective as of October 18, 2012.