

# **BY-LAWS OF THE GENERAL SECRETARIAT OF THE MARIN CURSILLO © COMMUNITY**

## **Article 1: Name and Description**

Section 1: The name of this organization shall be the Marin Cursillo Secretariat or “Secretariat.”

Section 2: The Secretariat is the central body charged with ministering to the Cursillo Organization within the Roman Catholic Archdiocese of San Francisco and the Episcopal Diocese of California. It is composed of ordained Spiritual Directors, appointed by their respective bishops and lay leaders from the Marin Secretariat.

## **Article 2: Mission**

Section 1: Our mission is to support and provide services for the local Marin communities, enabling the Cursillo Ministry to accomplish its purpose within the pastoral objectives of the sponsoring dioceses; and to be accountable to the Marin Cursillo community churches which includes Catholic, Episcopal and other Christian churches that have decided to affiliate to conduct the Cursillo Ministry, a list of which will be maintained by the Marin Cursillo Secretariat Secretary.

Section 2: The Secretariat is responsible for the overall policy, development and structure of the Cursillo Ministry within Marin County.

## **Article 3: Organization**

Section 1: The fiscal year shall begin on July 1 and end on June 30.

Section 2: Meetings are held monthly at the direction of the Chair.

Section 3: All meetings are open to all Cursillistas. Those in attendance who are not members of the Secretariat shall not have voting privileges but may otherwise participate in Secretariat meetings but not vote. Non-Secretariat members may participate in and vote on Marin Secretariat committees.

Section 4: All reports for each meeting should be distributed by e-mail prior to the meeting but if this isn't possible the reports should be in writing with enough copies for those in attendances. Any agenda item should be given to the Chair at least one week prior to the meeting.

## **Article 4: Membership**

Section 1: Secretariat Membership shall include the officers (Chair or Chair Pro Tempore, Co-Chair or Assistant Chair if deemed necessary, Secretary, Treasurer, Episcopal and/or Roman Catholic Spiritual Director, Immediate Past Chair, General Secretariat Liaison) and one representative from up to twenty (20) local church communities registered as affiliated with Marin Cursillo and which designate a specific individual as the church's representative. Each church community may nominate alternative members.

Section 2: There shall be up to six (6) “at-large” lay members on the Marin Secretariat composed of members of any Marin Christian church upon nomination by an existing member of the Marin Secretariat and upon approval by a majority of the Marin Secretariat members present at the Marin Secretariat

meeting at which each “at-large” member is proposed for membership. “At-large” members may serve as officers.

Section 3: Each year’s Rector and Rectora shall serve a two-year term as full voting members of the Secretariat after they have completed their tenures as Rector and Rectora.

Section 4: Terms of lay membership shall be three years, with a two-term limit. Alternating beginning point of terms is recommended among those members from each local secretariat. Lay members may return to the Secretariat after a one year absence.

Section 5: In conducting the business of the Secretariat at regular monthly meetings, votes on issues shall be determined by the majority of the members in attendance. If more than one officer determines that the issue under consideration should be determined by a general membership vote, then the vote on that issue shall be deferred for at least one month. Prior to a vote by the general membership, information as to the date of the vote and the substance of the issue to be determined shall be disseminated among the general members by email at least 10 days before the votes are to be cast. A member from any community may vote by written proxy delivered to their church representative prior to the Secretariat meeting or by sending an email to the Secretariat on or before the date set for the vote using [info@marincursillo.com](mailto:info@marincursillo.com) or the email address set forth in the notice of the vote. No vote shall be taken on a matter to be decided by the Secretariat unless at least nine (9) voting members are present.

Section 6: The Secretariat shall not spend funds from any of its accounts except for the costs directly related to the Cursillo weekends and/or necessary for the operation of the Secretariat. Any proposed exception to this prohibition requires a notice of one month to all persons within the Secretariat. Voting on such a proposal may be carried out in accordance with Section 5, above.

Section 7: If any member cannot attend a meeting, he or she should notify the Chair prior to the meeting. The member is responsible for seeing that any reports/information he or she was to provide at the meeting reaches an officer prior to said meeting.

Section 8: Secretariat members may be removed as Secretariat Church Representatives or At Large Representatives for the following reasons:

1. Non-attendance at meetings.
2. Transfer of membership from, or nonattendance at the church they represent.
3. Moved out of the area.
4. By personal request.
5. Conduct that is detrimental or hinders the ministry of Marin Cursillo. For the latter reason, the dismissal of a member shall be in the biblical accordance to Matthew 18:15-17.

In all of these matters of Secretariat Membership, the Chair will contact the member to discuss with or inform the member about their possible removal. A vote of a majority of the officers shall determine the member’s position on the Secretariat. (Amended March 2, 2020)

Section 9: Recruitment for the body of Marin Secretariat membership will be done upon recommendation from current membership and from affiliated church communities. Representatives from each local community are selected by those local communities.

## **Article 5: Officers**

Section 1: Officers will be Chair or Chair Pro Tempore, Co-Chair or Assistant Chair if deemed necessary, Secretary, Treasurer, Episcopal and/or Roman Catholic Spiritual Director, Immediate Past Chair and General Secretariat Liaison. Officers need not be a designated church representative to so serve but they must be selected from among the affiliated church communities.

Section 2: The Chair or Chair Pro Tempore shall preside at, and prepare and direct agendas for all meetings of the Secretariat and give notice of each meeting in advance. He or she will do everything possible to promote a spirit of unity. The Chair shall have general supervision over the affairs of the organization, and shall perform other duties as are incident to the office. The Chair will be elected to a two-year term, with a two-term limit. The Chair shall be an active member of an affiliated Catholic or Episcopal church community.

Section 3: The Assistant Chair will assist the Chair in his or her duties. In the case of absence or disability of the Chair, the Assistant Chair shall perform the duties of that office. The Assistant Chair will be elected to a two-year term, with a two-term limit.

Section 4: The Treasurer shall have the custody of all the monies of the Secretariat. He or she shall sign the checks, keep regular books of the account and submit that together with receipts and records for audit and approval yearly. He or she shall prepare and submit an annual budget for approval by the members as needed. Items submitted over budget must be approved by the Secretariat. The Treasurer is elected to a two-year term with no limit on the number of terms to be served. The Treasurer shall serve on the Cursillo Giving Committee.

Section 5: The Secretary shall attend and keep minutes of each meeting. Minutes shall be distributed prior to or at the next meeting for review. The Secretary is elected to a two-year term, with no limit on the number of terms to be served. In the Secretary's absence at a meeting where minutes should be kept, a temporary Acting Secretary may be appointed by the Chair or other presiding officer.

Section 6: The Spiritual Director shall give spiritual guidance to the Marin Secretariat, and all committees. He or she shall act as liaison to all clergy of Marin and seek out ways to nourish and encourage the Cursillo clergy of Marin. The Spiritual Director is selected by the Chair.

Section 7: The Immediate Past Chair shall be an officer of the Secretariat and shall provide continuity and serve as an advisor.

Section 8: The General Secretariat Liaison shall attend General Secretariat board meetings and serve as the liaison between the Marin and General Secretariats. Additionally, he or she shall foster Ultreyas and encourage small group reunions. The General Secretariat Liaison serves at the request of the Chair.

## **Article 6: Committees**

Section 1: Members at large will take responsibility or aid in one of the following working committees: Pre-Cursillo, Cursillo Weekend, Fourth Day/Ultreya, Leadership, Technology and Communications, Church Representatives and Cursillo Giving.

Section 2: The Pre-Cursillo Committee shall focus on activities that occur before the weekend, including but not limited to the education of sponsors through sponsor workshops, the review of sponsor and candidate applications, and preparing and making available a candidate list for each weekend for

dissemination to the Secretariat.

Section 3: The Weekend Committee shall concentrate on the weekend itself. Activities include, distributing 4<sup>th</sup> Day packets, and coordinating with Rector/Rectora and Head Cook for orientation.

Section 4: The Fourth Day/Ultreya Committee shall insure that cursillistas have opportunities to gather and communicate with one another. Activities shall include Ultreyas, small group reunions and the “Tuesday Gatherings.”

Section 5: The Leadership Committee is comprised of the Rectors/Rectoras of the past three years, insuring a continuous rotation system and a constant source of new input. It recruits Rectors/Rectoras to recommend to the Secretariat for approval, and it provides guidance for upcoming Rectors and Rectoras as needed including team formation and the content and presentation of the Cursillo Basic Seminar for the teams and updating the procedures manuals (*Burnt Offerings* and *Bell Ringer*). The Leadership Committee shall serve as the Nominations Committee. This committee will nominate and review all nominees for the officers of the Secretariat. Nominations will also be accepted from the floor of the Secretariat meeting. Upon the expiration of prior expired terms, election of new officers will take place at the June Secretariat meeting and the new officers’ terms will begin on July 1.

Section 6: The Church Representative Committee shall consist of representatives specifically designated by each of the various churches affiliated with Cursillo throughout Marin. The representatives shall be responsible to keep their communities informed and express and represent the will of their communities. Church representatives may serve as officers though an officer is not required to be a church representative.


Section 7: The Technology and Communications Committee shall relay information to the appropriate person(s) within each local church for dissemination as well as communicate directly to all Marin Cursillo members through the usage of newsletters, e-mails and any other means appropriate. This committee shall also maintain a website devoted to matters of interest to the Marin Cursillo community.

Section 8: The Cursillo Giving Committee shall be responsible to lead in fundraising activities and to provide recommendations to the Secretariat for all matters financial in nature. The Treasurer of the Marin Secretariat shall serve on this committee.

#### **Article 7: By-Laws**

Section 1: Any member may offer proposed amendments to the By-Laws at any Secretariat meeting. Such proposals are to be submitted to the Chair of the Secretariat with copies for all members of the Marin Cursillo community. The proposed amendment(s) will be discussed and voted on at ensuing meeting(s).

Attestation: The foregoing By-Laws were adopted by the Marin Secretariat at its regular meeting on February 3, 2020.

A handwritten signature in dark ink, appearing to read 'm b Bartunek', written over a horizontal line.

Mary Beth Bartunek, Secretary