

QUINCY CURSILLO CONSTITUTION AND BY-LAWS

ARTICLE I NAME

THE NAME OF THE ORGANIZATION SHALL BE QUINCY CURSILLO.

ARTICLE II PURPOSE

The purpose of the movement is to make Christian Community possible in homes, neighborhoods, parishes, work situations and other places where people live for the greater part of their lives. It attempts to make this possible through the Cursillo method for anyone in the world to live a Christian life in a natural way.

The ultimate goal of Cursillos in Christianity is that on the day of judgment there may be more saints. Its immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian and to strengthen individuals to live out that understanding supported by Christian community life.

ARTICLE III MEMBERSHIP

The membership shall consist of all persons who have made a Cursillo weekend.

ARTICLE IV OFFICERS AND BOARD MEMBERS

SECTION I

The officers of the Quincy Cursillo shall be a Lay Director, a Spiritual Director, a Secretary and a Treasurer.

SECTION II

The Board shall consist of ten elected voting lay members, FIVE men and FIVE women. The majority vote of the Board will govern any decisions except as noted in Articles VI.M, X.H and XIII.B.

ARTICLE V ELECTIONS

SECTION I – QUALIFICATIONS

A. A candidate for Lay Director must be...

1. a practicing Catholic
2. a past Rector / Rectora
3. active in a group reunion
4. a member of the Springfield, Illinois Diocese unless approved by its Bishop.
5. willing to uphold the by-laws.

- B. A candidate for Board Member must be...
 - 1. a practicing Catholic
 - 2. a past Rector / Rectora
 - 3. active in a group reunion
 - 4. a non-Board Member (unless that member is serving a partial term).
 - 5. willing to uphold the by-laws.

SECTION II - PROCEDURES

- A. Annual elections will be held in July for the purpose of electing board members for three (3) year terms in staggered rotation. The ballot shall be in the newsletter and the results shall be determined by popular vote by the responding membership.
- B. The elected members will take office in August of the year of the election.
- C. The Lay Director is elected for a term of two (2) years by members of the Cursillo Board in executive session and will take office the following January.

ARTICLE VI LAY DIRECTOR DUTIES

- A. Chairs Board meetings.
- B. Issues agenda for Board meetings.
- C. Oversees responsibilities and functions of all committees of the Board.
- D. Liaison to committee heads, to the Board, Pastors, Diocese and other relevant organizations.
- E. Secures dates for future Cursillos.
- F. Oversees development of the newsletter.
- G. Begins closing on each Cursillo and makes necessary announcements.
- H. Secures new Rectors and Rectoras annually.
- I. When Board is not in session, all decisions made must be reported in entirety at the following meeting.
- J. Has voting rights only to break a tie vote.
- K. Must uphold principles of the leader's manual and current by-laws.
- L. In an instance when the leaders' manual and current by-laws are not upheld, the Lay Director can be removed from office by a minimum of 2/3 vote of the complete Board.
- M. An executive board meeting may be called at the discretion of the Lay Director.
- N. The Lay Director may appoint or dismiss an Assistant Lay Director with the approval of the Board.
- O. If a vacancy occurs on the Board, the Lay Director will appoint a new board member with the approval of the Board.

ARTICLE VII ASSISTANT LAY DIRECTOR

- A. Must have the same qualifications as the Lay Director (Article 5 Section I)
- B. Functions in the absence of the Lay Director.
- C. Consults with the Lay Director and helps to solve problems.
- D. Has no voting rights unless serving in the absence of the Lay Director.

E. Cannot be a current board member.

ARTICLE VIII SPIRITUAL DIRECTOR

- A. Recommended by the Cursillo Board.
- B. Appointed by the Bishop of the Diocese of Springfield.
- C. Attend Board meetings as advisor on spiritual matters.
- D. Should be available to consult with Lay Director or the Board for Spiritual guidance when needed.
- E. Should be present, whenever possible, at Cursillo functions.
- F. Has no voting rights.

ARTICLE IX SECRETARY AND TREASURER

- A. The positions of Secretary and Treasurer will be filled by qualified Cursillistas who are nominated and chosen through a selection process of the Board. Both the Secretary and Treasurer are non-voting positions, except that appointees who are current members of the Board would maintain their voting rights during their term of office as a Board member.
- B. Terms of office for the position of Secretary and Treasurer will be for one year, beginning in August.
- C. Duties of the Secretary will include: attending and recording the minutes of Board meetings; distributing the minutes and agendas of all meetings; and handling the correspondence required of the Board or Lay-Director.
- D. Duties of the Treasurer will include: collecting funds and keeping records of said funds for all Cursillo weekends and any other income sources; making timely deposits of funds to Cursillo bank accounts; paying all bills on a timely basis; sustaining readily available records of bills and reconciled bank statements; and provide a summary report of monthly deposits, payments and financial matters at each regularly scheduled Board meeting.
- E. In the absence or sickness of an appointed Secretary or Treasurer any active Board member (as voted upon by the majority of Board members) may fulfill the roles of Secretary or Treasurer, until such time that the “originally” appointed person may resume their role, or be replaced through a selection process.
- F. Individuals who are serving in (or have completed) positions of Secretary or Treasurer must adhere to the same high standards of confidentiality and accountability that is expected of each Board member.

ARTICLE X BOARD MEMBERS

The Board...

- A. Sets policy, guidelines and procedures.
 - B. Attends all Board meetings unless excused by Lay Director.
- ** Lay Director should take corrective measures if three (3) absences are unexcused in one year.

- C. Is responsible for duties assigned by the Lay Director.
- D. Participates in discussion and votes on motions at Board meetings.
- E. Has the option of tabling motions in order to secure more information on any topic before the Board.
- F. Is allowed one vote per member.
- G. Must be represented by one member on each Cursillo team. This member serves as the Board liaison and is the final authority on the application of Cursillo policies and procedures.
- H. In an instance when the leaders' manual and current by-laws are not upheld, a Board Member may be removed from the Board by a minimum of 2/3 vote of the complete Board.

ARTICLE XI AREA REPRESENTATIVES

- A. One representative and one assistant may be recommended by the local Ultreya of each parish or town and submitted to the Lay Director and Board for approval.
- B. May bring input to Board meetings and have input at Board meetings before motions are made.
- C. It is recommended that the Area Representative not be a member of the Board.
- D. Duties and responsibilities are as follows:
 - 1. Acts as liaison between their parish or area and the Board.
 - 2. Attends all Board meetings when possible.
 - 3. Be in contact with pastors.
 - 4. Keeps an active list of who has made Cursillo and who is in Group Reunions.
 - 5. Checks with the sponsor after receiving a list of Cursillo candidates.
 - 6. Maintains a supply of both candidate and team applications.
 - 7. Handles Post Cursillo activities, Tri-State Ultreya, etc.

ARTICLE XII BOARD MEETINGS

- A. Board meetings will be opened and closed with prayer.
- B. Meetings are generally held monthly.
- C. When necessary, the Board may go into Executive Session with separate minutes, including voting results, to be recorded.

ARTICLE XIII AMENDMENTS AND REVISIONS TO BY-LAWS

- A. Any proposed changes to the By-Laws must be presented at three (3) open Board meetings prior to voting by the Board.
- B. Any change requires a minimum of 2/3 vote of the complete board.

ARTICLE XIV 4TH DAY RENEWAL

The Quincy Cursillo 4th Day Renewal is a 24 hour program that is a continuation of the Cursillo experience open to anyone who has made a Cursillo or Walk to Emmaus. Its

purpose is to renew and develop spirituality and commitment to living the Christian life. It asks participants to take the challenge to stretch their boundaries and continue to grow spiritually.

The 4th Day Renewal operates under the guidance of the Cursillo Board. The program is administered by a Steering Committee consisting of 4 to 6 people who function under the guidelines of a Team Manual which contains information relating to: Team qualifications, procedures and all administrative responsibilities. Changes in membership of the Steering Committee or to the Team Manual must be approved by the Cursillo Board. A Steering Committee member must have served as a Director or Assistant Director on a 4th Day Renewal.

A team list will be presented to the Cursillo Board before the 4th Day Renewal weekend and a report will be given after the weekend by a Steering Committee member and/or the Director of the weekend. Money collected for the weekend and bills for materials needed for the weekend will be given to the Treasurer of the Cursillo Board by the Steering Committee member on the weekend.