

Tres Dias of South Hudson Organization & Operating Procedure

(By-Laws; Guidelines)

Includes all resolutions passed through May 2004.

I. NAME

The official name of the organization of **Tres Dias of South-Hudson**, herein also referred to as the Secretariat.

II. AFFILIATION

Tres Dias of South-Hudson is a charter member of the National Secretariat of Tres Dias. As such, it totally subscribes to the constitution and By-laws of the national organization and will adhere to the Essentials of Tres Dias prescribed by the national organization.

III. PURPOSE

The purpose of the organization is to strengthen and extend the Body of Christ. The primary means to accomplish this end is to conduct the three-day Tres Dias experience, also referred to as the Weekend, on a regular basis. Following the Weekend, referred to as the Fourth Day, activities will be provided for those who have experienced the Tres Dias or Cursillo weekend (the Community) to sustain and further their life in Christ.

IV. MEMBERSHIP

Organization membership shall automatically include anyone who has experienced the Weekend or its recognized equivalent – the various movements based upon Cursillo de Cristiandad. Members shall generally be in a geographical proximity, and, in the case of adjacent Tres Dias communities, a given member shall choose a Secretariat for affiliation.

Any member may resign by written notice to the Secretariat or by so stating at an official meeting of the Secretariat. Membership of an individual may be terminated, with or without cause, by a majority of voting members at an official meeting of the Secretariat following notification of intent to do so.

Members of the organization shall also be known as "Pescadores".

V. SECRETARIAT

A. Purpose

To plan, guide and execute all activities related to conducting the three-day Tres Dias experience and directly related activities. These activities are identified as Pre-Weekend, Weekend, and Post-Weekend. Secretariat duties include approving policy, communicating with the membership, fiscal responsibility and supporting the membership as they Christianize their environments.

B. Membership

Secretariat membership shall be defined as follows:

An open call will be made to all Pescadores to participate in all regular and special meetings of the Secretariat. All South-Hudson secretariat members attending will be eligible to vote. A quorum will be 12 members or 80% of the average attendance of the last two meetings, whichever is less. The secretary of the Secretariat shall maintain a list of attendance.

C. Meetings

The Secretariat shall hold regular meetings at least six times during each operating year with a frequency of approximately four to eight weeks. Special meetings can be called by the Executive Committee (see VI.B.6) of the Secretariat or by petition of 10% of the general members.

An annual meeting will be held in the month of May for the purpose of reports, electing officers in even numbered years and conducting other necessary business.

The membership will be given notice in writing of any meeting of the Secretariat providing place, time and purpose.

D. Operating Year

The operating year shall commence on June 1st and conclude on May 31st of the following year. In even numbered years a nominating committee, appointed by the President, will present a slate of officers of the Secretariat at the regular meeting preceding the May meeting. Nominations can also be made from the floor. Election of officers will take place at the annual meeting with those elected taking office June 1st.

VI. ADMINISTRATION

A. Officers and Duties

The officers of the Secretariat will be elected to a two-year term. Officers cannot succeed themselves in a specific office with the exception of an incumbent who is filling an unexpired term. In the case of a vacancy, the President can appoint an interim for a maximum of three months until an election can be held. In the case of a vacancy in the Presidency, the Vice-President will assume the Presidency.

1. **President:** Shall call and chair meetings and serve as the official representative of the Secretariat. The President will nominate committee chairpersons and other necessary functionaries who will serve upon approval of the Secretariat. The President shall chair the Executive Committee. A qualification for election is having served as "Rector" of a Tres Dias Weekend.
 2. **Vice President:** Shall serve in the President's absence and undertake other duties designated by the President. The Vice-President shall chair the Policy Committee. A qualification for election is having served as "Rector" of a Tres Dias Weekend.
 3. **Secretary:** shall take minutes at meetings of the Secretariat and the Executive Committee. Shall maintain a list of the general membership and Secretariat attendance. Shall execute correspondence as necessary. An Historian will be appointed by the President to support the Secretary's Office, keeping an official copy of appropriate materials related to each Weekend and the Community.
 4. **Financial Secretary:** Shall receive all monies of the organization, keep itemized accounts of all transactions, deposit all receipts promptly, and notify Treasurer of all deposits. Shall issue a report at the regular meetings of the Secretariat and an annual report of all monies received. Shall consult with the Treasurer on appropriate investments.
 5. **Treasurer:** Shall receive from the Financial Secretary records of all deposits of income to the organization and shall disburse funds of the organization as duly authorized. Statements of financial condition shall be made to the Secretariat at each regular meeting and the annual meeting. Shall, in consultation with the Financial Secretary, diligently invest in interest bearing accounts, those funds not needed for current expenses. Shall maintain accurate and current financial record of income and expenses and shall make these available upon reasonable request to any member of the Executive Committee.
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B. Standing Operating Committees and Duties

Committees shall exist to increase the effectiveness of the Secretariat and shall be responsible to it. Committees shall have a representative at each Secretariat meeting. Committee chairpersons will be appointed by the President with the approval of the Secretariat. Committee chairpersons shall appoint their membership from qualified Pescadores. A chairperson's term shall be two years concurrent with officers. A chairperson may succeed himself or herself.

- 1. Pre-Weekend Committee:** Responsible for processing candidate applications, applying approved selection and screening criteria, preparing applications and related material, interacting with sponsors, accepting and notifying candidates, conducting information programs and recommending policy to the Secretariat regarding the function of the committee.
- 2. Weekend Committee:** Responsible for all physical arrangements in respect to conducting the Weekend. This includes selection, liaison, preparation and cleanup of the site, supplies, food (and cooks), and coordination with the Rector and Chief Auxiliary on each weekend. Policy and procedure recommendations relating the committee's function will be made to the Secretariat.
- 3. Post-Weekend committee:** Shall support Pescadores in their Fourth Day by conducting secuelas and facilitating the formation of Group Reunions. The committee shall recommend and assist in other activities such as Weekend reunions which promote sustaining the Fourth Day and are consistent with the aims of Tres Dias.
- 4. Communications Committee:** Preparations, printing and distribution of a periodic newsletter, the "Good News", to communicate to the full membership, events and policy, along with spiritual direction; maintains community mailing list.
- 4. Policy Committee:** The committee will be chaired by the Vice-President. Membership will be composed of persons who have served as a Rector of a Tres Dias Weekend.

The duties of the Policy Committee are as follows:

- i. Review and/or recommend direction and specific policy to the Secretariat – especially in respect to the spiritual, essential and dynamic aspects of the movement and the Weekend.
- ii. Appoint Rectors, review and approve team lists with those Rectors, and provide guidance and support to those Rectors as they plan their Weekend.

5. Executive Committee: The Executive Committee will be chaired by the President, membership will be composed of the President, Vice-President, secretary, Financial Secretary, Treasures and Chairmen of Pre-Weekend, Weekend and Post-Weekend committees. The duties of the Executive Committee are to be responsible for the business, administrative and financial matters of the organization.

VII. POLICY AND PROCEDURE

The Secretariat adheres to the "Essentials of Tres Dias" specified and published by the national organization. There are, additionally, many other matters of policy and procedure that are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as Policy and Procedure of the South-Hudson Secretariat exist in a document so titled.

Policy and Procedure will be categorized in the following manner:

Section I	Pre-Weekend Policy and Procedure
Section II	Weekend Policy and Procedure
Section III	Post-Weekend Policy and Procedure
Section IV	Secretariat Policy and Procedure

Policy and Procedure may be amended by a majority of the voting members at any Secretariat meeting provided that the proposed modification, deletion or addition was reviewed by the Policy Committee, published in the "Good News" and proposed at a prior Secretariat meeting.

VIII. AMENDMENTS

This document may be amended by a majority of voting members at any Secretariat meeting provided that the proposed modification, deletion or addition was proposed at the prior meeting of the Secretariat.

IX. DISSOLUTION

Dissolution of the Secretariat of South-Hudson shall occur after paying all financial obligations. Any remaining assets will revert to the National Secretariat of Tres Dias.

Adopted: October 15, 1980
