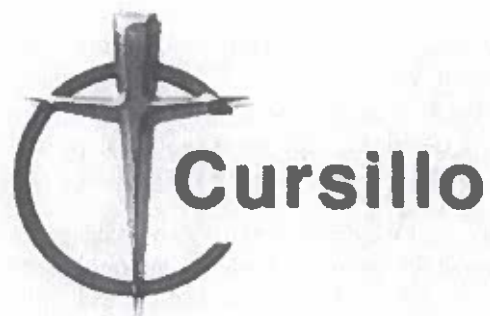


**BY-LAWS FOR THE SECRETARIAT OF THE
DIOCESE OF HARRISBURG CURSILLO MOVEMENT**



January 6, 2024

DIOCESE OF HARRISBURG
CURSILLO MOVEMENT
BY LAWS (revised 01/2024)

The Cursillo Movement pursues two purposes: an immediate purpose – to provide a channel for living what is fundamental for being a Christian and the end purpose – to “vertebrae” Christianity in society and through that life lived in grace to evangelize their environments. The OMCC unifies the Movement on all levels throughout the world Cursillo ecclesial movement and indicates the path to be followed in essential matters of practical details as indicated in the official literature as recommended by the **Holy Catholic Church through Dicastery of the Laity and Family life and passed on through Juridical personality given to the OMCC “who as a service-based structure at the international level is responsible for guaranteeing the fidelity of the movement to the teachings of the Church, and at fostering unity and preserving its identity”** (directly from the OMCC website).

The national secretariat is a service structure providing recommendations that should be followed as long as they do not deviate from this official position of the OMCC as the structure responsible for guaranteeing fidelity to Mother Church.

The members of the Secretariat, for their part, should remember that the Lord, through His Bishop, has entrusted them with the responsibility of implementing an authentic Cursillo Movement in the Diocese of Harrisburg. Although the Secretariat has the Bishop’s authority to implement the Cursillo Movement in this Diocese, it should not be dictatorial, but should view its authority, as the as one of service to the Movement as a whole. The Secretariat must be a Group Reunion whose apostolic plan is the same endeavor of the Cursillo Movement itself, planned and carried out with the idea of the greatest service to all.

Just as on the Three Day Cursillo, priests, deacons and vowed religious bear the responsibility for spiritual guidance, and laity regulate its overall functioning, so priests, deacons, vowed religious and lay members of the Secretariat cooperate to promote the aims and objectives of the Cursillo Movement as a whole.

ARTICLE I - NAME

In the Diocese of Harrisburg there is one English language Secretariat, and one Spanish language Secretariat, which are each a functional and autonomous body of service to the Cursillo Movement responsible to the Bishop for overseeing the work of the Movement in the Diocese, and dependent upon their respective Diocesan coordinator and Spiritual Advisor, in conjunction with input from the 4th day community who are living their 4th day in fidelity to Christ and His Church. The official title and legal name of the entity is “Diocese of Harrisburg Cursillo Movement.”

ARTICLE II – PURPOSE

As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Diocese of Harrisburg within the pastoral plan of the Bishop and the Cursillo Movement. The purpose of the Secretariat is to:

1. Discern the policies of the National Secretariat weighed against the charism as declared by the Church. CCC 801: It is in this sense that discernment of charisms is always necessary. No charism is exempt from being referred and submitted to the Church's shepherds.
2. Accept the services of the National Secretariat and National Cursillo Center. As long as consistent with #1 above.

3. Work with the OMCC, through National Secretariat, for the unity and authenticity of the Cursillo Movement throughout the Regions in the United States and the world.
4. Encourage Palanca for the Cursillo Movement is happening at all levels - diocesan, regional, national and world.
5. Prepare and adopt a set of By-Laws. The By-Laws are reviewed and modified annually to ensure implementation with the provisions therein. Copies of the By-Laws and any future amendments thereto are sent to the Bishop.
6. Prepare and maintain a current and viable Diocese of Harrisburg Cursillo Apostolic Plan that addresses the three phases of the Movement (Pre-Cursillo, Three Day Cursillo and Post-Cursillo).
7. Discern and encourage affiliation status with the National Secretariat of the Cursillo Movement of the United States as long as they are in union with the statutes of the OMCC and the charism declared by such.

ARTICLE III – MEMBERSHIP AND STRUCTURE OF THE SECRETARIAT

The Secretariat shall be composed of eight (8) regular voting members and one or more Spiritual Advisors.

Members of the Secretariat, except for the Spiritual Advisor(s), shall be nominated by any member of the 4th day community and selected by the Secretariat. Any active member of the 4th day community will be eligible.

1. Standard Terms. The terms for regular voting members of the Secretariat are as follows:

1.1 The Diocesan Coordinator shall serve a term of three years

1.2 Diocesan Coordinator Elect shall serve a term of three years1.3 Chairpersons of committees shall serve a term of three years, which can be renewed for a second term.1.4 Spiritual Advisors shall serve at the pleasure of the Bishop. No term length is specified.

2. Term Limits.

2.1 Except as noted below, no committee chairperson or co-chairperson may serve for more than six consecutive years on the Secretariat regardless of the number of positions held during that time. A waiting period of at least three years is required before a committee chairperson or co-chairperson, who has served on the Secretariat for six consecutive years, can again serve in any chairperson role as a member of the Secretariat.

2.2 If at the end of a committee chairperson's term, or at the conclusion of a committee member's six years on the Secretariat, no candidate is available to replace the individual member in his/her position on the Secretariat, that member, if willing and with the consent of a majority of the Secretariat (excluding him or herself), may serve one additional year in their current role. This year will not count against the six consecutive year maximum membership limit.

2.3 The Diocesan Coordinator and Diocesan Coordinator elect may only serve a second term of office when there is a serious reason and simple majority consenting vote of the Secretariat. The Diocesan Coordinator or Diocesan Coordinator Elect cannot serve more than two (2) consecutive terms.

2.4 Any other exceptions to these term limits shall require the approval of a simple majority consenting vote of the Secretariat (excluding the member in question).

3. Lay Member Rotation Cycle. Committee chairpersons and the Diocesan coordinator Elect will be elected or reelected per the schedule below. This procedure is done to ensure continuity of the Secretariat members so that there will always be experienced members in office.

3.1 Church Sunday Cycle year A: Cursillo and Administration/Treasurer

3.2 Church Sunday Cycle year B: Pre-Cursillo and Communications/Secretary

3.3 Church Sunday Cycle year C: Post-Cursillo and Study/School of Leaders

3.4 Years in which the Diocesan coordinator term ends: Diocesan Coordinator Elect

Note: The Diocesan Coordinator Elect, after serving one or two three-year terms or the balance of a Diocesan Coordinator Elect term, assumes the office of Lay Coordinator. No election is held for Diocesan Coordinator.

4. Qualifications and Eligibility. The major factor for serving on secretariat is the individual be a well-formed Catholic, bearing fruit in the apostolates they are part of. Jesus Christ says, “you will know them by their fruits.” This should be the most important qualification for identifying those who are to serve. The following may be helpful but not necessary:

4.1 For all Elected or Appointed Lay Members:

4.1.1 A Cursillista and member of an active permanent Group Reunion.

4.1.2 Participant in Ultras.

4.1.3 be willing to make an effort to participate in “School of Leaders” and attain a working knowledge of the Cursillo Movement.

4.1.4 Will have served on a weekend team.

4.2 For the Diocesan Coordinator. It is desirable but not expected that the incoming Diocesan Coordinator will have served two years as Diocesan Coordinator Elect in preparation for becoming the Lay Coordinator. In the event that there is a Diocesan Coordinator Elect vacancy at the end of the outgoing Diocesan Coordinator’s term, and there are no Diocesan Coordinator candidates. A Cursillista who has previously served as a voting member on a Secretariat may be nominated by the Fourth Day Community and selected by a simple majority consenting vote of the Secretariat. When no candidates are available for Diocesan Coordinator, the term of the Diocesan Coordinator may, with the input of the Spiritual Advisor and simple majority consenting vote of the Secretariat, be extended for an additional term of one year while a suitable candidate is found.

4.3 For the Diocesan Coordinator Elect. The Diocesan Coordinator Elect shall be a voting member or past voting member of any committee within the Cursillo Movement.

5. Committees. The structure of the Secretariat will include six (6) standing committees. Each standing committee will be represented by a chairperson. The names of the standing committees are: Pre-Cursillo, Cursillo, Post-Cursillo, Communications, Administration, and Study

6. Nominating Committee and Process.

6.1 Committee. The purpose of the Nominating Committee is to identify, screen and present qualified nominees to the Secretariat for committee positions due to expire at the end of the fiscal year. The Nominating Committee will be comprised of three members, which shall be the Chairperson of school of leaders, Chair of the administration committee, and the Diocesan Coordinator elect, unless otherwise specified by the Diocesan coordinator. If a vacancy exists in one of these committee member positions preceding an upcoming election, the Diocesan Coordinator will appoint another member on the Secretariat to temporarily serve on the Nominating Committee until the annual elections are complete. The Chair of administration will chair the Nominating Committee.

6.2 Process. Each year, no later than April 15, the Nominating Committee will announce to the Fourth Day Community the open positions for the terms ending on June 30. Each member of the Nominating Committee shall interview each applicant that expresses interest in being nominated for a position. Upon completion of the interviews, the Committee will convene to review the applications and interviewer’s comments for qualifications and fit for each open position. The review will be complete after the Committee selects the top three qualified applicants for each position and votes to recommend or not recommend each applicant for the role. The applications, interviewer’s comments, and Nominating Committee recommendations for the top three applicants of each open position will be forwarded to the Secretariat for discernment and the names of the nominees for each position posted on Cursillo web site for input from the 4th community. Members of the 4th day community will have the opportunity to comment and make recommendations or objections by contacting a member of the

Nomination Committee, or the Diocesan coordinator no later than one-week prior to its regular meeting in the month of June.

7. **Elections.** Elections will be held annually and scheduled on the agenda for the regular meeting in June. Nominees selected for positions at the June meeting will commence duties on July 1. Selection of a member shall be accomplished by a simple majority consenting vote of the members of the Secretariat. All votes will be recorded and open to all members of the secretariat, committee members and the 4th day community.

8. **Vacancies Created During a Term of Office.** If there is a vacancy in the position of Diocesan Coordinator for any reason, the Diocesan Coordinator Elect shall assume duties as Diocesan Coordinator. Other vacancies on the Secretariat that result from any reason will be filled by **appointment**. The Diocesan Coordinator, in consultation with the Spiritual Advisor, will select (appoint) a qualified individual to serve on the Secretariat for the balance of the term. The Diocesan coordinator may delegate this responsibility to the Diocesan coordinator elect and Lay Coordinator's discretion.

9. **Additional Members.** Committee chairpersons shall be responsible for choosing additional (non-voting) members for their committees. Each committee should strive to maintain one or more additional nonvoting members.

10. **Resignation of Members.** Any individual member may resign at any time by giving written notice to the Lay coordinator. Any such resignation will take place on the date the notice is received unless a termination date is specified in the resignation letter.

11. **Removal of Members.**

11.1 The Secretariat is a self-governing body. Any lay member of the Secretariat, chairperson, committee member, or Ultreya Coordinator may be involuntarily removed from his/her office based on the following grounds:

11.1.1 Activities or situations that may discredit, misrepresent, scandalize or harm the diocesan Cursillo.

11.1.2 An individual member is either a detriment to the effective functioning of the Secretariat,

11.2 In the event of a possible involuntary removal, the Diocesan coordinator and the Spiritual Advisor(s) will be consulted for preliminary discussion and discernment. The Cursillista in question shall be approached by the Diocesan coordinator and Spiritual Advisor(s) of the pending action. A spirit of conciliation fraternal correction shall guide this intervention.

11.3 If the Spiritual Advisor(s) recommend the removal of the Cursillista in question, the Diocesan coordinator will advise the Secretariat and convene a special hearing for due process.

11.4 The Cursillista in question shall be entitled to due process and shall be given an adequate chance to be heard by the entire Secretariat at the special hearing. The hearing shall be held in executive session.

11.5 Non-appearance of the Cursillista in question under the removal process at the special hearing shall constitute a forfeit to be heard on his/her part. The Secretariat shall at this time proceed with a discussion and a vote.

11.6 Termination of a member shall be accomplished by a 3/4 (6/8) of the members of the Secretariat in attendance voting for such a removal.

11.7 The Cursillista in question shall be informed in writing, whether present or absent at this hearing. The Spiritual Advisor(s) may remain at the disposal of the removed Cursillista for pastoral or personal reasons.

12. **Transition of Members.** Upon completion of service, the member leaving the position will gather and organize all materials that pertain to the position. The outgoing member then transfers to, and reviews with the succeeding member or individual designated by the committee chairperson, all correspondence, records, files and procedures required of the position, and makes him or herself available to answer questions and respond to follow-up questions.

ARTICLE IV – SCHOOL OF LEADERS

The School of Leaders, a community of service consisting of laypersons and clergy, is important to the Cursillo Movement, the complement and extension of the Secretariat. The School is the instrument for the Secretariat to accomplish its work. The School can supply the Secretariat with teams of leaders who exemplify a spiritual life and are living the Cursillo method and bearing fruit in the apostolate, so that these leaders may be the ferment of the Cursillo Movement in the diocese.

ARTICLE V – MEMBER AND COMMITTEE RESPONSIBILITIES

The members of the Secretariat and their responsibilities are as follows:

1. **Members:** There shall be eight (8) voting members on the Secretariat, including a Diocesan Coordinator, Diocesan Coordinator Elect, Chairperson of Study/School of Leaders, Chairperson of the Pre-Cursillo, Chairperson of the Cursillo, Chairperson of the Post-Cursillo, Chairperson of Administration/Treasurer and Chairperson of Communications/Secretary. Spiritual Advisor(s) are non-voting members.
2. **Responsibilities:**
 - 2.1 The Diocesan Coordinator in consultation with the Spiritual Advisor, will convoke, preside at, prepare, and direct all meetings of the Secretariat. The Diocesan Coordinator will set the direction of the Movement.
 - 2.1.1 Appoint Committees as Necessary
 - 2.1.2 Fill vacant positions on the Secretariat by appointment for balance of terms.
 - 2.1.3 Submit the annual diocesan report to the Bishop and Secretariat.
 - 2.1.4 Prepare the agenda for Secretariat meetings.
 - 2.1.5 Make facility reservations for Secretariat meetings.
 - 2.1.6 Be responsible for implementing the Diocese of Harrisburg Cursillo Movement Apostolic Plan.
 - 2.1.7 Serve as liaison to the Regional and National Secretariats.
 - 2.1.8 Serve as an ex officio member of all working sections and committees.
 - 2.2 **The Spiritual Advisor(s)** will oversee the spiritual needs of the Secretariat and the Movement. The Diocesan Spiritual Advisor who is appointed by the Bishop, maintains a link between the Movement and the Bishop's Office. To ensure proper spiritual assistance to the Movement, the Diocesan Spiritual Advisor will be responsible for approving other priests, deacons, and vowed religious identified by the Cursillo committee as spiritual advisors to assist with the Doctrinal Rollos and Meditations during the Cursillo.
 - 2.3 **The Diocesan Coordinator Elect** will perform duties to assist the Diocesan Coordinator and will act as Diocesan Coordinator in the event the Diocesan coordinator is unable to perform those duties. In addition, the Diocesan coordinator Elect shall:
 - 2.3.2 Ensure that the Diocese of Harrisburg Cursillo Movement Apostolic Plan and **By-Laws** are reviewed and **updated by the Secretariat on an annual basis.**
 - 2.3.3 Assist the Diocesan Coordinator with preparing the agenda for Secretariat meetings.
 - 2.3.4 Assist the Diocesan Coordinator with compiling the annual Cursillo diocesan report to the Bishop.
 - 2.3.5 Assist other Secretariat members and committees as determined by the Secretariat.
 - 2.3.6 Perform such other duties as the Diocesan Coordinator or Secretariat may feel helpful.
 - 2.3.7 Serve as a member of the nominating committee

2.4 The Chairperson of Study/School of Leaders and his/her Committee will convoke, preside at, prepare, and direct all activities relating to the School of Leaders, with assistance from other School of Leaders participants, including the Spiritual Advisor(s). The composition of the School of Leaders will be all members of the 4th day community with special emphasis on those who wish to serve on the core team of Three Day Cursillo Teams. In addition the chairperson of school of leaders shall:

- 2.4.1 Ensure the School of Leaders meets regularly.
- 2.4.2 Encourage a hunger for God and bear witness to Christ.
- 2.4.3 Accelerate the conversion of its own members and assist the entire community to grasp the vision and mentality of the multiple founders of Cursillo Movement.
- 2.4.4 Communicate the Good News of God's love to the person in a kerygmatic manner.
- 2.4.5 Promote the evangelization of environments.
- 2.4.6 Perform such other duties as the Diocesan coordinator or Secretariat may find helpful.
- 2.4.7 Serve as a member of the nominating committee

2.5 The Chairperson of the Pre-Cursillo and his/her committee will ensure the selection and preparation of candidates who will live a Three Day Cursillo within the Diocese is properly implemented. The Chairperson will ensure that the Secretariat, person or group delegated by the Secretariat, receives an application for each candidate that is properly filled out and submitted in a timely manner. In addition, the Chairperson of Pre-Cursillo shall:

- 2.5.1 Receive candidate and sponsor applications.
- 2.5.2 Prepare candidate list.
- 2.5.3 use *The Cursillo Movement Sponsor's Booklet* to educate sponsors as to their responsibility to the candidates. It is recommended when possible that the Pre-Cursillo chair or committee members educate sponsors by attending the opening evening of the Cursillo and meeting with the sponsors directly as candidates are dropped off, to ensure that the sponsor has a good grasp of his/her role in sponsoring the candidate.
- 2.5.4 Perform such other duties as the Diocesan coordinator or Secretariat may feel helpful. Which may include but are not limited to a sponsor workshop.

2.6 The Chairperson(s) of the Cursillo and his/her/their committee and weekend teams ensure(s) that all the necessary elements for the Three Day Cursillo, in coordination with the Rector(a), are available. The administrative/logistic support for the Three-Day Cursillo program includes such things as:

- 2.6.1 Team selection with recommendation by the Rector(a)
- 2.6.2 Oversight of the Three Day Cursillo weekend facilities
- 2.6.3 Make reservations and contract with facilities with the approval of the Secretariat for the conduct of the Three Day Cursillo.
- 2.6.4 Avoid activities that have the potential to distract the candidates from the true purpose of the Three Day Cursillo.
- 2.6.5 Request general Palanca.
- 2.6.6 perform other such duties as the Diocesan coordinator and Secretariat may feel are helpful.

2.7 The Chairperson of the Post-Cursillo and his/her Committee ensure that every Cursillista within the diocesan Movement can grow in their Fourth Day. This is accomplished by ensuring a link between the School of Leaders and the Ultreyas (all the Group Reunions) within the Diocese. Furthermore, the Chairperson of the Post-Cursillo ensures that the Ultreyas maintain their essence by their living and sharing of the love of God and of neighbors in the environments. The Chairperson is also responsible for scheduling and coordinating the yearly grand ultreya. In addition, the Chairperson of the Post-Cursillo shall:

- 2.7.1 Encourage friendship and personal contact with Cursillista in their Fourth Day.
- 2.7.2 Encourage participation by diocesan Cursillo leaders in the various Cursillo workshops and in some cases on a diocesan level, to enrich and educate the Cursillo leaders as to the proper and authentic purpose of the Cursillo Movement
- 2.7.3 Encourage and facilitate the formation and sustaining of friendship, Group Reunions and Ultreyas at both the diocesan and sub diocesan (groups of neighboring parishes) levels.
- 2.7.4 Maintain a current list of Ultreya locations and coordinators and make available on the Diocesan Cursillo Website.
- 2.7.5 Plan for, schedule, and coordinate the annual Grand Ultreya.
- 2.7.6 perform such other duties as the Diocesan coordinator and Secretariat may feel are helpful.

2.8 The Chairperson of Administration/Treasurer and his/her Committee shall handle the administrative and financial matters of the Diocese of Harrisburg Cursillo Movement. The Treasurer ensures that the Movement is always financially solvent, and that all local, regional, and national obligations are met. It is also the responsibility of the Treasurer to see that books, publications, and other supplies, which are needed by the Movement, are always available. In addition, the Chairperson of Administration/Treasurer shall:

- 2.8.1 Receive and care for all monies and property belonging to the Diocese of Harrisburg Cursillo Movement and dispose of the same under the direction of the Secretariat.
- 2.8.2 Receive and provide receipts for all amounts due to the Movement, endorse checks, deposit money and sign contracts with the bank in the Secretariat's name and on its behalf in accordance with these By-Laws.
- 2.8.3 Prepare the annual operating budget consisting of all anticipated revenues and expenses of the Secretariat at the outset of the fiscal year, which commences on July 1.
- 2.8.4 Maintain General Liability and coordinator and Officers (D&O) insurance for the Secretariat.
- 2.8.5 Render to the Secretariat, at regular meetings of the Secretariat, or whenever it shall be requested by the Secretariat as a whole, or by any member of the Secretariat, an account of all transactions made as Treasurer and of the financial condition of the Movement.
- 2.8.6 Communicate and coordinate with the office of the diocesan Controller in the Diocese of Harrisburg as needed.
- 2.8.7 Communicate, coordinate, and make appropriate arrangements with the diocesan Movement's bank as needed.
- 2.8.9 perform such other duties as the Diocesan coordinator and Secretariat may feel are helpful.
- 2.8.10 Serve as database manager or oversee the work of the Database manager.
- 2.9.11 Serve as a member of and chair of the nominating committee

2.9 The Chairperson of Communications/Secretary and his/her Committee will take attendance and keep accurate minutes of all meetings and see to it that they are distributed, in sufficient time to allow for review, corrections and additions, prior to the next secretariat meeting at which time they would be submitted for approval. Such minutes shall be posted promptly on the Cursillo web site for the 4th day community to access. The Secretary will ensure that all mailing lists are up-to-date and will assume responsibility for maintaining copies of all correspondence and mailings sent out by the Secretariat in a proper and safe manner. In addition, the Chairperson of Communications/Secretary shall:

2.9.1 Solicit and distribute Palanca for weekends and provide Palanca to other diocese

2.9.2 receive/collect and distribute Secretariat mail. 2.9.3 serve as Webmaster or oversee the work of the Webmaster.

2.9.4 Perform such other duties as the Diocesan coordinator and Secretariat feel would be helpful to the movement.

ARTICLE VI – TWO-WAY COMMUNICATION

The Secretariat will maintain intercommunication with the Regional and National Secretariats, as they relate to the method and Charisma established and recognized by the World movement and OMCC.

ARTICLE VII – IMPLEMENTATION

The Secretariat shall implement the Cursillo Movement in the Diocese of Harrisburg, according to the OMCC and the Dicastery for Laity and Family life.

1.1 The Secretariat shall meet once every month, unless a vote, of simple majority, by the Secretariat determines otherwise. or every other month depending on the need as determined by the Diocesan Coordinator. Regular meetings will be held on the first Saturday of the month, unless rescheduled by a simple majority vote of the secretariat. The meetings are open, and any member of the Cursillo Movement is welcome to attend. However, where the nature of the topic during a meeting requires confidentiality, that meeting or the necessary portion of that meeting may be closed with a simple majority vote of the Secretariat.

1.2 The agenda for a regular Secretariat meeting shall be as follows:

1.2.1 Prayer

1.2.2 Group Reunion

1.2.3 Committee Reports

1.2.4 Diocesan Coordinator's report

1.2.5 New Business

1.2.6 Old Business

1.2.7 Upcoming Events

1.2.8 Any Other Business

1.2.9 Adjournment and Closing Prayer

1.3 The July meeting each year shall be designated as the Annual Meeting. The purpose of the Annual Meeting will be to:

1.3.1 Introduce newly elected members commencing their terms in office.

1.3.2 Review, evaluate and update the prior year's goals and objectives documented in the Diocese of Harrisburg Cursillo Movement Apostolic plan

1.4 Additional Secretariat meetings may be called with all members of the Secretariat notified of such:

- 1.4.1 at the request of a simple majority of members present and voting at a meeting of the Secretariat.
 - 1.4.2 at the discretion of the Diocesan Coordinator or Spiritual Advisor.
 - 1.4.3 at the request of one or more committees.
 - 1.4.4 for a special due process hearing when considering involuntary termination of a member.
2. **Conduct of the Proceedings.**
- 2.1 Meetings of the Secretariat will be presided over by the Diocesan Coordinator, or in his/her absence by the Diocesan Coordinator Elect.
 - 2.2 The Secretary will take notes and record all decisions in the Minutes of the meeting. If the Secretary is absent, the presiding officer will appoint another member to act as Secretary for the meeting.
 - 2.3 **Quorum.** A sufficient number of voting members present to cast five (5) votes shall be necessary to constitute a quorum.
 - 2.4 **Voting.** Decisions of the Secretariat shall be made by voting. Each lay member of the Secretariat as enumerated in Article V, paragraph 1 shall have one vote on all matters requiring a vote. Co-chairs are not to be utilized. Unless otherwise stated in this document, a simple majority consenting vote of the members present is required for approval of a motion. Members must be present to vote.
 - 2.4.1 **Note:** Participation in meetings by telephone or video conference constitutes presence in person (See Article XIII).
 - 2.4.2 **The Tie Vote.** A tie vote occurs when 50% vote in favor and 50% vote against. No one receives a majority vote. If there is no way to break the tie vote, the motion is lost.
 - 2.5 **Parliamentary Authority.** All business of the Diocese of Harrisburg Secretariat shall be conducted in the spirit of Christian love and in accordance with the current edition of the *Robert's Rules of Order*.
3. **Three Day Cursillo Guidelines and Team Formation.**
- 3.1 **General Guidelines.**
 - 3.1.1 The intent of the Diocesan Secretariat will be to conduct two (2) Three Day Cursillo weekends for both men and women each year.
 - 3.1.2 Three Day Cursillo weekend dates and venue shall be determined by the Secretariat.
 - 3.1.3 A minimum of 9 candidates are required to be registered for either the Men's or Women's weekend for the Three Day Cursillo to take place. The Secretariat reserves the right of final approval of the minimum number of candidates.
 - 3.1.4 Team members shall pay for the weekend during team formation. New Cur siestas shall pay during the weekend.
 - 3.1.5 Sponsors. Sponsors will be responsible for:
 - (1) Submitting Candidate and Sponsor Applications.
 - (2) Reading the information contained in The Cursillo Movement Sponsor's Booklet.
 - (3) Knowing the candidate as much as possible, and praying for direction from the Holy Spirit.
 - (4) Providing the candidate(s) with as much information as possible,
 - 3.1.6 All candidate applications should be received preferably no later than two (2) weeks prior to the Three Day Cursillo. A late application will not, however, disqualify a candidate from attending the weekend.
 - 3.1.7 Teams should have a mix of experienced and non-experienced team members.
 - 3.1.8 There should be personal witnessing in Rollos where so indicated in the applicable Rollo manual; however, it must be topic specific.
 - 3.1.9 Pastor signatures will be required on Candidate Applications.
 - 3.2 **Selection of Rector(a)s.** The Chairperson(s) of the Cursillo Committee shall nominate Rector(a)s for the Three Day Cursillo. The Secretariat will approve nominees for this role. Criteria for selection of Rector(a)s is as follows:
 - 3.2.1 Service on at least (3) Three Day Cursillo teams.
 - 3.2.2 Presented at least (2) Rollos.

- 3.2.3 Be active in Group Reunion
- 3.2.4 Participate in Ultreyas.
- 3.3 **Selection of Team Members.** Rector(a)s will have the freedom to select their teams. The initial team roster shall be provided to the Secretariat. To guide in the process, Rector(a)s should select team member applicants who are:
 - 3.3.1 Cursillistas
 - 3.3.2 able to receive the sacraments of Holy Communion and Reconciliation in the Catholic Church.
 - 3.3.3 Active in Group Reunion/Ultreyas.
 - 3.3.4 Committed to participate in all team meetings, entire weekend, and the regular Group Reunion and Ultreya.
 - 3.3.5 Willing to serve and subordinate himself or herself for the group.
- 3.4 **Candidate Qualifications.** Sponsors should only submit Candidate Applications for men and women who meet the following minimum criteria:
 - 3.4.1 Attain the age of 18 by the beginning of the Three Day Cursillo.
 - 3.4.2 A baptized Roman Catholic.
 - 3.4.3 Able to receive the Sacraments of Reconciliation and the Eucharist.
 - 3.4.4 be free of obstacles that hinder the ability to join a Group Reunion.

ARTICLE VIII – GROUP REUNION

Since the Secretariat is itself a unit of service and serves as a Group Reunion, there should be a sharing of Piety, Study and Action among its members at its meetings.

ARTICLE IX – AMENDMENTS

Amendments to these By-Laws need to be proposed by a member of the Secretariat or School of Leaders. Amendments or deletions may be made at any regularly scheduled meeting by the Secretariat. Approval of an amendment requires majority consenting vote of the Secretariat voting membership. Proposed amendments must be submitted to the Secretariat Emergency Amendments. Notwithstanding the above, if in the opinion of the Diocesan coordinator or Spiritual Advisor an emergency amendment is necessary to these By-Laws, the amendment may be made at any time so long as there is a majority consenting vote to said amendment by the Secretariat voting membership.

ARTICLE X – AD HOC COMMITTEES AND PRO TEM POSITIONS

Ad hoc committees and pro tem positions may be appointed by the Lay Coordinator

The business affairs of the Secretariat are intended to be transparent to the Fourth Day Community

ARTICLE XIII – PARTICIPATION IN MEETING BY TELEPHONE OR VIDEO CONFERENCE

Any one or more members of the Secretariat may participate, due to unusual circumstances, in a meeting by means of a conference telephone or similar communications equipment or by electronic video screen communication. Participation by such means shall constitute presence in person at such meeting as long as all persons participating in the meeting can hear each other at the same time and each member can participate in all

matters before the Secretariat, including without limitation, the ability to propose, object to, and vote upon specific action to be taken by the Secretariat. **This flexibility is limited in nature to unusual circumstances only, because the Secretariat is a Group Reunion under the Cursillo Charism requiring personal interaction.**

ARTICLE XVI – BY-LAWS REVISION HISTORY

- 06/09/1984 – Original Articles of Operation Approved. Signatories included: Frank Falcone, William LaCour, John Orndorff, Sandy Golech, John Baker and one unknown signature.
- 05/21/2013 – Article 4, Section 3, B – Changed terms of Secretariat committee Chairpersons from 2 to 3-year terms, revised the years in which each committee chair would be voted upon and included a 3-year implementation schedule starting in June 2013. Signatories included: Nancy Keener, Betty Berry, Rita Geraci, Donna Nebastinsky, Robin and Michael Schriener and Lois and Tom Wonsiewicz.
- 02/02/2021 – The Articles of Operation were changed as follows:
 - Title from Articles of Operation for Cursillo in Christianity in the Diocese of Harrisburg, Pennsylvania to By-Laws for the Secretariat of the Diocese of Harrisburg Cursillo® Movement. Added section to reflect that there is one English language Secretariat and one Spanish Secretariat in the Diocese of Harrisburg that are co-responsible to the Bishop for overseeing the work of the Movement.
 - Preamble to reflect model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
 - Article I title from Purpose and Responsibility of the Secretariat to Name. Rewrote Article to reflect model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual* and Article II, Section C, The Diocesan Secretariat, of the *Articles of Operation, United States Cursillo® Movement* to identify the different language Secretariats in the Diocese and the legal name of the entity.
 - Article II title from Meetings to Purpose to reflect model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual* and to align purpose with the National Secretariat *Articles of Operation, United States Cursillo® Movement*.
 - Article III Changed title from Voting Membership of the Secretariat to Membership and Structure of the Secretariat. Changed wording to align the By-Laws more closely with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual* and added the following subtopics: Standard Terms, Term Limits, Nominating Committee and Process, Elections, Additional Members, Resignation of Members, Removal of Members, and
 - Transition of Members. Moved chairperson rotation cycle, committee information and vacancies replacement procedure from Article 4 to Article III.
 - Article IV title from Leadership Functions and Responsibilities to School of Leaders to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
 - Article V title from Spiritual advisor to Member and Committee Responsibilities to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*. Updated voting member and committee duties and responsibilities.
 - Article VI title from Spiritual Advisors to Two-Way Communication to align the By-Laws more closely with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
 - Article VII from Amendments to Implementation to align the By-Laws with the subject matter information in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*. Moved meetings information from Articles 2 and 4 to Article VII. Added subparagraph on Agenda and paragraph on Three Day Cursillo® Guidelines and Team Formation.

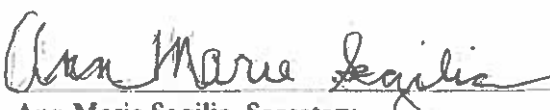
- Article VIII title *from* National Article *to* Group Reunion to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the Leaders' Manual.
- Article IX Amendments title moved *from* Article 7 *to* Article IX. Rewrote Article to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the Leaders' Manual.
- Article X added new Article title Ad hoc Committees and Pro tem Positions.
- Article XI added new Article title Special Concerns. Added paragraph to reflect that all attempts should be made to resolve special concerns on the Diocesan level.
- Article XII added new Article title Confidentiality.
- Article XIII Added new Article title Participation in Meeting by Telephone or Video Conference.
- Article XIV Changed National Article (Article 8) title *to* Conflicts and moved it to Article XIV.
- Article XV Changed Definitions of Terms title used in The Articles of Operation *to* Definitions of Terms in By-Laws and moved it to Article XV.
- Article XVI Changed History of Revisions title *to* By-Laws Revision History and moved it to Article XVI.
- Article XVII Added new article title Approval.

APPROVAL

- The members comprising the Secretariat on the date the By-Laws were amended were as follows:
Reverend Ken Smith
 - Father Ken Smith, Spiritual Advisor
 - Deacon Gregory Amarante, Assistant Spiritual Advisor
 - Bill Benning, Diocesan Coordinator
 - John Rossi, Diocesan Coordinator Elect
 - Garrison Price, Chairperson of Study / School of Leaders
 - Tina Stryker, Chairperson of Pre Cursillo
 - Dave Marrazzo, Chairperson of Cursillo
 - Lisa Rowe, Chairperson of Post-Cursillo
 - Dave Schlegel, Chairperson of Administration / Treasurer
 - Ann Marie Segilia, Chairperson of Communications / Secretary
- **Certification.** I certify that the foregoing By Laws were amended by the Secretariat at its regular meeting on January 6, 2024.


Bill Benning, Diocesan Coordinator

1-6-2024
Date


Ann Marie Segilia, Secretary

1-6-2024
Date