

BY-LAWS
OF THE SAN FRANCISCO/SAN MATEO (SF/SM)
CURSILLO SECRETARIAT

THE MEMBERS OF THE SF/SM CURSILLO SECRETARIAT WISHING TO EFFECT CERTAIN CHANGES IN THE BY-LAWS DO HEREBY ADOPT THESE BY-LAWS TO BE EFFECTIVE ON MARCH 9, 2016, AND TO REMAIN EFFECTIVE UNTIL AMENDED, MODIFIED OR SUPERSEDED. THESE BY-LAWS SHALL SUPERSEDE ANY PREVIOUS BY-LAWS OF THE SECRETARIAT.

I. PURPOSE OF THE SF/SM CURSILLO SECRETARIAT

- A. To function as the administrative and financial trustee body for all Cursillo matters under our jurisdiction.
- B. To recruit, develop and elect Rectors and Rectoras for the Cursillo weekends under our jurisdiction.
- C. To be a resource and support group for Rectors and Rectoras and their teams.
- D. To facilitate two leadership workshops per calendar year, and to encourage leaders to attend.
- E. To encourage and foster Fourth Day activities such as Ultreyas
- F. To provide Sponsorship Workshops to the Cursillo community to foster responsible candidate sponsorship.
- G. To develop and maintain a set of Rector/Rectora Guidelines in accordance with General Secretariat's direction.
- H. Scholarships
 - a. To administer the scholarship program for candidates and team in accordance with current approved procedures.
- I. To maintain and update the following materials and provide them to Rectors and Rectoras and teams in formation as appropriate:
 - a. By-laws of the SF/SM Cursillo Secretariat
 - b. Rector/Rectora Commandments and Guidelines
 - c. SF/SM Cursillo Secretariat Financial Policy [see Secretariat Treasurer's Manual provided by Secretariat Treasurer]
 - d. Facility use rules and regulations
 - e. Evaluations of past Cursillo weekends provided by the Rectors/Rectoras
 - f. Gender-specific binders of "Applications to Serve on a Cursillo Team"
 - g. SF/SM Cursillo Secretariat members contact information and other important telephone numbers to use during team formation and during the weekend
- J. Support
 - a. To explain the function of the SF/SM Cursillo Secretariat to teams

- b. To provide a packet which includes the items in #I. above
- c. To provide on-going support to Rectors and Rectoras
- d. To commission Rectors and Rectoras and their teams

II. MEMBERSHIP

- A. The SF/SM Cursillo Secretariat shall be composed of eighteen (18) regular members, nine (9) male and nine (9) female, representing the active Cursillo communities in San Francisco, San Mateo and the surrounding communities.
 - a. New members of the SF/SM Cursillo Secretariat shall have made a Leadership Workshop, or make the next Leadership Workshop, upon becoming members of the SF/SM Cursillo Secretariat.
 - b. Regular members shall not include those prospective and past Rectors and Rectoras identified in Paragraph II G, notwithstanding that such members may be entitled to vote.
- B. Regular members shall serve a three (3) year term of office and may not be reelected until at least one (1) year after the expiration of any term they serve. The terms of regular members shall be set so as to provide for the replacement of six (6) members, three (3) male and three (3) female each year.
- C. Each year at the January meeting, the SF/SM Cursillo Secretariat shall form a Membership Committee This committee shall solicit names of people interested in serving on the SF/SM Cursillo Secretariat. The list of names so obtained shall be presented to the SF/SM Cursillo Secretariat. At the last meeting before adjourning for the summer break the SF/SM Cursillo Secretariat shall elect from that list the new members to replace those members whose terms are expiring, or those whose positions are vacated. Persons filling vacated positions shall complete the terms for those positions. Persons filling expired positions shall be elected at the May meeting and shall serve a full term.
- D. Any vacancies on the SF/SM Cursillo Secretariat, however caused, shall be filled as soon as possible through the election of a new member for the remainder of the vacated term. If the resulting term of the replacement member is less than a full two years, that member will be eligible for reelection immediately after the expiration of that term.
- E. In the event the SF/SM Cursillo Secretariat Chairperson position becomes vacant for any reason, the SF/SM Vice Chair Liaison to the General Secretariat will assume the SF/SM Cursillo Secretariat Chair position. The SF/SM Vice Chair Liaison to the General Secretariat vacancy will be open for nomination with voting at the next scheduled SF/SM Cursillo Secretariat meeting.
- F. Members may be removed from office only for cause (which may be persistent absence as specified in F a, below, or conduct materially inconsistent with the goals and principles of Cursillo, (such as violations of confidentiality), and such removal shall normally require a vote of two-thirds (2/3rds) plus one (1) of the voting members of the SF/SM Cursillo Secretariat, excluding the vote of the member to be removed.
 - a. The single exception to this rule shall be the removal of any member who has three (3) or more unexcused absences, as defined below, from SF/SM Cursillo

Secretariat meetings during a year. The agreement of the SF/SM Cursillo Secretariat Chairperson and two SF/SM Cursillo Secretariat Vice Chairpersons, without a vote of the body, may remove such a member.

- b. Unexcused absences are people missing meetings without contacting Secretary of the SF/SM Cursillo Secretariat and informing of absence prior to meeting on the second Tuesday evening of the month.
- G. In addition to the regular members, upcoming Rectors and Rectoras whose weekend dates have been fixed must attend SF/SM Cursillo Secretariat meetings for the year prior to their weekend and the year following their weekend. The Rectors and Rectoras shall become voting members of the SF/SM Cursillo Secretariat, one year prior to their weekend date. Membership for that year or any portion thereof shall not preclude a Rector or Rectora from being elected to the next successive full term of the SF/SM Cursillo Secretariat.
- a. Rectors and Rectoras will be given time at each SF/SM Cursillo Secretariat meeting to report on the progress of their team formation.
 - b. In addition to the SF/SM Cursillo Secretariat meeting there will be a required Rector/Rectora Support Meeting that is held one (1) hour before the regular SF/SM Cursillo Secretariat meeting. This body will provide the main source of feedback and guidance for the upcoming Rectors and Rectoras.

III. OFFICERS

- A. Officers of the SF/SM Cursillo Secretariat will consist of a Chairperson, two (2) Vice Chairs, one for Rector/Rectora Development and the other for Liaison with the SF General Secretariat, a Secretary and a Treasurer.
- B. Officers will be elected by secret ballot at the June meeting of each year and will serve for a period of one (1) year commencing with the meeting of the election and continuing through the June meeting of the following year.
- C. The Chairperson and Vice Chairs may be reelected for one (1) term only.
- D. The duties of the Chairperson:
 - a. To preside over the meetings of the SF/SM Cursillo Secretariat.
 - b. To maintain open communication with the Cursillo community at large.
- E. The duties of the Vice Chairs:
 - a. To assist the Chairperson wherever necessary.
 - b. To preside at meetings of the SF/SM Cursillo Secretariat when the Chairperson is not present.
 - c. To represent SF/SM Cursillo Secretariat at the meetings of and participate in the work of the General Secretariat.
 - d. To chair the Rector/Rectora Development Committee and to maintain/update the current order of the Rector/Rectora Queue.
- F. The duties of the Secretary:

- a. To keep the minutes of the SF/SM Cursillo Secretariat meetings and distribute them to the membership.
- b. To take attendance at the meetings and provide copies of materials from meetings to absent members.
- c. To maintain SF/SM Cursillo Secretariat membership records and call elections of new members as necessary.
- d. To make certain that SF/SM Cursillo Secretariat members receive copies of proposed amendments, modifications or additions to SF/SM Secretariat By-Laws and to propose same for discussion and adoption..

G. The duties of the Treasurer:

- a. To maintain the financial records of the SF/SM Cursillo Secretariat and report on them at each regular meeting
- b. To inform each Rector and Rectora of the financial responsibilities of each Cursillo weekend. The treasurer may designate an alternate or alternates to liaise directly with the team Rector/as and treasurers in order to ensure that team financial procedures are in accordance with prescribed policies. The team treasurer retains ultimate responsibility for team finances. Each Cursillo weekend operates under the auspices and guidance of the SF/SM Cursillo Secretariat, which reports to the General Secretariat. Any monies collected for a Cursillo must be fully accounted for to the SF/SM Cursillo Secretariat, and any excess money must be turned in to the SF/SM Cursillo Secretariat.
- c. To make appropriate banking arrangements, with the approval of the SF/SM Secretariat Chairperson.
- d. To collect, maintain and distribute SF/SM Cursillo Secretariat funds.
- e. To Chair the Finance Committee of the SF/SM Cursillo Secretariat. Alternatively the treasurer may delegate the chairmanship of the Finance Committee to a member of the Finance Committee who is also a member of the Secretariat
- f. To prepare and submit the SF/SM Cursillo Secretariat books for auditing during July/August of each year
- g. To maintain the Treasurer's Manual and Team Financial Guidelines, revising as necessary.
- h. The SF/SM Secretariat Treasurer shall also be responsible for the Secretariat's P.O. Box keys, ensuring controls over access to the mail, and shall also be responsible for paying the annual rental fee on the P.O. Box in a timely manner to prevent the closure of said P.O. Box.

IV. FINANCES

- A. The SF/SM Cursillo Secretariat complies with the fiscal requirements established by the General Secretariat.
- B. The SF/SM Cursillo Secretariat is responsible for its own finances and the finances of each team it sponsors.
- C. The management of the SF/SM Secretariat's finances and associated records is the responsibility of the Treasurer as detailed in #III.G. The treasurer is assisted by such alternates as he/she may designate and by the Finance Committee [VII.E.i]. The Finance Committee oversees SF/SM Secretariat financial stability and policy.
- D. SF/SM Secretariat finances and team finances are conducted per the Treasurer's Manual as amended. This document contains detailed instructions and approved forms and formats which are to be exclusively used in the conduct of SF/SM Secretariat and team business.
- E. SF/SM financial records are audited each year then retained together at a designated site.

V. MEETINGS

- A. The SF/SM Cursillo Secretariat will meet on the second Tuesday of each month, with the exception of July and August, unless otherwise changed by the SF/SM Cursillo Secretariat members. [The Rector/Rectora Support Committee may/may not meet during the Summer, depending upon the decision of the committee membership].
- B. A quorum is necessary for a binding vote, 50% of Secretariat membership plus 1 must be in attendance to make a vote binding.
- C. Additional meetings may be called by the SF/SM Cursillo Secretariat Chairperson or by any three (3) members of the SF/SM Cursillo Secretariat. One week's notice must be given to the membership prior to these additional meetings.
- D. All business of the SF/SM Cursillo Secretariat shall be conducted in a Spirit of Christian Love and in accordance with the current edition of "Robert's Rules of Order."
- E. The SF/SM Cursillo Secretariat meetings shall be open to all Cursillistas. However, where the nature of the topic during a meeting requires confidentiality, that meeting, or the necessary portion of that meeting, may, be closed at the discretion of the presiding officer, to all but SF/SM Cursillo Secretariat members.
- F. The Secretary or an appointee will record all meetings. The minutes will be submitted at the next meeting for approval and filed permanently by the Secretary.

VI. ELECTION OF RECTORS AND RECTORAS

- A. The SF/SM Cursillo Secretariat will publish regularly the requirements for becoming a rector or rectora; and based on these requirements, will recruit candidates from the whole Cursillo community.
- B. Criteria for selection of Rectors and Rectoras
- a. He/she must be active in a Christian faith community other than the Cursillo movement. [Note: If a Rector/Rectora candidate's faith community is not Catholic or Episcopal, he/she will require approval of the General Secretariat Spiritual Directors. The Vice Chairperson of the Rector/a Development Committee is charged with seeking this approval.]
 - b. He/she must be active in a Fourth Day Group.
 - c. He/she must have served on at least three (3) Cursillo team formations and weekends.
 - d. He/she must have a minimum of four (4) references, including at least his/her clergy and a Rector/Rectora with whom he/she has served.
 - e. He/she must have served as both a cook and table leader.
 - f. He/she must have served on two (2) Core Teams. The applicant must have served as either two (2) roles from column A or one (1) from column A and one (1) from column B. [Note: Special Assistant and Assistant MOSSAF roles do not qualify.]

Core – Column A	Core – Column B
Assistant Rector/a	Assistant Head Cook
Head Cook	Assistant Music Director
Music Director	Assistant Spiritual Directors
MOSSAF	
 - g. He/she must have given at least one (1) spoken rollo.
 - h. He/She must have attended a Leadership Workshop.
- C. When applications are received, they will be screened against the published requirements, and the input of the applicant's references will be requested in writing.
- D. If an applicant does not meet all of the published requirements, the Secretariat will attempt to assist the applicant in correcting those deficiencies before further processing the application.
- E. When an applicant meets all the requirements, a copy of his or her application and references will be presented to the full body of the Secretariat, one (1) month before it is to be voted on.
- F. The Secretariat will vote on the eligibility of the candidate to be a Rector or Rectora. Should any member vote against a candidate, he or she will be required to indicate in writing the reason for this vote, so that the candidate may be informed of the problem and take appropriate corrective action.
- G. When a candidate is approved by the vote of the Secretariat, his or her name will be placed in a Queue in the order in which the application was received. Rectors and Rectoras will be selected from the Queue, with the person currently able to serve, whose name has been longest in the Queue being appointed for the next available slot. A person

currently serving on a team may be elected into the Rector/Rectora Queue. If the person comes up in the Queue while they are still serving on a team, their name will be held in the Queue until their duties on the team are completed at the conclusion of the weekend. The next person in Queue will be offered the available slot.

- H. The SF/SM Cursillo Secretariat under the following conditions can approve the use of former Rector/Rectora:
- a. An approved application to serve as a Rector or Rectora is on file.
 - b. A period of five (5) years has elapsed since that person has last served as a Rector or Rectora.
 - c. When there is no “first timer” in the Queue and available nine (9) months before a scheduled weekend date.

VII. SECRETARIAT COMMITTEES

- A. SF/SM Cursillo Secretariat Committees are created to support pre-Cursillo, Cursillo weekend and post-Cursillo activities. Each member of the Secretariat is expected to serve on at least two (2) committees for the ensuing year.
- B. Indication of preference and assignment to committees will take place during the June Secretariat meeting. A member of the SF/SM Cursillo Secretariat must chair each committee. The Chairperson will be identified at the June Secretariat meeting also.
- C. The Chairperson of each committee assumes responsibility for the committee at the June meeting. The predecessor Chairperson shall pass along at the June meeting the past year’s committee activities and information.
- D. Committees are open to the Cursillo community at large and the SF/SM Cursillo Secretariat encourages Cursillo community involvement.
- E. Committees will consist of at least but not limited to the following:
 - a. Rector/Rectora Development: Identify, recruit, notify person of election into the Queue and trains future Rectors and Rectoras. Insures that Rectors and Rectoras elected to the Queue understand and follow SF/SM Cursillo Secretariat By-Laws, Commandments and Guidelines.
 - b. Rector/Rectora Support: This committee is composed of past Rectors and Rectoras and is responsible for sharing their experience as a Rector/Rectora with Rectors and Rectoras in the queue.
 - c. Sponsorship Workshop: Plans, advertises and executes Sponsor Workshops to train potential sponsors as to their duties and responsibilities as a Cursillo Sponsor in accordance with SF/SM Cursillo Secretariat By-Laws and procedures. The Committee members shall make every effort to plan and execute these training sessions within 60 days of scheduled Cursillos as well as conduct them at Ultreyas and other large Cursillo community gatherings.
 - d. Candidate Application Review: The committee shall meet prior to Cursillo Weekends to review candidate applications to ensure that they meet all SF/SM Cursillo Secretariat requirements to attend a Cursillo.

- e. Commissioning: The committee is responsible for planning and conducting Cursillo team commissionings. This committee will also schedule Rector and Rectora commissionings at a regular Tuesday night SF/SM Cursillo Secretariat meeting when necessary. [NOTE: Rector/Rectora commissioning is done by the prior year's Rector/Rectora as soon as possible after Rector/Rectora is placed in Queue].
- f. Fourth Day First (during team formation): The committee does a presentation at a team meeting of the Rector/Rectora's choice to share the importance of Fourth Day first, through team formation, the weekend and into our life of Fourth Day.
- g. By-Laws: Draft and recommend to the SF/SM Cursillo Secretariat those changes to the organization's By-Laws deemed appropriate and necessary to accomplish the SF/SM Cursillo Secretariat's purpose. Changes, additions or deletions are submitted to the SF/SM Cursillo Secretariat for that body's approval/rejection.
- h. Communications: Members act as liaison between the Canta el Gallo editorial staff and the Cursillo community. Committee members solicit and write articles of interest to the SF/SM Cursillo community. The Communications Committee chair shall be responsible for the maintenance and upkeep of the mailing permit issued to the Secretariat by the U.S. Postal Service.
- i. Finance: Chaired by the SF/SM Treasurer or his/her designee, oversees financial policy of the SF/SM Cursillo Secretariat and suggests modifications and changes. The committee works with the SF/SM Cursillo Secretariat Officers, Committee chairpeople and Rector/Rectoras to develop a SF/SM Cursillo Secretariat budget and provide income and expenditures records. The budget is to be presented to the SF/SM Cursillo Secretariat for amendment and/or adoption. Acts on requests for expenditure of SF/SM Cursillo Secretariat funds, not previously budgeted, by providing advice as to the availability of funds. The SF/SM Cursillo Secretariat Chairman and SF/SM Vice Chairperson Liaison to the General Secretariat shall be members of the committee.
- j. Fourth Day/Outreach: Ensures that the importance of Fourth Day is clearly established and promoted throughout the Cursillo Community. Maintains a current list of active Fourth Day groups within the SF/SM Cursillo Community and provides that information to Cursillo teams and interested individuals through meetings, written and electronic media.
- k. Kairos Liaison: Facilitates the flow of information between the Kairos community and the SF/SM Cursillo Secretariat relative to the activities of these Cursillo groups.
- l. Leadership Workshop: Plan and implement two (2) Leadership Workshops a year to inform Cursillistas of the history and philosophy of the Cursillo movement; identify and recruit prospective Core Team members; train those so identified as to the duties and responsibilities of the individual Core Team position; and provide the listing of attendees to future Rector/Rectoras for consideration as their Core team Members when they are forming their teams.

- m. Library: Collects, maintains and stores appropriate written materials concerning the activities of the SF/SM Cursillo Secretariat.
- n. Palanca: Provides Palanca to Cursillo communities throughout the world. Solicits Palanca from other worldwide Cursillo communities and distributes it to the Rector/Rectoras for display during their Cursillo weekends.
- o. Secretariat Overnighter: Plans and executes the SF/SM Cursillo Secretariat's annual planning retreat held in June.
- p. Spiritual Director Contacts: Compile and maintain an up-to-date listing of Priests, and Deacons and community members eligible to serve as Spiritual Directors and Assistant Spiritual Directors (providing non-ordained community members meet the criteria of serving in this role) during team formation and Cursillo Weekends. They are responsible for actively seeking out and recruiting Spiritual Directors for Cursillo teams. Providing the list to Rectors and Rectoras in the Queue
- q. Membership: Actively identifies and recruits Cursillistas to serve as members of the SF/SM Cursillo Secretariat in accordance with the provisions of the By-Laws for SF/SM Cursillo Secretariat membership. This committee is formed at the January Secretariat meeting. (II. Membership)
- r. Ultreya: Coordinate and plan large gatherings of the Cursillo community featuring prayer, singing, sharing and food. Be available to teams during formation for guidance and assistance in planning for post weekend Ultreyas.

VIII. LIAISON BETWEEN GENERAL SECRETARIAT, CURSILLO TEAMS & COMMUNITIES

- A. The SF/SM Cursillo Secretariat operates under the auspices and guidance of the SF General Secretariat, which is responsible to the Catholic Archdiocese of San Francisco and the Episcopal Diocese of California.
- B. The SF/SM Cursillo Secretariat shall develop and approve a set of Rector/Rectora Commandments and Guidelines that reflect the General Secretariat Policies ensuring continuance of the ecumenical Cursillo movement.
- C. The SF/SM Cursillo Secretariat must approve any team's request to deviate from the Rector/Rectora Commandments and Guidelines. When a team wishes to deviate from the Commandments and Guidelines, a written request must be made to the SF/SM Cursillo Secretariat at least six (6) weeks prior to the proposed deviation.

IX. CANDIDATES FOR LEADERSHIP WORKSHOPS

- A. The SF/SM Cursillo Secretariat will encourage candidates for Leadership Workshops.
- B. Cursillistas in general will be encouraged to attend Leadership Workshops for preparation as future leaders, as well as being informed team members.

C. Secretariat members and Rector/Rectora candidates must attend a Leadership Workshop.

X. CONFIDENTIALITY

A. The business affairs of the SF/SM Cursillo Secretariat are intended to be transparent to Cursillo members, except to the extent transacted in closed session, which matters are held strictly confidential for reasons of legal protection. Consistent with Scripture, all gossip (defined for these purposes as the sharing outside the Secretariat meeting of personal information disclosed in the meeting, without the consent of the subject), is strictly prohibited.

ACCOUNTABILITY

A. SF/SM Cursillo Secretariat will be accountable first to God. The Secretariat is secondly accountable to the General Secretariat which is responsible to the Catholic Archdiocese of San Francisco and to the Episcopal Diocese of California for adherence to the aforementioned By-Laws and Rector/Rectora Commandments and Guidelines.

XI. AMENDMENTS

- A. Amendments, modifications or additions to these By-Laws shall be made only in accordance with the following process:
- a. Proposed amendments, modifications or additions to these By-Laws shall be submitted in writing to the SF/SM Cursillo Secretariat membership at a regular meeting of the SF/SM Cursillo Secretariat. The Secretary of the SF/SM Cursillo Secretariat shall make certain that members not present at that meeting are sent copies of the proposed amendments, modifications or additions.
 - b. At the meeting following the distribution of the proposed amendments, modifications or additions, the Secretary, at the request of those members proposing the amendments, modifications or additions, shall call for a vote by the SF/SM membership. Any amendment, modification or addition, shall call for a vote of the membership. Any amendment, modification or addition to these By-Laws shall require a two-thirds (2/3rds) vote to be passed.
- B. Notwithstanding the above, if in the opinion of the SF/SM Chair of the Secretariat, an emergency amendment is necessary to these By-Laws, the amendment may be made at any time so long as there is a three-fourths (3/4ths) written consent to said amendment from the voting members of the SF/SM Cursillo Secretariat.

I hereby certify that the foregoing is a true and correct representation of the By-Laws of the San Francisco/San Mateo Secretariat which were adopted on June 6, 1992 (and amended on June 4, 1994, October 14, 1997, June 15, 2002, November 11, 2003, February 10, 2004, **and March 9, 2016.**)

Diane FitzGibbon
SECRETARY

March 9, 2016
DATE