

The Episcopal Diocese of Southwest Florida

BY-LAWS

Article I

Name and Purpose

The name of the organization is the **Cursillo Secretariat of the Episcopal Diocese of Southwest Florida**, hereafter referred to as the **Secretariat**. The purpose of the Secretariat is to supervise and safeguard the Cursillo movement for the Diocese of Southwest Florida. To that end, the Secretariat recognizes that the purpose of Cursillo is to foster and encourage lay leadership in the church. The Secretariat further recognizes and acknowledges that it is subject to the current Canons of the Episcopal Diocese of Southwest Florida and the National Episcopal Cursillo By-laws and Legal Documents.

Article II

Membership

Section 1 – Composition

The Secretariat is made up of **ten (10)** voting members and **two (2)** non-voting ex-officio members, as follows. A quorum shall consist of a number greater than one-half of the voting membership.

1) Lay Director, 2) **Co-Spiritual Director**, 3) **Co-Spiritual Director**, 4) Pre-Cursillo Chair, 5) Communications Chair, 6) Three Day Weekend Chair, 7) Music Chair, 8) Fourth Day Chair, 9) Member At Large, **10) Hispanic/Latino Chair**, 11) Secretary [Ex-Officio], & 12) Treasurer [Ex-Officio].

Section 2 – Term

1. Each voting member of the Secretariat shall be elected for a term of three (3) years. After continuous service of three (3) years a voting member is required to have at least one (1) year of absence from the Secretariat membership before reelection.
 - a. In extraordinary circumstances, the Secretariat may elect by a two-thirds (2/3) majority vote of the voting members present to extend a member's term of service for twelve months.
 - b. Each ex-officio member of the Secretariat shall be appointed for a term of one (1) year and shall be eligible for reappointment annually.
2. In the event that any lay or ex-officio member is unable to complete his/her full term, the Lay Director, with a majority approval of the Secretariat, shall appoint a person to fill the vacancy for the remainder of that term.
3. In the event of a **Co-Spiritual Director** vacancy, the Bishop shall appoint a replacement to fill the vacancy for the remainder of that term.

4. In the event that a member of the Secretariat is appointed to fill a vacancy, depending on the length remaining on the term, the time served will not be counted in the determination of the period of continuous service of a full three (3) year term. The Secretariat shall vote on the determination of applicability. However a member shall not generally serve for more than six (6) consecutive years.
5. Ex-officio members shall be approved by a majority vote of the Secretariat

Section 3 – Nominations & Selection

1. Procedure

- a. A nominating committee shall be comprised of members going off the Secretariat plus the Lay Director.
- b. The nominating committee shall solicit names of potential candidates for election to the Secretariat from the entire Cursillo community in July. [Nominations for candidates for voting positions on the Secretariat shall be in writing on a form approved by the Secretariat and submitted during the period determined by the Secretariat for receipt of such nominations.](#) When a Co-Spiritual Director position is expiring, the Bishop's Office shall be notified of the need for a new selection and any names of clergy nominated by the Cursillo Community. The Lay Director, or designee, will coordinate with the Bishop's Office to add the Bishop's designated clergy name to the slate of nominees.
- c. After the potential candidates are identified, the [Co-Spiritual Directors](#) will do a pastoral consultation with a candidate's priest and convey any pastoral concerns to the Lay Director prior to the selection of the slate of nominees.
- d. The nominating committee shall select a slate of nominees and present the slate to the Secretariat no later than fourteen (14) days prior to the September meeting.
- e. The slate of nominees shall be discussed at the September meeting and must be approved by a simple majority vote of the Secretariat voting members present and voting. The approved selections shall be forwarded in a timely manner to the Bishop of the Diocese for approval to coincide with the annual Diocesan Convention, and shall be added to the *Journal of the Diocese of Southwest Florida*.
- f. At the first meeting of the newly formed Secretariat, the Lay Director shall be elected from those members who have served on the Secretariat for at least one (1) year. However, a member shall not serve more than 2 consecutive years as Lay Director.
- g. It is understood that the two (2) [Co-Spiritual Directors](#) will automatically fill those two (2) positions. The remaining [nine \(9\)](#) members shall be appointed by the Lay Director to respective positions identified in Article II – Membership – Section 1 – Composition.

2. Qualities for Membership on the Secretariat

- a. A prospective member must be living his/her Fourth Day.

- b. A prospective member should have demonstrated leadership capabilities in his/her parish or in some other facet of his/her life.
- c. A prospective member should have a commitment to the paramount proposition that the primary purpose of Cursillo is to foster, encourage and develop lay leadership; recognizing that individual or personal joys of renewal or expressions of worship are entirely subordinate to such proposition.

3. **Co-Spiritual Directors**

- a. Recognizing that the **Co-Spiritual Directors** are members of the clergy, the Bishop's Office shall be involved in seeking recommendations for these two (2) positions as the need arises. As per Section 3(1) (b) above, the Cursillo Community may wish to suggest nominations and these names will be provided to the Bishop's Office for consideration.
- b. It is suggested the two (2) **Co-Spiritual Directors** be chosen from different deaneries, perhaps with one (1) each from the northern half and the southern half of the Diocese at the discretion of the Bishop.
- c. Under normal circumstances, the **Co-Spiritual Directors'** terms shall be staggered so that only one (1) position shall be filled at a time.

Article III

Meetings

Section 1 – Regular

- 1. The Secretariat shall meet at such times and places as decided by the members.
- 2. The Lay Director shall notify all members no less than seven (7) days before the next meeting.
- 3. In order to ensure that a meeting quorum is available, during the week of the scheduled meeting each Secretariat member should communicate by any convenient means with the Lay Director of his/her attendance or absence.

Section 2 – Special

The Lay Director of the Secretariat may call a special meeting for such purposes as he/she may deem necessary and provide prompt notice of the purpose of said meeting to all members of the Secretariat at least seven (7) days prior to the date of the meeting.

Section 3 –

Electronic Secretariat, Subcommittee Meetings & Voting

- 1. **Action without Meeting.** Notwithstanding anything in these Bylaws to the contrary, any action required or permitted by these Bylaws or otherwise to be taken at any meeting of the Secretariat of the Cursillo of Southwest Florida or any committee established by these Bylaws, may be taken without a meeting, if written consent setting forth the action so taken shall be signed by all of the Secretariat, and such written consent and agreed

upon response time is filed with the minutes of the proceedings of the Secretariat. The vote on action to be taken may be held by mailed or electronically transmitted methods and the majority will be calculated by counting the total number of ballots returned within the specified time of their submission. Each voting member shall send his/her e-mail vote to the Lay Director and the Recording Secretary of the Secretariat. The Recording Secretary of the Secretariat shall tally the votes and announce the results at the end of the voting period along with a list showing the vote of each member. If a motion to hold a secret ballot had previously been passed, the Recording Secretary shall then announce only the results of the vote. Once the voting results are announced, the Lay Director shall declare the special Action Meeting closed. The results of this Action Meeting shall be put in writing and filed with the Secretariat of the Cursillo of Southwest Florida.

2. **Telephone Conference Calls.** Unless elsewhere prohibited by these Bylaws, the Secretariat of the Cursillo of Southwest Florida, or any committee established by these Bylaws, the members thereof may participate in a meeting by means of conference telephone or similar communications equipment through which all persons participating in the meeting can hear each other and engage in discussion. Participation in a meeting pursuant to this Bylaw shall constitute presence in person at such meeting. The minutes of such a meeting shall be put in writing and filed with the Recording Secretary of the Secretariat or any committee established by these Bylaws as the case may be. Likewise, individual(s) may participate by means of conference telephone or similar communications equipment during a live meeting of the Secretariat of the Cursillo of Southwest Florida or any committee established by these Bylaws, through which all persons participating in the meeting can hear each other and engage in discussion. Such participation should be noted in the minutes of that meeting by the Recording Secretary.

3. **Electronic Mail.** Unless elsewhere prohibited by these Bylaws, the Secretariat of the Cursillo of Southwest Florida, or any committee established by these Bylaws, the members thereof may use electronic mail to discuss and vote upon any motion that could otherwise be considered at any regular or special meeting. The results of any such vote shall be considered Action without Meeting, pursuant to Bylaws Article III – Meetings, Section 3 Electronic Secretariat Meetings, Subcommittee Meetings & Voting - Paragraph 1 and shall be put in writing and filed with the Recording Secretary. Whenever written notice or notice in writing of any meeting is referred to in these Bylaws, or in any Bylaws that may subsequently be adopted, such references shall be interpreted to include notice given via electronic mail.

Section 4 – Absences

If a member misses three (3) consecutive meetings of the Secretariat, he/she shall be contacted by the Lay Director to determine his/her commitment to serve on the Secretariat. The Lay Director has the authority to solicit a voluntary resignation and, if necessary, to ask for a vote of the Secretariat to declare a vacancy for the position in question.

Section 5 – Absence of the Lay Director

In the pending absence of the Lay Director, the Lay Director may appoint a member to act temporarily as the Chair. In the event the Lay Director is unable to make a temporary appointment, then a Co-Spiritual Director shall select the acting Chair of the meeting.

Article IV

Miscellaneous

Section 1 – Rules of Procedure

1. All meetings of the Secretariat shall be conducted in accordance with Robert Rules of Order, as amended and/or revised from time to time.
2. The Secretariat shall establish standard Policies and Procedures to enhance the operation of the Secretariat and the participation of the Cursillo Community. The Policies and Procedures shall be reviewed as necessary, but at least every two (2) years.

Section 2 – Amendments

These By-Laws may be amended at a regular meeting of the Secretariat, by vote of two-thirds (2/3) majority of the voting members present. Proposed Amendments to the By-laws shall be furnished in writing to each member of the Secretariat no less than fourteen (14) days prior to action on such proposed Amendments.