

By-Laws

Palo Duro Presbyterian Cursillo

PREAMBLE. THE PURPOSE OF PALO DURO PRESBYTERIAN CURSILLO.

Palo Duro Presbyterian Cursillo is a spiritual renewal movement that seeks to glorify God in its programs, services and gatherings. Cursillo is an intentional presentation and proclamation of the Gospel that calls participants to a conscious and deliberate living of the Christian faith. As a spiritual renewal movement, Cursillo seeks to present the basics of Christianity through a three-day weekend retreat and the incorporation, integration and invigoration of the participants into the active life of the local congregation. The intent is to educate and empower participants to re-form their various environments.

SECTION 1. FUNDAMENTAL DOCUMENTS.

The fundamental documents of the Palo Duro Presbyterian Cursillo Community are Scripture, these by-laws, the licensing agreement, and the Manual of the Presbyterian Cursillo.

SECTION 2. DEFINITIONS.

CHAIR - Organizational leader of the PDPC Council.

COUNCIL - The elected board of directors for PDPC.

CURSILLO - The spiritual movement that is introduced with a three-day retreat that presents the basics of Christianity through fifteen talks. The movement is continued through periodic meetings of the community in renewal groups and Ultreya gatherings.

EACH AREA - The four areas of Palo Duro Presbytery.

FOURTH DAY COMMUNITY - The broad class of PDPC members, consisting of individuals who have completed a Cursillo weekend or similar retreat.

MANUAL OF THE PRESBYTERIAN CURSILLO - The manual prepared in the doctoral dissertation by Dr. Fred Keith.

MODERATOR - A person who has been installed as a Cursillo Weekend Moderator.

PALANCA - An expression of thanksgiving offered to God.

PDPC - The abbreviation PDPC shall stand for Palo Duro Presbyterian Cursillo

RENEWAL GROUP - A group whose members gather on a regular basis to renew their relationships with one another and to express the work of God in the community.

ULTREYA – A gathering of the PDPC community.

SECTION 3. GENERAL POWERS AND DUTIES OF THE COUNCIL

The Council serves as a policy-making and leadership organization of PDPC to carry out the responsibilities of the Fourth Day community. The general powers and duties are as follows:

- A. Provide overall policy direction on all issues affecting PDPC.
- B. Support, facilitate and carry out the activities of PDPC as it seeks to accomplish its purposes.

- C. Maintain and manage the financial activities of PDPC in cooperation with Palo Duro Presbytery.
- D. Encourage and facilitate cooperation between PDPC and the congregations of Palo Duro Presbytery.
- E. Serve as liaison with Palo Duro Presbytery.
- F. Represent PDPC at the National Cursillo Council.

SECTION 4. MEMBERSHIP ON THE COUNCIL.

- A. **MEMBERSHIP.** Council members are elected by the Fourth Day Community. The Council shall strive to have representation from each area of PDP. In addition the duly elected Moderator(s) of the next scheduled Cursillo(s) shall serve as ex-officio non-voting members of Council. These persons serve on Council for the term of their service in their respective offices.
- B. **TERMS OF OFFICE.** Elected members of the Council shall serve a term of three years beginning January 1st after their election. Members elected to fill partial terms shall complete the term of the vacancy filled. The Council is divided into three classes of equal size, or as near equal as possible, with one class completing its term of service in their respective offices each year.
- C. **ELIGIBILITY FOR OFFICE.** Any lay person in the PDPC Community who has served as a staff member on a weekend Cursillo retreat and is an active member of the Presbyterian Church (USA) is eligible for nomination to serve on the Council. A person who has served a three-year term, or more than two years of a partial term on the Council must remain off the Council for at least one year before being eligible for nomination to a new term. Weekend Moderator(s) who have not been elected to serve on the Council are not subject to this limitation.
- D. **METHOD OF ELECTION.**
 - 1) Election to the Palo Duro Presbyterian Cursillo Council will be handled in the following manner:
 - a. The Nominating Committee shall open its meetings with prayer, shall give prayerful consideration to each nominee, and shall screen nominees for eligibility and willingness to serve. It is preferred that nominees be active participants in a Renewal Group.
 - b. The Nominating Committee shall give advance notice to the Fourth Day community of any pertinent eligibility requirements for serving on council and shall accept nominations from the Fourth Day community.
 - c. The Nominating Committee shall call for an election of Council members at a scheduled meeting of the Fourth Day community. Notice to the Fourth Day community of such election shall be published at least two weeks prior to the meeting.
 - d. Full opportunity shall be given to the Fourth Day community for nominations by any active member of PDPC at the meeting. Persons to be nominated from the floor shall have given prior permission to be nominated and declared assent to serve if elected, or, if present, shall be asked to declare willingness to serve.

- e. Election to Council shall be by majority vote of active Fourth Day community members present and voting. Vote may be by voice or show of hands when there is only a single nominee for each vacancy. Vote shall be by written ballot when there is more than one nominee for any particular office.
 - f. At the last Council meeting of the year, the Nominating Committee shall present to the Council a slate of Council officers, which includes Council Chair, Vice-Chair, Secretary, and Treasurer, for the upcoming year, to be voted upon by the Council. Current Nominating Committee members shall not be eligible for the office of Council Chair.
- 2) Election to the Palo Duro Presbyterian Cursillo Nominating Committee will be handled in the following manner:
- a) The Nominating Committee shall open its meetings with prayer, shall give prayerful consideration to each nominee, and shall screen nominees for eligibility and willingness to serve. It is preferred that nominees be active participants in a Renewal Group.
 - b) A Nominating Committee of five active Cursillo members will be chosen annually with its members to serve one year terms and no more than three terms consecutively. A member having served three consecutive terms shall be ineligible for re-election to that Committee for one year.
 - c) Two members of the Nominating Committee shall be designated by the Cursillo Council who are active council members, one of whom shall serve as Chair of the Nominating Committee. Three members shall be chosen from the active Fourth Day community.
 - d) The Council shall call for an annual election of Nominating Committee members at a scheduled meeting of the Fourth Day community.
 - e) Election of Nominating Committee members shall be by majority vote of those active Fourth Day members present and voting. Vote may be by voice or show of hands where the number of nominees equals the number of Committee vacancies, but must be by written ballot where the number of nominees is greater than the number of Committee vacancies.
- E. NOTIFICATION AND INSTALLATION OF NEW COUNCIL MEMBERS. The outgoing Council Chair is responsible for notifying all new Council members of their election to the Council. At the first meeting of the new council, the outgoing Council Chair will install the newly elected Council members.
- F. RESIGNATIONS OR VACANCIES IN OFFICE. The Council shall be sensitive to the personal and family demands of all Council members. If after prayerful consideration, a member of the Council is unable to fulfill their duties serving on the Council, that member shall notify the Council Chair of their resignation from the Council.
- G. ABSENCES. Should a Board member miss two consecutive regular meetings or more than one-third of regular meetings in a year without submitting an adequate explanation, he or she will be contacted by the President for discussion of Board performance and, if appropriate, asked to resign.

SECTION 5. OFFICERS OF THE COUNCIL.

Officers of the Council will consist of: Chair, Vice-Chair, Secretary, Treasurer and other Coordinators as deemed necessary by the Council.

- A. *Council Chair.* The Council Chair is responsible for calling and convening all Council meetings and for providing leadership and guidance on issues facing the Council. Prior experience on Council is preferred.
- B. *Vice Chair.* The Council Vice Chair is responsible for providing training for all Council members. The Vice Chair will serve as parliamentarian for Council meetings, and will preside in the absence of the Council Chair.
- C. *Council Secretary.* The Council Secretary is responsible for keeping and maintaining the official records and documents of the Council.
- D. *Council Treasurer.* The Council Treasurer is responsible for keeping and maintaining the financial records and documents of the Council.

SECTION 6. MEETINGS OF THE COUNCIL.

- A. MEETINGS. There will be at least four meetings per year of the Council.
- B. MEETING TIMES, DATES AND LOCATIONS. The Council Chair is responsible for setting the times, dates, and locations of the Council meetings.
- C. QUORUM. A quorum of the Council shall consist of a majority of the members of the Council.
- D. VOTING. Each member of the Council present shall have one vote. Voting by electronic means is permissible, as long as a vote is cast. Passive voting or voting by proxy is not allowed.
- E. PARLIAMENTARY PROCEDURE. Council meetings shall be conducted according to common sense, Christian charity, and the most recent edition of Robert's Rules of Order.
- F. COMPENSATION. No member shall be financially compensated for serving on the Council. Council members may be reimbursed for expenses incurred in the conduct of official Council business.

SECTION 7. APPROVAL OF CURSILLO WEEKEND RETREATS AND ACTIVITIES.

- A. WEEKEND DATES, AND VENUES. The Council must approve the dates, and venues of all weekend retreats.
- B. CALLING OF WEEKEND CURSILLO MODERATORS. The Council shall prayerfully consider the calling of all Cursillo Moderators. Cursillo Moderators must have previous Cursillo staff experience as head of a team. A prospective Moderator should be an active member of the PDPC community.
- C. PARTICIPANT LISTS. The Moderator will submit a list of participants to the Council prior to the scheduled weekend. The Council will approve the participant list and

waiting list for Cursillo weekend retreats by a majority vote. Participants must be members of the Presbyterian Church (USA).

- D. **STAFF POSITIONS.** Each Cursillo Moderator is responsible for presenting a proposed staff to the Council for approval prior to a weekend. The Cursillo Moderator will appoint a Weekend Registrar. Staff must be a member of the Presbyterian Church (USA) and have previous experience as a participant on a Cursillo or similar three-day event.
- E. **NOTIFICATIONS.** The Weekend Registrar is responsible for notifying participants of their approval for participation in Cursillo. This notification will be in writing and will include the dates, cost, and cancellation policies for the Cursillo. This written notification will also include instructions to the participants concerning the purposes and practices of the weekend retreat, including arrangements for special dietary, health, or personal needs. The Cursillo Moderator is responsible for notifying the staff of their selection for participation in Cursillo.
- F. **ULTREYA DATES, and VENUES.** The Council shall approve the dates and venues for Ultreyas. The Council shall seek approval by the Session of the host church to conduct Communion services at the Ultreyas.

SECTION 8. CONFIDENTIALITY.

The Cursillo model operates partially by allowing individuals the opportunity to express personal feelings and emotions within the parameters of a loving and caring community. Personal information and discussions at Cursillo events should be privileged conversations to be guarded.

SECTION 9. POLICIES & PROCEDURES

The Council will maintain a policy and procedure manual in accordance with the By-Laws.

SECTION 10. AMENDMENTS TO THE BY-LAWS.

These By-Laws may be fully amended by the PDPC Community. The proposed amendment(s) must be approved by a two-thirds vote of those Council members present. If passed, the amendment(s) will be proposed to the Cursillo community at the next Ultreya. At that meeting, written copies of the proposed amendment(s) will be distributed and discussed. Amendments from the floor that are germane to the topic shall be in order. The proposed amendment(s) must be approved by a simple majority of all members of the Cursillo Fourth Day present and voting.