

BY-LAWS AND GUIDELINES
OF
NORTHERN NEVADA-CALIFORNIA
DIAS CON CRISTO
SECRETARIAT

As amended March 9, 2009

ARTICLE I

Name

Section 1.

This organization shall be known as the Northern Nevada-California Dias con Cristo Secretariat, hereinafter referred to as the Secretariat.

Section 2.

The definition of Dias con Cristo is a three day experience; a process or renewal which builds Christian Love at all levels of society by the process of living out that which is fundamental for being a Christian. The primary purpose of Dias con Cristo is to send people back to their churches renewed and excited about living out their Christianity with their fellow church members.

ARTICLE II

Purpose and Objectives

Section 1.

The purpose of this Secretariat is the spiritual renewal of all individuals and all denominations within the Christian community through proclamation of basic Christian Love revealed in the living Gospel of imparting knowledge, developing convictions and presenting a living experience of what it is to be a Christian. The primary purpose of Dias con Cristo is to send people back to their churches renewed and excited about living out their Christianity with their fellow church members.

ARTICLE III

Membership

Section 1.

Membership in the Secretariat shall be limited to those who have attended Dias con Cristo, Cursillo, Tres Dias, Walk to Emmaus, Kairos, or other similar 3 day experiences.

ARTICLE IV

Organizational Powers

Section 1.

The Dias con Cristo Secretariat exists under the authority of the Bishop of the Episcopal Diocese of Nevada. The organizational power, business and property of this organization shall be vested in the Board of Directors of the Secretariat. The Board of Directors shall be charged with the general coordination of the Dias con Cristo community as well as conducting Dias con Cristo functions to include: selection of dates, location of activities, developing guidelines for Dias con Cristo, and review of policies, procedures and financial obligations of the Secretariat.

Section 2.

The Board of Directors shall consist of seventeen (17) offices. Each office is entitled to one (1) vote with the exception of the Chairperson who only votes in the case of a tie. Each elected or appointed member of the Board shall have attended or worked a Dias con Cristo in this Secretariat with the exception of the Kairos representative; the latter board member will have attended a Kairos or a Dias con Cristo. These offices shall include:

- a. Chairperson
- b. Vice Chairperson
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Fourth Day Chairperson(s)
- g. Spiritual Advisor
- h. Newsletter editor(s)
- i. Kairos Representative
- j. Reno (Sun Valley) Representative

- k. Sparks (Fernley) Representative
- l. Rural California Representative
- m. Gardnerville/Minden (Yerington) Representative
- n. Carson City (Fallon, Silver Springs, Dayton, Tahoe) Representative
- o. Fund-raiser Chairperson
- p. Webmaster
- q. Palanca Chair

Section 3.

In order to conduct business, a quorum, or simple majority of the voting Board members is required.

Section 4.

Non-voting ex-officio members include the current Rector and Rectora.

Section 5.

In any matter not otherwise covered by the By-Laws and Guidelines, Robert's Rules of Order, as revised periodically, shall constitute the rules of order and procedure for the annual meeting and all Board of Directors meetings of the Secretariat.

ARTICLE V
Election of Officers

Section 1.

The Annual Meeting shall be held at the October/November Ultreya.

Section 2.

The term of office shall be for two years for the Chairperson, Corresponding Secretary, Recording Secretary, and Treasurer. The Chairperson and Corresponding Secretary shall be elected for two year terms to begin in odd numbered years. The Recording Secretary, and Treasurer shall be elected for two year terms beginning in even numbered years. Fourth Day Chairperson(s), Newsletter Editor, Palanca Chairperson, Webmaster and Area Representatives shall be elected for one year terms. Vice Chairperson is a one year term and shall be elected on the alternate years of the Chairperson. All terms commence in January.

Section 3.

(A) The Board of Directors shall have the power to fill any vacancy that may occur among its members; however, ratification of that appointment by the Dias con Cristo membership must occur at the following Ultreya. The Board of Directors shall also have the power to remove any member of the Board of Directors for inactivity or other valid cause by a majority vote. (Refer to Spiritual Guidelines)

(B) The Chairperson may only be removed by a unanimous vote of the Board of Directors.

Section 4.

There shall be a meeting of the outgoing and incoming Board members as soon as practical after the Annual Meeting to provide for a smooth transition of the Board of Directors.

Section 5.

(A) The nominating committee and the committee Chairperson shall be appointed by the Board of Directors. The committee should be geographically representative of the Dias con Cristo community and membership on this committee shall not include a current Board member. The nominating committee shall be appointed three (3) months prior to the Annual Meeting and make their report to the Board of directors two (2) months prior to the Annual Meeting.

The names of the nominees shall appear in the newsletter prior to the elections; nominations may also be made from the floor for any office, with the concurrence of the nominee, on the day of the elections. Nominations from the floor are limited to members of the Secretariat.

(B) The duties of the nominating committee shall be: to solicit and confirm candidates for all vacated positions listed in Article IV, Section Two above; to determine if the nominees are eligible per the By-Laws and Guidelines; to determine if the nominees are willing to serve if elected; and to conduct the election at the Annual Meeting.

ARTICLE VI
Duties and Responsibilities
of the
Board of Directors

Section 1

The Chairperson shall:

(A) preside over all meetings of the Board of Directors and of the Secretariat, as a whole. In the absence of the Chairperson, the Vice Chairperson will preside over the meeting. In the absence of the Chairperson and the Vice Chairperson, the Recording Secretary will preside over the meeting;

(B) call special meetings of the Board of Directors as deemed necessary or when requested to do so by at least three (3) members of the Board of Directors;

(C) as necessary, sign and acknowledge all documents concerning property; sign, as necessary, checks for money drawn upon the treasury by order of the Board of Directors; and generally discharge such duties on behalf of the Board of Directors as they may authorize;

(D) serve as an ex-officio member on all committees except the nominations committee;

(E) direct that an annual audit be performed for the General fund;

(F) appoint a Parliamentarian from the existing board members to serve for that term of office;

(G) appoint a Fund-raiser Chairperson, a Spiritual Advisor, and Webmaster Chairperson. A Shed Head will be appointed in consultation with the Northern NV Kairos Board of Directors;

(H) appoint other such committees and chairperson as deemed advisable.

(I) Prepare and submit annual report of business to the Bishop of the Episcopal Diocese of Nevada.

Section 2

The Vice Chairperson shall:

(A) observe the flow of the community and the working of the Board of Directors as preparation for the Chairperson position, in order to gain knowledge and insight into the current status of the DcC community;

(B) at the end of the one (1) year preparatory term, move in to the position Chairperson for a two (2) year term, if so elected by the community;

(C) in the absence of the Chairperson, the Vice Chairperson will preside over the meeting;

(D) work closely with Fourth Day and Area Reps with a focus on small groups and cooperative affiliations with local churches.

Section 3

The Recording Secretary shall:

(A) keep minutes of all Board of Directors meetings and general meetings, making available a copy of said minutes to the webmaster/newsletter editor for publication on the DcC website or newsletter;

(B) as necessary and authorized, sign and acknowledge all documents concerning property, sign as necessary checks for money drawn upon the treasury by order of the Board of Directors, and generally discharge such other duties on behalf of the Board of Directors as they authorize;

(C) report annually to the Board of Directors the current status of the bylaws.

Section 4

The Corresponding Secretary shall:

(A) receive and review all applications and review them for completion, ascertaining the accuracy of the application information (i.e. current fee amount, dates, place, etc.) regarding the current weekend. All applications will then be dated and forwarded to the Spiritual Advisor who will accept or reject applications to attend or work Dias con Cristo weekends. All approved applications to attend are to be made available to the current Rector/Rectora.

(B) maintain a copy of team and candidates' applications that were unable to attend the weekend applied for. Any unused applications will be given to the next rector/rectora and shall be retained for consideration for the following Dias con Cristo.

Section 5

The Treasurer shall:

(A) receive and be responsible for all funds and monies of the Secretariat delivered to him/her by or under direction of the Board of Directors, excluding funding for the Newsletter;

(B) disburse funds of the Secretariat under the authority and direction of the Board of Directors;

(C) maintain a Secretariat checking account requiring two (2) signatures from specified members of the current Board of Directors to authorize the disbursement of funds;

(D) keep accurate accounts, prepare and distribute financial statement at all regular meetings of the Board of Directors, and prepare and distribute an annual report at the Annual Meeting of the general membership;

(E) prepare an annual budget of all expenses for presentation at the February Board meeting;

(F) give bond in such sum and manner as required by the Board of Directors;

(G) maintain a Secretariat checking account to authorize the disbursement of funds for the Newsletter.

(H) Prepare and submit an annual financial report to the Bishop of the Episcopal Diocese of Nevada.

Section 6

The Fourth Day Chairperson shall:

(A) act as liaison between the Board of Directors and the Fourth Day Committee;

(B) see that notices of all Fourth Day functions reach the newsletter editor prior to the activity that is planned, in a timely fashion;

(C) be responsible for all Fourth Day functions (i.e., activities, Ultreya, and Apoyo groups);

(D) assist the Treasurer in preparation to the Fourth Day activities budget;

(E) appoint community members to fill the Fourth Day Committees;

(F) give Fourth Day material to the current Rector and Rectora to place in the Fourth Day packets.

Section 7

The Spiritual Advisor shall:

- (A) be ordained clergy;
- (B) be appointed by the incoming Chairperson to serve for that term of office;
- (C) be the Spiritual Leader for the Board of Directors and the Secretariat;
- (D) advise the Board of Directors if they are moving in a direction contrary to the spiritual emphasis of the Dias con Cristo movement;
- (E) serve as liaison between the clerical and lay communities;
- (F) approve the applications to attend Dias con Cristo and forward to current Rector/Rectora.

Section 8

The Newsletter Editor(s) shall:

- (A) prepare and disseminate the monthly newsletter to the Secretariat members wishing to receive it;
- (B) prepare the annual Newsletter budget for presentation at the February Board of Directors meeting;
- (C) keep accurate accounts and render a financial statement of newsletter expenses at all regular meetings of the Board of Directors.
- (D) be responsible for an updated roster published annually, of all members of the Northern Nevada-California Dias con Cristo Secretariat;

Section 9

The Office of Kairos Representative Shall:

- (A) be appointed by the Northern NV Kairos Board of Directors;
- (B) report NN Kairos activities at all regular DcC Board meetings;

Section 10

The Area Representatives shall:

- (A) act as a liaison between the Board of Directors and the Secretariat members within their geographic area;
- (B) coordinate area activities;
- (C) encourage Apoyo group functions;
- (D) report their area's activities at all regular meetings of the Board of Directors;
- (E) serve as members of the Fourth Day Committee to assist the Fourth Day Chairperson in determining Ultreya locations, programs, and activities.

Section 11.

The Fund Raising Chairperson shall:

- (A) be responsible for all fund raising activities of the Secretariat;
- (B) report all fund raising activities at all regular Board of Directors meetings.

Section 12.

The Webmaster shall:

- (A) design and maintain integrity and functionality of the DcC website;
- (B) the webmaster should maintain and be in communication with the host company so as to any time when the site will be down/unavailable to our users for maintenance or any other reasons the webmaster may be alerted; then at his/her discretion the webmaster may deem it necessary to inform the DcC community of a specific loss of operation of the site whether that be temporary or permanently;
- (C) forward annual billing renewal to the Treasurer when invoiced by the Host company;
- (D) update current information for the website in a timely manner;
- (E) current back-up of the site should be maintained in an off-site location;
- (F) provide space for sister ministry Northern NV Kairos for information and calendar;
- (G) maintain search engine compatibility and status in DcC listings to ensure that information regarding the ministry can be easily located by those desiring web site access;
- (H) pass down of pertinent access information: user name and passwords. Needs to include domain/hosting account setup, FTP login, information for site upload and maintenance;
- (I) disclosure of location and storage of site backups. Along with any security access info;
- (J) use of standards and compliance in coding, always factoring in accessibility issues;

Section 13

The Palanca Chairperson shall:

- (A) initiate and maintain contact with Cursillo and other related communities throughout the world;
- (B) solicit Palanca prayers, letters and posters from these communities;
- (C) arrange for delivery of the Palanca received from these communities to the Head Cooks for each DcC weekend experience;
- (D) arrange for the DcC community to prepare and send Palanca to other three-day weekends throughout the world;
- (E) submit a monthly Palanca prayer list to the DcC Newsletter and/or DcC website.

ARTICLE VII

The Rector/Rectora Selection Process

Section 1.

A committee comprised of the Rector and Rectora of the 3 weekends most recently held, and the DcC Chairperson will consider possible Rector/Rectora choices for the subsequent weekend. From those recommendations, the committee will choose the two persons that they will recommend to the DcC Board for possible selection.

Section 2.

The Rector/Rectora, one (1) male and one (1) female (i.e., leaders of a Dias con Cristo weekend) shall be chosen by the current Board of Directors following recommendation from the committee described in Section 1 above.

Section 3.

The Rector/Rectora for each Dias con Cristo should be chosen a minimum of five (5) months prior to each Dias con Cristo. Any member of the Secretariat may submit suggestions for Rector/Rectora to the Board of Directors.

Section 4.

The Rector/Rectora from a past Dias con Cristo/Tres Dias/Cursillo may be considered to fill that position again as deemed necessary and appropriate by the Board of Directors.

ARTICLE VIII
Guidelines for Dias con Cristo

Section 1.

The guidelines shall be established by the Board of Directors and as such may be amended at any time by the Board of Directors. As guidelines are passed and/or amended by the Board of Directors, they shall be published in full on the Dias con Cristo website. The Recording Secretary shall maintain a complete book of all guidelines and have them available at all meetings of the Board of Directors.

Section 2.

The Chairperson and/or Spiritual Advisor of the Secretariat will deliver a set of By-Laws and Guidelines to each Rector/Rectora within three (3) weeks of their selection. The purpose of the weekend and the guidelines will be discussed at this time.

ARTICLE IX
Amendments

Section 1.

The DeC Chairperson and/or a simple majority of the Board of Directors may direct the Secretariat to meet in order to cast their vote(s) regarding the proposed DeC By-Laws amendment(s).

Section 2

The proposed amendment(s) shall be made public for no less than thirty (30) days prior to the Secretariat vote.

Section 3

Amendments must be ratified by at least two thirds (2/3) of those members of the community present and voting in a General Election called for that purpose.

ARTICLE X
Dissolution

Section 1.

If the Dias con Cristo Secretariat ceases to exist, upon dissolution, any assets remaining will be designated permanently to the Episcopal Diocese of Nevada.