

GEORGIA MOUNTAINS TRES DIAS, INC.

CONSTITUTION AND BY-LAWS

ARTICLE I

NAME AND PURPOSE

1.0 NAME: The official name of the organization shall be Georgia Mountains Tres Dias, Inc. herein also referred to as the community.

1.1 PURPOSE: The purpose of the Georgia Mountains Tres Dias, Inc. is to bring others to Christ through Christian apostolic action in all environments of which its members are a part. Key to achievement of this objective is the development and sustaining of Christian leaders. The tools for developing Christian leaders are the three-day Tres Dias experience also referred to as the "Weekend" and on-going Group Reunions that meet regularly. Activities of Georgia Mountains Tres Dias shall therefore be limited to:

- A.) Planning for the Weekend on a regular and continuing basis,
- B.) Conducting the Weekend on a regular and continuing basis,
- C.) Planning and conducting activities to reinforce the Weekend experience of Life in Christ for those who have attended a Tres Dias, Cursillo or Emmaus weekend in the Post-Weekend period known as the "Fourth Day" including the development and support of Group Reunions and Secuelas,
- D.) Participate in the activities of the Tres Dias International Assembly,
- E.) Foster and support the creation of new Tres Dias chapters as resources and commitment allow.

ARTICLE II

MEMBERSHIP

2.0 MEMBERSHIP: Membership in Georgia Mountains Tres Dias shall automatically include anyone who has experienced the Weekend or its recognized equivalent in the various movements based upon Cursillo de Christianidad and who are active within the community. Evidence of active membership in the community shall be visible support of and participation in scheduled Tres Dias Pre-Weekend, Weekend and Post-Weekend activities. Members shall generally be in a geographical proximity, and in the case of adjacent Tres Dias communities, a given member shall choose a Secretariat and chapter community for affiliation. One who has experienced a Cursillo or Emmaus weekend prior to Tres Dias affiliation may also simultaneously be a member of and participate in a Cursillo or Emmaus community.

Members shall be known as "Pescadores".

Membership may be resigned by written notice to the Secretariat or by so stating at an official meeting of the Secretariat. Membership of an individual may be terminated, with cause, by a majority of voting members at an official meeting of the Secretariat in accordance with the approved membership discipline in the Practice and Policy manual. The actions of the Secretariat regarding membership shall be final.

ARTICLE III

GOVERNMENT

3.0 SECRETARIAT: The governing body of Georgia Mountains Tres Dias, Inc. shall be the Secretariat. Members of the Georgia Mountains Secretariat will be elected by the existing Secretariat, following input from the Georgia Mountains Tres Dias community, and is responsible to the Georgia Mountains community.

Georgia Mountains Tres Dias, Inc. is a chartered member of the International Assembly and International Secretariat of Tres Dias. As such, it totally subscribes to the Constitution and By-laws of the International Organization and will adhere to the "Essentials of Tres Dias" as prescribed by the International Organization.

This body will operate under Robert's Rules of Order unless explicitly stated otherwise.

3.1 OFFICERS: The Secretariat of Georgia Mountains Tres Dias, Inc. is elected from the membership of the community to administer and manage the affairs of the community. Secretariat members should attend at least six Secretariat meetings per year. The positions of the Secretariat shall consist of the following:

Chairman:	One person, married or single male, who has previously served as a Rector on an adult weekend and has also served in a Secretariat position. The Chairman must also demonstrate committee leadership and organizational skills.
Secretary/Treasurer:	A single or married person or couple.
Leaders A:	A married couple, both having served as Rectors, responsible for first and third weekends each year.
Leaders B:	A married couple, both having served as Rectors, responsible for second and fourth weekends each year.
	**It is noted that one leaders couple may actually be two individuals, not married to each other. (Effective 01/04/2002)
Pre-Weekend:	Married couple.
Fourth Day:	A single male or female or married couple.
Spiritual Director:	A male who is an ordained or fully licensed pastor, elder, minister (senior, associate, or youth, education or counseling) by any Christian organization approved and recognized by Georgia Mountains Tres Dias."
Palanca:	Married couple.
Weekend:	Married couple.

Food:	Single Male / Single Female or Married Couple
Newsletter:	Single person or a married couple.
Database/Records:	Single or married person
Webmaster:	Single or married person
New Community Liaison:	Single or married person

3.2 PURPOSE: The purpose and authority of the Secretariat is to plan, guide, execute, review and evaluate all activities related to the conduct of the Tres Dias experience which are broadly divided as follows:

- A.) Pre-weekend activities,
- B.) Weekend activities (the Three Days),
- C.) Post-weekend activities (Fourth Day),
- D.) Continuing administrative activities not specifically related to the three phases of activities above.

3.3 MEETINGS: The Secretariat shall hold regular meetings each operating year, to number not more than twelve nor fewer than eight, at a time and place to be determined by the Chairman. Special meetings may be called by the Chairman, or by the Secretary/Treasurer upon written request of five (5) members of the Secretariat. The time and place of all meetings shall be announced in the newsletter whenever possible and all meetings shall be open to the community unless the Secretariat shall be in "executive session".

3.4 QUALIFICATIONS: All Secretariat members must hold the following qualifications:

- A.) Maintain a lifestyle in keeping with Biblical leadership,
- B.) Demonstrate a record of support of the Tres Dias movement,
- C.) Have worked at least three (3) teams, preferably in different areas of service (except first full term of office),
- D.) Possess the skills required by Secretariat position job description.
- E.) Relatives are not allowed to serve on the Secretariat in different positions at the same time, except for the Leaders position.

Additionally, with the exception of the first full term of office, the Secretariat should be fairly represented by:

- A.) At least three (3) churches (unless no qualified candidate is available for the vacant position),
- B.) At least one (1) single adult (unless no qualified candidate is available for the vacant position),

- C.) No individual church should be represented by more than 50 percent of the members of the Secretariat.

The Secretariat may, by three-fourths (3/4) vote, temporarily suspend any of the above requirements for any position on the Secretariat with the exception of the requirement of living a Biblical lifestyle.

3.5 ELIGIBILITY: Any Pescadore active in the community and meeting the qualifications indicated in section 3.4 above and 3.9 (for individual positions) is generally eligible for nomination to a Secretariat position. Specific requirements for eligibility for a position may be defined in the Policies and Practices of the Georgia Mountains Tres Dias, Inc. If an individual or couple is currently serving on any other Secretariat, they will be ineligible to serve on the Secretariat of Georgia Mountains Tres Dias, Inc. at the same time.

3.6 VOTING: Each position of the Secretariat shall have one vote, with the exception of the Chairman who will vote only in the event of a tie, and the Leaders position which will have one vote for each of the two couples. A quorum is two-thirds (2/3) of positions. A vote shall be carried by simple majority of those present and voting at any regular meeting of the Secretariat. Rector selection voting by absentee ballot will be allowed prior to meeting by contacting the Chairman and making known your selection. The person voting will give one choice for first round balloting per position. Secretariat members should have a listing of all qualified candidates for Rector position one month before voting.

3.7 TERMS OF OFFICE: Positions of the Secretariat will be for three (3) years. Unexpired terms shall be filled by appointment of the Secretariat on a two-thirds majority vote. The Chairman shall vote only in the event of a tie. Each member of the Secretariat shall serve until his successor shall have been duly elected and installed. The Secretariat positions shall be divided into three classes. Elections will be held for one-third of the classes each year. Secretariat vacancies should be published in the Newsletter a minimum of sixty days.

- A.) Incumbents in a position on the Secretariat may not succeed themselves unless the incumbent is an appointee filling an unexpired term. Individuals and couples may serve in a position more than once as long as the terms are not successive. All members must rotate after three years and may not serve consecutive terms (unless elected for Chairman position). They must remain off the Secretariat for at least one year. The Spiritual Director may serve consecutive terms, if willing, by a vote of confidence of the Secretariat. No individual or couple may occupy more than one position on the Secretariat of Georgia Mountains Tres Dias at the same time. As with other qualifications for office, the Secretariat may suspend any of these requirements by a three-fourths (3/4) vote.

3.8 OPERATING YEAR: The operating year shall commence on January 1 and conclude on December 31. The Annual Meeting of the Georgia Mountains Tres Dias Secretariat will be held yearly. The date will be at the discretion of the Chairman.

3.9 DUTIES AND RESPONSIBILITIES:

- A.) CHAIRMAN: Responsible for overall guidance and direction of Georgia Mountains Tres Dias. Act as the lay representative of Tres Dias in meetings with clergy from participating and potentially active churches or from other movements. Act as the lay representative of Tres Dias in meetings with other movements. Act as liaison with the Tres Dias International Organization.

Develop short and long range plans for expansion and growth of the community. Assist in the development of effective policies and practices. The Chairman is to preside at Secretariat meetings.

- B.) SECRETARY/TREASURER: Maintain an up-to-date record of Tres Dias finances and record minutes of Secretariat meetings. Disburse funds authorized by the Secretariat in the conducting of Tres Dias business. Receive funds from candidates, team and other sources as may occur. Deposit funds in bank account. Submit financial records for external examination once every three years when the Secretary/Treasurer is rotating off the Secretariat. Such an examination must be conducted by someone who is not a member of the Secretariat. Establish and maintain accounts receivable and accounts payable as necessary. Serve as recording secretary for the Secretariat's regular, special and annual meetings. Secretary should be responsible for transcribing own minutes. Distribute minutes of meetings to members of Secretariat. Update and maintain Tres Dias handbook, including the Essentials of Tres Dias, the Georgia Mountains By-Laws, Policies and Practices and job descriptions of each position. Handle reservations, deposits and fees for weekend sites as selected by the Secretariat. Pay to the Send-off facility \$50 per Send-off accompanied with a thank you letter. Participate in overall guidance and planning of the Tres Dias activities.
- C.) MEN'S LEADERS/WOMEN'S LEADERS: There will be two couples serving in the Leaders position, with each couple have one vote. They will share the position equally with one couple doing the training for the first and third weekends and the other couple doing the training for the second and fourth weekends. Responsible for obtaining records of the Tres Dias human resources for the purpose of assisting Rectors in team selection and formation. Develop Pescadores to serve in various team positions. Provide Secretariat with the names of qualified Rector candidates. Provide Rectors with qualified names for potential team members according to guidelines in the policies and practices of Georgia Mountains Tres Dias, Inc. Consult with Rectors during Pre-weekend phase in matters involving team formation and community. Along with the Secretariat Spiritual Director and the Chairman, conduct a debriefing of the Weekend with Rector, Head Cha and Head Kitchen to identify and document problem, solutions and miracles. The Men's and Women's Leaders will report to the Secretariat a summary of debriefing and any recommendations for the future. Develop an approach and method for team selection that will form and train Pescadores to be able to serve in a variety of areas. Participate in overall guidance and planning of Tres Dias activities.
- D.) PRE-WEEKEND: Responsible for maintaining on-going file of applications of candidates and issuing invitations on behalf of the Secretariat. Regularly collect applications and application fees. Turn application fees over to the Treasurer of the Secretariat. Review applications for completeness according to the policies and practices of Georgia Mountains Tres Dias. Maintain a log of applications received and a file of the applications with controls to assure integrity of the applications. Extend invitation to candidates according to application date (the postmark date on envelope or if hand delivered, the date received by the Pre-Weekend couple) by either a phone call or letter to the sponsor. Because separated individuals may not attend a weekend, sponsors will be asked at time of such invitation, to confirm marital status of candidates. Invitations for single slots on a weekend (including all slots on a single women's weekend), shall be extended only to unmarried or legally divorced individuals. Maintain an outside list only when slots are approved and set aside by the Secretariat on our weekends for starting a new community. Follow up on invitations with sponsors until a decision is made. Send copy of sponsor responsibilities to sponsor along with confirmation letter. Call candidates in a timely fashion to have the maximum number of candidates attending a weekend. Arrange a place for Send-off according to Georgia Mountains Tres Dias policy. Check in candidates and receive candidate weekend fees.

Responsible for distribution of candidate list to those attending Send-off and furnishing Rector's list to Rector for the weekend. Preside as master of ceremonies for the Send-off celebration. Participate in overall guidance and planning of Tres Dias activities.

- E.) WEEKEND: Responsible for all matters pertaining to the physical assets and arrangements for the Weekend. Recruits, forms and supervises sub-committees to carry out the assigned responsibilities. Works with Leaders to identify Pescadores to serve in sub-committees. Arranges for storage of Tres Dias equipment and supplies. Establish and maintain an accurate inventory of both fixed assets and supplies. Replace or repair inventories as required and authorized by Secretariat. Responsible for maintenance of GMTD bus and for transportation of the candidates from Send-off to the Camp of Colors. Follow up on take down of equipment and supplies and cleaning of the facility at the close of the Weekend. Attend one team meeting for each to communicate to the team how the Camp of Colors should be left. Participate in the overall guidance and planning of the Tres Dias activities.
- F.) PALANCA: Pray for and then send general palanca letters to the weekends of the communities we support. Request and receive general palanca letters for Weekends of Georgia Mountains Tres Dias from other movements. Provide for a means of collecting and delivering personal palanca to the team on a weekend for candidates and team. Arrange for prayer palanca for each Georgia Mountain Tres Dias Weekend, beginning at 6:00 p.m. Thursday (or Send-off day if not Thursday) until 6:00 p.m. Sunday (or third day if not on Sunday) so that between these times there is an unbroken prayer vigil for the candidates, the team, the families of both, and the community. Solicit the donation of banners for the Weekend and other forms of permanent palanca. Participate in overall guidance and planning of the Tres Dias activities.
- G.) FOURTH DAY: Prepare Weekend candidate packet, including final candidates and team list, picture, sponsor responsibilities, application, Tres Dias introductory brochure and other items. Schedule a professional photographer within the community to take the picture. Schedule Secuelas on a regular basis according to the policies and practices of Georgia Mountains Tres Dias, Inc. Foster and encourage Pescadores in the formation of Reunion Groups to assist in sustaining the Weekend experience of a life in Christ in their Fourth Day. Evaluate current policies and practices and make recommendations to the Secretariat for improvements in the area of Secuelas, Reunion Groups and other Fourth Day activities. Participate in overall guidance and planning of the Tres Dias activities.
- H.) NEWSLETTER: Responsible for gathering material and publishing the Georgia Mountains Tres Dias official publication. The Newsletter shall be the official means of general communication with the community's Pescadores and other related communities. The Newsletter couple or single shall maintain a current listing of the membership of the community and addresses for the membership. The mailing list shall be maintained as the official membership with additional listings for friends of the community and for related communities. Participate in overall guidance and planning of the Tres Dias activities.
- I.) SPIRITUAL DIRECTOR: The Spiritual Director is responsible for the spiritual integrity of the Georgia Mountains Tres Dias activities and direction. The Spiritual Director is the primary liaison with the Weekend clergy. The Spiritual Director works with the Chairman and Leaders position to select and make assignments of Spiritual Directors for the Weekends. The Spiritual Director is the primary interface with other Clergy regarding matters related to the Pre-Weekend and Fourth Day activities. The Spiritual Director is the primary advisor and source of counsel to the Secretariat regarding spiritual direction and inspiration of the Georgia Mountains Tres Dias. The Spiritual Director keeps the Secretariat on track from a clerical viewpoint and sees that the

Secretariat is always acting consistent with and in obedience to God's inerrant word. Participate in overall guidance and planning of the Tres Dias activities.

J.) **FOOD COUPLE:** Responsible for all matters pertaining to the physical assets and arrangements for the weekend regarding food and food preparation. Responsible for storage of Georgia Mountain Tres Dias kitchen and food supplies. Maintain an accurate inventory of supplies and food items, and purchase them as needed for each weekend. Arrange for the transportation of the kitchen and food supplies to and from the weekend site. Supervise the take down of all kitchen and food supplies as well as the cleaning of the kitchen facility at close of the weekend. Prepare an accurate record of kitchen expenses for the Treasurer on a per weekend basis. Participate in overall guidance and planning of Tres Dias activities.

K.) **DATABASE/RECORDS:** Responsible for receiving and recording all information pertaining to attendance or service on a GMTD weekend. Provide copies of printed database information to those individuals planning a weekend. Also, to maintain all documents to be used by the Secretariat in training, such as guidebooks for the rectors, professors, and section heads, and to provide printed copies as needed. Maintain the Constitution and By-laws, and the Practice and Policy Manual, including all changes as approved by the Secretariat. To provide printed copies of same to Secretariat members as needed. Maintain a current Secretariat Directory, providing names, positions, addresses, telephone numbers, and terms.

L.) **WEBMASTER:** Responsible for maintaining GMTD website, including changes as needed for upcoming weekends, secuelas, and publishing newsletters to the web.

4.0 **POLICIES AND PRACTICES:** The Secretariat adheres to the "Essentials of Tres Dias" specified and published by the International Organization. Additionally, other matters of Policy and Practice are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as the Policy and Practice of the Georgia Mountains Tres Dias Secretariat exist in a document so titled. Policy and Practice will be categorized in the following manner:

- A.) Section 1.0 Pre-Weekend
- B.) Section 2.0 Weekend
- C.) Section 3.0 Fourth Day
- D.) Section 4.0 Secretariat

5.0 **AMENDMENTS:** This document may be amended by a majority of voting members at any Secretariat meeting provided that the proposed modification, deletion, or addition was proposed at a prior meeting of the Secretariat.

Adopted this 4th day of June 1994.

Amended this 2nd day of March 1996.