

CONSTITUTION AND BY-LAWS

**FILIPINO CURSILLO MOVEMENT
DIOCESE OF SAN JOSE, CALIFORNIA**

CONSTITUTION AND BY-LAWS

Filipino Cursillo Movement, Diocese of San Jose, California

PREAMBLE

This Constitution and By-Laws contains the policies and procedures of the Filipino Cursillo Movement in the Diocese of San José.

The purpose (or goal) of the Movement is the leavening of environments with the Gospel. This leavening of environments strives to make Christian community possible in families, neighborhoods, work situations and other places where people live the greater part of their lives. It attempts to make it possible for anyone in the world to live a Christian life in a natural way.

The ultimate goal of Cursillos in Christianity is that on the Day of Judgment there may be more Saints. This can be accomplished if the purpose stated in the preceding paragraph has been achieved.

Its immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian. The Cursillo Movement strives to strengthen individuals so that they might live out that understanding and conviction, supported by Christian community life.

Unity of purpose is essential if there is to be a courageous and total service to Jesus Christ through the Cursillo Movement. Individualism halts the advance of the movement and in fact disintegrates it. The Secretariat unifies the movement on all levels and indicates the path to be followed in all matters affecting the three phases of the Cursillo Movement as indicated in the official literature. However, in all questions of importance it listens to the Cursillo Leaders before deciding what should or should not be done.

The members of the School of Leaders will be in constant dialogue with the Secretariat. The members of the Secretariat for their part should recall that the Lord, through his bishop, has given them a most serious responsibility for implementation of the authentic Cursillo Movement in the Diocese of San José. Conscious of each one's talents, it should coordinate individual contributions into a total effort in support of the Movement in all its phases, Pre-Cursillo, Cursillo Proper and Post-Cursillo. Making decisions is the difficult process and responsibility assigned to the Secretariat. All cursillistas are urged to support the Secretariat by Prayer and Palanca. In guiding the Movement, the Secretariat must be watchful not to create subservience but to build up the whole Body of Christ. The Secretariat must determine the potential of the entire Diocesan Movement so that each person may be led to discover his or her individual potential and contribute to the

building up of the Kingdom of God. This it should do in love, at the same time demanding a just response from each leader.

The Secretariat should not be dictatorial but must view its authority as one of service to the total Movement. It must remember that Christ has entrusted the Movement's direction to it, through the bishop to whom the Secretariat will have to give an account for this charge.

The Secretariat, as a service unit, is not established to be served but to serve the entire Cursillo Movement. In this sense, the Secretariat cannot be thought of except as a Group Reunion whose apostolic plan is the promotion of the Cursillo Movement itself, programmed and carried out with the idea of greatest service to all. (*The Fundamental Ideas of the Cursillo Movement, Chapter VII*)

ARTICLE I. NAME

There shall be only one Filipino Cursillo Movement in the Diocese which will be functional and autonomous organism under the immediate direction and control of the Bishop or his authorized representative.

ARTICLE II. PURPOSES

As a body, the Secretariat shall guide and coordinate all phases of the Cursillo Movement in accordance with the plans of the Bishop of the Diocese of San José and the National Policy of the United States Cursillo Movement.

ARTICLE III. SELECTION AND TERM OF OFFICE

Section 1. Selection Nominating Committee

The Nominating Committee shall be comprised of three members, which shall be appointed by the Secretariat from the School of Leaders. The Nominating Committee shall be responsible for obtaining candidates from the School of Leaders to be nominated to the Secretariat through a written ballot of those present at the meeting or any other means approved by the Secretariat such as mail, fax and email. A member of the School of Leaders is entitled to only one vote. The Nominating Committee shall take the top three candidates of each position and after seeking approval from the nominees of their willingness to be nominated, sends the list to the Secretariat for discernment and selection. The Nominating Committee shall be responsible to ensure the top three nominees are qualified candidates and willing to fill the vacant position. The term of the Nominating Committee is one year and/or terminated upon completion of the selection process.

The results of the nomination shall be presented by the Nominating Committee to the Secretariat at its regular meeting in the month of November immediately preceding the term of office of the incoming Secretariat.

The Discernment Committee is composed of the Spiritual Director and the past four (4) Lay Directors. The discernment committee shall discern from the list submitted by the Secretariat. In the event none of the nominees accept the position, the discernment committee shall report back to the Secretariat for additional recommendation in accordance with Section 2. The Spiritual Adviser will announce the discerned Secretariat Members.

Section 2. Confirmation and Vacancies The selected members of the Secretariat shall be confirmed by the Bishop of the Diocese of San José, or his authorized representative. No member of the Secretariat shall hold the position he is vacating upon the expiration of his term. However, if for any serious reason, he may be re-appointed for another term by the Spiritual Adviser. He/she may not serve more than two (2) consecutive terms. For positions with uncompleted term of office, the Secretariat will recommend members of the School of Leaders for discernment to complete the unexpired term.

Section 3. Eligibility Only active members of the School of Leaders in accordance with Article V. Eligibility/Qualification Requirements shall be eligible for nomination and selection.

Section 4. Term of Office *The term of office of members of the Secretariat shall be two (2) years commencing on the 3rd Monday of January after taking the oath of office. Upon completion of his/her term, the Secretariat member shall accept at least a one (1) year waiting period prior to accepting another position in the Secretariat.*

A. First Set of Members. There shall be a new Lay Director, Treasurer, Pre-Cursillo Chairperson and School of Leaders Chairperson, who shall hold a term of two (2) years.

B. Second Set of Members. There shall be a new Secretary, Cursillo Proper Chairperson and Post-Cursillo Chairperson, who shall hold a term of two (2) years.

For purposes of nomination, the two (2) sets of members shall be nominated every two (2) years alternately. This procedure is done to ensure continuity of the Secretariat members, so that there will be experienced members present at all times.

ARTICLE IV. COMPOSITION AND DUTIES

Section 1. Composition *The Secretariat shall be composed of a Lay Director, Treasurer, Secretary, and a Chairperson of each of the Pre-Cursillo, Cursillo Proper,*

Post-Cursillo, and School of Leaders. There shall be a priest, deacon or vowed religious as Spiritual Director.

a. The Lay Director

1. Convoques, presides at, directs and prepares agenda for all meetings of the Secretariat in consultation with the Spiritual Director. Does everything possible to promote a spirit of unity not only among the members of the Secretariat, but in School of Leaders and throughout the whole Cursillo Movement. Sees to it that each fellow member of the Secretariat fulfills his/her assigned duties.

2. Sets the direction of the movement in accordance with its objectives and pastoral plan. Presents annual and interim reports to the Bishop, as approved by the Secretariat,

3. The Lay Director acts as the official representative of the Filipino Cursillo Movement of the Diocese of San José.

A. Commentate to the community. - meet

1. Meet to pray

Forward: Add to

b. The Treasurer shall:

1. Handle the financial affairs of the Filipino Cursillo Movement.

2. Prepares an annual budget to be submitted in February in coordination with the Lay Director for approval by the Secretariat.

3. Makes monthly financial reports to the Secretariat and quarterly financial reports to the School of Leaders, and at the end of fiscal year on Dec. 31st.

c. The Secretary shall:

1. Keep the minutes of all meetings and see to it that they are distributed to all members of the Secretariat at least 2 days before the next Secretariat meeting.

2. Maintain up to date mailing lists.

3. Maintains Cursillo database and functions.

4. Tally attendance at School of Leaders and Ultreyas.

5. Automatically becomes a member of the Nominating Committee.

d. The Chairperson of the Pre-Cursillo Committee shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:

1. Selecting environments.

2. Selecting, screening, and preparing the candidates.

3. Educating sponsors on the selection of candidates.
4. Perform such other duties that the Lay Director may assign.

e. The Chairperson of the Cursillo Proper Committee shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:

1. Recommend understudies and recommend Rector/Rectora in exceptional cases.
2. Preparing Team Members.
3. Implementing Secretariat guidelines during the Weekend.
4. Selecting the place and scheduling the dates of the weekend.
5. Perform such other duties that the Lay Director may assign.

f. The Chairperson of the Post-Cursillo Committee shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:

1. Forming Ultreyas, Grand Ultreya and Ultreya Centers.
2. Publishing and distributing newsletter.
3. Promoting group reunions.
4. Promoting Apostolic works: Mass for the dead, palancas, and others required.
5. Taking care of retreats, recollections and prayer sessions for cursillistas.
6. Perform such other duties that the Lay Director may assign.

g. The Chairperson of the School of Leaders shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:

1. Convoke, preside at, prepares and direct all activities relating to the School of Leaders.
2. Determine the Doctrinal and Technique presentations, and presenters, for the School.
3. Ensure that all the essential elements of the School are maintained, for continual growth of its participants.
4. Perform such other duties that the Lay Director may assign.

h. A priest Spiritual Adviser and/or a deacon or vowed religious spiritual adviser shall be appointed by the Bishop upon the recommendation of the Vicar of the Filipino Ministry. This term is determined on their preference and can be renewed upon the discretion of the Bishop. In addition to the general responsibility for the whole Cursillo Movement, which he shares with other Diocesan Secretariats, he will be responsible for providing the apostolic formation and spiritual guidance of the movement. He shall confirm officers of the Secretariat selected through discernment from among the nominees submitted by the Secretariat members.

Section 2. Voting Members. The voting members of the Secretariat shall be the Treasurer, Secretary, Chairperson of each of the Pre-Cursillo, Cursillo Proper,

Post-Cursillo and School of Leaders. The Lay Director shall vote only to break the tie.

Section 3. Membership to the Three (3) Phases of Cursillo and the School of Leaders

- a) Chairperson of the three phases and the school of leaders may appoint individuals to oversee committees respective to the work of that phase (i.e. Preparation Committee for the Pre-Cursillo phase, Procurement Committee for the Cursillo Proper phase, Newsletter Committee for the Post-Cursillo phase and Doctrinal and Technique Topics/Presenters Committee for the School of Leaders). The leaders of these various committees report directly to their respective chairperson.
- b) The members of the four (4) Cursillo Committees shall be selected by the respective Chairpersons, with the concurrence of the Secretariat, from attendees of the School of Leaders, Ultreyas or group reunions.
- c) There shall be a minimum of four (4) members in each Cursillo Committee.

ARTICLE V. ELIGIBILITY/QUALIFICATION REQUIREMENTS

a) Lay Director:

- 1) An active member of good standing of the School of Leaders for the last four (4) years.
- 2) A past Rector/Rectora (The position of Lay Director and Rector/Rectora shall not be held simultaneously)
- 3) A member of a permanent group reunion.
- 4) Past member of the Secretariat.

b) Secretary and Treasurer

- 1) An active member of good standing of the School of Leaders for the last two (2) years.
- 2) A member of a permanent group reunion.

c.) Chairpersons – Pre-Cursillo, Cursillo Proper, Post-Cursillo, and School of Leaders:

- 1) An active member of good standing of the School of Leaders for the last three (3) years.
- 2) A member of a permanent group reunion.

ARTICLE VI. CONDUCT OF PROCEEDINGS

Unless otherwise provided in this Constitution, Robert's Rules of order shall be adopted to govern all Cursillo proceedings. Only members of the Secretariat are allowed to vote at the Secretariat meeting. Simple majority becomes the final decision of the body. There shall be no proxies. Members of the Filipino Cursillo

Movement shall have the right to present views and concerns associated to the Filipino Cursillo Movement only during the open forum portion of the Secretariat meeting.

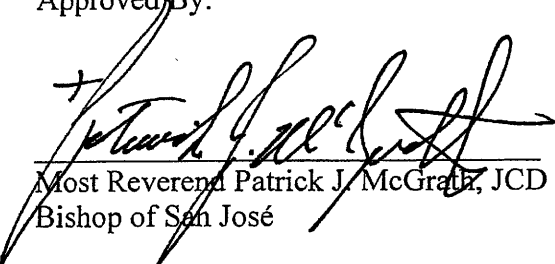
ARTICLE VII. SECRETARIAT MEETINGS

The regular monthly meetings of the Secretariat members shall be held at the dates, time, and place agreed upon by the members of the Secretariat. The Lay Director or upon written request by at least four (4) voting members of the Secretariat may call a special meeting of the secretariat, provided that each member of the secretariat is notified through telephone or email at least seven (7) days before the special meeting. A quorum for meetings of the Secretariat shall be four (4) members. In the absence of the Lay Director due to any reason, members of the Secretariat present at that meeting shall assign amongst them as acting Lay Director.

ARTICLE VIII. AMENDMENTS

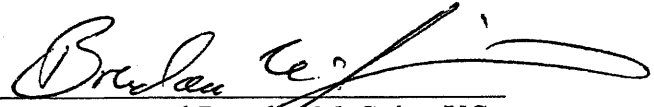
Amendments to this Constitution and By-Laws may be proposed by a majority of the members of the Secretariat at its regular meeting and approved by a two-thirds majority vote of the entire Secretariat provided that the proposed amendments has been submitted to the Secretariat at least twenty (20) days in advance of the meeting at which the proposed amendments is to be discussed and voted upon. All amendments are subject to the final approval of the Bishop of the Diocese of San José.

Approved By:



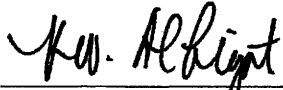
Most Reverend Patrick J. McGrath, JCD
Bishop of San José

Attested By:



Very Reverend Brendan McGuire, VG
Director of Parish Services
Diocese of San José

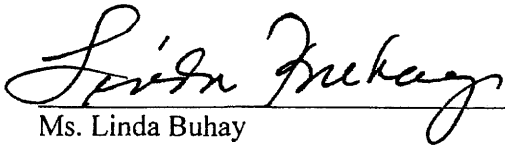
TRANSITION TEAM SIGNATORIES:



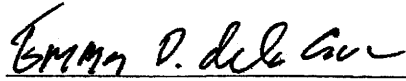
Rev. Andres C. Ligot, JCD
Spiritual Adviser



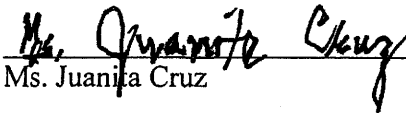
Ms. Robin Barkin



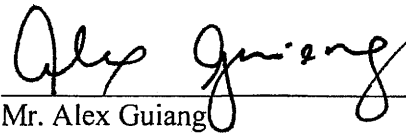
Ms. Linda Buhay



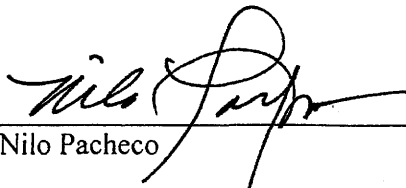
Mr. Emmer de la Cruz



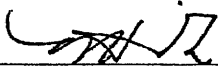
Ms. Juanita Cruz



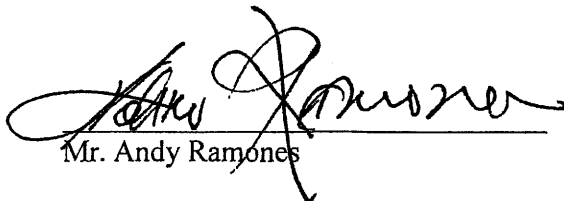
Mr. Alex Guiang



Nilo Pacheco



Ms. Maria de Quinto



Mr. Andy Ramones