

BY-LAWS OF THE EPISCOPAL CURSILLO MINISTRY

PREAMBLE

Cursillo is a ministry of the Episcopal Church under the authority of the Presiding and Diocesan Bishops. The goal of Cursillo is to bring the world to Christ by empowering adult Christian leaders through the use of a specific method that is taught as part of a three-day weekend. The method, an evangelistic tool, empowers and encourages Christians to live out their Baptismal Covenant to serve Christ.

ARTICLE I NAME AND OFFICE OF RECORD

The name of this organization is Episcopal Cursillo Ministry (ECM). The Episcopal Cursillo Ministry Committee (ECMC) shall establish the office of record of this organization.

ARTICLE II

SCOPE

This organization operates without prejudice to the jurisdiction or authority of the bishop of any diocese of the Episcopal Church. The Episcopal Cursillo Ministry is present in any diocese of the Episcopal Church only with the consent of the bishop thereof.

ARTICLE III

GENERAL COUNCIL

Section 1. *Scope of responsibilities.*

The General Council is the legislative body of the Episcopal Cursillo Ministry. It is responsible for:

- A. Sitting in legislative session as scheduled by the Episcopal Cursillo Ministry Committee (herein called "the scheduled conference");
- B. Establishing policies for the Episcopal Cursillo Ministry;

- C. Adopting a budget and making provisions for funding the work of the Episcopal Cursillo Ministry, and
- D. Electing the members of the Episcopal Cursillo Ministry Committee. Election of the members of the ECMC is held at the caucus of the districts at the meeting of General Council or at a District meeting in years that the General Council does not meet.

Section 2. *Member Dioceses.*

- A. All dioceses of the Episcopal Church are considered members of the General Council.
- B. Dioceses shall be entitled to send, or authorize the attendance of, a delegation from their communities as representatives to the General Council. Each such delegation shall be entitled to cast one (1) vote on each matter coming before the General Council for action, regardless of the size of the delegation if they meet the criteria in Section C. However, all representatives from each such delegation shall be entitled to a voice in the deliberations of the General Council.
- C. Annual financial contributions, which entitle a diocese to membership, voice and vote in this body, must be planned and committed in writing no later than the General Session and received by the ECMC no later than December 30 each year.
- D. In the event that a single governing body shall bear responsibility for a Cursillo Ministry in more than one diocese, its financial contribution may be made in such a way that credit is given for each diocese, under the provisions of this article, section c; and this fact, when so apportioned by the governing body, shall be reported upon the books of the treasurer of the Episcopal Cursillo Ministry.

Section 3. *Meetings and Votes.*

- A. The scheduled conference of the General Council of this organization shall be at a time and place set by the Episcopal Cursillo Ministry Committee. Notice of the time and place of the scheduled conference shall be announced by the Episcopal Cursillo Ministry Committee in writing to all member dioceses not less than ninety (90) days prior to its convening, and through all ECM publications.

- B. Special meetings of the General Council may be called by the Episcopal Cursillo Ministry or by written request of the majority of the governing bodies of dioceses addressed to the President of the Episcopal Cursillo Ministry Committee. Written notice of such special meeting shall be made by the Episcopal Cursillo Ministry Committee to dioceses at least ninety (90) days prior to such special meeting. Members entitled to vote at one annual meeting shall be entitled to vote at any special meeting of the General Council called before the next annual meeting.
- C. The Episcopal Cursillo Ministry Committee coordinates, plans and convene all meetings of the General Council. The President of the Episcopal Cursillo Ministry Committee (or in his or her absence, the President Elect) shall preside over all meetings of the General Council. The officers of the Episcopal Cursillo Ministry Committee (President, President Elect, Vice President, and Secretary) shall be the officers of the General Council, and shall be called by the same titles.
- D. An agenda for each of the General Council will be sent to each member diocese and posted on the web site by the Episcopal Cursillo Ministry Committee at least forty five (45) days prior to the annual meeting; provided that, upon a majority vote of the members of the General Council, resolutions for action may be considered from the floor of the General Council.
- E. A quorum of the General Council for the purpose of transacting business at any meeting shall be at least forty percent (40%) of the voting member dioceses.
- F. Voting will be by diocese, each member diocese casting one (1) vote on matters coming before the General Council. No fractional votes shall be cast or counted.
 - 1. Upon registration, the delegation shall designate one person to cast the delegation's vote, and shall so notify the credential person(s) appointed by the President of the General Council. The person thus designated shall be given a badge or other sign indicating that he or she has been so designated.
 - 2. In the event that a diocese contains more than one Cursillo movement, each with its own secretariat, the delegations representing these bodies shall vote together as one diocesan movement. In no event shall the several delegations within the same diocese be entitled

to more than one (1) vote in total.

ARTICLE IV

EPISCOPAL CURSILLO MINISTRY COMMITTEE

Section 1. Scope of responsibilities.

The Episcopal Cursillo Ministry Committee is the executive body of the Episcopal Cursillo Ministry. Its responsibilities and duties will be:

- A. To develop and implement policies, programs and services as directed by the General Council;
- B. To prepare and publish materials for the use of the Episcopal Cursillo Ministry as it deems necessary;
- C. To establish and maintain communication with all Cursillo communities within the Episcopal Church; to oversee ecumenical relationships with the Roman Catholic Cursillo Movement and other recognized Fourth Day Movements as they emerge; and maintain collegial relationships with other renewal and apostolic movements; and
- D. To supervise, conserve and account for all resources, funds and properties, belonging to or which shall come into the possession of the Episcopal Cursillo Ministry; prepare budgets and reports, and conduct audits for the review and approval of the General Council; and, in the event of the dissolution of this organization, dispose of all resources, funds and properties to charitable and religious entities.

Section 2. *Members.*

There shall be sixteen (16) members of the Episcopal Cursillo Ministry Committee of which ten (10) will be District Representatives and five (5) will be At Large Representatives.

Those known as the District Representative members will be elected by District Caucus. The ten (10) District Representative members shall be five (5) clergy and (5) lay. Those known as the At Large Representatives will be elected at the annual General Council meeting. The sixteenth (16th) member will be the President who may be lay or clergy and who has served as

President Elect for no more than one year immediately prior to becoming President.

Unless specified otherwise, all reference to Members applies to both District Representative members and At Large Representative members of the Episcopal Cursillo Ministry Committee. Items referring to only one sector of the Committee will be so identified.

The President, in consultation with the members of the Episcopal Cursillo Ministry Committee, will advise the Presiding Bishop of those bishops recommended to be Bishop Liaison to the Episcopal Cursillo Ministry Committee. The Presiding Bishop will then appoint a Bishop Liaison to serve at his discretion. The Bishop Liaison will be a full member of the Episcopal Cursillo Ministry Committee.

- A. 1. All elected District Representative members shall be elected by Districts as follows: The member dioceses of this organization shall be divided by General Council into five (5) geographic Districts. Each such District shall elect to serve on the Episcopal Cursillo Ministry Committee for a term of three years in each case, one (1) member of the clergy and one (1) layperson, each of whom must be a communicant member in good standing of the Episcopal Church, canonically resident and actually residing in a member diocese of the General Council in that District from which elected at the time of his or her election, who shall have been endorsed in writing by action of his or her diocesan secretariat, and who shall provide a brief biography that includes active participation in the Fourth Day. When the President Elect becomes President, he or she will serve one (1) additional year but will not be a District Representative.
2. The Districts of the General Council shall be composed out of the Provinces of the Episcopal Church, and shall be established as follows:
 - a) Northeast District composed of Provinces 1, 2, 3;
 - b) Southeast District composed of Province 4;
 - c) North Central District composed of Provinces 5, 6;
 - d) South Central District composed of Provinces 7, 9;
 - e) Western District composed of Province 8.
3. The District Representative Member sector of the Episcopal Cursillo Ministry Committee shall be constituted as follows:

- a) In the years wholly divisible by three (e.g. 1992): The Southeast and South Central Districts shall elect for a three year term, their clergy members of the Episcopal Cursillo Ministry Committee, and the Western District shall elect its lay person member of the Episcopal Cursillo Ministry Committee.
 - b) In years one greater than those wholly divisible by three (e.g. 1993): The Northeast and North Central Districts shall elect for a three year term their lay person members of the Episcopal Cursillo Ministry Committee, and the Western District shall elect for a three year term its clergy member of the National Episcopal Cursillo Committee.
 - c) In years two greater than those wholly divisible by three (e.g. 1994): the Northeast and North Central Districts shall elect for a three year term their clergy members of the Episcopal Cursillo Ministry Committee, the Southeast and South Central Districts shall elect for a three year term their lay person members of the Episcopal Cursillo Ministry Committee.
4. No person shall be elected for two consecutive full terms as a District Representative member. These Committee members' terms shall run until their successors are elected or duly appointed.
 5. Elections of District Representatives members of the Episcopal Cursillo Ministry Committee shall take place in caucuses held by District, at the scheduled conference of the General Council. Each member diocese shall have one vote in such elections for each position and shall cast its vote through its designated representative. No fractional votes shall be cast or counted. The other provisions of Article III, Section 3 applying to voting shall also apply to votes cast in District elections.
 6. In the event there are more than two nominees for any one District Representative position, a member diocese shall cast a vote for one of the nominees. If no nominees shall receive a majority vote of the member dioceses present and voting, the two nominees with the highest number of votes shall continue in a run off election and the nominee who shall receive a majority vote shall be elected.
- B. 1. All At Large Representatives of the Episcopal Cursillo Ministry Committee shall be elected by the General Council as follows: Each member diocese of this organization shall cast a single ballot

to elect an At Large Member to serve for a term of three (3) years. Each nominee must be a communicant member in good standing of the Episcopal Church, canonically resident and actually residing in a member diocese of the General Council, who shall have been endorsed in writing by action of his or her diocesan secretariat, and who shall provide a brief biography that includes active participation in the Fourth Day and cites experience useful to leadership development, written and online communications, conference development, or other skills that would support the functions of the Episcopal Cursillo Ministry Committee. A nominee may be a layperson or clergy from any Member Diocese of the General Council.

2. The At Large Representative sector of the Episcopal Cursillo Ministry Committee shall be constituted as follows:
 - a) In the years wholly divisible by three (e.g. 2019): The General Council shall elect two (2) At Large Representative members of the Episcopal Cursillo Ministry Committee.
 - b) In years one greater than those wholly divisible by three (e.g. 2020): The General Council shall elect two (2) At Large Representative members of the Episcopal Cursillo Ministry Committee.
 - c) In years two greater than those wholly divisible by three (e.g. 2021): The General Council shall elect one (1) At Large Representative member of the Episcopal Cursillo Ministry Committee.
3. An elected At Large Representative may have served previously as a District Representative Member as long as the total time served on the Episcopal Cursillo Ministry Committee is not more than six (6) consecutive years. The At Large Member may serve on all subcommittees and may provide support to Districts as requested. These Committee members' terms shall run until their successors are elected or duly appointed.
4. Elections of At Large Representatives of the Episcopal Cursillo Ministry Committee shall discuss in caucuses held by District, at the scheduled conference of the General Council. Each region will consider the same nominee slate on printed ballots and cast one vote per Diocese. The ballots completed at the District caucus will be taken by the designated Diocesan delegates to the General Council for tabulation by the Committee Secretary and Parliamentarian appointed for the General Council meeting.

Each member diocese shall have one vote in such elections for each vacant At Large Representative position. No fractional votes shall be cast or counted. The other provisions of Article III, Section 3 applying to voting shall also apply to votes cast in District elections.

5. In the event there are more than the designated number of nominees for the At Large position(s), a member diocese shall cast a vote for only the specified number of nominees. If no nominees shall receive a majority vote of the member dioceses present and voting, the two nominees with the highest number of votes shall continue in a run off election and the nominee who shall receive a majority vote shall be elected.

C. In the event of the death or resignation of a Committee member, the Episcopal Cursillo Ministry Committee may appoint a person who meets the qualifications of Article IV, Section 2.a.1 of these By-Laws to serve in the place of that member. In any such case, any remaining unexpired term shall be filled at the next annual meeting of the General Council by the: district to be represented.

D. Committee members' terms shall run until their successors are elected or duly appointed; and a member of the Episcopal Cursillo Ministry Committee, once duly elected and installed, shall be expected to serve his or her term until completion.

1. A member's place on the Committee shall be held by that member independently of the status, with respect to the Episcopal Cursillo Ministry, of the diocesan movement of the diocese in which he or she is canonically resident.
2. In the event that a member of the Committee shall become canonically or permanently resident in a diocese of a district other than that from which he or she was elected, that member shall notify the President of this fact, and shall be considered to have resigned.
3. By 2/3 vote of the whole Committee, a member who shall have missed two or more consecutive, regularly scheduled meetings, or who shall have demonstrated a grievous disregard for the duties belonging to this position, shall be removed from office.

Section 3. *Meetings.*

A. The Episcopal Cursillo Ministry Committee shall meet regularly at least twice between scheduled conferences of the General Council, and at

other times at the call of the President; or as the Committee itself, by a majority vote, may determine is to be necessary for the conduct of its work.

- B. A quorum for the purposes of transacting the business of the Episcopal Cursillo Ministry Committee, shall be a majority of its voting members.

Section 4. *Officers.*

- A. In June of each year, the Episcopal Cursillo Ministry Committee shall elect from its membership whose terms will not end prior to the following year, a President Elect, Vice President elect, and a Secretary elect. The Vice President elect and Secretary elect will take office at the fall meeting of the Episcopal Cursillo Ministry Committee. The President Elect shall serve under the tutelage of the President for one year and become President after the fall meeting one year hence. The incoming Executive Committee shall appoint, a Treasurer designate, who need not be a member of the Committee. The term of the Treasurer shall be for one following the appointment. In the event of a vacancy in an office, the Committee shall fill that vacancy.
- B. The duties of the President, President Elect, Vice President, Secretary and Treasurer shall be those prescribed or suggested for such officers in Robert's Rules of Order Newly Revised.
- C. The Episcopal Cursillo Ministry Committee may from time to time establish such committees, and may establish the membership term and functions of such committees, and may otherwise order its own internal procedures, as it may determine necessary for its work; provided, that no such committee may act in the name or with the authority of the Episcopal Cursillo Ministry.
- D. An Executive Committee, composed of the Officers of the Episcopal Cursillo Ministry Committee (President, President Elect, Vice President, and Secretary) and the Bishop Liaison, may in emergency circumstances, and when so directed by the Episcopal Cursillo Ministry Committee and convened by the President, act in the name and with the authority of the Episcopal Cursillo Ministry. The Executive Committee will report all such actions to the General Council at the next annual or special meeting of that body.
- E. The Episcopal Cursillo Ministry Committee may engage in its employ such persons, with such title and under such terms, as it may determine

necessary for its work; provided that no person so employed may act in the name or with the authority of the Episcopal Cursillo Ministry; and further provided, that no person so employed be given a title which would indicate or imply that said person is an executive officer of the Episcopal Cursillo Ministry. The Committee shall publish for the General Council the title, terms and job description of each such employee.

ARTICLE V: OTHER MATTERS

Section 1. Rules of Procedure.

The rules contained in Robert's Rules of Order Newly Revised shall govern the conduct of all meetings of the General Council in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rule of order the General Council may adopt.

Section 2. Amendment of By-Laws.

These By-Laws may be amended at any annual meeting of the General Council, and at any special meeting of the General Council called for such purpose, by a two-thirds (2/3) majority vote of the member dioceses present, voting through their designated representative, each diocese casting one vote. No fractional votes shall be cast or counted. Proposed amendments to these By-Laws must be furnished in writing to each member diocese of the General Council at least seventy-five (75) days prior to action on such proposed amendment. This time limit may be waived by unanimous vote of the General Council.