

# **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 the Episcopal Cursillo Ministry (ECM). The Episcopal Cursillo Ministry Committee (ECMC) shall establish the office of record for 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 serves in any diocese of the Episcopal Church only with the consent of the Diocesan Bishop.

## **ARTICLE III**

### **GENERAL COUNCIL**

Section 1. *Scope of responsibilities.*

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

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

- C. Adopting a budget, which funds 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 annual meeting of General Council. This annual meeting may be held as a function of a national conference or at a virtual meeting in years, when a national conference is not held.

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 delegation shall be entitled to cast one (1) vote on the action items coming before the General Council, if they meet the criteria in Section C. All representatives from each delegation shall be entitled to a voice in the deliberations of the General Council.
- C. Annual financial contributions entitle dioceses to membership and vote in the General Council. Contributions must be committed no later than the General Council meeting and received by the ECMC no later than December 31 each year.
- D. In the event that a single governing body bears responsibility for Cursillo Ministry communities in more than one diocese, that body's annual financial contribution will entitle each of its governed Cursillo communities to membership and vote in the General Council.

Section 3. *Meetings and Votes.*

- A. The scheduled meeting of the General Council of ECM shall be at a time and place scheduled by the Episcopal Cursillo Ministry Committee. Notice of the time and place of the scheduled General Council meeting shall be announced by the Episcopal Cursillo Ministry Committee to all member dioceses no less than sixty (60) days prior to the meeting date. The announcement will be posted on the ECM website and published in the Episcopal Cursillo News and Notes.

- B. Special meetings of the General Council may be called at the discretion of the Episcopal Cursillo Ministry Committee or by written request of the majority of the governing bodies of ECM member dioceses. Such requests should be addressed to the President of the Episcopal Cursillo Ministry Committee. Written notice of a special meeting shall be made by the Episcopal Cursillo Ministry Committee to member dioceses at least sixty (60) days prior to the meeting dates. Members entitled to vote at an 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 organizes and governs 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, Secretary and Treasurer) shall be the officers of the General Council, and shall be called by the same titles.
- D. An agenda for each General Council meeting will be posted on the ECM website and published in the Episcopal Cursillo Notes and Notes at least forty-five (45) days prior to the annual meeting. Based 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 the presence of at least forty percent (40%) of the voting member dioceses.
- F. Voting will be by diocese, each member diocese casting one (1) vote on action items coming before the General Council.
- G. Each member diocese shall designate one person to cast their diocese's vote. The voting member of each diocese will be reported to the Secretary of ECMC. The Secretary will record the diocese's vote for each action item presented to General Council.
- H. In the event that a diocese contains more than one Cursillo community, the delegations will select one individual to represent them and vote as one Cursillo community.

## ARTICLE IV

### EPISCOPAL CURSILLO MINISTRY COMMITTEE

#### *Section 1. Scope of responsibilities.*

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

- A. To develop and implement policies, programs and services as adopted by the General Council;
- B. To prepare and publish materials for the use of the Episcopal Cursillo Ministry;
- C. To establish and maintain communication with active Cursillo communities within the Episcopal Church; to nurture ecumenical relationships with the Roman Catholic Cursillo and other recognized Fourth Day Movements; and promote collegial relationships with other renewal and apostolic movements; and
- D. To be good stewards of all ECM resources; prepare budgets and financial reports; conduct audits for the review and approval of the General Council; and, in the event of the dissolution of this organization, distribute all ECM resources within the Episcopal Church.

#### *Section 2. Members.*

The Episcopal Cursillo Ministry Committee (ECMC) shall consist of five (5) elected officers – President, President-Elect, Vice-President, Secretary and Treasurer. Also elected to serve on the ECMC are ten (10) District Representatives and five (5) At-Large Representatives. The ECMC President submits recommendations to the Presiding Bishop for appointment of a Bishop Liaison. The Bishop Liaison holds full membership on the ECMC.

The ECMC Officers, District Representatives and At-Large Representatives members will be elected by the General Council. The ten (10) District Representative members shall be five (5) clergy and (5) lay. The At-Large Representatives will be lay members.

All District Representatives shall be elected as follows: The member dioceses of ECM shall be divided by General Council into five (5) geographic Districts. Each District shall have two representatives, one lay and one clergy, elected to serve on the Episcopal Cursillo Ministry Committee for a term of three years. Each representative must be a communicant member in good standing of the Episcopal Church, reside in a member diocese of the General Council and provide a brief biography that includes active participation in the Fourth Day.

The Districts of the General Council shall be composed of the Provinces of the Episcopal Church, and have been 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.

District Representatives shall be elected for a three-year term.

No person shall be elected for two consecutive full terms as a District Representative member. Committee members' terms shall run until their successors are elected or duly appointed.

District Representatives of the Episcopal Cursillo Ministry Committee shall be elected at the scheduled meeting 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.

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 receives a majority vote shall be elected.

At-Large Representatives of the Episcopal Cursillo Ministry Committee shall be elected by the General Council as follows: Each member diocese of ECMC shall cast a single vote 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, reside in a member diocese of the General

Council, and shall provide a brief biography that includes active participation in the Fourth Day. A nominee may be a layperson or clergy from any Member Diocese of the General Council.

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 sub-committees and may provide support to Districts as requested. These Committee members' terms shall run until their successors are elected or duly appointed.

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 nominee receives 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 receives a majority vote shall be elected.

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 stated in these by-laws. This individual will serve until the next General Council meeting, when a permanent placement can be elected.

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

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 meetings of the General Council. Additional meetings may be held at the call of the President or by majority request of the ECMC to accomplish its tasks.

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.*

By August 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 ECMC will also elect a Treasurer to serve a three-year term. The Treasurer may serve no more than two consecutive three-year terms.

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.

The Episcopal Cursillo Ministry Committee will establish committees to perform specific organizational tasks. These committees should include, but not be limited to, Leadership, Communications, Publications and Finance. Duties and procedures for these committee should be developed and posted on the ECMC website.

The Leadership Committee, composed of the Officers of the Episcopal Cursillo Ministry Committee (President, President-Elect, Vice-President, Secretary, Treasurer) 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 Leadership Committee will report all such actions to the General Council at the next annual or special meeting of that body.

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. Proposed amendments to these By-Laws must be posted on the ECMC website and published in the Episcopal Cursillo News and Notes at least sixty (60) days prior to action on such proposed amendment. This time limit may be waived by unanimous vote of the General Council.

Dated \_\_\_\_\_

Verified \_\_\_\_\_ (signature)

\_\_\_\_\_  
President, ECMC (printed name)