

# Bylaws of Colorado Via de Cristo

Approved September 19, 2015

## ARTICLE I -- NAME

The name of this organization shall be Colorado Via De Cristo a non-profit corporation under the laws of the State of Colorado.

## ARTICLE II -- PURPOSES

- A. To present a highly structured weekend for Christians, designed to strengthen and renew the faith of individuals, and through them strengthen and renew their families, congregations and other people in their lives.
- B. To provide and promote on-going means of perseverance in participant's fourth day following the weekend experience.
- C. To change our world based on the person and teachings of Jesus Christ as an ideal.

## ARTICLE III -- MEMBERSHIP

Membership shall be open to all persons 18 years old and older who:

- A. Have completed a Cursillo® method weekend retreat, e.g., Via De Cristo, Walk to Emmaus or Cross Roads, etc., and
- B. Agree with the purposes set forth in Article II.

## ARTICLE IV -- MEETINGS

Section 1: The annual Meeting of the membership for the election of Secretariat members and for the transaction of any other business shall be held in the month of September at such time and place as shall be designated by the Secretariat.

Section 2: Special meetings may be held at such times and places as may be designated by the Lay Director of the Secretariat or upon the request of 10 percent of the 4<sup>th</sup> Day Community members, provided the purpose of any such meeting shall be stated in writing and transmitted to the Lay Director of the Secretariat.

Section 3: Notice of the Annual Meeting and of special meetings shall be communicated to the membership at least 30 days prior to the date of the meeting and shall indicate briefly, in the case of a special meeting, the subject thereof.

Section 4: Quorum: At the Annual Meeting or any special meeting of the members, a quorum shall be the signed-in membership of the duly and properly authorized meeting.

Section 5: Roberts Rules of Order will be followed in the conduct of business meetings and serve as a guide for any parliamentary procedures.

## **ARTICLE V -- SECRETARIAT**

Section 1: The governing body of Colorado Via de Cristo shall be known as the Secretariat.

Section 2: The Secretariat shall meet at least quarterly.

Section 3: The majority of the Secretariat shall constitute a quorum.

## **ARTICLE VI -- OFFICERS**

Section 1: The officers of the Secretariat shall be Lay Director, Assistant Lay Director/ Training, Secretary/Registrar, Treasurer/Purchasing and Spiritual Director. Other members are the Communications/Palanca, Property, Music, Ultreya/Weekend Coordinator and Webmaster.

Section 2: The Lay Director, Assistant Lay Director/ Training, Secretary/Registrar, Treasurer/Purchasing, Communications/Palanca, Property, Music, Ultreya/Weekend Coordinator and Webmaster shall be elected at the Annual Meeting. Voting shall be by written ballots submitted by members present. The Lay Director, Secretary/Registrar, Property, Music and Ultreya/Weekend Coordinator shall be elected in odd-numbered years. The Assistant Lay Director/Training, Treasurer/Purchasing, Communications/Palanca, and Webmaster shall be elected in even-numbered years, with each officer to serve a two-year term. A vacancy in the office of Lay Director shall be filled by the Assistant Lay Director, who will then nominate a new Assistant Lay Director to be confirmed by majority vote of the Secretariat. In the event of vacancies in both offices of Lay Director and Assistant Lay Director, the Secretary, and then the Treasurer shall act as Acting Lay Director until the next Annual Meeting. Vacancies of any other offices shall be filled by nomination by the Lay Director and confirmed by majority vote of the Secretariat. Vacancies in the first year of a term shall cause election to a one-year term for that office at the next Annual Meeting.

Section 3: The Spiritual Director shall be appointed by the Secretariat.

Section 4: The Secretariat shall select lay delegates to attend the National Lutheran Secretariat. The number of delegates shall be the number allowed by the National Secretariat for Colorado Via De Cristo.

## **ARTICLE VII -- DUTIES OF THE SECRETARIAT MEMBERS**

Section 1: Spiritual Director: Shall give spiritual direction and guidance to the Secretariat and to the Colorado Via De Cristo program. The Spiritual Director shall serve as the clergy delegate to the National Lutheran Secretariat.

Section 2: Lay Director: Shall preside at all meetings of the members and at Secretariat sessions, and in general perform all the duties usually incident to such office or which may be required by the members. The Lay Director shall see that a full and complete report of the Colorado Via De Cristo program and circumstances is prepared and, after its approval by the Secretariat, presented to the members at its Annual Meeting.

Section 3: Assistant Lay Director/Training: Shall act in the capacity of the Lay Director in his or her absence. He/she will also develop and maintain training materials for the Fourth Day Community and maintains team experience rosters as well as all other responsibilities set forth in the Secretariat Organization document.

Section 4: Secretary/Registrar: Shall keep the minutes of all meetings of the membership and of the Secretariat, notify the membership of both the annual and special meetings, have custody of all recorded material of the organization, keep a membership book, with the name and address of each member and date of admission to membership, and perform such other duties as may be delegated to him or her by the Board. He/she will also process pilgrim and sponsor letters and be responsible for communications to and about pilgrims prior to the weekend as well as all other responsibilities set forth in the Secretariat Organization document.

Section 5: Treasurer/Purchasing: Shall have custody and keep records of all financial resources of the Corporation. He/she will expend monies as authorized by the Secretariat. The Treasurer shall present a full report of all such transactions to the Annual Meeting of the Membership and at any Secretariat meeting. There shall be an annual audit of the Treasurer's records prior to the annual meeting by a two person team appointed by the Lay Director. The Treasurer may be bonded in an amount to be determined by the Secretariat. The fiscal year will be April 1 to March 31. He/she shall be responsible for locating and purchasing weekend items as well as all other responsibilities set forth in the Secretariat Organization document.

Section 6: Communications/Palanca: Coordinator: Shall be responsible for preparing and mailing newsletters and publicity materials. Shall be the contact with the National Lutheran Secretariat regarding Palanca to our pilgrims and from our community to other groups, as well as all other responsibilities set forth in the Secretariat Organization document.

Section 7: Property Coordinator: Shall provide for property maintenance and storage as well as all other responsibilities set forth in the Secretariat Organization document.

Section 8: Music Coordinator: Shall be responsible for licensing and copyright observance for all music used by Colorado Via de Cristo, as well as be a resource for Rectors, Head Music Cha and Ultreya Coordinator as well as all other responsibilities set forth in the Secretariat Organization document.

Section 9: Ultreya/Weekend Coordinator: Shall provide for 4<sup>th</sup> day events, i.e. Ultreya. Shall be responsible for selection and arrangements for the weekend site as well as all other responsibilities set forth in the Secretariat Organization document.

Section 10: Webmaster: Shall be responsible for a full electronic database of all 4<sup>th</sup> Day members, including current contact information, as well as for the Colorado Via de Cristo web site and licensed software as well as all other responsibilities set forth in the Secretariat Organization document.

## **ARTICLE VIII – COMMITTEES**

Section 1: Standing or special committees may be designated by the Secretariat from time to time as necessary to assist the organization to further its purposes.

Section 2: The Chairperson of such committees shall be named by the Secretariat to serve until such time as a replacement is named or such committee is dissolved by vote of the Secretariat. The Lay Director shall be an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 3: Any action taken by a standing or special committee designated by the Secretariat shall be subject to the approval of the Secretariat.

## **ARTICLE IX -- AMENDMENTS**

This Code of Regulations may be amended or replaced at the annual or any special meeting of the Membership, provided that notice of said meeting and text of any proposed changes shall have been communicated to the 4<sup>th</sup> Day Community general membership at least 30 days prior to the meeting. A two-thirds vote of the Membership present shall be necessary for any such amendment or displacement.

## **END OF COLORADO VIA DE CRISTO BYLAWS**