



# Cursillo Region 1

# Bylaws

Approved by  
Region 1 Secretariat  
September 19, 2009

# **Cursillo Region 1**

## **Bylaws**

### **ARTICLE I REGION 1**

1. Region 1 Cursillo is composed of the Roman Catholic Archdiocese of Boston and the Dioceses of Burlington, VT. Portland, ME, Springfield MA, Fall River MA Worcester MA and Manchester, NH, the Roman Catholic Archdiocese of Hartford, and the Dioceses of Bridgeport, CT, Norwich CT, Providence, RI, the Roman Catholic Archdioceses of New York and the Dioceses of Albany, NY, Brooklyn, NY, Ogdensburg, NY and Rockville Centre.

### **ARTICLE II REGIONAL EPISCOPAL ADVISOR**

1. A bishop from within the region, having a knowledge of, and a willingness to serve the Regional Cursillo Movement. The bishops main function is to serve as a liaison with the other bishops in the region, and to provide advise on spiritual matters. The Regional Episcopal Advisor also approves the selection of the Regional Service Team Spiritual Advisor.

### **ARTICLE III REGIONAL SECRETARIAT**

1. The Regional Secretariat under the guidance of the Episcopal Advisor, Regional Spiritual Advisor, provides for the pastoral, and lay needs of the diocesan Cursillo Movements, which can not be provided by the diocesan movements themselves.

### **ARTICLE III MEMBERSHIP OF THE REGIONAL SECRETARIAT**

Diocesan Representation on the Regional Secretariat shall be as enumerated in ARTICLE VII Section C of the ARTICLES OF OPERATION for the UNITED STATES CURSILLO MOVEMENT. They are restated below as A.1 through A.4

#### **1. Articles of operation**

- 1.1. Each diocese aligned to a Region is encouraged to send any/and or all of its members, especially its Diocesan Secretariat members, but at least the Lay Director, and Spiritual Advisor to all Regional gatherings
- 1.2. If a diocese has more than one affiliated Diocesan Secretariat (e.g. English – Spanish), each secretariat will have the same privileges at all meetings.
- 1.3. For voting purposes, each affiliated Diocesan Secretariat shall be represented by the same number of voting members, usually two, the Lay Director and the Spiritual Advisor or their proxy. Effort should be made to ensure that the voting conscientiously represents the various groups of the Movement in that diocese
- 1.4. To signify and promote unity in the Movement and the Church, all diocesan Cursillo Movements (English, Spanish, Vietnamese, etc) are to be included in the regional body and all decisions are to be made as one body

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### **2. Regional Requirements**

- 2.1. The Diocese represented at a regional gathering shall constitute a quorum
- 2.2. If all dioceses are not represented at a regional gathering, 2/3 of the representatives present shall constitute a majority vote, otherwise a simple majority is required.
- 2.3. The Regional Coordinator, the Regional Spiritual Advisor and all members of the Regional Service team are non-voting members of the Regional Secretariat.

## **ARTICLE IV DUTIES OF THE REGIONAL SECRETARIAT**

### **1. Regional Requirements**

- 1.1. Determine the educational needs for the various diocesan Cursillo Movements within the Region and for those attending Regional meetings/functions
- 1.2. Encourage the Regional Coordinating Group and Regional Service Team members to promote and conduct nationally recognized workshops throughout the region.
- 1.3. Provide an atmosphere for open sharing among the various diocesan Cursillo leaders
  - 1.3.1. Lay Directors should meet with other Lay Directors
  - 1.3.2. Spiritual Advisors should meet with other Spiritual Advisors
- 1.4. Help ensure proper communication between the Regional Leaders and the cursillistas within the diocesan Cursillo Movements
- 1.5. Review Regional Service Team candidate applications in order to determine and select the best-qualified individuals to serve the entire region.
- 1.6. Review and discuss correspondence from the National Cursillo Center, its staff, and from the regional leadership
- 1.7. Maintain a proper set of Regional Bylaws and a Regional Pastoral Plan
- 1.8. Provide the necessary finances to allow for the work of the Region, by establishing the Regional Affiliation Fees at the meeting of the Regional Secretariat during the Fall Regional Encounter. These finances shall be approved by 2/3rds of the voting Secretariat members. Upon written application of a local movement any and all Regional dues may be waived by the Regional Service Team pending approval of the Regional Secretariat at the Spring Regional Encounter.
- 1.9. In the event that a regional leader is not properly performing his or her duties, it is then the responsibility of the Regional Secretariat to either take measures to correct the deficiency or to relieve the individual from his or her duties

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- 1.10. The Regional Secretariat should meet at least twice each year (The Regional Coordinating Group schedules these meetings) In the event a Lay Director or Spiritual Advisor is unable to attend a Regional Secretariat meeting, they may send a proxy to assume their duties
  - 1.10.1. Only a lay person shall serve as proxy for the Lay Director
  - 1.10.2. Only a priest, deacon, or vowed-religious shall serve as proxy for the Spiritual Advisor.
  - 1.10.3. Formal notification of any proxies for an upcoming meeting shall be made in advance of the meeting.

### **ARTICLE V REGIONAL SERVICE TEAM**

#### **1. REGIONAL SERVICE TEAM SPIRITUAL ADVISOR**

- 1.1. The Regional Service Team Spiritual Advisor is selected by the Regional Service Team, with the approval of the Regional Episcopal Advisor
- 1.2. Qualification
  - 1.2.1. The Regional Service Team in selecting the Regional Service Team Spiritual Advisor, should use the guidance provided in Section IVI.2 of REGIONAL STRUCTURE GUIDELINES for the UNITED STATES CURSILLO MOVEMENT.
- 1.3. Term of Service
  - 1.3.1. The Term of Service for the Regional Service Team Spiritual Advisor is 3 years renewable
- 1.4. Duties and Responsibilities
  - 1.4.1. The Regional Service Team Spiritual Advisor will provide assistance to the Diocesan Spiritual Advisors in the form of workshops, etc.
  - 1.4.2. The Regional Service Team Spiritual Advisor will provide assistance to the Regional Service team to assist in the development and maintenance of a high level of Spirituality in the Service team and at Regional Meetings/Encounters.

#### **2. REGIONAL SERVICE TEAM COORDINATOR**

- 2.1. Qualification
  - 2.1.1. This individual must have served on the Regional Service Team a minimum of one year.
- 2.2. Term of Service
  - 2.2.1. The term of service for the Regional Coordinator is 3 years after the individual's selection
  - 2.2.2. Due to untimely circumstances, the Term of Service may be extended one year in accordance with Section III.5 of the REGIONAL STRUCTURE GUIDELINES for the UNITED STATES CURSILLO MOVEMENT

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- 2.2.3. Because of the need to continue to develop leadership at the Regional Level an ex-Regional Coordinator may not hold a Regional office for a period of 5 years immediately following the completion of his or her term.

### 2.3. Duties and Responsibilities

- 2.3.1. Serve as a member of the National Secretariat during his or her Term of Service.
- 2.3.2. Serve as a member of the Regional Coordinating Group, attend its meetings, and complete assignments from that group.
- 2.3.3. Fulfill the duties and responsibilities of all Service Team Members
- 2.3.4. Ensure the Regional Coordinators Report is properly prepared and sent to the National Office in a timely manner.
- 2.3.5. In the event that an area is in need for finding assistance for the Lay Director or Spiritual Director to attend the Regional Encounters a letter should be sent requesting assistance to the Regional Coordinator. Decision to be reviewed by the Regional Secretariat at the following meeting.”
- 2.3.6. Other duties and responsibilities as assigned by the Regional Secretariat.

## **3. REGIONAL SERVICE TEAM**

### 3.1. Qualification

- 3.1.1. The Regional Secretariat in selecting individuals to serve on the Regional Service Team, should use the guidance provided in Section VI.2 of REGIONAL STRUCTURE GUIDELINES for the UNITED STATES CURSILLO MOVEMENT

### 3.2. Term of Service

- 3.2.1. The Term of Service of a Regional Service Team member is the longer of 4 years or the completion of the member’s term of service as a Regional Coordinator.
- 3.2.2. While a member of the Regional Service Team the Regional Service member should not be serving in a leadership role at the diocesan level.

### 3.3. Duties and Responsibilities

- 3.3.1. Participate in the preparation and conduct of Regional and National Encounters.
- 3.3.2. Maintain personal contact with the diocesan movements
  - 3.3.2.1. Maintain knowledge and roster of the diocesan Lay Directors, Spiritual Advisors

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- 3.3.2.2. Assist in the development and maintenance of diocesan Pastoral Plans and By Laws
- 3.3.2.3. Routinely visit and participate in diocesan Secretariat and School of Leaders meetings
- 3.3.2.4. Provide National Workshops for the diocesan movements.
- 3.3.2.5. Provide, or assist, diocesan movements with Regional Workshops

3.3.3. Complete other duties and responsibilities as assigned by the Regional Secretariat

### 3.4. Staffing of the Regional Service Team

3.4.1. The Regional Service Team shall generally be composed of 4 members, counting the Regional Coordinator.

3.4.2. In order to maintain a high level of experience on the Service Team, the uniform term expiration and replacement of team members (about one per year) should be planned. To this end, the Secretariat may authorize a temporary increase in the number of Service Team members.

## **4. REGIONAL SERVICE TEAM TREASURER**

### 4.1. Selection

4.1.1. The Regional Treasurer is selected by the Regional Service Team from among its members, with the advice and consent of the Regional Secretariat.

### 4.2. Term of Service

4.2.1. The normal term of service of the Treasurer shall expire on the completion of that individuals term of service as a member of the Regional Service Team.

### 4.3. Duties and Responsibilities

4.3.1. To meet with the Regional Secretariat to do due diligence to review prior year's financial performance and assist in developing a budget for the Regional Movement.

4.3.2. To provide a Treasure's Report at each Regional Meeting to include

- 4.3.2.1. Income,
- 4.3.2.2. Sources of income,
- 4.3.2.3. Expenses,
- 4.3.2.4. Sources of expenses.

4.3.3. To present to the Regional Secretariat at the Fall Encounter, for review and approval a detailed review and comments of the proposed budget developed by the Treasurer and the other members of the Service Team.

4.3.4. To provide specific reports as requested by the Regional Secretariat or the Service Team members.

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4.3.5. To reimburse members of the Regional Service Team for expenses incurred while performing their duties and responsibilities. These expenses and reimbursements include:

4.3.5.1. The non-refundable deposit for attendance at the Regional Encounters

4.3.5.2. The registration for the National Encounter

4.3.5.3. Mileage for travel on Regional Cursillo activities, except for the mileage incurred in travel to and from Regional Encounters or Regional Team meetings. The mileage rate should be determined by the Regional Secretariat but should not exceed the amount permitted by current IRS rules.

4.3.5.4. Other expenses as approved by the Regional Secretariat

## **ARTICLE VI REGIONAL MEETINGS**

1. Regional Meetings should be held a minimum of twice a year. Generally once in the Spring and once in the early Fall (prior to the last week in October)
2. These two Regional Meetings should contain the following aspects, however, not in any particular order:
  - 2.1. Business meeting (generally most business can be conducted within two hours)
  - 2.2. Opportunity for Spiritual Advisors to meet with one another
  - 2.3. Opportunity for Lay Directors to meet with one another,
  - 2.4. Educational Opportunities for all present
  - 2.5. Spiritual Opportunities for all present
  - 2.6. An Ultreya
  - 2.7. Social time
3. A separate annual Regional Meeting of the Regional Secretariat and the Regional Service Team is encouraged

## **ARTICLE VII BY-LAWS**

1. When Effective
  - 1.1. These By-Laws shall become effective when approved by a simple majority of the members of the Regional Secretariat present at a meeting of the Regional Secretariat
2. Amendments
3.
  - 3.1. Amendment to the Articles of Operation shall be submitted in writing to the Regional Coordinator at least 45 days prior to the Spring or Fall Regional Meetings.
  - 3.2. The proposed amendment(s) shall be distributed by the Regional Coordinator to the Regional Secretariat members for review at least 30 days prior to the next scheduled Spring or Fall Regional Meeting
  - 3.3. Acceptance of an amendment requires a 2/3rds vote of the members of the Secretariat present at the a scheduled meeting of the Regional Secretariat

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### 4. Situations Not Covered

- 4.1. Should any question arise in any meeting of the Regional Secretariat, which is not specifically covered by these By-Laws, the wish of a simple majority of the members present shall determine the answer.