

REV 2019  
REV 2015  
REV 2014  
REV 2004

## TRES DIAS OF CENTRAL GEORGIA CONSTITUTION AND BY-LAWS

### 1. NAME:

The official name of the organization shall be TRES DIAS OF CENTRAL GEORGIA herein known to operate as Tres Dias of Central Georgia, Central Georgia Tres Dias and CGTD the Community

### 2. AFFILIATION:

TRES DIAS OF CENTRAL GEORGIA is a chartered member of the International Assembly and Secretariat of TRES DIAS. As such, TRES DIAS OF CENTRAL GEORGIA, totally subscribes to the Constitution and By-laws of that International organization, and will adhere to the Essentials of TRES DIAS.

### 3. PURPOSE OF TRES DIAS OF CENTRAL GEORGIA:

The purpose of the Tres Dias of Central Georgia is to bring others to Christ through Christian apostolic action in all environments of which its members are a part. Key to achievement of this objective is the development and sustaining of Christian leaders. The tools for developing Christian leaders are the three-day Tres Dias experience also referred to as the “weekend” and on-going group reunions that meet regularly.

Activities of Tres Dias of Central Georgia shall therefore be limited to:

- Planning for the weekend on a regular and continuing basis.
- Conducting the weekend on a regular and continuing basis.

- Planning and conducting activities to reinforce the weekend experience of a Life in Christ for those who have attended a Tres Dias, Cursillo or Emmaus weekend in the post-weekend period known as the “Fourth Day”, including the development and support of group reunions and Secuelas.
- Participate in the activities of the Tres Dias National Assembly
- Foster and support the creation of new Tres Dias chapters as resources and commitment allow.

#### 4. MEMBERSHIP OF TRES DIAS OF CENTRAL GEORGIA:

Membership in Tres Dias of Central Georgia shall automatically include anyone who has experienced the weekend or its recognized equivalent in the various movements based upon Cursillo de Cristiandad and who are active within the community. Evidence of active membership in the community shall be visible support of and participation in scheduled Tres Dias pre-weekend, weekend and post-weekend activities.

Members shall generally be in a geographical proximity, and in the case of adjacent Tres Dias communities, a given member shall choose a Secretariat and chapter community for affiliation. One who has experienced a Cursillo or Emmaus weekend prior to Tres Dias affiliation may also simultaneously be a member of and participate in a Cursillo or Emmaus community.

Members of the Tres Dias community shall also be known as “Pescadores”.

Membership may be resigned by written notice to the Secretariat or by so stating at an official meeting of the Secretariat. Membership of an individual may be terminated, with cause, by a majority of voting members at an official meeting of the Secretariat following notification of intent to rolls prior to the annual meeting and ten (10) days prior to any specially called meetings of the Secretariat without further notice. The actions of the Secretariat regarding membership shall be final in respect to any voting meeting of the community.

#### 5. GOVERNING BODY OF TRES DIAS OF CENTRAL GEORGIA:

The governing body of Tres Dias of Central Georgia shall be the Tres Dias Secretariat of Central Georgia referred to as the Central Georgia Secretariat or Secretariat.

The Secretariat members shall be nominated by members of the TRES DIAS OF CENTRAL GEORGIA community, and elected by current secretariat members. The Secretariat is responsible to the TRES DIAS OF CENTRAL GEORGIA community.

The Secretariat is also responsible to the Tres Dias International Secretariat to adhere to the Essentials of Tres Dias.

The Secretariat will operate under abridged Robert's Rules of Order unless explicitly stated otherwise. The rules contained in this document shall govern TRES DIAS OF CENTRAL GEORGIA in all cases in which they are not inconsistent with the by-laws of TRES DIAS OF CENTRAL GEORGIA.

## 6. TRES DIAS SECRETARIAT:

**Primary Duty of Secretariat.** The Secretariat of Tres Dias of Central Georgia shall administer and manage the affairs of the community.

### 6.1 Purpose Of The Secretariat:

The purpose and authority of the Secretariat is to plan, guide, execute, review and evaluate all activities related to the conduct of the Tres Dias experience which are broadly divided as follows:

- Pre-weekend activities
- Weekend activities (the Three Days)
- Post-weekend activities (Fourth Day)
- Continuing administrative activities not specifically related to the three phases of activities above.

### 6.2 Meetings Of The Secretariat:

The Secretariat shall hold regular meetings each operating year (The operating year begins Jan 1st and ends Dec 31st ) to number not more than 12 or fewer than 9 at a time and place to be determined by the Secretariat. Special meetings may be called by the chairman or by the Secretary/Treasurer upon written request of five (5) members of the Secretariat. The time and place of all meetings shall be announced in the newsletter whenever possible and all meetings shall be open to the community unless the Secretariat shall be in “executive session”.

### 6.3 Positions Of The Secretariat:

All Secretariat members must hold the following qualification:

- Maintain a lifestyle commensurate with Biblical leadership.
- Demonstrate a record of support of the Tres Dias movement.
- Have worked at least three teams, preferably in different areas.
- Possess the skills required by Secretariat position job description.
- At least three (3) churches (unless no qualified candidate is available).
- At least one (1) single member of the community (unless no qualified candidate is available).
- No individual church should be represented by more than 50 percent of the members of the Secretariat.

The Secretariat may by a three-fourths (3/4) vote suspend any of the above requirements for any position on the Secretariat with the exception of the requirement of living a Biblical lifestyle.

The positions of the Secretariat shall consist of the following:

- Chairman: One (1) person who has served in a Secretariat position previously, and also served as a Rector. The chairman must also demonstrate committee leadership and organizational skills.
- Secretary/Treasurer: Single person or married person or couple.
- Men's Leader/Women's Leader: Two single persons - male and female or married couple - both of whom have been a rector.
- Pre-Weekend: Married couple
- Fourth Day: Two singles or married couple
- Spiritual Director: The spiritual director must be an ordained member of the clergy, have integrity in his community, and the body of Christ, and be actively involved with and have a heart for Tres Dias (Seculas, Send-Ups, Closings, Weekends).
- Palanca: Married couple or single person (changed 2.3.2015 by Secretariat)•  
Weekend: Married couple
- Food Purchase: Married couple
- Webmaster: Single or married person
- Communications: Single person or married person or couple

- Data Management: Single person or married person or couple

#### 6.4 Voting Of The Secretariat:

Each position of the Secretariat shall have one vote with the exception of the chairperson who will vote only in the event of a tie. A quorum is two-thirds (2/3) of positions. A vote shall be carried by simple majority of those present and voting at any special meeting of the Secretariat.

#### 6.5 Term Of Office Of The Secretariat Positions:

Positions of the Secretariat will be for two (2) years. Unexpired terms shall be filled by appointment of the Secretariat on a two-thirds majority vote. The chairman shall be eligible to vote on appointments to vacancies on the Secretariat. Elections shall be held for one-third of the offices each year. Each member of the Secretariat shall serve until his successor shall have been duly elected and installed.

#### 6.6 Succession Of The Secretariat Incumbent:

Incumbents in a position of the Secretariat may not succeed themselves unless the incumbent is an appointee filling an unexpired term. Individuals and couples may serve in a position more than once as long as the terms are not successive. All members must rotate after two (2) years and may not serve consecutive terms (unless elected for chairperson position). They must remain off the Secretariat for at least one year. The spiritual director may serve consecutive terms by a vote of confidence of the Secretariat. As with other qualifications for office, the Secretariat may suspend any of these requirements by a two-thirds (2/3) vote.

#### 6.7 Eligibility For The Secretariat:

Any Pescadores active in the community and meeting the qualifications indicated in sections 6.3 and 6.6 above and section 6.9 (for each individual position) below is generally eligible for nomination to a Secretariat position. Specific requirements for eligibility for a position may be defined in the POLICIES AND PRACTICES OF TRES DIAS OF CENTRAL GEORGIA. No individual or couple may occupy more than one

position on the Tres Dias Secretariat of Central Georgia and also occupy a position on the Secretariat of any other Tres Dias chapter, Cursillo or Emmaus community.

## 6.8 Operating Year:

The operating year shall commence on Jan 1<sup>st</sup> and conclude on Dec 31<sup>st</sup> each year. The annual meeting of the Tres Dias of Central Georgia Secretariat will be held in June.

## 6.9 Duties Of The Members Of The Secretariat:

6.9.1 Chairman: Shall be responsible for the overall guidance and direction of TRES DIAS OF CENTRAL GEORGIA.

6.9.1.1 Clergy Relations: Shall act as the lay representative of TRES DIAS of CENTRAL GEORGIA in meeting with clergy from participating and potentially active churches or from other movements

6.9.1.2 Other Movement Relations: Act as the lay representative of Tres Dias in meetings with other movements.

6.9.1.3 Tres Dias International: Act as liaison with the Tres Dias International Organization and serve as chairman of the Central Georgia delegation to the Tres Dias International Assembly.

6.9.1.4 Organization And Planning: Develop organizations to fulfill the mission of Tres Dias of Central Georgia. Develop short and long range plans for expansion and growth of the Community. Assist in the development of effective policies and practices.

6.9.1.5 Secretariat: Shall preside at Secretariat meetings and official functions as may be necessary. Shall attend Rector orientations, weekend send-up, closings and Secuelas.

## 6.9.2 Secretary - Treasurer:

Primary Duties: Establish and maintain an annual working budget and report on Tres Dias financial expenditures. Record and publish minutes of Secretariat meetings on a timely basis to members of the Secretariat.

6.9.2.1 Finances: Maintain up-to-date and complete financial records for the Secretariat of open bank accounts according to established accounting practices.

Maintain up -to- date and complete financial records of the open bank accounts according to established accounting practices. Disburse funds authorized by the Secretariat in the conduct of Tres Dias of Central Georgia business. Establish documentation to support disbursements. Receive funds from candidates, teams, sponsor fees and other sources as may occur.

Establish documentation to support receipts. Deposit all receipts in bank account in a timely manner. Attend send-ups and collect money for the Weekend candidates from the Pre-Weekend team handling the send-up. Maintain and report account balances to Secretariat members on a monthly basis. Reconcile bank statements. Submit financial records for external review at least once per operating year.

Establish and maintain a complete set of financial books and prepare the needed records for annual tax filings and registration with State and Federal authorities.

Make financial analysis of revenues and expenses to develop projections of future costs and income. Make recommendations to the Secretariat regarding fee structure and spending practices.

6.9.2.2 Secretariat Minutes: Serve as recording secretary for all Secretariat meetings. Serve as corresponding secretary. Type, copy and distribute minutes of meetings to members of the Secretariat in a timely manner. This may be accomplished by email or U.S. Postal service. Maintain a complete and concise collection of all minutes of previous meetings and have available at all meetings of the Secretariat.

6.9.2.3 Evaluation And Planning: Make financial analysis of revenues and expenses to develop projections of future costs and income. Make recommendations to the Secretariat regarding fee structure and spending practices.

6.9.2.4 Weekend Sites: Handle reservations, deposits and fees for weekend sites as selected and scheduled by the Secretariat and for the annual Secretariat business meeting.

6.9.2.5 Secretariat: Participate in overall guidance and planning of the Tres Dias activities.

6.9.2.6 Training: Send copy of By-Laws, Policies & Practices and minutes and treasurer's report for at least the previous three (3) months to newly elected Secretariat members. Also send copies of schedules and a copy of the roster of presiding Secretariat members. Train replacement for Secretary/ Treasurer position for six (6) months prior to leaving office.

6.9.2.7 Other Duties: Assist Chairperson in other areas, which may be delegated from time to time. Preside over Secretariat meetings in the absence of the Chairperson.

### 6.9.3 Men's Leader/Women's Leader:

The Men's and Women's Leaders are the link between the Rector and the Secretariat. Responsible for maintaining constant communication between each. He/she will review the team selection and insure that the team reflects the instructions of the Secretariat.

6.9.3.2 Team Selection And Formation: Provide rectors with qualified names for potential team members according to guidelines in the policies and practices of Tres Dias of Central Georgia.

6.9.3.3 Consultation: Consult with rectors during pre-weekend phase in matters involving team formation and community.

6.9.3.4 Debriefing: The Rector is to hold a debriefing after the weekend with section heads, upcoming Rectors, & the men and women's leaders. The individuals should be notified of the date and time of the debriefing so that they may attend if they choose too.

Report to the Secretariat summary of debriefing and recommendations for future.

6.9.3.5 Training: Develop an approach and method for team selection that will form and train Pescadores to be able to serve in a variety of areas. Assure a consistent supply of the necessary skills and experience for both high quality in the team as well as maximum opportunity for participation from the community.

6.9.3.6 Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of team selection, formation and Pescadores development.

6.9.3.7 Secretariat: Participate in overall guidance and planning of Tres Dias activities. This position must be filled by a male and a female who have been rectors.



6.9.3.8 Replacements: Train replacement people including the overlap of one pair of weekends (men/women).

6.9.3.9 Other: Assist chairman in other areas which may be delegated from time to time.

6.9.4 Pre-Weekend:

Responsible for maintaining on-going file of application of candidates and issuing invitations on behalf of the Secretariat.

6.9.4.1 Applications: Regularly collect applications.

Review applications for completeness according to the policies and practices of Tres Dias of Central Georgia.

Maintain a log of applications received and a file of the applications with controls to assure integrity of the applications.

6.9.4.2 Invitations: Make up and mail letters of invitation to candidates and invitation confirmation letters to sponsors according to the policies and practices of Tres Dias of Central Georgia.

Follow-up on invitations with the candidates and sponsors until decision is made.

6.9.4.3 Reporting: Report on a regular basis to the Secretariat the numbers and types of candidates on file, invited, etc.

6.9.4.4 Encouragement: Encourage sponsors by providing a supply of sponsor materials and by announcing status of candidate file in a timely fashion to have maximum number of candidates attending a weekend according to the policies and practices of Tres Dias of Central Georgia.

6.9.4.5 Send-Up: Check in and account for all confirmed candidates.  
Prepare and distribute candidates list.  
Preside as Master of Ceremonies for the send-up celebration.

6.9.4.6 Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of candidate sponsoring, applications, and invitations.

6.9.4.7 Secretariat: Participate in overall guidance and planning of Tres Dias activities.

6.9.4.8 Training: Assist newly elected replacements in learning duties.

6.9.4.9 Other: Assist chairman in other areas which may be delegated from time to time.

6.9.5 Weekend:

Responsible for all matters pertaining to the physical assets and arrangements for the weekend.

6.9.5.1 Subcommittees: Recruits, forms, and supervises subcommittees to carry out the assigned responsibilities. Works with leaders to identify Pescadores to serve in subcommittees.

6.9.5.2 Storage: Arranges for storage of Tres Dias equipment and supplies.

6.9.5.3 Inventory: Establish and maintain an accurate inventory of both fixed assets and supplies. Replace/Repair inventories as required and authorized by the Secretariat.

6.9.5.4 Transportation: Arrange for the transportation of equipment, supplies, candidate and team luggage and candidates to weekend site and return; except candidates and luggage.

6.9.5.5 Set-Up And Take-Down: Arrange for and supervise the cleaning of site prior to weekend set-up of the facilities and equipment according to the policies and practices of Tres Dias of Central Georgia.

Arrange for the take-down of all equipment and supplies and the cleaning of the facility at the close of the weekend.

6.9.5.6 Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of material storage, maintenance, transportation, set-up and take-down.

6.9.5.7 Secretariat: Participate in overall guidance and planning of the Tres Dias activities.

6.9.5.8 Training: Assist newly elected replacements in learning duties including overlap of one pair of weekends (men/women) .

6.9.5.9 Other: Assist chairman in other areas which may be delegated from time to time.

6.9.6 Palanca :

6.9.6.1 General Palanca: Send general Palanca letters to the weekends of other movements. Request and receive general Palanca letters for weekends of Tres Dias of Central Georgia from other movements.

6.9.6.2 Personal Palanca: Provide for a means of collecting and delivering personal Palanca to the team on a weekend for candidates and team.

6.9.6.3 Prayer Palanca: Arrange for prayer Palanca for each Tres Dias of Central Georgia weekend beginning at 6:00 pm Thursday (or send-up day if not Thursday) until 6:00 pm Sunday (or third day if not Sunday) so that between these times there is an unbroken prayer vigil for the candidates, the team, the families of both and the community.

6.9.6.4 Banners And Other Permanent Palanca: Solicit the donation of banners for the weekend and other forms of permanent Palanca.

6.9.6.5 Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of Palanca.

6.9.6.6 Secretariat: Participate in overall guidance and planning of the Tres Dias activities.

6.9.6.7 Training: Assist newly elected replacements in learning duties.

6.9.6.8 Other: Assist chairman in other areas which may be delegated from time to time.

6.9.7 Fourth Day: Prepare closing candidate packet including final candidates/team list, picture, sponsor responsibilities, applications, Tres Dias Introductory Brochure and other items according to the Policies and Practices.

6.9.8 Webmaster: Responsible for maintaining CGTD website, including changes as needed for upcoming weekends, Secuelas, and publishing news/prayer requests to the web

6.9.9 Spiritual Director: The spiritual director is responsible for the spiritual integrity of Tres Dias of Central Georgia's activities and direction. The spiritual director is the primary liaison with the clergy.

6.9.9.1 Qualifications: The spiritual director must be an ordained member of the clergy, have integrity in his community, and the body of Christ, and be actively involved with and have a heart for Tres Dias (Seculas, Send-Ups, Closings, Weekends).

6.9.9.2 Other Spiritual Directors: The spiritual director works with leaders to select spiritual directors for the weekend.

The spiritual director is the primary interface with other clergy regarding matters related to the weekend and fourth day activities.

6.9.9.3 Secretariat: The spiritual director is the primary advisor and source of counsel to the Secretariat regarding spiritual direction and inspiration of the Tres Dias of Central Georgia movement. The spiritual director keeps the Secretariat “on-track” from a clerical viewpoint and that the Secretariat is always acting consistent with and in obedience to God's inerrant word.

6.9.9.4 Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in any area.

6.9.9.5 Training: Assist newly elected replacement in learning duties.

6.9.9.6 Other: Assist the chairman in other areas which may be delegated from time to time.

6.9.10 Food: Responsible for all matters pertaining to the physical assets and arrangements for the weekend regarding food and food preparation.

Establish and maintain an accurate inventory of both kitchen fixed assets and supplies, and repair and replace such inventories as required and authorized from time to time by the Secretariat, or as otherwise required in accordance with the Policies and Practices Manual. Recruit, form, direct, and supervise subcommittees to carry out the assigned weekend responsibilities.

Work with the men and women's leaders to identify Pescadores to serve in these subcommittees. Responsible for storage of Tres Dias kitchen and food equipment and supplies. Arrange for transportation of the kitchen and food equipment and supplies to and from the weekend site.

Arrange for and supervise the cleaning of the kitchen and dining area prior to weekend set-up, the weekend set-up of the kitchen facilities and equipment, and the take-down of all kitchen and food equipment and supplies as well as the cleaning of the facility at the close of the weekend: as prescribed in the policies and practices manual of Tres Dias of Central Georgia.

6.9.10.1 Evaluation And Planning: Evaluate current policies, and practices and make recommendations to Secretariat for improvements in the areas of materials storage, maintenance, transportation, set-up and take-down.

6.9.10.2 Training: Assist newly elected replacements in learning duties.

6.9.10.3 Other: Assist chairman in other areas which may be delegated from time to time.

6.9.11 Communications: Responsible for all communications equipment to include but not limited to; speakers, amplifiers, CD and tape players, cords, stands, microphones and two way radios. The equipment will be stored in a climate controlled environment if at all possible. All equipment will be tested prior to and following each weekend. Prior to each weekend, training on the use and care of the equipment will be given to the Communications Chas.

6.9.11.1 Evaluation And Planning: Evaluate current policies, and practices and make recommendations to Secretariat for improvements in the areas of materials storage testing and maintenance.

6.9.11.2 Training: Assist newly elected replacements in learning duties.

6.9.11.3 Other: Assist chairman in other areas which may be delegated from time to time.

6.9.12 Data Management: Responsible for maintaining records of the Tres Dias human resources for the purpose of assisting rectors in team selection and formation.

Responsible for maintaining and providing a mailing list to be used by the Newsletter person for mailings.

6.9.12.1 Human Resources Records: Establish and maintain a comprehensive and up-to-date record of each Pescadores's service experience in Tres Dias, Cursillo, and Emmaus and service on Secretariats.

6.9.12.2 Team Selection And Formation: Provide Secretariat with the names of qualified rector candidates. Provide the Men and Women's Leaders with listings that reflect the service record of each Pescadores.

6.9.12.3 Evaluation And Planning: Evaluate current policies, and practices and make recommendations to Secretariat for improvements in the areas of data management.

6.9.12.4 Training: Assist newly elected replacements in learning duties.

6.9.12.5 Other: Assist chairman in other areas which may be delegated from time to time.

6.9.13 Reunion Group: Responsible for developing directory of reunion groups and respond to inquiries on joining a group. The Reunion Group team will develop general education on the importance of reunion groups and encourage the CGTD community to meet on a regular basis for accountability and support in their daily walk.

6.9.13.1 Secuelas (Ultreyas): Schedules two Secuelas held each year. Secures and works closely with a Reunion Group and church to host each Seceula.

6.9.13.2 Reunion Of Friends: Communicates to the candidates and Pescadores the function and purpose of a Reunion Group. Also encourages the flow of Reunion Group meetings with focus on prayer, fellowship and accountability to piety (Christ-likeness), study and action.

6.9.13.3 Evaluation And Planning: Participates in overall guidance and planning of all CGTD activities.

6.9.13.4 Training: Assist newly elected replacements in learning duties.

6.9.13.5 Other: Assist chairman in other areas that may be delegated from time to time.

7.0 POLICIES AND PRACTICES:

The Secretariat adheres to the, “Essentials of Tres Dias” specified and published by the national organization. There are additionally many other matters of policy and practice that are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as the policy and practice of the Tres Dias of Central Georgia Secretariat exist in a document so titled.

Policy and Practice will be categorized in the following manner:

- Section 1.0 Pre-weekend Section
- Section 2.0 Weekend
- Section 3.0 Fourth Day
- Section 4.0 Secretariat

8.0 AMENDMENTS: This document may be amended by a majority of voting members at any Secretariat meeting provided that the proposed modification, deletion, or addition was proposed at the prior meeting of the Secretariat