

TRES DIAS OF NORTHEAST GEORGIA CORPORATION CONSTITUTION AND BY-LAWS

1.0 Name

The official name of the organization shall be TRES DIAS OF NORTHEAST GEORGIA CORPORATION, herein known to operate as Tres Dias of Northeast Georgia (TDNEGA), and the TDNEGA community.

2.0 Affiliation

TRES DIAS OF NORTHEAST GEORGIA CORPORATION is a chartered member of the International Assembly and Secretariat of TRES DIAS. As such, TRES DIAS OF NORTHEAST GEORGIA CORPORATION totally subscribes to the Constitution and By-laws of that International organization, and will adhere to the Essentials of TRES DIAS, which are incorporated herein by reference.

3.0 Purpose of Tres Dias of Northeast Georgia Corporation

The purpose of TRES DIAS OF NORTHEAST GEORGIA CORPORATION is to bring others closer to Christ through Christian action in all environments in which its members are a part. Key to achievement of this objective is the development and sustaining of Christian leaders. The tool for developing Christian leaders is the three-day TRES DIAS experience also referred to as the “Weekend.” Activities of TRES DIAS OF NORTHEAST GEORGIA CORPORATION shall include:

- 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, EMMAUS, or other Fourth Day experience as recognized by the International Assembly and Secretariat of TRES DIAS in the Post-Weekend period known as the “Fourth Day;”
- Participating as a delegate in the quarterly Tres Dias International Secretariat, meetings, including the International Assembly; and
- Fostering and supporting the creation of new TRES DIAS communities as resources and commitment allow.

4.0 Tres Dias Statement of Belief

- 4.1 We believe and profess our faith in one Triune God—the Father, the Son, and the Holy Spirit (Matthew 28:19).
- 4.2 We believe and profess that Jesus Christ is the only Savior and is God in the flesh (John 1:1, 1:14, 3:36, 14:6, and Hebrews 2:17).
- 4.3 We believe and profess that the Holy Spirit is God and is the Lord and Giver of life, who continues to work in believers today to sanctify, edify, and empower the whole Christian church on earth—for His purpose (Job 33:4, Acts 1:8, John 14:26, and Romans 8:11).

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

- 4.4 We believe and profess that the Holy Scriptures are the inspired and completely true Word of God (2 Timothy 3:16-17).
- 4.5 We believe and profess that all have sinned and fallen short of the glory of God; that forgiveness of sins is received through confession and repentance; and that our sins are washed away through the blood of Jesus Christ (Acts 2:38, 1 John 1:9 and Romans 3:23).
- 4.6 We believe and profess that salvation is a gift of God's grace received through personal faith in Jesus Christ (Ephesians 2:8).
- 4.7 We believe and profess that the Body of Christ is to make every effort to keep the unity of the Spirit through the bond of peace until we all reach unity in the faith and in the knowledge of the Son of God (Ephesians 4:3, 13).
- 4.8 We believe and profess that God's unconditional love, as made manifest to us through Jesus Christ, is the primary witness by which people are renewed, edified, and changed (1 Corinthians 13:8).
 - 4.8.1 We believe and profess that God has called us to live holy lives that will bring glory to His name (Colossians 3:1-25).

NOTE: For purposes of standards and principles, Tres Dias ascribes to those stated in the "Authorized King James Version" of the Bible of 1611 (KJV).

5.0 Qualifications for Community Leadership

(This includes, but is not limited to, team members, elected and other local secretariat officers, and members of standing and special committees of the local secretariat.)

Any person serving in a Community Leadership position must be living a life that is not in a state of rebellion against God. A state of rebellion against God can best be described as an unrepentant, open and active participation in or advocacy of activities contrary to the commands (for example, The Ten Commandments) and guidelines in Scripture* for holy living and Christian leadership. Some examples (although not limited to these areas) are:

1. dependence upon alcohol or illegal drugs;
2. involvement in illegal activities whereby such involvement knowingly violates federal, state or local laws, statutes or ordinances;
3. involvement in lustful, immoral or perverted activities such as, but not limited to, pornography and/or any sexual relationship outside of a lawful marriage between a man and a woman;
4. involvement in the occult or Satanic worship;
5. openly professed allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

**NOTE: For purposes of standards and principles, Tres Dias ascribes to those stated in the "Authorized King James Version" of the Bible of 1611 (KJV).*

6.0 Membership of Tres Dias of Northeast Georgia Corporation

- 6.1 Membership in TRES DIAS OF NORTHEAST GEORGIA CORPORATION shall be granted to any person who has attained 21 years of age (or at least 18 years of age on an exception basis for a compelling reason) and who has experienced a TDNEGA Weekend or its recognized equivalent in the various movements, based upon Cursillo de Cristiandad. Evidence of active membership in the community shall be visible support of and participation in scheduled TDNEGA Pre-Weekend, Weekend, and Post-Weekend activities.
- 6.2 Members shall generally be in geographical proximity, and in the case of adjacent TRES DIAS communities, a given member shall choose a Secretariat and community for affiliation. Members may participate in other communities, including steering committees for unchartered communities, in all areas except voting and positions on governing bodies, e.g., Boards, Councils, Secretariats, etc. Once the new community forms a governing body, then any TDNEGA member serving on the steering committee or governing body must choose a community of affiliation. Members of other communities may participate in the TDNEGA community with the exception of voting and Secretariat positions.
- 6.3 Members of TRES DIAS OF NORTHEAST GEORGIA CORPORATION community shall be known as “Pescadores.”
- 6.4 Pescadores may resign their membership in the TDNEGA community by written notice to the Secretariat or by so stating at an official meeting of the Secretariat. Membership of an individual may be terminated by a majority of voting Secretariat members at an official meeting of the Secretariat following written notification to the pescadore of intent to do so.

7.0 Governing Body of Tres Dias of Northeast Georgia Corporation

- 7.1 The governing body of TRES DIAS OF NORTHEAST GEORGIA CORPORATION shall be the Tres Dias Secretariat of Northeast Georgia referred to as the “Northeast Georgia Secretariat” or the “Secretariat.”
- 7.2 The Secretariat is responsible to the TDNEGA community.
- 7.3 The Secretariat is also responsible to the TRES DIAS INTERNATIONAL SECRETARIAT and shall adhere to the Essentials of Tres Dias, the TDNEGA Constitution and By-laws, and the *TDNEGA Policies and Practices*.
- 7.4 The Secretariat will operate under the current edition of Robert’s Rules of Order Newly Revised unless explicitly stated otherwise. The rules contained in this document shall govern TRES DIAS OF NORTHEAST GEORGIA CORPORATION.

8.0 Tres Dias of Northeast Georgia Secretariat

- 8.1 **Primary Duty of Secretariat.** The Secretariat of TDNEGA shall administer and manage the affairs of the community.

8.2 **Purpose and Authority 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 Pre-Weekend, Weekend (The Three Days), and Post-Weekend (Fourth Day) activities.
- perform administrative activities not specifically related to the three phases of activities above.
- elect members of the Secretariat to fill full and partial terms.
- create and change *TDNEGA Policies and Practices* as defined in Section 9.2.
- approve changes proposed by the Secretariat to the Constitution and By-laws as defined in Section 10.0.
- approve the removal of a member or officer of the Secretariat.

8.3 **Meetings of the Secretariat.** The Secretariat shall hold regular meetings each operating year. The number of regular meetings shall not exceed 10 nor be fewer than 9. Regular meetings shall be held at a time and place determined by the Secretariat and published on the Community webpage at least 10 days prior to the meeting. The Chairperson may call special meetings as needed.

8.4 **Finance Committee.** The Secretariat shall establish a Finance Committee, consisting of no fewer than four (4) members, inclusive of the Vice Chairperson, Treasurer, and two non-Secretariat members of the community whose experience in accounting, finance, or business may assist the Committee and the Secretariat in the performance of their financial oversight responsibilities. The Finance Committee shall be chaired by the Vice Chairperson. The Finance Committee shall:

- Monitor TDNEGA's financial records.
- Help the Secretariat understand TDNEGA's finances by reviewing and overseeing the creating of accurate, complete, timely, and meaningful financial statements to be presented to the Secretariat.
- Develop an annual operating budget and recommend it to the Secretariat for approval.
- Monitor adherence to the budget.
- Monitor financial procedures to ensure faithful stewardship.
- Anticipate financial problems and safeguard assets.
- Monitor compliance with federal, state, and other financial reporting requirements.
- Work with the Chairperson and Treasurer to set long-range financial goals along with funding strategies to achieve them.
- Perform other duties as may be required by the Secretariat from time to time.

8.5 **Annual Reports.** An annual report may be published at year-end in the community's newsletter briefly summarizing the year's activities, fiscal condition, and other significant items.

8.6 Positions and Qualifications of the Secretariat.

8.6.1 Qualifications.

8.6.1.1 All Secretariat members must meet the following requirements:

- Lifestyle commensurate with biblical leadership and the King James Version of the Holy Scriptures;
- A track record of support of the TRES DIAS movement;
- Have served at least three teams, preferably in different service areas;
- Have skills required by Secretariat position job description; and
- Commit to attend all Secretariat meetings. Secretariat members may not miss more than two meetings per operating year.
- Secretariat members shall occupy only one position on the Secretariat at a time.
- Secretariat members may not occupy positions on governing bodies, e.g., Boards, Councils, Secretariats, etc. of any other local Tres Dias, Cursillo, Emmaus, Vida Nueva or other Fourth Day movements as recognized by the International Assembly and Secretariat of TRES DIAS. Steering committee participation is permitted per Section 6.2.

8.6.1.2 The Chairperson must have previously served in a local Secretariat position, and as a Rector on a TDNEGA Weekend. The Chairperson must also demonstrate committee leadership capabilities and organizational skills.

8.6.1.3 The Vice Chairperson must meet the same qualifications as the Chairperson.

8.6.1.4 Leaders must be former Rectors.

8.6.1.5 The Spiritual Director shall be actively serving in Christian ministry. He/she must be a fully licensed or ordained minister.

8.6.2 Secretariat Membership Composition.

8.6.2.1 Secretariat membership should be fairly represented by at least three (3) churches (unless no qualified candidate is available).

8.6.2.2 The Secretariat shall include at least one (1) single member from the community (unless no qualified candidate is available).

8.6.2.3 Secretariat positions requiring two people may be filled by a married couple or two individuals except the Pre-Weekend Couple, which must be a married couple.

8.6.2.4 Because Tres Dias is a lay-led movement, and by qualification requirements, Spiritual Directors are not considered lay, pescadores who serve as Spiritual

Directors may only serve in the Spiritual Director position on the Secretariat. All other positions must be filled by laity.

8.6.3 Positions.

8.6.3.1 **Officers.** The Chairperson, Vice Chairperson, Secretary, and Treasurer shall serve as officers of Tres Dias of Northeast Georgia Corporation and be registered as such with the Georgia Secretary of State. The officers shall oversee the corporation's daily business operations under the direction of the Secretariat and have legal authority to act on the behalf of TDNEGA in lawful business-related activities. Officer positions are filled by one person. Officers cannot be related by blood or marriage within the second degree of consanguinity or affinity, i.e., husband, wife, parent, child, or grandparent.

8.6.3.2 Members.

The following positions are filled by one person:

- Spiritual Director
- Newsletter Editor
- Database Manager
- Document Control Manager
- Webmaster

The following positions, with the exception of Pre-Weekend, will be filled by up to two individuals serving as an Alpha team and/or up to two individuals serving as an Omega team, as dictated by the needs of the community:

- Men's Leader
- Women's Leader
- Pre-Weekend: One married couple
- Weekend
- Fourth Day
- Palanca
- Food Management
- Supply and Procurement

8.6.4 **Subcommittees.** The Chairperson may appoint sub-committees. Other positions on the Secretariat, with the approval of the Chairperson, may establish sub-committees to assist them in carrying out the responsibilities of the position. Each sub-committee is under the direct supervision of the Secretariat member who initiated the request and will comply with the Essentials and *TDNEGA Policies and Practices*.

8.7 Voting of the Secretariat.

8.7.1 Each position of the Secretariat shall have one vote with the exception of the Chairperson, Vice Chairperson, and Spiritual Director.

- 8.7.2 Two-thirds (2/3) of the positions designated as voting in Section 8.7.1 and holding office at the time of the meeting shall constitute a quorum for the transaction of business at any regular or special meeting of the Secretariat. Voting is by majority unless otherwise specified in the TDNEGA Constitution and By-Laws, the TDNEGA Policies and Practices, or the current edition of Robert's Rules of Order Newly Revised. Proxy voting is permitted if the quorum requirement has been satisfied by those physically present at the time the meeting is called to order.
- 8.7.3 Electronic voting (e.g., email or online survey/polling applications) is permitted at the Chairperson's discretion when decisions must be made between meetings.
- 8.7.4 The Chairperson (or in the absence of the Chairperson, the Vice Chairperson) will vote only in the event of a tie.
- 8.7.5 Rectors shall be elected by drawing lots following procedures defined in the *TDNEGA Policies and Practices*.
- 8.8 **Terms of Office.** Positions on the Secretariat will be held for three (3) years in accordance with a fixed rotation schedule defined in the *TDNEGA Policies and Practices*. The position being vacated will be replaced at the 2.5-year mark. Incumbents will train their replacements from 0-6 months. The "in-transition" member will be non-voting until the incumbent vacates the position.
- 8.8.1 Exceptions to Standard Terms of Offices.**
- 8.8.1.1 The Spiritual Director may serve an additional term by a vote of confidence of the Secretariat.
- 8.8.1.2 Leaders will identify their replacements at the 2-year mark and train their replacements up to 1 year.
- 8.8.2 Succession of the Secretariat Incumbents.**
- 8.8.2.1 Incumbents in a position on the Secretariat may not succeed themselves unless the incumbent is filling an unexpired term.
- 8.8.2.2 Members of the Secretariat may not be nominated to fill a position that is being vacated unless no qualified and willing replacement is available and the member being nominated is within 60 days of the end of their current term and is otherwise qualified for the position to which they are being nominated. This requirement does not apply to members nominated in accordance with Section 8.8.1.1. and 8.8.2.5.
- 8.8.2.3 Individuals and couples may serve in a position more than once as long as the terms are not successive.
- 8.8.2.4 All Secretariat members must vacate their position at the end of their term of office and may not hold another position on the Secretariat for a minimum of six (6) months from the date that their last term of office expired. This requirement does not apply to members nominated in accordance with Sections 8.8.1.1, 8.8.2.2, and 8.8.2.5.

8.8.2.5 Current members of the Secretariat who are within 60 days of the end of their current term, and are otherwise qualified, may be nominated for the position of Chairperson and/or Vice Chairperson.

8.9 **Notification of Vacancies.** Secretariat position vacancies shall be announced to the Community using at least two of the following methods: a public gathering, the newsletter, and/or the website.

8.10 Election of Secretariat Members.

8.10.1 Potential Secretariat members may be self-nominated or nominated by others. All nominees must be submitted to the Secretary and presented to the Secretariat for consideration.

8.10.2 Election of Secretariat members shall be by a 2/3 vote.

8.10.3 Unexpired terms shall be filled by a 2/3 vote.

8.11 **Operating Year.** The fiscal operating year shall commence on January 1 and conclude on December 31 of the calendar year.

8.12 Removal of a Secretariat Member.

8.12.1 A member of the Secretariat can be removed from the position he/she holds on the Secretariat after missing more than two meetings in a calendar year, unless the absences exceeding two are approved by the Chairperson. The member shall be replaced only after a reasonable attempt is made to contact him/her in an effort to determine the reason for non-attendance.

8.12.2 A member of the Secretariat may be removed upon recommendation by the Secretariat and a 2/3 vote.

8.13 Duties of the Secretariat Members.

8.13.1 All Secretariat members shall:

- assist in the development of effective policies and practices.
- evaluate current policies and practices and make recommendations to the Secretariat for improvements.
- participate on subcommittees as requested.
- assist the Chairperson in other areas, which may be delegated as needed.
- maintain a current description of their job duties and instructions on performing these duties.
- as applicable, create and submit an estimated annual budget to the Finance Committee.

8.13.2 Chairperson.

- 8.13.2.1 Primary Duties. The Chairperson shall be responsible for overall guidance of the TDNEGA.
- 8.13.2.2 The Chairperson shall act as TDNEGA's representative in meeting with clergy, churches, and/or other movements.
- 8.13.2.3 The Chairperson shall act as liaison with Tres Dias International and serve as chairperson of the TDNEGA delegation to The Tres Dias International Assembly.
- 8.13.2.4 The Chairperson shall preside at Secretariat meetings and official functions as may be necessary.
- 8.13.2.5 The Chairperson shall conduct Rector Orientations.
- 8.13.2.6 The Chairperson shall attend Weekend Send-off Ceremonies, Closing Ceremonies, and secuelas.
- 8.13.2.7 Organization and Planning. The Chairperson shall develop short and long-range plans to fulfill the mission of TDNEGA and assist in the development of effective policies and practices.

8.13.3 Vice Chairperson

- 8.13.3.1 Primary Duties. The Vice Chairperson shall assist the Chairperson and/or perform the Chairperson's duties at the direction of the Chairperson.

8.13.4 Secretary.

- 8.13.4.1 Primary Duties. The Secretary shall serve as recording secretary for all Secretariat meetings and as the corresponding secretary.
- 8.13.4.2 Secretariat Minutes. The Secretary shall record and distribute minutes of Secretariat meetings within two weeks of each meeting. The Secretary shall maintain a complete collection of all approved minutes.
- 8.13.4.3 Correspondence. The Secretary shall create and distribute correspondence, as needed, under the direction of the Chairperson.
- 8.13.4.4 Roster. The Secretary shall maintain and distribute a current roster of Secretariat members.
- 8.13.4.5 Rotation Schedule. The Secretary shall maintain the official schedule of Secretariat members' terms and rotation schedule.
- 8.13.4.6 Team Meeting Visits. The Secretary shall provide a schedule for Secretariat members to present overviews of their positions at team meetings.

8.13.4.7 Voting. The Secretary shall oversee the voting process for the Secretariat.

8.13.5 Treasurer.

8.13.5.1 Primary Duties. The Treasurer shall maintain the annual operating budget and report monthly on income and expenditures to the Secretariat.

8.13.5.2 The Treasurer shall receive and disburse all funds on behalf of TDNEGA in accordance with the *TDNEGA Policies and Practices*.

8.13.5.3 The Treasurer shall prepare and submit annual tax filings to State and Federal authorities.

8.13.5.4 Submit financial records for external audit at least once per operating year.

8.13.5.5 Evaluation and Planning. The Treasurer shall 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.

8.13.5.6 Other Duties. The Treasurer shall preside over Secretariat meetings in the absence of the Chairperson and Vice Chairperson.

8.13.6 Leaders (Men/Women).

8.13.6.1 Primary Duties. Leaders shall be responsible for providing guidance and counsel to Rectors to help ensure that the Tres Dias Essentials and *TDNEGA Policies and Practices* are followed in all areas of team selection and formation, weekend preparation, and the conducting of the weekend itself.

8.13.6.2 Consultation. Leaders shall consult with Rectors during the Pre-Weekend phase in all matters involving team formation and Weekend preparation. Leaders have the authority, along with the Chairperson to approve or disapprove any action contemplated by the Rector or his/her team pertaining to said Weekend.

8.13.6.3 Debriefing. Leaders shall conduct a private debriefing of the weekend with the Rector to identify problems or areas that may need improvement on future weekends and provide that information to the Secretariat.

8.13.6.4 Team Selection and Training. Leaders shall maintain a method of team selection that enables pescadores to serve in a variety of areas in order to develop a resource base with the necessary skills and experience for Tres Dias leadership and at the same time provide maximum opportunity for participation by everyone in the community.

8.13.6.5 Evaluation and Planning. Leaders shall make recommendations to the Secretariat for improvements in the areas of team selection and formation, pescadore development, and weekend execution.

8.13.7 Pre-Weekend.

- 8.13.7.1 Primary Duties. Pre-Weekend shall be responsible for maintaining ongoing files of applications of candidates and issuing weekend invitations on behalf of the Secretariat of Tres Dias of Northeast Georgia.
- 8.13.7.2 Candidate Applications. Pre-Weekend shall regularly collect candidate applications and sponsor fees. They shall review applications for completeness and accuracy according to current *TDNEGA Policies and Practices*. Pre-Weekend shall maintain a computerized database of candidate applications with controls to assure the integrity of the applications.
- 8.13.7.3 Invitations. Pre-Weekend shall prepare and send invitations to candidates to the weekends and invitation confirmation to the sponsors according to the current *TDNEGA Policies and Practices*. They shall follow up on invitations with the candidates and sponsors until the invitation has been accepted or declined.
- 8.13.7.4 Reporting. Pre-Weekend shall report to the Secretariat on a regular basis as to the number of candidates on file, invited, etc.
- 8.13.7.5 Sponsorship. Pre-Weekend shall encourage sponsorship by providing a supply of materials and announcing the status of the candidate file in a timely fashion to have the maximum number of candidates attending a Weekend according to the current *TDNEGA Policies and Practices*.
- 8.13.7.6 Send-off. Pre-Weekend shall check in and account for all confirmed candidates at the Send-off Ceremony. They shall collect weekend fees from candidates/sponsors. Collected funds shall be turned over to the Treasurer at Send-off. Pre-Weekend shall preside as Master and Mistress of Ceremonies at Send-off. They shall also arrange for communion after candidates have left for the Weekend. Pre-Weekend shall prepare and distribute a list of candidates and team members for the community to pray over during the weekend.
- 8.13.7.7 Evaluation and Planning. Pre-Weekend shall make recommendations to the Secretariat for improvements in the area of candidate sponsorship, applications, and invitations.

8.13.8 Weekend.

- 8.13.8.1 Primary Duties. Weekend shall be responsible for all matters pertaining to the physical assets and arrangements for the weekend, including all set-up and take-down procedures.
- 8.13.8.2 Storage. Weekend shall arrange for storage of TDNEGA equipment and supplies.
- 8.13.8.3 Inventory. Weekend shall establish and maintain an accurate inventory of fixed assets used on the weekend. They shall purchase and repair equipment as required and authorized by the Secretariat.

8.13.8.4 Transportation. Weekend shall arrange for the transportation of equipment and supplies to and from the weekend site.

8.13.8.5 Evaluation and Planning. Weekend shall make recommendations to the Secretariat for improvements in the area of material storage, maintenance, transportation, set-up, and take down.

8.13.9 Supply and Procurement.

8.13.9.1 Primary Duties. Supply and Procurement shall be responsible for all matters pertaining to supplies for the Weekend.

8.13.9.2 Procurement. Supply and Procurement shall purchase supplies needed at the campground or other designated location(s).

8.13.9.3 Inventory. Supply and Procurement shall establish and maintain supply inventories as required and authorized by the Secretariat.

8.13.9.4 Evaluation and Planning. Supply and Procurement shall make recommendations to the Secretariat for improvements in the area of purchasing and distribution of supplies.

8.13.10 Palanca.

8.13.10.1 Primary Duties. Palanca is responsible for arranging general, oven, prayer, and banner palanca for all weekends. Palanca is also responsible for correspondence with other movements requesting and responding to requests for Palanca.

8.13.10.2 General Palanca. Palanca shall request general palanca letters from and send general palanca letters to the Weekends of other Tres Dias, Cursillo, Emmaus, Kairos, and Vida Nueva or like movements.

8.13.10.3 Prayer Palanca. Palanca shall arrange for prayer Palanca for each TDNEGA Weekend beginning at 7:00 PM on Thursday (or send-off day if not Thursday) until 7:00 PM Sunday (or the third day if it is not Sunday) so that between these times there is an unbroken prayer vigil for the candidates, the team, and the families of candidates, team and community.

8.13.10.4 Banner, Oven, and Permanent Palanca. Palanca shall solicit the donation of baked palanca for the Weekend. They shall also solicit other forms of permanent palanca. Palanca shall maintain an electronic catalog or a book with photographs of banners available for use on weekends. This catalog or book should be given to each Rector to choose banners he/she would like to use on the Weekend.

8.13.10.5 Evaluation and Planning. Palanca shall make recommendations to the Secretariat for improvements in the area of palanca.

8.13.11 Fourth Day.

- 8.13.11.1 Primary Duties. Fourth Day schedules, staffs, and coordinates secuelas. They also encourage and facilitate the formation of reunion groups to enhance the Fourth Day experience of each pescadore.
- 8.13.11.2 Secuelas. Fourth Day schedules secuelas on a regular basis according to current TDNEGA Policies and Practices.
- 8.13.11.3 Reunion Groups. Fourth Day fosters and encourages pescadores in the formation of reunion groups to assist in sustaining the Weekend experience of a life in Christ in their fourth day.
- 8.13.11.4 Evaluation and Planning. Fourth Day shall make recommendations to the Secretariat for improvements in areas of Fourth Day support, secuelas, and reunion groups.

8.13.12 Newsletter Editor.

- 8.13.12.1 Primary Duties. The Newsletter Editor composes, edits, publishes, and arranges for the distribution of community newsletter containing announcements and news regarding upcoming weekends, secuelas, significant actions of the Secretariat, and other community news.
- 8.13.12.2 Compile and Compose Newsletter Articles. The Newsletter Editor shall collect, compile, and compose articles for the newsletter regarding Weekends and other news and policies of interest to the community. Rectors may submit reports regarding individual Weekends which are to be published on a space available basis. The Newsletter Editor has the final decision on inclusion and editing of any articles in the community newsletter. However, prior to publishing information regarding Tres Dias of Northeast Georgia policy matters, the editor shall gain the concurrence of the Chairperson with regard to content. The Newsletter Editor is to report to the community via newsletter and web page, summaries of significant actions by the Secretariat or matters, which the Secretariat deems necessary to communicate to the community.
- 8.13.12.3 Mailing List. The Newsletter Editor is to publish a notice requesting change of address information and assure that such changes are transmitted to the Database Manager. In addition, the Newsletter Editor shall work with the Database Manager to periodically purge undeliverable addresses.
- 8.13.12.4 Special Publications, Notices, and Mailings. In addition to the newsletter, the Newsletter Editor shall publish special letters, notices, and other such communication as may be necessary to advertise events and communicate with the TDNEGA community.
- 8.13.12.5 Evaluation and Planning. The Newsletter Editor shall make recommendations to the Secretariat for improvements in newsletter, website, and other community publications and relations.

8.13.12.6 Other Duties. The Newsletter Editor shall back up the Webmaster.

8.13.13 Webmaster.

8.13.13.1 The Webmaster shall maintain the website for TDNEGA with current team lists, schedules, and pertinent information for the community.

8.13.13.2 Special Publications and Notices. The Webmaster shall publish special notices and other information on the website as may be necessary to advertise events and communicate with the TDNEGA community.

8.13.13.3 Evaluation and Planning. The Webmaster shall make recommendations to the Secretariat for improvements in website, newsletter, and other community publications and relations.

8.13.13.4 Other Duties. The Webmaster shall back up the Newsletter Editor and assist the Chairperson, as needed.

8.13.14 Database Manager.

8.13.14.1 Primary Duties. The Database Manager prepares and maintains a current computerized database of pescadores' contact information and service records.

8.13.14.2 Special Reports. The Database Manager provides special reports to assist other Secretariat members in accomplishing their respective functions. This shall include reports required by the Leaders to furnish newly elected Rectors information necessary for team selection.

8.13.14.3 Evaluation and Planning. The Database Manager shall make recommendations to the Secretariat for improvements in the area of database management, including computer equipment, software, and programming.

8.13.14.4 Other Duties. The Database Manager shall back up the Document Control Manager.

8.13.15 Document Control Manager/Parliamentarian

8.13.15.1 Primary Duties. The Document Control Manager maintains an accurate central library of documentation used by the TDNEGA Secretariat and the Weekend teams, creating and updating documents as needed. The Document Control Manager also serves as the Parliamentarian for the Secretariat.

8.13.15.2 Document Handling. The Document Control Manager shall:

- maintain an electronic central library of Secretariat documents that is accessible to Secretariat members.
- maintain an electronic central library of team documentation that is accessible to Weekend teams.

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

- create and update documents as necessary to reflect changes in policies and practices approved by the Secretariat, using Microsoft Office, acceptable word processing practices, and version control.
- publish all documents in a protected portable document (PDF) format for electronic distribution, viewing, and printing, but not revision, unless editable versions are required by end users.

8.13.15.3 Training New Secretariat Members. The Document Control Manager shall provide new Secretariat members access to the central library of Secretariat documents, providing training and support as needed.

8.13.15.4 Training Weekend Team Members. The Document Control Manager shall provide access to the central library of team documentation and administrative privileges to designated team members. The Document Control Manager shall provide training and user support to ensure team members can successfully access the central library.

8.13.15.5 Parliamentarian. The Document Control Manager shall ensure Secretariat meetings are conducted following the rules of order and proper procedures. The Document Control Manager shall also assist in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

8.13.15.6 Evaluation and Planning. The Document Control Manager shall make recommendations to the Secretariat for improvements in the area of documentation management, including computer equipment, software, and programming. Periodically evaluate document printing and distribution costs to determine the most cost-effective methods.

8.13.15.7 Other Duties. The Document Control Manager shall serve as back up to the Database Manager.

8.13.16 Food Management.

8.13.16.1 Primary Duties. Food Management is responsible for training the Head and Assistant Head Kitchen Chas; ordering all food necessary for a weekend; and overseeing overall set-up and take-down of the kitchen, including inventory, packing, and storage of food and kitchen supplies.

8.13.16.2 Training Head and Assistant Head Kitchen Chas. Food Management shall guide the Head and Assistant Head Kitchen Chas through planning meals for team meetings and the weekend.

8.13.16.3 Ordering and Delivery of Food. Food Management shall order and arrange for delivery of all food and related items for the kitchen. Purchase and deliver to the weekend site supplies which cannot be ordered from a commercial vendor.

8.13.16.4 Inventory. Food Management shall check the inventory of food and supplies with the Head Kitchen Cha at time of set-up and take-down.

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

8.13.16.5 Head Kitchen Manual. Food Management shall establish and maintain a current manual for the Head and Assistant Head Kitchen Chas describing supplies, equipment, operations, menus, recipes, etc.

8.13.16.6 Evaluation and Planning. Food Management shall make recommendations to the Secretariat for improvement in the area of food management, including purchasing food and planning weekend menus.

8.13.17 Spiritual Director.

8.13.17.1 Primary Duties. The Spiritual Director is the primary advisor and source of counsel to the Secretariat regarding Spiritual direction and inspiration of the TDNEGA movement. The Spiritual Director ensures the Secretariat is always acting consistent with and in obedience to God's inerrant Word. The Spiritual Director and the Chairperson shall work together to ensure the spiritual integrity of TDNEGA.

8.13.17.2 Recruitment and Training of Spiritual Directors. The Spiritual Director shall recruit clergy from the TDNEGA community to serve as Spiritual Directors on the weekends and facilitate their becoming qualified to serve as Head Spiritual Directors.

8.13.17.3 Selection of Spiritual Directors. The Spiritual Director shall work with the Leaders Persons and the Rectors in selecting Spiritual Directors for the weekends.

9.0 Policies and Practices

9.1 **Organization of Policies and Practices.** The policies and practices of TDNEGA shall be established at the discretion of the Secretariat and organized in the following manner:

- Section 1.0 Secretariat
- Section 2.0 Pre-Weekend
- Section 3.0 Weekend
- Section 4.0 Post-Weekend
- Section 5.0 Finances
- Section 6.0 Music for Tres Dias Events
- Section 7.0 Developing Communities
- Section 8.0 Document History

9.2 **Amendment.** The *TDNEGA Policies and Practices* may be amended by a 2/3 vote.

10.0 **Amendment of Constitution and By-Laws.** The Constitution and By-laws may be amended by a 2/3 vote at any Secretariat meeting provided the proposed modification was presented at the prior meeting of the Secretariat and published to the community for at least 30 days prior to the vote.

Originally adopted, Athens, Georgia

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

BY-LAWS DOCUMENT HISTORY

This section is included to provide some minor level of version control. Changes are to be recorded in the following table. Once changes are made and ratified by the Secretariat the footer of this document should be updated to reflect the new version number and date of issue. Only the latest version of this document is to be distributed. Older versions are to be destroyed.

Date	Description of Change	Version
	Original adoption of By-Laws - Athens, Georgia	1.0
	Revision	1.1
	Revision	1.2
	Document maintenance log added to document.	1.3
	Updated to show Document Control and correct Sec 6.	1.4
	Updated by Counsel to correct grammatical/spelling/sequence errors	1.5
	Revised 6.5.2 and 6.7. Corrected grammatical/spelling/PDF conversion errors	1.6
05/01/2011	Sub-Committee language added as 6.5.3 and removed from 6.14.1. Clarification of non-voting positions 6.6. Updated or Removed sections 6.14.5, 6.16 and 6.16.1 due to the creation of the Data Cha position on Weekend Teams. Updated language in sections 6.15.3 and 6.15.4 on prayer times and methods of Banner photo record storage and retrieval.	1.7
03/18/2018	<ul style="list-style-type: none"> • Renumbered sections • Changed "Corp" and "Inc" to "Corporation" throughout • Changed "unabridged" Robert's Rules of Order to "current edition" throughout • Changed "Administrative Assistant" to "Vice Chairperson" throughout • Added 4.0 Tres Dias Statement of Belief • Revised 5.1 (formerly 4.1) to allow members of at least 18 years of age on an exception basis for compelling reasons • Revised 5.2 (formerly 4.2) to permit members to participate on steering committees of unchartered communities and to require members to choose a community of affiliation when the new community forms a Secretariat • Revised 5.4 (formerly 4.4) to clarify language • Added 6.2 making the Secretariat responsible to the TDNEGA Community • Added 7.2 Purpose and Authority of the Secretariat • Added 7.4 Finance Committee • Revised 7.6.1 Secretariat Qualifications to include lifestyle commensurate the King James Version of the Holy Scriptures; commitment to attend Secretariat meetings; restriction of Secretariat members occupying only one position at a time or serving on the Secretariat of another Fourth Day movement. • Added Qualifications for Chairperson, Vice Chairperson, Leaders, and Spiritual Director to 7.6.1 (formerly 6.5.1). • Added 7.6.2 Secretariat Membership Composition • Added 7.6.3.1 Officers • Added 7.6.3.2 Members; allowed Alpha and Omega teams for Leaders, Weekend, Fourth Day, Palanca, and Food Management to be filled by up 	2.0

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

Date	Description of Change	Version
	<p>to 2 individuals; required Pre-Weekend to be filled by a married couple</p> <ul style="list-style-type: none"> • Revised 7.6.4 (formerly 6.5.3) to allow Chairperson to appoint sub-committees • Revised 7.7 (formerly 6.6) to make Database Manager, Newsletter Editor, Webmaster, and Document Control voting positions; allow proxy voting if quorum is present; allow electronic voting between meetings at Chairperson's discretion; and select Rectors by lots • Revised 7.8 (formerly 6.7) for all positions to have a 3-year term; clarified training period and voting status for new Secretariat members • Revised 7.8.1 (formerly 6.7.1) to limit Spiritual Director to one additional term by a vote of confidence and eliminate 4-year terms for Database Manager, Document Control Manager, Newsletter Editor, and Webmaster. These positions will now serve 3-year terms. • Revised 7.8.2 (formerly 6.7.2) to clarify succession of Secretariat members • Revised 7.9 (formerly 6.8) to solicit candidates for Secretariat vacancies by at least two methods • Added 7.10 Nomination of Secretariat Members • Deleted 6.9 Eligibility of Secretariat. Eligibility for Secretariat membership addressed in 7.6.1 Qualifications. • Added 7.10 Election of Secretariat Members • Revised 7.11 (formerly 6.10) to add "fiscal" to operating year • Added 7.12 Removal of a Secretariat Member or Officer • Added 7.13 Duties of Secretariat Members • Revised 7.13.2 (formerly 6.11.1) to itemize duties of Chairperson; added organization and planning responsibility • Revised 7.13.3 (formerly 6.11.2) to make Vice Chairperson an elected position by eliminating language regarding appointment by Chairperson and rotating on/off with Chairperson • Revised 7.13.4 (formerly 6.11.3) to make Secretary and Treasurer separate positions and updated Secretary's duties adding maintaining official rotation schedule of Secretariat members, scheduling Secretariat team meeting visits, and overseeing voting • Added 7.13.5 Treasurer, moving procedural language in former 6.11.3.1 to TDNEGA Policies and Practices • Revised 7.13.6 (formerly 6.12) to update Leaders' duties; moved former Team Selection and Formation to <i>TDNEGA Policies and Practices</i> • Revised 7.13.7 (formerly 6.13) to update Pre-Weekend's duties • Revised 7.13.8 (formerly 6.14) to update Weekend's duties; moved Storage, Inventory, and Transportation to <i>TDNEGA Policies and Practices</i> • Added 7.13.9 Supply and Procurement • Revised 7.13.10 (formerly 6.15) to update Palanca's duties • Revised 7.13.11 (formerly 6.16) to "Fourth Day"; updated duties; moved Weekend Packets to Data Cha job description • Revised 7.13.12 (formerly 6.17) to separate Newsletter Editor and Webmaster into separate positions; updated Newsletter Editor's duties; made Newsletter Editor back-up for Webmaster 	

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

Date	Description of Change	Version
	<ul style="list-style-type: none"> • Added 7.13.13 Webmaster; made Webmaster back-up for Newsletter Editor • Revised 7.13.14 (formerly 6.18) to update Database Manager's duties; made Database Manager back-up for Document Control Manager • Revised 7.13.15 (formerly 6.19) to make Document Control Manager Parliamentarian; updated Document Control/Parliamentarian duties; made Document Control/Parliamentarian back-up for Database Manager • Revised 7.13.16 (formerly 6.20) to update Food Management's duties • Revised 7.13.17 (formerly 6.21) to update Spiritual Director's duties • Deleted former 7.1 Essentials of Tres Dias. Adherence to Essentials included in 6.3 • Revised 8.1. (formerly 7.2) to reorganize <i>TDNEGA Policies and Practices</i> • Revised 8.2 (formerly 7.3) to allow amendment of Policies and Practices at any Secretariat meeting by eliminating requirement to propose modification at a prior meeting before voting and publishing in one newsletter prior to change • Added 9.0 Amendment of Constitution and By-laws 	
05/20/2018	Amended 8.2 to amend TDNEGA Policies & Practices by a 2/3 majority vote.	2.1
09/08/2019	Created new 5.0 “Qualifications for Community Leadership.”	2.2
03/08/2020	Updated Sections 8.8.2.2 and 8.8.2.4 to include the following addition - Exception would be for members at the end of their term may be nominated for the position of the Chair and/or Vice Chair position.	2.3
06/14/2020	<p>Page 1, Section 3 – third bullet Current</p> <ul style="list-style-type: none"> • 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;” <p>Proposed</p> <ul style="list-style-type: none"> • Planning and conducting activities to reinforce the Weekend experience of a life in Christ for those who have attended a TRES DIAS, CURSILLO, EMMAUS, or other Fourth Day experience as recognized by the International Assembly and Secretariat of TRES DIAS in the Post-Weekend period known as the “Fourth Day;” (added reference to include TDI recognized experiences) <p>Page 2, Section 4.8.1 Current</p> <p>4.8.1 4.9. We believe and profess that God has called us to live holy lives that will bring glory to His name (Colossians 3:1-25).</p> <p>Proposed</p> <p>4.8.1 We believe and profess that God has called us to live holy lives that will bring glory to His name (Colossians 3:1-25). (remove 4.9)</p> <p>Page 4, Section 8.2 – fourth bullet from top of page Current</p>	3.0

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

Date	Description of Change	Version
	<ul style="list-style-type: none"> • create and change TDNEGA Policies and Practices. <p>Proposed</p> <ul style="list-style-type: none"> • create and change TDNEGA Policies and Practices as defined in Section 9.2. (add reference to point to correct section) <p>Page 4, Section 8.2 – fifth bullet from top of page</p> <p>Current</p> <ul style="list-style-type: none"> • approve changes proposed by the Secretariat to the Constitution and By-laws as defined in Section 9.0. <p>Proposed</p> <ul style="list-style-type: none"> • approve changes proposed by the Secretariat to the Constitution and By-laws as defined in Section 10.0. (adjust reference as needed to point to correct section) <p>Page 4</p> <p>Current</p> <p>8.3 Meetings of the Secretariat. The Secretariat shall hold regular meetings each operating year. The number of meetings shall not exceed 10 nor be fewer than 9. Regularly scheduled meetings shall be held at a time and place determined by the Secretariat. The Chairperson may call special meetings.</p> <p>Proposed</p> <p>8.3 Meetings of the Secretariat. The Secretariat shall hold regular meetings each operating year. The number of regular meetings shall not exceed 10 nor be fewer than 9. Regular meetings shall be held at a time and place determined by the Secretariat and published on the Community webpage at least 10 days prior to the meeting. The Chairperson may call special meetings as needed. (language change)</p> <p>Page 5, Section 8.6.1.1 - Last bullet</p> <p>Current</p> <ul style="list-style-type: none"> • Secretariat members may not occupy positions on governing bodies, e.g., Boards, Councils, Secretariats, etc. of any other local Tres Dias, Cursillo, Emmaus or Vida Nueva community. Steering committee participation is permitted per 5.2. <p>Proposed</p> <ul style="list-style-type: none"> • Secretariat members may not occupy positions on governing bodies, e.g., Boards, Councils, Secretariats, etc. of any other local Tres Dias, Cursillo, Emmaus, Vida Nueva or other Fourth Day movements as recognized by the International Assembly and Secretariat of TRES DIAS. Steering committee participation is permitted per Section 6.2. (added language to incorporate 4th Day movements recognized by TDI and adjusted section reference) <p>Page 6, Section 8.6.3.2,</p> <p>Current</p> <p>Leaders</p> <p>Proposed</p> <p>Men’s Leader</p> <p>Women’s Leader</p> <p>(add discrete listing for these positions to match the language in the P&P)</p>	

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

Date	Description of Change	Version
	<p>Page 6, Section 8.7.2 Current A quorum of 2/3 voting positions must be present. Proxy voting is permitted as long as 2/3 voting members are physically present.</p> <p>Proposed Two-thirds (2/3) of the positions designated as voting in Section 8.7.1 and holding office at the time of the meeting shall constitute a quorum for the transaction of business at any regular or special meeting of the Secretariat. Voting is by majority unless otherwise specified in the TDNEGA Constitution and By-Laws, the TDNEGA Policies and Practices, or the current edition of Robert’s Rules of Order Newly Revised. Proxy voting is permitted if the quorum requirement has been satisfied by those physically present at the time the meeting is called to order. (language change)</p> <p>Page 7 Current (as of March 8, 2020) 8.8.2.2 Members of the Secretariat may not be nominated to fill a position that is being vacated unless no qualified replacement is available, and they are at the end of their term. Exception would be for members at the end of their term may be nominated for the position of the Chair and/or Vice Chair position. (language ratified at the March 2020 Secretariat meeting. Corresponding update to the C&B pending)</p> <p>Proposed 8.8.2.2 Members of the Secretariat may not be nominated to fill a position that is being vacated unless no qualified and willing replacement is available and the member being nominated is within 60 days of the end of their current term and is otherwise qualified for the position to which they are being nominated. This requirement does not apply to members nominated in accordance with Section 8.8.1.1. and 8.8.2.5. (language change)</p> <p>Page 7 Current (as of March 8, 2020) 8.8.2.4 All members must rotate after their term and must be off the Secretariat at least six (6) months before serving again. Exception would be for members at the end of their term may be nominated for the position of the Chair and/or Vice Chair position. (language ratified at the March 2020 Secretariat meeting. Corresponding update to the C&B pending)</p> <p>Proposed 8.8.2.4 All Secretariat members must vacate their position at the end of their term of office and may not hold another position on the Secretariat for a minimum of six (6) months from the date that their last term of office expired. This requirement does not apply to members nominated in accordance with Sections 8.8.1.1, 8.8.2.2, and 8.8.2.5. (language change)</p> <p>Proposed – New Section 8.8.2.5 Current members of the Secretariat who are within 60 days of the end of their current term, and are otherwise qualified, may be nominated for the position of Chairperson and/or Vice Chairperson.</p>	

**Tres Dias of Northeast Georgia
Constitution and By-Laws**

Date	Description of Change	Version
	<p>Page 9 Current 8.13.4.7 7.13.4.7 Voting. The Secretary shall oversee the voting process for the Secretariat. Proposed 8.13.4.7 Voting. The Secretary shall oversee the voting process for the Secretariat. (removed 7.13.4.7)</p> <p>Page 13 Current 8.13.12.4 7.13.12.4 Special Publications, Notices, and Mailings. In addition to the newsletter, the Newsletter Editor shall publish special letters, notices, and other such communication as may be necessary to advertise events and communicate with the TDNEGA community. Proposed 8.13.12.4 Special Publications, Notices, and Mailings. In addition to the newsletter, the Newsletter Editor shall publish special letters, notices, and other such communication as may be necessary to advertise events and communicate with the TDNEGA community. (removed 7.13.12.4)</p> <p>Change “2/3 majority vote” to “2/3 vote” throughout the Constitution and By-Laws Affected Sections are 8.10.2, 8.10.3, 8.12.2, 9.2, and 10.0.</p>	