

## **By-Laws of the Cursillo Movement, Diocese of Oakland, English-Speaking Section**

### **Essence, Purpose, Method, Process**

The essence and purpose of the Cursillo Movement, Diocese of Oakland, English-Speaking Section, (hereinafter called the Oakland English Cursillo) is to foster leaders who will evangelize their environments.

Its method is to enable the baptized to have the knowledge and conviction to live and share what is fundamental for being a Christian, to love God and neighbor, to engender an apostolic movement that tends to establish a Christian backbone. Men and woman learn to know themselves, to grow in their personal relationship with Christ and to reach out in service and witness to others.

The process directs members to make a friend, be a friend, and bring a friend to Christ.

The teachings and the sacramental theology presented in this Movement reflect the creedal beliefs of the Catholic Church.

### **By-Laws**

The By-laws Control the Overall Program, Governance, and Activities of the Oakland English Cursillo

Since 1964, the Oakland Diocese has enjoyed a vibrant and open Cursillo Community. It has not only reached out to enrich and evangelize members of our individual. Parishes, but has also extended a post-Cursillo welcome to our Christian brothers and sisters as well.

The purpose of these By-laws is to ensure that the established traditions and practices of the Oakland English Cursillo are maintained and encouraged to grow. At their core, these By-laws are meant to represent the perspective, activities, and type of governance of the movement that is desired by the majority of the members of the Oakland English Cursillo Community. The Secretariat and the several committees making policy and overseeing Pre-Cursillo, Cursillo Weekend, and Post-Cursillo, derive their authority from these By-laws and it is their duty to adhere to their provisions.

The By-Laws will be reviewed and are open for amendment every year

These By-laws govern the overall functioning of the Oakland Cursillo Movement, English-Speaking Section. Periodically, circumstances and the majority views of the General Membership may change. To accommodate the continuing growth of the movement, these By-Laws should be reviewed and be open to amendment.

The By-Laws will be presented for review and comment from the General Members every year at the Annual Meeting. Copies of the current By-Laws will be made available before the Annual Meeting to all members of the English-Speaking Section upon request. All suggested changes, submitted to the Secretariat before its January meeting will be discussed at the Annual Meeting, and voted on by the General Membership at the Annual Meeting.

## **Study of Suggested By-laws Changes and the Ratification of New By-Laws**

If minor changes or clarifications are suggested for the By-laws, then these can be accommodated by the Secretariat. The Revised By-laws will be distributed to the General Membership through posting on the Oakland English Cursillo website ([www.oak-cursillo.org](http://www.oak-cursillo.org)) and other appropriate means after the Annual Meeting.

If significant changes are proposed, a diocesan-wide By-laws Committee will be formed to study the General Membership comments, and to draft a new set of By-Laws. This By-laws Committee may include the Secretariat, and the Spiritual Director and General Members of the Oakland English Cursillo. The committee will meet at least four times over a period of three months to arrive at a consensus on the new language to be used.

At the end of the process, the DRAFT By-laws will be distributed to the General Membership before the Annual Meeting. At the General Meeting a vote of the General Membership will be taken. General membership votes for Approval or Rejection will be counted. If a MAJORITY of the General Membership presents votes in favor of the New By-laws, they will be adopted.

## **General Membership**

The Oakland English Cursillo and its Secretariat is a lay-led organization. Serving at the pleasure of the Bishop, the members elect the members of the Secretariat forming its own governance body. The Secretariat appoints standing and ad hoc committee chairs to conduct its business, and manages its own financial accounts. It is dependent upon lay leadership and works in cooperation with a Spiritual Advisor appointed by the Bishop.

## **Annual Meeting**

Each year the Secretariat will conduct an Annual Meeting to gather Cursillistas from throughout the diocese to foster community and to discuss how the operations of the organization as a whole can be improved. All members of the Oakland English Cursillo are encouraged to attend. The Annual Meeting will be held in February each year. Notice of the time and place of each annual meeting will be sent to all general members one month prior to the meeting and a notice of the Annual Meeting will be placed on the Oakland English Cursillo web site, [www.oak-cursillo.org](http://www.oak-cursillo.org).

## **General Membership Inspection Rights**

Each Member of the Oakland English Cursillo Community will have the following inspection rights:

To inspect at any reasonable time the financial ledgers, records, or minutes of proceedings of the members or of the Secretariat or committees of the Secretariat, provided the Secretary is given five (5) days advance notice of the request.

## **The Cursillo Weekend Format**

The Cursillo Weekend

It is the responsibility of the Secretariat to ensure that all lay speaker talks and the sacramental theology presented during the weekend reflect the “Fundamental Ideas of the Cursillo Movement” and the teachings of the Catholic Church. The teaching portion of the lay talks must follow the topical outlines in our Weekend Manual, with text provided by the National Cursillo Center. The leadership team presenting the weekend manages the details of the day-to-day operations on the Cursillo weekend. At a high level, the weekend program consists of:

- 15 talks as outlined in the Leader’s Binders provided by the Secretariat of the Oakland English Cursillo.
- The talks are divided into two groups: 5 talks presented by the Spiritual Advisor and 10 talks given by a Lay Presenter(s).
- 5 meditations
- 3 chapel visits
- Sacraments of Healing and Reconciliation
- Homecoming Mass where the outside community welcomes the new candidates into the larger community.

#### Qualifications for the Spiritual Advisor(s) for the Pre-Cursillo, Weekend, Post-Cursillo, and School of Leaders

The Spiritual Advisor may be either an ordained individual (Priest or Deacon) or a layperson with special training (Brother, Sister, or a layperson, who has earned either a Masters of Divinity, Masters in Theology, or Master Catechist, and/or completed the diocesan Pastoral Ministry Program or other similar ministry training). An updated Spiritual Advisor Manual, published in August 2012, is to be followed by all Spiritual Advisors.

#### Controversial Subjects will not be presented on the Weekend

Each Lay Presenter or Table Professor agrees that he or she will not introduce controversial subjects concerning church doctrine or social practice. Table conversations will be directed to follow the approved discussion topics. If a candidate does bring up a topic of controversy he or she will be asked politely not to discuss the issue at the table. Instead he or she will be offered an opportunity to discuss the matter at a later time individually with the Spiritual Advisor of the weekend.

#### Candidate Participation Guidelines

Candidates with completed applications are welcomed on the w-day weekend. Sponsors should explain to a potential candidate that this is a Catholic weekend and should make sure the candidate understand that Catholic theology will be followed and are expected to fully participate in the activities.

Sponsors should understand that they assume the same responsibility to find a Group Reunion for the candidate.

#### **Secretariat**

The Secretariat consists of ten voting members. The Past Lay Director, Spiritual Advisor, Registrar and Palanca Chair are non-voting members.

## Oakland Cursillo Movement

Lay Director  
Associate Lay Director  
Secretary  
Treasurer  
Pre-Cursillo Chair  
Cursillo Weekend Chair  
Post-Cursillo Chair  
Communications Committee Chair  
School of Leaders Chair  
Music Committee Chair  
Past Lay Director (Non-voting)  
The Spiritual Advisor (Non-voting)  
Registrar (Non-Voting)  
Palanca Chair (Non-Voting)

### General Meetings

The Secretariat will meet once a month. Copies of the monthly Agenda and Minutes from prior meetings will be posted on the Oakland English Cursillo web site ([www.oak-cursillo.org](http://www.oak-cursillo.org)). The Agenda items to be discussed at each meeting will be determined by Secretariat and Committee members. The meetings are open and any member of the Cursillo Movement is welcomed to attend. If an individual outside of the Secretariat wishes to have a topic discussed at a meeting; he or she must contact the Lay Director one week prior to the meeting to be included in the upcoming Agenda New Business Items.

### Quorum for Secretariat Meetings

A quorum will consist of (6) Secretariat voting members.

### Majority Action Equated as Secretariat Action

Every action taken or decision made by a majority of the Secretariat Officers present at a meeting where quorum is present is considered to be the action of the Secretariat.

### Conduct of Secretariat Meetings

Meetings of the Secretariat will be presided over by the lay Director or, in his or her absence, the Associate lay Director or, in his or her absence, by the Secretary of the Secretariat or, in the absence of each of these persons, by a Chairperson chosen by a majority of the Secretariat present at the meeting. The Secretary will take notes and record all decisions made from all meetings of the Secretariat, provided that, in his or her absence, the presiding Officer will appoint another person to act as Secretary of the Meeting.

Minutes from each Secretariat meeting posted on the Oakland English Cursillo web site ([www.oak-cursillo.org](http://www.oak-cursillo.org)) and other appropriate means.

Meetings will be governed by "Roberts' Rules of Order"

Except as otherwise specified in these By-Laws of the Oakland English Cursillo, all meetings will be governed by "Roberts Rules of Order."

#### Action by Unanimous Written Consent without a Meeting

Any action taken by the Secretariat may be taken without a meeting, if all Officers of the Secretariat individually or collectively consent in writing to such action. Such written consent or consents will be filed with the minutes of the proceedings of the Secretariat. Such action by written consent will have the same force and effect as the unanimous vote of the Secretariat.

#### Secretariat Responsibilities

Lay Director and Associate Lay Director: These individuals, in consultation with the Spiritual Advisor, will coordinate the overall activities of the Secretariat. They will do everything possible to promote a spirit of unity, not only among members of the Secretariat, but throughout the whole diocesan movement.

Spiritual Advisor: The Spiritual Advisor oversees the spiritual needs of the secretariat and the diocesan-wide movement. The Spiritual Director maintains a link between the Cursillo Community and the Bishop. He is available as an advisor to the Secretariat and the General Membership of the Cursillo Community. He is appointed by the Bishop.

Secretary: The Secretary keeps the minutes of both the General Membership Annual Meeting and the Secretariat Meetings and distributes them promptly to members of the Secretariat. Copies of the minutes of the monthly Secretariat Meetings will be made available for the General Membership upon request. The minutes will also be posted on the Oakland English Cursillo web site ([www.oak-cursillo.org](http://www.oak-cursillo.org)). The Secretary maintains the membership roster.

Treasurer: The Treasurer will handle the financial matters of the Cursillo movement. The Treasurer will be responsible for handling all monies and financial transactions for the Oakland English Cursillo, as well as preparing an Annual Financial Report to be presented to the Chancellor and the Chief Financial Officer of the Diocese of Oakland at the beginning of each fiscal year.

School of Leaders: The School of Leaders Chair conducts periodic meeting for the School of Leaders according to the prescribed method.

Music: The Music Chair maintains the copyright music license for the Oakland English Cursillo as well as all hymnals and music books used for the Cursillo Community. To guard against copyright infringement only music materials approved by the Music Committee may be used at Oakland English Cursillo gatherings or weekends. In addition, this committee coordinates music training for musicians wishing to work on Cursillo Weekends.

Communications, Pre-Cursillo, Cursillo Weekend, and Post-Cursillo: Short and long term goals/activities for these committees are detailed in the Oakland Cursillo Movement Pastoral/Apostolic Plan.

Registrar: The Registrar will receive Cursillo Weekend applications and verify them for completeness. Registrar will be present for check-in of the candidates when they arrive for the weekend and will create the roster to be given to the candidates at the end of the Cursillo weekend.

Palanca Chair: Responsible for sending and receiving palanca for Cursillo Weekends.

### **Fiscal Year of the Oakland English Cursillo**

The Fiscal Year of the Oakland English Cursillo will begin on January 1 and end on December 31 of each calendar year.

### **Secretariat Term Limits**

The following positions on the Secretariat have a term limit of a maximum of two years:

- Lay Director
- Associate Lay Director

The following positions on the Secretariat have a term limit of a maximum of three years:

- Secretary
- Communications Committee Chair
- School of Leaders Chair
- Pre-Cursillo Committee Chair
- Cursillo Weekend Chair
- Post-Cursillo Committee Chair
- Treasurer
- Music Committee Chair
- Registrar
- Palanca Chair

Once an individual has served as Lay Director, he or she may step down from the Secretariat or remain as Past Lay Director or other committee chair, but without voting rights for two years. A Secretariat member may hold only one position at a time; however, may serve in two or more different consecutive positions.

### **Individual Secretariat Members Inspection Rights**

Each Individual Secretariat Member will have the following inspection rights:

To inspect at any reasonable time the financial ledgers, records, or minutes of proceedings of the members or of the Secretariat or committees of the Secretariat, provided the Secretary is given five (5) days advance notice of the request.

### **Qualification, Nomination, Election, and Term of Office**

Any Member of the Oakland English Cursillo may serve as Officer of the Oakland English Cursillo. Any Officer or General Member of the Oakland English Cursillo Community may make nominations of candidates for any vacant Secretariat position. Nominations from the General Membership may be communicated to the Secretariat in writing before the January meeting of the Secretariat. Officers may be elected by the Secretariat, at any time, and such Officers will

hold office until his or her resignation, end of specified term, forced removal, or until his or her successor is appointed or elected.

### **Removal and Resignation of Individual Members**

The Secretariat is a self-governing body. If an individual member is either a detriment to the effective functioning of the Secretariat or is not able to fulfill his or her responsibilities, the Secretariat may vacate that position and replace the current office holder. Any individual Officer may resign at any time by giving written notice to the Secretariat or to the Lay Director or Secretary of the Secretariat. Any such resignation will take effect on the date the notice is received.

### **Non Liability of Secretariat**

Members of the Secretariat will not be personally liable for the debts, liabilities, or other obligations of the Oakland English Cursillo.

#### *Governance of the Secretariat*

### **Normal Governance of the Secretariat**

The Secretariat is self-governing. As a body they determine the fundamental guidelines for the organization. If an individual member has to vacate a position or is determined not to be suitable to work with the Secretariat as a whole, the Council will find a replacement for that position.

## **GENERAL MEMBERSHIP VOTE ADOPTING BY-LAWS**

We, the General Membership of the Oakland English Cursillo, have reviewed these By-laws and accept them as written. We consent to the provisions of this document as the By-laws of the Oakland English Cursillo,

### **BY-LAWS REVISION HISTORY**

3/23/03 General Membership ratification of the By-laws.

1111104 Standardized all references in the By-laws to the English-Speaking Section of the Oakland Cursillo to be referenced as the Oakland English Cursillo. Revised and clarified the Secretariat position and committee responsibilities section.

2/04/07 Return the Secretariat as the elected group of leaders, replaced Advisory Council. Cleaned up words and terms to meet current standards. Changed Protestant to non-Catholic Christian.

2/27/11 Four amendments presented and passed without objection. These relate to the communication by electronic means [email]. Structure of the Secretariat, Quorum for meetings, and terms of each position.

2/10/13 Corrected spelling, punctuation and grammar errors. Clarified certain sections and removed redundancies and non-sequiturs. Streamlined operations by removing detailed duties

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of standing committees and created a separate operations document that can be updated administratively without requiring an amendment to the By-Laws.

01/16/2017 Added Registrar and Palanca Chair as non-voting members of the Secretariat.

02/11/2018 1/16/2017 Updates approved at general meeting.