

# ***Anglican Diocese of British Columbia Cursillo Secretariat***

## **Constitution 2019**

**NOTE: This document supersedes any and all previous Constitutions, Policies and Procedures**

### **1. Name and Mandate**

1.1 The name of the movement shall be the British Columbia Anglican Cursillo (BCAC). The Movement shall operate under the Letter of Agreement with the National Secretariat of the United States Catholic Cursillo Movement, dated May 15, 1989.

1.2 The British Columbia Anglican Cursillo Movement accepts, in general principle, the content and method of the movement as developed by Bishop Juan Hervas, as set out in the publication "The Fundamental Ideas of the Cursillo Movement".

1.3 The executive body of the British Columbia Anglican Movement shall be the British Columbia Anglican Cursillo Secretariat (BCACS).

### **2. Aims and Objectives**

2.1 The purpose of the British Columbia Anglican Cursillo Movement shall be to:

2.1.1 Provide a method which makes it possible for Christians to live and share what is fundamental to be a Christian.

2.1.2 Assist Christians in linking together to form a nuclei or backbone of Christians to transform their environments (the places they live, work, worship, and socialise) for Christ.

2.1.3 Help Christians to discover and achieve their individual callings to change their environments for Christ.

### **3. The Secretariat**

3.1 The purpose of the British Columbia Anglican Cursillo Secretariat shall be to have an authentic Cursillo movement in the Anglican Diocese of British Columbia. The Secretariat, the executive body of the BCAC, shall act as the principal permanent Group Reunion and, as such, shall provide guidance and leadership to the BCAC Movement between Annual General Meetings of the BCAC.

### *BCACS Constitution*

3.2 The goal of BCACS shall be to ensure that there will be:

3.2.1. Diocesan leaders and movement who are knowledgeable about the Cursillo movement as envisioned by its founders.

3.2.2 Movement that conducts authentic weekends which focus on the essentials.

3.2.3. Movement that place appropriate emphasis on the fourth day.

- 3.2.4 Leaders in the movement who are growing in their faith, evangelizing their environments, and modelling the Cursillo method in their lives.
- 3.2.5 Diocesan awareness of copyright and licensing requirements.
- 3.2.6 New Cursillo movement and the revitalization of failed or struggling movements.
- 3.3 Activities of the BCACS.

These goals are accomplished through the following activities:

- 3.3.1 Development and sharing of educational resource materials and guidelines.
- 3.3.2 Encourage Cursillo Learners Workshops and other approved workshops, for the Diocesan movement.
- 3.3.3 Facilitating the sharing of resource materials, resource people, and ideas, among Diocesan movements.

#### **3.4. Amendments to Constitution**

3.4.1 This constitution may be amended at any Annual General Meeting of the British Columbia Anglican Cursillo Movement by a two-thirds majority vote of the members of the BC Cursillo Community present. Each member casting one (1) vote. Proposed amendments must be furnished in writing at least fourteen (14) days prior to action on such proposed amendment. This time limit may be waived by the unanimous vote of eligible member present and voting at an Annual General Meeting of the British Columbia Anglican Cursillo Movement.

## **4. Policies and Procedures**

4.1 The Organizational structure of BCACS:

4.1.1 All members of the BCACS must be active members of the Anglican Church of Canada. The BCACS shall consist of a maximum of ten (10) elected, or if necessary, appointed, active Cursillistas, for a term of two (2) years, i.e., until the next Annual General Meeting, to be filled in the following manner:

4.1.2 Lay Director:

The outgoing BCACS will nominate a person to be confirmed by the Bishop as the incoming Lay Director. The new Lay Director takes office when the election is confirmed by the Bishop. In the event that the Lay Director is unable to complete his/her term, an interim Lay Director shall be appointed by BCACS from the current membership or from the Movement at large, to serve until the next Annual General Meeting.

4.1.3 Spiritual Advisor:

The outgoing BCACS will nominate a person to be confirmed by the Bishop as the incoming Spiritual Advisor. This nomination should occur at least sixty (60) days before

the Annual General Meeting. The new Spiritual Advisor takes office when the nomination is confirmed by the Bishop.

#### 4.1.4 Weekend Spiritual Director:

The Weekend Spiritual Director shall be appointed by the Rector/a for the Cursillo weekend.

#### 4.1.5 Secretariat Officers:

Six officers are to be elected at the Annual General Meeting by the Cursillo Community of the Diocese of British Columbia. In the event that any of the lay persons are unable to complete their term then the BCACS shall appoint lay persons, as required, to serve until the next Annual General Meeting.

#### 4.1.6 Past Lay Director:

The outgoing BCACS Lay Director will continue on BCACS for a maximum period of one year in order to assist in the transition to the new BCACS.

### *BCACS Policies and Procedures*

#### 4.2 Election Guidelines for BCACS

4.2.1 The maximum number of clerical representatives on BCACS shall be one (1).

4.2.2 The maximum number of representatives on BCACS from the BC Cursillo Community shall be eight (8).

4.2.3 Member of BCACS are encouraged to serve no more than two consecutive terms in the same position on BCACS. A member who is appointed on an interim basis prior to the midpoint of a two-year term shall be considered to have served a term.

4.2.4 Attendance at the Annual General Meeting is not required for election. However, written acceptance of nomination must be obtained and presented prior to elections. (This may be waived at the discretion of BCACS for exceptional purposes.)

#### 4.3 Officers

4.3.1 Lay Director - Elected at the Annual General Meeting as outlined in Article 4.1.2. The Lay Director shall call and organize the meetings of BCACS, shall prepare the meeting agendas, and shall ensure that meetings are carried out in a prayerful, orderly and effective manner. The Lay Director shall, if at all possible, be the coordinating member of any Cursillo Learners Workshop team.

4.3.2 Secretary - Elected by the members of BCACS at their first meeting following the Annual General Meeting. In the event that the secretary is unable to complete his/her term, an interim Secretary will be appointed by BCACS from the current membership of BCACS. The Secretary shall maintain a true record of the deliberations and decisions of BCACS and ensure that it is distributed to each member of the executive and the

Bishop. All BCACS Minutes are to be posted on the web site and distributed to the community by the newsletter in a timely fashion.

4.3.3 Treasurer - Elected by the members of BCACS at their first meeting following the Annual General Meeting. In the event that the treasurer is unable to complete her/his term, an interim Treasurer will be appointed by BCACS from the current membership of BCACS. The Treasurer shall maintain an accurate record of all financial expenditures and revenues of BCACS and report to the membership at the Annual General Meeting.

4.3.4 Spiritual Advisor - Announced at the Annual General Meeting as outlined in Article 4.1.3. The Spiritual Advisor shall liaise with the Bishop regarding Cursillo matter and shall provide spiritual support and guidance to the members of BCACS.

### *BCACS Policies and Procedures*

4.3.5 Pre-Cursillo – The position of Pre-Cursillo is elected at the Annual General Meeting for a term of two years. The individual is responsible for arranging contacts in each of the 45 parishes in the Diocese to promote the Cursillo Movement and encourage individuals to attend the Cursillo Weekend. This individual will form a team of like-minded individuals to complete this work. This position also is responsible for encouraging sponsors involvement. Leading up to the weekends, this position will collect the completed applications and ensure that they are fully completed; collect monies accompanying the application. All monies will be accounted for and forwarded to the Treasurer.

4.3.6 Post Cursillo/Fourth Day – The position of Post Cursillo/Fourth Day (4-Day) is elected at the Annual General Meeting for a term of two years. The individual is responsible for bring the Cursillo Community together and introduce the new Cursillistas to the rest of their lives within the Community. They will arrange for the 4-day training.

4.3.7 Palanca – This position of Palanca is elected at the Annual General Meeting for a term of two years. This position is the Cursillo Movement’s connection to the outside world for prayer. This individual communicates with Cursillo Movements across the world letting them know what is happening in our Diocese and receiving the same from those other Dioceses.

4.3.8 Communications – This position of Communications is elected at the Annual General Meeting for a term of two years. It is the responsibility of this position to keep our membership updated with what is happening within the Diocesan Cursillo Community. One way that this is done is through the publication of the monthly “CANTA”. Another responsibility of his position is to keep a record of all of our active and inactive members with their contact information.

4.3.9 Web Master – This position of Web Master is elected at the Annual General Meeting for a term of two years. It is the task of this position to ensure that our web page, on the Diocesan web site, is keep up to date with current events happening within

our Community; keeping it looking exciting and vibrant; and having it look welcoming and inviting.

#### 4.4 Powers of officers

4.4.1 In the event of the need for an urgent decision to be made between the regular meetings of BCACS, the officers are empowered by the members of BCACS to make such a decision, provided that it be reported to the BCACS as soon as reasonably possible, and provided that it is consistent with BCACS guidelines.

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#### 4.5 Meetings of BCACS

4.5.1 BCACS shall meet at least six (6) times a year and not more than twelve (12) times a year.

### **5. Diocesan Membership in British Columbia Anglican Cursillo (BCAC)**

#### 5.1 Voting members

5.1.1 Voting members of the British Columbia Anglican Cursillo Movement shall be those members that have an active Cursillo Community operating with the consent of the Diocesan Bishop.

5.1.2 Voting members shall have one (1) vote per attendee and must be present at the Annual General Meeting in order to vote. No proxy votes shall be permitted.

5.1.3 Cursillistas attending the Annual General Meeting from the BC Cursillo Community are eligible to stand for election to BCACS.

### **6. Annual General Meetings of British Columbia Anglican Cursillo**

6.1 The Annual General Meeting shall be held once a year.

6.2 The Annual General Meeting of British Columbia Anglican Cursillo may be called at any time at the request of eight (8) voting member Diocesan Movements.

6.3 Each Region of the BCAC Movement is encouraged to send a number of participants to the Annual General Meeting.

6.4 BCAC Movements members may submit items for the Annual General Meeting Agenda to the Lay Director no later than thirty (30) days prior to an Annual General Meeting. Emergent items may be added to the agenda at the time of the meeting if agreed to by a two-thirds vote of the assembled voting delegates.

6.5 A quorum shall be fourteen (14) of the voting members present at a General Meeting.

## *BCACS Policies and Procedures*

### **7. Finances**

7.1 Non-Profit: The operation of the Canadian Anglican Cursillo Secretariat shall be carried on without the purpose of gain for its members. All monies shall be used solely to promote its purposes. No member of BCACS shall be paid for time spent on BCACS activities. Members of BCACS shall be reimbursed for reasonable travel expenses for attending BCACS sanctioned meetings on behalf of BCACS, and office and communication expenses, based on submission of receipts for such expenses.

7.2 Revenue source: BCACS is financed solely by contributions from members of the Diocese and individuals.

7.3 Fiscal Year: The fiscal year shall be 1<sup>st</sup> of January to the 31<sup>st</sup> of December of each year.

7.4 Financial records: The Treasurer shall keep a written record of all financial transactions, in accordance with generally accepted accounting principles for small non-profit organizations.

7.5 An audited report on the finances shall be presented to the members at least once a year. The auditor shall be appointed by the BCACS. The auditor shall not be a member of BCACS. The audit shall be conducted by an accountant or by any two (2) individuals appointed as above. The audited financial statements shall be approved by members at the Annual General Meeting.

7.6 Signing Authority. The Lay Director and the Treasurer, along with one other BCACS member as designated by BCACS, shall have signing authority for all financial transactions.