

**CONSTITUTION AND BY-LAWS**  
**FILIPINO CURSILLO MOVEMENT**  
**DIOCESE OF SAN JOSE, CALIFORNIA**



## CONSTITUTION AND BY-LAWS

### Filipino Cursillo Movement, Diocese of San Jose, California

#### PREAMBLE

**This Constitution and By-Laws contains the policies and procedures of the Filipino Cursillo Movement in the Diocese of San Jose.**

The purpose (or goal) of the movement is the leavening of environments with the Gospel. This leavening of environments strives to make Christian community possible in families, neighborhoods, work situations and other places where people live the greater part of their lives. It attempts to make it possible for anyone in the world to live a Christian life in a natural way.

The ultimate goal of the Cursillos in Christianity is that on the Day of Judgment there may be more Saints. This can be accomplished if the purpose stated in the preceding paragraph has been achieved.

Its immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian. The Cursillo Movement strives to strengthen individuals so that they may live out that understanding and conviction, supported by Christian Community life.

Unity of purpose is essential if there is to be a courageous and total service to Jesus Christ through the Cursillo Movement. Individualism halts the advancement of the movement and in fact disintegrates it. The Secretariat unifies the movements on all levels and indicates the path to be followed in all matters affecting the three phases of the Cursillo Movement as indicated in the official literature. However, in all questions of importance, it listens to the Cursillo Leaders before deciding what should or should not be done.

The members of the School of Leaders will be in constant dialogue with the Secretariat. The members of the Secretariat for their part should recall that the Lord, through his bishop, had given them a most serious responsibility for implementation of the authentic Cursillo Movement in the Diocese of San Jose. Conscious of each one's talents, it should coordinate individual contributions into a total effort in support of the Movement in all its phases, Pre-Cursillo, Cursillo Proper, and Post-Cursillo. Making decisions is the difficult process and responsibility assigned to the Secretariat. All cursillistas are urged to support the Secretariat by prayer and palanca. In guiding the Movement, the Secretariat must be watchful not to create subservience but to build up the whole Body of Christ. The Secretariat must determine the potential of the entire Diocesan Movement so that each person may be led to discover his or her individual potential and contribute to the building up of the Kingdom of God. It should be done in love, at the same time, demanding a just response from each leader.

The Secretariat should not be dictatorial but must view its authority as one of service to the total Movement. It must remember that Christ has entrusted the Movement's direction to it, through the bishop to whom the Secretariat will have to give an account for this charge.

The Secretariat, as a service unit, is not established to be served but to serve the entire Cursillo Movement. In this sense, the Secretariat cannot be thought of except as a Group Reunion whose apostolic plan is the promotion of the Cursillo Movement itself, programmed and carried out with the idea of the greatest service to all (*The Fundamental Ideas of the Cursillo Movement, Chapter VII*).

### **ARTICLE I. NAME**

**There shall be only one Filipino Cursillo Movement in the Diocese** which will be functional and autonomous organism under the immediate direction and control of the Bishop or his authorized representative.

### **ARTICLE II. PURPOSES**

As a body, the Secretariat shall guide and coordinate all phases of the Cursillo Movement in accordance with the plans of the Bishop of the Diocese of San Jose and the National Policy of the United States Cursillo Movement.

### **ARTICLE III. SELECTION AND TERM OF OFFICE**

#### **Section 1. Selection Nominating Committee**

The Nominating Committee shall be comprised of three members, which shall be appointed by the Secretariat from the School of Leaders. The Nominating Committee shall be responsible for obtaining candidates from the School of Leaders to be nominated to the Secretariat through a written ballot of those present at the meeting or any means approved by the Secretariat such as mail, fax and email. A member of the School of Leader is entitled to only one vote. The Nominating Committee shall take the top three candidates of each position and after seeking approval from the nominees of their willingness to be nominated, sends the list to the Secretariat for discernment and selection. The Nominating Committee shall be responsible to ensure the top three nominees are qualified candidates and willing to fill the vacant position. The term of the Nominating Committee is one year and/or terminated upon completion of the selection process.

The results of the nomination shall be presented by the Nomination Committee to the Secretariat at its regular meeting in the month of November immediately preceding the term of office of the incoming Secretariat.

The Discernment Committee is composed of the Spiritual Director and the past four (4) Lay Directors. The discernment committee shall discern from the list submitted by the Secretariat. In the event none of the nominees accept the position, the discernment committee shall report back to the Secretariat for additional recommendation in accordance with Section 2. The Spiritual Adviser will announce the discerned Secretariat Members.

## **Section 2. Confirmation and Vacancies**

The selected members of the Secretariat shall be confirmed by the Bishop of the Diocese of San Jose, or his authorized representative. No member of the Secretariat shall hold the position he is vacating upon the expiration of his term, however, if for any serious reason, he may be reappointed for another term by the Spiritual Adviser. He/She may not serve more than two (2) consecutive terms. For positions with the uncompleted term of office, the Secretariat will recommend members of the School of Leaders for discernment to complete the unexpired term.

## **Section 3. Eligibility**

Only active members of the School of Leaders in accordance with Article V. Eligibility/Qualification Requirements shall be eligible for nomination and selection.

## **Section 4. Term of Office**

*The term of office of members of the Secretariat shall be two (2) years commencing on the 3<sup>rd</sup> Monday of January after taking the oath of office.*

- A. First Set of Members. There shall be a new Lay Director, Treasurer, Pre-Cursillo Chairperson and School of Leaders Chairperson, who shall hold a term of two (2) years.
- B. Second Set of Members. There shall be a new Secretary, Cursillo Proper Chairperson, and Post-Cursillo Chairperson, who shall hold a term of two (2) years.

**For purposes of nomination, the two (2) sets of members shall be nominated every two (2) years alternately. This procedure is done to ensure continuity of the Secretariat members, so that there will be experienced members present at all times.**

## **ARTICLE IV. COMPOSITION AND DUTIES**

### **Section 1. Composition**

*The Secretariat shall be composed of a Lay Director, Treasurer, Secretary, and a Chairperson of each of the Pre-Cursillo, Cursillo Proper, Post-Cursillo, and School of Leaders. There shall be a priest, deacon, or vowed religious as Spiritual Director.*

#### **a. The Lay Director shall:**

1. Convoke, preside at, direct and prepare agenda for all meetings of the Secretariat in consultation with the Spiritual Director. Do everything possible to promote a spirit of unity not only among the members of the Secretariat, but in School of Leaders and throughout the whole Cursillo Movement. See to it that each fellow member of the Secretariat fulfills his/her assigned duties.
2. Set the direction of the movement in accordance with its objectives and pastoral plan. Present annual and interim reports to the Bishop, as approved by the Secretariat.

3. The Lay Director acts as the official representative of the Filipino Cursillo Movement of the Diocese of San Jose.
  4. All communications to the Cursillo Community must have the approval of Lay Director prior to dissemination of information from the Secretary with the exception of prayer requests.
- b. The Treasurer shall:**
1. Handle the financial affairs of the Filipino Cursillo Movement.
  2. Prepare an annual budget to be submitted in February in coordination with the Lay Director for approval by the Secretariat.
  3. Makes monthly financial reports to the Secretariat and quarterly financial reports to the School of Leaders, and at the end of the fiscal year on Dec. 31<sup>st</sup>.
- c. The Secretary shall:**
1. Keep the minutes of all meetings and see to it that they are distributed to all members of the Secretariat at least 2 days before the next Secretariat meeting.
  2. Maintain up to date mailing lists.
  3. Maintain Cursillo database and functions
  4. Tally attendance at School of Leaders and Ultreyas.
  5. Automatically becomes a member of the Nominating Committee.
- d. The Chairperson of the Pre-Cursillo Committee** shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:
1. Selecting environments
  2. Selecting, screening, and preparing the candidates
  3. Educating sponsors on the selection of candidates
  4. Performing such other duties that the Lay Director may assign
- e. The Chairperson of the Cursillo Proper Committee** shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:
1. Recommend understudies and recommend Rector/Rectora in exceptional cases.
  2. Prepare Team Members.
  3. Implement Secretariat guidelines during the Weekend.
  4. Select the place and scheduling the dates of the Weekend.
  5. Perform such other duties that the Lay Director may assign
- f. The Chairperson of the Post-Cursillo Committee** shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:
1. Forming Ultreyas, Grand Ultreya and Ultreya Centers
  2. Publishing and distributing newsletter
  3. Promoting group reunions
  4. Promoting Apostolic works: Mass for the dead, palancas, and others required
  5. Taking care of retreats, recollections and prayer sessions for cursillistas
  6. Performing such others duties that the Lay Director may assign.
- g. The Chairperson of the School or Leaders** shall be responsible for the following duties in accordance with the guidelines established by the Secretariat:

1. Convoke, preside at, prepare and direct all activities relating to the School of Leaders.
  2. Determine the Doctrinal and Technique presentations, and presenters for the School.
  3. Ensure that all the essential elements of the School are maintained for continual growth of its participants.
  4. Perform such other duties that the Lay Director may assign.
- h. **A priest Spiritual Adviser and/or a deacon or vowed religious spiritual adviser** shall be appointed by the Bishop upon the recommendation of the Vicar of the Filipino Ministry. This term is determined on their preference and can be renewed upon the discretion of the Bishop. In addition to the general responsibility for the whole Cursillo Movement, which he shares with other Diocesan Secretariats, he will be responsible for providing the apostolic formation and spiritual guidance of the movement. He shall confirm officers of the Secretariat selected through discernment from among the nominees submitted by the Secretariat members.

### **Section 2. Voting Members**

**The voting members of the Secretariat shall be the Treasurer, Secretary, Chairpersons of each of the Pre-Cursillo, Cursillo Proper, Post-Cursillo and School of Leaders. The Lay Director shall vote only to break the tie.**

### **Section 3. Creation of Committees and Membership to the Three (3) Phases of Cursillo, School of Leaders, and other Secretariat members**

- a) That all members of the Secretariat may appoint individuals to oversee committees respective to their function (e.g., Preparation Committees for the Pre-Cursillo phase including Palanca Sub-committee and Procurement Committee. For the Cursillo Proper phase, Rollo Speaker Workshop Committee. For the Post-Cursillo phase, Newsletter Committee, and Committees of other special activities involving group reunions and 4<sup>th</sup> day members. For School of Leaders, Doctrinal and Technique Topics/Presenters Committee. For Secretary, Communications/database Committee and Historian Committee. Finance Campaign and Budget committee for the Treasurer, Fundraiser Committee under the Lay Director and other special committees and sub-committees necessary for the good of the movement)). The leaders of these various committees report directly to their respective Chairperson who will provide activity updates to the body of Secretariat.
- b) The members of various Cursillo Committees shall be selected by the respective members of the Secretariat from attendees of the School of Leaders, Ultreyas, or Group Reunions.
- c) There shall be a minimum of four (4) members in each Cursillo Committee

## **ARTICLE V. ELIGIBILITY/QUALIFICATION REQUIREMENTS**

### **A. Lay Director:**

1. An active member of good standing of the School of Leaders for the last four (4) years.

2. A past Rector/Rectora (The position of Lay Director and Rector/Rectora shall not be held simultaneously.)
3. A member of a permanent group reunion.
4. Past member of the Secretariat

**B. Secretary and Treasurer**

1. An active member of good standing of the School of Leaders for the last two (2) years.
2. A member of a permanent group reunion

**C. Chairpersons -- Pre-Cursillo, Cursillo Proper, Post-Cursillo, and School of Leaders:**

1. An active member of good standing of the School of Leaders for the last three (3) years.
2. A member of a permanent group reunion

**ARTICLE VI. CONDUCT OF PROCEEDINGS**

Unless otherwise provided in this Constitution, Robert's Rules of order shall be adopted to govern all Cursillo proceedings. Only members of the Secretariat are allowed to vote at the Secretariat meeting. Simple majority becomes the final decision of the body. There shall be no proxies. Members of the Filipino Cursillo Movement shall have the right to present views and concerns associated to the Filipino Cursillo Movement only during the open forum of the Secretariat meeting.

**ARTICLE VII. SECRETARIAT MEETINGS**

The regular monthly meetings of the Secretariat members shall be held at the dates, time, and place agreed upon by the members of the Secretariat. The Lay Director or upon written request by at least four (4) voting members of the Secretariat may call a special meeting of the Secretariat, provided that each member of the Secretariat is notified through telephone or email at least seven (7) days before the special meeting. A quorum for meeting of the Secretariat shall be four (4) members. In the absence of the Lay Director due to any reason, members of the Secretariat present at that meeting shall assign amongst them as acting Lay Director.

**ARTICLE VIII. AMENDMENTS**

Amendments to this Constitution and By-Laws may be proposed by a majority of the members of the Secretariat at its regular meeting and approved by a two-thirds majority vote of the entire Secretariat provided that the proposed amendments has been submitted to the Secretariat at least twenty (20) days in advance of the meeting at which the proposed is to be discussed and voted upon. All amendments are subject to the final approval of the Bishop of the Diocese of San Jose.

Approved By:

  
Most Reverend Patrick J. McGrath, DD, JCD  
Bishop of San Jose

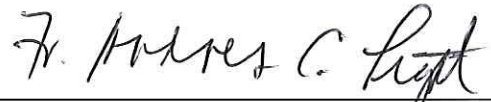
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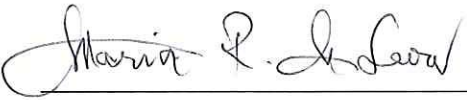
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Attested By:


  
Very Reverend Brendan McGuire, VG  
Diocese of San Jose

**Members of The Diocese of San Jose Filipino Cursillo Secretariat Signatories**


  
Very Reverend Andres C. Ligot, JCD  
Spiritual Adviser of Filipino Cursillo Movement

  
Maria (Mappy) R. de Leon  
Lay Director


  
Titus Raceles  
Pre-Cursillo Chairperson

  
Robin Barkin  
Cursillo Proper Chairperson

  
Flor Ramones  
Post-Cursillo Chairperson

  
Melinda Collins  
School of Leaders Chairperson

  
Elena Sebastian  
Secretary

  
Eleanor Licup  
Treasurer