

# MIDDLE TENNESSEE TRES DIAS, INC.

## BY-LAWS

### PREAMBLE

“Teacher, which is the greatest commandment in the law?” Jesus replied: ‘Love the Lord your God with all your heart and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”

Matthew 22:36-40

### ARTICLE I

#### NAME AND PURPOSE

1.0 **NAME:** The official name of the organization shall be Middle Tennessee Tres Dias Inc., herein also referred to as “the community”.

1.1 **PURPOSE:** The purpose of the Middle Tennessee Tres Dias (MTTD) is to bring Christians to a closer, more personal walk with the Lord Jesus Christ and encourage them to Christian Leadership and Christ-like action in all environments of which its members are a part. Key to achievement of this objective is the developing and sustaining of Christian leaders. The tools for development of Christian leaders are the three-day Tres Dias experience, also referred to as the “the weekend”, and ongoing reunion groups that meet regularly thereafter.

Activities of Middle Tennessee Tres Dias shall therefore be limited to:

- A.) Planning for the weekend on a regular and continuing basis.
- B.) Conducting the weekend on a regular and continuing basis.
- C.) 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 Walk in the post-weekend period known as the "Fourth Day", including the development and support of Reunion Groups and Secuelas.
- D.) Participating in the activities of the Tres Dias International Assembly.
- E.) Fostering and supporting the creation of new Tres Dias chapters as resources and commitment allow.

## ARTICLE II

### MEMBERSHIP

#### 2.0 MEMBERSHIP:

- Membership in Middle Tennessee Tres Dias shall automatically include anyone who has experienced the weekend or its recognized equivalent in the various movements based upon Cursillo de Cristianidad and who is active within the community. Evidence of active membership in the community shall be support of and/or participation in scheduled Tres Dias pre-weekend, weekend and post-weekend activities. Members shall generally be in a geographical proximity, and in the case of adjacent Tres Dias communities, a given member shall choose a Secretariat and a community for affiliation. Members are encouraged to participate in other communities. Anyone who has experienced a Cursillo, Emmaus, or other three-day similar movement prior to Tres Dias affiliation may simultaneously be a member of and participate in other communities.
- Members of the Tres Dias community shall be known as "Pescadores".
- Membership may be resigned by notice to the Secretariat.

## ARTICLE III

### GOVERNMENT

3.0 **SECRETARIAT:** The governing body of Middle Tennessee Tres Dias shall be the Secretariat. Members of the Middle Tennessee Secretariat will be elected by the existing Secretariat, following input from the Middle Tennessee Tres Dias Community. No one serving on another Community's board (Governing body) is eligible to serve on the MTTD Secretariat. The Secretariat is responsible to the Middle Tennessee Community.

Middle Tennessee Tres Dias is a chartered member of the International Assembly and International Secretariat of Tres Dias. Middle Tennessee Tres Dias subscribes to the constitution and by-laws of the international organization and will adhere to the "Essentials of Tres Dias" as prescribed by the international organization and as adapted by the North Georgia Tres Dias, 1981.

This body will operate under Robert's Rules of Order unless explicitly stated otherwise.

3.1 **OFFICERS:** The Secretariat of Middle Tennessee Tres Dias is elected from the membership of the community to administer and manage the affairs of the community. The positions of the Secretariat shall consist of the following:

<b>Chairperson</b>	One person position (single or married) who has served in a Secretariat position previously. The chairman must also demonstrate leadership & organizational skills.
<b>Secretary:</b>	One person position (single or married)
<b>Treasurer</b>	One person position (single or married)
<b>Data Management</b>	One person position (single or married)
<b>Men's Leader</b>	One person position (single or married) - ref. Section 3.7
<b>Women's Leader</b>	One person position (single or married) -ref section 3.7
<b>Pre-Weekend</b>	Married couple position
<b>Fourth day:</b>	One or two-person position (one individual or married couple)
<b>Spiritual Director:</b>	One-person position (single or married), fully ordained or a fully licensed minister. Should be in fulltime Christian service.
<b>Palanca</b>	Married couple position
<b>Supplies &amp; Procurement</b>	Married couple position
<b>Weekend</b>	One or two person position (one individual or a married couple)
<b>Weekend Food Management</b>	One or two person position (One individual or a married couple)
<b>Newsletter and Communications</b>	One person position (single or married)

Note: In a position with a married couple, both parties are encouraged to attend Secretariat meetings; however each position gets only one vote.

**3.2 PURPOSE:** 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 is broadly divided as follows:

A.) Pre-weekend activities.

B.) Weekend activities (the Three Days).

C.) Post-weekend activities (Fourth Day).

D.) Continuing administrative activities not specifically related to the three phases of activities listed above.

**3.3 MEETINGS:** The Secretariat shall hold 9-12 regularly scheduled meetings each operating year, with the time and place to be determined by the Secretariat. The chairman may call special meetings. The secretary or the treasurer upon written request of five (5) positions of the Secretariat may also call special meetings. The time and place of all meetings shall be announced in the newsletter whenever possible, and all meetings shall be open to the community unless the Secretariat is in closed session.

**3.4 QUALIFICATIONS:** All Secretariat members must hold the following qualification:

**A. LEADERSHIP REQUIREMENTS** (From TDI—November 12, 2009)

- must have declared his/her personal relationship with Jesus Christ as Lord and Savior,
  - must have read or had explained to him/her, the "TRES DIAS STATEMENT of BELIEF" and declared his/her agreement with it,
  - must have read or had explained to him/her, the "CONSTITUTION and BY-LAWS of TRES DIAS" and "The ESSENTIALS of TRES DIAS" and declared his/her agreement with such documents and expressed a willingness to abide by them,
  - 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:
    - dependence upon alcohol or illegal drugs;
    - involvement in illegal activities, whereby such involvement knowingly violates, federal, state or local laws, statutes or ordinances;
    - 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;
    - involvement in the occult or Satanic worship;
    - openly professes 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).
- must have any additional qualifications approved by the Secretariat and the Assembly.

- B. Maintain a lifestyle commensurate with Biblical leadership.
- C. Demonstrate a record of support of the Tres Dias movement.
- D. Have worked at least three (3) teams, preferably in different areas.
- E. Possess the skills required by the Secretariat position job description.
- F. The Secretariat should be fairly represented by:
  - At least five (5) churches of at least four (4) different denominations
  - At least (1) single adult.
  - No individual church should be represented by more than 25% percent of the positions of the Secretariat.
- G. The Chairman must have previously served a full term on the MTTD Secretariat. The Chairman position cannot be held by one that has served as a weekend spiritual director or is considered clergy.  
For Tres Dias purposes, “clergy” shall be defined by the following:
  - One that has ever served as a Spiritual Director on a Tres Dias weekend.
  - One that serves as pastor of a church.
  - One that is an ordained minister.
  - One that serves on a church staff with the word, “pastor” in their title, i.e. Associate Pastor (Approved 7-10-08)
- H. Men’s and Women’s Leaders must have previously served as a rector.
- I. Those who serve as weekend spiritual directors or fulltime ministers can hold no more than two (2) positions on the Secretariat.

The Secretariat may, by three-fourths (3/4) vote, temporarily suspend any of the above requirements for any position on the Secretariat with the exception of: 1) the requirement of living a Biblical lifestyle, and 2) weekend spiritual directors and clergy are prohibited from serving as Secretariat Chairman.

- 3.5 **ELIGIBILITY:** Any Pescadore active in the community and meeting the qualifications indicated in section 3.4 above and 3.9 is eligible for nomination to a Secretariat position.
- 3.6 **VOTING:** Each position of the Secretariat shall have one vote with the exception of the chairperson who will only vote in the event of a tie.
  - A quorum is over 50% of the voting positions (*Robert’s Rules, Article 11, #64*). No official business of the Secretariat, including voting, can be transacted unless there is a quorum present.
  - A vote shall be carried by simple majority of those present and voting at any regular

meeting of the Secretariat.

**TERMS OF OFFICE:** Positions on the Secretariat will be for a period of two (2) years.

- All member positions are effective through their expiring month. Wherein member terms expiring in May are effective through the proceeding April 30 and incumbent assumes responsibility.
- The search and nomination process for **May** positions begins the **prior September**.  
The search and nomination process for **November** positions begins the **prior March**.

- **Rotation Schedule predecessor**

May '08, then alternate even years: (May 2010, May 2012, etc.)

Chairman	Spiritual Director
Treasurer	Supply & Procurement

Nov. '08, then alternate even years: (Nov. 2010, Nov. 2012, etc.)

Pre-weekend Couple	Fourth Day
Food Management	

May 2009, then alternate odd years: (May 2011, May 2013, etc.)

Newsletter & Communications	Weekend
Data Management	

Nov. 2009, then alternate odd years: (Nov. 2011, Nov. 2013, etc.)

Men's Leader	Secretary
Women's Leader	Palanca Couple

- Incumbent on the Secretariat may succeed themselves for one term only, regardless of how the initial term of the incumbent was filled (by appointment or election). (Approved 2/11/10).
- Members whose terms have expired or who have resigned must remain off the Secretariat for at least one year unless elected directly from a secretariat position.
- An individual or couple can hold only one position at a time. Married couples individually or jointly can only serve in one position at a time.

As with other qualifications for office, the Secretariat may suspend any of these requirements by a three-fourths (3/4) vote.

**FILLING AN EXPIRED TERM:**

- Twelve (12) months prior to the Chairman position expiring, an announcement is made in the newsletter and at Seceula to solicit nominations for the position of "Chairman Elect" from the Community. The newsletter will include By-law requirements to serve in this position. The Chairman Elect will shadow the Chairman the last six

months of the Chairman's term.

- Eight (8) months prior to a Secretariat position expiring, an announcement is made in the newsletter and at Seceula to solicit nominations from the Community. The newsletter will include By-law requirements to serve in this position.
- The Chairman appoints from the Board a three to five (3-5) member Nominating Committee that includes a committee chairman and the Men's and Women's Leaders. A committee is formed each time an election is needed.
- Nominations are submitted to the Nominating Committee.
- After at least one month of receiving nominations, the Nominating Committee will prayerfully identify the qualified people from the names received and ask of their willingness to serve.
- The Nominating Committee Chairman will submit the names of those willing to serve to the Secretariat. If a Secretariat member knows any reason why a particular nominee should not serve, it should be stated in general terms.
- The Secretariat will discuss the nominations and take the next month to pray.
- At the next month's Secretariat meeting, the Secretariat will vote by secret ballot in closed session. The Treasurer and a corroborator will count the votes and they will announce the winner to the Secretariat.
- The nominee must receive over 50% of the votes cast, including abstentions.  
*(Robert's Rules of Order, Article 11#64 and see 3.6, bullet #.)*
- The Chairman will notify all nominees. If the elected nominee is unable to serve, the Secretariat will re-vote.
- Those elected will shadow the people currently serving in those positions to learn from them in preparation for a weekend. They should also attend secretariat meetings, but will not have a vote until their term officially begins.

### **3. 9. FILLING AN UNEXPIRED TERM:**

- The Secretariat will submit nominations to the Chairman and begin praying about the nominees.
- The Chairman will contact the nominees and submit the names of those qualified and willing to serve to the Secretariat for prayerful consideration.
- At the next Secretariat meeting, the Secretariat will vote by secret ballot in Closed Session. The Treasurer or Secretary and a corroborator will count the votes, and they

will announce the winner to the Secretariat.

- Unexpired terms shall be filled by election of the Secretariat with over 50% of votes cast, including abstentions. (*Robert's Rules of Order, Article 11#64 and 3.6, bullet #3.*)
- After the election, the Chairman will notify all nominees. If the elected nominee is unable to serve, the Secretariat will revote.

**3.10 OPERATING YEAR:** The operating year shall commence on January 1 and conclude on December 31. The annual meeting of the Middle Tennessee Tres Dias Secretariat will be held in February.

### **3.11 DUTIES AND RESPONSIBILITIES:**

#### **A) CHAIRMAN:**

1. Maintains responsibility for overall guidance & direction of Middle Tennessee Tres Dias.
2. Acts as the lay representative of Tres Dias in meetings with clergy from participating and potentially active churches or from other movements.
3. Acts as liaison with Tres Dias International.
4. Develops short and long-range plans for expansion and growth of the community.
5. Assists in the development of effective policies and procedures.
6. Presides at Secretariat meetings.
7. Signs checks as the alternate signer.
8. Acts as liaison with Camp owner to handle relationships and reservations for future weekend dates.

#### **B) SECRETARY:**

1. Maintains an up-to-date record of minutes of all meetings of the Secretariat, which includes a list of each member present and absent.
2. Distributes copies of minutes to each member of the Secretariat.
3. Logs and maintains records of all amendments made to the by-laws and policies and procedures and provides Data Management with all approved changes. Each time the by-laws or policies and procedures are amended, the Secretary keeps the newly amended and dated documents and distributes them to the Secretariat and to the Newsletter and Communications person for publication.

4. Presides at the Secretariat meeting in the Chairman's absence.
5. Participates in the overall guidance and planning of the Tres Dias activities.

**C) TREASURER:**

1. Maintains up-to-date records of all Tres Dias finances.
2. Maintains accounts receivable and accounts payable.
3. Signs checks and distributes funds as authorized by the Secretariat.
4. Receives and deposits Tres Dias funds on a timely basis.
5. Distributes monthly financial statements to all members of the Secretariat.
6. Submits financial records for review by the Secretariat or their designee for audit or for external audit or review at the request of the Secretariat.
7. Presides over Secretariat meeting if both the Chairman and Secretary are absent.
8. Provides reimbursement forms and tax-exempt number to those making Tres Dias-related purchases.
9. Participates in the overall guidance and planning of Tres Dias activities

**D) MEN'S LEADER/WOMEN'S LEADER:**

1. Utilizes a comprehensive and up-to-date record of each Pescadores service experience in Tres Dias, Cursillo, Emmaus as well as service on the Tres Dias Secretariat. Data Management provides this information.
2. Obtains from Data Management a list of names of those who are rector-qualified. Contacts all those who are rector-qualified, then provides the Secretariat a list of those qualified and willing to serve.
3. Reviews list of rector's options with rector as written in the Policies and Procedures.
4. Assists upcoming rectors in team selection and formation.
5. Provides rectors with the work history and qualifications of potential team members according to the guidelines in the Policies and Procedures.

6. Works with rectors to advance Pescadores to serve in various team positions to become rector-qualified.
7. Conducts a follow-up meeting within two weeks of the weekend with Rector, Head Cha, Head Kitchen, and other appropriate Heads to identify and document problems, solutions and miracles.
8. Participates in the overall guidance and planning of Tres Dias activities.

**E.) PRE-WEEKEND:**

1. Encourages sponsorship by providing sponsor materials at Seceula and in newsletters.
2. Distributes and receives candidate applications on a regular basis.
3. Reviews applications for completeness according to the policies and procedures.
4. Maintains a dated list of applications and keeps applications on file.
5. Sends letters of invitation to candidates.
6. Sends confirmation letters to sponsors.
7. Follows up on invitations with candidates and sponsors until candidates are confirmed.
8. Monitors candidate status in a timely fashion to insure that the maximum number of candidates will attend the weekend.
9. Prepares and distributes candidate list and team list at send off.
10. Presides as master of ceremonies at send-off.
11. Participates in overall guidance and planning of the Tres Dias activities.

**E) WEEKEND:**

1. Maintains responsibility for all matters pertaining to the physical assets and arrangements for the weekend.
2. Identifies Pescadores to serve on set-up and takedown crews.
3. Arranges for and supervises the cleaning of the site prior to the weekend setup of the facilities and equipment.
4. Arranges the transportation of equipment and candidates to the weekend site.

5. Arranges for the takedown of all equipment, and the cleaning of the facility at the close of the weekend.
6. Acts as liaison with the onsite campground director for the weekend.
7. Participates in the overall guidance and planning of the Tres Dias activities.

**F) PALANCA:**

1. Sends general palanca letter to the weekends of other communities/movements.
2. Requests and receives general palanca letters for weekend from other movements.
3. Provides for a means of collecting and delivering personal palanca to the team on a weekend for candidates and team.
4. Solicits the donation of new banner(s) and other forms of permanent palanca for the weekend.
5. Logs and maintains all banners and related photo album.
6. Donates old banners to new communities.
7. Establishes and oversees a committee who will be responsible for hospital visits, flowers and greeting cards to Pescadores.
8. Participates in overall guidance and planning of the Tres Dias activities.

**H) FOURTH DAY:**

1. Prepares fourth day packet including:
  - Tres Dias introductory brochure/Essentials of Tres Dias
  - Fourth Day CD
  - Information on MTTD web-site
  - Sponsor responsibilities
  - Applications
  - Other information as appropriate
2. Schedules Seceula on a regular basis.
3. 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.
4. Provides a resource table at Secuelas.

5. Recruits Seceula hosts and provides them with supplies and Seceula outline.
6. Participates in overall guidance and planning of the Tres Dias activities.

**I) NEWSLETTER AND COMMUNICATIONS:**

1. Gathers material and publishes (via U.S. mail and email) the newsletter, which is the official means of communication to Pescadores and other related communities.
2. Coordinates with the Prayer Request liaison (who sends out prayer requests via email) and distributes these prayer requests via the newsletter. Also forwards these requests to the MTTD web master so they may be included on the MTTD web site.
3. Collects information to keep the community roster updated.
4. Works with the Webmaster to share and update community news.
5. Participates in overall guidance and planning of the Tres Dias activities.

**J.) SPIRITUAL DIRECTOR:**

1. Prayerfully oversees the spiritual integrity of Middle Tennessee Tres Dias activities and the community's direction.
2. Works as the primary advisor and source of counsel to the Secretariat and keeps them on track from a clergy viewpoint by seeing that they are always acting in obedience to God's inerrant word.
3. Works as primary liaison with the weekend spiritual directors and provides them with their weekend materials.
4. Selects weekend spiritual directors after taking into consideration the preferences of the rectors and the Leaders persons.
5. Works as the primary liaison with other clergy regarding matters related to the weekend and fourth day activities.
6. Participates in overall guidance and planning of the Tres Dias activities.

**K). WEEKEND FOOD MANAGEMENT:**

- 1) Maintains responsibility for all matters pertaining to the physical aspects and arrangements for the weekend regarding food and food preparation.
- 2) Establishes and maintains an accurate inventory of both kitchen fixed assets

and supplies, and repairs and replaces such inventories as required and authorized by Secretariat.

- 3) Briefs Head and Assistant Head Kitchen Chas in carrying out the assigned weekend responsibilities.
- 4) Maintains responsibility for storage of Tres Dias kitchen and food equipment & supplies.
- 5) Arranges for transportation of the kitchen food equipment and supplies to and from the weekend site.
- 6) Coordinates the cleaning, setup and takedown of the kitchen and dining areas and equipment prior to and after the weekend.
- 7) Participates in overall guidance and planning of Tres Dias activities.

**L). DATA MANAGEMENT:**

1. Maintains current
  - By-laws
  - Policies and Practices
  - Job descriptions of each position
  - Scripts
  - Talk outlines
  - Rector's Orientation Manual
  - Pescadore work history
  - Pescadore Secretariat service
  - Rector-qualified pescadores
  - Other documents as appropriate
2. Participates in overall guidance and planning of activities.

**M). SUPPLIES & PROCUREMENT:**

1. Arranges for the storage of MTTD equipment and supplies.
2. Purchases and maintains an accurate inventory of assets and supplies.
3. Replaces, or repairs items as indicated.
4. Arranges for transportation of supplies to weekends and storage of supplies after weekends.
5. Participates in overall guidance and planning of the Tres Dias activities.

**4.0 POLICIES AND PRACTICES:** The Secretariat adheres to the "Essentials of

Tres Dias" as prescribed by the international organization and as adapted by the North Georgia Tres Dias, 1981. Additionally, other matters of policy and procedure are listed in the Policies and Practices of Middle Tennessee Tres Dias.

**5.0 AMENDMENTS:** These by-laws may be amended by affirmation of two-thirds majority of the voting members present at a regularly or special called meeting, provided the main motion was brought to question in writing and discussed before the convening Secretariat at least one month before vote is to be taken. The Secretary of the Secretariat shall log all proposed changes and results and forward them to Data Management to amend this document. The amended bylaws will be posted on the website and any amendments will be published in the newsletter.