

GEORGIA MOUNTAINS TRES DIAS, INC. CONSTITUTION AND BY-LAWS

ARTICLE I

NAME AND PURPOSE

- 1.0 NAME: The official name of the organization shall be Georgia Mountains Tres Dias, Inc. herein also referred to as the community.
- 1.1 PURPOSE: The purpose of the Georgia Mountains Tres Dias, Inc. is to bring others to Christ through Christian apostolic action in all environments of which its members are a part. Key to achievement of this objective is the development and sustaining of Christian leaders. The tools for developing Christian leaders are the three-day Tres Dias experience also referred to as the “Weekend” and on-going Group Reunions that meet regularly. Activities of Georgia Mountains 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 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” including the development and support of Group Reunions and Secuelas,
 - D.) Participate in the activities of the Tres Dias International Assembly,
 - E.) Foster and support the creation of new Tres Dias chapters as resources and commitment allow.

ARTICLE II

MEMBERSHIP

2.0 MEMBERSHIP: Membership in Georgia Mountains Tres Dias shall automatically include anyone who has experienced the Weekend or its recognized equivalent in the various movements based upon Cursillo de Christianidad and who are active within the community. Evidence of active membership in the community shall be visible support of and 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 chapter community for affiliation. One who has experienced a Cursillo or Emmaus weekend prior to Tres Dias affiliation may also simultaneously be a member of and participate in a Cursillo or Emmaus community.

Members shall be known as “Pescadores”.

Membership may be resigned by written notice to the Secretariat or by so stating at an official meeting of the Secretariat. Membership of an individual may be terminated, with cause, by a majority of voting members at an official meeting of the Secretariat in accordance with the approved membership discipline in the Practice and Policy manual. The actions of the Secretariat regarding membership shall be final.

ARTICLE III

GOVERNMENT

3.0 SECRETARIAT: The governing body of Georgia Mountains Tres Dias, Inc. shall be the Secretariat. Members of the Georgia Mountains Secretariat will be elected by the existing Secretariat, following input from the Georgia Mountains Tres Dias community, and is responsible to the Georgia Mountains community.

Georgia Mountains Tres Dias, Inc. is a chartered member of the International Assembly and International Secretariat of Tres Dias. As such, it totally 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.

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

3.1 OFFICERS: The Secretariat of Georgia Mountains Tres Dias, Inc. is elected from the membership of the community to administer and manage the affairs of the community. Secretariat members should attend at least six Secretariat meetings per year. The positions of the Secretariat shall consist of the following:

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| Chairman: | One person, married or single male, who has previously served as a Rector on an adult weekend and has also served in a Secretariat position. The Chairman must also demonstrate committee leadership and organizational skills. |
| Secretary: | A single or married person. |
| Treasurer: | A single or married person or married couple |
| Leaders A: | A married couple, both having served as Rectors, responsible for first and third weekends each year. |
| Leaders B: | A married couple, both having served as Rectors, responsible for second and fourth weekends each year.

**It is noted that one leader's couple may actually be two individuals, not married to each other, in this instance each individual would have one vote. (Effective 01/04/2002) |
| Pre-Weekend: | A Married couple. |
| Fourth Day: | A single or married person or married couple. |
| Spiritual Director: | A male who is an ordained or fully licensed pastor, elder, minister (senior, associate, or youth, education or counseling) by any Christian organization approved and recognized by Georgia Mountains Tres Dias." |
| Worship Director: | A single or married person or married couple |
| Palanca: | A Married couple. |
| Weekend: | A Married couple. |
| Food: | A single or married person or a married couple |

- Newsletter: A single or married person or a married couple
- Database/Records: A single or married person
- Webmaster: A single or married person
- New Community Liaison: Single or married person (A different individual shall be elected for each new community sponsored by GMTD).

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 are 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 above.

3.3 MEETINGS: The Secretariat shall hold regular meetings each operating year, to number not more than twelve nor fewer than eight, at a time and place to be determined by the Secretariat. Special meetings may be called by the Chairman, or by the Secretary upon written request of five (5) members of the Secretariat. 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 shall be in “executive session”.

3.4 QUALIFICATIONS: All Secretariat members must hold the following qualifications:

- A.) Maintain a lifestyle in keeping with Biblical leadership,
- B.) Demonstrate a record of support of the Tres Dias movement,
- C.) Have worked at least three (3) teams, in three (3) different areas of service,
- D.) Possess the skills required by Secretariat position job description.
- E.) Relatives are not allowed to serve on the Secretariat in different positions at the same time, except for the Leaders position.

Additionally, the Secretariat should be fairly represented by:

- A.) At least three (3) churches (unless no qualified candidate is available for the vacant position),
- B.) At least one (1) single adult (unless no qualified candidate is available for the vacant position),
- C.) No individual church should be represented by more than 50 percent of the members of 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 the requirement of living a Biblical lifestyle.

3.5 ELIGIBILITY: Any Pescadore active in the community and meeting the qualifications indicated in section 3.4 above and 3.9 (for individual positions) is generally eligible for nomination to a Secretariat position. Specific requirements for eligibility for a position may be defined in the Policies and Practices of the Georgia Mountains Tres Dias, Inc. If an individual or couple is currently serving on any other Secretariat, they will be ineligible to serve on the Secretariat of Georgia Mountains Tres Dias, Inc. at the same time.

3.6 VOTING: Each position of the Secretariat shall have one vote, with the exception of the Chairman who will vote only in the event of a tie, or any of the couple positions which will have one vote for each couple. A quorum is two-thirds (2/3) of positions. A vote shall be carried by simple majority of those present and voting at any regular meeting of the Secretariat. Rector selection voting by absentee ballot will be allowed prior to meeting by contacting the Chairman and making known your selection. The person voting will give one choice for first round balloting per position. Secretariat members should have a listing of all qualified candidates for Rector position one month before voting. In the event, there is more than one New Community Liaison on the secretariat, the senior liaison (senior meaning earliest term of office) at any one meeting shall have the right to vote for the New Community Liaison position.

3.7 TERMS OF OFFICE: Positions of the Secretariat will be for three (3) years. Unexpired terms shall be filled by appointment of the Secretariat on a two-thirds majority vote. The Chairman shall vote only in the event of a tie. Each member of the Secretariat shall serve until his successor shall have been duly elected and installed. The Secretariat positions shall be divided into three classes. Elections will be held for one-third of the classes each year. Secretariat vacancies should be published in the Newsletter a minimum of sixty days.

A.) Incumbents in a position on the Secretariat may not succeed themselves unless the incumbent is an appointee filling an unexpired term. Individuals and couples may serve in a position more than once as long as the terms are not successive. All members must rotate after three years and may not serve consecutive terms (unless elected for Chairman position). They must remain off the Secretariat for at least one year. The Spiritual Director may serve consecutive terms, if willing, by a vote of confidence of the Secretariat. No individual or couple may occupy more than one position on the Secretariat of Georgia Mountains Tres Dias at the same time. As with other qualifications for office, the Secretariat may suspend any of these requirements by a three-fourths (3/4) vote. The term of the New Community Liaison may extend beyond three years, if the community is still operating under the umbrella of GMTD. The termination of such position shall be when the new community is fully operating under its own 501.3.c, Constitution, etc.

3.8 OPERATING YEAR: The operating year shall commence on January 1 and conclude on December 31. The Annual Meeting of the Georgia Mountains Tres Dias Secretariat will be held yearly. The date will be at the discretion of the Chairman.

3.9 DUTIES AND RESPONSIBILITIES:

A.) CHAIRMAN: Responsible for overall guidance and direction of Georgia Mountains Tres Dias. Develop short and long range plans for expansion and growth of the community. Assist in the development of effective policies and practices. To provide leadership, direction, accountability, counsel, and decision-making for the Georgia Mountains Tres Dias community in accordance with the By-Laws and Practice and Policies of GMTD and the The Essentials of Tres Dias. Act as the lay representative of Tres Dias in meetings with clergy from participating and potentially active churches or from other movements. Act as the lay representative of Tres Dias in meetings with other movements. Act as liaison with the Tres Dias International Organization and serve as the

Chairman of the GMTD delegation at the International Tres Dias Assembly. The Chairman is to preside at Secretariat meetings and official functions as may be necessary. The Chairman shall approve team members, attend Rector orientations, weekend send-offs, closings and Secuelas.

- B.) SECRETARY: Serves as recording secretary for the Secretariat of the community. Assist in the development of effective policies and practice transcribing her/his own minutes and distributes minutes of the meetings to members of the Secretariat for review/approval. The secretary will update and maintain the Essentials of Tres Dias, Georgia Mountains Tres Dias Practice and Policy Manual, and the Georgia Mountains Tres Dias Constitution and Bylaws including job descriptions of each Secretariat position. Participate in the overall guidance and planning of the Tres Dias activities.
- C.) TREASURER: Maintain the financial books and records of Georgia Mountain Tres Dias (GMTD). This includes: maintaining the QuickBooks accounting files used to record revenue and expenses of GMTD; disburse funds authorized by the Secretariat through the approved budget; receive funds from weekend's Asst. Head for team weekend fees; receive funds from Pre-weekend Couple for candidate's weekend fees; meet with Asst. Head to discuss financial flow for the weekend and his/her responsibility related to collecting funds; deposit collected funds into GMTD bank account; complete monthly reconciliation of GMTD bank account with QuickBooks account; present monthly financial package to Secretariat; maintain GMTD annual registration with the Georgia Secretary of State; file all income tax returns required for GMTD (form 990). Participate in the overall guidance and planning of the Tres Dias activities.
- D.) MEN'S LEADERS/WOMEN'S LEADERS: There will be two couples serving in the Leaders position, with each couple having one vote. It is noted that one leader's couple may actually be two individuals, not married to each other, in this instance each individual would have one vote. (Effective 01/04/2002) They will share the position and alternate responsibilities each weekend. The Leaders Couple will be the mentor to each new rector and facilitate the training of the rector and the team leadership. The Leaders Couples duties include the following: Meet with each new rector during Orientation with the Chairman and Head Spiritual Director and help schedule training dates for the team. Train the rector on Policy, Procedures, Essentials, Team Selection and Team formation by providing training materials in these areas. Work with the rector in approving each team member selected and assist the rector in documenting their choices in an organized digital spreadsheet. This spreadsheet will be presented to Secretariat Leadership (Chairman and Head Spiritual Director) for approval. Train the Heads (Head Cha, Asst Head Cha, BUR, Head Kitchen and Asst Head Kitchen). Train the Professors and Area Heads. Attend the second team meeting and provide instructions and encouragement to the team. Regularly update the Secretariat on the rector's and team's progress. Meet with the rector after their weekend to be debriefed concerning any issues or questions that may have occurred on the weekend in an effort to improve the process for future weekends. All Training will be facilitated by the Leaders Couple and digital copies of the training material will be emailed to each individual unless they are not computer literate and in that case a paper copy will be provide. Participate in the overall guidance and planning of the Tres Dias activities.
- E.) PRE-WEEKEND: Responsible for maintaining on-going file of applications of candidates and issuing invitations on behalf of the Secretariat. Regularly collect applications and application fees. Turn application fees over to the Treasurer of the Secretariat. Review applications for completeness according to the policies and practices of Georgia Mountains Tres Dias. Maintain a log of applications received and a file of the applications with controls to assure integrity of the applications. Extend invitation to candidates according to application date (the postmark date on envelope or if hand delivered, the date received by the Pre-Weekend couple) by either a phone call or email to the sponsor. Maintain an outside list only when slots are approved and set aside by the Secretariat on our weekends for starting a new community. Follow up on invitations with

sponsors until a decision is made. Send copy of sponsor responsibilities to sponsor along with confirmation email. Call candidates in a timely fashion to have the maximum number of candidates attending a weekend. Check in candidates and receive candidate weekend fees. Responsible for distribution of candidate list to communication cha for the weekend. Preside as master of ceremonies for the Send-off celebration. Participate in overall guidance and planning of Tres Dias activities.

- F.) WEEKEND: Responsible for all matters pertaining to the physical assets and arrangements for the Weekend. Recruits, forms and supervises set up teams to carry out the assigned responsibilities. Works with Rectors to identify Pescadores to serve on set up team for women's weekends. Arranges for storage of Tres Dias equipment and supplies. Establish and maintain an accurate inventory of both fixed assets and supplies. Replace or repair inventories as required and authorized by Secretariat. Attend and provide meal at Wednesday's set up for each Weekend. Follow up on take down of equipment and supplies and cleaning of the facility at the close of each Weekend. Attend the fourth team meeting for each to communicate to the team how the Camp of Colors should be left. Participate in the overall guidance and planning of the Tres Dias activities.
- G.) WORSHIP DIRECTOR: The Worship Director is responsible for assisting each Rector in selection of the worship leader for each GMTD weekend and training each worship leader on their assignments for the weekend. The Worship Director shall encourage each worship leader to model and lead heartfelt worship in an invitational style – that draws people in, encourages participation, and points people to Jesus. The Worship Director shall also assist the Rector in selection of the serenade leader for Saturday evening and train them on their assignments for the serenade. It is the Worship Director's responsibility to maintain a database of qualified worship leaders to serve in this capacity, it is also their responsibility to seek out and recruit new qualified worship leaders to add to the database. The Worship Director shall work with the Webmaster to ensure that all music utilized on each weekend complies with the GMTD CCLI requirements.
- H.) PALANCA: Pray for and then send general palanca letters to the weekends of the communities we support. Request and receive general palanca letters for Weekends of Georgia Mountains Tres Dias from other movements, print and provide these letters for each weekend. Attend the third team meeting to explain and present prayer palanca and oven palanca sign-up sheets for each Georgia Mountain Tres Dias Weekend. Send reminders to team members about prayer and oven palanca. Prepare prayer wall and deliver to camp on Wednesday night setup along with oven palanca sign-up sheet, general palanca letters and banners for the weekend. Maintain a digital log of all banners. Participate in overall guidance and planning of the Tres Dias activities.
- I.) FOURTH DAY: The Fourth Day Couple is responsible to ensure that the following is provided to the team and new Pescadores for each GMTD weekend that is held. Photos; Secuela announcement flyer; Sponsor letter; Rosters for team and candidates; New Pescadores letter (new Pescadores bag only). The practice has been for one or both to be present at the weekend on Friday morning at 8:30 a.m., to take the weekend photo as this is the approximate time in the script. The Fourth Day Couple is also responsible to schedule the Secuelas throughout the year, in conjunction with the weekend events. An available church facility is scheduled with the appropriate representatives at that location. The following also needs to be scheduled: Supplies and food; worship leader and sound tech, if needed; Spiritual Director for Communion Meditation; Host Couple to give direction for the evening, as well as share about their "Fourth Day", as an introduction to testimonies. Reunion groups should be emphasized and encouraged whenever possible. Participate in overall guidance and planning of the Tres Dias activities.
- J.) NEWSLETTER: The Newsletter is the official means of general communication with the community's Pescadores and other related communities. The Newsletter person will be responsible for gathering information and publishing the Georgia Mountains Tres Dias official

Newsletter, announcements and upcoming events. The Newsletter person will be responsible for entering new email addresses and needed information through an email service and maintains the email database with changes or corrections. The team and new Pescadores information for the Newsletter and email database is received through the communications cha on each weekend. Participate in overall guidance and planning of the Tres Dias activities.

- K.) SPIRITUAL DIRECTOR: The Secretariat Spiritual Director represents the clergy in this lay-led movement. He gives pastoral guidance and counsel to the Secretariat in this capacity, striving to remain Christ centered regarding decisions and activities of GMTD. He is responsible for maintaining an ecumenical environment that is welcoming to the body of Christ, regardless of denominational affiliation. It is his responsibility to maintain a database of eligible clergy to serve this community, and assign from this list those who are willing to serve on the appointed weekends of GMTD. It is also his responsibility to recruit, and add to this list, or if necessary delete from this list. Either of these actions requires Secretariat approval. As an active member of the Secretariat, he should familiarize himself with the Tres Dias essentials, the GMTD Constitution and By-Laws and the GMTD Practice and Policy Manual and encourage all affiliated clergy to do the same. Attend the second team meeting and provide instructions and encouragement to the team. Participate in overall guidance and planning of Tres Dias activities.
- L.) FOOD COUPLE/PERSON: Responsible for all matters pertaining to the physical assets and arrangements for the weekend regarding food and food preparation. Communicate with the Head/Assistant Head Kitchen Chas on the budget, requested menu, food and supplies provided by GMTD for the weekend. Responsible for the storage of Georgia Mountain Tres Dias kitchen and food supplies. Maintain an accurate inventory of supplies and food items, and purchase them as needed for each weekend. Arrange for the transportation of the kitchen and food supplies to and from the weekend site. Supervise the take down of all kitchen and food supplies as well as the cleaning of the kitchen facility at the close of the weekend. Prepare and accurate record of the kitchen expenses for the Treasurer on a per weekend basis. Participate in overall guidance and planning of Tres Dias activities.
- M.) DATABASE/RECORDS: Responsible for receiving and recording all information pertaining to attendance or service on a GMTD weekend as well as all updates that are received through the GMTD website. This would include the training of the communications cha and to assist in the training of the assistant head cha pertaining to accurate recording of attendance and use of spreadsheet. This training would occur during the heads and professors team training prior to the weekend. Maintain the computers for the communication chas. Provide the sign in credentials to the other members of the Secretariat for the OneDrive when passwords are changed. Print hard copies of service records, positions needed, script, time line, and material as needed for the leaders couple to provide to the upcoming rectors. Participate in overall guidance and planning of Tres Dias activities.
- N.) WEBMASTER: Responsible for maintaining all aspects of the GMTD website. Training and providing technical assistance to the Tech Cha for each weekend, this training would occur during the professors and area head training prior to the weekend. Maintain the computers utilized for the tech chas and any technical equipment utilized on the weekends. Participate in overall guidance and planning of Tres Dias activities.
- O.) NEW COMMUNITY LIAISON: Shall be responsible to attend meetings of steering committees/secretariats of new community, so as to be able to communicate the status of operations of the new community to GMTD secretariat. Shall be familiar with growth, planning, schedules and finances of new community.

4.0 POLICIES AND PRACTICES: The Secretariat adheres to the “Essentials of Tres Dias” specified and published by the International Organization. Additionally, other matters of Policy and Practice are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as the Policy and Practice of the Georgia Mountains Tres Dias Secretariat exist in a document so titled. Policy and Practice will be categorized in the following manner:

- A.) Section 1.0 Pre-Weekend
- B.) Section 2.0 Weekend
- C.) Section 3.0 Fourth Day
- D.) Section 4.0 Secretariat

5.0 AMENDMENTS: This document may be amended by a majority of voting members at any Secretariat meeting provided that the proposed modification, deletion, or addition was proposed at a prior meeting of the Secretariat.

Adopted this 4th day of June 1994.

Amended this 2nd day of March 1996.

Amended the 4th day of August 2017.