

**CONSTITUTION OF THE
EASTERN NORTH CAROLINA VIA DE CRISTO MOVEMENT**

ARTICLE I

NAME AND LOCATION

Section 1. The name of this organization is the Eastern North Carolina Lutheran Via de Cristo Movement.

Section 2. The principal address shall be Eastern North Carolina Lutheran Via de Cristo, 7000 Creedmoor Road, Raleigh, NC 27613.

Section 3. Other offices for the transaction of business may be located at such places as the Secretariat Board may from time to time determine.

ARTICLE II

PURPOSE

Section 1. The purpose of this non-profit organization is to direct, promote and regulate the development of Christian leadership in Eastern North Carolina.

Section 2. The Secretariat, in cooperation with those individuals who have attended a Lutheran Via de Cristo, shall be responsible for the guidelines and procedures pertaining to:

- a. the recruitment of attendees for Via de Cristo
- b. the activities required for the planning, operation and promotion of at least one Lutheran Via de Cristo per year to be held in the Eastern part of North Carolina.
- c. the planning, promotion and operation of activities related to Fourth Day involvement of Cursillistas.
- d. other activities as the Secretariat shall deem appropriate and consistent with its objective of developing Christian leaders.

ARTICLE III

MEMBERS

Section 1. Any individual who has completed a Lutheran Via de Cristo Weekend, or other recognized Cursillo Method Weekend who by participation in the activities of this movement indicates a concern for its objectives, shall be considered a member of the movement.

ARTICLE IV

SECRETARIAT

Section 1. The governing body of the Eastern North Carolina Via de Cristo Movement shall be known as the Secretariat.

Section 2. The Secretariat shall consist of the following officers and chairpersons:

Officers:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary

Chairpersons:

- | | |
|--|---------------------------------------|
| a. Pre-Weekend | g. Spiritual Directors (minimum of 2) |
| b. Operations | h. Outreach (2 regional co-chairs) |
| c. Fourth Day | i. Music |
| d. Leaders | j. Archivist (Data Base) |
| e. Palanca | k. Archivist (Web Master) |
| f. Communications (WEAVE + email + Social Media) | |

Section 3. The offices of Treasurer, Pre-Weekend, Communications, Fourth Day, Operations, Outreach 1, and Archivist - (Web Master) will be elected on odd numbered years for a term of two years.

The offices of Secretary, Palanca, Outreach 2, Leaders, Music, Archivist - (Data Base), and Vice-President will be elected on even numbered years for a term of two years.

The offices of President and Vice-President are elected from the members of the Secretariat. The Vice-President and President must have served on the Secretariat for at least one year immediately prior to serving as President or Vice-President. The Spiritual Directors shall be appointed by the President subject to confirmation by a majority vote of the Secretariat.

Section 4. When vacancies occur on the Secretariat, the Eastern North Carolina Lutheran Via de Cristo movement will be notified of the vacancy by publishing it in the newsletter or by other means of communication as deemed appropriate by the Secretariat. At the first meeting following the publication of this notice an election shall be held to fill the vacancy. A vacancy in the office of President shall be filled by the Vice-President and a new Vice-President shall be elected from the remaining Secretariat members. The balloting process shall be carried out in accordance with the Constitution, By-laws, and Operating Procedures of this organization.

Section 5. The Spiritual Directors will give spiritual direction and guidance to the Secretariat. In addition they will assume other responsibilities as detailed in the By-Laws and Operating Procedures.

Section 6. The President shall act as the movement's lay director and preside at all meetings of the Secretariat. The President shall have general supervision over the affairs of the organization, and shall perform all such other duties as are incident to the office. In case of absence or disability of the President, the duties of the office shall be performed by the Vice-President.

Section 7. The Secretary shall issue notices of meetings and shall attend and keep minutes of such meetings. He/she shall have charge of all of the organization's records and other papers, and shall be custodian of the corporate seal, if any. The Secretary shall attest with his or her signature all written contracts and other documents of the organization, and shall perform all such duties as are incident to the office.

Section 8. The Treasurer shall have custody of all the monies and securities of the organization and shall give bond in sum and with such sureties as the Secretariat may require. He/she shall sign all checks of the organization, shall keep regular books of the account, and shall submit that together with vouchers, receipts, records, and other papers to the Secretariat for their examination and approval as often as they may require. He/she shall prepare an annual budget and submit said budget for approval. Any items submitted over budget must be approved by the Secretariat. He/she shall perform all such duties as are incident to the office.

Section 9. The duties of all officers not detailed herein, as well as additional responsibilities relating to those offices detailed above, will be defined in the By-Laws and Operating Procedures maintained by the Secretariat.

ARTICLE V

MEETINGS

Section 1. Meetings shall be open to any Cursillista. Those attending who are not members of the Secretariat shall not have a vote and may not enter into discussion unless invited to do so by the President of the Secretariat.

Section 2. The President shall have the authority to call the meeting into Executive session. At that time all those who are not members of the Secretariat will be asked to leave the room. Business will not continue until only Secretariat members are present.

Section 3. The Secretariat shall meet regularly. Meeting times and places shall be subject to the By-Laws and Operating Procedures as approved by the Secretariat.

Section 4. A quorum shall consist of a simple majority of the lay members of the Secretariat. No proxy or absentee ballots shall be accepted.

Section 5. No official business can be transacted at a meeting unless there is a quorum as defined herein, a Spiritual Director is present, and all conditions as defined in the By-Laws and Operating Procedures are met.

ARTICLE VI

COMMITTEES

Section 1. Standing or special committees may be designated by the Secretariat from time to time if necessary to assist the organization to further its purposes.

Section 2. The Chairpersons of such committees shall be named by the Secretariat to serve until such time as a replacement is named or such committee is dissolved by vote of the Secretariat.

Section 3. Any action taken by a standing or special committee designated by the Secretariat shall be subject to the approval of the Secretariat.

ARTICLE VII

RECORDS

Section 1. The funds of the organization shall be deposited in such bank or depository as the Secretariat may designate and shall be written upon the signature of the Treasurer and upon the signatures of such other person or persons as the Secretariat may authorize.

Section 2. The organization shall keep correct and complete books and records of account and shall also keep minutes of any meetings of its members or committees. Such records shall be kept by the Secretary, Archivists, and and/or Treasurer and shall be available for inspection by any member of the movement.

ARTICLE VIII

AMENDMENTS

Section 1. This Constitution and By-Laws can be amended at any regular meeting of the Secretariat, by a two-thirds vote of those present, provided that the amendment was submitted in writing at a previous regular meeting and the date of the vote and a short explanation of the proposed changes is published in a newsletter at least two weeks prior to the date on which the vote is taken.

ARTICLE IX

OPERATING PROCEDURES

Section 1. A set of Operating Procedures will be maintained by the Vice-President to further define and document the process by which this organization will achieve its objectives.

Section 2. Operating Procedures may be adopted or amended by a majority vote of the Secretariat provided that they in no way conflict with the purpose or intent of this Constitution.