



Constitution

Living Stones Via de Cristo

Adopted 02.13.2005

Amended 11.05.2011

Amended 11.14.2015

Amended 9.15.2018

Amended 11.17.2018

ARTICLE I: NAME AND LOCATION

Section 1. The name of this organization is Living Stones Via de Cristo.

Section 2. The principal address shall be Living Stones Via de Cristo, Box 223435, Chantilly, VA 20153-3435.

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

ARTICLE II: PURPOSE

Section 1. The purpose of this non-profit organization is to direct, promote and nurture the development of Christian leadership in Virginia, Maryland and the District of Columbia.

Section 2. The Secretariat shall be responsible for the guidelines and procedures pertaining to:

the recruitment of attendees for Living Stones Via de Cristo weekends, the activities required for the planning, operation and promotion of at least one Living Stones Via de Cristo weekend per year to be held in Virginia, Maryland or the District of Columbia. the planning, promotion and operation of activities related to Fourth Day involvement of Cursillistas, and 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 Via de Cristo Weekend or other recognized Cursillo Method Weekend, resides in Virginia, Maryland or the District of Columbia, and 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 Living Stones Via de Cristo shall be known as the Secretariat.

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

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| A .Lay Director | i. Communications Coordinator |
| b. Treasurer | j. Outreach Coordinator |
| c. Secretary | k. Music Coordinator |
| d. Sponsorship Coordinator | l. Spiritual Directors (minimum of 2) |
| e. Weekend Coordinator | m. Assistant Lay Director (elected from the officers listed above) |
| f. Fourth Day Coordinator | |
| g. Leadership Coordinator | |
| h. Palanca Coordinator | |

Section 3. The offices of Lay Director, Sponsorship Coordinator, and Weekend

Coordinator will begin on January 1, 2016 and again every three years thereafter. The offices of Secretary, Leadership Coordinator, Outreach Coordinator, and Communications Coordinator will begin on January 1, 2017 and every three years thereafter. The offices of Treasurer, Fourth Day Coordinator, Palanca Coordinator, and Music Coordinator will begin on January 1, 2018 and every three years thereafter. The office of Assistant Lay Director is elected annually from the members of the Secretariat. The person elected as Assistant Lay Director will continue to hold the Secretariat office to which he/she was elected. The Spiritual Directors shall be appointed by the Lay Director subject to confirmation by a majority vote of the Secretariat and shall serve for a term of three years from the date of election. At the time of adoption or amendment of this section, the secretariat will determine the transition to new terms through an amendment to the Standard Operating Procedures.

Section 4. When vacancies occur on the Secretariat, notification of the vacancy shall be published in the newsletter. At the first Secretariat meeting following the publication of this notice, an election shall be held to fill the vacancy. A vacancy in the office of Lay Director shall be filled by the Assistant Lay Director until a new Lay Director can be elected. The new Lay Director shall be nominated by the Secretariat and confirmed by the membership of Living Stones Via de Cristo to serve the remainder of the three year term. The balloting process shall be carried out in accordance with the Constitution, By-Laws, and Operating Procedures of this organization. If the new Lay Director held office on the Secretariat, that Secretariat office will become vacant and this vacancy will be filled according to the Constitution and By-laws of Living Stones Via de Cristo; or, if the vacated office was held jointly, the remaining member shall hold the office singly until the next scheduled election for that office.

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 Lay Director shall preside at all meetings of the Secretariat. The Lay Director 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 Lay Director, the duties of the office shall be performed by the Assistant Lay Director.

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 books, 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 the 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.

Section 10. The role of various Chas may be, but not necessarily, combined with one of the elected Secretariat roles.

The **Registered Agent Cha** receives mail addressed to the Living Stones Via de Cristo community and forwards it, in a timely manner as appropriate, to the Lay Director or Treasurer. This person must be a member of Secretariat and a resident of the State of Virginia.

The following two Chas are not official members of the Secretariat. They are invited to attend Living Stones Via de Cristo Secretariat meetings (as are all community members) but cannot vote or introduce motions. These positions do not normally stand for election, but instead are volunteers who serve at the request of the Lay Director.

The **Web Cha** is primarily responsible for maintaining the domain names, website and e-mail services. He/she also promotes the website through appropriate means and serves the Living Stones Via de Cristo Secretariat and the community as a technology resource. They lend their expertise and experience to any use of information technology that would further the mission of the community.

The **Database Cha** is primarily responsible for maintaining the Living Stones Via de Cristo community's database.

ARTICLE V: SECRETARIAT 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 Lay Director of the Secretariat.

Section 2. The Lay Director 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. When two or more people jointly assume one office on the Secretariat, they shall share the responsibility as the voting member with only one vote amongst them. The joint officeholders must agree on how to cast the vote. If they are unable to agree, their

vote shall be considered an abstention. The voting members of the Secretariat will be the Secretariat officers, except the Lay Director. In the case of a tie vote, the Lay Director will cast the deciding ballot. However, the selection of Rector(a) candidates will follow the procedure specified in the By-laws of this organization. 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 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 as necessary to assist the organization to further its purposes.

Section 2. The Chairperson 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 and/or Treasurer and shall be available for inspection by any member of Via de Cristo.

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, 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 change is published in a newsletter at least two weeks prior to the date on which the vote is taken.