



*The Constitution and Bylaws
of
The Filipino Cursillo Community*

Revised: May 21, 2018

Amended: October 6, 2021

Amended: December 6, 2025

**FCC Constitution
(Fundamental Principles of the Movement)**

**FCC Bylaws
(Operating Directives)**

	<u>Page</u>
Preamble	3
Article I: Name	3
Article II: Apostolic Mission	3
Article III: Membership and Leadership	3
Article IV: The Service Community	3
Article V: The Secretariat	4
Article VI: The School of Leaders	5
Article VII: The Three Phases	6
Article VIII: Diocesan Spiritual Advisor	8
Article IX: Group Reunion Teams	8
Article X: Interpretation of the FCC Constitution	9
Article XI: Amendment of the FCC Constitution	9
Summary of Amendments	10
Approval of the Amendments to the Revised Constitution	12

	<u>Page</u>
Bylaw I: Spirit of the Community	14
Bylaw II: Duties & Responsibilities of Officers	14
Bylaw III: Qualifications of Officers	17
Bylaw IV: Terms of Office	18
Bylaw V: Discernment and Nomination of Officers	19
Bylaw VI: Election of Officers	20
Bylaw VII: Vacancies and Termination of Secretariat Officers	20
Bylaw VIII: Financial Provisions	21
Bylaw IX: Meetings	22
Bylaw X: Special Concerns and Protocol	23
Bylaw XI: Amendment of the FCC Bylaws	24

Summary of Amendments	24
Approval of the Amendments to the Revised Bylaws	24

THE CONSTITUTION OF THE FILIPINO CURSILLO COMMUNITY

Preamble

Cursillo is a Movement, which in its own way, has established itself in the Church in such a way that Christian realities might become life in the individuality, originality and creativity of each person, because each one, discovering his potential and accepting his limitations, lives his freedom with conviction, strengthens his will with decision and constantly fosters friendship in his personal and community daily living. The Cursillos are the wonderful news, that God loves us, communicated by the most human means, which is friendship, to lead each one to what is best for him. (Eduardo Bonnin – Address at the III World Ultreya in Rome, July 29, 2000)

Article I: Name

The first Filipino Cursillo Weekend was held in the Diocese of Oakland on April 6 – 9, 1972 at the historical St. Mary's Church in Oakland, California. The original name was Filipino Cursillo Movement (FCM) of the Diocese of Oakland and was revised in 1999 to Filipino Cursillo Community (FCC) of the Diocese of Oakland.

Article II: Apostolic Mission

The laity's apostolate derives from their Christian vocation, and the Church can never be without it.

They exercise a genuine apostolate by their activity on behalf of

bringing the gospel and holiness to men and women, and on behalf of penetrating and perfecting the temporal sphere of things through the spirit of the gospel. In this way, their temporal activity can openly bear witness to Christ and promote the salvation of all. (*Decree on the Apostolate of the Laity, II Vatican Council, Rome, 1., 2., c. 1965*)

The Filipino Cursillo Community exists with the approval of the Bishop of the Diocese of Oakland.

The Filipino Cursillo Community adheres to the Cursillo Movement which, by means of its methodology, makes possible for people to live what is fundamental for being a Christian. By living it with others, it helps people discover and fulfill their personal vocations. (*9th Edition Leaders' Manual pp.19-21*)

Article III: Membership and Leadership

All who attend a Cursillo Weekend are called Cursillistas. All who become Cursillistas should strive to be Christian leaders within their environments; however, not all Cursillistas are called or choose to become Cursillo Leaders. The goal of membership is to have living and active Christians. (*9th Edition Leaders' Manual pp.45-46*).

Article IV: The Service Community

The fundamental structures serving Cursillistas are the Group Reunions, the Ultreyas, the School of Leaders, and the Secretariat. All shall seek the guidance of the Holy Spirit.

Section 1. The Group Reunions promote and support Cursillistas' spirituality and apostolic activity. The Movement's Ideal (to live a

life of grace) is served by the active practice of Piety, Study and Action (the Cursillo tripod).

Section 2. The Ultreya experience invites the members to participate in a floating group reunion, a lay witness talk, lay responses, spiritual summation, and fellowship. The Ultreya environment shall invite the Community to prayer, sharing, song, and hospitality that represent the unique character of the Filipino culture and faith expression of the Cursillo. The Ultreya is coordinated by the Postcursillo Committee with the purpose of helping fellow Cursillistas discover and maintain Group Reunions.

Section 3. The School of Leaders is responsible for promoting and serving the Community in living the tripod of Piety, Study and Action in the three phases of the Movement: Precursillo, Cursillo and Postcursillo.

Section 4. The Secretariat is co-responsible with the Bishop for overseeing the work of the Cursillo Movement in the Diocese of Oakland. This Secretariat shall safeguard the Cursillo identity, that is, its Foundational Charism, with the assurance that its relationship and affiliation with the National Cursillo Secretariat will keep the Movement true to the Cursillo mentality, essence, purpose, and method.

Section 5. The representative body of Cursillista leaders serving the good of the Movement and the Filipino Cursillo Community is a service council. It consists of two working groups: The Secretariat and the Group Reunion Teams represented by its respective Team Representatives.

- a. The Secretariat consists of the following members: the Diocesan Cursillo Coordinator, the Diocesan Spiritual Advisor; Coordinators of the School of Leaders, Precursillo, Cursillo and Postcursillo; and a Secretary, Treasurer, Communications Administrator. This Secretariat meets monthly. A quorum is five members.
- b. The Group Reunion Team Representatives are elected by their respective team members and shall meet at least quarterly with the Secretariat. A quorum is 50 percent plus one of the total team representatives.

Article V: The Secretariat

Section 1. The Secretariat shall be headed by the Diocesan Cursillo Coordinator. The duties and responsibilities shall be as specified in Bylaw II, Section 1.

The purpose of the Secretariat is to:

- a. Guide the Cursillo Movement of the Filipino Cursillo Community within the Diocese of Oakland.
- b. Support and communicate the policies of the National Cursillo Secretariat as set forth and/or referenced herein and any amendments thereto.
- c. Receive the services of the National Cursillo Secretariat and National Cursillo Center. (For more information, go to National Cursillo website: Forms and Memo under National Directory and Affiliation section.)
- d. Work with the National Cursillo Secretariat for the unity and authenticity of the Cursillo Movement throughout the

Regions in the United States.

- e. Respect the established copyrights and trademarks held by the National Cursillo Secretariat.
- f. Prepare and adopt a set of Bylaws modeled after the latest edition of the Leaders' Manual. These Bylaws are reviewed every three years or as needed to ensure implementation with the provisions therein. Copies of the Bylaws and any future amendments thereto are sent to the local ordinary, the National Cursillo Center, and the appropriate Regional Coordinator.
- g. Support the Cursillo Movement of the United States on the Regional and National levels which includes:
 - 1. Ensuring palanca for the Cursillo Movement is happening at all levels Diocesan, Regional, National, and World.
 - 2. Submitting the Regional and National dues and affiliation fees in a timely manner.
 - 3. Ensuring the participation at Regional and National levels, including Regional Spring and Fall Meetings/Encounters and National Encounters.
- h. Prepare and maintain a current and viable Cursillo Apostolic Plan for the diocesan Cursillo Movement that addresses the three phases of the Movement (Precursillo, Cursillo and Postcursillo).
- i. Maintain affiliation status with the National Cursillo Secretariat of the Cursillo Movement of the United States. Such affiliation requires association with other elements of the Movement, namely the Regional structures of the Movement. Association also implies an agreement between the Diocesan Movement and the National Cursillo

Secretariat that the Diocesan Movement will address the Precursillo, Cursillo and Postcursillo phases of the Movement.

Article VI: The School of Leaders

The School of Leaders (SOL) is a community of service consisting of both lay and clergy. SOL is a group of friends that individually and collectively has placed Christ in the axis of their persons. It represents the Movement core group of leaders who have dedicated themselves to deepening their understanding of the Cursillo Movement. These are the people who want to know more about the mentality, purpose, and method because they want to understand the WHY of things. This core group of leaders acts as leaven within the larger community in a very natural and ordinary way. As leaven within the Movement, they do not teach by preaching but rather by being living witnesses to the very essence of the Charism.

Section 1. The School of Leaders shall be headed by a Coordinator. The duties and responsibilities of the Coordinator shall be as specified in the Bylaw II, Section 5.

The School of Leaders shall:

- a. Meet regularly at least once a month.
- b. Create a hunger for God.
- c. Support the Ultreya.
- d. Accelerate the conversion of its members and assist the entire community to grasp the vision and mentality of the founder and the fundamental Cursillo Movement.
- e. Communicate the Good News of God's love to the person in a kerygmatic manner.

- f. Promote the evangelization of the environment.
- g. Study and be familiar with the National Operational Bylaws and official Cursillo literature as representatives responsible for overseeing the Movement in their diocese.
- h. Use the technique of personal contact during the Precursillo, the Cursillo and in the Postcursillo to make friends.

Article VII: The Three Phases

Duties and Responsibilities

Section 1. The Precursillo Phase

The Precursillo phase is vital for the evangelizing effectiveness of the method. It is an essential phase which encourages and prepares the person through an offer of friendship for an encounter with self, Christ, and others in the Cursillo Weekend experience so that the person might live a new life according to these triple encounters which continues in the Postcursillo. (*Fundamental Ideas III, page 95*)

The Secretariat shall ensure that the Precursillo program:

- a. Ensures that each candidate/friend has received sufficient preparation and information to make an informed decision as to whether or not to attend a Cursillo Weekend. A member of the Secretariat or Precursillo committee shall conduct an information session or similar program that each candidate and his/her sponsor shall attend prior to the candidate attending a Weekend.
- b. Uses the Sponsor’s Booklet to educate sponsors as to their responsibility to the candidates and the Cursillo, and the

- “What Is It?” booklet to inform candidates about the Cursillo Weekend.
- c. Prepares candidates for the Weekend as outlined in the latest edition of the Leaders’ Manual and other literature of the Cursillo Movement related to candidate guidelines.
- d. Establishes a viable process for review of all candidate applications by the Precursillo Committee and the Diocesan Spiritual Advisor.
- e. Follows the Couples Policy as set forth in the latest edition of the Leaders’ Manual (*9TH Edition, p.99*) concerning those instances where either the candidate is a partner in a denominationally mixed marriage or the candidate’s spouse does not intend to attend a Cursillo Weekend.
- f. Provides a Sponsor’s workshop to inform Cursillistas about their responsibilities.

Section 2. The Cursillo Phase

The Cursillo Weekend is a specific and concrete form of kerygmatic evangelizing activity, described as “jubilant Communication of being Christian”, in which the living and sharing of what is fundamental to being Christian is encouraged, a profound personal experience that can determine a new orientation of the life of the person. (*Fundamental Ideas III, page 108*)

The Secretariat shall ensure that the Cursillo Weekend:

- a. Conducts the three consecutive day Cursillo using the schedule, sequence, number, and content of the Rollos as contained in the latest edition of the Rector’s Guide selected for use by the National Cursillo Secretariat.
- b. Conducts Cursillo Weekends in which all candidates and lay team members are baptized Roman Catholics of the same

sex who can or could receive the sacraments of Reconciliation and the Eucharist.

- c. The selection of the candidates shall be diverse in nature, as described in the latest edition of the Leaders' Manual (*9TH Edition, p.86*).
- d. Conducts Cursillo Weekends with teams of Roman Catholic Cursillo leaders who are living in Christ, formed in the Cursillo mentality, essence, purpose, and method living the Cursillo methods of perseverance, Group Reunion and Ultreya, and have been regular participants in the School of Leaders.
- e. Schedules Cursillo Weekends only if an active Postcursillo is available to integrate new Cursillistas.
- f. Emphasizes the importance of Group Reunion and Ultreya throughout the Cursillo Weekend.
- g. Avoid incorporating activities or deviations that have the potential to distract the candidates from the true purpose of the Cursillo Weekend. In respecting the freedom of the person and that the Cursillo is held in the climate of group reunion, we need to respect the privacy or intimacy of the Cursillo Weekend (including the Clausura / Closing) by refraining from recording and/or posting any video and/or audio recordings of any portions of the Weekend on social media.
- h. Shall minimize contact between those inside the Rollo Room with the outside Cursillo community.
- i. Requests general Palanca from the local Community and through the National Cursillo website.

Section 3. The Postcursillo Phase

The Postcursillo is an essential phase to enable each person to live constantly what one has experienced during the Cursillo Weekend (what is fundamental to being Christian), by means of a process of a conscious, growing, and shared conversion. By being Christian and Church in the world, the person transforms and renews this world from within according to God's plan. (*Fundamental Ideas III, page 139-140*)

The Secretariat shall ensure that the Postcursillo phase:

- a. Encourages sponsors, team members including members of the School of Leaders to grow friendship and personal contact with Cursillistas in their 4th day.
- b. Encourages participation by the Diocesan Cursillo leaders in the various Cursillo Workshops and Cursillo de Cursillos (CDC) that have been developed for use on a Regional level, and in some cases on a Diocesan level, to enrich and educate the Cursillo leaders as to the proper and authentic purpose of the Cursillo Movement on the Diocesan, Regional and National levels.
- c. Encourages a Spiritual retreat for all Cursillistas that fosters an opportunity to make friends, rekindle friendships and deepen the three encounters with self, Christ, and others discovered during the Three-Day Cursillo.
- d. Encourages and facilitates the formation and sustaining of friendship Group Reunions and Ultreyas.
- e. Ensures that the new Cursillistas belong to a Group Reunion team.

Article VIII: Diocesan Spiritual Advisor

A Diocesan Spiritual Advisor is a priest, deacon, or vowed religious who is appointed by the local ordinary for the support and promotion of the Cursillo Movement within the diocese and has lived the Cursillo Weekend.

Article IX: Group Reunion Teams

Section 1. A Group Reunion Team shall be defined as meeting the following requirements:

- a. shall consist of at least three active members who have attended the Three-Day Cursillo Weekend.
- b. shall meet regularly, at least once a month, to share and encourage one another to live out what is fundamental for being a Christian.
- c. shall ensure that the living out of what is fundamental for being a Christian shall be authentic, continuous, progressive, and shared.
- d. shall have seriousness, sincerity and discretion.
- e. shall abide by the entire provisions of the Constitution and Bylaws of the Filipino Cursillo Community in the Diocese of Oakland.
- f. shall have consistent participation in the Filipino Cursillo Community's activities such as Ultreyas and School of Leaders where it has a significant role in carrying out the Cursillo Movement's goal.

Section 2. A Group Reunion Team shall have a Representative at the Team Representatives Meetings.

- a. Each Group Reunion Team determines its own rules on the

selection of its own Team Representative.

- b. Team Representative shall be elected to a term of three years, beginning in July, and maybe re-elected for another term but shall not serve for more than two consecutive terms.
- c. Shall not hold dual positions in Regional or National to avoid possible conflict of interest.

Section 3. A Group Reunion Team Representative's duties and responsibilities shall include, but shall not be limited to the following:

- a. shall make a diligent effort to attend Team Representatives meetings.
- b. shall express and vote according to the decision of his/her respective Group Reunion Team members.
- c. shall make an objective report to his or her team members on the results of each meeting that he or she attended.
- d. shall orient the incoming Team Representative by bringing him or her to at least one meeting prior to the new Team Representative's official assumption of his or her position.
- e. shall provide the Postcursillo Coordinator with an updated list of active members annually at the meeting held in July or whenever changes in the membership occur.
- f. shall encourage active participation of team members in the various Filipino Cursillo Community (FCC) activities (including Regional and National), programs, projects, and future plans to create awareness and better understanding of the "why" of the mission and purpose of FCC.

Section 4. A newly created Group Reunion Team may officially apply for admission to the Filipino Cursillo Community through the Postcursillo Committee. The Postcursillo Committee shall evaluate the Group Reunion Team’s application within thirty (30) days of application. The Postcursillo Coordinator shall make a recommendation to the Secretariat in the next Secretariat Meeting on whether a Group Reunion Team may be admitted.

Section 5. Loss of a Group Reunion Team Status.
A Group Reunion Team shall lose its official status if it fails to meet the requirements as defined in Article IX, Section 1.

- a. Issues related to the status of a Group Reunion Team shall first be brought to the attention of the Postcursillo Committee.
- b. The Postcursillo Committee shall review the status of the Team in accordance with Article IX, Section 1, and present its recommendation to the Secretariat.
- c. The Secretariat shall review the recommendation, and after consultation with the Diocesan Spiritual Advisor, render a decision.
- d. A Group Reunion Team, in an inactive status, shall retain its name. This name shall not be used by any other team unless revived by members of the same team. Any conflict shall be resolved by the Secretariat.

Article X: Interpretation of the FCC Constitution

Section 1. In the event that certain parts of this Constitution need interpretation, the Secretariat shall render an interpretation guided

by current literature of the Cursillo Movement and the National Operational Bylaws and inform the interested parties at the earliest Regular Team Representatives Meeting. A synopsis of questions and interpretation shall be disseminated to the Group Reunion Team Representatives through electronic email.

Article XI: Amendment of the FCC Constitution

Section 1. Amendments to the Constitution shall be submitted by members of the Secretariat or Team Representatives. The following procedures shall guide the proposed amendment process:

- a. Draft of proposed amendment(s) shall originate from either the members of the Secretariat or the Group Reunion Teams.
- b. The merits of the proposed amendments shall be discussed at the Secretariat meeting and at the Team Representatives meeting. A simple majority vote shall suffice to revise, edit, or accept the proposed amendments(s) for distribution to the Group Reunion Teams through their Team Representative.
- c. The Group Reunion Team shall discuss the draft Amendments(s) and discern their vote on the matter.
- d. The proposed amendment(s) shall be deliberated at the next regularly scheduled Team Representatives meeting.
- e. Two-thirds (2/3) approval by all voting members present during the Team Representatives meeting shall incorporate the amendment(s) into the Constitution.

Summary of Changes to the FCC Constitution amended October 6, 2021:

The following titles and terminologies were replaced throughout this document to be consistent with the National Operational Bylaws dated Nov. 16, 2024:

National Secretariat *changed to* National Cursillo Secretariat

Lay Director *changed to* Diocesan Cursillo Coordinator

Three Day Weekend *changed to* Cursillo Weekend

Cursillo Manual *changed to* Rector's Guide

SOL Chairperson *changed to* SOL Coordinator

Three Day Cursillo Chairperson *changed to* Cursillo Coordinator

Postcursillo Chairperson *changed to* Postcursillo Coordinator

Precursillo Chairperson *changed to* Precursillo Coordinator

Articles of Operation *changed to* National Operational Bylaws

Article IV: deleted the word “active” from the first paragraph and inserted at the end a new sentence: All shall seek the guidance of the Holy Spirit.

Article V, section 1c: inserted at the end “For more information, go to National Cursillo website: Forms and Memo under National

Directory and Affiliation section.”

Article V, section g2: inserted “and National”

Article V, section 1f: on the second sentence, changed “annually” to “every three years or as needed.”

Article VI, section 1g: deleted as per the National Operational Bylaws dd Nov. 16. 2024.

Article VII, section 2g: replaced with “Avoid incorporating activities or deviations that have the potential to distract the candidates from the true purpose of the Cursillo Weekend. In respecting the freedom of the person and that the Cursillo is held in the climate of group reunion, we need to respect the privacy or intimacy of the Cursillo Weekend (including the Clausura/ Closing) by refraining from recording and/or posting any video and/or audio recordings of any portions of the Weekend on social media.”

Article VII, section 2i: inserted at the end “from the local Community and through the National Cursillo website.

Article VII, section 3d: deleted “at both the diocesan and sub-diocesan levels”

Article VII, Section 3 f to i: Moved to Bylaw II, Section 6, b.

Article VII, Section 4 & 5: Communication & Other Committees – Moved to Bylaws Section 4 & 8

Article VIII: Diocesan Spiritual Advisor Duties Section 1, a-c:
Moved to Bylaw II, Section 7

Article IX, section 1f: inserted “such as Ultreyas and School of Leaders” and deleted “in the Diocese of Oakland”

Article IX, section 3: inserted “(e) shall express and vote according to the decision of his/her respective Group Reunion Team members.”


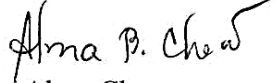
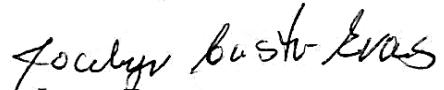

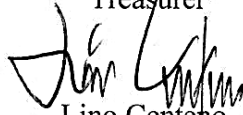

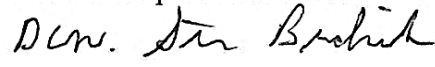
Article IX, section 3: inserted “(f) shall not hold dual positions in Regional or National to avoid possible conflict of interest.”

Article X, section 1: inserted “and the National Operational Bylaws”

Approval & Signature page

On this 6th day of December 2025, in San Leandro, California, in the presence of the incumbent 2023-2026 Secretariat and Group Reunion Team Representatives, revisions to the FCC Constitution were approved by a two-thirds (2/3) majority vote. In witness whereof, we do sign and confirm this vote of approval.

Secretariat Members:

 Clarita C Perez, Diocesan Cursillo Coordinator	 Alma Chew Secretary
Gid Eugenio School of Leaders Coordinator	 Lynne Evans Treasurer
 Marie Centeno Postcursillo Coordinator	 Lino Centeno, Communication Administrator
Doris Sunga Cursillo Coordinator	Deacon Steve Budnik Diocesan Spiritual Advisor
 Corrie Budnik PreCursillo Coordinator	 Rev. Steve Budnik

Group Reunion Teams: Team Representative/Designee

Agape: CJ Cunanan

Mario Camorongan

Antioch: Mario Camorongan

Chosen Flock: Edna Marr

Isabel Puruganan

Corpus Christi: Isabel Puruganan

Bill Dimalanta

Divine Mercy: Bill Dimalanta

Shirley Encarnacion

Fremont: Shirley Encarnacion

Josephine Estrada

Holy Family: Josephine Estrada

Joel Manalang

for Holy Spirit: Joel Manalang

Josephine Herrera

Our Lady of Fatima: Josephine Herrera

Margaret F. Echalar

METANOIA, GRACE ECHALAS

Group Reunion Teams: Team Representative/Designee

Our Lady of Good Counsel: Ananda

Belle Caronongan

Our Lady of the Holy Rosary: Belle Caronongan

Danny Palamos

Our Mother of Perpetual Help: Danny Palamos

Pilgrims: Joy Inocencio

Nanette Villafuerte

Sacred Heart of Jesus: Nanette Villafuerte

Nilda Flores

St Mary: Nilda Flores

St. Patrick: Shirley Viduya

Vangie Dizon

Transfiguration: Vangie Dizon

Irene Wilson

Verbum Dei: Irene Wilson

BYLAWS OF THE FILIPINO CURSILLO COMMUNITY

Bylaw I: Spirit of the Community

Cursillo service structures and leadership shall use consensus and discernment of spirits as the fundamental modes for developing decisions, directions, and apostolic activities for the good of the Movement and the Filipino Cursillo Community.

Section 1.

- a. A **Consensus** (assent to action) of the members of the service structures, shall serve to place into action decisions of the Movement and its active Community.
- b. A **Consensus** is achieved through open, sincere dialogue and prayerful discernment of spirits among service members. A Consensus vote requires three options: consent, consent with reservations, and dissent. A vote must address the concerns and questions represented by consent with reservation and dissent votes, if the numbers are deemed significant by the Diocesan Cursillo Coordinator or other presiding officers.

Section 2. Agenda concerns that cannot be resolved or acted upon after discernment and a vote by consensus shall be delegated to the Diocesan Cursillo Coordinator for resolution with the guidance of the Diocesan Spiritual Advisor.

Bylaw II: Duties and Responsibilities of Officers

Section 1. Diocesan Cursillo Coordinator

- a. prepares the agenda in consultation with all members of the Secretariat prior to the next scheduled meeting. The Diocesan Cursillo Coordinator shall preside at all Secretariat and Team Representatives meetings.
- b. prepares and presents an annual report as requested by the Diocesan office, Regional Secretariat and National Cursillo Secretariat. The same report should be presented to the Secretariat and to the Team Representatives.
- c. shall be, in consultation with other lay officers of the Secretariat, in charge of the organizational, methodological, and administrative functions of the Community.
- d. meets with the Group Reunion Team Representatives as embodied in the Bylaws regarding meetings.
- e. represents the Filipino Cursillo Community in functions where the Community's presence may be required including, but not limited to, the Diocesan, Regional and National Cursillo Conferences.
- f. may call special meetings with the Secretariat and/or with the Team Representatives as embodied in the Bylaws.

Section 2. Secretary

- a. shall serve as the secretary in both the Secretariat and Team Representatives meeting and shall notify attendees of the time, date, and place of meeting.
- b. shall record the minutes of all meetings in an objective manner. He or she shall see to it that the copies of the minutes are distributed to all participants no later than one week after the meeting.
- c. shall maintain an accurate roll call.

- d. shall have ready, at all times during meetings, for easy reference, a copy of the Constitution and Bylaws, and all minutes of all meetings during his or her term.
- e. shall attend to all official Secretariat correspondence.
- f. shall act as custodian of all proceedings and documents related to the Secretariat and shall hand over the same to the next administration.

Section 3. Treasurer

- a. shall handle all financial matters and financial records of the Filipino Cursillo Community in the Diocese of Oakland.
- b. shall endeavor to maintain the financial soundness of the Community.
- c. shall collect all money due to this Community.
- d. shall disburse funds accordingly, upon request and after proper validation of expense vouchers. All checks shall be signed by either the Treasurer or the Diocesan Cursillo Coordinator.
- e. shall prepare the financial report for each meeting and a fiscal year-end report.
- f. shall review the budgets for the next fiscal year submitted by the Committee Coordinators and shall present to the Secretariat for approval no later than April 30 of the current fiscal year.

Section 4. Communications Administrator

- a. shall be responsible for the production and dissemination of Cursillo related information to the community in a timely manner.

- b. shall form the Communications Committee composed of the Newsletter Editor, the Webmaster, and other members as necessary in the execution of his/her duties and responsibilities. Such committee shall exist only for the duration of the term of the Communications Administrator.
- c. shall act as the presiding officer in the committee meetings.
- d. The Newsletter Editor shall create and maintain **The Mariposa**, published quarterly or on special occasions, and shall be responsible for its distribution to all members.
- e. The Webmaster shall administer the Website of the Filipino Cursillo Community Diocese of Oakland.
- f. shall ensure that Cursillo functions are covered and reported.
- g. shall solicit articles of value to the Cursillo Movement and the Filipino Cursillo Community.
- h. shall have the prerogative to choose, edit and decide what articles to publish. All content shall be approved before publication by the respective Committee Coordinators, School of Leaders Coordinator and/or Diocesan Cursillo Coordinator as applicable.
- i. shall ensure that the integrity of the Newsletter and the FCC website is preserved and upheld.
- j. shall create a budget to be submitted to the Treasurer no later than March 31st of the current year.

Section 5. The School of Leaders Coordinator

- a. shall coordinate the curriculum to reflect the current needs of the community. The discharge of the Committee's duties and responsibilities does not reside solely with the

- Coordinator but resides collectively with the Committee.
- b. shall act as the presiding officer of the School of Leaders Committee.
 - c. shall implement activities, projects and programs and shall keep the community and Secretariat informed of their status.
 - d. may create subcommittees as he or she deems fit in the implementation of School activities. Such subcommittees shall exist only for the duration of the term of the Coordinator and may be dissolved at any time by the Coordinator.
 - e. shall create a budget for the School of Leaders Committee to be submitted to the Treasurer no later than March 31st of the current year.

Section 6. The Three Phases: Precursillo, Cursillo, and Postcursillo Committee Coordinators

- a. The Precursillo, Cursillo and Postcursillo Coordinators (further cited as “**Committee Coordinators**” in these sections) shall, upon inception of the Committee, form his or her Committee membership for the proper discharge of the Committee’s duties and responsibilities. Such duties and responsibilities collectively reside with the Committee and not solely with the Coordinator.

The Committee Coordinators shall

1. act as the presiding officer of their respective Committee during Committee’s meetings.
2. prepare the agenda for their respective Committee meetings.
3. implement the projects, programs, activities, and the like of their respective Committee upon approval of the Secretariat.

4. keep the Secretariat informed of the status of their respective Committee’s projects, programs, activities, and the like, and where appropriate, coordinate and/or cooperate with other committees of the Filipino Cursillo Community.
5. create subcommittees as they see fit in the execution of their duties and responsibilities. Such subcommittees shall exist only for the duration of the term of the Committee Coordinator and may be dissolved at any time by the Coordinator.
6. create budgets for their respective committees to be submitted to the Treasurer no later than March 31st of the current year.

b. The Postcursillo Coordinator shall

1. review, on an ongoing basis, Group Reunion and Ultreya formats to ensure better participation from the Community.
2. shall reach out to various Group Reunion Teams and other Community groups regarding apostolic activities where the Filipino Cursillo Community may be able to participate such as Mananitas.
3. shall maintain the existing Database for the sole internal use of the Filipino Cursillo Community in the Diocese of Oakland.
4. shall keep inventory of the Filipino Cursillo Community equipment, materials, and supplies including their locations.

Section 7. Diocesan Spiritual Advisor

(for greater detail, refer to the current edition of the Spiritual Advisor's Manual)

- a. shall maintain a link between the Movement and the Bishop's Office.
- b. shall be responsible for acquiring other priests, deacons and vowed religious to assist with the Doctrinal rollos and Meditations during the Three-Day Cursillo, as well as in the School of Leaders and in the Spiritual Advisor's role during the Ultreyas. (9th Edition Leaders' Manual p.73)
- c. shall continually encourage the Secretariat members to discern all their activities.
- d. shall provide spiritual advice to the Filipino Cursillo Community.
- e. shall provide instruction related to matters of faith and doctrine.
- f. shall give counsel with respect to conscience and morals.
- g. shall provide guidance in the apostolic formation of the members of the Community.

Section 8. Other Committees

- a. Other committees may be created by the Secretariat as deemed necessary. These committees may be permanent or

ad hoc in nature. In either case, the head of a committee created under this provision, although participating in meeting, shall have no voting rights in the Secretariat.

- b. Any committee created under this provision may be dismissed by the Secretariat as the Secretariat sees fit.
- c. Any ad hoc committee shall be dissolved after the task is completed.

Bylaw III: Qualifications of Officers

Section 1. General Qualification of Nominees

- a. must understand and adhere to the mentality, essence, purpose, and methodology of the Movement.
- b. must be an active Cursillista for at least two years. An active member is defined as one who is regularly attending the Group Reunion, the Ultreya, the School of Leaders, and other Filipino Cursillo Community events.
- c. must have a working knowledge of the Three Phases of the Movement (Precursillo, Cursillo, Postcursillo).
- d. must have served at least two Cursillo Weekends.
- e. must have attended at least one Leaders' Workshop within the last three years presented by the Diocesan, Regional and/or National Cursillo Movement.
- f. must agree to the nomination and possible election with a commitment to serve the full term, barring unforeseen circumstances, by submitting to the Nominating Committee a document in writing to that effect.

Section 2. Specific Qualification for Nominees

a. Diocesan Cursillo Coordinator:

1. must have held an office in the Secretariat for at least one term.
2. must have served as Rector/Rectora.

b. School of Leaders Coordinator:

1. must have held an office in the Secretariat for at least one term
2. must have served as Rector/Rectora.

c. Secretary:

1. must possess basic listening and writing skills.

d Treasurer

1. must possess basic financial skills (e.g., bookkeeping and reconciliation of accounts).

e. Communications Administrator:

1. must have the ability to develop, coordinate, and implement the activities and programs of the Committee.
2. must possess good writing and editing skills.

f. Coordinators– Three Phases: (Precursillo, Cursillo, Postcursillo)

1. must have the ability to develop, coordinate and implement the activities and programs of his or her

respective Committee.

2. must have served as Rector/Rectora for the Cursillo Coordinator position.
3. must have served as Rector/Rectora or Vice-Rector/Rectora for the Postcursillo and Precursillo Coordinator positions.

g. Diocesan Spiritual Advisor:

1. shall either be a priest, deacon or a vowed religious person who is willing to be nominated and appointed by the Bishop of Oakland.
2. Must have attended a Spiritual Advisor Workshop presented by the Regional and/or National Cursillo Movement, USA.
3. shall live his/her own 4th day with the method of Group Reunion and Ultreya. This will help to understand the ongoing conversion throughout a Cursillista's 4th Day.

Bylaw IV: Terms of Office

Section 1. All elected terms of office begin on July 1st of each election year.

Section 2. Length of Terms of Office

- a. All officers of the Secretariat shall be elected to a term of three years and may be re-elected for another term but shall not serve more than two consecutive terms. An outgoing officer may be nominated to a different position in the Secretariat. All incumbent officers shall complete their terms before being nominated for open positions in

the Secretariat to ensure continuity of functions.

Section 3. The Diocesan Spiritual Advisor

- a. The Secretariat, with the consent of at least two-thirds (2/3) of the Team Representatives, shall submit a nominee for Diocesan Spiritual Advisor to the Diocesan Spiritual Director for presentation to the Bishop.
- b. The Diocesan Spiritual Advisor, as appointed by the Bishop of Oakland, shall serve for three years. However, the final approval of term of service will come from the Bishop. The Diocesan Secretariat will suggest candidates to the Spiritual Director for future appointment by the Bishop before the end of the current Spiritual Advisor's term.

Bylaw V: Discernment and Nomination of Officers

Section 1. The calling forth of qualified nominees from the Community shall begin with the January election-year meeting of the Secretariat and Team Representatives.

- a. The Diocesan Cursillo Coordinator shall announce the election process prior to the January Team Representatives meeting.
- b. Preparation and dialogue concerning nominees shall be made at the Secretariat meeting.

Section 2. The Diocesan Cursillo Coordinator, in consultation with the Secretariat, shall appoint an ad hoc **Discernment and Nominating Committee**.

- a. This Committee shall consist of the Diocesan Spiritual Advisor and five lay persons of the FCC. No incumbent lay officers or nominees shall serve on this Committee. Members of this Committee shall be active members of FCC, belong to a Group Reunion Team, and attend School of Leaders and Ultreya.
- b. Secretariat shall provide a list of qualified nominees to the ad hoc Discernment and Nominating Committee.
- c. The Committee shall provide the Team Representatives (prior to January Team Representatives meeting) with a list of qualified nominees together with the duties and responsibilities related to the open positions.
 1. The Team Representatives shall bring the list to their respective Group Reunion Team members to discern the candidates of their choice; and obtain consent/acceptance from chosen nominees.
 2. The Team Representatives shall submit their respective group team's chosen nominees at the January Team Representative meeting.
- d. The lay members of the Committee shall contact the nominees to reconfirm their commitment towards their candidacy and discernment schedule. The Diocesan Spiritual Advisor shall discern internal matters with nominees as the case may arise.
- e. The Nominees shall meet with the Committee to discern their gifts and preference or calling to serve. The Discernment shall be moderated by Diocesan Spiritual Advisor. This meeting shall be conducted in prayer and celebration of this discernment process.
- f. Candidates shall submit a Document of Consent at the end

of the discernment process.

Bylaw VI: Election of Officers

Section 1. Once the Candidates' list is complete, the Discernment and Nominating Committee shall present it during the March Team Representatives meeting. At which time, said list together with the Document of Consent must be submitted to the Secretariat.

Section 2. Names of Candidates in alphabetical last name order shall be disseminated to the community by the Communications Administrator through electronic mail.

Section 3. Candidates need not be present to be elected.

Section 4. Only the Team Representative or designee present during the meeting shall be allowed to vote. Each Team Representative or designee is allowed one (1) vote per elective position.

Section 5. The election shall be held on or before the April Team Representatives meeting and shall be done by secret ballot with ballots prepared by the Discernment and Nominating Committee.

Section 6. The Discernment and Nominating Committee shall do the counting of votes in the presence of the Diocesan Spiritual Advisor.

Section 7. A simple majority (50 percent plus one) of all valid votes cast by the Team Representatives or designee(s) present is needed to elect an officer for each of the elective positions.

Section 8. If no candidate for a particular office receives a majority vote, the Ad hoc Committee will reconvene and start a new election process.

Section 9. A member of the Discernment and Nominating Committee shall announce the results of the election during the Team Representatives meeting.

Section 10. Election results shall be announced to the FCC community by the Communications Administrator through electronic mail.

Bylaw VII:

Vacancies and Termination of Secretariat Officers

Section 1. Vacancies in the Secretariat, except in the case of the Diocesan Cursillo Coordinator, shall be filled by appointments. The Diocesan Cursillo Coordinator shall make the appointment with the approval of the Secretariat and with the concurrence of the Team Representatives.

Section 2. The appointed person shall meet the qualifications required for the position.

Section 3. The appointed person shall serve only for the remainder of the term of the vacant position.

Section 4. If the Diocesan Cursillo Coordinator is itself the position to be filled, the School of Leaders Coordinator shall convene a special meeting of Team Representatives so that the election

process may be in motion to fill that position.

Section 5. Any officer of the Filipino Cursillo Community Secretariat may be involuntarily removed from his or her office based on the following grounds:

- a. Consistent neglect to perform his or her duties as described in this document.
- b. Irregular attendance at regularly scheduled meetings.
- c. Activities or situations that may discredit, misrepresent, or harm the Community or the Movement.

Section 6. Motions related to the removal of an officer shall be made by way of a written petition circulated among Team Representatives with the majority of them signing said petition. The petition shall be submitted to the Diocesan Cursillo Coordinator, School of Leader Coordinator and Diocesan Spiritual Advisor for preliminary review and discernment. The officer(s) in question shall be approached and advised by the Diocesan Spiritual Advisor of the petition and pending action. A spirit of conciliation and fraternal correction shall guide this intervention.

Section 7. Due Process

- a. Any officer shall be entitled to due process and shall be given an adequate chance to be heard by the Team Representatives at a special hearing. The hearing session shall be held in executive session, that is, no minutes shall be published concerning the events. Such a hearing shall be held in the presence of the Diocesan Spiritual Advisor.

- b. The non-appearance of the Officer under the removal process shall constitute a forfeit to be heard on his or her part. The Team Representatives shall at this time proceed with a discussion and vote.
- c. At the Team Representatives hearing session, an involuntary removal of any elected or appointed officer needs a two-thirds (2/3) vote of the Team Representatives in attendance and voting for such a removal. The officer should be informed in writing whether present or absent at this meeting. The Diocesan Spiritual Advisor shall remain at the disposal of the removed officer for pastoral or personal reasons and shall remain neutral throughout the process.

Bylaw VIII: Financial Provisions

Section 1. Financial donations in the form of fundraising may be solicited for the purpose of supporting the Filipino Cursillo Community in the Diocese of Oakland if this is approved by the Secretariat. Ad hoc committees may be created for this purpose.

Section 2. The Filipino Cursillo Community in the Diocese of Oakland may not endorse any non-Cursillo related fundraising efforts such as social events, sale of articles or services and the like.

Section 3. The structure of fees and other finance-related items, if any, shall be determined by the proper Committee or Officer-in-charge of a particular Cursillo activity or event and subsequently presented to the Secretariat. Finance-related items that are not covered by any existing Committee shall be determined by the Secretariat.

Section 4. The Filipino Cursillo Community in the Diocese of Oakland may pay, subject to the discretion of the Secretariat and the availability of funds, the cost of registration fees in the Regional and National Cursillo Conferences for two (2) representatives of the Secretariat. The designated representatives are the Diocesan Cursillo Coordinator, the Diocesan Spiritual Advisor, or one (1) other chosen by the Secretariat itself, or each respective designee chosen from among the Secretariat Officers or Team Representatives. Others may join the group in these Conferences but shall have to shoulder their own expenses.

Section 5. The Diocesan Cursillo Coordinator shall have a discretionary fund allowance of three hundred U.S. dollars (\$300.00) per year that he or she may deem necessary to spend in the discharge of his or her duties without prior approval of the Secretariat. Such discretionary fund allowance when exercised shall be immediately reported in the next Secretariat meeting. However, if time permits, all other anticipated disbursement must be brought to the Secretariat meeting prior to the commitment of funds.

Bylaw IX: Meetings

Section 1. Regular Meetings

There shall be two (2) types of regular meetings.

A. The Secretariat Meeting shall have for its attendees the following nine (9) permanent members: Diocesan Cursillo Coordinator, School of Leaders Coordinator, Precursillo

Coordinator, Cursillo Coordinator, Postcursillo Coordinator, Secretary, Treasurer, Communication Administrator, and the Diocesan Spiritual Advisor.

1. The Secretariat Meeting shall be presided by the Diocesan Cursillo Coordinator and shall follow the agenda as prepared by the same. In the absence of the Diocesan Cursillo Coordinator, the duties of the presiding officer fall in this order: School of Leaders Coordinator, Postcursillo Coordinator, Cursillo Coordinator, and Precursillo Coordinator.

2. The Secretariat shall meet on the first Tuesday of every month at a location and time agreed to, by majority of the members of the Secretariat.

3. A quorum of 50 percent plus one of all members shall be required to transact any official business.

4. Each of the members who are present during the meeting shall be entitled to one (1) vote. The Diocesan Spiritual Advisor is a non-voting member of the Secretariat.

5. There shall be no other intended attendees in this meeting aside from those already mentioned in **Section 1A**, except as may be decided by the Secretariat from time to time including, but not limited to, the upcoming Rector/Rectora of the Cursillo Weekend.

B. The Team Representatives Meeting shall have for its attendees the following: All Group Reunion Team Representatives of the Filipino Cursillo Community in the Diocese of Oakland or official designee(s) and the Secretariat present.

1. The Team Representatives Meeting shall be presided by the Diocesan Cursillo Coordinator and shall follow the agenda as prepared by the same. In the absence of the Diocesan Cursillo Coordinator, the order of presiding officer responsibility is as follows: School of Leaders Coordinator, Postcursillo Coordinator, Cursillo Coordinator, and Precursillo Coordinator.

2. The Team Representatives Meeting shall be held at a time and location agreed to by the Secretariat. The meeting shall be held monthly, except December unless the Diocesan Cursillo Coordinator calls a special meeting on urgent Cursillo matter.

3. A quorum of 50% plus one of the total Team Representatives shall be required to transact any official business. “Official voting members” are the Team Representatives in attendance, or his or her official designee, and each is entitled to one (1) vote. The Diocesan Cursillo Coordinator shall not vote unless required to break a tie. Secretariat members are not allowed to vote.

4. Any member of the Filipino Cursillo Community may attend and witness the deliberation but only as an observer, except in situations where the participation of attendee(s) has been approved ahead of time by the Secretariat and has been included in the agenda. In any event, said attendee(s) shall have no voting right.

Section 2. Special Meetings

The Diocesan Cursillo Coordinator may call a special meeting at the Secretariat or Team Representatives level with at least two

weeks’ notice if the Diocesan Cursillo Coordinator deems that such meeting is necessary in the discharge of his or her duties.

- a. The rules of special meetings shall follow those of the regular meetings stated in these Bylaws.
- b. The decisions and actions of special meetings have the validity of a regular meeting.

Section 3. Rules of Meeting

- a. The Meeting shall be presided by the Diocesan Cursillo Coordinator or designee with the aid of a published agenda. The Diocesan Cursillo Coordinator shall monitor an orderly discussion of agenda items with assistance from any other officer as needed.
- b. Visitors shall have specific times to speak on agenda items as allowed by the Diocesan Cursillo Coordinator or designee.
- c. Voting shall be by a show of hands, oral vote or secret ballot and determined by the presiding officer as he or she sees fit. A simple majority (50 percent plus one) of those present and officially qualified to vote shall be required to pass a business motion.

Bylaw X: Special Concerns and Protocol

Refer to Article II, Section D of the National Operational Bylaws, dated November 16, 2024.

Bylaw XI: Amendment of the FCC Bylaws

Section 1. If there are certain items during the conduct of business that may not have been covered in the FCC Bylaws, the Secretariat shall amend existing Bylaws or provide a new Bylaws. A two-thirds majority of voting officers in attendance are needed to approve new and/or enact amendments to the Bylaws.

Section 2. If there are provisions and/or rules in the Bylaws that are in conflict or contradictory, the Secretariat shall amend and/or add Bylaws to resolve and supersede such provisions and/or rules.

Summary of Changes to the FCC Bylaws amended

October 6, 2021:

Bylaw II, section 4: inserted at the end of the first sentence, “in a timely manner”

Bylaw IV, section 3b: inserted at the end, “The Diocesan Secretariat will suggest candidates for future appointment by the Bishop before the end of the current Spiritual Advisor’s term.”

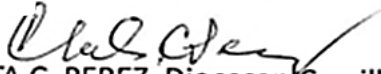
Bylaw V, section 2a: inserted at the end, “Members of this Committee shall be active members of FCC, belong to a Group Reunion Team, and attends School of Leaders and Ultreya.”

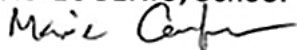
Bylaw X: changed to “Special Concerns and Protocol”


Added **Bylaw XI:** Amendment of the FCC Bylaws

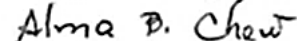
Approval of the Amendment to the Revised FCC Bylaws

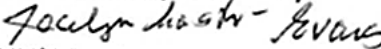
On this 6th day of December 2025, in San Leandro, California, the present Secretariat members approved by a two thirds majority vote to amend this Bylaws. In witness whereof, we do sign and confirm our vote of approval.

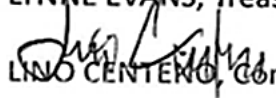

 CLARITA C. PEREZ, Diocesan Cursillo Coordinator

GID EUGENIO, School of Leaders Coordinator

 MARIE CENTENO, Post Cursillo Coordinator

DORIS SUNGA, Cursillo Coordinator

 CORRIE BUDNIK, PreCursillo Coordinator


 ALMA CHEW, Secretary


 LYNNE EVANS, Treasurer


 LINO CENTENO, Communication Administrator

DEACON STEVE BUDNIK, Diocesan Spiritual Advisor
