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*The Constitution and Bylaws  
Of  
The Filipino Cursillo Community  
Diocese of Oakland*

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**Revised: May 21, 2018**  
**Amended: October 6, 2021**

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

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# 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, I., 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. (*9<sup>th</sup> 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. (*9<sup>th</sup> Edition Leaders' Manual pp.45-46*).

## Article IV: The Service Community

The fundamental structures serving active Cursillistas are the Group Reunions, the Ultreyas, the School of Leaders, and the Secretariat.

**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, Three-Day 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 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 Team Representatives.

- a. The Secretariat consists of the following members: the Lay Director, Chairpersons of the School of Leaders, the Precursillo, the Three-Day Cursillo, the Postcursillo, Secretary, Treasurer, Communications Administrator, and the Diocesan Spiritual Advisor. 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 Lay Director. The duties and responsibilities shall be as specified in the 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 Secretariat as set forth and/or referenced herein and any amendments thereto.
- c. Receive the services of the National Secretariat and National Cursillo Center.
- d. Work with the National 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 Secretariat.
- f. Review the Articles of Operation on an annual basis as established by the National Secretariat of the Cursillo Movement in the United States.
- g. Support the Cursillo Movement of the United States on the Regional and National levels which includes:
  1. Ensuring the palanca for the Cursillo Movement is happening at all levels Diocesan, Regional, National, and World.
  2. Submitting the Regional 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 adopt a set of Bylaws modeled after the latest edition of the Leaders' Manual. These Bylaws are reviewed annually to ensure implementation with the provisions therein. Copies of the Bylaws and any future amendments thereto are sent to the local ordinary Bishop, the National Cursillo Center, and the appropriate Regional Coordinator.
- i.** Prepare and maintain a current and viable Cursillo Apostolic Plan for the diocesan Cursillo Movement that addresses the three phases of the Movement (Precursillo, Three-Day Cursillo and Postcursillo).
- j.** Maintain affiliation status with the National 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 Secretariat that the Diocesan Movement will address the Precursillo, Three-Day 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 Committee shall be headed by a Chairperson. The duties and responsibilities of the Chairperson shall be as specified in the Bylaw II, Section 5.

The School of Leaders should:

- 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 environments.
- g.** Develop and implement the curriculum for a Continuing Education Programs such as workshops, symposia, forums, etc., for all members and shall work with the Regional or National Secretariat, when necessary, to hold them on a local level.
- h.** Study and be familiar with the Articles of Operation and official Cursillo literature as representative responsible for overseeing the Movement in their diocese.
- i.** Use the technique of personal contact during the Precursillo, the Three-Day Cursillo and in the Postcursillo to make friends.

## **Article VII: The Three Phases Committees and other Committees**

### **Duties and Responsibilities**

#### **Section 1. Precursillo Committee**

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.

The Precursillo Committee shall be headed by a Chairperson. The duties and responsibilities of the Chairperson shall be as specified in the Bylaw II, Section 6.

The Secretariat should 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 Precursillo committee should conduct an information session or similar program that each candidate and his/her sponsor should 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 (*9<sup>TH</sup> 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 Three-Day Cursillo Committee**

The Three-Day 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.

The Three-Day Cursillo Committee shall be headed by a Chairperson. The duties and responsibilities of the Chairperson shall be as specified in the Bylaw II, Section 6.

The Secretariat should ensure that the Three-Day Cursillo program:

- a. Conducts the Three-Day Cursillo using the schedule, sequence, number, and content of the Rollos as contained in the latest edition of the Three-Day Cursillo manual selected for use by the National Secretariat.
- b. Conducts Three-Day Weekends in which all candidates and lay team members are baptized Roman Catholics of the same sex who are able to or could receive the sacraments of Reconciliation and the Eucharist.
- c. The make-up of the candidates should be diverse in nature, as described in the latest edition of the Leaders' Manual

(9<sup>TH</sup> Edition, p.86).

- d. Conducts Three-Day 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 for at least one year prior to selection for team service.
- e. Schedules Three-Day Cursillo only if an active Postcursillo is available to integrate new Cursillistas.
- f. Emphasizes the importance of Group Reunion and Ultreya throughout the Three-Day Cursillo.
- g. Avoids activities that have the potential to distract the candidates from the true purpose of the Three-Day Cursillo.
- h. Should minimize contact between those inside the Rollo Room with the outside Cursillo community.
- i. Requests general Palanca.

### Section 3. Postcursillo Committee

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.

The Postcursillo Committee shall be headed by a Chairperson. The duties and responsibilities of the Chairperson shall be as specified in the Bylaw II, Section 6.

The Secretariat should ensure that the Postcursillo program:

- a. Encourages 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 at both the diocesan and sub-diocesan levels.
- e. Ensures that the new Cursillistas belong to a Group Reunion team.
- f. Reviews, on an ongoing basis, Group Reunion and Ultreya formats to ensure better participation from the Community.
- g. Reaches 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.
- h. Maintains the existing Database for the sole internal use of the Filipino Cursillo Community in the Diocese of Oakland.
- i. Keeps inventory of the Filipino Cursillo Community equipment, materials, and supplies including their locations.

### Section 4. Communications Committee

The Communications Committee shall be headed by the

Communications Administrator who is responsible for the production and dissemination of Cursillo related information to the community. The duties and responsibilities of the Communications Administrator shall be as specified in the Bylaw II, Section 4.

### **Section 5. Other Committees**

- a. Other committees such as Diocesan Liaison 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.

### **Article VIII: Diocesan Spiritual Advisor**

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

**Section 1.** The Diocesan Spiritual Advisor's duties are provided in Bylaw II Section 7 and in greater detail in the current edition of the Spiritual Advisor's Manual, 2016-revised edition.

- 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. (*9<sup>th</sup> Edition Leaders' Manual p.73*)

- c. shall continually encourage the Secretariat members to discern all their activities.

### **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 in the Diocese of Oakland 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. 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.
- b. Each Group Reunion Team determines its own rules on the selection of its own Team Representative.
- c. The incumbent Team Representative 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.

**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 make an objective report to his or her team members the results of each meeting that he or she attended.
- c. shall provide the Postcursillo Chairperson with an updated list of active members annually at the meeting held in July or whenever changes in the membership occur.
- d. 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 Committee Chairperson shall make the 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 a 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 and Bylaws**

**Section 1.** In the event that certain parts of this Constitution and Bylaws need interpretation, the Secretariat shall render an interpretation, guided by current literature of the Cursillo Movement, 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. A two-thirds (2/3) approval by all voting members present during the Team Representatives meeting shall incorporate the amendment(s) into the Constitution.

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## 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 Lay Director 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 Lay Director for resolution with the guidance of the Diocesan Spiritual Advisor.

### Bylaw II: Duties and Responsibilities of Officers

#### Section 1. Lay Director

- a. prepares the agenda in consultation with all members of the Secretariat prior to the next scheduled meeting. The Lay Director shall preside at all Secretariat and Team Representatives meetings.
- b. prepares and present an annual report as requested by the Diocesan office, Regional Secretariat and National Secretariat. The same report shall 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 maybe 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 moneys due 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 Lay Director.
- 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 chairpersons 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. The discharge of the duties and responsibilities does not reside solely with the Administrator but resides collectively with the Committee.
- b. shall appoint the Newsletter Editor and the Webmaster and shall provide backup to either when necessary.
- c. 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.
- d. The Webmaster shall administer the Website of the Filipino Cursillo Community Diocese of Oakland.
- e. shall ensure that Cursillo functions are covered and reported.
- f. shall solicit articles of value to the Cursillo Movement and the Filipino Cursillo Community.
- g. shall have the prerogative to choose, edit and decide what articles to publish. All content shall be approved before publication by the respective Committee Chairpersons, School of Leaders Chairperson and/or Lay Director as applicable.
- h. shall ensure that the integrity of the Newsletter and the FCC website is preserved and upheld.
- i. shall create a budget to be submitted to the Treasurer no later than March 31<sup>st</sup> of the current year.

## Section 5. The School of Leaders Chairperson

- 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 Chairperson 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 committees shall exist only for the duration of the term of the Chairperson and may be dissolved at any time by the Chairperson.
- e. shall create a budget for the School of Leaders Committee to be submitted to the Treasurer no later than March 31<sup>st</sup> of the current year.

## Section 6. The Three Phases: Precursillo, Three-Day Cursillo, and Postcursillo Committee Chairpersons

- a. The Precursillo, Three-Day Cursillo and Postcursillo Committee Chairpersons (further cited as "**Committee Chairpersons**" 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 Chairperson.
- b. shall act as the presiding officer of their respective Committee during Committee's meetings.
- c. shall prepare the agenda for their respective Committee

meetings.

- d. shall implement the projects, programs, activities, and the like of their respective Committee upon approval of the Secretariat.
- e. shall 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.
- f. may create subcommittees as they see fit in the execution of their duties and responsibilities. Such committees shall exist only for the duration of the term of the Committee Chairperson and may be dissolved at any time by the Chairperson.
- g. shall create budgets for their respective committees to be submitted to the Treasurer no later than March 31<sup>st</sup> of the current year.

## Section 7. Diocesan Spiritual Advisor

- a. shall provide spiritual advice to the Filipino Cursillo Community.
- b. shall provide instruction related to matters of faith and doctrine.
- c. shall give counsel with respect to conscience and morals.
- d. shall provide guidance in the apostolic formation of the members of the Community.

## 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, Three-Day Cursillo, Postcursillo).
- d. must have served in 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. Lay Director:

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 Chairperson:

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 account).

#### 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. Chairpersons– Three Phases Committees: (Precursillo, Three Day 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 Three-Day Committee Chairperson.
3. must have served as Vice-Rector/Rectora for the Postcursillo and Precursillo Committee Chairperson.

#### 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 4<sup>th</sup> day with the method of Group Reunion and Ultreya. This will help to understand the ongoing conversion throughout a Cursillista's 4<sup>th</sup> Day.

## **Bylaw IV: Terms of Office**

**Section 1. All elected terms of office begin on July 1<sup>st</sup> 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.
- b. 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.

## **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 Lay Director through the Communications Administrator shall announce the election process prior to the January Team Representatives meeting.
- b. Preparation and dialogue concerning nominees shall be done at the Secretariat meeting.

**Section 2.** The Lay Director, 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.
- 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 for the candidates of their choice; and obtain consent/acceptance from chosen nominees.
  2. The Team Representatives shall submit the 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 service. 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 an alphabetical last name order shall be disseminated to the community by the Communications Committee 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 position.

**Section 8.** In the event that no candidate for a particular office receives a majority vote, the Team Representatives or designee(s) shall reconvene to elect from the two leading candidates.

**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 Lay Director, shall be filled by appointment. The Lay Director 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 position vacated.

**Section 4.** If the Lay Director is itself the position to be filled, the School of Leaders Chairperson 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 situation 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 Lay Director, School of Leader Chairperson 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 a 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 shall need a two-thirds (2/3) vote of the Team Representatives in attendance and voting for such a removal. The officer shall 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 provided that 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 Lay Director, 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 Lay Director shall have a discretionary fund allowance of two hundred U.S. dollars (\$200.00) 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: Lay Director, Chairpersons of the School of Leaders, the Precursillo Committee, the Three-Day Cursillo Committee, the Postcursillo Committee, Secretary, Treasurer, Communications Administrator, and the Diocesan Spiritual Advisor.

1. The Secretariat Meeting shall be presided by the Lay Director and shall follow the agenda as prepared by the

same. In the absence of the Lay Director, the duties of the presiding officer fall in this order: School of Leaders Chairperson, Postcursillo Committee Chairperson, Three-Day Cursillo Committee Chairperson, and Precursillo Committee Chairperson.

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 Three-Day 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 Lay Director and shall follow the agenda as prepared by the same. In the absence of the Lay Director, the order of presiding officer responsibility is as follows: School of Leaders Chairperson, Postcursillo Committee Chairperson, Three-Day Cursillo Committee Chairperson, and Precursillo Committee Chairperson.
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 Lay Director 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 Lay Director 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 Lay Director may call a special meeting at the Secretariat or Team Representatives level with at least two weeks' notice if the Lay Director 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 type meetings as 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 Lay Director or designee with the aid of a published agenda. The Lay Director 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 Lay Director 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: Amendment of the FCC Bylaws**

**Section 1.** If there are certain items in the course of 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 is 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 amendments to the May 21, 2018<sup>th</sup> Edition of the FCC Constitution and Bylaws**

**Preface** – renamed to **PREAMBLE** in accordance with the sample by-laws for a Diocesan Movement (Leaders’ Manual 9<sup>th</sup> edition, page 69); and to provide a better understanding and purpose of the Cursillo movement in the words of Eduardo Bonnin as addressed in the III World Ultreya in Rome (July 29, 2000).

**Article I: Name** – replaced with a brief history of FCC.

**Article II: Apostolic Mission**

Removed quotation marks

Added reference to Leaders’ Manual 9<sup>th</sup> Edition, pp.19-21

Added statement that FCC exists with the approval of the Bishop

**Article III: Membership & Leadership**

Noted reference to Leaders’ Manual 9<sup>th</sup> edition, pp.45-46.

**Article IV: The Service Community**

Deleted the word Teams (also known as Teams) redundant.

**Section 1. and Section 2.** deleted the word Team and add “s” to reunion.

**Section 3.** deleted the last sentence. SOL chairperson duties covered under Article VI and in the Bylaw II, Section 5

**Section 4.** added the roles of Secretariat

Original **Section 4.** renumbered to **Section 5**

**Section 5** – Inserted the term Group Reunion

**Article V: added definition and purpose of The Secretariat**

Aligned to the Articles of Operation USCM (Nov. 2019).

Added to guide the Cursillo movement within the Diocese

of Oakland FCC

**(Articles renumbered from here on)**

**Article VI: The School of Leaders: added definition and**

**purpose.** Responsibilities were aligned to the Articles of Operation USCM (Nov. 2019)

**Section 1.** Letter a. added meet regularly at least once a month

**Article VII: The Three Phases Committees & Other Committees**

**Section 1.-3.** added definition and purpose of the three phases committees; responsibilities were aligned to Articles of Operation USCM (Nov. 2019)

**Section 4.** Communications Committee – changed Communication to Communications for all citations

**Article VIII: Added Diocesan Spiritual Advisor**

Added purpose and responsibilities based on Articles of Operation USCM (Nov. 2019)

**Article IX: Group Reunion Teams**

**Section 1.** Letter a. prerequisite number of members replaced to three and inserted the word “active”

**Section 2.** Letter a. deleted entire sentence; replaced with service term in line with Secretariat Term of office

**Section 3.** Letter d. re-phrased to encourage active participation of team members to create awareness and better understanding of the “why” of the mission and purpose of FCC. Inserted phrase to include Regional and National

## **Article X: Interpretation of the FCC Constitution and Bylaws**

**Section 1.** last sentence modified to read: A synopsis of questions... shall be disseminated to the Team Representatives through electronic email. (changed from ...shall be published in the next newsletter)

## **Article XI: Amendment of the FCC Constitution**

**Section 1.** Letters a and b: rephrased ...Draft of proposed amendment shall originate.... added the word merits ... A simple majority vote shall suffice to revise. edit....  
Letter e. deleted the last sentence. The amendment(s) shall be published in the newsletter

## **Bylaw I: Spirit of the Community**

**Section 1.** and **2.** combined as **Section 1.** letters a. and b.  
**Section 3.** changed to **Section 2.** re-phrased to read... shall be delegated to the Lay Director for resolution with the guidance of the Diocesan Spiritual Advisor

## **Bylaw II: Duties and Responsibilities of Officers**

### **Section 2. Secretary**

(b) first sentence to read...shall record the minutes of all meetings in an objective (deleted in a fair). Second sentence was replaced with .....that copies of minutes of meeting are distributed at no later than one week after the meeting  
(d) deleted paragraph “The Secretary shall read the minutes of the previous meeting.”

### **Section 3. Treasurer**

(d) changed to all checks shall be signed by either the Treasurer or the Lay Director

**Section 4.** letter a. changed the word “creation” to “production”

**Section 7.** – rename Spiritual Advisor to Diocesan Spiritual Advisor (to distinguish from weekend Spiritual Advisor)  
Letter a. rephrased and changed “direction” to “advice”  
Letter c. and Letter d. rephrased

## **Bylaw III: Qualifications of Officers**

### **Section 1. General Qualifications of Nominees**

Added:

Letter a. must understand and adhere to the mentality, essence, purpose and methodology of the Movement  
Letter e. must have attended at least one Leaders’ Workshop within the last three years presented by the Diocesan, Regional and/or National Cursillo Movement

### **Section 2. Specific Qualification for Nominees**

the Leadership attendance prerequisite was deleted in this section; moved to in Section 1, letter e.  
Letter g. Diocesan Spiritual Advisor:  
Added Number 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. (Articles of Operations, Nov. 2019)

## **Bylaw V: Discernment and Nomination of Officers**

**Section 1.** Letter b. Preparation and dialogue concerning nominees shall be done at the *Secretariat* meeting. (changed from Team level)

Reason: Secretariat is in a better position to ascertain qualified nominees

**Section 2.** Letter a. changed nominee to plural nominees.  
Letter b. replaced... Secretariat shall provide the Ad hoc Committee with a list of qualified Nominees

**Inserted new provision as Letter c.** The Ad hoc Committee shall provide the Team Reps 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 and choose from the list; communicate and confirm with the chosen nominee’s acceptance of nominated position.

2. The Team Representatives shall submit the chosen nominees at the January Team Representatives meeting.

**Original** Letter c is now Letter d. rephrased *to reconfirm commitment towards the candidacy and discernment schedule.* Deleted “*advise them of*”

**Bylaw VI: Election of Officers**

**Section 2 and Section 10.** Deleted the words... “and posted on FCC website.”

**Section 9.** rephrased “A member of the Discernment and Nominating Committee shall announce the results of the election...*deleted the word “electors”*”

**Bylaw VII: Vacancies and Termination of Secretariat Officers**

**Section 1.** – rephrased ...with the concurrence of the Team Representatives

**Section 6.** – included School of Leaders chairperson to be involved in motions related to removal process

**Bylaw IX: Meetings**

Type of Meetings: on both Items A and B; removed the word “level”. Meetings now to read as *Secretariat Meeting and*

*or Team Representatives Meeting*

**B.** inserted words “*Group Reunion*” after the word “All”...

**B. # 2.** Changed singular Representative to plural

**Section 2. Special Meetings**

The Lay Director may call a special meeting at the Secretariat or Team Representatives with a least two weeks’ notice; removed “or shorter”

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**Revisions**

The entire FCC Constitution and Bylaws were reviewed with significant revisions identified. This edition, October 6, 2021, becomes the official copy from which edits and revisions shall be made.

**Approval of the Amendments to the Revised Constitution and Bylaws**

1. This revised Constitution and Bylaws, shall be ratified in the presence of the current 2021-2023 Secretariat and Group Reunion Team Representatives.
2. A two-thirds (2/3) majority vote favoring approval by the Secretariat and Group Reunion Team Representatives shall suffice to approve this document. The Lay Director and Diocesan Spiritual Advisor shall conduct the vote by show of hands and tally the votes for the record. The Secretary shall record the results in the meeting minutes.

On the 6<sup>th</sup> day of October 2021, in a special Virtual Team Representatives Meeting, the incumbent 2021-2023 Secretariat and Team Representatives, unanimously ratified the revisions to the Constitution and Bylaws. In witness whereof, we do sign and confirm this vote of approval.

**SECRETARIAT**

Ma. Corazon G. Tuason  
Corazon Tuason, Lay Director

Gid Eugenio  
Gid Eugenio, School of Leaders Chairperson

Clarita Perez  
Clarita Perez, Postcursillo Chairperson

Doris Sunga  
Doris Sunga, Three-Day Cursillo Chairperson

Norma V. Acaba  
Norma Acaba, Acting, Precursillo Chairperson

Gigi Enriquez  
Gigi Enriquez, Communications Administrator

Celsa Taraya  
Celsa Taraya, Secretary

Lynne Evans  
Lynne Evans, Treasurer

Deacon Rey Encarnacion  
Deacon Rey Encarnacion, Diocesan Spiritual Advisor

Group Reunion Teams	Team Rep/ Designee	Signature
1. Agape	Margarita Columna	
2. Antioch	Robert Cansino	
3. Chosen Flock	Cora Pediglorio	
4. Corpus Christi	Isabel Puruganan	
5. Divine Mercy	Alex Caragay	
6. Fremont	Corrie Budnik	
7. Holy Family	Evelyn Salonga	
8. Holy Spirit	Rose Encarnacion	
9. Mother Teresa of Kolkata	Noli Manaois	
10. Our Lady of Fatima	Josie Herrera	
11. Our Lady of Good Counsel	Namasivayam Anandaskaran	
12. Our Lady of the Holy Rosary	Belle Caronongan	
13. Our Mother of Perpetual Help	Cerelita Virtusio	
14. Pilgrims	Jhenie Sebastian	
15. St. Joseph	Adoracion Nues	
16. St. Mary	Nilda Flores	
17. St. Matthew	Alice Enriquez	
18. St. Patrick	Jun Lorenzo	
19. Transfiguration	Reggie Padilla	
20. Verbum Dei	Evelyn Isidro	

