
**CONSTITUTION AND BY-LAWS
OF
TRES DIAS OF SAINT LOUIS, INC.**

ARTICLE I

NAME AND PURPOSE

1.0 NAME: The official name of the organization shall be Tres Dias of Saint Louis, Inc., herein also referred to as the Community.

1.1 PURPOSE: The purpose of Tres Dias of Saint Louis, Inc. is to bring others to Christ through Christian apostolic action in all environments of which its members are a part. Key to achievement of this objective is the development and sustaining of Christian leaders. The tools for developing Christian leaders are: A) the three-day Tres Dias experience, also referred to as the "Weekend", and B) ongoing Group Reunions that meet regularly. Activities of Tres Dias of Saint Louis shall therefore be limited to:

1. Planning for the Weekend on a regular and continuing basis.
2. Conducting the Weekend on a regular and continuing basis.
3. Planning and conducting activities in the post-weekend period, known as the "Fourth Day", to reinforce the Weekend experience of a Life in Christ for those who have attended a Tres Dias based weekend, Cursillo or Emmaus Weekend. Such activities include the development and support of Group Reunions and Secuelas.
4. Participation in the activities of the Tres Dias International Assembly.
5. Fostering and supporting the development of new Tres Dias chapters as resources and commitment allow.

ARTICLE II

MEMBERSHIP

2.0 MEMBERSHIP Membership in Tres Dias of Saint Louis, Inc. shall automatically include anyone who has completed a Tres Dias Weekend or its recognized equivalent in the various movements based upon Cursillo based weekend, and who are active within the Community. Evidence of active membership in the Community shall be the visible support of and participation in scheduled Tres Dias Pre-Weekend, Weekend, and Post-Weekend activities. Members shall generally be within geographical proximity, and in the case of adjacent Tres Dias Communities, a given member shall choose a Secretariat and Chapter Community for affiliation. One who has experienced a Cursillo based weekend or Emmaus Weekend prior to Tres Dias affiliation may also simultaneously be a member of and participate in a Cursillo or Emmaus Community.

Members shall be known as "Pescadores".

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

ARTICLE III

GOVERNMENT

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

Tres Dias of Saint Louis, Inc. is a chartered membership of the International Assembly and International Secretariat of Tres Dias. The Community subscribes to the Constitution and By-laws of the International Organization, and it will adhere to the "Essentials of Tres Dias" as prescribed by the International Organization.

This Body will operate under Roberts' Rules of Order unless explicitly stated otherwise.

3.1 OFFICERS: The Secretariat of Tres Dias of Saint Louis, Inc. is elected from the membership of the Community to administer and manage the affairs of the Community. Secretariat members should attend at least six (6) Secretariat meetings per year. The positions of the Secretariat shall consist of the following:

Chairman: One person, married or single male, who has previously served or is currently serving in a Secretariat position. The chairman must also demonstrate committee leadership and organizational skills.

Secretary: A single or married person.

Treasurer: A single or married person.

Men's Leader: A single or married male who has served as a Rector.

Women's Leader: A single or married female who has served as a Rector.

Pre-Weekend: A married couple.

Fourth Day: A married couple.

Spiritual Director: An ordained or fully licensed minister. Must be in or be retired from, fulltime Christian service.

Palanca: A married couple.

Weekend: A married couple.

Food: A single person or married couple.

Newsletter: A single person or married couple.

Database: A single or married person

VACANCY: In the event that the Chairman is unable to fulfill the responsibilities of the Office of Chairman, the Men's Leader will fulfill the responsibilities until the Chairman can resume the Office responsibilities or a new Chairman is elected in the event of a vacancy.

The Secretariat may, by a three-fourths (3/4) vote, temporarily suspend the above requirements until September 2005, when the first full rotation of Officers, as defined in the Rotation Schedule, is complete.

3.2 PURPOSE: The purpose and authority of the Secretariat is to plan, guide, execute, review and evaluate all activities related to the conduct of the Tres Dias experience, which are broadly divided as follows:

1. Pre-Weekend activities.
2. Weekend activities (The Three Days)
3. Post-Weekend activities (The Fourth Day).
4. Continuing administrative activities not specifically related to the three phases of activities above.

3.3 MEETINGS: The Secretariat shall hold regular meetings each operating year to number not more than twelve (12) nor fewer than eight (8) at a time and place to be determined by the Chairman. The Chairman and a quorum of the Secretariat members must be present at all meetings. A quorum shall consist of two-thirds (2/3) or eight (8) of the Secretariat members. Special meetings may be called by the Chairman, or by the Secretary or the Treasurer, upon written request of five (5) voting positions of the Secretariat. The time and place of all meetings shall be announced in the newsletter whenever possible, and all meetings shall be open to the Community unless the Secretariat shall be in "executive session".

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

1. Maintenance of a lifestyle commensurate with Biblical leadership.
2. Demonstration of a record of support of the Tres Dias movement.
3. Having worked at least three (3) teams, preferably in different areas of service.
4. Possession of the skills required by Secretariat position's job description.

Additionally, the Secretariat should be fairly represented by:

1. At least three (3) individual churches (unless no qualified candidate is available for the vacant position).
2. At least one (1) single adult (unless no qualified candidate is available for the vacant position).
3. No individual church should be represented by more than 50 percent of the members of the Secretariat.

The Secretariat may, by a three-fourths (3/4) vote, temporarily suspend any of the above requirements for any position on the Secretariat with the exception of the requirement of living a biblical lifestyle.

3.5 ELIGIBILITY: Any Pescador active in the Community and meeting the qualifications indicated in section 3.4 above and 3.9 (for individual positions) is generally eligible for nomination to a Secretariat position. Specific requirement for eligibility for a position may be defined in the Tres Dias of Saint Louis, Inc. Secretariat Policies and Practices Manual. If an individual or couple is currently serving on any other Secretariat with the exception of the International Secretariat of Tres Dias, he or she will be ineligible to serve on the Secretariat of Tres Dias of Saint Louis Inc. at the same time.

3.6 VOTING: Each position of the Secretariat shall have one vote, with the exception of the Chairman who will vote only in the event of a tie. A vote shall be carried by simple majority of those present and voting at any regular meeting of the Secretariat. Voting Rights will be granted to each Secretariat member upon assuming office (following the six month training period) as defined in Section 3.7. When voting on Secretariat Positions the following voting procedure will be observed:

1. Nomination of names meeting the position's qualifications.
2. Seconding of nominations.
3. Discussion of names.
4. Written ballot then taken to elect with the majority prevailing.

Rector selection and Secretariat position voting by absentee ballot will be allowed prior to meeting by contacting the Chairman and making known your selection. The person voting will give one choice for each position. Leaders' Persons should provide all Secretariat members a list of all qualified candidates for the Rector position one month prior to voting.

3.7 TERMS OF OFFICE: Positions of the Secretariat will be for two (2) years with six (6) months of training prior to assuming office. Unexpired terms shall be filled by appointment of the Secretariat by a two-thirds (2/3) majority vote. The Chairman shall vote only in the event of a tie. Each member of the Secretariat shall serve until a successor has been duly elected and installed. A Rotation Schedule shall be approved by the Secretariat that requires no less than two and no more than four officers terms to expire during any six month period. The Secretariat may amend the Rotation Schedule by a three-quarters (3/4) vote. Secretariat vacancies and the requirements for the vacant positions should be published in the newsletter and/or website for a minimum of thirty (30) days.

1. Incumbents in a position on the Secretariat may not succeed themselves unless the incumbent is an appointee filling an unexpired term.
2. Individuals and couples may serve in a position more than once as long as the terms are not successive.
3. All members must rotate as set forth above and may not serve consecutive terms (unless elected for the Chairman's position). Unless elected to serve as the Chairman, all members must remain off the Secretariat for at least one year.
4. The Spiritual Director may serve consecutive terms, if willing, by a vote of confidence of the Secretariat.
5. As with other qualifications for office, the Secretariat may suspend any of these requirements by a three-fourths (3/4) vote.

3.8 OPERATING YEAR: The operating year shall commence on January 1 and conclude on December 31.

3.9 DUTIES AND RESPONSIBILITIES:

1. CHAIRMAN: Is responsible for overall guidance and direction of Tres Dias of Saint Louis.
 - a. Functions as the lay representative of Tres Dias in meetings with clergy or laymen from participating and potentially active churches, other movements, and the Tres Dias International Organization.
 - b. Develops short- and long-range plans for expansion and growth of the community.
 - c. Assists in the development, reviewing and enforcing the Constitution and By-Laws and the Tres Dias of St. Louis, Inc. Secretariat Policies and Practices.
 - d. Presides at all Secretariat meetings and submits meeting agenda to the Secretariat Members in advance of each meeting.
 - e. Responsible for notifying new Rectors, introducing new Rectors at closing and attending the first team meeting to pass the mantle to the new Rectors.
 - f. Responsible for notifying new Secretariat Members.
 - g. Responsible for supporting the Rectors and Secretariat Members with prayer.
 - h. Handles reservations for Weekend sites as selected by the Secretariat.
 - i. Assists Leaders at Rector orientation and Rector debriefing.
 - j. Submits a newsletter article for each publication.
2. SECRETARY: Serves as recording secretary for the Secretariat's regular and special meetings.
 - a. Transcribes and distributes minutes of meetings to members of Secretariat.
 - b. Updates and maintains Tres Dias handbook, including the Essentials of Tres Dias, the Constitution and By-Laws, Secretariat Policies and Practices Manual, and the job descriptions of each position.
 - c. Reminds the Secretariat to tithe on increases in net assets for the fiscal year in November or December of each year.
 - d. Participates in overall guidance and planning of Tres Dias activities.
3. TREASURER: Maintains up-to-date record of Tres Dias finances.
 - a. Disburses funds authorized by the Secretariat in the conducting of Tres Dias business.
 - b. Receives funds from Candidates, Teams and other sources as may occur.
 - c. Deposits funds in Community bank account.

- d. Submits financial records for external examination at least once per operating year. Someone who is not a member of the Secretariat must conduct such an examination.
 - e. At the December Secretariat Meeting the Treasurer will present a financial report and inform the Secretariat of any increase in net assets available for tithing.
 - f. Establishes and maintains a budget for each Weekend.
 - g. Maintains records all of the Weekend expenses and scholarships granted.
 - h. Distributes monies as defined in the Secretariat Policies and Practices Manual to each upcoming Rector for expenses by the Rector's Orientation Meeting with instructions for the Rector to send receipts to the Treasurer. This amount is not reimbursed to the Secretariat.
 - i. May disburse an emergency fund as defined in the Secretariat Policies and Practices Manual to the Assistant Head Cha for each Weekend to be used as needed with instructions to turn in receipts for any amount spent. This fund is to be used only if all the Team Fees have been spent. Unused monies are to be returned to the Treasurer after the Weekend.
 - j. Participates in overall guidance and planning of Tres Dias activities.
4. MEN'S/WOMEN'S LEADER: Is responsible for training Rectors and assisting the Rector with training of the Heads, Area Heads and Professors for all Weekends.
- a. Obtains service records of the members of the Community for the purpose of providing copies to upcoming Rectors to assist them with qualified Pescadores for team selection and formation.
 - b. Provides Secretariat with the names of "Rector Qualified Members" by obtaining data from the database manager.
 - c. Follows prescribed "Leaders Procedure with New Rectors".
 - d. Maintains all team books and provides them to upcoming Rectors.
 - e. Consults with Rectors during Pre-Weekend phase in matters involving Team formation, policy and community.
 - f. Along with the Secretariat Spiritual Director and Chairman, conducts Rector Orientation, Team Selection meeting and Rector Debriefing to identify and document problems, solutions and miracles.
 - g. Presents a summary of the Rectors' Debriefing, along with recommendations for the future, to the Secretariat.
 - h. Participates in overall guidance and planning of Tres Dias activities.
5. PRE-WEEKEND: Is responsible for maintaining an ongoing file of Candidate applications and for issuing invitations on behalf of the Secretariat.
- a. Regularly collects and dates applications. Reviews applications for completeness, according to the Tres Dias of Saint Louis, Inc. Secretariat Policies and Practices Manual and returns incomplete applications to sponsors.
 - b. Maintains a log of applications received into the computer database, assuring integrity of the applications.
 - c. Makes a priority list of Candidates about 9 weekends Before the Men's Weekend divided as follows whenever possible:
Total of 30
 - 1). 6 pastors/ministers per Weekend
 - 2). 6 singles per Weekend, not including the couples where one person cannot attend.
 - 3). 3 positions for New Community Candidates and 3 positions for out of town Candidates.
 - 4). 24 couples
 - d. Makes up and mails letters of invitation to Candidates, as well as letter of confirmation to Sponsors, according to the Tres Dias of Saint Louis, Inc. Secretariat Policies and Practices Manual
 - d. Follows up on invitations with Sponsors until attendance decisions are made.
 - e. Encourages Sponsors by providing a supply of Sponsor materials and by announcing status of Candidate's file in a timely fashion to have maximum number of Candidates attending a Weekend.

- f. Compiles Rector's Candidate report and gives to Rector on Monday prior to the Weekend.
 - g. Checks in and receives Candidates' Weekend fees and accounts for all confirmed Candidates, verifies Candidates information and gives money to the Secretariat Treasurer.
 - h. Is responsible for distribution of Candidate and Team lists to the Community at Send-off. Presides as master of ceremonies for the Send-off celebration, opening with prayer, introducing Rectors, Calling each Candidate by name to get on the bus or other transportation arranged by the Secretariat and reminding the Community to come back in for Communion after the bus or other transportation arranged by the Secretariat leaves.
 - i. Participates in overall guidance and planning of Tres Dias activities.
6. WEEKEND: Is responsible for all matters pertaining to the physical assets and arrangements for the Weekend.
- a. Arranges for storage of Tres Dias equipment and supplies.
 - b. Establishes and maintains an accurate inventory of both fixed assets and supplies. Replaces or repairs inventories as authorized by the Secretariat.
 - c. Arranges for the transportation of equipment and supplies to Weekend site by Wednesday.
 - d. Arranges transportation of all luggages of Candidates, as well as for the transportation of the Candidates and part of the Team to the Weekend site.
 - e. After the Weekend, arranges for the transportation of the equipment and supplies back to the storage area.
 - f. Supervises the cleaning of the site prior to the Weekend setup of the facilities and equipment.
 - g. Supervises the take-down of all equipment and supplies and the cleaning of the facility at the close of the Weekend.
 - h. Participates in the overall guidance and planning of Tres Dias activities.
7. PALANCA:
- a. Sends general palanca letters to the Weekends of other movements.
 - b. Requests and receives general palanca letters for Weekends of Tres Dias of Saint Louis, Inc. from other movements.
 - c. Provides for a means of collecting and delivering palanca on a Weekend for Candidates and Team.
 - d. Arranges for prayer palanca for each Saint Louis Tres Dias Weekend, beginning at 6:00 PM Thursday (or Send-off day, if not on Thursday) until 6:00 PM Sunday (or third day, if not on Sunday) so that between these times there is an unbroken prayer vigil for the Candidates, the Team, the families of both, and the Community.
 - e. Solicits the donation of banners and other forms of permanent palanca for the Weekend.
 - f. Participates in overall guidance and planning of Tres Dias activities.
8. FOURTH DAY: Is responsible for promoting security in the Fourth Day for the Candidates and the Community.
- a. Prepares Weekend Candidate & Team booklet. Obtains the final team list from the Head Cha and the final Candidate list from the Pre-Weekend Couple. Assistant Head Cha is to telephone you to finalize any table assignment changes after the Team meeting on Thursday evening of the Weekend. Delivers the booklets (125) to the camp by Saturday evening.
 - b. Arranges for a group photograph at each Weekend, including the photographer and the developing and copying of the photographs. Photographs are to be delivered to Palanca by Saturday evening. The funds for the photographs are a part of the Weekend budget.
 - c. Organizes Secuelas on a regular basis according to the Policies and Practices of Tres Dias of Saint Louis, Inc. This includes reserving a meeting site, dates, food, programs, coordinating Communion with the Spiritual Director, providing Communion elements, nursery provisions, set-up and take-down team and publicity in the newsletter.
 - d. Fosters and encourages Pescadores in the formation of Reunion Groups to assist in sustaining the Weekend experience of a life in Christ in the Fourth Day. This may

- include but is not limited to distributing material to the community and conducting workshops.
- e. Evaluates current Practice and Policy Manual and makes recommendations to the Secretariat for improvements in the areas of Secuelas, Reunion Groups, and other Fourth Day activities.
 - f. Participates in overall guidance and planning of Tres Dias activities.
9. NEWSLETTER: Is responsible for general communication with the Community's Pescadores and with other related Communities.
- a. Gathers material and publishes the Tres Dias of Saint Louis, Inc. official publication.
 - b. Maintains a current listing of the membership of the Community and their addresses. The mailing list shall be maintained as the official membership list with additional listings for friends of the Community and for related Communities.
 - c. Participates in overall guidance and planning of Tres Dias activities.
10. SPIRITUAL DIRECTOR: Is responsible for the spiritual integrity of Tres Dias of Saint Louis, Inc. activities and direction.
- a. Functions as the primary liaison with other clergy regarding matters related to Pre-Weekend and Fourth Day activities.
 - b. Functions as the primary advisor and source of counsel to the Secretariat regarding spiritual direction and inspiration of the Saint Louis Community.
 - c. Keeps the Secretariat on track from a clerical viewpoint and makes sure that the Secretariat acts in a manner consistent with and in obedience to God's inerrant Word.
 - d. Attends Rector Orientation, Team Selection and Rector Debriefing for every Weekend.
 - e. Selects and make assignments of Spiritual Directors for the Weekends. Sends a letter to the Rector regarding appointments of Spiritual Directors, sends a letter to the appointed Spiritual Directors regarding their Weekend responsibilities, sends a letter to each Spiritual Director after the Weekend to follow-up and sends a letter to each Ministerial Candidate who completes a Weekend regarding an interest in serving on future Weekends.
 - f. Maintains a service database of ministers and builds relationships with pastors in the community to encourage participation in the Weekends.
 - g. Submits a newsletter article for each publication.
 - h. Coordinates with the Fourth Day Couple the communion for each Secuela.
 - i. Participates in overall guidance and planning of Tres Dias activities.
11. FOOD: Is responsible for all matters pertaining to the physical assets and arrangements for the Weekend regarding food and food preparation.
- a. Coordinates all meal preparation with Todd Hall or other facility at which the Weekend will be held.
 - b. Is responsible for storage of Tres Dias kitchen and food equipment and supplies.
 - c. Arranges for ordering and transportation of the kitchen and food equipment and supplies to and from the Weekend site to arrive at the camp on Thursday Afternoon.
 - d. Attends Heads' meetings to train Head and Assistant Head Kitchen Chas.
 - e. Participates in overall guidance and planning of Tres Dias activities.
12. DATABASE: Is responsible for the information systems and data management of the community.
- a. Establishes and maintains an accurate database of all existing and new Pescadores include, but not limited to, name, spouse, address, phone number, church, weekend attended, and service records.
 - b. Responsible for the maintenance of the Tres Dias of St. Louis Website
 - c. Assist the Newsletter Person in posting the newsletter to the website
 - d. Assist with any computer issues that might arise for the Tres Dias of St. Louis computer(s).

3.10 DISCIPLINE OF OFFICERS: In the event of a behavior or action of an Officer is deemed to be contrary to a biblical lifestyle, it is the responsibility of the of the Chairman and the Spiritual Director to confront the Officer based on the teaching of Matthew 18:15-17. In the event that the Officer is the

Chairman, the Spiritual Director and a Leaders Person will be responsible to confront the Chairman. In the event that the Officer is the Spiritual Director, the Chairman and a Leaders Person will be responsible to confront the Spiritual Director. If after following the steps outlined in Matthew 18, the Officer is unwilling to receive the correction, the Secretariat by a three fourths (3/4) vote may remove the Officer from the Secretariat.

4.0 POLICIES AND PRACTICES: The Secretariat adheres to "The Essentials of Tres Dias" specified and published by the International Organization. Additionally, other matters of Practice and Policy are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as the Secretariat Policies and Practices of Tres Dias of Saint Louis, Inc. exist in a document so titled. The Policies and Practices will include the following sections:

1. Section I Pre-Weekend
2. Section II Weekend
3. Section III Fourth Day
4. Section IV Secretariat
5. Section V Rector

5.0 FINANCES: The Secretariat shall approve a spending policy included in the Secretariat Policies and Practices of Tres Dias of St. Louis, Inc. The policy shall set disbursement approval requirements.

5.1 INVESTMENT POLICY: The Secretariat shall approve an Investment Policy to be included in the Secretariat Policies and Practices of Tres Dias of St. Louis, Inc. The Investment Policy will require investment to be prudently invested in low to moderate risk investments.

5.2 BORROWING POLICY: No Borrowing shall be allowed unless approved by a three-fourths (3/4) vote of the Secretariat.

5.3 LOANS TO OFFICERS: No Loans will be made to any Officer

6.0 REAL PROPERTY: Real property will be deeded to Tres Dias of St. Louis, Inc. No real property of this Community will be purchased, sold, leased, exchanged, pledged, mortgaged, or otherwise encumbered or disposed of without having first been approved by a three-fourths (3/4) vote of the Secretariat. The Secretariat has authority to sell, lease, exchange, or otherwise dispose of real property donated for other than the physical use of this Community. The Chairman and Secretary will certify in such conveyance, lease, exchange, pledge, mortgage, or other encumbrance, that the same has been duly authorized and approved by a vote of the Secretariat as is appropriate. Such certification will be held to be conclusive evidence thereof.

6.1 PERSONAL PROPERTY: Personal property will be held in the name of the Community. No personal property of this Assembly will be purchased, sold, leased, exchanged, pledged, mortgaged, or otherwise encumbered or disposed of if it has greater than \$500 (2004) in cumulative value without having first been approved by a majority vote of the Secretariat. The Chairman and the Secretary will, in that event, certify that the same has been authorized and approved by a vote of the Secretariat as trustees of the property of this Community.

7.0 AMENDMENTS: This document may be amended by a three quarters (3/4) majority of voting members at any Secretariat meeting, provided that the proposed modifications, deletions, or additions have been proposed at a prior meeting of the Secretariat.

8.0 Dissolution: In the event of dissolution, all of the remaining assets and property of the corporation shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or, to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of Missouri will best accomplish the general purposes for which this corporation was formed and for furthering the gospel of Jesus Christ.

Adopted and Revised this 11th day of November, 2004.