



# Canadian Anglican Cursillo Constitution

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## **1. Name and Mandate**

1.1 The name of the movement shall be Canadian Anglican Cursillo Movement (CAC). The Movement shall operate under the Letter of Agreement with the National Secretariat of the United States Catholic Cursillo Movement, dated May 15, 1989.

1.2 The Canadian Anglican Cursillo Movement accepts, in general principle, the content and method of the movement as developed by Bishop Juan Hervas, as set out in the publication *The Fundamental Ideas of the Cursillo Movement*.

1.3 The executive body of the Canadian Anglican Cursillo Movement (CAC) shall be the Canadian Anglican Cursillo Secretariat (CACS).

## **2. Aims and Objectives**

2.1 The purpose of the Canadian Anglican Cursillo Movement shall be to:

2.1.1 Provide a method which makes it possible for Christians to live and share what is fundamental to being a Christian.

2.1.2 Assist Christians in linking together to form a nuclei or backbone of Christians to transform their environments (the places they live, work, worship, and socialize) for Christ.

2.1.3 Help Christians to discover and achieve their individual callings to change their environments for Christ.

## **3. The Secretariat**

3.1 The purpose of the Canadian Anglican Cursillo Secretariat shall be to have authentic Cursillo movements in the Dioceses of the Anglican Church of Canada. The Secretariat, the executive body of the CAC, shall act as the principal permanent Group Reunion and, as such, shall provide guidance and leadership to the CAC Movement between General Meetings of the CAC.

3.2 The goal of CACS shall be to ensure that there will be:

3.2.1. Local diocesan leaders and movements who are knowledgeable about the Cursillo movement as envisioned by its founders.

3.2.2 Local movements that conduct authentic weekends which focus on the essentials.

3.2.3. Local movements that place appropriate emphasis on the fourth day.

3.2.4 Leaders in local movements who are growing in their faith, evangelizing their environments, and modelling the Cursillo method in their lives.

3.2.5 Local diocesan awareness of copyright and licensing requirements.

3.2.6 New Cursillo movements and the revitalization of failed or struggling movements.

3.3 Activities of the CACS These goals are accomplished through the following activities:

3.3.1 Development and sharing of educational resource materials and guidelines.

3.3.2 Conducting Cursillo Learners Workshops and other approved workshops, for individual Diocesan movements.

3.3.3 Facilitating the sharing of resource materials, resource people, and ideas, among Diocesan movements.

3.4 The Organizational structure of CACS

All members of the CACS must be active members of the Anglican Church of Canada. The CACS shall consist of a maximum of ten (10) elected, or if necessary, appointed, active Cursillistas, for a term of three (3) years, i.e., until the next General Meeting, to be filled in the following manner:

3.4.1 Lay Chairperson

The outgoing CACS will nominate a person to be the incoming Chair. The person will be elected by the General Meeting (and other nominees can be accepted from the floor). The new Chair takes office at the adjournment of the General Meeting. In the event that the Chairperson is unable to complete his/her term, an interim Chairperson shall be appointed by CACS from the current membership, or from the Movement at large, to serve until the next General Meeting.

3.4.2 Episcopal Advisor

To be appointed by CACS, on the recommendation of the Primate, for announcement at the General meeting. In the event that an Episcopal Advisor is unable to complete the term, then the CACS shall appoint an Episcopal advisor to serve until the next General Meeting.

3.4.3 Two (2) priests

To be elected at the General Meeting. Candidates will be nominated first by ecclesiastical province and then elected by a vote of all the diocesan movements. In the event that either or both of the priests are unable to complete their term, then the CACS shall appoint priests, as required, to serve until the next General Meeting. Any priest appointed shall be on the basis of direction received from diocesan secretariats of the ecclesiastical province represented by the retiring member.

3.4.4 Lay persons (6), Ecclesiastical Provincial Representatives.

To be elected at the General Meeting by diocesan delegates of their ecclesiastical province. In the event that any of the lay persons are unable to complete their term then the CACS shall appoint lay persons, as required, to serve until the next General meeting. The lay persons shall be appointed on the basis of direction received from the diocesan secretariats of the ecclesiastical province represented by the retiring member.

3.4.5 Past Lay Chairperson.

The outgoing CACS Chairperson will continue on CACS for a maximum period of one year in order to assist in the transition to the new CACS.

3.5 Election Guidelines for CACS

3.5.1 The maximum number of clerical representatives on CACS from any one ecclesiastical province shall be one (1). Clerical representatives shall be elected before lay representatives. Ecclesiastical provinces electing a clerical representative shall elect only one lay representative.

3.5.2 In the event that a local Movement has a secretariat that is shared by more than one Diocese, that secretariat shall be eligible to send a voting delegate member from each of the Dioceses to the Triennial, but the maximum number of

elected representatives to CACS from any local Movement shall be one (1). Conversely, if a Diocese has more than one local Movement that has an active secretariat, e.g., regional or deanery secretariat, each local Movement is eligible to send a voting delegate member to the Triennial, but no more than one (1) person from that Diocese can be elected to CACS.

3.5.4 No member of CACS may serve more than two consecutive terms on CACS. A member who is appointed on an interim basis prior to the midpoint of a three-year term shall be considered to have served a term.

3.5.5 Attendance at the General meeting is not required for election. However, written acceptance of nomination must be obtained and presented prior to elections. (This may be waived at the discretion of CACS for exceptional purposes.)

### 3.6 Officers

#### 3.6.1 Lay Chairperson

Elected at the General Meeting as outlined in Article 3.4.1. The Chairperson shall call and organize the meetings of CACS, shall prepare the meeting agendas, and shall ensure that meetings are carried out in a prayerful, orderly and effective manner. The Chairperson shall, if at all possible, be the coordinating member of any Cursillo Learners Workshop team.

#### 3.6.2 Secretary

Elected by the members of CACS at their first meeting following the General Meeting. In the event that the secretary is unable to complete his/her term, an interim Secretary will be appointed by CACS from the current membership of CACS. The Secretary shall maintain a true record of the deliberations and decisions of CACS and ensure that it is distributed to each Ecclesiastical Provincial Representative.

#### 3.6.3 Treasurer

Elected by the members of CACS at their first meeting following the General Meeting. In the event that the treasurer is unable to complete her/his term, an interim Treasurer will be appointed by CACS from the current membership of CACS. The Treasurer shall maintain an accurate record of all financial expenditures and revenues of CACS and report to the membership at the General Meeting.

#### 3.6.4 Episcopal Advisor

Announced at the General Meeting as outlined in Article 3.4.2. The Episcopal Advisor shall liaise with the House of Bishops regarding Cursillo matters, and shall provide spiritual support and guidance to the members of CACS.

### 3.7 Powers of officers

3.7.1 In the event of the need for an urgent decision to be made between the regular meetings of CACS, the officers are empowered by the members of CACS to make such a decision, provided that it be reported to the CACS as soon as reasonably possible, and provided that it is consistent with CACS guidelines.

### 3.8 Meetings of CACS

3.8.1 CACS shall meet a minimum of one meeting per year, with no more than two meetings per year in person.

## **4. Diocesan Membership in Canadian Anglican Cursillo (CAC)**

### 4.1 Voting members

4.1.1 Voting members of the Canadian Anglican Cursillo Movement shall be those Dioceses of the Anglican Church of Canada that have an active Cursillo Secretariat operating with the consent of the Diocesan Bishop.

4.1.2 Voting members, except as provided in 3.5.2 shall have one (1) vote per Diocese, or local Movement. A designated representative from the member Diocese, or local Movement, must be present at the General Meeting in order to vote. No proxy votes shall be permitted.

4.1.3 Cursillistas attending the General Meeting from a voting Diocese are eligible to stand for election to CACS.

#### 4.2 Associate Members

4.2.1 Any Diocese of the Anglican Church of Canada that is not a voting member is entitled to be an Associate member of CAC and is welcome to send non-voting participants to the General Meeting. This includes dioceses where Cursillo has been active in the past, but where there is not now an active Secretariat, as well as dioceses where there is an active interest in establishing a Cursillo movement, but as yet has no active Secretariat.

4.2.2 Individuals from Associate member dioceses may participate in the discussion at General Meetings, but may not vote, nor be eligible for election to CACS.

4.2.3 Associate Dioceses may designate a 'contact person' who shall receive copies of minutes and other correspondence from CACS. If no such contact person is identified, the Diocesan Bishop will have received a copy of CACS minutes.

### 5. General Meetings of Canadian Anglican Cursillo

5.1 A General Meeting shall be held every three (3) years.

5.2 A General Meeting of Canadian Anglican Cursillo may be called at any time at the request of eight (8) voting member Diocesan Movements.

5.3 Member Diocesan Movements are encouraged to send a number of participants to a General Meeting; however, each voting member diocesan movement has only one (1) vote.

5.4 Each member Diocesan Movement shall select its own delegates to a General Meeting.

5.5 Member Diocesan Movements may submit items for the General Meeting agenda to their Ecclesiastical Provincial Representative or to the Chair no later than ninety (90) days prior to a General Meeting. Emergent items may be added to the agenda at the time of the meeting if agreed to by a two-thirds vote of the assembled voting delegates.

5.6 A quorum shall be all of the voting members present at a General Meeting.

### 6. Finances

6.0 According to the Oxford Dictionary, the definition of a financial audit is: *An official inspection of an individual's or organization's accounts, typically by an independent body.*

6.1 Non-Profit. The operation of the Canadian Anglican Cursillo Secretariat shall be carried on without the purpose of gain for its members. All monies shall be used solely to promote its purposes. No member of CACS shall be paid for time spent on CACS activities. Members of CACS shall be reimbursed for travel expenses to attend CACS meetings -as well as office and communication expenses, based on submission of receipts for such expenses.

6.2 Revenue source. CACS is financed solely by contributions from member Dioceses and individuals.

6.3 Fiscal Year. The fiscal year shall be the calendar year.

6.4 Financial records. The Treasurer shall keep a combination of written and electronic protected records of all financial transactions, in accordance with generally accepted accounting principles for small non-profit organizations. An audited report on the finances shall be presented to the members at least every three (3) years. The auditor shall be appointed by the CACS. The auditor shall not be a member of CACS. The audit shall be conducted by an accountant or by any two (2) individuals appointed as above. The audited financial statements shall be approved by members at the General Meeting.

6.5 Signing Authority. The Chairperson and the Treasurer, along with one other CACS member as designated by CACS, shall have signing authority for all financial transactions.

## **7. Amendments to Constitution**

7.1 This constitution may be amended at any Triennial Meeting of the Canadian Anglican Cursillo Movement by a two-thirds majority vote of the member dioceses present, voting through their designated representatives, each diocese casting one (1) vote. Proposed amendments must be furnished in writing to each member diocese at least seventy-five (75) days prior to action on such proposed amendment. This time limit may be waived by the unanimous vote of eligible member dioceses present and voting at a Triennial Meeting of the Canadian Anglican Cursillo Movement. Any amendment made at a Triennial meeting in accordance with Section 7.1 must be presented to voting members, in writing, at least twelve (12) hours prior to the meeting and must be approved at two Triennial Meetings before enacted.

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