

Bylaws
Code of Regulations of
Southern Arizona Lutheran Via de Cristo

ARTICLE I – NAME

The name of this organization shall be Southern Arizona Lutheran Via de Cristo, a non-profit corporation under the laws of the State of Arizona.

ARTICLE II - PURPOSES

Section 1. To present a highly structured weekend for Christians, designed to strengthen and renew the faith of individuals and through them strengthen and renew their families, congregations and other people in their lives.

Section 2. To provide and promote on-going means of perseverance in participants' fourth day following the weekend experience.

Section 3. To change the world based on the person and teachings of Jesus Christ as an ideal.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be open to all persons 18 years old and older who indicate they agree with the purposes set forth in Article II and completed a three-day Lutheran Cursillo, a three-day Via de Cristo, or other three-day weekend with approval of the Secretariat.

Section 2. Voting members shall be those members of the Southern Arizona Lutheran Via de Cristo who are active in the Servants' Community as defined in the most recent edition of the Leaders Manual. The voting members shall be entitled to vote on:

- 1) election and renewal of Secretariat as set forth herein.
- 2) those issues or matters upon which the voting members are granted voting rights as set forth in the Articles of Incorporation or these Bylaws.
- 3) All issues and matters upon which, according to the law of the State of Arizona, a member of an Arizona nonprofit corporation may, if entitled, vote.

Original: March 2006
Amend. #1: June 2013

ARTICLE IV - MEETINGS

Section 1. The Annual Meeting of the membership of the election of Secretariat members and for the transaction of any other business shall be held within thirty-one (31) days after the beginning of the calendar year at such time and place as shall be designated by the Secretariat.

Items which must be part of the Annual Meeting are:

- (1) Financial report for the year past;
- (2) Reports of the officers and committees;
- (3) Election of Secretariat vacancies

Section 2. Special Meetings of Southern Arizona Lutheran Via de Cristo may be held at such times and places as may be designated by the Lay Director of the Secretariat, or the Secretariat, or upon the request of no fewer than one-third (1/3) of the members, provided the purpose of any such meeting shall be stated in writing and transmitted to the Lay Director of the Secretariat.

Section 3. Notice of the Annual Meeting and of Special Meetings shall be communicated to the membership at least 14 days prior to the date of the meeting and shall indicate briefly the subject thereof.

Section 4. At the Annual Meeting, or any Special Meeting of the members, the voting membership present shall constitute a quorum.

Section 5. Roberts' Rules of Order will be used as a guide in the conduct of business meetings and for any parliamentary procedures.

ARTICLE V – SERVANTS' COMMUNITY

Section 1. The Servants' Community is the cornerstone of the Via de Cristo Movement, the complement and extension of the Secretariat. This Community will be the instrument for the realization of the work of the Secretariat. The Servants' Community will supply the Secretariat with teams of leaders technically and spiritually prepared that they may be the ferment of the Southern Arizona Lutheran Via de Cristo movement, since it is on the leaders that the responsibility rests for vitalizing the group reunions and the ultreyas, the specific means of perseverance in the post-Via de Cristo. The Servants' Community is responsible for all post-Via de Cristo education programs, for

Original: March 2006
Amend. #1: June 2013

submitting names of qualified people to Secretariat for Rectors, Rectoras, and Team, and for submitting recommended criteria for choosing Rectors, Rectoras, and Team members.

ARTICLE VI – SECRETARIAT

Section 1. The Secretariat shall consist of ten (10) lay members and a Spiritual Director, each of whom shall be a member of the organization.

Section 2. The Secretariat shall function as a Board of Directors, i.e., the agency which formulates general policies for the operation of the program of Southern Arizona Lutheran Via de Cristo, manages its over-all affairs, approves the membership of committees, and provides and disburses funds.

Section 3. The Secretariat shall meet at least quarterly.

Section 4. The majority of the Secretariat shall constitute a quorum.

Section 5. The term of office for members shall be three (3) years commencing February 1 following the Annual Meeting at which elected. Three (3) members shall be elected each year. A three-year term shall be considered to be a full term. A person who has served a full term, or a series of lesser terms equal to at least three years, shall be eligible for re-election or appointment by the Secretariat until the next election.

Section 6. The initial Board of Directors (Secretariat) shall hold office until February 1, 2001. At the annual Meeting to be held in January 2001, nine (9) members shall be elected. The three persons receiving the highest number of votes shall serve for a three-year term. The three persons receiving the next highest number of votes shall serve for a two-year term. The three persons receiving the next highest number of votes shall serve for a one year term. One standing member shall be chosen by the Southern Arizona Lutheran Tirosh Committee and shall serve a one-year term.

Section 7. Qualifications for Nomination to Secretariat are as follows:

- (1) Approved by nominee's parish pastor;
- (2) Currently active in Servant's Community.

Section 8. Duties of the Secretariat shall be to:

- (1) Control and manage the property and business of the corporation
- (2) Elect officers from within the secretariat

- (3) Appoint the chairman and members of one or more committees, each committee to have such duties as may be determined from time to time by the secretariat, and to report to the Secretariat when and as required.
- (4) Fill vacancies in, change the membership of, or dissolve any committee.

Section 9. The Place of Meetings of the Secretariat shall be held at such place as may be fixed from time to time by the Lay Director, or Secretary of the Secretariat, within the State of Arizona, as shall be stated in the notice of the meeting.

Section 10. Annual Meetings of the Secretariat shall be held as soon as possible upon adjournment of the Annual Meeting of the voting membership of this corporation for the purpose of election of officers and such other business as may properly come before the meeting.

Section 11. Regular Meetings of the Secretariat will be held without notice at such time and at such place as shall from time to time be determined by the Secretariat.

Section 12. Special Meetings of the Secretariat may be held at any time or place upon call of the Lay Director. Special Meetings shall be called by the Lay Director or Secretary in like manner and on like notice of the written request of two members of the Secretariat.

Section 13. A Quorum shall be defined as a majority of the membership of the Secretariat, including the Lay Director or Assistant Lay Director, and the concurrence of a majority of those present shall be sufficient to conduct the business of the Secretariat, except as may be otherwise specifically provided by statute or by the Articles of Incorporation. If a quorum shall not be present at any meeting of the Secretariat, the members present thereat may adjourn the meeting, until a quorum shall be present.

Section 14. No member of the Secretariat of the corporation shall receive, directly or indirectly, any salary or compensation from the corporation for serving on the Secretariat except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes.

Section 15. All participant exceptions must be addressed at a convened Secretariat meeting. A quorum must be present. A request for an exception must be submitted in written form from the pastor of the sponsoring congregation. In addition, the aforementioned pastor is encouraged to attend the meeting. Notice of the final decision will be given to the requesting pastor, who will notify the participant.

Original: March 2006
Amend. #1: June 2013

Section 16. In a calendar year, if any Secretariat member is not able to attend a regular, special or annual meeting, that member must contact the Lay Director. This will be considered an excused absence. If a Secretariat member has three (3) excused absences, the Lay Director shall contact the Secretariat member and discuss whether the Secretariat member should step down from the position held. If a Secretariat member has an unexcused absence, the Lay Director will attempt to contact the Secretariat member to determine the reason for the absence. If a Secretariat member has three (3) unexcused absences, the Lay Director may, in conjunction with the Secretariat, replace that Secretariat member.

ARTICLE VII – OFFICERS

Section 1. The Officers of the Secretariat shall be Lay Director (who shall function as President), Assistant Lay Director (who shall function as Vice President), Secretary, Treasurer and Spiritual Director elected by the Secretariat.

Section 2. The Lay Director, Assistant Lay Director, Secretary and Treasurer shall be elected at the Annual Meeting of the Secretariat each of whom shall hold office for one year and until their respective successors shall have been duly chosen and qualified. Voting shall be by written ballot submitted by members of the Secretariat present and by other members of the Secretariat who shall submit written ballots and return them by the Annual Meeting of the Secretariat. All officers, employees and agents of the Secretariat shall serve at the pleasure of the Secretariat and shall be subject to removal at any time by the Secretariat if, in its opinion, the best interest of the corporation would be served thereby.

Section 3. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Secretariat at any time.

Section 4. There shall be one Spiritual Director who, by virtue of his/her position, shall be a member of the Secretariat with both a voice and a vote. The Spiritual Director shall be a member of the corporation, an ordained Lutheran pastor, and shall be elected annually by those pastors who are members of the corporation. The Spiritual Director, by virtue of his/her office, shall be a voting member of the corporation. The term of office shall be for one year commencing February of each year and continuing until a successor is elected. A vacancy occurring from any cause shall be filled by an election conducted within thirty (30) days after the occurrence of the vacancy. Any election for Spiritual Director may be conducted by a written mailed ballot.

Section 5. The Secretariat shall elect lay delegates to the National Lutheran Via de Cristo annual meeting. The number of delegates shall be the number allowed by the National Lutheran Via de Cristo Secretariat.

ARTICLE VIII – DUTIES OF THE OFFICERS

Section 1. Spiritual Director: The Spiritual Director shall, with the Secretariat, have general responsibility for the Via de Cristo movement. The Spiritual Director shall have specific responsibility to provide for the apostolic formation of the leaders, to advise the corporation in spiritual matters, and to secure the services of pastors to work in the various phases of the movement, including but not limited to, the appointment of Spiritual Directors for the three-day weekends and the appointment of Spiritual Directors to each standing committee

Section 2 Lay Director: It shall be the duty of the Lay Director to preside at all meetings of the members and at Secretariat sessions, and in general perform all the duties usually incident to such office, or which the members may require. The Lay Director shall be an ex-officio member of all committees, with the exception of the nominating committee. He or she shall see that a full and complete report of the Southern Arizona Via de Cristo program and circumstances is prepared and after its approval by the Secretariat, presented to the members at its Annual Meeting. The Lay Director may, with the Secretariat's approval, appoint such special committees as the Secretariat may deem necessary for achievement of the goals of Southern Arizona Lutheran Via de Cristo. In case of the Lay Director's permanent absence or inability to act, the office shall be declared vacant by the Secretariat. A successor shall be chosen by majority ballot of the Secretariat.

Section 3. Assistant Lay Director: The Assistant Lay Director shall have all the powers and perform all the duties of the Lay Director in case of the Lay Director's absence or inability to act. The Assistant Lay Director is responsible for oversight of servant training and fund raising efforts of Southern Arizona Lutheran Via de Cristo.

Section 4. Treasurer: The Treasurer shall have custody and keep records of all financial resources of the corporation. He or she will expend monies as authorized by the Secretariat. The Treasurer shall present a full report of all such transactions to the Annual Meeting of the Membership and, when requested by the Lay Director, at any other meeting of the Membership and at any Secretariat meeting. There shall be an annual financial review of the Treasurer's records to be presented at the annual meeting

by a two-person team appointed by the Lay Director. The Treasurer may be bonded in an amount to be determined by the Secretariat.

Section 5. Secretary: The Secretary shall be responsible for keeping the minutes of all meetings of the membership and of the Secretariat, notifying the membership of both the annual and special meetings, having custody of all recorded material of the organization, keeping membership records, with the name and address of each member and date of admission to membership, and performing such other duties as may be delegated to him or her by the Board.

ARTICLE IX – STANDING COMMITTEES

Section 1. Standing Committees and their responsibilities shall be:

- (a) *Pre-weekend:* Study and propose to the Secretariat the plan of establishment and extension of the Via de Cristo Movement within the Secretariat's areas of responsibility; maintain a file of all applications through the end of the weekend(s); assist the Secretariat in implementing the Via de Cristo phase of the Movement according to the literature; especially in the study of the environment; educate sponsors to make sure of a Via de Cristo place for the candidate; prepare candidates for the weekend.
- (b) *Three-day* Responsible for the oversight of physical arrangements for the three days, including dates, places, all supplies (e.g. crosses, song books, Group Reunion cards, first aid, etc.); support Three-day Team during Team formation and Three-day Weekend.
- (c) *Fourth-day* Renew, accelerate and perfect the conversation of the Pilgrims through the promotion of Group Reunions and Ultreyas; help Pilgrims to be the Church in the structures of the Arizona Lutheran Community; promote that the fundamental standards for Group Reunion and Ultreyas established by the Secretariat are followed; work with the Director of Communications to publish or distribute pertinent material for the information and orientation of Pilgrims.
- (d) *Palanca:* Organize palanca, encourage palanca written and done by Group Reunions as well as individuals. Send and gather palanca from other three-day movements locally and nationally.

- (e) *Communications:* Publish and mail newsletter regularly; maintain contact with other Secretariats and National Via de Cristo.
- (f) *SALT:* Southern Arizona Lutheran Tirosh Committee member to report to the Secretariat the activities of the group, including financial reports, weekends, meetings and upcoming events.

Section 2. Meetings: Meetings of each Standing Committee shall be governed by these Bylaws.

ARTICLE X - AMENDMENTS

AMMENDMENT 1

This code of Regulations may be altered, amended, or replaced at the Annual or any special meeting of the Membership, provided that notice of said meeting and text of any proposed changes shall have been communicated in writing to the general membership at least 14 days prior to the meeting. A two-thirds vote of the Membership present shall be necessary for any such alteration, amendment or displacement.

Dated: June 9, 2013
Lay Director: Cindy Stein
Secretary: Vivian Wilsdon