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**AMENDED AND RESTATED  
BYLAWS  
AND  
GUIDELINES**

**Indy Tres Dias**

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Adopted: 7/17/2007

Amended:

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**OF**

**Indy Tres Dias**

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# **BYLAWS AND GUIDELINES**

## **OF**

### **INDY TRES DIAS**

#### **ARTICLE I - NAME**

The official name shall be Indy Tres Dias, Inc. (also referred to herein as "Indy Tres Dias" or the "Community").

#### **ARTICLE II - AFFILIATION**

Indy Tres Dias will adhere to "The Essentials of Tres Dias" from International Secretariat of Tres Dias, Inc., a New York State corporation.

#### **ARTICLE III - PURPOSE**

The purpose of the organization is to strengthen and extend the body of Christ through development of Christian leaders. The means to accomplish this is to conduct the three-day Tres Dias experience (the "Weekend") on a regular basis. After the Weekend (the "Fourth Day"), activities will be provided for those who have experienced an Indy Tres Dias Weekend (the "Pescadores"), or a recognized adult equivalent (a movement based on Cursillo de Cristiandad), to help sustain and further their lives in Christ.

#### **ARTICLE IV - STATEMENT OF BELIEF**

In order to understand Indy Tres Dias, you must understand what we believe. These beliefs explain our allegiance to the Savior, our dedication to the work of His Kingdom and our stand for absolute truth.

- A. We believe and profess our faith in one triune God, the Father, the Son, and the Holy Spirit. (Matthew 28:19)
- B. We believe and profess that Jesus Christ is the only Savior and is God in the flesh. (John 1:1, 3:16 and 14:6)
- C. We believe and profess that the Holy Spirit is God and is The Lord and Giver of Life. (Romans 8:11, Job 33:4)
- D. We believe and profess that the Holy Scriptures are the inspired and completely true Word of God. (II Timothy 3:16-17)

- E. We believe and profess that all have sinned and fallen short of the glory of God, that forgiveness of sins is received through confession and repentance, and that our sins are washed away through the blood of Jesus Christ. (Romans 3:23, Acts 2:38 and I John 1:9)
- F. We believe and profess that salvation is a gift of God's grace obtained through personal faith in Jesus Christ. (Ephesians 2:8)
- G. We believe and profess that the Body of Christ is to make every effort to keep the unity of the Spirit through the bond of peace until we all reach unity in the faith and in the knowledge of the Son of God. (Ephesians 4:3,13)
- H. We believe and profess that God's unconditional love, as made manifest to us through Jesus Christ, is the primary witness by which people are renewed, edified, and changed. (I Corinthians 13:8)
- I. We believe and profess that God has called us to live holy lives that will bring glory to His name. (Colossians 3:1-25)

For purposes of standards, principles, and reference, Indy Tres Dias ascribes to those stated in the "Authorized King James Version" of the Bible of 1611(KJV).

#### **ARTICLE V - MEMBERSHIP**

##### **A. Becoming a Member:**

A person may become a member of Indy Tres Dias by:

- 1. Having attended an Indy Tres Dias three-day Weekend, or
- 2. Having attended a Tres Dias Weekend, or its adult equivalent, (See Article III) and made known to the Secretary of the Secretariat (See Article VI) his/her interest to become active in Indy Tres Dias.

##### **B. Termination of Membership:**

Membership in Indy Tres Dias may be terminated by one of the following:

- 1. A member may resign by written or verbal notice to the Secretary of the Secretariat.
- 2. By action of the Secretariat at an official meeting. Such action shall require notification of intent to terminate the person's membership at a previous official meeting and a two-thirds vote of the members present.

## ARTICLE VI - SECRETARIAT

### A. Purpose:

To plan, guide, and execute all activities related to conducting the Indy Tres Dias Weekend and directly related activities.

Activities are identified as pre-weekend, weekend, and post-weekend, approving policy, communicating with the membership, and fiscal responsibility.

### B. Meetings:

1. Secretariat shall hold regular monthly meetings during each operating year. Special meetings can be called by the Executive Committee of the Secretariat or by written petition of 10% of the members.
2. A quorum shall be seven active voting members.

### C. Membership:

1. A member of the community who meets the qualifications of becoming an Indy Tres Dias team member (as listed in the "Policies and Procedures of Indy Tres Dias") may become an active voting member of the Secretariat upon attendance at four (4) of six (6) regular, consecutive Secretariat meetings and a statement to the Secretariat of his/her intent to become a voting member and to abide by the "Essentials of Tres Dias", the "Bylaws and Guidelines of Indy Tres Dias", and the "Policies & Procedures of Indy Tres Dias".
2. The Secretary shall maintain an attendance list and a list of active voting members.
3. Termination of Membership
  - a. An active Secretariat member may, upon his/her verbal or written request to an officer of the Secretariat, ask to have his/her name removed from the active Secretariat list at any time.
  - b. An active member of the Secretariat who has not attended four (4) out of six (6) regular, consecutive Secretariat meetings automatically excludes himself/herself from membership in the Secretariat. However, should that person desire to again become an active member of the Secretariat, he/she may do so by following the procedure stated in Bylaw Article VI, Item C.1.

- c. An active Secretariat member can have his/her membership terminated by the Secretariat in the spirit of Matthew 18 if he/she conducts himself/herself in a manner which contradicts the Indy Tres Dias Statement of Belief.
- d. Removal for cause. Any Secretariat member, officer, committee director, spiritual director, or committee member
  - i. When it has become apparent that a Secretariat member, officer, committee director, spiritual director, or committee member has failed to properly perform the duties of the office to which that person was elected or appointed and ratified, such person may be removed from his/her position after charges have been brought by a member of the Secretariat, an appropriate hearing is held, and a vote taken which follows a procedure more fully described below.
  - ii. Reasons for bringing charges against an incumbent in office (which for the purpose of this section, shall also include Secretariat member, Secretariat officer, committee director, spiritual director, or committee member) shall include, but not be limited to, the failure to perform the function for which that person was elected or appointed and ratified or whether the failure relates to malfeasance of office, conduct contrary to the guidelines found in Scripture for holy living and Christian leadership or whether the person refuses to accept the oversight and supervision of the Secretariat, (including through its delegation of certain matters to the Policy Committee), and becomes insubordinate or creates divisiveness with the Indy Tres Dias community.
  - iii. In the spirit of Matt. 18:15, the person making the charge shall go to the person against whom the charge is being made and state the charge

clearly. Hopefully, the matter can be settled at that time (and no further action will be required).

- iv. If the matter cannot be settled one on one, the person making the charge shall then bring a Secretariat member (or a Spiritual Director) and request a meeting with the person the charges are being made against. If the matter cannot be settled at this meeting or if the person refuses to meet with the parties, a special meeting of the Secretariat shall be called, as soon as possible, in accordance with the established procedures.
- v. At the Secretariat meeting, the person making the charges shall give a detailed explanation of such charges. The person the charges are being brought against shall have an opportunity to respond. If the person refuses to respond or refuses to attend the meeting, a discussion of the matter shall take place among those present and a vote shall be taken regarding whether the person the charges are being brought against shall be removed from office or retained in office. A two-thirds vote of those in attendance and voting shall be required to remove the person from his/her position. The minutes of that Secretariat meeting will reflect said request and approval. A follow-up letter indicating the acceptance of the request will be sent to the removed member by the Secretary.

**D. Operating Year, Elections and Vacancies:**

1. The operating year shall commence on July 1<sup>st</sup> and conclude on June 30<sup>th</sup> of the next year.
2. A three-member Nominating Committee appointed by the Lay Director and approved by the Secretariat will present a slate of officers and directors to the Secretariat at the meeting prior to the election of officers.
  - An annual meeting will be held no later than June.
  - The slate shall be published for the Community to see at least two weeks prior to the election.

- All nominations not listed on the published slate must be submitted to the Secretary of the Secretariat one (1) week prior to the election of officers.
3. Election of officers and directors will take place at the Annual Meeting according to the following schedule: Even years will be election of Treasurer, Secretary, Men's Leadership Director, Pre-Weekend Director, Weekend Director, and Post Weekend Director; odd years will be election of Lay Director, Spiritual Director, Women's Leadership Director, Palanca Director, and Communications Director; with those elected taking office the following July 1<sup>st</sup>.
  4. The officers and directors of the Secretariat shall be elected to a two-year term. Officers/directors can succeed themselves in a specific office, but since development of Christian leaders is a major purpose of Indy Tres Dias, it is recommended that they do not. Incumbents who are filling unexpired terms may succeed themselves.
  5. The Men's Leadership Director shall serve in the absence of the Lay Director.
  6. In the case of a vacancy in the Lay Director, the Men's Leadership Director shall become the Interim Lay Director.
  7. A three-member nominating committee, appointed by the interim Lay Director and approved by the Secretariat, shall present one (1) nominee to the Secretariat for confirmation by a majority vote of the Secretariat members present.
  8. In the case of any other vacancy, the Lay Director, after consultation with the Executive Committee, shall appoint an interim officer and director until the next regular election of officers or directors is held. Confirmation of a Lay Director's appointment shall occur at the next regular meeting of Secretariat.

## **ARTICLE VII - ADMINISTRATION**

### **A. Officers and Duties**

#### **1. Lay Director:**

- a. A qualification for election is that the candidate has been a Rector of a Tres Dias Weekend, or its adult equivalent, and is an active member of the Indy Tres Dias Secretariat. For purposes of these bylaws the term Rector shall refer to both male

- and female.
- b. Shall call and chair meetings and serve as the official representative of the Secretariat.
- c. Shall appoint a three-member Nominating Committee, International Representative(s), three-member Auditing Committee and other necessary functionaries who will serve upon approval of the Secretariat.
- d. Shall coordinate the Indy Tres Dias calendar for all Weekends, meetings, and activities.
- e. Shall chair the Executive Committee.

**2. Secretary\*:**

- a. A qualification for election is that the candidate is an active member of the Indy Tres Dias Secretariat.
- b. Shall take minutes at meetings of the Secretariat and Executive Committee meetings.
- c. Shall maintain a list of the general membership and Secretariat attendance. (Article VI.C.)
- d. Shall be responsible for all Secretariat and Executive Committee correspondence.
- e. Shall act as Historian (or work with an Historian appointed by the Lay Director) and keep an official copy of appropriate materials related to each Weekend and to the Community's activities.

Examples:

List of team members for each Weekend.  
 List of Pescadores on each Weekend together with addresses and phone numbers.

Appropriate pictures and clippings from Weekends and other activities.

Sample name tags from each Weekend.

The team critique of each Weekend.

- f. Shall maintain a current copy of the "Bylaws and Guidelines of Indy Tres Dias", the "Policies & Procedures of Indy Tres Dias", and the "Essentials of Tres Dias," and make a copy available upon request to any active or prospective member of the Secretariat.

\*Access to word processing is an asset.

**3. Treasurer:**

- a. A qualification for election is that the candidate is an active member of the Indy Tres Dias Secretariat.
- b. Shall receive all monies of Indy Tres Dias, keep itemized accounts of all transactions, deposit all receipts promptly, and shall disburse funds of the organization as duly authorized.
- c. Shall make statements of financial condition to Secretariat at each regular meeting and at the Annual Meeting (Article VI.D.3.).
- d. May invest in interest-bearing accounts those funds not needed for current expenses.
- e. Shall maintain accurate and current financial records of income and expenses and shall make these available upon reasonable request from any member.
- f. Shall present financial records for auditing at the end of the fiscal year.

**B. Standing Operating Committees and Duties**

**Committees:**

- Shall exist to increase the effectiveness of Secretariat and shall be responsible to it.
- Shall have a Director and he/she shall represent the committee at each Secretariat meeting.
- Directors shall appoint their membership from the Community and request approval by the Secretariat of such members.

**1. Pre-Weekend Committee\***

Responsible for:

- a. Conducting information programs.
- b. Preparing and distributing brochures, letters, applications, and related materials.
- c. Processing candidate applications and interacting with sponsors.
- d. Preparing news articles regarding the above.
- e. Providing current Weekend roster to Rector and copies of the candidate applications at least one week prior to the beginning of the Weekend.
- f. Recommending policy to Secretariat regarding the function of the Pre-Weekend Committee.

\*Access to word processing is an asset.

## **2. Weekend Committee**

Responsible for:

- a. All physical arrangements with respect to conducting the Weekend, including site selection, liaison, preparation, and cleanup.
- b. Supplies for Weekends and their storage and inventory.
- c. Coordination with the Rector and Head Cha Cha of each Weekend.
- d. Recommending policy to Secretariat regarding the function of the Weekend Committee.
- e. Preparing newsletter articles regarding all of the above.

## **3. Post-Weekend Committee**

Responsible for supporting new Pescadores and the Community-at-large in activities, which sustain and further their Fourth Day by:

- a. Conducting Secuelas on a regular basis.
- b. Facilitating the formation of Reunion Groups.
- c. Recommending and assisting in other activities such as Weekend Reunions which promote the Fourth Day and are consistent with the purpose of Tres Dias.

## **4. Communications Committee\***

Responsible for:

- a. Preparing and distributing newsletters to communicate Community news, events, policies and proposals.
- b. Preparing and distributing a Community directory.
- c. Maintaining the Indy Tres Dias mailing list including the updating of this list after each Weekend.
- d. Each year, the newsletter, *The Alegre*, shall carry a notice asking recipients to notify the Indy Tres Dias Communications Committee if they wish to be on the mailing list.  
(Note: New Pescadores shall automatically be on the mailing list for one year.)

\*Access to word processing is an asset

## **5. Palanca Committee**

Responsible for:

- a. Securing all forms of palanca for all Indy Tres Dias Weekends.
- b. Maintaining a contact list of other International Tres Dias Communities and other equivalent communities.
- c. Corresponding with such communities to provide weekend dates and request prayer palanca and general palanca.
- d. Informing the Indy Tres Dias Community of other communities' weekend dates and sending prayer and general palanca on behalf of Indy Tres Dias.
- e. Providing a means to collect and distribute palanca to candidates and team members on all Indy Tres Dias Weekends.
- f. Arranging a prayer vigil and prayer clock for all Indy Tres Dias Weekends.
- g. Preparing newsletter articles for all the above.

## **6. Policy Committee**

Will be co-chaired by the Men's and Women's Leadership Directors. Membership will consist of the Community Spiritual Director and persons who have served as a Rector of an Indy Tres Dias Weekend and are active members of the Indy Tres Dias Secretariat.

Duties are:

- a. Review and/or recommend to Secretariat direction and specific policies, especially with respect to spiritual, essential, and dynamic aspects of the movement and the Weekend.
- b. Shall keep up-to-date information on eligible persons who wish to serve on team, showing his/her experience and interest in Indy Tres Dias, and provide Rectors with a list of members eligible for Assistant Rector, Head Cha Cha, Head Kitchen and the Piety and Leaders Rollista positions.
- c. Shall maintain a list of Spiritual Directors for Weekends.

- d. Nominate Rectors (who shall be confirmed by the Secretariat), review and approve team lists with Rectors, and provide guidance and support to Rectors as they plan their Weekends.
- e. Shall maintain copies of the "Indy Tres Dias Rector's Manual", the "Indy Tres Dias Detailed Schedule", and other Indy Tres Dias team materials and shall make them available to Rectors of each Weekend.
- f. Shall appoint three (3) Advisors from the policy committee for each Rector who will serve with the approval of the other members of the Policy Committee.

### **7. Community Spiritual Director**

- a. A qualification for appointment is that the candidate has served as a Spiritual Director on an Indy Tres Dias Weekend and is currently on the approved list of Spiritual Directors.
- b. Shall regularly attend the Secretariat meetings and advise and counsel the Secretariat, especially with respect to spiritual matters, essential aspects of the movement, and the "Dynamics of the Weekend".
- c. Shall help the Secretariat select and develop new Spiritual Directors.
- d. Shall act as an ambassador for Indy Tres Dias with area pastors.
- e. Shall install Officers and Rectors of Indy Tres Dias or delegate this duty to another Community Spiritual Director.
- f. Shall be an ex-officio member of the Executive Committee and the Policy Committee.

### **8. Executive Committee**

The Executive Committee will be composed of the Lay Director, Secretary, Treasurer, Men's Leadership Director, Women's Leadership Director, and Directors of the Pre-Weekend, Weekend, Post-Weekend, Palanca, and Communications Committees.

Duties are:

- a. Responsible for business, administrative, and financial matters.
- b. Serve as trustees of Indy Tres Dias.

- c. Attend special meetings called at the discretion of the Lay Director. Any action taken during such meetings must be approved at the next regular meeting of the Secretariat.

#### **ARTICLE VIII - POLICIES AND PROCEDURES**

The Secretariat adheres to the "Essentials of Tres Dias" specified and published by the International Secretariat of Tres Dias. There are, additionally, many other matters of policy and procedure that are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified exist in a document titled "Policies & Procedures of Indy Tres Dias".

The Policies & Procedures of Indy Tres Dias may be amended by a majority of voting members of the Secretariat present at any Secretariat meeting provided that the proposed modification, deletion, or addition, was previously reviewed by the Policy Committee, proposed at a prior Secretariat meeting, and communicated to the Secretariat prior to the vote.

#### **ARTICLE IX - AMENDMENTS**

This document may be amended by two-thirds of the voting members of the Secretariat present at any Secretariat meeting provided that the proposed modification, deletion, or addition was proposed at a prior meeting of the Secretariat and was communicated to the Secretariat prior to the Secretariat meeting.

#### **ARTICLE X - DISSOLUTION**

Dissolution of Indy Tres Dias shall occur upon approval of two-thirds of the voting members of the Secretariat present of the Indy Tres Dias Secretariat following appropriate notice to the Indy Tres Dias Community through written or verbal correspondence and after paying all financial obligations. Any remaining assets will revert to International Secretariat of Tres Dias, Inc., if in existence; if not, to an appropriate Christian organization(s).