

**NORTH FLORIDA TRES DIAS**

**TALLAHASSEE, FLORIDA**

**BY-LAWS**

**&**

**POLICIES & PRACTICES MANUAL**

**BY-LAWS SECTION**

Revised and Restated

Issued

August 24, 2015

**BY-LAWS**  
**OF**  
**NORTH FLORIDA TRES DIAS, INC.**

**1.0 ORGANIZATION:**

NORTH FLORIDA TRES DIAS, INC. is a not for profit corporation organized under the laws of the State of Florida and shall be herein referred to also as the “Community”.

**2.0 AFFILIATION:**

NORTH FLORIDA TRES DIAS, INC. is a chartered member of the International Assembly and International Secretariat of TRES DIAS. As such, it totally subscribes to the Constitution and By-Laws of the International organization and will adhere to the Essentials of TRES DIAS prescribed by the International organization.

**3.0 PURPOSE**

The purpose of NORTH FLORIDA TRES DIAS, 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 tool for developing Christian Leaders is the three day TRES DIAS experience also referred to as the “Weekend” and on going group reunions that meet regularly. Activities of NORTH FLORIDA TRES DIAS, INC. shall therefore be limited to:

- a) Planning for the Weekend on a regular and continuing basis.
- b) Conducting the Weekend on a regular and continuing basis.
- c) Planning and conducting activities to reinforce the Weekend experience of a life in Christ for those who have attended a TRES DIAS, Cursillo or Emmaus Weekend in the Post Weekend period known as the “Fourth Day”, including the development and support of group reunions and Sequelas.
- d) Participating in the activities of the TRES DIAS International Assembly.
- e) Fostering and supporting the creation of new TRES DIAS chapters as resources and commitment allow.
- f) Additional activities in support of the foregoing objectives.

**3.1 COMMUNITY LEADERSHIP:**

Qualification for Community Leadership (this includes, but is not limited to, team members, elected and other local secretariat officers, and members of standing and special committees of the local secretariat)

Any person serving in a Community Leadership position must be living a life that is not in a state of rebellion against God. A state of rebellion against God can best be described as an unrepentant, open and active participation in or advocacy of activities contrary to the commands (for example, “**The TEN COMMANDMENTS**”) and guidelines in Scripture\* for holy living and Christian leadership. Some examples (although not limited to these areas) are:

1. dependence upon alcohol or illegal drugs;
2. involvement in illegal activities whereby such involvement knowingly violates federal, state or local laws, statutes or ordinances;
3. involvement in lustful, immoral or perverted activities such as, but not limited to, pornography and/or any sexual relationship outside of a lawful marriage between a man and a woman;
4. involvement in the occult or Satanic worship;
5. openly professed allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

\* NOTE: For purposes of standards and principles, Tres Dias ascribes to those stated in the “Authorized King James Version” of the Bible of 1611 (KJV).

#### **4.0 MEMBERSHIP:**

Membership in NORTH FLORIDA TRES DIAS, INC. shall automatically include anyone who has experienced the Weekend or its recognized equivalent in the various movements based upon Cursillo de Cristiandad and who are active within the Community. Evidence of active membership in the Community shall be visible support of and participation in scheduled TRES DIAS Pre Weekend, Weekend, and Post Weekend activities. Members shall generally be in a 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 or Emmaus Weekend prior to TRES DIAS affiliation may also simultaneously be a member of and participate in a Cursillo or Emmaus Community.

Members of the TRES DIAS Community shall also be known as "Pescadores."

Membership may be resigned by written notice to the Secretariat or by so stating at an official meeting of the Secretariat. Membership of an individual may also be terminated, with or without cause, by a majority vote of the Secretariat at an official meeting following notification of intent to do so. The Secretariat shall also review the membership and certify the rolls 30 days prior to the annual meeting of the Corporation and 10 days prior to any specially called meetings of the Corporation without further notice. The actions of the Secretariat regarding membership shall be final in respect to any voting meeting of the Corporation.

The annual meeting of the Corporation shall be held during the January sequela each year.

The meetings of the Corporation will operate under Robert's Rules of Order unless explicitly stated otherwise.

## **5.0 GOVERNING BODY:**

The governing body of NORTH FLORIDA TRES DIAS, INC. shall be the Board of Directors meeting and operating as the NORTH FLORIDA TRES DIAS, INC. Secretariat. This body shall also be referred to as the Board, the Directors, the North Florida Secretariat, or the Secretariat.

The Secretariat shall be elected by and is responsible to the Community.

The Secretariat is also responsible to the TRES DIAS International Secretariat to adhere to the Essentials of TRES DIAS.

This body will operate under Robert's Rules of Order unless explicitly stated otherwise.

## **6.0 OPERATION OF THE SECRETARIAT:**

The Secretariat of NORTH FLORIDA TRES DIAS, INC. is elected from the membership of the Community to administer and manage the affairs of the Community. Each voting member of the Secretariat enumerated below shall also be a Director of the Corporation. Each meeting of the Secretariat shall be considered a meeting of the Board of Directors of the Corporation.

### **6.1 PURPOSE OF THE SECRETARIAT:**

The purpose and authority of the Secretariat is to carry on the day to day operations of the Corporation with the primary objective to plan, guide, execute, review and evaluate all activities related to the conduct of the TRES DIAS experience. The operation of the Secretariat is broadly divided as follows:

- a) Pre Weekend activities.
- b) Weekend activities. (The Three Days)
- c) Post Weekend activities. (The Fourth Day)
- d) Continuing administrative activities not specifically related to the three phases of activities above.

### **6.2 MEETINGS OF THE SECRETARIAT:**

The Secretariat shall hold regular meetings at least eight times during the operating year at times and places to be determined by the Secretariat. Special meetings may be called by the Chairman at his discretion, or by the Secretary or Treasurer upon written request of five members of the Secretariat. The annual meeting of the Secretariat shall be held at the first

regularly scheduled Secretariat meeting following the annual meeting of the Community. 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".

### **6.3 POSITIONS OF THE SECRETARIAT:**

A. All members of the Secretariat must hold the following qualifications:

- 1) Maintain a lifestyle compatible with Biblical leadership.
- 2) Demonstrate a record of support of the TRES DIAS movement.
- 3) Possess the skills required by the Secretariat position job description.
- 4) Have served on at least three Weekend teams, preferably in different areas.

B. Additionally, the Secretariat should be fairly represented by:

- 1) At least three (3) churches.
- 2) At least one single adult.
- 3) No individual church should be represented by more than 50% of the members of the Secretariat.

C. The Secretariat may by a 3/4 vote suspend any of the above requirements for any position on the Board with the exception of the requirement of living a Biblical lifestyle.

D. The voting positions of the Secretariat shall consist of the following:

- 1) Chairman (Individual).
- 2) Secretary (Individual).
- 3) Treasurer (Individual).
- 4) Men's Leader/Women's Leader (Individual or Couple).
- 5) Pre Weekend Couple.
- 6) Weekend Couple.
- 7) Fourth Day Couple.
- 8) Spiritual Director (Individual).

- 9) Palanca Coordinator(s)(Individual or Couple).
- 10) Food Couple.
- 11) Newsletter Coordinator(s)(Individual or Couple).
- 12) Pescadore Orientation Coordinator(s)(Individual or Couple)
- 13) Data Coordinator (Individual)

Each of the above positions unless otherwise specified may be designated by the Secretariat to be filled by an individual, or a married couple. Each person shall be a voting Director of the Secretariat and in the case of a married couple, both shall be voting Directors of the Secretariat.

#### **6.4 VOTING OF THE SECRETARIAT:**

Each Director of the Secretariat as enumerated above shall have one vote with the exception of the Chairman who will vote only in the event of a tie unless specified in the By-Laws. (see 6.5)

The quorum to conduct business at any regular meeting of the Secretariat shall be a majority of the positions in person or by proxy. The quorum to conduct business at any special meeting of the Secretariat shall be two thirds of the positions in person or by proxy.

Unless otherwise specified in the Articles of Incorporation or these By-Laws, a vote shall be carried by simple majority of those present and voting at any **regular** meeting of the Secretariat, or a three-fourths majority of those present and voting at any **special** meeting of the Secretariat.

Votes on amendments to By-Laws, or the Policies and Practices Manual, for Rector Selection, to fill an unexpired term on the Secretariat, or to suspend the rules or qualifications requiring greater than a majority vote of the Secretariat, shall be determined on the basis of positions eligible to vote, in person or by proxy, and not on the basis of members present and voting, unless otherwise specified in the By-Laws or Policies and Practices Manual.

#### **6.5 TERM OF OFFICE OF SECRETARIAT POSITIONS:**

Positions of the Secretariat shall each have a three-year term and the Secretariat positions shall be divided into three classes. Election shall be held for the offices of one third of the classes each year. Each member of the Secretariat shall serve until his successor shall have been duly elected and installed.

Unexpired terms on the Secretariat shall be filled by appointment of the Secretariat on a two-thirds majority vote. The Chair shall be eligible to vote on appointments to vacancies on the Secretariat. The classes are as follows:

**Class of 2010, 2013, 2016, 2019, etc.**

Spiritual Director

Men's Leader

Food Couple.

Fourth Day Couple.

**Class of 2011, 2014, 2017, 2020, etc.**

Secretary.

Women's Leader.

Pre-Weekend Couple.

Newsletter Coordinator(s)(Individual or Couple).

Pescadore Orientation Coordinator(s)(Individual or Couple)

**Class of 2012, 2015, 2018, 2021, etc.**

Chair.

Treasurer.

Palanca Coordinator(s)(Individual or Couple).

Weekend Couple.

Data Coordinator

**6.6 SUCCESSION OF THE SECRETARIAT OFFICES:**

Incumbents in a position of the Secretariat may not succeed themselves in that position unless the expiring term is a partial term. After having served at least three consecutive years on the Secretariat and upon completion of their term of office, all members must rotate off the Secretariat and remain off for at least two years. Individuals and couples may serve in a position or on the Secretariat more than once as long as their terms are not consecutive. As with other qualifications for office, the Secretariat may suspend any of these requirements by a three-fourths vote.

**6.7 ELIGIBILITY TO SERVE ON THE SECRETARIAT:**

Any Pescadore active in the Community and meeting the qualifications indicated in Sections 6.3 and 6.6 above, and Section 6.9 (for each individual position) below is generally eligible

for nomination to a Secretariat position. Specific requirements for eligibility for a position may be further defined in the Policies and Practices Manual of NORTH FLORIDA TRES DIAS, INC. No individual or couple may occupy more than one position on the Secretariat at a time. No individual or couple may occupy a position on the NORTH FLORIDA TRES DIAS Secretariat and also occupy a position on the Secretariat of any other TRES DIAS chapter or a similar position on the governing board of any Cursillo or Emmaus community at the same time.

#### **6.8 OPERATING YEAR:**

The operating year of NORTH FLORIDA TRES DIAS, INC. shall be the calendar year. The annual meeting of the Corporation shall be at the January Sequela as specified in the Articles of Incorporation.

#### **6.9 DUTIES OF THE MEMBERS OF THE SECRETARIAT:**

##### **6.9.1 CHAIR:**

Qualifications of the Chair of the TRES DIAS Secretariat shall include prior service in another position on the North Florida Tres Dias Secretariat. The Chair shall have previously served as a North Florida Tres Dias Rector. The Chair must also have demonstrated skills in committee leadership and organization. The Chair shall be an individual (single or married) and shall have one vote on the Secretariat, but shall vote only to break a tie vote, except as specified in Section 6.5.

The Chair is responsible for the overall guidance and direction of NORTH FLORIDA TRES DIAS, INC. and shall preside at all meetings of the Secretariat. He shall act as the lay representative of TRES DIAS in meetings with clergy from participating and potentially active churches. He shall also act as lay representative of TRES DIAS in meetings with other movements.

The Chair shall act as liaison with the TRES DIAS International organization and serve as Chair of the NORTH FLORIDA delegation to the TRES DIAS INTERNATIONAL ASSEMBLY.

The Chairman shall organize the community and oversee the development of plans to fulfill the mission of TRES DIAS. He shall oversee the development of short and long range plans for expansion and growth of the Community. He shall assist in the development of an effective manual of Policies and Practices for the TRES DIAS Community.

The Chairman shall also identify and assign responsibility for matters not included in any specific job description, including the appointing of committees and task forces for such matters as needed.

##### **6.9.2 SECRETARY:**

The Secretary shall be an individual (single or married) and shall have one vote on the Secretariat.



The Secretary shall serve as recording secretary for the Secretariat at the annual, regular and special (or called) meetings of the Secretariat. The Secretary shall also serve as recording secretary of the annual and any special meetings of the membership (Corporation). The Secretary shall type, copy and distribute the minutes of meetings to members of the Secretariat. The Secretary shall also maintain a complete and concise collection of all minutes of previous meetings and have them available at all regular meetings of the Secretariat.

The Secretary shall update and maintain the TRES DIAS Handbook, the Essentials of TRES DIAS, the By-Laws of the Corporation, the Policies and Practices Manual, and Job Description of each position on the Secretariat.

The Secretary shall provide training and orientation for all newly elected members of the Secretariat by reviewing with them the TRES DIAS Handbook, and for his successor in reviewing the specifics of the position of Secretary.

The Secretary shall handle the general correspondence of the TRES DIAS (not palanca), and develop an annual working calendar for the Secretariat and for the Community.

The Secretary shall participate in the overall planning and guidance of the TRES DIAS activities, and assist the Chairman in other areas, which may be delegated from time to time. The Secretary shall preside over Secretariat meetings in the absence of the Chairman.

### **6.9.3 TREASURER:**

The Treasurer shall be an individual (single or married) and shall have one vote on the Secretariat. This position may be combined from time to time with the position of Secretary by vote of the Secretariat in which case, the Secretary/Treasurer shall have the combined duties as specified in section 6.9.2 and 6.9.3 but shall have a single vote on the Secretariat.

The Treasurer shall maintain the complete and up to date financial records of the Corporation for the Secretariat including records of all bank accounts and all receipts and disbursements in accordance with sound accounting practices. The Treasurer shall give an oral report to the Secretariat at each regular meeting; a written financial report following each weekend; and an annual written report to be submitted during the annual meeting in January. He shall receive and account for all funds collected, and disburse funds authorized by the Secretariat in the conduct of TRES DIAS business establishing documentation and procedures to support them. He shall establish and maintain Accounts Receivable and Accounts Payable as necessary while minimizing outstanding balances in both. He shall maintain and reconcile the records with the bank account statements and submit all records for an external review on an annual basis.

The Treasurer shall make financial analysis of revenues and expenses to develop projections of future costs and income. He shall make recommendations to the Secretariat regarding fee structure and spending practices.

The Treasurer shall provide training and orientation for his successor in reviewing the

specifics of the position of Treasurer.

The Treasurer shall participate in the overall planning and guidance of the TRES DIAS activities, and assist the Chairman in other areas, which may be delegated from time to time. The Treasurer shall preside over Secretariat meetings in the absence of the Chairman and Secretary.

#### **6.9.4 MEN'S LEADER/WOMEN'S LEADER:**

The Men's Leader and Women's Leader shall each be an individual (single or married) or shall be a married couple and shall each have one vote on the Secretariat. The Leaders shall each have been a North Florida Tres Dias Rector.

The Leaders shall establish and maintain a comprehensive and up to date record of each Pescadore's service experience in TRES DIAS, Cursillo and Emmaus as well as service on the Secretariat. The Leaders are responsible for maintaining the Human Resource records of TRES DIAS for the purpose of providing the Community, the Secretariat and each Rector with names of qualified people for the various positions in the TRES DIAS Community. The Leaders shall serve on the Selection Committee and are responsible for maintaining a list of qualified candidates for positions on the Secretariat. The Leaders shall further provide the Secretariat with the names of qualified Rector candidates. The Leaders shall also provide the Rectors with qualified names for potential team members in accordance with guidelines set forth in the Policies and Practices Manual of NORTH FLORIDA TRES DIAS, Inc., and assist in the team selection and formation. The selection of team members will be the responsibility of the Rector in consultation with the Men's and Women's Leaders.

They shall also develop a selection process that will assure a consistent supply of experience in the Team as well as maximum participation from the Community.

The Leaders shall conduct an evaluation of the Weekend with the Rector, Head Cha and Head Kitchen Cha to identify and document problem areas, solutions and miracles. The Weekend Head Spiritual Director shall be invited to participate in the evaluation at his discretion. A report shall be made by the Leader summarizing the Weekend and any recommendations to be added to the Policies and Practices Manual for the future.

The Leaders shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in the areas of training and Pescadore development, and Team selection and formation.

The Leaders shall train their replacements on the Secretariat and shall remain in an advisory capacity until the new Leaders shall have served in their position through one Weekend.

The Leaders shall, participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas, which may be delegated from time to time.

#### **6.9.5 PREWEEKEND COUPLE:**

The PreWeekend Couple shall be a married couple and shall each have one vote on the

Secretariat.

The PreWeekend couple are responsible for maintaining an ongoing file of applications of Candidates, including a log of applications received along with other controls to assure the integrity of the applications process in accordance with the Policies and Practices prescribed by the Secretariat.

The PreWeekend Couple shall regularly accept and collect applications, review them for completeness and log them in accordance with the Policies and Practices prescribed by the Secretariat. They shall report on a regular basis to the Secretariat on the numbers and types of Candidates on file and status of Candidates for each Weekend, as applicable.

The PreWeekend Couple shall make up and mail letters of invitation to Candidates, and invitation confirmation to sponsors. They shall follow up on invitations with the Candidates and sponsors until their decision regarding the Weekend is made. They shall encourage sponsors by providing a supply of sponsor materials and by announcing the status of the Candidate file in a timely fashion to maximize the number of Candidates attending each Weekend in accordance with the Policies and Practices set forth by the Secretariat.

The PreWeekend Couple shall check in and account for all confirmed Candidates at Send-off, and shall prepare and distribute the master Candidate and Team list for the Weekend. They shall also preside as Masters of Ceremony at the Send-off celebration.

The PreWeekend Couple shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in the areas of Candidate sponsoring, applications and invitations.

The Pre Weekend Couple shall train their replacements on the Secretariat.

The Pre Weekend Couple shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas which may be delegated from time to time.

#### **6.9.6 WEEKEND COUPLE:**

The Weekend Couple shall be a married couple and shall each have one vote on the Secretariat.

The Weekend Couple shall be responsible for all matters pertaining to the physical assets and arrangements for the Weekend. They shall establish and maintain an accurate inventory of both fixed assets and supplies, and shall repair and replace such inventories as required and authorized from time to time by the Secretariat or as otherwise required in accordance with the Policies and Practices Manual.

The Weekend Couple shall coordinate with the Treasurer and campground regarding reservations, deposits and fees for Weekend sites as selected and scheduled by the Secretariat.

The Weekend Couple shall recruit, form, direct and supervise sub- committees to carry out the assigned Weekend responsibilities. They shall work with the Men's and Women's Leaders to identify Pescadores to serve in these subcommittees.

The Weekend Couple shall be responsible for storage of TRES DIAS equipment and supplies (other than kitchen/food equipment & supplies). They shall arrange for transportation of the equipment and supplies to and from the Weekend Site. They shall arrange for and supervise the cleaning of the site prior to Weekend setup, the Weekend setup of the facilities and equipment, and the take-down of all equipment and supplies as well as the cleaning of the facility at the close of the Weekend as prescribed in the Policies and Practices Manual of the NORTH FLORIDA TRES DIAS, INC.

The Weekend Couple shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in the areas of materials storage, maintenance, transportation, set-up and take-down.

The Weekend Couple shall train their replacements on the Secretariat and shall remain in an advisory capacity until the new Weekend Couple shall have served in their position through one pair of Weekends (Men/Women).

The Weekend Couple shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas which may be delegated from time to time.

#### **6.9.7 FOURTH DAY COUPLE:**

The Fourth Day Couple shall be a married couple and shall each have one vote on the Secretariat.

The Fourth Day Couple is responsible for post weekend activities within the Community. They shall schedule Sequelas (Ultreyas) on a regular basis according the Policies and Practices Manual of the NORTH FLORIDA TRES DIAS. They shall encourage and foster the formation of Pescadores into reunion groups to assist in sustaining the Weekend experience of a life in Christ in their Fourth Day.

The Fourth Day Couple shall prepare the closing Candidate Packet according to the Policies and Practices Manual, including: final Candidate/Team list, Weekend Book, the Essentials, Sponsor Responsibilities, Fourth Day materials, and Applications to serve on the Weekends.

The Fourth Day Couple shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in the areas of Post Weekend activities, Sequelas, victory dinners and Reunion activity.

The Fourth Day Couple shall train their replacements on the Secretariat.

The Fourth Day Couple shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas, which may be delegated from time to time.

#### **6.9.8 SPIRITUAL DIRECTOR:**

The Spiritual Director shall be an individual and shall be a member of the Clergy and shall not have a vote on the Secretariat.

The Spiritual Director is responsible for the spiritual integrity of the NORTH FLORIDA TRES DIAS's activities and direction. The Spiritual Director is the primary liaison with the Clergy. The Spiritual Director works with the Men's and Women's Leaders and Rectors to select the Spiritual Directors for the Weekend.

The Spiritual Director is the primary advisor and source of counsel to the Secretariat regarding spiritual direction and inspiration of the NORTH FLORIDA TRES DIAS movement. The Spiritual Director keeps the Secretariat "on track" from a spiritual viewpoint and insures that the Secretariat is always acting consistent with and in obedience to God's inerrant Word.

The Spiritual Director shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in any area.

The Spiritual Director shall train his replacement on the Secretariat.

The Spiritual Director shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas which may be delegated from time to time.

#### **6.9.9 PALANCA COORDINATOR(S):**

The Palanca Coordinator(s) shall be an individual or married couple and shall each have one vote on the Secretariat.

The Palanca Coordinator(s) is (are) responsible for correspondence with other movements in the nature of general relations and Palanca. This includes sending and receiving general Palanca letters to and from other movements and communities (Tres Dias, Emmaus, and Cursillo) and soliciting general Palanca letters for the Weekend from the Community. The Palanca Coordinator(s) is (are) responsible for providing a means of collecting and delivering personal Palanca for Candidates and Team for each Weekend.

The Palanca Coordinator(s) is (are) responsible to arrange for prayer Palanca for each NORTH FLORIDA TRES DIAS Weekend beginning 6:00 P. M. Thursday (or Send-off day if not Thursday) and ending 6:00 P. M. Sunday (or the third day if not Sunday) so that between these times there is an unbroken prayer vigil for the Candidates, Team, Families and the Community.

The Palanca Coordinator(s) shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in the areas regarding Palanca.

The Palanca Coordinator(s) shall train his (their) replacement on the Secretariat.

The Palanca Coordinator(s) shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas which may be delegated from time to time.

**6.9.10 FOOD COUPLE:**

The Food Couple shall be a married couple and shall each have one vote on the Secretariat.

The Food Couple shall be responsible for all matters pertaining to the physical assets and arrangements for the Weekend regarding food and food preparation. They shall established and maintain an accurate inventory of both kitchen fixed assets and supplies, and shall repair and replace such inventories as required and authorized from time to time by the Secretariat, or as otherwise required in accordance with the Policies and Practices Manual.

The Food Couple shall recruit, form, direct and supervise subcommittees to carry out the assigned Weekend responsibilities. They shall work with the Men's and Women's Leaders to identify Pescadores to serve in these subcommittees.

The Food Couple shall be responsible for storage of TRES DIAS kitchen and food equipment and supplies. They shall arrange for transportation of the kitchen and food equipment and supplies to and from the Weekend Site. They shall arrange for and supervise the cleaning of the kitchen and dining area prior to Weekend setup, the Weekend setup of the kitchen facilities and equipment, and the take-down of all kitchen and food equipment and supplies as well as the cleaning of the facility at the close of the Weekend as prescribed in the Policies and Practices Manual of the NORTH FLORIDA TRES DIAS, INC.

The Food Couple shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in the areas of materials storage, maintenance, transportation, setup and take-down.

The Food Couple shall train their replacements on the Secretariat and shall remain in an advisory capacity until the new Food Couple shall have served in their position through one pair of Weekends (Men/Women).

The Food Couple shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas which may be delegated from time to time.

**6.9.11 NEWSLETTER COORDINATOR(S):**

The Newsletter Coordinator(s) shall be an individual or couple and shall each have one vote on the Secretariat

The Newsletter Coordinator(s) is (are) responsible for gathering material for and publishing the NORTH FLORIDA TRES DIAS official publication, the De Colores Communique which shall be the official means of general communication with the Community Pescadores and other related Communities. The Newsletter Coordinator shall maintain a current listing of the membership of the community and addresses for the membership. The mailing list shall be maintained as the official membership with additional listings for friends of the

Community and for related communities.

The Newsletter Coordinator(s) shall evaluate current Policies and Practices and make recommendations to the Secretariat for changes in the areas regarding the Newsletter and mailing/membership lists.

The Newsletter Coordinator(s) shall train his (their) replacement on the Secretariat.

The Newsletter Coordinator(s) shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas which may be delegated from time to time.

#### **6.9.12 PESCADORE ORIENTATION COORDINATORS:**

The Pescadore Orientation Coordinator(s) shall be an individual or married couple and shall each have one vote on the Secretariat.

The Pescadore Orientation Coordinator(s) is (are) responsible for developing an approach and method of training and development for the Pescadores in a manner that will provide a growing body of skills within the Community. The Coordinator (s) shall see that at least two orientations are held in the calendar year. The orientations should precede each of the Community weekends.

The content of the Pescadore Orientation shall include at a minimum:

- a) The History of Tres Dias and the North Florida Community.
- b) An explanation of the pre-weekend processes and essentials.
- c) An explanation of the weekend processes and essentials.
- d) An explanation of the post-weekend processes and essentials.
- e) An explanation of Weekend Dynamics.
- f) A Spiritual Director's breakout to Pescadore Orientation to cover items appropriate to them.

The orientation shall stress the importance of the fourth day Christian leadership and the need for continued fellowship and support. The Leaders, in conjunction with the Pescadore Orientation Coordinator, shall develop leadership workshops, seminars and schools for the training of Pescadores for leadership within the Community.

#### **6.9.13 DATA COORDINATOR:**

The Data Coordinator shall be an individual and shall have one vote on the Secretariat.

The Data Coordinator shall be responsible for the community computer resources, including the NORTH FLORIDA TRES DIAS web site and database. The Data Coordinator will provide appropriate access to upcoming Rectors and Secretariat Members as needed to fulfill

their position requirements.

The Data Coordinator shall train his or her replacement on the Secretariat.

The Data Coordinator shall participate in the overall guidance and planning of the TRES DIAS activities, and assist the Chairman in other areas which may be delegated from time to time.

## **7.0 POLICIES AND PRACTICES:**

The Secretariat adheres to the "Essentials of TRES DIAS" specified and published by the International Organization. There are, additionally, many other matters of Policy and Practice that are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified exists in the document titled Policies and Practices Manual of the NORTH FLORIDA TRES DIAS.

Policy and Practice will be categorized in the following manner:

Section 1.0 Pre-Weekend

Section 2.0 Weekend

Section 3.0 Post-Weekend Section

Section 4.0 Secretariat

Wherever gender references are included in these By-Laws, references to the masculine gender shall refer also to and include the feminine, and references to the feminine gender refer also to and shall include the masculine.

## **7.1 Tres Dias Statement of Belief, as Adopted by North Florida Tres Dias, Inc.**

1. We believe and profess our faith in one Triune God - The Father, The Son and The Holy Spirit (Matt. 28:19).
2. We believe and profess that Jesus Christ is the only Savior and is God in the flesh (John 1:1, 1:14, 3:36, 14: & Heb. 2:17).
3. We believe and profess that The Holy Spirit is God and is The Lord and Giver of life, who continues to work in believers today to sanctify, edify and empower the whole Christian church on earth - - - for His purpose (Job 33:4, Acts 1:8, John 14:26 & Rom. 8:11).
4. We believe and profess that the Holy Scriptures are the inspired and completely true Word of God (II Tim. 3:16-17).
5. 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 (Acts 2:38, I John 1:9 & Rom. 3:23).
6. We believe and profess that salvation is a gift of God's grace received through personal faith in Jesus Christ (Eph. 2:8).
7. 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 (Eph. 4:3, 13).
8. 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



Cor. 13:8).

9. We believe and profess that God has called us to live holy lives that will bring glory to His name (Col. 3:1-25).

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

## **8.0 AMENDMENT:**

This document may be amended by a two-thirds majority of voting members at any Secretariat meeting provided that the proposed modifications were proposed at a prior meeting of the Secretariat.

Upon a motion duly made and seconded, the foregoing Draft By-Laws of NORTH FLORIDA TRES DIAS, were adopted this 21st day of August, 1989 subject only to revisions required by the TRES DIAS National Organization in connection with the application for charter, or the Internal Revenue Service required or approval for exemption from income tax under section 501 (c) (3) of the Internal Revenue Code, and otherwise to be in full force and effect.

Upon a motion duly made and adopted, these Revised and Restated By-Laws of NORTH FLORIDA TRES DIAS were adopted this 28<sup>th</sup> day of August, 2006.

Upon a motion duly made and adopted, these Revised and Restated By-Laws of NORTH FLORIDA TRES DIAS were adopted this 28<sup>th</sup> day of June, 2010.