

TRES DIAS OF NORTH GEORGIA, INC. CONSTITUTION AND BY-LAWS

1.0 Name

The official name of the organization shall be TRES DIAS OF NORTH GEORGIA, INC. herein known to operate as Tres Dias of North Georgia, North Georgia Tres Dias and NGTD the Community.

1.1 Statement of Beliefs. The Tres Dias Statement of Belief, as adopted by TRES DIAS OF NORTH GEORGIA, INC:

- * We believe and profess our faith in one Triune God – The Father, The Son and The Holy Spirit (Matt. 28:19).
- * We believe and profess that Jesus Christ is the only savior and is god in the flesh (John 1:1, 1:14, 3:36, 14:6 & Heb. 2:17).
- * 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).
- * We believe and profess that the Holy Scriptures are the inspired and completely true Word of God (II Tim. 3:16-17).
- * 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, John 1:9 & Rom. 3:23).
- * We believe and profess that salvation is a gift of God’s grace received through personal faith in Jesus Christ (Eph. 2:8)
- * 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).
- * 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).
- * 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).

2.0 Affiliation

TRES DIAS OF NORTH GEORGIA, Inc. is a chartered member of the International Assembly and Secretariat of TRES DIAS. As such, TRES DIAS OF NORTH GEORGIA, INC. totally subscribes to the

Constitution and By-laws of that International organization, and will adhere to the Essentials of TRES DIAS, which are incorporated herein by reference.

3.0 Purpose of TRES DIAS OF NORTH GEORGIA, INC.

The purpose of TRES DIAS OF NORTH GEORGIA, INC. is to bring others closer to Christ through Christian action in all environments in 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." Activities of TRES DIAS OF NORTH GEORGIA, INC. shall include:

- * Planning for the Weekend on a regular and continuing basis;
- * Conducting the Weekend on a regular and continuing basis;
- * 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;"
- * Participate in the activities of the International Assembly;
- * Foster and support the creation of new TRES DIAS Chapters as resources and commitment allow.

4.0 Membership of TRES DIAS OF NORTH GEORGIA, INC.

4.1. Membership in TRES DIAS OF NORTH GEORGIA, INC. shall be granted to any person who has attained 21 years of age, and who has experienced a TRES DIAS OF NORTH GEORGIA WEEKEND or its recognized equivalent in the various movements, based upon Cursillo de Cristiandad. Evidence of active membership in the community shall be visible support of and participation in scheduled TRES DIAS OF NORTH GEORGIA Pre-Weekend, Weekend, and Post-Weekend activities.

4.2. Members shall generally be in geographical proximity, and in the case of adjacent TRES DIAS communities, a given member shall choose a Secretariat and Chapter Community for affiliation. Members may participate in other communities in all areas except voting and Secretariat positions, and members of other Communities may participate in the TRES DIAS OF NORTH GEORGIA community with the exception of voting and Secretariat positions.

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

4.4. Members serving on a TRES DIAS Team: In order to serve on a Tres Dias Weekend Team, all pescadores are expected to maintain a lifestyle commensurate with biblical leadership and must not be living in a state open of rebellion against God.

*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).

4.5. 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 be terminated, with or without cause, by a majority of voting Secretariat members at an official meeting of the Secretariat following notification of intent to do so.

5.0 Governing Body of TRES DIAS OF NORTH GEORGIA, INC.

5.1. The governing body of TRES DIAS OF NORTH GEORGIA, Inc. shall be the Tres Dias Secretariat of North Georgia referred to as the "North Georgia Secretariat" or the "Secretariat."

5.2. The Secretariat positions shall be nominated by the positions of the TRES DIAS OF NORTH GEORGIA community, and elected by the current Secretariat positions. The Secretariat is responsible to the TRES DIAS OF NORTH GEORGIA Community.

5.3. The Secretariat is also responsible to the TRES DIAS INTERNATIONAL SECRETARIAT to adhere to the Essentials of Tres Dias.

5.4. The Secretariat will operate under Robert's Rules of Order unless explicitly stated otherwise. The rules contained in this document shall govern TRES DIAS OF NORTH GEORGIA, INC. in all cases in which they are not inconsistent with the by-laws of TRES DIAS OF NORTH GEORGIA, INC.

6.0 TRES DIAS SECRETARIAT

6.1. Primary Duty of Secretariat. The Secretariat of TRES DIAS OF NORTH GEORGIA shall administer and manage the affairs of the community.

6.2. Purpose of the Secretariat. 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:

- * Pre-Weekend activities
- * Weekend activities (The Three Days)
- * Post-Weekend activities (Fourth Day)
- * Continuing administrative activities not specifically related to the three Phases of activities above.

6.3. Meetings of the Secretariat. The Secretariat shall hold regular meetings each operating year. (The operating year begins Jan 1st and ends Dec 31st.) The number of meetings shall not exceed 10 nor be fewer than 9. Regularly scheduled meetings shall be held at a time and place determined by the Secretariat. The Chairperson may call special meetings.

6.4. Annual Reports. An annual report may be published at year end in the Community's newsletter briefly summarizing the year's activities, fiscal condition, and other significant items.

6.5. Positions and Qualifications of the Secretariat

6.5.1. Qualifications 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:

- Dependence upon alcohol or illegal drugs;
- Involvement in illegal activities, whereby such involvement knowingly violates federal, state or local laws, statutes or ordinances;
- 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;
- Involvement in the occult or Satanic worship;
- Openly professes 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).

- * Track record of support of the TRES DIAS movement,
- * Should have worked at least three teams, preferably in different service areas,
- * Must have skills required by Secretariat position job description,
- * Secretariat positions should be fairly represented by at least three (3) Churches (unless no qualified candidate is available),
- * At least one (1) single member from the community (unless no qualified Candidate is available).

Positions:

Chairperson: A person who has previously served in a Secretariat position, and has served as a Rector on a TDNG Weekend. The person will have served on at least three (3) Weekends, one of which should have been in TDNG in the past three (3) years. The chairperson must also demonstrate committee leadership capabilities and organizational skills.

Vice Chair: Same qualifications as Chairperson.

Secretary-Treasurer: This may be one person or a married couple or split into two offices.

Leaders: Four individual persons (one male and one female for the Alpha team and one male and one female for the Omega team.) All candidates for the Leader's position must be former Rectors.

Pre-Weekend: Two (2) Married couples.

- One couple for the Alpha team and one couple for the Omega team.

Weekend: Two (2) Married couples or one (1) Married couple and a single person for the Alpha team and Omega team, respectively.

Post-Weekend / Fourth Day: Four singles (4) or two (2) married couples.

- Two (2) people for the Alpha team and two (2) people for the Omega Team.

* **Spiritual Director:** One person who is ordained or fully licensed Minister. Must be in active Christian Ministry.

Palanca: Two (2) married couples.

- One couple for the Alpha team and one couple for the Omega team.

Food Management: Two (2) married couples.

- One couple for the Alpha team and one couple for the Omega team.

* **Newsletter:** Single person or married couple.

* **Database Manager:** One person.

* **Document Control Manager:** One person or may be assigned to the Secretary or Vice Chair.

Webmaster/Tech Support Manager: One person.

* Represent non-voting positions.

6.5.2 Subcommittees. Each position on the Secretariat, in conjunction with the Chairperson, may establish sub-committees to assist them in carrying out the responsibilities of the position. Each sub-committee is under the direct supervision of the Secretariat member and will comply with the Essentials and Policies & Practices of TDNG.

6.6. Voting of the Secretariat. A quorum shall be 2/3 of all voting positions.

6.6.1. Each position of the Secretariat shall have one vote with the exception of the Database Manager, Newsletter Editor, Document Control Manager and Spiritual Director (because, by qualification requirements the Spiritual Director is not a “Layman”). The Chairperson (or in the absence of the Chairperson, the Vice Chair) will vote only in the event of a tie.

6.7. Term of Office. Positions on the Secretariat will be held for three (3) years. Replacements will begin training 6 months prior to the start of their term.

6.7.1. Exceptions to Standard Term of Offices:

- a) The Spiritual Director may succeed himself/herself with a vote of confidence from the Secretariat.
- b) The Database Manager and Newsletter Editor shall serve a four (4) year term with the option to continue in the position with a vote of confidence by the Secretariat.
- c) The Document Control Manager shall serve a four (4) year term with the option to continue in the position with a vote of confidence by the Secretariat.
- d) Positions vacated prior to its term completion shall be replaced by majority vote of the current positions.

6.7.2. Succession of the Secretariat Incumbents.

6.7.2.1. Incumbents in a position on the Secretariat may not succeed themselves unless the incumbent is an appointee filling an un-expired term.

6.7.2.2. Positions of the Secretariat may not be nominated to fill a position that is being vacated unless no suitable replacement is available. Individuals and couples may serve in a position more than once as long as the terms are not successive.

6.7.2.3. All positions (exceptions listed below) must rotate after their term and must be off the Secretariat at least six (6) months before serving again on the Secretariat.

6.7.2.4. The Spiritual Director may serve consecutive terms by a vote of confidence of the Secretariat.

6.7.2.5. The Database Manager and Newsletter Editor have the option to remain indefinitely with a vote of confidence every four (4) years from the Secretariat.

6.7.2.6. The Document Control Manager has the option to remain

indefinitely with a vote of confidence every four (4) years from the Secretariat.

6.8. Notification of Vacancies. Secretariat position vacancies shall be announced to the Community at a public gathering or in the newsletter and on electronic media. Election of positions to the Secretariat shall be by the current Secretariat positions.

6.9. Eligibility for the Secretariat. Any Pescadore active in the community is generally eligible for nomination to a Secretariat position. Specific requirements for eligibility for a position shall be defined in the Policies and Practices of the TRES DIAS OF NORTH GEORGIA, INC. No individual or couple may occupy more than one position on the North Georgia Secretariat, and also may not occupy a position on the Secretariat/Board of Fourth Day movement or Vida Nueva community.

6.10. Operating Year. The operating year shall commence on January 1 and conclude on December 31 of the calendar year.

6.11. Duties of the Secretariat Positions.

6.11.1. **Chairperson.** Shall be responsible for overall guidance of the TRES DIAS OF NORTH GEORGIA. Shall act as the lay representative of TRES DIAS OF NORTH GEORGIA in meeting with clergy from participating and potentially active churches or from other movements. Shall act as the lay representative of TRES DIAS OF NORTH GEORGIA in meetings with other movements. Shall act as liaison with the TRES DIAS INTERNATIONAL ORGANIZATION and serve as Chairperson of the North Georgia delegation to TRES DIAS INTERNATIONAL ASSEMBLY. Shall preside at Secretariat meetings and official functions as may be necessary. Shall attend Rector orientations, Weekend send offs, closings and Secuelas.

6.11.1.1 Organization and Planning. Develop organizations to fulfill the mission of TRES DIAS OF NORTH GEORGIA. Develop short and long range plans for expansion and growth of the Community. Assist in the development of effective policies and practices.

6.11.2. **Vice Chair.** The Vice Chair is appointed by the Chairperson and approved by the Secretariat of Tres Dias of North Georgia. The Vice Chair may perform the Chairperson's duties at the direction of the Chairperson. The Vice Chair's term will end in conjunction with the Chairperson's.

6.11.3. **Secretary - Treasurer.**

6.11.3.1. Primary Duties. Establish and maintain an annual working budget and report on Tres Dias financial expenditures. Record and publish minutes of Secretariat meetings on a timely basis to positions of the Secretariat. Maintain up -to-date and complete financial records of the open bank accounts according to established accounting practices. Disburse funds authorized by the Secretariat in the conduct of Tres Dias of North Georgia business. Establish documentation to support disbursements. Receive funds from candidates, teams, sponsor fees and other sources as may occur. Establish documentation to support receipts. Deposit all receipts in bank account in a timely manner. Attend send-offs and collect money for the Weekend

candidates from the Pre-Weekend team handling the send-off. Maintain and report account balances to Secretariat positions on a monthly basis. Reconcile bank statements. Submit financial records for external review at least once per operating year. Establish and maintain a complete set of financial books and prepare the needed records for annual tax filings and registration with State and Federal authorities.

6.11.3.2. Secretariat Minutes. Serve as recording secretary for all Secretariat meetings. Serve as corresponding secretary. Type, copy and distribute minutes of meetings to positions of the Secretariat in a timely manner. This may be accomplished by email or U.S. Postal service. Maintain a complete and concise collection of all minutes of previous meetings and have available at all meetings of the Secretariat.

6.11.3.3. Evaluation and Planning. Make financial analysis of revenues and expenses to develop projections of future costs and income. Make recommendations to the Secretariat regarding fee structure and spending practices.

6.11.3.4. Weekend Sites. Handle reservations, deposits and fees for Weekend sites selected by the Secretariat and for the annual Secretariat business meeting.

6.11.3.5. Training. Send copy of By-Laws, Policies & Practices and minutes and treasurer's report for at least the previous three (3) months to newly elected Secretariat positions. Also send copies of schedules and a copy of the roster of presiding Secretariat positions.

6.11.3.6. Train Successor. Train replacement for Secretary/ Treasurer position for six (6) months prior to leaving office.

6.11.3.7. Other Duties. Assist Chairperson in other areas, which may be delegated from time to time. Preside over Secretariat meetings in the absence of the Chairperson / Vice Chair.

6.11.4. **Leaders (Men / Women).** The persons elected to the Leaders positions must be former Rectors. The Leaders positions must be filled by a male and a female for both the Alpha and Omega teams.

6.11.4.1. Leaders shall be responsible for providing guidance and counsel to Rectors to help insure that the Policies and Guidelines of the Tres Dias of North Georgia Secretariat are followed in all areas of team selection and formation, Weekend preparation, and the conducting of the Weekend itself.

6.11.4.2. Team Selection and Formation. Provide each Rector with print out of all Pescadores in the Community and their service records; provide all Pescadores who need one or two positions to qualify for Rector. (The Data Base Manager generates these lists.)

6.11.4.3. Consultation. Consults with Rectors during pre-Weekend phase in all matters involving team formation and Weekend preparation. Has the authority, along with the Chairperson to approve or disapprove any action contemplated by the Rector or his/her team pertaining to said Weekend.

6.11.4.4. De-Briefing. Conducts a de-briefing of the Weekend with the Rector to identify problems or areas that may need improvement on future Weekends.

6.11.4.5. Training. Maintains a method of team selection that enables Pescadores to serve in a variety of areas in order to develop a resource base with the necessary skills and experience for Tres Dias leadership; at the same time provides maximum opportunity for participation by everyone in the Community.

6.11.4.6. Evaluation and Planning. Evaluates current Policies and Practices and makes recommendations to the Secretariat for improvements in the area of team selection and formation, Pescadore development and Weekend execution.

6.11.4.7. Replacements. Each Leader must train his/ her replacement with an overlap of at least two Men's/Women's Weekends.

6.11.4.8. Other. Assists Chairperson in other areas, which may be delegated from time to time.

6.11.5. **Pre-Weekend.** Responsible for maintaining ongoing files of applications of candidates and issuing Weekend invitations on behalf of the Secretariat of Tres Dias of North Georgia.

6.11.5.1. Candidate Applications. Regularly collect applications from the P.O. Box and hand deliveries. Review applications for completeness and accuracy according to current Policies and Practices of Tres Dias of North Georgia. Maintain a computerized database of candidate applications with controls to assure the integrity of the applications.

6.11.5.2. Invitations. Prepare and mail letters of invitation to the candidates and invitation confirmation to the sponsors according to the current Policies and Practices of Tres Dias of North Georgia. Follow up on invitations with the candidates and sponsors until the invitation has been accepted or declined.

6.11.5.3. Reporting. Report to the Secretariat on a regular basis as to the number and type of candidates on file, invited, etc.

6.11.5.4. Encouragement. Encourage sponsors by providing a supply of materials and announcing status of candidate file in timely fashion to have maximum number of candidates attending a Weekend according to the current Policies and Practices of Tres Dias of North Georgia.

6.11.5.5. **Send-Off.** Check in and account for all confirmed candidates. Collect Weekend fees and or sponsor fees from candidates/sponsors. Collected funds should be turned over to Treasurer at send-off. Prepare and distribute candidates and team list. Arrange for communion after candidates have left for the Weekend. Preside as Master/ Mistress of Ceremonies at send-off.

6.11.5.6. **Evaluation and Planning.** Evaluate the current Policies and Practices and make recommendations to the Secretariat for improvements in the area of candidate sponsoring, applications and invitations

6.11.5.7. **Training.** Assist newly elected replacements in the learning duties. Training must overlap two (2) sets of Weekends. (One (1) men's Weekend and one (1) women's Weekend).

6.11.5.8. **Other.** Assist Chairperson in other areas, which may be delegated from time to time.

6.11.6. **Weekend.** Responsible for all matters pertaining to the physical assets and arrangements for the Weekend, including all set-up and takedown procedures. Establish and maintain a job description book for this position.

6.11.6.1. **Storage.** Arrange for storage of Tres Dias of North Georgia equipment and supplies at the Camp of Colors or other designated location.

6.11.6.2. **Inventory.** Establish and maintain an accurate inventory of both fixed assets and supplies used on the Weekend. Repair/replace inventories as required and authorized by the Secretariat.

6.11.6.3. **Transportation.** Arrange for the transportation of equipment, supplies, candidate luggage, and Candidates to the Weekend site

6.11.6.4. **Evaluation and Planning.** Evaluate current Policies and Practices and make recommendations to the Secretariat for improvements in the area of material storage, maintenance, transportation, set-up, take down.

6.11.6.5. **Training.** Assist newly elected replacements in learning duties. This shall include an overlap of a pair of Weekends. One (1) men's Weekend and one (1) women's Weekend.

6.11.6.6. **Other.** Assist Chairperson in other areas, which may be delegated from time to time.

6.11.7. **Palanca.** Responsible for arranging general, oven, prayer and banner Palanca for all Weekends. Also responsible for correspondence with other movements requesting and responding to requests for Palanca. Establish and maintain a current job description manual.

6.11.7.1. **General Palanca.** Send general Palanca letter to the Weekends of other Tres Dias, Cursillo, Emmaus, Kairos and Vida Nueva or like movements.

6.11.7.2. Prayer Palanca. Arrange for prayer Palanca for each Tres Dias of North Georgia Weekend beginning at 7:00 PM on Thursday (or send-off day if not Thursday) until 7:00 PM Sunday (or the third day if it is not Sunday) so that between these times there is an unbroken prayer vigil for the Candidates, the Team, the families of both Candidates and Team and for the Community.

6.11.7.3. Banner, Oven and Permanent Palanca. Solicit the donation of baked Palanca for the Weekend. Solicit other forms of permanent Palanca. Maintain an electronic catalog and a book with photographs of banners available for use on Weekends. This catalog or book should be given to each Rector to choose banners he/she would like to use on the Weekend. The Palanca couple will pull the requested banners from storage during the set-up time.

6.11.7.4. Evaluation and Planning. Evaluate current Policies and Practices regarding Palanca and make suggestions for improvements in the area of Palanca.

6.11.7.5. Training. Assist newly elected replacements in learning duties including overlap of at least one set of Weekends (One (1) men's Weekend and one (1) women's Weekend).

6.11.7.6. Other. Assist Chairperson in other areas as may be delegated from time to time.

6.11.8. **Post-Weekend / Fourth Day.** Schedule, staff and coordinate Secuelas. Encourage and facilitate the formation of sharing (reunion) groups to enhance the Fourth Day experience of each Pescadore.

6.11.8.1. Weekend Packets. Prepare and assemble materials required for the candidate and team packets. This includes insertion of materials regarding sponsorship, Weekend applications, introductory brochure, and other documents necessary and in accordance with the current Policies and Practices of Tres Dias of North Georgia.

6.11.8.2. Secuelas. Schedule Secuelas on a regular basis according to current Policies and Practices of Tres Dias of North Georgia. Select and train host/hostess (a couple or two (2) singles) in the planning, programming, and staffing of Secuelas.

6.11.8.3. Reunion Groups. Foster and encourage Pescadores in the formation of sharing groups (reunion groups) to assist in sustaining the Weekend experience of a life in Christ in their Fourth Day.

6.11.8.4. Evaluation and Planning. Evaluate current Policies and Practices of Tres Dias of North Georgia and make recommendations to the Secretariat for improvements in areas of the Fourth Day support, packets, Secuelas, and sharing/reunion groups.

6.11.8.5. Training. Assist newly elected replacements in learning duties including the overlap of one (1) set of Weekends (one men's Weekend and one women's Weekend).

6.11.8.6. Other. Assist Chairperson in other areas, which may be delegated from time to time.

6.11.9. **Newsletter Editor.** Compose, edit publish and arrange for distribution of newsletter containing announcements and news regarding upcoming Weekends, Secuelas, significant actions of the Secretariat, and other Community news. Newsletter shall be e-mailed to all Pescadores and others on the current Community mailing list.

6.11.9.1. Compile and Compose Newsletter Articles. Collect, compile and compose articles for newsletter regarding Weekends and other news and policies of interest to the Community. Rectors may submit reports regarding individual Weekends which are to be published on a space available basis.

Editor has final decision on inclusion and editing of any articles in newsletter. However, prior to publishing information regarding Tres Dias of North Georgia "Policy" matters, the editor shall gain the concurrence of the Chairperson with regard to content. Editor is to report to Community via newsletter and web page, summaries of significant actions by the Secretariat or matters, which the Secretariat deems necessary to communicate to the Community.

6.11.9.2. Special Publications and Notices. In addition to the newsletter, Editor shall publish special letters, notices and do other such correspondence as may be necessary to advertise events and communicate with the Tres Dias of North Georgia Community.

6.11.9.3. Evaluation and Planning. Evaluate current Policies and Practices of Tres Dias of North Georgia and make recommendations to the Secretariat for improvements in newsletter and Community publications and relations.

6.11.9.4. Training. Assist newly elected replacements in learning duties. The training period should include an overlap of two (2) publications of the newsletter.

6.11.9.5. Other. Assist chairperson in other areas, which may be delegated from time to time.

6.11.10. **Data Base Manager.** Prepare and maintain a current computerized database of Pescadores including but not limited to their Weekend service. Provide special reports to assist other Secretariat positions to accomplish their respective functions. This shall include reports required by the Leaders positions to furnish newly elected Rectors information necessary for team selection, current Community list for the Pre-Weekend positions and the Palanca positions. Furnish mailing labels as needed for the mailing of the newsletter or special mailings by the newsletter position or special Secretariat mailings.

Make recommendations regarding electronic equipment including computer equipment, software, and programming as necessary to cause efficient management of Tres

Dias of North Georgia business.

6.11.11. **Document Control Manager.** Prepare, edit and maintain an accurate central library of documents used by the NGTD Secretariat to conduct Weekends and Secretariat business.

6.11.11.1. Document Handling

- a) All revisable documents shall be created, edited and maintained in Microsoft Office using acceptable word processing practices.
- b) All documents used by NGTD shall be included in version control.
- c) All documents distributed electronically shall be converted to "pdf" format to allow viewing and printing but not revision.

6.11.11.2. Duties

- a) Shall serve as the central distribution point furnishing all Secretariat positions with documents required to complete their respective jobs.
- b) Shall make recommendations with regard to electronic equipment including hardware and software and programming as necessary for efficient management of this position.
- c) Shall periodically evaluate document printing and distribution costs to determine most cost effective methods.
- d) Shall be a non-voting position and shall report to the Chairperson. The term of this position is 4 years and may succeed him/herself by a vote of confidence every 4 years by the Secretariat.
- e) In the event of resignation by the Document Control Manager, he/she shall give the Secretariat 1 year notice and train a replacement.
- f) This position does not have a vote in elections or policy.

6.11.11.3. Training. Must give one (1) years notice before resigning and train replacement elected/appointed by Secretariat during that year. If the Data Base Manager does not receive a vote of confidence by the Secretariat he/she shall train the newly elected Data Base manager for the standard six (6) months training period.

6.11.11.4. Other. Assist chairperson in other areas, which may be delegated from time to time.

6.11.12. **Food Management.** In addition to ordering all food necessary for a Weekend, oversee overall set-up and take-down of the kitchen, inventory, packing and storage of food and kitchen supplies, must be at the Camp of Colors on Wednesday (or day preceding Weekend if other than Wednesday) to train the Head and Assistant Head Kitchen on use of kitchen equipment at the Camp of Colors.

6.11.12.1. Ordering and Delivery of Food. Order and arrange for delivery of all food and related items for the kitchen. Purchase and deliver to the Weekend site supplies which cannot be ordered from a commercial vendor. Arrange availability of limited funds for use of kitchen team in the event of shortages, errors or omissions in food supplies. In addition to

these funds, provide the Head Kitchen with \$125 .00 for special items for the Weekend. These funds may be used at the desecration of the Head/Assistant Head Kitchen. Receipts and or remaining funds to be turned into Food Management team at the close of the Weekend.

6.11.12.2. Inventory. Check inventory of food and supplies with the Head Kitchen at time of set-up. Complete inventory of supplies at conclusion of Weekend.

6.11.12.3. Replenishment. Purchase necessary kitchen equipment, serving instruments, towels, cleaning supplies etc. to replace any items that are used up, broken or missing in order to maintain equipment for the orderly operation of the kitchen.

6.11.12.4. The Camp of Colors will not allow purchase of permanent equipment without their permission.

6.11.12.5. Evaluation and Planning. Evaluate current Policies and Practices regarding kitchen food purchase and make suggestions for improvements in the area of food purchase and Weekend menus. Establish and maintain a current manual generally descriptive of supplies, equipment, operations, menus, recipes etc.

6.11.12.6. Training. Assist newly elected replacements in leaning duties including overlap of at least on pair of Weekends (one (1) men's and one (1) women's Weekend).

6.11.12.7. Other. Assist chairperson in other areas, which may be delegated from time to time.

6.11.13. **Spiritual Director.** The Spiritual Director, in coordination with the Chairperson is responsible for the spiritual integrity of Tres Dias of North Georgia's activities and direction. The Spiritual Director is the primary liaison with the Clergy.

6.11.13.1. Qualifications. The Spiritual Director shall be an active member in Christian Ministry. He/she must be a fully licensed or ordained minister. The Spiritual Director may succeed himself/herself with a vote of confidence from the Secretariat.

6.11.13.2. Other Spiritual Directors. The Spiritual Director shall work with the Leaders positions in selecting Spiritual Directors for the Weekends.

6.11.13.3. The Spiritual Director is the primary interface with other Clergy regarding matters related to the Weekend and Fourth Day activities. The Spiritual Director is the primary advisor and source of counsel to the Secretariat regarding Spiritual direction and inspiration of the Tres Dias of North Georgia movement. The Spiritual Director keeps the Secretariat on "track" from a Clergy viewpoint to ensure that the Secretariat is always acting consistent with and in obedience to God's inerrant Word.

6.11.13.4. Evaluation and Planning. Evaluate current Policies and Practices of Tres Dias of North Georgia and make recommendations to Secretariat for improvements in any area.

6.11.13.5. Training. Assist newly elected replacement with learning duties. This should include the overlap of at least one (1) pair of Weekends (one (1) men's and one (1)

women's Weekend).

6.11.13.6. Other. Assist the Chairperson in other areas, which may be delegated from time to time.

6.11.14. **Webmaster/Tech Support.** Coordinate and/or implement all aspects of the Web Presence of Tres Dias of North Georgia. Recommend the acquisition and disposition of technology related items, and upon Secretariat approval, acquire or dispose of said items. Maintain or contract for the maintenance of all computers, printers and related equipment and programs used in the conduct of Weekends and Secretariat business. Maintain software licenses for TDNG owned equipment.

6.11.14.1. The Website for Tres Dias of North Georgia, Inc. shall be maintained with current team lists, schedules and pertinent information for the Community.

6.11.14.2. Evaluation and Planning. Evaluate current Policies and Practices of Tres Dias of North Georgia and make recommendations to the Secretariat for improvements in the webpage technology employed by the Secretariat and Teams.

6.11.14.3. Training. Assist newly elected replacements in learning their duties.

7.0 Policies and Practices

7.1. Essentials of Tres Dias. The Secretariat shall adhere to the "Essentials of Tres Dias" specified and published by the International organization. In addition there are many matters of Policy and Practice that are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as the Policies and Practices of Tres Dias of North Georgia Secretariat exist in a document so titled.

7.2. Policies and Practices will be categorized in the following manner:

Section	1.0	Pre-Weekend
Section	2.0	Rector
Section	3.0	Weekend Teams
Section	4.0	Weekend
Section	5.0	Post-Weekend
Section	6.0	Finances
Section	7.0	Music for Tres Dias Events
Section	8.0	Secretariat
Section	9.0	Camp of Colors
Section	10.0	Developing Communities
Section	11.0	Maintenance Log

7.3. Amendment. The Policies and Practices may be amended by quorum (2/3 of the voting position ship) at any Secretariat meeting provided that the proposed modification, deletion or addition was proposed at the prior meeting of the Secretariat and announced in one newsletter prior to the change.

7.4. Amendment of By-laws. These by-laws may be amended by the affirmative vote of 2/3 of all voting positions of the Secretariat. Said vote shall be taken at any regular or called meeting.

The notification of the date of said meeting shall contain a copy of the proposed by-law Amendment and the notice shall state that said proposed Amendment will be on the agenda for said meeting. A copy of this Resolution shall be available to all positions of this corporation by its usual electronic means and by posting a copy on the Tres Dias of North Georgia Website.

Originally adopted:

December 4, 1982
Atlanta, Georgia

REVISION LOG

Date	Revised by	Version
September 18, 2007	W.E. Furr, Chairperson	1.5
February 11, 2010	G.W. Flury	1.6
March 14, 2010	G.W. Flury	1.7
November 28, 2011	D.D. Craig, Secretary	1.8
April 13, 2013	B.K. Fields, Secretary	1.9
April 19, 2014	G.W. Flury, Chairperson & B.K. Fields, Secretary	2.0
February 20, 2017	Deb Caruso	2.1
April 20, 2017	Deb Caruso	2.2
January 21, 2020	Steve Porter	2.3

BY-LAWS MAINTENANCE LOG

This section is included to provide some minor level of version control. Changes are to be recorded in the following table. Once changes are made and ratified by the Secretariat the footer of this document should be updated to reflect the new version number and date of issue. Only the latest version of this document is to be distributed. Older versions are to be destroyed.

Date	Description of Change	Version
12/04/1982	Original adoption of By-Laws - Atlanta Georgia	1.0
06/1994	Revision	1.1
10/2000	Revision	1.2
05/21/2002	Document maintenance log added to document.	1.3
08/18/2002	Updated to show Document Control and correct Sec 6.	1.4
09/18/2007	Updated by Counsel to correct grammatical/spelling/sequence errors	1.5
02/11/2010	Revised 6.5.2 and 6.7. Corrected grammatical/spelling/pdf conversion Errors.	1.6
03/12/2010	Sub-Committee language added as 6.5.3 and removed from 6.14.1. Clarification of non-voting positions 6.6. Updated or Removed sections 6.14.5, 6.16 and 6.16.1 due to the creation of the Data Cha position on Weekend Teams. Updated language in sections 6.15.3 and 6.15.4 on prayer times and methods of Banner photo record storage and retrieval.	1.7

11/28/2011	Removed section 6.15.2 on personal Palanca delivery. Subsequent sub-sections under 6.15 were renumbered to maintain order.	1.8
04/20/2013	Added Tres Dias International language describing “State of Rebellion” as 6.5.1.1.; added “Amendment of By-laws” as 7.4 (passed 8/22/2012); Corrected grammatical/spelling/formatting Errors.	1.9
04/19/2014	<p>To correct errors, additions and omissions that were approved and adopted by the Secretariat in May 2011:</p> <ul style="list-style-type: none"> • Added “The person will have served on at least three (3) Weekends, one of which should have been in TDNG in the past three (3) years.” to 6.5.2 *Chairperson. • Added “, respectively.” to 6.5.2 *Weekend. • Added “or may be assigned to the Secretary or Vice Chair.” to 6.5.2 *Document Control Manager. • Added “*Webmaster/Tech Support Manager: One Person” to 6.5.2. • Added “Newsletter Editor, ...and Spiritual Director (because....)” to 6.6 Voting of the Secretariat and deleted “The Spiritual Director, the Database Manager and Document Control Manager shall not vote.” to 6.6 voting of the Secretariat. • Deleted “Web Page Master” and “The Website for Tres Dias of North Georgia, Inc., shall be maintained with current team list....” from 6.11.9 Newsletter. • Deleted 6.11.9.2 “Web Site. The web site for Tres Dias of North Georgia shall be maintained....” from Newsletter. • Deleted 6.11.9.3 “Mailing List. Editor is to publish....” from Newsletter. • Changed 6.11.9.4 to 6.11.9.2 Special Publications, and added “and” and removed “and Mailings.” from Newsletter. • Changed 6.11.9.5 to 6.11.9.3 Evaluation and Planning, and removed “, web page” from Newsletter. • Changed 6.11.9.6 to 6.11.9.4 Training, and removed “and training for the web site.” from Newsletter. • Changed 6.11.9.7 to 6.11.9.5 Other. • Added “6.11.14 Webmaster/Tech Support. Coordinate and/or implement all aspects of the Web Presence....” to 6.11 Duties of the Secretariat Positions. • Added “6.11.14.1 The Website for Tres Dias of North Georgia, Inc. shall....” to 6.11.14 Webmaster/Tech Support. • Added “6.11.14.2 Evaluation and Planning....” to 6.11.14 Webmaster/Tech Support. • Added “6.11.14.3 Training....” to 6.11.14 Webmaster/Tech Support. 	2.0
02/20/2017	<ul style="list-style-type: none"> • Added Section 4.4 – Lifestyle for team positions. 	2.1
04/20/2017	<ul style="list-style-type: none"> • Section 5.4 – removed “abridged”. • Section 6.5.2 – removed “*” for voting positions. Added footnote “Represents non-voting positions.” • Section 6.6 – defined quorum • Section 6.6.1 – New section to define number of votes • Section 6.7 – consolidated wording. • Section 6.7.1.c – Corrected position inconsistency 	2.2

04/20/2017 (continued)	<ul style="list-style-type: none"> • Section 6.7.1.d – New section regarding voting for mid-term replacements • Section 6.8 – re-wording for clarity • Section 6.9 – reword for Fourth Day movements • Section 6.11.2 – reword for clarity • Changed “Administrative Assistant” to “Vice Chair” throughout. • Changed “Chairman” to “Chairperson” throughout. • Changed “members” to “positions” from Section 5.0 forward. 	2.2
01/21/20	<ul style="list-style-type: none"> • Section 1.1 – Added Statement of Beliefs to comply with TDI instruction. • Section 6.5.1 – Changed qualifications of Secretariat to qualifications for community leadership, utilizing precise wording from TDI to comply with their instructions. 	2.3