

**BY-LAWS OF
Northern Plains Via de Cristo® of North Dakota
April, 2016**

ARTICLE 1 – NAME

The name of this organization shall be Northern Plains Via de Cristo® of North Dakota (hereafter referred to as the “Corporation” or as the “Secretariat”) under the laws of the State of North Dakota.

ARTICLE 2 – PURPOSES

Northern Plains Via de Cristo® of North Dakota is organized exclusively for charitable, religious, and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The mission of this organization shall include:

1. To change our world based on the person and teachings of Jesus Christ.
2. To present a highly structured weekend experience based on Via de Cristo® Essentials and Methods to strengthen and renew the faith of individuals, strengthen and renew their families, congregations, communities and other people in their lives.
3. To provide and promote an on-going means of perseverance in the member’s life in the 4th Day following the weekend experience.

ARTICLE 3 – MEMBERS (4th DAY COMMUNITY)

Section 1

Membership shall be open to all persons 18 years old and older who have:

1. Completed a Via de Cristo® weekend sponsored by the Northern Plains Via de Cristo® of North Dakota.
OR
2. Completed a Via de Cristo® sponsored weekend and request to have membership transferred to the Northern Plains Via de Cristo® of North Dakota (if transfer of membership is required by their current organization). Membership shall be granted when proper written transfer documentation has been received.
OR
3. Completed a weekend sponsored by other Cursillo®-based organizations such as Episcopal, Catholic, Unidos en Cristo, Charis, Walk to Emmaus, and TEC (Teens Encounter Christ), and other like programs, and request in writing to have membership into the Northern Plains Via de Cristo® of North Dakota. If transfer of membership is required by their current organization, membership shall be granted when written transfer documentation has been received.
AND
4. Agree with the purposes set forth in ARTICLE 2.

Section 2

Members shall receive a written numbered Certificate of Membership upon completion of a Northern Plains Via de Cristo® of North Dakota sponsored weekend or upon transfer of membership from another Cursillo®-based organization as proof of Membership.

Section 3

Meetings: Regular meetings of the members of the Corporation shall be at least once per year between March 1 and May 31.

Special meetings of the Corporation may be called by the Lay Director by giving adequate notice as defined in Section 4 of this Article 3.

Section 4

Notice: Notice stating the place, date, and hour of any meeting of members shall be given to each member entitled to vote at such meeting, not less than ten (10) nor more than sixty (60) days before the date of such meeting, by or at the direction of the Lay Director, or the Secretary, or the officers or persons calling the meeting. When required by statute, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the Corporation, with postage thereon prepaid. If electronically sent, the notice of a meeting shall be deemed to be delivered when sent.

Any notice to a Member given under any provision of these by-laws by a form of electronic communication consented to by the Member to whom the notice is given is effective when given. The notice is deemed given if by:

- 1 facsimile communication, when directed to a telephone number at which the Member has consented to receive notice;
- 2 electronic mail, when directed to an electronic mail address at which the Member has consented to receive notice;
- 3 a posting on an electronic network on which the Member has consented to receive notice, together with a separate notice to the Member of the specific posting, upon the later of:
 - a. the posting; or
 - b. the giving of the separate notice; and
- 4 any other form of electronic communication by which the Member has consented to receive notice, when directed to the Member.

Consent by a Member to notice given by electronic communication may be given in writing or by authenticated electronic communication. Any consent so given may be relied upon until revoked by the Member, provided that no revocation affects the validity of any notice given before receipt of revocation of the consent.

Section 5

Quorum: At all regular and special meetings of the members of the Corporation, 10% of the members shall constitute a quorum.

Section 6

Action Without Meeting: An action may be taken by written action signed, or consented to by authenticated electronic communication, by the number of members

that would be required to take the same action at a meeting of the members at which all the members were present.

ARTICLE 4 – BOARD OF DIRECTORS

Section 1

The affairs of the Corporation, also known as the Secretariat, are governed by the Council, which shall serve as the Board of Directors of the Corporation. The Council shall consist of Lay Director, Assistant Lay Director, Secretary, Finance Director, two (2) Spiritual Directors (SD), Operations Director, Communications/PR Director, Training and Development Director, two (2) elected Directors At-Large from the membership and a Treasurer. One third of the Council positions (both clergy and lay) will be elected each year. The slate of candidates shall be selected by a Nominating Committee.

The Corporation shall have not less than 10 Directors. The Council members shall be elected by the members of the Corporation by a majority of ballots, cast at an annual meeting of the membership including absentee ballot by mail, email and electronic communication. To be eligible for election as a Council member, the following criteria must be met: i) member of the Corporation, ii) has served as a weekend rector, a weekend spiritual director or on the rector eligibility list, iii) and a member of and involved with a Christian church. The new Council Members will begin their term of office at the next scheduled Council meeting after the election. Their term of office shall be three years, beginning with those elected in 2019.

Section 2

A vacancy on the Council resulting from the removal, resignation or death of an elected Council Member shall be filled by the Council at a regular or special meeting. The Council shall elect a replacement Council Member from the membership at large for the remainder of the term of vacancy.

Section 3

In addition, the elected Council Members may appoint other members to the Council as they deem necessary to carry out specific responsibilities of the Council.

Section 4

The Council shall meet at least four times per year to transact business.

Section 5

A majority of the number of the elected Council members shall constitute a quorum for the transaction of business. All elected Council members shall have a vote, except for the Lay Director, who shall vote only in the event of a tie. (Section 1 states that the corporation shall have not less than 10 Directors. Therefore, a quorum must be at least 5 or 50% of the number of Directors if that number is greater than 10. If Directors are not in place yet, that position is considered absent when calling the roll to determine quorum)

Section 6

A Council member may be elected to one additional consecutive term of three years in that specific position. A council member may run for a different Council position, but may not serve in one position for more than 6 consecutive years.

Section 7

The Council has the authority to remove a Council Member by resolution adopted by the Council.

Section 8

If a Council Member has two unexcused absences of a Council meeting in a calendar year, he will forfeit his seat and will be replaced.

Section 9

VACANCIES. Any vacancy occurring in the Council and any directorship to be filled by reason of an increase in the number of Council Members, shall be filled by the Council. A Council Member appointed to fill a vacancy shall serve for the unexpired term of his predecessor in office.

ARTICLE 5 – MEETINGS

Section 1

REGULAR MEETINGS: The Council may provide, by resolution, the time and place for holding regular meetings without other notice than such resolution. Additional regular meetings shall be held at the principal office of the Corporation in the absence of any designation in the resolution.

- (1) MEETINGS SOLELY BY MEANS OF REMOTE COMMUNICATION. Any meeting among Council Members may be conducted solely by one or more means of remote communication through which all of the Council Members may participate in the meeting, if notice is given of the meeting as specified in Section 2 of this Article 5 and if the number of Council Members participating in the meeting is sufficient to constitute a quorum at a meeting. Participation in a meeting by that means constitutes presence at the meeting.
- (2) PARTICIPATION IN MEETINGS BY REMOTE COMMUNICATION. A Council Member may participate in a board meeting by means of conference telephone or, if authorized by the Council by such other means of remote communication, in each case through which that Council Member, other Council Members so participating, and all Council Members physically present at the meeting may participate with each other during the meeting. Participation in a meeting by that means constitutes presence at the meeting.

Section 2

The Lay Director, Executive Committee or any six (6) members of the Council may call a Special Meeting. Special meetings of the Secretariat may be called upon a written petition bearing authorized signatures of not less than 50 members with voting rights or 10% of the members with voting rights, whichever is less, delivered to the Lay Director or Assistant Lay Director. The purpose of the special meeting must be stated in the petition. Within 30 days after receipt of a demand for a special meeting from voting members, the Executive Committee shall call a special meeting and hold it on notice no later than 90 days after receipt of the demand at the expense of the corporation.

NOTICE. Notice of any special meeting shall state the time, place, and the nature of the business to be transacted, which shall be limited to the stated purpose. The Council shall be given at least five (5) days previously thereto by written notice delivered personally or sent by mail or electronic

transmission to each Council Member at his address or e-mail address as shown by the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereof prepaid. The presence of any Council Member at any meeting shall constitute a waiver of notice of such meeting, except where a Council Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting must be specified in the notice.

Any notice to a Council Member given under any provision of these by-laws by a form of electronic communication consented to by the Council Member to whom the notice is given is effective when given. The notice is deemed given if by:

- 1 facsimile communication, when directed to a telephone number at which the Council Member has consented to receive notice;
- 2 electronic mail, when directed to an electronic mail address at which the Council Member has consented to receive notice;
- 3 a posting on an electronic network on which the Council Member has consented to receive notice, together with a separate notice to the Council Member of the specific posting, upon the later of:
 - a. the posting; or
 - b. the giving of the separate notice; and
- 4 any other form of electronic communication by which the Council Member has consented to receive notice, when directed to the Council Member.

Consent by a Council Member to notice given by electronic communication may be given in writing or by authenticated electronic communication. Any consent so given may be relied upon until revoked by the Council Member, provided that no revocation affects the validity of any notice given before receipt of revocation of the consent.

Section 3

ACTION WITHOUT A MEETING: An action required or permitted to be taken at a Council meeting may be taken by written action signed, or consented to by authenticated electronic communication, by a quorum of the Council Members. The written action is effective when signed, or consented to by authenticated electronic communication, by the required quorum number of Council Members unless a different effective time is provided in the written action.

Section 4

CONFERENCES: A conference among Council Members, or among members of any committee designated by the Council, by any means of communication through which the participants may simultaneously hear each other during the conference, constitutes a meeting of the Council, or the Committee, provided the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. Participation in a meeting by that means constitutes personal presence at the meeting.

ARTICLE 6– OFFICERS

Section 1

The Officers shall consists of the Lay Director (who shall also serve as the President of the Corporation), Assistant Lay Director, Secretary, and Finance Director (who shall also serve as the Corporate Treasurer). The Council Members shall elect, by majority vote, the following Officers of the Corporation - Lay Director and Assistant Lay Director. The members of the Corporation shall elect the Secretary and Finance Director.

Section 2

The Officers of the Corporation shall hold office for three (3) years until they are re-elected or until their successors are elected and qualified, unless their service is terminated sooner because of death, resignation, removal or otherwise.

Section 3

The Council Members may, at any regular meeting, declare the term of office of any officer or officers at an end and shall elect new officer or officers, who, upon their election and qualification, shall assume the duties of their office.

Section 4

Vacancies occurring in any office by reason of death, resignation, or otherwise, may be filled by the Council at any meeting.

Section 5

Council Executive Committee shall consist of the Lay Director, Assistant Lay Director, Secretary, Finance Director, and Spiritual Director(s). The chair of the Executive Committee shall be the Lay Director. The responsibilities of the Executive Committee are as follows:

- A. Take action to resolve problems that arise between Council meetings.
- B. Establish a schedule of the future Via de Cristo® weekends in coordination with the Site Selection Committees and present such schedule to the Council by June, 18 months ahead.
- C. Act as liaison to the other Via de Cristo® and like related ministry communities.
- D. Report all Executive Committee decisions to the Council.
- E. Prepare written minutes of the Executive Committee meetings.
- F. Review annually all the appointed Council positions and make recommendations to change or continue such position.
- G. Identify individuals to fill open positions and present to the Council for approval.

Section 6

The duties of each of the Executive Committee Officers shall be as follows:

- A. **Lay Director.** The Lay Director shall preside at all meetings of Council, sign all official documents, call special meetings of the Council and perform such other duties as usually pertain to the office of Lay Director. He shall have such other powers and perform such other duties as may be delegated to him by the Council. He shall chair the Council Nominating Committee, Visioning Committee and Rector Selection Committee.

1. **Nominating Committee.** The Nominating Committee for Council is to glorify God by selecting members to be placed on the annual ballot for election to the Council of the Corporation. The Nominating Committee shall consist of those Council members whose second terms are ending and the current Past Directors. The Nominating Committee shall be identified by the Council at least six months prior to the annual meeting of the membership. The responsibilities of the Nominating Committee are as follows:
 - a. Solicit and obtain applications to serve on the Council from members of the Corporation.
 - b. Assemble a ballot of the candidates up for election to the Council, which shall be included in the newsletter to all the members of the Corporation.
 - c. Communicate the election process and results to the members of the Corporation.

2. **Visioning Committee.** The Visioning Committee is to glorify God by taking on special projects and tasks from time to time as directed by the Executive Committee. This is a standing committee and is comprised of the current Lay Director, Assistant Lay Director, the most recent past Lay Director and up to three people from the membership with approval by the Council. Other current Council members are not eligible to be appointed to the committee. The members will be appointed and after the first term of the initial members, subsequent terms shall be staggered such that one new member is appointed each year.

3. **Rector Selection Committee.** The Rector Selection Committee is to glorify God by providing recommendations to the Council names of qualified weekend rector candidates. The committee will be composed of: the Chair, past Chair, two former Men's rectors, two former Women's rectors. Former rectors may be asked to serve based on the recommendations of the Executive Committee. Length of service shall be two year terms - with one of the men and one of the women former rectors agreeing to three year terms, in order to stagger terms and ensure continuity of the process.

4. The Lay Director shall also oversee the following committee:
 - a. **Site Selection Committee.** The purpose of the Site Selection Committee is to glorify God in the process of securing locations for Via de Cristo® weekends. The **Site Selection Chair** is appointed by the Council and the appointment is reviewed annually. The responsibilities of the Site Selection Chair are as follows:
 - a. Build a team from various locations throughout the state.
 - b. Work with the Executive Committee in formulating weekend dates and site schedule. Chair will relate plans to the Lay Director prior to finalizing.
 - c. Using the Host Church Site Selection form, confirm all arrangements with each site in writing prior to publication of the approved schedule.
 - d. Keep copy of signed contract.
 - e. Complete all arrangements by June for 18 months ahead and present a final draft of the confirmed site schedule to the Council and to the editor of the newsletter.

- B. **Assistant Lay Director.** The Assistant Lay Director shall glorify God by performing the duties of the Lay Director in his absence or disability and shall perform such other duties as the Council shall direct. He shall chair the Outreach Committee.
1. **Outreach Committee.** The purpose of the Outreach Committee is to glorify God by coordinating outreach activities to potential Via de Cristo® churches and other Via de Cristo® churches and other like ministries. Potential actions include:
 - a. Visit pastors and explain the mission and ministry of Via de Cristo®. Ask and schedule an opportunity to present a temple talk at churches. Present temple talks at area churches or arrange for a 4th Day Community member to do so.
 - b. Open and maintain dialog with other like ministries in the state.
 - c. Provide Northern Plains Via de Cristo® of North Dakota brochures, applications, and Sponsor Guidelines, etc. to each potential Pastor and/or church secretary.
 - d. Work with the members to have a booth at the different church wide events such as Synod meetings.
 - e. Submit an article for the newsletter as needed.
 2. The Assistant Lay Director shall oversee the following:
 - a. **Ultreya/Liaison Committee.** The Ultreya/Liaison Committee is to glorify God, extending the experience beyond the Via de Cristo® weekend. The **Ultreya/Liaison Chair** is appointed by the Council and the appointment is reviewed annually. The responsibilities are as follows:
 1. To help individual communities or groups set up Ultreyas.
 2. To help new and smaller communities set up renewal groups.
 3. To involve as many from the 4th Day community as possible.
 4. To work with and inform church liaisons of the importance of leading their communities in 4th Day growth through renewal and Ultreyas.
 5. To conduct training sessions as needed.
- C. **Secretary.** The Secretary is to glorify God by attending and being responsible for accurate minutes of meetings of the Council, sign all documents requiring the signature of the Secretary of the Corporation, serve all notices provided for in these By-laws or directed to be served by the Lay Director or the Council and perform other duties as usually pertain to the office of Secretary.
1. The Secretary shall oversee the following:
 - a. **Procedures and Documentation Committee.** The Procedures and Documentation Committee is to glorify God by simplifying and enriching the leadership tasks. The Procedures and Documentation Committee shall consist of the Council Secretary and three to five members of the Corporation. The responsibilities of the Procedures and Documentation Committee are as follows:
 1. Review and update Northern Plains Via de Cristo® of North Dakota documents as needed.
 2. Review and create documents as directed by the Council or as needs arise.
 - b. Music Copyrights
 - c. Council Angels

D. **Finance Director (Corporate Treasurer).** The Finance Director is to glorify God by heading the Finance Committee and overseeing the duties of the Treasurer. He shall also prepare Annual Reports, prepare an Annual Budget and send financial gifts as needed.

1. The Finance Director shall oversee the following:

a. **Finance Committee.** The Finance Committee is to glorify God by promoting good stewardship of Northern Plains Via de Cristo® of North Dakota funds. The Committee shall consist of the Finance Director, the Treasurer, and not less than three selected members of the Corporation interested in the finances of the Corporation. The responsibilities are as follows:

1. Responsible for the collection, maintenance, verification, and documentation of all financial records for the Corporation.
2. Support the non-profit status of the Corporation.
3. Financial planning by clarifying goals and needs - long term, short term, and special appeals and requests.
4. Analyze previous expenses for use in preparing future budgets.
5. Set standard range of costs.
6. Develop financial documentation for appeals and JOG (Joy of Giving) talks.
7. Present financial guidelines for paid employees.
8. Maintain current bank signature card and authorization.
9. Provide input to keep by-laws up to date.
10. Develop financial reporting forms as necessary.
11. Set up authorization procedure for major expenses, Identify and document written procedure of the Treasurer.

b. **Treasurer.** The Treasurer is to glorify God by promoting good stewardship of Northern Plains Via de Cristo® of North Dakota Secretariat funds. The Treasurer is appointed by the Council and the position is reviewed annually by the Executive Committee with input by the Council. The responsibilities of the Treasurer are as follows:

1. The Treasurer shall record and have custody of all funds and securities of the Corporation which may come into his hands and are deposited in such bank or depository as the Council may designate.
2. He shall enter regularly, on the books of the Corporation, to be kept by him for that purpose a full and accurate account of all monies received and paid on the account of the Corporation, and provides a written financial report at Council meetings.
3. Support the non-profit status and tax reporting requirements of the Corporation by preparing and filing the appropriate documents which includes the Form 990. **The 990 Form shall be submitted to the board of directors prior to the filing of the Form 990.** While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.
4. Serve on the Finance Committee.
5. Maintain an annual reconciliation process.
6. Prepare and maintain all financial records.
7. Communicate and support each weekend treasurer with

resources and advice.

8. All other such duties as usually pertain to his office or may be assigned to him by the Council.

- E. **Spiritual Directors.** The Spiritual Directors are to glorify God through spiritual leadership. Two Spiritual Directors are elected to the Council and shall be on an active Lutheran clergy roster and an active Via de Cristo® participant. Two Spiritual Directors are to serve on the Council. The responsibilities are as follows:
1. Pastoral support for the Council.
 2. Provide updated data for the SD roster.
 3. Develop an outreach program to invite new pastors and seminarians to participate in Northern Plains Via de Cristo® of North Dakota.

Section 7

The Council may appoint additional positions as it deems necessary.

Section 8

Upon election to serve as Lay Director, a Director must resign his current position. The Nominating Committee is responsible for providing at least one name for the ballot to fulfill the term of the open position.

Section 9

Upon Council election to serve as Assistant Lay Director, a Director must resign his current position if he sits on the Executive Committee. If an open position is a result, the Nominating Committee is responsible for providing at least one name for the ballot to fulfill the term of the open position.

ARTICLE 7 – OTHER COUNCIL POSITIONS AND APPOINTED COORDINATORS

Section 1

The other Council positions shall be the Operations Director, Communications/P.R. Director, Leadership Training and Development Director, and Directors at Large.

Section 2

Operations Director. The Operations Director is to glorify God by coordinating the materials necessary for a meaningful Via de Cristo® weekend. The responsibilities of the Operations Director are as follows:

A. Trailers:

1. Maintain the weekend supplies.
2. Coordinate the movement and storage of the supplies.

B. Supplies

1. Inform weekend teams on supply use, purchase and replacement.
2. Purchase expendable supplies for weekends.
3. Maintain inventory of supplies.
4. Manage the credit card account provided by the Council and submit all receipts to

- the Treasurer.
5. Maintain equipment and reusable supplies.
- C. Maintain records of all sources of materials and file a copy with the Northern Plains Via de Cristo® of North Dakota designated by the Council.
- D. Manuals
1. Collaborate with and form a Northern Plains Via de Cristo® of North Dakota Manuals Team to ensure weekend manuals are up-to-date and supplied to weekend teams.
- E. Database
1. Collaborate with Information Coordinator to ensure the database is current and user- friendly.
- F. Oversee the following appointed positions:
1. **Information Coordinator.** The Information Coordinator is to glorify God through the coordination of assignments and promotion of Via de Cristo® as directed by the Council, to coordinate the operations of the corporation. **The Information Coordinator is appointed by the Council** and the appointment is reviewed annually. The responsibilities are as follows:
 - a. Contact, resource and information person for the Corporation.
 - b. Handle duplication and distribution of all written materials needed for liaisons, forums, training, teams and weekends (manuals).
 - c. Prepare and maintain the database, manuals and all computer records.
 - d. Maintain the permanent files of the Corporation.
 - e. All other such duties as usually pertaining to his office or may be assigned by the Council.
 2. **Music Coordinator.** The Music Director is to glorify God through working with musicians in preparation for the weekend. **The Music Coordinator is appointed by the Council** and the appointment is reviewed annually. The responsibilities are as follows:
 - a. Provide assistance to fill musician needs on teams, weekend serenades, Clausuras, and Ultreyas.
 - b. Provide training, workshops and guidance for musicians.
 - c. Contact and recruit new musicians.
 - d. Assist musicians in abiding by music copyright laws.
 - e. Maintain a current database of musicians from the membership.
 - f. Guide musicians in selecting and learning Via de Cristo® standards to teach on weekends.
 - g. Stay up-to-date with current music copyright laws and providing each weekend team with the specific actions that will keep our worship and rollo music in compliance.
 3. **Allocations Coordinator.** The Allocations Coordinator is to glorify God through prayerful selection of weekenders from applications submitted. **The Allocations Coordinator is appointed by the Council** and the appointment is reviewed annually. The responsibilities of the Allocations Coordinator are as follows:
 - a. Follow the guidelines for the acceptance of weekenders as set forth by the Council.
 - b. Send appeals for exceptions to the guidelines to Lay Director for input.
 - c. Make the community aware of the allocation guidelines.
 - d. Provide timely updates to the Executive Committee on the status of weekender openings.

Section 3

Communications/PR Director. The Communications/PR Director is to glorify God through the coordination of communications and palanca to the 4th Day Community. The responsibilities of the Communications/PR Director are to oversee the preparation of the annual report and to oversee the following appointed positions:

- A. **Palanca Coordinator.** The Palanca Coordinator is to glorify God through spreading the Good News of upcoming Via de Cristo® and Northern Plains Via de Cristo® of North Dakota and other related type weekends throughout the world. **The Palanca Coordinator is appointed by the Council** and the appointment is reviewed annually. The responsibilities are as follows:
1. Mail the Northern Plains Via de Cristo® of North Dakota weekend schedule to Via de Cristo® and related communities throughout the United States and overseas, such as Episcopal, Catholic, Unidos en Cristo, Charis, Walk to Emmaus, TEC, etc.
 2. Send palanca on behalf of the Northern Plains Via de Cristo® of North Dakota Council to other Via de Cristo® and related weekends in a timely manner so as to reach them prior to the start of sponsored weekends.
 3. Provide guidance regarding prayer vigils and palanca for upcoming weekends.
- B. **Newsletter Editor.** The Newsletter Editor is to glorify God by informing and educating the 4th Day Community through the creation and distribution of the Corporation on-line newsletter. **The Newsletter Editor is appointed by the Council** and the position is reviewed annually. The responsibilities are as follows:
1. Gather and edit newsworthy items for publication of the Northern Plains Via de Cristo® of North Dakota newsletter and acknowledging copyright of items taken from other sources.
 2. Work in conjunction with the Website Director to publish content.
- C. **Web Site Coordinator.** The Web Site Coordinator is to glorify God by informing and educating the 4th Day community and the general public of Via de Cristo® and Northern Plains Via de Cristo® of North Dakota activities through the creation and maintenance of the corporation's web site. **The Web Site Coordinator is appointed by the Council** and the position is reviewed annually. The responsibilities are as follows:
1. Implement a web strategy as proposed by the Council.
 2. Strictly follow Council guidelines in creating web content.
 3. Coordinate with the Communications/PR Director, Palanca Coordinator and Newsletter Editor to place appropriate newsletter items on the website.

Section 4

Leadership Training and Development Director. The Leadership Training and Development Director is to glorify God by seeking, training, developing and evaluating leadership. The responsibilities of the Leadership Training and Development Director are as follows:

1. Using materials supplied by the Council, provide two informational sessions to prepare team leadership prior to the first all-team meetings (Day 2). These meetings will provide a broad overview of the Via de Cristo® program (pre-weekend, the weekend and post-weekend). The forum shall provide an opportunity for questions and discussions.
2. Notify the Operations Director well in advance of all training dates so the manuals are prepared.
3. Meet, according to schedule, with Rectors to instruct, give manuals, community roster, team application lists, etc.
4. Develop future leadership by reviewing weekend evaluation forms in order to

receive names others see as good leaders, and to provide a roster of leader possibilities from computer printout.

5. Identify and pass possible names on to those choosing team members - Rectors, Assistant Rectors, Support Team Rectors, etc.

Section 5

Directors At-Large. The Directors At-Large are to glorify God by serving as representatives from the overall membership of the Northern Plains Via de Cristo® of North Dakota. These two (2) directors shall be elected by the membership to serve on the Council.

ARTICLE 8 – COMMITTEES

Section 1

The Committees are to glorify God by administrating the activities within the Northern Plains Via de Cristo® of North Dakota region.

The responsibilities of the Committees members are as follows:

1. Attend scheduled meetings.
2. Disseminate Via de Cristo® and Northern Plains Via de Cristo® of North Dakota Council proceedings to their committee.
3. Report proceedings monthly to the Council.

Section 2

The appointed members of the Committees shall hold their positions for up to three years. Each will be reviewed annually by the Executive Committee. A second term of three years is available.

Section 3

If a Committee member has more than two unexcused absences from the meetings in a calendar year, he will forfeit his seat and be replaced.

Section 4

With approval by the Council, Committees may appoint additional members as deemed necessary.

ARTICLE 9 – ADDITIONAL COMMITTEES

Section 1

The Council may, from time to time, appoint such committees as it deems proper, and may prescribe the functions and duties of such committees and the term of membership of committee members.

ARTICLE 10 – BANK ACCOUNT

Section 1

The funds of the Corporation shall be deposited in such bank as the Council may designate and shall be withdrawn upon the signature of the Treasurer. The Lay Director shall also be a signor on all general funds accounts.

Section 2

There shall be a reconciliation of the books on an annual basis or when the holder of the position of Treasurer changes, whichever comes first.

ARTICLE 11 – AMENDMENTS

Section 1

These By-Laws of the Corporation may be amended by a two-thirds majority of the members of the Council at any meeting duly called for that purpose and shall be reported at the Annual Meeting of the membership.

ARTICLE 12 – NORTH DAKOTA CENTURY CODE

Section 1

The Corporation shall operate under North Dakota Century Code (“NDCC”) Chapter 10-33, as amended. The order of authority shall be:

1. Federal Law
2. North Dakota Century Code
3. Northern Plains Via de Cristo® of North Dakota Articles and By-laws
4. Roberts Rules of Order
5. Past Practices

ARTICLE 13 – LIMITATIONS ON CORPORATE ACTIVITIES

Section 1

Nonprofit Legal Status. Northern Plains Via de Cristo® of North Dakota is a North Dakota non-profit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

Section 2

Exempt Activities Limitation. Notwithstanding any other provision of these By-laws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be

authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these By-laws.

Section 3

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Section 4

Distribution Upon Dissolution. Upon termination or dissolution of the Northern Plains Via de Cristo® of North Dakota, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor tax code) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the Northern Plains Via de Cristo® of North Dakota hereunder shall be selected at the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Northern Plains Via de Cristo® of North Dakota, by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of North Dakota.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Northern Plains Via de Cristo® of North Dakota, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of North Dakota to be added to the general fund.

ARTICLE 14 – MISCELLANEOUS PROVISIONS

Section 1

Wherever the contexts requires, all words in the By-laws in the male gender shall be deemed to include the female or neuter gender, all singular words shall include the plural and all plural words shall include the singular.

CERTIFICATE OF ADOPTION OF BY-LAWS

***I do hereby certify that the above stated By-laws of **Northern Plains Via de Cristo® of North Dakota** were approved by the **Northern Plains Via de Cristo® of North Dakota** board of directors on April 29, 2016, constitute a complete copy of the By-laws of the corporation.

Secretary *Rhonda J. Hawley*

Date: 4-29-2016