

**BYLAWS OF  
NORTHERN MICHIGAN DECOLORES MINISTRIES INC.**

**MISSION STATEMENT**

**DeColores: The people of God bringing the character and priorities of Jesus Christ from the head to the heart. (amended 6-02)**

**PREAMBLE**

Northern Michigan DeColores Ministries Inc. is a lay-led Christian ministry with the express purpose of strengthening the desire for greater lay activity in Christian churches. DeColores Ministries is not to be considered as a substitute for the church; however, it is an extension of the church, supported by Christians from local church communities. The ministry's intent is to lay a foundation for a Christian life by calling persons to a renewed faith and/or to call persons to conversion to Christ. It does not seek church status, nor does it offer any sacraments.

Founded in the original Cursillo method, it subscribes to the **Nicene or Apostle Creeds** and welcomes all persons seeking a deeper faith in Jesus Christ. Its Weekend activities are designed to reinforce individual commitment to Christ through Piety, Study and Action. Although Northern Michigan DeColores Ministries has maintained much of the original DeColores en Cristo and Cursillo dynamics, it is a separate organization, with no affiliation other than support.

These Bylaws are intended to protect the norms and uniqueness of this ministry, which is developed around a Weekend of sixteen talks, meditations and celebration of the three days, plus the apostleship of the fourth-day activities including Ultreyas and Reunion groups. The weekend is not a retreat. The atmosphere differs greatly from most retreats as the teachings of Christ are discussed in a joyful climate, with song and lighter sessions. **(amended 8-01)**

I

**CORPORATION**

- 1.1 **NAME**. the name of the corporation is Northern Michigan DeColores Ministries Inc.
- 1.2 **PLACES OF OPERATION**. The corporation shall have its principal place of operation in Traverse City, Michigan and its other places of operation shall be determined by the Secretariat of the corporation.
- 1.3 **PURPOSES**. The purposes for which the corporation is organized are as follows:
  - A. To strengthen the desire for greater lay activity in Christian churches.
  - B. To promote the activities of this ministry.
  - C. To make this ministry an instrument of Christian formation and renewal.
  - D. To receive and administer funds to enable the corporation to operate exclusively for religious, charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, and to give funds and property from time to time to other

organizations to be used, or held for use, for the purpose of carrying out one of more such purposes; to acquire, own, dispose of and deal with property and interests and to apply gifts, grants, and other proceeds toward the enhancement of the purposes of the corporation; to carry out any actions determined by the corporation that may be appropriate and not forbidden by Section 501 (c) (3) of the Code, with all the power conferred on the nonprofit corporations under the laws of the State of Michigan.

1.4 NONPROFIT CORPORATION. The corporation shall be operated exclusively for religious, charitable, scientific, literary, and educational purposes with the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 as a nonprofit corporation. No member of the corporation shall have any title to or interest in the corporation's property or earnings, nor shall any member have part of the net earnings of the corporation. No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, nor shall the corporation participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

1.5 DISSOLUTION OF THE CORPORATION. Upon the dissolution of the organization, assets shall be distributed for one of more of exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of our organization is then located.

1.6 DEFINITIONS.

- A. SECRETARIAT-The governing board of Northern Michigan DeColores Ministries Inc.
- B. NORTHERN MICHIGAN DECOLORES COMMUNITY- All persons who have completed a DeColores Ministries, DeColores en Cristo, or substantially similar Weekend in the Cursillo tradition, and reside within the Northern Michigan De Colores Ministries Inc. boundaries.
- C. RECTOR/RECTORESS- The lay leader of a DeColores Weekend.
- D. RECTOR/RECTORESS MANUAL- The manual prepared by National DeColores Ministries Inc. that governs the conduct of a weekend through the rector/rectoress selected by the Secretariat.
- E. CRUCISTA- A person who has completed a DeColores Ministries or DeColores en Cristo Weekend as a candidate.
- F. CRUCILLISTA- A person who has completed a Cursillo Weekend, either denominational or interfaith as a candidate.

II

SECRETARIAT

2.1 SECRETARIAT- The business and affairs of the corporation shall be managed by a Secretariat, which is made of both elected and appointed members. The Secretariat will have the responsibility and authority for the management of the corporation's business, property, personnel, affairs, and funds. It will have the authority to do and perform all acts and functions permitted for an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1986 which are consistent with these Bylaws, the Articles of Incorporation, and the laws of the State of Michigan.

2.2 MEETINGS- the Secretariat will meet monthly at a time and place specified by the board to conduct the business of the corporation. There shall be no less than ten meetings per year. In addition to the regular meetings, special meetings may be called by the President (couple).

2.3 QUORUM AND VOTING REQUIREMENTS- One third (1/3) of the total number of Secretariat members represent a quorum for the transaction of business at any Secretariat meeting. Roberts Rules of Order shall govern all meetings of the Secretariat.

2.4 COMPENSATION- No officer or board member of the Secretariat shall receive compensation for any work performed on behalf of the corporation, but this shall not prevent the Secretariat from reimbursing any person for expenses incurred while carrying out corporation business.

2.5 EXECUTION OF CONVEYANCES, MORTGAGES AND CONTRACTS- The Secretariat may in any instance designate one or more person to execute any contract, conveyance, mortgage, or other instrument on behalf of the corporation.

2.6 QUALIFICATIONS

- A. Must be a member of the Northern Michigan DeColores community.
- B. Must be active in an organized Christian church.
- C. Must be willing to accept the commitment of service to the DeColores community and the Secretariat.

2.7 BOARD POSITIONS The Secretariat shall consist of at a minimum, the following positions: Spiritual Advisor, President, Vice-President, Past President, Registrations, Inventory Management, Ultreya Host, Communications, Secretary & Treasurer.

- A. The Spiritual Advisor(s), President(s), Vice President(s) and Past President(s) may be filled by one or two persons.
- B. All other board positions may be filled by one or more individuals.
- C. Spiritual Advisor(s) shall meet the same qualifications of a Spiritual Director for a DeColores team as specified in Section 5.2 A.
- D. The Vice President shall meet the same qualifications as a rector/rectress for DeColores team as specified in 5.1A 1-5.

2.8 OTHER POSITIONS- Other Secretariat positions may be created with the approval of the Secretariat.

2.9 VOTING RIGHTS-Each individual member of the Secretariat shall be entitled to one vote.

2.10 SELECTION- The members of the Secretariat will be selected in the following manner:

- A. President: This position will be filled by the current Vice President
- B. Vice President: This position shall be elected by all persons in the Northern Michigan DeColores community by a written vote. The method of voting shall be determined by the Secretariat (i.e. By mail, by special meeting, etc.). A simple plurality will determine this position. Having served on the Secretariat as Vice-President they will assume the responsibilities of the Presidency for one full term.
- C. Past President: This position shall be filled by the current President.
- D. Spiritual Advisor: The President shall appoint one or two persons who are members of the clergy and the Northern Michigan DeColores community to serve as Spiritual Advisor during their term in accordance with 5.2 A.

(*SELECTION cond*)

E. All other Secretariat positions will be appointed by the President, subject to the approval of the Secretariat.

#### 2.11 TERM OF OFFICE

A. The Vice President shall be elected for a period of three years, serving the first year as Vice President, the second year as President and the third year as Past President.

B. The Spiritual Advisor shall be appointed for a term of one year by the current President.

**C. In the event that a board member has served two consecutive terms and a replacement is not appointed, the board has the option, by majority vote to extend that member's term while actively seeking a replacement or until such a time a replacement is found. (amended 3-11)**

D. A term of office shall begin on January 1 of the first year and end on December 31 of the following year except in the case of the Spiritual Advisor, whose term shall begin on January 1 and end of December 31 of the same year.

E. The term of office of the Secretariat shall be such that one half (1/2) of the positions expire each December 31.

F. No person, with the exception of Spiritual Advisors may serve as board member for more than two (2) consecutive terms. A person who has served as a board member for two consecutive terms is ineligible to serve as a board member until the expiration of one year from the date he or she left office. In the event that a board member has served two consecutive terms and a replacement is not appointed, the board has the option, by majority vote, to extend that member's term while actively seeking a replacement or until such a time a replacement is found.

G. No Spiritual Advisor(s) may serve as a board member for more than four (4) consecutive terms.

#### 2.12 VACANCIES

A. If the President vacates, the Vice President shall assume the office of President to complete the one-year term. If the vacancy occurs before April 1, the Vice President serves only for the remainder of the President's term. If the vacancy occurs on or after April 1, then the Vice President serves until December 31<sup>st</sup> of the following year. A special election may be called to elect a new Vice President.

B. If the Vice President vacates, a special election shall be called.

C. All other vacancies may be filled by the choice of the President according to 2.10 (e).

2.13 REMOVAL- A board member may be removed for failure to attend three consecutive regularly scheduled Secretariat meetings, or for failure to attend four regularly scheduled Secretariat meetings within any twelve-month period.

2.14 DUTIES - The duties of the Secretariat members shall be:

A. President

1. To convoke, preside over, and direct all meetings of the Northern Michigan Secretariat.
2. In the absence of the President and Vice President, to designate any other Secretariat member to conduct the meeting.
3. To be the official representative of the Northern Michigan DeColores community.
4. To meet with each Rector and Rectoress prior to their Weekends to evaluate their plans for the Weekend, to provide guidance, and to ensure conformity to the guidelines of the Weekend and the Secretariat.
5. To meet with each team at a scheduled team meeting to ensure conformity to the guidelines of the Weekend and the Secretariat.
6. To give the talk known as the “Money Talk” or the “Sermon on the Amount” on each DeColores Weekend.
7. To be the representatives of the Northern Michigan DeColores community at each closing and to give the community announcements at the closing.
8. The President couple shall not serve as Rector/Rectoress during their term.
- 9. To inventory the Rector/Rectoress tote after each Weekend and maintain the contents. (amended 4-09)**
10. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.

B. Vice President

1. To render total support to the President.
2. In the absence of the President, the Vice President will assume the duties of the President.
3. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.

C. Secretary

1. To take minutes of all meetings of the Secretariat.
2. To record in the minutes the names of the members present and those absent for the purposes of determining a quorum.
3. To maintain all records of the meeting, other than financial.
4. To answer all communications under the direction of the President.

*(Secretary cond)*

5. To provide copies of the minutes of the preceding meeting to each member of the Secretariat.
6. To record dates and changes to the Bylaws and Articles of Incorporation.
7. To maintain a current list of all members of the Secretariat.
8. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.

#### **D. Past President**

**The Past President will render support to the President, preside over meetings when President or Vice President cannot attend and organize the 4<sup>th</sup> Day Workshop after each set of weekends. (amended 2-04)**

#### **E. Treasurer**

1. To keep the monthly accounts of Northern Michigan DeColores Ministries Inc.
2. To make deposits and disbursements of all funds at the direction of the Secretariat, and to act as authorized signer of accounts.
3. To provide copies of the monthly financial report to each member of the Secretariat at or before the next meeting.
4. To maintain all financial records of Northern Michigan DeColores Ministries Inc.
5. To present the corporate financial records for audit each year by three persons appointed by the Secretariat.
6. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.

#### **F. Spiritual Advisor**

1. To give spiritual guidance, counsel and advice to the Secretariat for the purpose of encouraging adherence to the principles set forth in the Preamble of these Bylaws.
2. To encourage debate, discussion and conflict resolution in a manner consistent with scriptural principles.
3. To perform other duties as determined by the Secretariat.
4. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.

#### **G. Registration(name amended 12-98)**

1. To provide blank Weekend registration forms to the community and receive completed forms for Weekend attendance.
2. To send invitations to upcoming Weekends according to the order in which the registration forms were received to fill Weekends to a maximum of (30) candidates. The Rector/Rectoress is allowed two additional priority choices. If the Rector/Rectoress

*(Registrations cond)*

does not use his/her additional choices, there shall be no more that thirty (30) candidates.

3. Report to the Secretariat at each meeting the present level of registrations on file, the number of invitations sent out for each Weekend and how many confirmations have been received to date.
4. To provide confirmed registrations to the Rector/Rectoress prior to the Weekend.
5. Provide a list of candidate names for each Weekend to the name tag preparation person.
6. To be present at the host facility on Thursday evening of each DeColores Weekend for the purpose of registering the incoming candidates.
7. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.

#### H. Inventory Management

1. To maintain and distribute to each Northern Michigan DeColores Weekend all necessary Weekend materials.
2. Oversee the return of all unused and reusable Weekend materials.
3. To maintain all equipment and supplies.
4. To inventory the entire contents of the trailer after each Weekend and restock.
5. To inventory and restock the coordinators and cha-cha trunks after each Weekend.
6. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.

#### I. Ultreya Host

- 1. To host the Ultreya for the city that has been assigned.**
  - 2. To coordinate with the music coordinator to chose music for their Ultreya.**
  - 3. To arrange either for a 4<sup>th</sup> day speaker or a topic for group discussion.**
  - 4. To chose persons prior to the Ultreya to lead opening and closing prayers.**
  - 5. To take an offering at Ultreya and count the money along with a 2<sup>nd</sup> party and give it to the president couple or treasurer for deposit.**
  - 6. To enlist someone to run the sound system and power point prior to Ultreya.**
  - 7. To enlist people to set up prior to and clean up afterwards.**
  - 8. Make sure church is secured once everyone has left.**
  - 9. Report to the Secretariat any concerns or successes at Ultreya meetings.**
  - 10. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.**
- (amended 6-20)**

**J. Communications Director (amended 2-16/Formerly named Newsletter Editor)**

- 1. To gather and disseminate information for the Northern Michigan Decolores community regarding Ultreyas, Board meetings, Men's and Women's weekends, Workshops and any other community events or needed information.**
- 2. Send and maintain communications by email, texts or Facebook.**
- 3. Update and maintain the Alpha List.**
- 4. Update and maintain the NM Decolores website.**
- 5. Update Facebook page when needed.**
- 6. Attend Secretariat meetings as governed by Section 2.13 of these By-Laws.**  
**(amended meeting requirement 2-03) (amended job description 8-22)**

**K. National DeColores Board Representatives**

- 1. Attend Northern Michigan DeColores monthly Secretariat meetings.**
- 2. Attend the National DeColores quarterly meetings.**
- 3. Express the concerns, share news, and pose questions from one board to another, with the understanding that it is the Northern Michigan DeColores Secretariat and other Secretariats.**
- 4. Foster good communications between the Northern Michigan DeColores Secretariat and other Secretariats.**
- 5. Promote DeColores 4<sup>th</sup> Day activities, Reunion Groups, Ultreyas and workshops both on the local and National levels.**
- 6. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws.**  
**(amended 4-97)**

**L. Historian**

- 1. To keep the albums of Weekend pictures, songbook covers, picture of the banner and both team and candidate lists of each Weekend.**
- 2. Contact the Head Coordinator of each Weekend to make arrangements to obtain all of the items listed in #1.**
- 3. Send postcards to the past Rectors and Rectoresses to remind them of the Rector/Rectoress dinner on Saturday evening of the Weekends.**
- 4. Maintain a supply of plastic covers for the albums, along with enough albums.**
- 5. Take the album to Ultreyas so all can enjoy the history of the Northern Michigan DeColores Ministry.**
- 6. Check the team and candidate lists at the time of the Weekends with the updated Alpha List to be sure information is correct.**

*(Historian cond)*

- 7. Make sure team and candidate lists are delivered to the Communications Director or his/her designee for Alpha List updating.**
- 8. Maintain updated lists of President couples.**
- 9. To attend Secretariat meetings as governed by Section 2.13 of these Bylaws. (amended 4-09)**

**M. Music Coordinator**

- 1. To coordinate with the Ultreya hosts to pick music for the Ultreya.**
- 2. To coordinate with the Holy Hour hosts to pick music for the Holy Hour.**
- 3. To coordinate with the Musicians about the songs chosen for the Ultreyas and Holy Hours and encourage Musicians to participate in both.**
- 4. To administer the CCLI account, making sure all reporting is properly done.**
- 5. To insure that all music material is properly marked with appropriate CCLI numbers.**
- 6. To coordinate with the Rector or Rectoress to confirm that all songs used on weekends are CCLI compliant.**
- 7. Facilitate a musician potluck once a quarter to encourage participation in the music programming of the Secretariat.**
- 8. Report to the Secretariat any concerns or successes of the musical program.**
- 9. Remove requirement for this person to attend board meetings. (amended 4-21)**

III

INDEMNIFICATION

INDEMNIFICATION. The Secretariat may purchase and maintain insurance on behalf of any member of the Secretariat or Committee of the corporation. These people will be protected to the full extent set forth under the terms and conditions of the policy.

IV

COMMITTEES

The Secretariat may establish any standing or special committees from time to time as it shall deem appropriate in order to accomplish the purposes set forth in Section 1.3 and the Secretariat shall define the powers and responsibilities of such committees. Any member of the committee shall be allowed to serve on any committee, but any member of any committee may be removed from that committee, with or without cause, by the Secretariat. The President shall appoint a committee chairperson whose responsibility shall be to convene all meetings of that committee. Each committee shall establish its own procedures and time and place to meet.

(COMMITTEES cond)

Roberts Rules of Order shall govern all meetings of any committee of the corporation. Each committee shall report its activities and progress at each meeting of the Secretariat.

V

WEEKEND

5.1 WEEKEND

A. Selection of Rector and Rectoress. A Rector or Rectoress shall at a minimum:

1. Have (a) completed at least three (3) DeColores Weekends as a team member, or (b) completed at least two DeColores Weekends and one substantially similar Weekend in the Cursillo tradition as a team member,
2. **Have been a rollista on a DeColores Weekend,**
3. **Have been a coordinator on a DeColores Weekend or completed a 4<sup>th</sup> Day (Leader Training) Workshop. (amended 4-09),**
4. Have been a member of the northern Michigan DeColores community for at least three (3) years at the time of nomination,
5. Be a person whose life typically exemplifies the DeColores Ministry,
6. Shall not have served previously as a Rector or Rectoress within the preceding seven years, provided that this rule shall not apply to the selection of a Rector or Rectoress for a prison or travel Weekend.
7. Exceptions to the above requirements can be made by a 2/3 vote of the Secretariat.

**B. Selection process (amended 12-15, consolidated B&C)**

1. Nomination and selection of a Rector and/or Rectoress shall take place at a regularly scheduled Secretariat meeting.
2. Names of candidates for Rector and Rectoress may be submitted to the Secretariat by any member of the Northern Michigan DeColores community.
3. A written resume' of the nominee's qualifications must be presented at the time of nomination.
4. **President couple, Vice-President couple and Spiritual Directors will have a pre-interview prior to putting that name in the hat. (amended 12-09)**
5. **If candidate for the Rector/Rectoress is still interested and all agree they are able to fulfill the position, there is a second in-depth interview discussing all details of a weekend. (amended 12-09)**
6. All non-members of the Secretariat must be excused before the nominations and selection.
7. **After each nomination has been read and discussion held, the Secretariat votes to place the nomination in the hat for the random drawing. If the Secretariat votes to withhold the nomination from the hat, then that person is not considered for the upcoming set of Weekends. (amended 2-16)**
8. **All nominating letters and nominating slips for the non-selected nominees are saved for the next selection process. When the next set of weekends is coming, they are asked if they wish to be considered as Rector/Rectoress for those weekends. If they choose to be placed in the hat and they are approved by the Secretariat, one slip of paper with their name on it is placed in the hat. (amended 3-11)**

*(Selection process cond)*

9. Once the Rector/Rectoress has accepted the nomination, the results are made public and are announced at Ultreyas, Closings and in the notifications.
10. Meeting with President. A Rector/Rectoress shall meet with the President and Vice President (or any other person so designation by the President) for the purpose of evaluating their planned Weekend, the composition of the team, the date, the location and their conformance with guidelines. At this meeting the Rector/Rectoress shall direct the attention of the President to any potential conflict with those guidelines.

## 5.2 TEAM SELECTION

A. Spiritual Director. A list of pre-approved Spiritual Directors will be available to each Rector/Rectoress. Any proposed Spiritual Director must be on that list or be approved prior to being asked to serve. If he/she is approved, his/her name will then be added to the approved list. Approval shall be determined by an interview with the Spiritual Advisor of the Secretariat, the President, the Vice President and the Past President.

Approval shall be based upon the following criteria:

1. The educational requirements are as follows:
  - a. At least one of the Spiritual Directors must have successfully completed theological training in accordance with his/her denomination and be ordained or the equivalent, by his/her denomination.
  - b. One of the Spiritual Directors may serve;
    - i. Prior to completing the educational requirements of his/her denomination provided he/she is actively pursuing that end and has served or is presently serving in a spiritual capacity in a congregation of his/her denomination for a period of six months prior to being asked to work a weekend or,
    - ii. If he/she has served successfully in a spiritual capacity as a pastor of an organized Christian church for a minimum of five years.
2. Anyone serving as a Spiritual Director must have completed a DeColores or substantially similar Weekend in the Cursillo tradition as a candidate for the purpose of experiencing and familiarizing him/herself with the dynamics and flow of the DeColores Weekend.
3. Before serving as a Spiritual Director he/she should first serve as a "B" Spiritual Director in Training on a DeColores weekend with two (2) other Spiritual Directors who meet the above qualifications before being eligible to serve as one of two Spiritual Directors on a weekend.
4. All Spiritual Directors shall subscribe to the **Nicene and Apostle creeds** in accordance with the Preamble of these Bylaws. **(amended 8-01)**
5. Any exceptions to the above requirements can be made by a vote of two-thirds of the Secretariat.

B. Team Positions. It is recommended that the team for a DeColores Weekend consist of not more than (32) members and the team shall consist of the following:

1. Rector/Rectoress who shall give the Total Security rollo

*(Team Positions cond)*

2. Co-Rector/Co-Rectoress who shall give a rollo

3. Two (2) or three (3) Spiritual Directors

4. Eight (8) additional rollistas

5. Three (3) or four (4) coordinators

6. Three (3) or four (4) cha chas

7. Three (3) or four (4) cooks

8. Four (4) to seven (7) auxiliaries (no more than one per table)

9. Three (3) musicians (may also be rollistas)

C. The size of the team may be adjusted to the number of candidates and size of the host facility.

D. Miscellaneous

1. The team shall consist of  $\frac{1}{4}$  new (from the last two weekends),  $\frac{1}{4}$  never worked a weekend (not from last two weekends),  $\frac{1}{4}$  worked one to two weekends,  $\frac{1}{4}$  worked three or more weekends.

2. Every team member must have completed a DeColores or substantially similar weekend in the Cursillo tradition as a candidate.

3. A team member shall be active in an organized Christian church.

4. The team shall represent a cross-section of geography, marital status, denominations, races and experienced and inexperienced members of the Northern Michigan DeColores community.

5. With the exception of Spiritual Directors, all team members shall be of the same gender as the candidates on the weekend.

6. There should be no more than one auxiliary per table and not more than two team members per table.

7. Spiritual Directors should be among the first team members selected in order to get as much input as possible from them as to the weekend team make-up.

8. A Co-Rector/Rectoress must be chosen in accordance with the qualifications for Rector/Rectoress since this person will assume responsibility of the DeColores weekend in an emergency.

9. Team members shall not be on two weekends in succession unless chosen as Rector/Rectoress, Co-Rector/Co-Rectoress. Any exceptions are subject to approval by the President and/or the Secretariat. Travel weekends are exempt from this rule.

10. Once coordinator should be very familiar with DeColores and may help choose the other coordinators.

*(Miscellaneous cond)*

11. Rollistas should have served previously as a team member and exemplify the rollo assigned.
12. All team members have an obligation to attend all team meetings and all follow-up meetings.
13. The Rector/Rectoress shall make him/herself available to assist rollistas with rollos and contact all rollistas to verify that they have their rollos completed before the weekend.
14. There shall be a minimum of four (4) team meetings, not including the team commissioning/potluck, before the weekend and a minimum of four (4) follow-up meetings after the weekend. Guidelines for these meeting are in the Rector/Rectoress manual.
15. All team members, including Spiritual Directors, are expected to remain on site at the host facility for the entire weekend.
16. Any person qualified and recognized as a Spiritual Director as set forth in 5.2 A, may also serve as a team member in the following capacities only: Musician, Cha Cha or cook.

**5.3 CONDUCT OF THE WEEKEND**

A. Rollos The following structured talks are known as rollos and shall be given in the following order on the day indicated. No other rollos should be given.

1. Ideal – Friday
2. Grace – Friday\*
3. Laity – Friday
4. Faith – Friday\*
5. Piety – Friday
6. Study – Saturday
7. The Word – Saturday\*
8. Sacraments – Saturday\*
9. Action – Saturday
10. Obstacles to Grace – Saturday\*
11. Leaders – Saturday
12. Environment – Sunday
13. Life in Grace – Sunday\*
14. Christian Community in Action – Sunday
15. Fourth Day – Sunday
16. Total Security – Sunday

\*Spiritual Director rollos which shall be given by a Spiritual Director. All other rollos are lay rollos and shall be given by lay people. A lay person is someone who does not meet the qualifications of a Spiritual Director set forth in 5.2 A.

*(Conduct cond)*

B. Meditations The following talks known as meditations shall be given at the following times:

1. Know Yourself – Thursday evening chapel visit
2. Prodigal Child – Thursday evening chapel visit
3. Three Glances of Christ – Friday morning chapel visit
4. Figure of Christ – Saturday morning chapel visit
5. Message of Christ – Sunday morning chapel visit

C. Other talks – A talk about the finances of a weekend (sometimes referred to as the “Money Talk” or “The Sermon on the Amount”) and a talk about the problem of relating to family members at home after a weekend (Sometimes referred to as the “Going Home Talk”) may also be given on the weekend. They are not rollos.

D. Strict Observances – The Rector/Rectoress shall conduct the weekend strictly in accordance with this Section 5.3 and the Rector/Rectoress manual.

**E. Christian Service Statement removed. (amended 12-14)**

## VI

### SELECTION OF CANDIDATES

**Married couples are strongly encouraged to attend consecutive DeColores weekends. It is recommended, but not required, that the husband attend first. (amended 1-10)**

## VII

### AMENDMENTS

Amendments. Amendments to these Bylaws may be discussed at any regularly scheduled Secretariat meeting, but may not be voted on until the following regularly scheduled Secretariat meeting or a special meeting called for the purpose of voting on said amendments. Written notice of the proposed amendments and the time and place of the meeting at which the vote on the proposed amendments will take place shall be given to all Secretariat members no less than fifteen (15) days prior to the meeting. A special meeting for the purpose of voting on amendments to these Bylaws may not be scheduled less than fifteen (15) days after the Secretariat meeting at which the amendments were discussed. Any changes or amendments to these Bylaws requires and affirmative of two-thirds (2/3) of the total number of Secretariat members to pass.

VIII

TRADEMARK

Trademark. Northern Michigan DeColores Ministries Inc. Secretariat shall comply with all applicable laws, regulations, rules and the like and shall obtain an appropriate government approvals, licenses, permits and so forth pertaining to the sale, distribution and advertising of goods and/or the rendering and advertising of services if in conjunction with the service mark. The service mark shall always include the subscript "TM".

IX

MISCELLANEOUS

9.1 Governing Law. These Bylaws shall be governed by and construed in accordance with the laws of the State of Michigan, and with respect to the use of the service mark, in accordance with the laws of the United States of America.

9.2 Severability. The unenforceability of any term of these Bylaws shall not affect the enforceability of any of the remaining terms of these Bylaws.

**Note: Boldfaced words and sentences within articles denote amendments to the Bylaws.**

**Northern Michigan DeColores Bylaws**

**Record of Changes/Amendments**

- June 1996** Original bylaws official as per State of Michigan Incorporation by NMDC
- April 1997** Change of bylaws to include “National Board Representative” to NMDC board positions.
- June 1997** Change of bylaws approved as follows:
- A) Amend Preamble, paragraph 2 to include “and/or Athanasian Creed”
  - B) Amend Article 5/weekend/Section 5.2/paragraph A/Item #4 to include “and/or Athanasian Creed”.
  - C) Amend Article5/weekend/Section 5.2/paragraph C.16 to read: “Any person qualified & recognized as a Spiritual Director as set forth in 5.2 A may also serve as a team member in the following capacities only: Musician, Cha Cha or Cook.
- Jan 1998** Change of bylaws as follows:
- A) Position ‘Pre-Decolores’ changes to ‘Applications’.
  - B) Position ‘In Decolores’ changes to ‘Inventory’
  - C) Position ‘Post Decolores’ changes to ‘Reunion/Ultreya Coordinator’
- June 1998** Change of bylaws/Article 5/Section 5.2/paragraph D/Item #8: “Team members shall not be on two weekends in succession unless chosen as Rector, Co-Rector, Rectoress or Co-Rectoress. Any exceptions are subject to approval by the President and/or Secretariat. Travel team weekends are exempt from this rule”.
- December 1998** Change bylaws to change wording of board position “Application” to “Registration”
- August 2001** Change bylaws to remove “and/or Athanasian Creed” from bylaws in Preamble and Section 5.2/paragraph A/Item #4.
- April 2002** Change bylaws to Article 6/Section 6.2 to “Any exceptions to 6.1 can be made by a 2/3 vote of the Secretariat in attendance”.
- June 2002** Addition to the bylaws of the Mission Statement: “The people of God bringing the character of Jesus Christ from the head to the heart”.
- February 2003** Change of bylaws to add “Newsletter Editor” as a board position.
- December 2003** Insert Section 5.3/E: “Christian Service Statement” into bylaws.

*(Record of changes/amendments cond)*

**February 2004** Addition to bylaws under Section 2.14/C of:

**Past President Couple**

1. To render support to the President
2. In the absence of the President and Vice President, the Past President will assume the duties of the President.
3. To organize the 4<sup>th</sup> Day Workshop after each set of weekends.
4. Move all subsequent "Board Duties" down one letter each.

**April 2007** Addition to bylaws of Section 5.1/paragraph C: "Meeting with President"

**April 2009** 1. Change to bylaws as follows:

- a. Amend Section 5.1/A2 to read "have been a rollista on a DeColores weekend"
- b. Amend Section 5.1/A3 to read "have been a coordinator on a DeColores weekend or completed a 4<sup>th</sup> Day (Leader Training) workshop."

2. Change of bylaws as follows:

- a. Change Section 2.14/G by deleting duty #5, adding the same duty to Section 2.14/A to be numbered #9 and changing the word "suitcase" to "tote".

3. Amend to bylaws Section 2:14 by adding the following:

**"L Historian"**

1. To keep the album(s) of weekend pictures, song book covers, picture of the banner and both team and candidate lists of each weekend.
2. Contact the Head Coordinator of each weekend to make arrangements to obtain all of the items listed in #1.
3. Send postcards to the past Rectors and Rectresses to remind them of the Rector/Rectress dinner on Saturday evening of the weekends.
4. Maintain a supply of plastic covers for the albums, along with enough albums.
5. Take the album to Ultreyas so all can enjoy the history of the Northern Michigan DeColores Ministry.
6. Check the team and candidate lists at the time of the weekends with the updated Alpha List to be sure the information is correct.
7. Make sure team and candidate lists are delivered to the communications board member or his or her designee for Alpha List updating.
8. Maintain updated lists of President couples.
9. To attend Secretariat meetings as governed by Section 2.13 of these bylaws.

- December 2009** Add Section 5.1 B to bylaws regarding Rector/Rector selection process.  
*(Record of changes/amendments cond)*
- January 2010** Change to bylaws to remove Section 6.1 and reword Section 6 as follows:  
“Married couples are strongly encouraged to attend consecutive DeColores weekends. It is recommended, but not required, the husband attend first”.
- March 2011** Addition to Section 2.11 C: “In the event that a board member has served two consecutive terms and a replacement is not appointed, the board has the option, by majority vote to extend that member’s term while actively seeking a replacement or until such a time as a replacement is found”  
  
Change Section 5.1 B/ #8 to read: “All nominating letters and nominating slips for non-selected nominees are saved for the next selection process. When the next set of weekends is coming, they are asked if they wish to be considered as Rector/Rectoress for those weekends. If the choose to be placed in the hat and they are approved by the Secretariat, one slip of paper with their name on it is placed in the hat”.
- December 2014** Change bylaws to remove Section 5.3 E from bylaws regarding “Christian Service Statement”.
- December 2015** Change bylaws to consolidate Sections 5.1 B&C to just 5.1 B to include both paragraphs.
- February 2016** 1. Change to Section 5.1 B/#7 of Selection Process to read as follows: “After each nomination has been read and discussion held, the Secretariat votes to place the nomination in the hat for the random drawing. If the Secretariat votes to withhold the nomination from the hat, then that person is not considered for the upcoming set of weekends.”  
  
2. Change to Section 2.14 I (now 2.14 J) from Newsletter Editor” to Communications Director”.
- June 2020** 1. Change “Ultreya Coordinator” to “Ultreya Host” and list duties.  
  
2. Add “(M) Music Coordinator” position to Section 2.14/DUTIES with description of position duties.
- April 2021** Remove item #9 from Music Coordinator job description to not require this person to attend Board meetings.
- August 2022** Amended the Communications Director job description.