
**CONSTITUTION AND BY-
LAWS OF
TRES DIAS OF SOUTHEAST TENNESSEE, INC.**

ARTICLE I

NAME, PURPOSE and STATEMENT of BELIEF

1.0 NAME: The official name of the organization shall be Tres Dias of Southeast Tennessee, Inc. (TDSETN), herein also referred to as the Community.

1.1 PURPOSE: The purpose of Tres Dias of Southeast Tennessee, Inc. is to bring others to Christ through Christian apostolic action in all environments of which its members are a part. Key to achievement of this objective is the development and sustaining of Christian leaders. The tools for developing Christian leaders are: A) the three-day Tres Dias experience, also referred to as the "Weekend", and B) ongoing Group Reunions that meet regularly. Activities of Tres Dias of Southeast Tennessee shall therefore be limited to:

1. Planning for the Weekend on a regular and continuing basis.
2. Conducting the Weekend on a regular and continuing basis.
3. Planning and conducting activities in the post-weekend period, known as the "Fourth Day", to reinforce the Weekend experience of a Life in Christ for those who have attended a Tres Dias based weekend, Cursillo or Emmaus Weekend. Such activities include the development and support of Group Reunions and Secuelas.
4. Participation in the activities of the Tres Dias International Assembly.
5. Fostering and supporting the development of new Tres Dias chapters as resources and commitment allow.

1.2 TRES DIAS STATEMENT OF BELIEF, As adopted by Tres Dias of Southeast Tennessee, Inc.

1. We believe and profess our faith in one Triune God – The Father, The Son and The Holy Spirit (Matt. 28:19).
2. We believe and profess that Jesus Christ is the only Savior and is God in the flesh (John 1:1, 1:14, 3:36, 14 & Heb. 2:17).
3. We believe and profess that The Holy Spirit is God and is The Lord and Giver of Life, who continues to work in believers today to sanctify, edify and empower the whole Christian church on earth---for His purpose (Job 33:4, Acts 1:8, John 14:26 & Rom. 8:11).
4. We believe and profess that the Holy Scriptures are the inspired and completely true Word of God (II Tim. 3:16-17).
5. We believe and profess that all have sinned and fallen short of the glory of God; that forgiveness of sins is received through confession and repentance- - and that our sins are washed away through the blood of Jesus Christ (Acts 2:38, I John 1:9 & Rom. 3:23).
6. We believe and profess that salvation is a gift of God's grace received through personal faith in Jesus Christ (Eph. 2:8).
7. We believe and profess that the body of Christ is to make every effort to keep the unity of the Spirit through the bond of peace until we all reach unity in the faith and in the knowledge of The Son of God. (Eph. 4:3, 13)
8. We believe and profess that God's unconditional love, as manifest to us through Jesus Christ, is the primary witness by which people are renewed edified and changed. (I Cor. 13:8).
9. We believe and profess that God has called us to live holy lives that will bring glory to His name. (Col. 3:1- 25).

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

ARTICLE II

MEMBERSHIP

2.0 MEMBERSHIP Membership in Tres Dias of Southeast Tennessee, Inc. shall automatically include anyone who has completed a Tres Dias Weekend or its recognized equivalent in the various movements based upon Cursillo based weekend, and who are active within the Community. Evidence of active membership in the Community shall be the visible support of and participation in scheduled Tres Dias Pre-Weekend, Weekend, and Post-Weekend activities. Members shall generally be within geographical proximity, and in the case of adjacent Tres Dias Communities, a given member shall choose a Secretariat and Chapter Community for affiliation. One who has experienced a Cursillo based weekend or Emmaus Weekend prior to Tres Dias affiliation may also simultaneously be a member of and participate in a Cursillo or Emmaus Community.

Members shall be known as "Pescadores".

Membership may be resigned by written notice to the Secretariat or by affirming resignation at an official meeting of the Secretariat. An individual's membership may be terminated with cause by a majority of voting members at an official meeting of the Secretariat, in accordance with the approved membership discipline in the Policy and Practice Manual. The actions of the Secretariat regarding membership shall be final.

ARTICLE III

GOVERNMENT

3.0 SECRETARIAT: The governing body of Tres Dias of Southeast Tennessee, Inc. shall be the Secretariat. Members of the Tres Dias of Southeast Tennessee Secretariat will be elected by the existing Secretariat, following input from the Tres Dias of Southeast Tennessee Community, and is responsible to the Southeast Tennessee Community.

Tres Dias of Southeast Tennessee, Inc. is a chartered membership of the International Assembly and International Secretariat of Tres Dias. The Community subscribes to the Constitution and By-laws of the International Organization and it will adhere to the "Essentials of Tres Dias" as prescribed by the International Organization.

This Body will operate under Roberts' Rules of Order unless explicitly stated otherwise.

3.1 OFFICERS: The Secretariat of Tres Dias of Southeast Tennessee, Inc. is elected from the membership of the Community to administer and manage the affairs of the Community. Secretariat members should attend at least six.

(6) Secretariat meetings per year. The positions of the Secretariat shall consist of the following:

Chairman: One person, married or single person, who has previously served or is currently serving in a TDSETN Secretariat position and has served as Rector in the TDSETN Community. The chairman must also demonstrate committee leadership, organizational skills, and a strong desire to maintain the long-standing history, integrity, and essentials of the TDSETN Community.

Chairman Elect: A single or married person who has previously served on the Secretariat and Rector in TDSETN. The chairman elect must also demonstrate committee leadership, organizational skills, and a strong desire to maintain the long-standing history, integrity, and essentials of the TDSETN Community. Person is elected by the Secretariat, with a term beginning one year after that of the Chairman. The Secretariat will approve this person by a "Vote Of Confidence" prior to the assumption of the Chairman position. Upon assumption of the Chairman duties, this position will be vacant for one year. This is a non-voting position.

Secretary: A single or married person.

Treasurer: A single or married person.

<u>Men's Leader:</u>	A single or married male who has served as a Rector of a TDSETN weekend
<u>Women's Leader:</u>	A single or married female who has served as a Rector of a TDSETN weekend
<u>Pre-Weekend:</u>	A married couple.
<u>Fourth Day:</u>	A single person or a married couple.
<u>Spiritual Director:</u>	An ordained or fully licensed minister. Must be in, or be retired from, fulltime Christian service. The Spiritual Director for the TDSETN Community must have served as a Head Spiritual Director on at least one TDSETN Weekend other than the weekend for which they qualified to serve as Head Spiritual Director. This is a non-voting position.
<u>Palanca:</u>	A married couple.
<u>Weekend:</u>	A married couple.
<u>Food:</u>	A married couple.
<u>Communications:</u>	A single person or married couple.
<u>Data Manager:</u>	A single or married person
<u>Apison Retreat Center Manager:</u>	A single or married person with administrative skills and knowledge of facilities management.

3.2 PURPOSE: 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:

1. Pre-Weekend activities.
2. Weekend activities (The Three Days)
3. Post-Weekend activities (The Fourth Day).
4. Continuing administrative activities not specifically related to the three phases of activities above.

3.3 MEETINGS: The Secretariat shall hold regular meetings each operating year to number not more than twelve (12) nor fewer than eight (8) at a time and place to be determined by the Chairman. The Chairman and a quorum of the Secretariat members must be present at all meetings. A quorum shall consist of two-thirds (2/3) or eight (8) of the voting Secretariat members. Special meetings may be called by the Chairman, or by the Secretary or Treasurer, upon written request of five (5) voting positions of the Secretariat. The time and place of all meetings shall be announced in the newsletter whenever possible, and all meetings shall be open to the Community unless the Secretariat shall be in "executive session".

3.4 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:

1. Dependence upon alcohol or illegal drugs:
2. Involvement in illegal activities whereby such involvement knowingly violates federal, state or local laws, statues or ordinances.
3. Involvement in lustful, immoral or perverted activities such as, but not limited to, pornography and/or any sexual relationship outside of a lawful marriage between a man and a woman.

4. Involvement in the occult or Satanic worship.
5. Openly professed allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

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

In addition, all Secretariat members must meet the following qualifications:

1. Demonstration of a record of support of the Tres Dias movement.
2. Having worked at least three (3) teams, preferably in different areas of service including the respective area for the position.
3. Possession of the skills required by Secretariat position's job description.

Additionally, the Secretariat should be fairly represented by:

1. At least three (3) individual churches (unless no qualified candidate is available for the vacant position).
2. At least one (1) single adult (unless no qualified candidate is available for the vacant position).
3. No individual church should be represented by more than 50 percent of the members of the Secretariat.

The Secretariat may, by a three-fourths (3/4) majority vote (9 voting members), temporarily suspend any of the above requirements for any position on the Secretariat with the exception of the requirement of holy living as noted above.

3.5 ELIGIBILITY: Any Pescadore active in the Community and meeting the qualifications indicated in section 3.4 above and 3.9 (for individual positions) is generally eligible for nomination to a Secretariat position. Specific requirement for eligibility for a position may be defined in the Policies and Practices of Tres Dias of Southeast Tennessee, Inc. If an individual or couple is currently serving on any other Secretariat or governing board of other Fourth Day Movements, he or she will be ineligible to serve on the Secretariat of Tres Dias of Southeast Tennessee Inc. at the same time.

3.6 VOTING: Each voting position of the Secretariat as noted in paragraph 3.1 shall have one vote, with the exception of the Spiritual Director and Chairman. The Chairman will only be allowed to vote only in the event of a tie vote. A vote shall be carried by simple majority of those present and voting at any regular meeting of the Secretariat. When voting on Secretariat Positions or Rectors the following voting procedure will be observed:

1. Nomination of pescadores meeting the position’s qualifications.
2. Seconding of nominations.
3. Discussion of nominees.
4. Written ballot then taken to elect with the majority prevailing. If no nominee receives a majority of votes, the nominee with the lowest number of votes will be dropped out and revote. This will be repeated as many times as necessary for a nominee to receive a majority of votes.

Rector selection and Secretariat position voting by absentee ballot will be allowed prior to meeting by contacting the Chairman and making known your selection. The person voting will give one choice for each position. Data Manager or Leaders’ Persons should email all Secretariat members a list of all qualified candidates for the Rector position one month prior to voting.

3.7 TERMS OF OFFICE: Positions of the Secretariat will be for two (2) years with six (6) months of training prior to assuming office, with the exception of the Chairman Elect. Unexpired terms shall be filled by appointment of the Secretariat by a two-thirds (2/3) majority vote. The Chairman shall vote only in the event of a tie. Each member of the Secretariat shall serve until a successor has been duly elected and installed. The Secretariat positions shall be divided into two classes. Elections will be held for one-half (1/2) of the classes each year. Secretariat vacancies and the requirements for the vacant positions should be published in the newsletter for a minimum of thirty (30) days.

1. Incumbents in a position on the Secretariat may not succeed themselves unless the incumbent is an appointee filling an unexpired term.
2. Individuals and couples may serve in a position more than once as long as the terms are not successive.
3. All members must rotate after two years and may not serve consecutive terms (unless elected for the

- Chairman Elect position). They must remain off the Secretariat for at least one year.
4. The Spiritual Director may serve consecutive terms by a vote of confidence of the Secretariat.
 5. As with other qualifications for office, the Secretariat may suspend any of these requirements by a three-fourths (3/4) majority vote.
 6. Secretariat members may be removed from office by the same voting procedures as they were elected.
 7. Any Secretariat member may be designated by the Chairman to perform his duties in the event he is unable to attend a function where he normally serves (Closings, team meetings, etc.).

3.8 OPERATING YEAR: The operating year shall commence on January 1 and conclude on December 31.

3.9 DUTIES AND RESPONSIBILITIES:

1. CHAIRMAN: Is responsible for overall guidance and direction of Tres Dias of Southeast Tennessee. The Chairman is considered an officer of the Corporation.
 - a. Functions as the lay representative of Tres Dias in meetings with clergy or laymen from participating and potentially active churches, other movements, and the Tres Dias International Organization.
 - b. Develops short- and long-range plans for expansion and growth of the community.
 - c. Assists in the development, reviewing and enforcing the Constitution and By-Laws and the Practices and Policies of Southeast Tennessee Tres Dias, Inc.
 - d. Presides at all Secretariat meetings and submits meeting agenda to the Secretariat Members in advance of each meeting.
 - e. Responsible for notifying new Rectors, introducing new Rectors at closing and attending the first team meeting to pass the mantel to the new Rectors. He may appoint and be assisted by any Secretariat member in his absence.
 - f. Responsible for notifying new Secretariat Members.
 - g. Responsible for supporting the Rectors and Secretariat Members with prayer.
 - h. Handles reservations for Weekend sites as selected by the Secretariat.
 - i. Assists Leaders at Rector Orientation and Rector debriefing.
 - j. Submits a newsletter article for each publication.
 - k. Trains the Chairman Elect for assumption of Chairman duties at the end of his term.
2. SECRETARY: Serves as recording secretary for the Secretariat's regular and special meetings.
 - a. Transcribes and distributes minutes of meetings to members of Secretariat.
 - b. Sends sympathy cards from the Secretariat to community members who have lost a family member.
 - c. Participates in overall guidance and planning of Tres Dias activities.
 - d. The Secretary is considered an officer of the Corporation.
3. TREASURER: Maintains up-to-date record of Tres Dias finances.
 - a. Disburses funds authorized by the Secretariat in the conducting of Tres Dias business.
 - b. Receives funds from Candidates, Teams and other sources as may occur.
 - c. Deposits funds in Community bank account.
 - d. Submits financial records for external examination at least once per operating year. Someone who is not a member of the Secretariat must conduct such an examination.
 - e. At the January Secretariat Meeting the Treasurer will present a financial report for the previous year and inform the Secretariat of any excess balances available for tithing.
 - f. Establishes and maintains a budget for each Weekend.
 - g. Maintains records all of the Weekend expenses and scholarships granted.
 - h. Distributes \$200 to each upcoming Rector for expenses by the Rector's Orientation Meeting with instructions for the Rector to send receipts to the Treasurer. This amount is not reimbursed to the Secretariat.
 - i. Disburse an emergency fund of \$100 to the Assistant Head Cha for each Weekend to be used as needed with instructions to turn in receipts for any amount spent. This fund is to be used only if all the Team Fees have been spent. Unused monies are to be returned to the Treasurer after the Weekend.
 - j. Disburse \$150 to the Head Kitchen for the Thursday night reception.
 - k. Prepares and files the required Internal Revenue Service or other regulatory forms to maintain Tax Exempt status.

1. Participates in overall guidance and planning of Tres Dias activities.
 - m. The Treasurer is considered an officer of the Corporation.
4. MEN'S/ 5. WOMEN'S LEADER: Is responsible for training Rectors and assisting the Rector with training of the Heads, Area Heads and Professors for all Weekends.
- a. Obtains or makes available the service records and database sorts of the members of the Community for the purpose of assisting upcoming Rectors with qualified Pescadores for team selection and formation.
 - b. Maintains all team books, forms, script and schedules, and provides them to the Data Manager for storage on the website and providing upcoming Rectors with access.
 - c. Consults with Rectors during Pre-Weekend phase in matters involving Team formation, policy and community.
 - d. Along with the Secretariat Spiritual Director, Chairman and Chairman Elect (when one is in place), conducts Rector Orientation, Team Selection meeting and Rector Debriefing to identify and document problems, solutions and miracles.
 - e. Presents a summary of the Rectors' Debriefing, along with recommendations for the future, to the Secretariat.
 - f. Participates in overall guidance and planning of Tres Dias activities.
6. PRE-WEEKEND: Is responsible for maintaining an ongoing file of Candidate applications and for issuing invitations on behalf of the Secretariat.
- a. Regularly collects and dates applications. Reviews applications for completeness, according to the Practice and Policies of Tres Dias of Southeast Tennessee, Inc. and returns incomplete applications to sponsors.
 - b. Maintains a log of applications received, assuring integrity of the applications.
 - c. Makes a priority list of Candidates about 9 weekends before the Men's Weekend divided as follows whenever possible. Thirty-six (36) positions are available:
 - 1). Pastors/ministers should be given priority.
 - 2). 6-10 singles per Weekend, not including the couples where one person cannot attend.
 - 3). 4 positions for New Community Candidates when we are sponsoring a new community, otherwise, these can be allotted as needed.
 - 4). 24 couples
 - d. Prepares and sends letters/emails of invitation to Candidates, as well as letter of confirmation to Sponsors, according to the Practice and Policies of Tres Dias of Southeast Tennessee, Inc.
 - e. Follows up on invitations with Sponsors until attendance decisions are made.
 - f. Encourages Sponsors by providing a supply of Sponsor materials and by announcing status of Candidate's file in a timely fashion to have maximum number of Candidates attending a Weekend.
 - g. Compiles Rector's Candidate report and gives to Rector on Monday prior to the Weekend.
 - h. Checks in and receives Candidates' Weekend fees and accounts for all confirmed Candidates, verifies Candidates information and gives money to the Secretariat Treasurer.
 - i. Is responsible for distribution of Candidate and Team lists to the Community at Send-off. Presides as master of ceremonies for the Send-off celebration, opening with prayer, introducing Rectors, Calling each Candidate by name and facilitating communion by one of the weekend's Spiritual Directors after the candidates leave the auditorium.
 - j. Participates in overall guidance and planning of Tres Dias activities.
7. WEEKEND: Is responsible for all matters pertaining to the physical assets and arrangements for the Weekend.
- a. Establishes and maintains inventory of weekend equipment and supplies. Replaces or repairs inventories as authorized by the Secretariat.
 - b. Arranges for the transportation of weekend supplies to the ARC by Wednesday or Thursday morning of the weekend.
 - c. After the Weekend, ensures the equipment and supplies are back in the proper storage area.
 - d. Supervises the cleaning of the site prior to the Weekend setup of the facilities and equipment.
 - e. Supervises the take-down of all equipment and supplies and the cleaning of the facility at the close of the Weekend.
 - f. Participates in the overall guidance and planning of Tres Dias activities.
8. PALANCA:
- a. Sends general palanca letters to the Weekends of other movements.

- b. Requests and receives general palanca letters for Weekends of Tres Dias of Southeast Tennessee, Inc. from other movements.
 - c. Provides for a means of collecting and delivering palanca on a Weekend for Candidates and Team.
 - d. Arranges for prayer palanca from team members and the Tres Dias Community for each Southeast Tennessee Tres Dias Weekend, beginning at 6:00 PM Thursday (or Send-off day, if not on Thursday) until 6:00 PM Sunday (or third day, if not on Sunday) so that between these times there is an unbroken prayer vigil for the Candidates, the Team, the families of both, and the Community.
 - e. Solicits other forms of Palanca for the Weekend.
 - f. Submits Southeast Tennessee weekend dates to Tres Dias International for posting on their website.
 - g. Maintains banner closet and banner inventory, including updating the banner book and PowerPoint for banners.
 - h. Rotates banners in the Auditorium rotating (putting out) recent banners before each Secuela.
 - i. Participates in overall guidance and planning of Tres Dias activities.
9. FOURTH DAY: Is responsible for promoting living in the Fourth Day for the Candidates and the Community.
- a. Prepares/copies Weekend Candidate & Team booklet obtained from the Media Cha after the picture is taken on Friday morning. Delivers the booklets (115) to the Weekend Head Palanca Cha by Saturday evening.
 - b. Arranges for a group photograph at each Weekend, including the photographer and the developing and copying of the photographs. Photographs are to be delivered to Weekend Head Palanca Cha by Saturday evening. The funds for the photographs are a part of the Weekend budget.
 - c. Organizes Secuelas on a regular basis according to the Practice and Policies of Tres Dias of Southeast Tennessee, Inc. This includes reserving a meeting site, dates, food, programs, coordinating Communion with the Spiritual Director, providing Communion elements, worship leaders, Fourth Day talks from recommendations by the respective Rectors, Floating Reunion Group opportunities, nursery provisions, if possible, set-up and take-down team and publicity in the newsletter.
 - d. Fosters and encourages Pescadores in the formation of Reunion Groups to assist in sustaining the Weekend experience of a life in Christ in the Fourth Day. This may include but is not limited to distributing material to the community and conducting workshops.
 - e. Evaluates current Practice and Policy Manual and makes recommendations to the Secretariat for improvements in the areas of Secuelas, Reunion Groups, and other Fourth Day activities.
 - f. Participates in overall guidance and planning of Tres Dias activities.
10. COMMUNICATIONS: Is responsible for general communication with the Community's Pescadores and with other related Communities.
- a. Gathers material and publishes the Tres Dias of Southeast Tennessee, Inc. official newsletter publication, "Pescadore's Praise."
 - b. Maintains the Tres Dias of Southeast Tennessee website (www.tdsetn.org) as a means of communication to the community and public.
 - c. Serves as the Administrator of TDSETN social media sites.
 - d. Communicates prayer requests and community updates by e-mail, social media and/or hard copy.
 - e. Participates in overall guidance and planning of Tres Dias activities.
11. SPIRITUAL DIRECTOR: Is responsible for the spiritual integrity of Tres Dias of Southeast Tennessee, Inc. activities and direction.
- a. Functions as the primary liaison with other clergy regarding matters related to Pre-Weekend, Weekend and Fourth Day activities.
 - b. Functions as the primary advisor and source of counsel to the Secretariat regarding spiritual direction and inspiration of the Southeast Tennessee Community.
 - c. Keeps the Secretariat on track from a clerical viewpoint and makes sure that the Secretariat acts in a manner consistent with and in obedience to God's inerrant Word.
 - d. Attends Rector Orientation, Team Selection and Rector Debriefing for every Weekend.
 - e. Selects and make assignments of Spiritual Directors for the Weekends. Sends a letter/email to the Rector regarding appointments of Spiritual Directors, sends a letter/email to the appointed Spiritual Directors regarding their Weekend responsibilities, sends a letter/email to each Spiritual Director after the Weekend to follow-up and sends a letter/email to each Ministerial Candidate who completes a Weekend regarding an interest in serving on future Weekends.

- f. Maintains a service database of ministers and builds relationships with pastors in the community to encourage participation in the Weekends.
 - g. Submits a newsletter article for each publication.
 - h. Coordinates with the Fourth Day Couple the communion for each Secuela.
 - i. Participates in overall guidance and planning of Tres Dias activities.
12. FOOD: Is responsible for all matters pertaining to the Weekend regarding food and food preparation.
- a. Establishes and maintains an accurate inventory of kitchen supplies; keeps such inventories as required and/or authorized from time to time by the Secretariat, or as otherwise required in accordance with the Practice and Policies Manual.
 - b. Arranges for ordering and transportation of the kitchen food supplies to the ARC to arrive at the camp by Thursday afternoon.
 - c. Arranges for disposal of unused perishable foods to a charitable organization.
 - d. Attends team meetings to train Head and Assistant Head Kitchen Chas and obtain menu/food lists.
 - e. Participates in overall guidance and planning of Tres Dias activities.
13. DATA MANAGER: Maintains database record of Southeast Tennessee community members:
- a. Keep current address, email and phone listings.
 - b. Maintain service records of areas served in on weekends.
 - c. Generate reports as needed for the respective Leaders Person to provide to upcoming rectors and to aid in team selection.
 - d. Provide updated email list to the Communications person for each newsletter issuance.
 - e. Provide Service Records to upcoming Rectors for issuance at first team meetings.
 - f. Provide verification of qualification for nominees for Secretariat and Rectors
 - g. Provide to the respective Leaders Person a listing of Pescadores that are near qualification for Rector and Head/Assistant Head for team consideration.
 - h. Assist in mailings for special purposes.
 - i. Assist in Web Site maintenance.
 - j. Updates and maintains Tres Dias handbook, including the Essentials of Tres Dias, Constitution and By-Laws, the Practice and Policy Manual, and the job descriptions of each position.
 - k. Participates in overall guidance and planning of Tres Dias activities.
14. CHAIRMAN ELECT: Responsible for shadowing the Chairman in the overall guidance and direction of Tres Dias of Southeast Tennessee as noted in the Chairman Duties and Responsibilities.
15. APISON RETREAT CENTER MANAGER: Responsible for the oversight and management of the Apison Retreat Center:
- a. Propose and maintain budget for operation of the facility.
 - b. Propose and implement facility improvements.
 - c. Handle promotion and booking of events.
 - d. Prepare and maintain an Operation Manual for the facility.
 - e. Meet with prospective facility users and provide an orientation to the facility.
 - f. Stock necessary consumables
 - g. Arrange for upkeep of the grounds and buildings,
 - h. Provide report of facility status at Secretariat Meetings, and
 - i. Participates in overall guidance and planning of Tres Dias activities.

4.0 POLICIES AND PRACTICES: The Secretariat adheres to "The Essentials of Tres Dias" specified and published by the International Organization. Additionally, other matters of Practice and Policy are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as the Practice and Policy of the Tres Dias of Southeast Tennessee, Inc. exist in a document so titled. Practice and Policy will be categorized in the following manner:

- 1. Section I Pre-Weekend
- 2. Section II Weekend
- 3. Section III Fourth Day
- 4. Section IV Secretariat
- 5. Section V Rector

5.0 AMENDMENTS: This document may be amended by a majority of voting members at any Secretariat meeting, provided that the proposed modifications, deletions, or additions have been proposed at a prior meeting of the Secretariat and does not violate Tres Dias International guidelines.

6.0 DISSOLUTION: In the event of dissolution, all of the remaining assets and property of the corporation shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or, to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of Tennessee will best accomplish the general purposes for which this corporation was formed.

This revision approved by majority vote of the Secretariat of Tres Dias of Southeast Tennessee on August 20, 2019.