

# **BYLAWS OF THE CROSSROADS EMMAUS COMMUNITY**

## **ARTICLE I. NAME**

The name of this Community shall be Crossroads Emmaus Community, hereinafter referred to as the Community.

## **ARTICLE II. PURPOSE**

### **Article II, Section 1**

The purpose of the Community shall be to inspire, challenge and equip church members for Christian action in their homes, churches, places of work and communities through the Emmaus experience. Therefore, the Community shall assist each member to accomplish the following:

- A. work toward expansion of their own inner spiritual life;
- B. become a more active disciple of Christ in the world.

### **Article II, Section 2**

To these ends, the Community shall gather at least monthly for the sharing of Word and Table.

### **Article II, Section 3**

This Community is affiliated with the International Emmaus Movement Program, The Upper Room, Nashville, Tennessee.

## **ARTICLE III. MEMBERSHIP**

### **Article III, Section 1**

All persons who have completed a Walk to Emmaus weekend or any three-day event specified in Article III, Section 2, shall be eligible to be a member of Crossroads Emmaus Community.

### **Article III, Section 2**

The Community is composed of persons who have completed any three-day event recognized by the Roman Catholic Cursillo Movement International which currently includes: Walk to Emmaus, Episcopal Cursillo, Via de Cristo, Tres Dias, Kairos Prison Ministry, Presbyterian Pilgrimage, Chrysalis Journey, and Chrysalis Flight.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **Article IV, Section 1 - Responsibility**

Direction of the Community shall be vested in a Board of Directors. The responsibilities of the Board include governing the Community; establishing and maintaining the bylaws of the Community; and ensuring that the Community maintains the integrity of the Emmaus movement for all Community sponsored weekends and events by adhering to the covenant with the Upper Room Ministries.

### **Article IV, Section 2 - Composition**

The Board of Directors shall be elected from those members of the Community who are active in a group reunion and the local Community gatherings. The Board shall be composed of twelve (12) lay members & two (2) Assistant Spiritual Directors who shall be elected by the Community at large. Lay member positions may be filled by an individual or a married couple; there shall be only one vote per household. In addition to the elected board members, the following will serve as ex-officio members during the specified term of office and will have the privileges of membership thereon: (ref. Article IV, Sec. 3)

- **Spiritual Director of the Community** shall be selected by the Board of Directors annually in addition to the 2 elected clergy so that there are a total of three clergy - 1 SD and 2 ASDs
- **Newsletter Editor** - the editor of the Community newsletter "the Perseverance Press," shall be a non-elected member
- **Lay Directors, Spiritual Directors and Board Representatives for Community-sponsored walks** - limited term - (ref. Article IV, Section 3)
- **Immediate Past Lay Director of the Community** - If the immediate past Lay Director is due to rotate off the board, that person will serve for one (1) additional year
- **Team Selection Committee Chairperson** – Shall be elected by the Board for a three-year term

#### **Article IV, Section 3 - Terms of Office**

- Lay members of the Board shall be elected for three (3) year terms in three (3) classes, each having four (4) members.
- Clergy members shall be elected for one (1) year terms.
- Lay members cannot succeed themselves in consecutive terms. Clergy board members may not serve more than three consecutive one (1) year terms. Following board service, members are not eligible for re-election for two (2) years.
- Lay Directors, Spiritual Directors and Board Representatives for Community-sponsored walks shall serve on the Board for the 6 months preceding the walk on which they serve and the board meeting following their walk.
- Board vacancies filled by appointment may be held for one (1) year or the remainder of the term filled. (See Article IV, Section 7)
- Terms of office shall begin January 1 and shall terminate December 31, except for officers, who shall serve until election of new officers in January, as provided in Section 5.

#### **Article IV, Section 4 - Election**

A nominating committee consisting of outgoing members of the Board and other Community members selected by the Board shall meet in September to nominate members for the Board. The nominations shall be published in the October newsletter and presented at the October gathering of the Community. Additional nominations may be made from the floor by members of the Community at the October gathering. All nominations will be published a second time in the November newsletter. The Board secretary will prepare a written ballot by December 1<sup>st</sup> to be used for voting at the December gathering. Community members not able to attend the gathering may contact the secretary to vote before the December gathering. All early ballots must be returned to the secretary no later than the day before the December gathering.

Election Results: For lay members, those four receiving the highest number of votes will be duly elected. For clergy, those two receiving the highest number of votes will be duly elected.

#### **Article IV, Section 5 - Meetings**

- The Board shall meet every other month in regular meetings.
- Special board meetings may be called by the Lay Director when necessary or upon the request of eight (8) members of the Board. Members should be notified of special meetings via email and/or telephone at least seven (7) calendar days in advance of the meeting.
- Special meetings may be conducted via telephonic, or similar technology, as long as each participant has the ability to provide feedback and cast votes using such means.

#### **Article IV, Section 6 - Quorum**

Voting members of the Board of Directors who are present at a duly called meeting shall constitute a quorum.

#### **Article IV, Section 7 - Vacancies on the Board**

The Board may elect persons, upon nomination by the chair, to fill a vacant term until the next regular election for that term. Such persons are eligible for election to a full term by the Community at such regular election.

### **ARTICLE V. OFFICERS OF THE BOARD**

#### **Article V, Section 1 – Officers**

Officers shall be the Lay Director, Assistant Lay Director, Secretary, and Treasurer and in case of absences will chair meetings in this order. Officers can accept responsibility of a work area in addition to an elected position on the Board.

#### **Article V, Section 2 - Officer Elections**

Officers shall be elected annually by the Board members present at the January meeting for a one-year term of office beginning with the close of the January meeting. All Board officers must be selected from those directors elected by the Community.

#### **Article V, Section 3 - Lay Director**

It shall be the duty of the Lay Director to preside at meetings of the Board of Directors, preside at monthly gatherings and bring forth business needing the attention of the Community, as well as perform such other duties that ordinarily pertain to the office.

#### **Article V, Section 4 - Assistant Lay Director**

It shall be the duty of the Assistant Lay Director to schedule monthly gatherings and to arrange for Fourth Day Speakers. The Assistant Lay Director is not necessarily the next Lay Director, but if elected in the third year of their board term, they must be able to serve an additional year on the Board in the event they do progress into the Lay Director position.

#### **Article V, Section 5 – Secretary**

It shall be the duty of the secretary to record the attendance at board meetings, record and preserve the minutes of board meetings and gatherings, make requested reports of said activities, and in addition perform such other duties as usually pertain to this office.

#### **Article V, Section 6 – Treasurer**

It shall be the duty of the treasurer to have custody of all funds, accounting for same to the Board and to the Community monthly and at any other time upon demand by the Board or Community. The treasurer is responsible for maintaining an archive of financial reports and other financial documents and perform such other duties as usually pertain to this office. Upon retirement from the office, the treasurer shall turn over to his/her successor or to the Community Lay Director, all funds, books of accounts or any other Community property in his/her possession. A qualified accountant will make an annual audit of the books. The treasurer is responsible for preparing and submitting the Community Annual Financial Report to the Upper Room Ministries Office each February.

#### **Article V, Section 7 - Spiritual Director of the Community**

It shall be the duty of the Spiritual Director of the Community to assist in the spiritual formation and direction of the Community. He or She must be of the order of elder in the United Methodist Church or equivalent in another denomination. It shall be the responsibility of the Spiritual Director to plan, coordinate, and/or conduct the liturgical services at the monthly gatherings, and arrange for communion elements and be responsible for the paten and chalice for gatherings. The Spiritual Director shall also play a role in the team selection process (ref. Article VII, Section 4). The Spiritual Director, after consultation with the local pastor, shall review and determine the need for disbursement of monies from the scholarship fund. The Spiritual Director shall perform such other duties as ordinarily pertain to the office or presented by the Board of Directors.

### **ARTICLE VI. COMMITTEES**

#### **Article VI, Section 1**

Should the Board deem it necessary, the Board may appoint one or more ad hoc or standing committees to deal with the various aspects of the Emmaus movement and/or Community functions.

#### **Article VI, Section 2**

The Lay Director or designee shall be an ex-officio member of all standing committees and as such, shall have all the privileges of membership thereon.

#### **Article VI, Section 3**

Each committee shall transact such business as is delegated to it by the Lay Director. Such committees shall not take action until a report has been made to the Board and approved by the Board and/or Community at large, except where special authority is granted by the Board.

#### **Article VI, Section 4**

Duties of each committee shall be specified in a procedure document to be developed at the time of the formation of said committee. This document shall become a part of the written records of the Board and Community. These procedures shall remain in effect until such time as the Board amends them or the committee is dissolved.

## **Article VI, Section 5 - Standing Committees**

The Board of Directors shall name coordinators to chair the following committees:

- A. Community Agape Letters \*
- B. Candlelight Services
- C. Team Selection Committee
- D. Music
- E. Community Prayer Vigils \*
- F. Reunion Groups/Follow-up
- G. Trailer
- H. Newsletter
- I. Walk Registrar

\* Committees designated by Upper Room Ministries

The committee coordinators do not necessarily need to be Board members. The coordinators will submit written and/or oral reports to the Board as necessary to keep the Board informed of any recommendations or actions taken.

## **ARTICLE VII. WALK TO EMMAUS**

### **Article VII, Section 1**

The Community shall follow the guidelines of the International Director of the Walk to Emmaus in the formation of the three-day (72 hours) "Walk to Emmaus" experience. The guidelines are presented in *The Upper Room Handbook on Emmaus* and other manuals published by The Upper Room expressly for the purpose of organizing and conducting a Walk to Emmaus weekend.

### **Article VII, Section 2**

The Board of Directors shall have general oversight in all matters relating to Walk to Emmaus events sponsored by the Crossroads Emmaus Community.

### **Article VII, Section 3**

Upon the recommendation of the Team Selection Committee Chairperson, Crossroads Board of Directors shall select/approve the Lay Director, Spiritual Director, and Board Representative for each Walk to Emmaus weekend sponsored by the Community.

### **Article VII, Section 4 - Team Selection**

- A. The Team Selection Committee will follow the guidelines for the team selection process as set forth in the current edition of the *Upper Room Handbook on Emmaus*.
- B. The Team Selection Committee will be chaired by a Community Board member, elected for a three-year term by the Board. The committee will also include the Community Spiritual Director; the Walk Lay Director, the Walk Spiritual Director and the Walk Board Representative for each respective walk (men's leadership serves on the committee for selection of team for a men's walk; women's leadership serves on the committee for selection of team for a women's walk). Additionally, the committee chairperson will use best efforts to include committee members from the towns included in the Crossroads Emmaus Community.
- C. The Team Selection committee will meet at least six (6) months before the scheduled walk. The chair will compile a list of persons eligible to serve in various roles on the team for use in the selection process, (ref. Upper Room Handbook on Emmaus, pages 21-31)

## **ARTICLE VIII AMENDMENTS**

### **Article VIII, Section 1 - Proposed Amendments**

Any member of the Board may present proposed amendments to the bylaws to the Board. Board members should have at least one (1) month to review the proposal before discussion or action is taken. These proposals must be approved by majority vote of the Board. Following board approval, the proposed amendments must be submitted to the Crossroads Emmaus Community for vote.

## **Article VIII, Section 2 - Adoption**

The Community must vote the affirmative by majority vote and will take effect upon confirmation at the Board meeting following the vote.

- A. Following approval by the Board, proposed amendments to the bylaws will be published as a ballot in the Community Newsletter. Community members unable to attend the next gathering will return their ballot to the secretary of the Board no later than fifteen (15) days following the date of mailing.
- B. Voting on proposed amendments will take place at the next monthly gathering of the Community.
- C. Amendments must be approved by majority vote of those casting ballots to be confirmed.
- D. The Board will certify the results of the Community vote and the results will be published in the next newsletter.
- E. The amended bylaws will be effective immediately upon certification by the Board of Directors.

Adopted and certified by Board of Directors, January 25, 1985  
Amended February 21, 1992  
Amended and certified by Board of Directors and Community, January, 1996  
Amended and certified by Board of Directors, January 4, 1997  
Ratified by Crossroads Emmaus Community, January 17, 1997  
Proposed amendments approved by the Board of Directors, August 14, 2001  
Proposed by Board of Directors to Fourth Day Group, September 6, 2001  
Ratified by Crossroads Emmaus Fourth Day Group, September 21, 2001  
Certified by Board of Directors, October 1, 2001  
Proposed amendments approved by the Board of Directors, October 14, 2003  
Ratified by Crossroads Emmaus Fourth Day Group, December 12, 2003  
Certified by Board of Directors, January 13, 2004

Proposed amendments approved by the board of Directors, September 25, 2012  
Ratified by Crossroads Emmaus Fourth Day Group, October, 19, 2012 Certified  
by Board of Directors, November 27, 2012 Proposed amendments approved  
by the Board of Directors, March 26, 2013, Ratified by Crossroads Emmaus  
Fourth Day Group, April 19, 2013

Proposed amendments approved by the Board of Directors, July 5, 2016;  
Ratified by Crossroads Emmaus Community, August 19, 2016; Certified by  
Crossroads Emmaus Community Board, September 13, 2016