

BYLAWS OF THE SOUTHWEST TEXAS CONFERENCE

WALK TO EMMAUS COMMUNITY

ARTICLE I NAME

The name of this Community shall be The Southwest Texas Conference (SWTC) Emmaus Community hereinafter referred to as the Community.

ARTICLE II PURPOSE

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 the world community through “The Walk to Emmaus” experience.

ARTICLE III AFFILIATION

SECTION 1

The Community is sanctioned by the International Emmaus Program of Upper Room Ministries, Nashville, Tennessee.

Section 2

The Community is related to The Southwest Texas Conference of The United Methodist Church through the Board of Discipleship for the purpose of reporting and co-ordination. The Conference, in consultation with the Community provides for some administrative functions.

ARTICLE IV JURISDICTION

The jurisdictional boundaries of this Community shall be the boundaries of The Southwest Texas Conference of The United Methodist Church.

ARTICLE V MEMBERSHIP

Membership shall consist of the local Emmaus Groups hereby called Fourth Day Groups, which are situated in the various areas, cities or towns within the jurisdictional boundaries of The Southwest Texas Conference of The United Methodist Church.

ARTICLE VI

SOUTHWEST TEXAS CONFERENCE BOARD OF DIRECTORS

Section 1

Purpose

Direction of the Community shall be vested in The Southwest Texas Conference Board of Directors, hereinafter referred to as the Board.

The Board shall be vested with the authority to monitor the operations and enabling functions of the Fourth Day Groups. Enabling functions may include conducting local meetings called Gatherings; “Walks to Emmaus” as authorized by the Conference Board; Team Selection Committees for authorized Walks; fund-raising events to further the operation of the FDG; and such other actions that will assist in the functioning of the FDG.

Section 2

Composition

Qualifications

Lay persons – Lay persons who have served as a team member on a “Three Day Weekend” and who are active in both local reunion groups and local Fourth Day Groups are eligible to represent the Fourth Day Group as members of the Conference Board of Directors, if so elected or appointed by their Fourth Day Group. Those persons selected by their Fourth Day Group as members of the Conference Board of Directors will no longer be members of the Fourth Day Group Board during their term on the Conference Board.

Clergy persons - Clergy who are qualified in accordance with the “Clergy Criteria for Emmaus/Chrysalis” as set forth in the current Southwest Texas Policies and Procedures Manual and have served on a Spiritual Team for a Walk to Emmaus, Journey or Chrysalis Flight are eligible to represent the Clergy on the Board of Directors, if nominated by the Spiritual Directors who are currently members of the Board.

Staff Representatives - SWTC Staff Representatives are to serve by appointment of the SWTC Bishop. The SWTC Emmaus Registrar shall serve at the discretion of the SWTC Treasurer’s office.

Representation on the Board

Lay persons - Each Fourth Day Group within the bounds of the Community shall have one lay representative to the Board of Directors. That person shall become a member of the Conference Board.

Clergy persons - There shall be three (3) Clergy members on the Board of Directors. They shall be nominated to the Board of Directors for election by the Spiritual Directors who are currently members of the Board.

Section 3

Terms of Office

The term of office for Lay Board Officers shall be one year. The term of office for Clergy Officers shall be three (3) years. A Director shall serve no more than two (2) consecutive three (3) year terms.

A term of office shall commence on June 1 and end on May 31 of the following year.

Section 4

Officers

Lay

The Board shall elect from the lay membership of the Board the following lay officers yearly:

Lay Director.

Assistant Lay Director.

Treasurer.

Secretary.

Other officers may be appointed by the Lay Director with the advice of the Board as deemed necessary to carry out the functions of the Board.

Clergy

There shall be three Clergy members of the Board. The Board shall elect a Spiritual Director from the Clergy members. The additional Clergy members of the Board shall be Assistant Spiritual Directors. Clergy members to replace Clergy members as Spiritual Directors or Assistant Spiritual Directors are nominated by the Clergy members serving on the Board and are elected by the Board.

Section 5

Elections

Lay Officers, the Spiritual Director and replacement Clergy members as necessary shall be elected annually at the Community's Spring Board Meeting.

Section 6

Duties of Officers

Lay Director

The Lay Director shall:

- Be the Chief administrative officer of the Board and Community.
- Call all meetings of the Board and preside over such meetings.
- Be responsible and responsive to the Board for all administrative decisions made on behalf of the Board.
- Maintain the programmatic intent and integrity of the Upper Room Walk to Emmaus.
- Be the Coordinator of the Emmaus Leadership Training Seminar schedules.
- Perform such other duties as directed by the Board.

Assistant Lay Director

The Assistant Lay Director shall:

- Preside at Board meetings in the absence of, or at the pleasure of, the Lay Director.
- Maintain control of the Conference Trailer by insuring use is requested by Fourth Day Groups as needed.
- Maintain the programmatic intent and integrity of the Upper Room Walk to Emmaus.
- Perform such other duties as directed by the Lay Director.

Secretary

The Secretary shall:

- Keep and distribute the minutes of the Board meetings.
- Preside at Board meetings in the absence of the Lay Director and Lay Director in training.
- Maintain the programmatic intent and integrity of the Upper Room Walk to Emmaus.
- Perform such other duties as directed by the Lay Director.

Treasurer

The Treasurer shall:

- Submit a financial report at each regular meeting of the Board.
- Preside at Board meetings in the absence of the Lay Director, Lay Director in Training and Secretary.
- Maintain the programmatic intent and integrity of the Upper Room Walk to Emmaus.
- Perform other such duties as directed by the Lay Director.

Spiritual Director

The Spiritual Director shall:

- Be the theological and spiritual leader of the Board.
- Have veto power on any suggested Walk Spiritual Director.
- Maintain the spiritual intent and integrity of the Upper Room Walk to Emmaus.

Section 7

Executive Committee

Membership

The Executive Committee shall consist of:

- Lay Director
- Assistant Lay Director
- Secretary
- Treasurer
- Spiritual Director
- Two Assistant Spiritual Directors
- SWTC Staff Representatives
- SWTC Emmaus Registrar

Authority

The Executive Committee shall act on behalf of the Board between meetings and shall have the authority to carry out the intent of the Board.

Reports

The Executive Committee shall maintain minutes of all meetings and report to the Board all actions taken on behalf of the Board.

Meetings

Meetings of the Executive Committee may be conducted in person, by telephone, facsimile transmission, or by electronic mail.

Quorum

A quorum shall consist of four members, including at least one Spiritual Director or Assistant Spiritual Director, two lay members of the Board and one SWTC Staff Representative to the Board.

Section 8

Vacancies on the Board

Vacancies may be filled in the following manner at a regular or called meeting of the Board.

Officers

The Lay Director may appoint a lay member of the Board to fulfill the duties of a vacated lay office, if such becomes vacant, until the next regular meeting of the Board, or if urgency exists, at the next called meeting of the Board. At the next regular or called meeting, the Nominating Committee shall submit at least one candidate to be elected for the unexpired term of the vacated lay office. Vacated Clergy offices shall be filled by the Lay Director after consultation with the Spiritual Director. Nominations for lay officers may be received from the floor.

Fourth Day Group Representatives

If a lay representative becomes unwilling or unable to serve the full term for which elected, the Fourth Day Group that is represented by that member shall elect or appoint someone to fill that unexpired term.

Clergy

If a clergy member becomes unwilling or unable to serve the full term for which elected, the Spiritual Director shall submit at least one candidate for election to the unexpired term.

Nominating Committee

If a member of the Nominating Committee becomes unwilling or unable to serve the full term to which appointed, the Lay Director shall appoint a member to fulfill the unexpired term of the vacated position.

Section 9

Meetings

The Board shall meet at least quarterly and at other such times as needed by “Called Meetings.”

Section 10

Called Meetings

The Lay Director may call a called meeting of the Board if urgency exists and/or upon the written request of ten (10) members of the Board. A notice of five (5) working days is required for a called meeting.

Section 11

Quorum

A quorum shall consist of ten (10) members of the Board present at any regular or called meeting. The ten members must include one Spiritual Director or Assistant Spiritual Director and one SWTC Staff Member of the Board.

ARTICLE VII FOURTH DAY GROUPS

Section 1

Fourth Day Groups

Fourth Day Groups are composed of persons who have completed a Walk to Emmaus, Cursillo, Via de Cristo, Tres Dias, Kairos, Journey, Chrysalis or other internationally recognized “Three Day Weekend”.

Section 2

Purpose of Fourth Day Groups

The primary purpose of Fourth Day Groups is to integrate the returning pilgrims from a “Three Day Weekend” into active participation in their local churches and Fourth Day Group Gatherings. The Fourth Day Groups organize and fulfill many of the behind-the-scenes functions of the Walks and Gatherings. They are responsible for recruiting the Weekend Lay Director, Weekend Board Representative and Weekend Spiritual Director for each Team and presenting their names to The Southwest Texas Conference Board for final approval.

Each Fourth Day Group is responsible to adhere to the Walk to Emmaus Model as detailed in the *Upper Room Handbook on Emmaus*.

Section 3

Fourth Day Group Board of Directors

Each Fourth Day Group shall have its own Board of Directors to provide direction for the Fourth Day Group. In addition, each Fourth Day Group shall establish its own set of Bylaws, based on the Conference Bylaws, incorporating any special circumstances needed for the efficient and prudent operation of that Fourth Day Group. These Bylaws shall be forwarded to the Conference Board for review.

Article VIII Committees

Section 1

Standing Committees

Executive Committee (as provided in Article VI Section 7)

Nominating Committee

A Nominating Committee, consisting of three members, shall prepare and present a slate of officers for election to fill any vacancies on the Board at the January meeting with election at the April meeting. The Chairperson and members shall be appointed by the Lay Director for a term of one year. The Assistant Lay Director shall be one of the three members of this committee.

Section 2

Special Committees

The Lay Director of the Board may establish special and/or ad hoc committees to facilitate the work of the Board. The Chairperson and members shall be appointed by the Lay Director as necessary.

ARTICLE IX THE WALK TO EMMAUS PROCEDURE & PROTOCOL

As contracted with the Upper Room Walk to Emmaus, the Board shall establish rules of procedure and protocol contained in the SWTC Policies and Procedure Manual that will fulfill the objectives of Article II for the 72-hour experience called the “Walk to Emmaus” held within the jurisdictional boundaries of The Southwest Texas Conference of The United Methodist Church.

ARTICLE X
SPECIAL RULES OF ORDER/STANDING RULES

Special Rules of Order and/or Standing Rules that may from time to time become necessary to fulfill Article II may be adopted without previous notice by a majority vote at any business meeting of the Board.

ARTICLE XI
AMENDMENTS

Section 1

Proposed amendments

Proposed amendments to the Conference Bylaws may be presented to the Board by any member of the Emmaus Community at least one (1) month in advance of the next scheduled meeting for consideration by the Board. During that next scheduled meeting of the Conference Board, the proposed amendments shall be read, discussed and voted on for approval or rejection. Notice of the action taken will be provided to the proposing member.

Section 2

If the amendments are voted in the affirmative by a three-fourths (3/4) vote of the Board, they will be circulated by a mailing to the Lay Directors of each Fourth Day Group. The Fourth Day Group Lay Directors will notify all possible members of their Fourth Day Group as soon as possible. The Conference Board Lay Director shall use any other means the Board may direct to assist in the notification of all possible members of the Community such as posting on the Community Web Site or publication in the Community newsletter or Fourth Day Groups' Newsletters. If no petitions signed by at least twenty-five (25) Community members objecting to the new amendments are received, the amendments will be considered adopted. Any petitions indicating objections, signed by at least twenty-five (25) Community members, must be received within sixty (60) days of the mailing of the notification. If any objection petition is received, the amendment will be considered void.

Adopted, certified and ratified by the Board on the:

_____ day of _____, _____

Lay Director: _____ Spiritual Director: _____

Secretary: _____

SIGNATURES OF BOARD MEMBERS, on following pages:

SIGNATURES OF BOARD MEMBERS

	10
	20
	30
	40
	48

SIGNATURES OF BOARD MEMBERS (CONTINUED)

_____ 50 _____

_____ 60 _____

_____ 70 _____

_____ 80 _____