

## Bylaws

Adopted November 17, 2001

Revised 10/20/07

For

Northeast New Mexico Emmaus Community

### ARTICLE 1. NAME

The name of this community shall be the Northeast New Mexico Emmaus Community, hereinafter referred to as the Community.

### ARTICLE 2. PURPOSE AND AFFILIATIONS

#### Section 1.

The purpose of the Community shall be to inspire, challenge and equip Christians for action in their homes, local churches of which they are a member, places of work, and the world through the Emmaus experience and activities,.

#### Section 2.

The Community is affiliated with the Upper Room Movement, Nashville, Tennessee through an annually renewed Walk to Emmaus Letter of Agreement. Terms used in this document are defined in the Team Manual, the Upper Room Emmaus Movement, section 9 dated 1991.

#### Section 3.

The Community shall follow the guidelines of the International Walk to Emmaus and the Community Board of Directors in preparing for and conducting the three-day Walk to Emmaus Weekend and on-going Fourth Day Activities.

#### Section 4.

The board of directors shall formulate policies and procedures governing the conduct of Community activities.

### ARTICLE 3. MEMBERSHIP

All persons who have completed a Walk to Emmaus, Chrysalis, Kairos, Kairos Outside, Cursillo, or Tres Dias weekend, who are living a life of faith, are participating in their local church and attending a reunion group may become Community members by participation in activities and upon request to the Community secretary that their names be placed on the Community membership list.

## ARTICLE 4. BOARD OF DIRECTORS

### Section 1.

Direction of the Community shall be vested in a Board of Directors. The purpose of the elected Board of Directors is to direct the Community activities and to serve as a link to the Upper Room Emmaus Movement. The Board sets policies and procedures for the Community.

### Section 2. Board of Directors – Membership

- a.) The Board of Directors of the Community, hereinafter referred to as The Board, shall consist of fifteen (15) elected members: twelve (12) lay members and three (3) clergy.
- b.) Members of The Board shall be elected for three (3)-year terms. One class shall rotate out annually. Each class shall consist of five (5) members: four (4) lay and one (1) clergy.
- c.) Qualifications for The Board membership include having served on at least one (1) Walk to Emmaus Team, being an active member in their local church, active in a reunion group and active in community gatherings.
- d.) A lay member of the Board shall not succeed themselves in consecutive terms. That is, at least one year must lapse before the same layperson may become a member of The Board again.
- e.) Terms of office for all members of The Board shall begin on January 1 and end on December 31.
- f.) A nominating committee of five (5) members of The Board shall be appointed by The Board in June, the ballots shall be mailed in August and shall be returned by no later than the September meeting of The Board, when they shall be counted. The new members shall take office at the first board meeting in January.

### SECTION 3. THE BOARD OF DIRECTORS OFFICERS

- a.) The Board shall elect from its membership the following officers: lay director, assistant lay director, recording secretary and Spiritual director.
- b.) Officers of The Board shall serve for one (1) year. Their terms of office shall begin on January 1 and conclude on December 31. Officers shall be elected during the January meeting of The Board.

### SECTION 4. THE BOARD MEETINGS

- a.) Regular meetings of The Board shall be called and conducted by the lay director. In the absence of the lay director, the assistant lay director, the recording secretary and the spiritual director (in that order) shall assume the responsibilities of the lay director.
- b.) Regular meetings of The Board shall be held at least four (4) times a year.
- c.) An officer of The Board may call a special meeting of The Board.
- d.) Members of The Board present at a duly called meeting shall constitute a quorum.

## SECTION 5. UNEXPIRED TERMS OF OFFICE

The Board shall select qualified individuals to fulfill un-expired terms of office.

## SECTION 6. VOTING PRIVILEGES

Only those members of The Board elected in accordance with ARTICLE 4, SECTION 2, or appointed in accordance with ARTICLE 4, SECTION 5, shall have voting privileges.

## SECTION 7. NON-VOTING MEMBERS

The Board may invite any member(s) of the Community to be a non-voting member(s) of The Board such as: registrar, treasurer, corresponding secretary, book chair and other non-board chairpersons as appointed by The Board. These members shall be ratified annually.

## ARTICLE 5. COMMITTEES

The Board shall appoint chairpersons for the following committees from the board or from the membership of the Community. Committee chairpersons, in turn, shall recruit committee members as needed from the membership of the Community and these members shall be appointed by The Board for terms of service not longer than one (1) year at a time. The Board has the right to remove committee members for cause at any time by a 2/3 vote of a duly constituted meeting of The Board. Committee members must be active in their local church, have been on a Walk, an active member of a reunion group and active in Community gatherings. The Board will approve all work of each committee in a regular or called session. Each committee chairperson will submit a written report to The Board at each called meeting of The Board.

- a.) Team Selection: This committee chairperson is a member of The Board. This committee shall be responsible for the recommendations of lay directors, lay-directors-in-training, board representative and spiritual director for each Walk To Emmaus conducted by the Community. Further it shall be responsible for maintaining demographic diversity of teams and for ensuring the Emmaus model of "1/3-1/3-1/3" concerning the experience levels of the teams is followed.
- b.) Training: This committee shall be responsible for providing training to future lay, spiritual directors and all members of the Community to ensure the Walk to Emmaus model is followed and walk leaders are adequately prepared to carry out their responsibilities. At least two (2) Community training sessions shall be held each year.
- c.) Supply: This committee shall be responsible to ensure adequate supplies and materials are on hand for each Walk to Emmaus Weekend.
- d.) Special Events: This committee shall be responsible for securing volunteer groups to conduct the Agape Feast and the Closing Feast for each Walk to Emmaus conducted by the Community. Further, they will be responsible for providing refreshments after Community meetings.

- e.) Prayer Vigil: This chairperson is a member of this committee and shall be responsible for ensuring the 72-hour Prayer vigil is filled for each Walk to Emmaus Weekend conducted by the Community and for providing the lay director of each Walk to Emmaus Weekend with a completed Prayer Vigil chart.
- f.) Publicity: The corresponding secretary shall be the chairperson of this committee. This committee shall be responsible for publicizing upcoming Walk to Emmaus Weekends of the Community, Agape Letters for walks, board of director policies, publishing the newsletter and other Community information.

## ARTICLE 6. RATIFICATION

These bylaws, along with any approved amendments, are to take effect immediately upon certification of The Board that a majority of the Community at a called meeting have approved them by paper ballot.

## ARTICLE 7. AMENDMENTS

### SECTION 1.

Any voting member of The Board may present proposed amendments to The Board, Proposed amendments shall be submitted in writing, stating the current reading and then the proposed amendment, to the community lay director and secretary one (1) month prior to consideration by The Board.

### SECTION 2.

Proposed amendments may be adopted as interim policies by a two thirds (2/3) majority of the members of The Board present at a regular or called meeting. The bylaws may not be modified until such time as the proposed modification(s) are reviewed and approved by a two-thirds (2/3) majority vote of The Board and approved by paper ballot by a majority of the Community assembled at a called meeting of the Community. Those members present at a called community meeting will be a quorum.