THE BY-LAWS OF
THE UNITED EMMAUS COMMUNITY, INC.
(Revised November, 2009)

ARTICLE I
NAME AND PURPOSE

A. NAME

The name of this organization shall be the United Emmaus Community, Inc., hereafter referred to as the Community.

B. PURPOSE

The purpose of the Community shall be to inspire, challenge and equip local church members, through the Emmaus experience, to live as disciples of Christ in their homes, churches, places of work and communities.

C. AFFILIATION

This Community is affiliated with and empowered by the National Emmaus Movement, The Upper Room, Nashville, Tennessee, pursuant to written agreement, a copy of which shall be attached hereto.

ARTICLE II
MEMBERSHIP

A. LOCAL COMMUNITY WALK

All persons who have completed a weekend experience of the Walk to Emmaus, Chrysalis Flight or Journey sponsored by the United Emmaus Community, shall be members of the Community.

B. OTHER WALKS

Persons who have completed a Walk to Emmaus, Chrysalis Flight or Journey sponsored by any community affiliated with the National Emmaus Movement, Cursillo weekend, Kairos or Tres Dias may become members by participating in the activities of the Community and asking the Chairperson of Communications to include their names on the Community membership list.
ARTICLE III
BOARD OF DIRECTORS

A. POWERS AND RESPONSIBILITIES

The powers and responsibilities of the Community come from the "Walk to Emmaus", a copyrighted program of the Upper Room, Board of Discipleship of the United Methodist Church, as stated in one or more Letters of Agreement or amendments thereto between them and the Community, copies of which shall be attached hereto and incorporated herein by reference.

B. DUTIES

1. The Board is to fulfill the responsibilities contained in the Letter of Agreement between the Community and the Upper Room.

2. The Board is to plan, organize, and administer the Community activities toward achieving the purposes of the "Walk to Emmaus" program.

3. The Board is to provide programs, leadership, direction, activities, and events for the Community.

C. MEMBERSHIP

1. The membership of the Board of Directors shall be no less than fifteen (15) nor more than eighteen (18) paneled members of the Community elected by the current Board of Directors. The Board shall consist of three panels of five to six members each. Each panel shall include one clergy member.

2. The Community Spiritual Director, the Chrysalis Spiritual Director and the Chrysalis Community Lay Director shall serve on the Board of Directors as ex officio voting members in addition to the 15 to 18 paneled members.

3. The past Community Lay Director shall be considered to be a non-voting, ex-officio member of the Board.

D. ELECTIONS

1. The Board shall elect a five (5) to six (6) member Panel each year no later than October 31st and they shall serve for three (3) years beginning in the following January. Any member of the Community may nominate a person or persons for potential Board membership. Such nominations
must be presented no earlier than August 1st and no later than August 31st of each year. Nominations may be made in writing, submitted to any current Board member, or by emailing the same to the Board secretary using the Community’s website.

2. The Officers are elected by the Board annually at the November Board meeting, to take office in January of the following year.

3. The Spiritual Director of the Community shall be elected annually by the Board at the November Board meeting.

4. If a vacancy in one of the Officer’s positions should occur, the Board may elect a replacement, from the Board, upon nomination by the Community Lay Director. To fill a vacancy on a Panel, the Board, upon nomination, may elect a replacement from the Community membership to complete the unexpired term. The filling of a vacancy does not prevent that member from being elected for a full term as an Officer or to a Panel at the expiration of the vacancy term.

E. OFFICERS

The Officers of the Board of Directors shall consist of the Community Lay Director (who shall act as the President and Chair of the Board), The Community Lay Director elect, the Secretary, and the Treasurer. In the absence of the Community Lay Director, the remaining Officers will chair the meetings in the order that they are listed above.

F. TERM

1. Each year one panel consisting of five (5) to six (6) persons shall be elected for a three (3) year term. Each Panel shall include one Clergy member. A Board member cannot be re-elected to serve successive three (3) year terms, except those members elected to fill a vacancy. The term of a panel shall begin with the January meeting and end with the December meeting, three (3) years later.

G. MEETINGS

1. The Board Of Directors shall meet monthly at a time and place designated by the Community Lay Director

2. Two-thirds of the voting members of the board of directors must be present to constitute a quorum to conduct business.
3. The Community Lay Director or the Community Spiritual Director may call a special meeting of the Board when circumstances require the same.

H. AD HOC COMMITTEES

The Board in performance of its duties and responsibilities shall appoint ad hoc committees whenever necessary.

ARTICLE IV
COMMUNITY’S "WALK TO EMMAUS"

A. GUIDELINES

The Community shall follow the guidelines of the National Emmaus Movement, The Upper Room, and the Board of Discipleship of the United Methodist Church.

B. OVERSIGHT

The Board of Directors shall have general oversight in all matters related to the Community’s Walks, Flights and Journeys.

C. LAY DIRECTOR

The Board of Directors should choose a Lay Director for each Walk, Flights and Journey prior to the conclusion of the previous corresponding Walk, Flight or Journey.

D. WALK SPIRITUAL DIRECTOR

The Spiritual Directors for each Walk shall be approved by the Community Spiritual Director after having consulted with the Walk Lay Directors.

E. FLIGHT AND JOURNEY SPIRITUAL DIRECTORS

The Spiritual Directors for each Flight and Journey shall be approved by the Chrysalis Spiritual Director after having consulted with the Chrysalis Lay Director.
ARTICLE V
AMENDMENTS

A. PROPOSED AMENDMENTS

Any member of the Community may propose an amendment to the By-Laws in writing to the Community Lay Director accompanied with a written statement supporting the adoption of the amendment.

B. BOARD APPROVAL

A written proposed amendment must receive an affirmative vote of two-thirds of the voting Board members before the proposed amendment is communicated to the Community via the Newsletter. Those interested in speaking for or against the amendment must do so at the next monthly meeting of the Board.

C. DISPOSITION OF AMENDMENT

Adoption or rejection of any proposed amendment after Sections A. and B. above have been completed must be by an affirmative vote of two-thirds of the voting Board members at the next monthly meeting.

ARTICLE VI
STANDING RULES

The following standing rules shall be used as administrative tools for the Board to add flexibility in their responsibility to interpret and implement the By-Laws of the Community.

A. AD HOC COMMITTEE OVERSIGHT

1. The Community Lay Director shall appoint Board member(s) as representatives to any ad hoc committee established by the Board. The appointed Board member shall be responsible for obtaining the necessary members for each committee to accomplish its purpose and role in the Community. These ad hoc committees may include but are not limited to the following committees:

   Agape Gifts & Food
   Agape Letters
   Child Care
   Communications
   Entertainment
Gatherings  
Historian  
Kitchen Coordinators  
Pack/Unpack  
Table Decorations  
Literature and Supplies  
Music  
Prayer Chain  
Registrar  
Reunion Groups  
Setup  
Takedown  
Sponsorship  
Transportation  
Worship  
Candlelight  
Communion  
Database  
Lay Director Materials Coordinator

2. The Community Lay Director shall be an ex-officio member of each committee without vote.

B. WALK LAY DIRECTOR

The Community Lay Director shall appoint a committee consisting of three (3) former Walk Lay Directors, one member from the community at-large, and the Spiritual Director to select nominees for the Lay Director for each Walk, Flight and Journey. The Community Lay Director shall be the convener of the committee. They shall report their nominees to the Board within the appointed time as stated in ARTICLE IV, paragraph C. herein of the By-Laws. The Board selects a Lay Director from these nominees.

C. COMMUNITY AND SPIRITUAL DIRECTORS

The Community Spiritual Director shall be appointed by the Board no later than October 31st of each year, using the qualifications suggested by The Upper Room and the guidelines attached hereto as Appendix A to these By-laws. The Chrysalis Spiritual director shall be appointed by the Board, no later than October 31st of each year, with input from the Chrysalis Steering Committee, using the same qualifications and guidelines described above.

D. The Community Lay Director shall appoint the Team Selection Committee, using the guidelines attached hereto as Appendix A.
E. GUIDELINES FOR THE TEAM SELECTION PROCESS.

In order to bring clarity to issues that have continually been addressed by the Board through the years, the following set of guidelines (attached in more detail as Appendix B) have been formulated to assist in the selection of the Lay Directors and other team members. These guidelines are not intended as legalism and are subject to the guidance of the Holy Spirit. These guidelines include the following recommendations:

1. Names from the previous Selection Committees should be considered first in the new list formulation as these names have already been prayerfully considered. The final decision is, of course, the Selection Committee’s, but if God has already given these names, we believe they merit first consideration.

2. The Lay Director chosen for a Walk or Chrysalis Weekend should have served in each of the following applicable areas:
   a. Walk: table leader on a Walk, Assistant Lay Director and prayer room on a Walk or Chrysalis Weekend.
   b. Chrysalis Weekend: table leader on a Chrysalis Weekend, Assistant Lay Director and prayer room on a Walk or Chrysalis Weekend.

3. The Lay Director candidate must be active in a reunion group and in the Community.

4. All new Emmaus members must wait one year after their walk before they are eligible to serve on a team.

5. No Spiritual Directors shall be required to pay team fees.

6. Members can only serve on one Emmaus team per one12-month period, with exception of Lay Directors, Spiritual Directors and Music Team members.

7. A Lay Director who resigns or who is otherwise unable to serve on a team that has conducted at least one regular team meeting shall be replaced by one of the team’s Assistant Lay Directors.
8. The Board shall **be required to** approve the *proposed team list submitted by the Team Selection Committee.*

**ARTICLE VII**
**DISSOLUTION**

The *Community* shall use its funds only to accomplish the purposes specified in these Bylaws and its charter and shall take no action that would in any manner cause it to lose it exemption from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. Upon dissolution of the *Community* in any manner or for any reason, its assets, if any, remaining after payment of all liabilities shall be distributed by the Board of Directors to another organization that is exempt from federal income taxation under Section 501(c)(3) with preference being given to another organization or activity that is involved in presenting “The Walk to Emmaus” or a similar experience.

**ARTICLE III**
**FISCAL YEAR**

The fiscal year of the *Community* shall be from January 1 through December 31.

Approved and adopted this ____ day of November, 2009.

___________________________________
Chairperson of the Board,
Community Lay Director

Witnessed by:

___________________________________
Secretary