

SUNRISE EMMAUS COMMUNITY

BYLAWS

ARTICLE 1. NAME

The name of this community shall be the Sunrise 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 Emmaus experience and activities.

SECTION 2.

The Community is affiliated with the Upper Room Emmaus Movement, Nashville, Tennessee through an annually renewed Walk to Emmaus Letter of Agreement. Terms used in the 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, Journey, or Tres Dias weekend, who are living a life of faith, are participating in their local church, and attending an accountability 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. Purpose

Direction of the Community shall be vested in a Board of Directors. The purpose of the elected Board of Directors is to direct 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) An elected 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 sent out 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, 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.
- c) The Board of Directors shall appoint from its membership or from the community a recording secretary and a treasurer.

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, or the Spiritual Director (in that order) shall assume the responsibilities of the Lay Director.
- b) Regular meetings of The Board shall be held monthly. January, March, May, July, September, November in person and February, April, June, August, October, December via ZOOM. Any Board of Directors that misses 3 consecutive meetings without prior Board approved absence will be asked to step down from The Board.
- c) An officer of The Board may call a special meeting of The Board by providing a (5) five day written notice, in which the exact purpose(s) of the meeting is stated. Only the stated purpose(s) may be considered at a special meeting.
- d) (7) Seven members of The Board present at a duly called meeting shall constitute a quorum.

SECTION 5. EXECUTIVE COMMITTEE

- a) The Executive Committee shall consist of Lay Director, Assistant Lay Director, Recording Secretary, Treasurer and Spiritual Director of the Sunrise Emmaus Board.
- b) A majority of the Committee (3) shall constitute a quorum. The Lay Director shall act as president of the Executive Committee. In the event the Lay Director is unable to attend, the Assistant Lay Director may fill the role of the Lay Director.

- c) The Executive Committee shall be fully accountable to the full Sunrise Emmaus Board and shall not be used to circumvent the full authority of said board. The Lay Director, Assistant Lay Director or Spiritual Director may call for an Executive Committee meeting when, in their opinion, a matter requiring prompt attention shall arise.
- d) The Executive Committee shall provide a full documented report of all action taken at the next available board meeting.
- e) The goal of the Executive Committee is to maintain a harmonious flow of the policies and actions of The Board and should never be understood as to having any powers or authority that in any way conflict with the decisions taken by said board.
- f) The Executive Committee may be used to conduct the general work of promotion and/or the general work of publicity for the Sunrise Emmaus Community and all duly authorized Walks to Emmaus.
- g) The Executive Committee shall be allowed to discuss any policy changes that would assist The Board in better fulfilling its mission to the community at large and to the Upper Room Movement, Nashville, Tennessee. Any changes agreed upon shall be presented to the full board and by itself shall not change any board policy.

SECTION 6. UNEXPIRED TERMS OF OFFICE

The Board shall select qualified individuals to fulfill unexpired terms of office.

SECTION 7. 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 8. 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 (1) year at a time. The Board has the right to remove committee members for cause at any time by a (2/3) two-thirds vote of a duly constituted meeting of The Board. Committee members must be 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 Director, Lay-Director-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.
 - i. **Recommended Qualifications for Lay Director:**
 - Must have been an ALD at least 2 times
 - Must have been a table leader at least 2 times and an assistant table leader at least 1 time
 - Must have given at least two different talks
 - Must have worked in Support role (Support, Computer, Chapel) at least 1 time

- b) **Training:** This committee shall be responsible for providing training to future lay directors, spiritual directors, sponsors, 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 for ensuring 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.
- e) **Prayer Vigil:** The chairperson of this committee 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 the 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 shall take effect immediately after (1) a majority vote approving the amendments by the Community at a regular or called meeting and (2) upon certification of said vote by The Board.

ARTICLE 7. ADMENDMENTS

SECTION 1. PROPOSED AMENDMENTS

A voting member of The Board may present proposed amendment(s) of the Bylaws to The Board. Proposed amendment(s) shall state the current reading and then the proposed amendment(s). These proposed changes shall be submitted in writing to the Community Lay Director and Secretary one (1) month prior to consideration by The Board. Board approval is required before bringing any proposed Bylaw changes to the Community.

SECTION 2. APPROVED BY QUORUM

Proposed amendment(s) 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 paper ballot by a majority of the Community assembled at a regular or called meeting of the Community. Those members present at a called Community meeting shall be a quorum.