

BYLAWS  
OF THE  
NORTHWEST GEORGIA WALK TO EMMAUS COMMUNITY  
**(Revised August 2015)**

ARTICLE I. NAME

The name of this community shall be the Northwest Georgia Walk to Emmaus Community, hereinafter referred to as the Community.

ARTICLE II. PURPOSE

Section 1. The object 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 Emmaus experience.

Section 2. The Community is affiliated with the International Emmaus Program of Upper Room Ministries, Nashville, Tennessee.

Section 3. The Northwest Georgia Walk to Emmaus, Inc. has been granted a charter in the state of Georgia and has been granted a 501(c)3 status by the U.S. Internal Revenue Service.

ARTICLE III. MEMBERSHIP

Section 1. All persons who have completed a weekend experience of the Walk to Emmaus sponsored by an Upper Room Emmaus Community shall be members of the Community.

Section 2. Persons who have completed a Walk to Emmaus, Cursillo, Tres Dias, or any 4<sup>th</sup> Day movement may become members by participating in the activities of the Northwest Georgia Community and asking the secretary or registrar of the Community to include their names in the mailing list maintained by the secretary of the Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Purpose  
Direction of the Community shall be vested in a Board of Directors.

Section 2. Composition  
The Board will consist of fifteen (15) elected lay members, the immediate past-Chair if he/she is beyond the elected term, **and 3 spirituals – one of whom will serve as Community Spiritual (ordained).**

Section 3. Terms of Office

- a) Members on the board shall be elected by the Community members for three (3)-year terms in three (3) classes, each class having five lay members **and 1 clergy member.**
- b) Board members cannot succeed themselves in consecutive terms, a term being three (3) years.
- c) 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.

Section 4. Election of Board Members

- a) Board members are elected by the community.
- b) Board members cannot succeed themselves in consecutive terms unless filling a vacant term.
- c) No more than two elected members in a class can be from one local church.
- d) No more than one family member shall serve on the board at one time as a voting member.
- e) The nominating committee shall submit to the board a slate of nominees sufficient to elect five (5) lay board members **and 1 clergy member.** The slate of nominees shall be provided to the Community members as part of the newsletter. Voting will be by casting ballots at the October gathering or by absentee ballot and updated on the floor at the October gathering.
- f) Absentee ballots are to be received by the board before the date of the October gathering.
- g) Election is by majority vote of all the ballots cast.

Section 5. The board shall meet monthly in regular meetings unless otherwise ordered by a two-thirds (2/3) vote of the board. Special board meetings may be called by the Chair or when requested in writing by nine (9) members of the board.

Section 6. Quorum

**Ten (10)** members of the Board of Directors present at a duly called meeting shall constitute a quorum.

Section 7. Past Chair

The immediate past Chair, if no longer a member, serves as ex officio advisor to the board one (1) additional year.

Section 8. The board may elect persons, upon nomination by the chair, to fill a vacant term until the next regular election for that term of the class of nominees, from the most recently held election, declines to fill the remainder of said term. The person asked to fulfill the term shall be the same gender as the person vacating the office to be filled. Such persons are eligible for election to a full term by the Community at such regular election.

## ARTICLE V. OFFICERS OF THE BOARD

### Section 1. Officers

Officers shall be the Chair, Vice-Chair, Secretary, and Treasurer; and in the case of absences will chair meetings in this order. The Vice-Chair must be eligible to serve an additional year on the board and serve as the Chair if elected to that post. Officers will accept responsibility for a work area in addition to an elected position on the board.

### Section 2. Election of Officers

Officers shall be elected annually by the incoming Board of Directors at or before the January meeting for one (1) –year term of office effective the close of the elections or not later than the close of the January meeting.

### Section 3. Spiritual Director

The Community Spiritual Director as defined in *The Upper Room handbook on Emmaus* shall be selected annually by the Board of Directors. Term of office shall begin January 1. The Spiritual Director may be replaced during the term by ten (10) affirmative votes.

## ARTICLE VII. COMMITTEES

Section 1. The Board of Directors shall name board members to chair the following standing committees: Agape, Candlelight/Sponsor’s Hour, Communication, Training, Facility Set-Up/Takedown, Gatherings, Group Reunions, Follow-Up, Kitchen, Literature/Supplies, Music/Entertainment, Registration, Sponsorship, Team Selection and King’s Retreat

Section 2. The Chair will be an ex-officio member of all committees.

Section 3. The Board of Directors may form special (ad hoc) committees for a specific task. The committee is given a written charge of what it is to do and a time limit is specified. At the completion of the work or at the end of the time period, the committee ceases to function.

### Section 4. Executive Committee

Officers (Chair, Vice-Chair, Secretary, Treasurer, and Community Spiritual Director) compose the executive committee.

### Section 5. Chrysalis

- a) Chrysalis shall be a separate standing committee.
- b) Chrysalis shall be organized according to its bylaws.
- c) The Chrysalis Chair or designee shall represent and communicate Chrysalis interests to the Emmaus Board.
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## ARTICLE VIII. WALK TO EMMAUS

Section 1. The Community shall conduct the three-day (72) hour experience according to the model as defined by the International Director of the Walk to Emmaus and as presented in *The Upper Room Handbook on Emmaus*.

Section 2. The Board of Directors shall give general oversight in all matters relating to the Northwest Georgia Walk to Emmaus.

Section 3. The Board of Directors shall choose a Lay Director for each Northwest Georgia Walk to Emmaus weekend.

**Section 4.** The Board shall establish a Team Selection Committee. The Team Selection Committee shall consist of a board member who serves as chair, the Community Spiritual Director, and a minimum of four (4) lay members of the Northwest Georgia Walk to Emmaus Community who have broad awareness of the community membership and a solid understanding of team needs. (See Addendum for Team Selection guidelines)

**Section 5.** The Community Spiritual Director will prepare a list of clergy nominees for each Walk to Emmaus weekend. The list will be presented to the Board for approval. The Board will present the approved list to the Team Selection Committee.

**Section 6.** The Board approves the proposed team members and alternates, both lay and clergy.

## ARTICLE IX PARLIAMENTARY AUTHORITY

Board meetings shall be operated in accordance with guidelines as set forth in the most recent edition of *Robert's Rules of Order* in all cases where they are not inconsistent with these bylaws and any special rules of order the Community may adopt.

## ARTICLE X AMENDMENTS

Section 1. Proposed amendments may be presented to the Board by any member of the Board one (1) month in advance of consideration by the board. Amendments are to be presented (read) at one meeting, but no discussion or action is to be taken until the next meeting.

Section 2. If the amendments are voted in the affirmative by a three-fourths (3/4) vote of the members present, they will be circulated to the membership by the Community newsletter and if no petitions signed by at least twenty-five (25) Community members objecting to the new amendments are received within sixty (60) days of the mailing of the notification will be considered adopted. If an objection is received, the amendment will be considered void.

Section 3. The effective date of the amendments shall be upon board certification or upon the effective date stipulated in the amendments.

## ADDENDUM TEAM SELECTION GUIDELINES

### 1. Progressive Servanthood

- a) Lay Director – 2 servant positions, 2 support team Head positions (Agape, Snack Agape, Chapel, Dorm, Prayer, Music), Assistant Head Kitchen and/or Head Kitchen, Assistant Table Leader, Table Leader, ALD twice, Given 2 talks, Active in 4<sup>th</sup> Day activities – church, reunion group, & Emmaus community
- b) Assistant Lay Director - Table Leader and Assistant Table Leader – needs to be ATL first, given 1 talk
- c) Head Kitchen - Kitchen servant, Assistant Head Kitchen
- d) Support Team Heads - Servant position in that particular area
- e) **Table Leader – Assistant Table Leader first**

First time team member should serve in either the kitchen or another support area.

### 2. Make-Up of Team

According to the Upper Room Handbook, teams should consist of three different experience levels, to equal one-third, one-third, one-third. They should be made up as follows:

- One-third will be brand new team members
- One-third will be team members who have worked at least 2 weekends.
- One-third will be team members who have worked 3 or more weekends.

### 3. Use of Past Lay Directors

Past Lay Directors are a wealth of experience and knowledge, and to that end, should be actively included in weekend teams. In light of the progressive servanthood guidelines, they should not be a first choice for a conference room position, such as Table Leader; or first choice as a Head Support position. When all other choices have been exhausted, then Team Selection should look to their pool of past Lay Directors. However, the 4<sup>th</sup> ALD, or Support Coordinator, should be a past Lay Director. That removes this position from progressive servanthood.

### 4. Wish List for Incoming Lay Directors

New Lay Directors are given a form to fill out with a wish list for their team. It can be sent electronically and filled out on the computer. We utilize what we call a “depth chart” format for this list. The Lay Director, with the help of Team Selection, tries to provide 3 possibilities for the most important positions which include the Conference Room and all Head positions. When this list is finalized, the Team Selection Chair submits it to the Board for approval. Team Selection Chair should send a copy to the Board members through email the week of a scheduled Board meeting, ask to be put on the agenda for the meeting, and present the list during the meeting time. The Lay Director may not make any calls to their team until the Board approves the Wish List. Any changes or additions to this list in the Conference Room or Head positions will need to have Board approval if they were not on the original approved list.

#### 5. Community Records Spreadsheet (or database)

The Team Selection Chairs, are responsible for the community database, which contains the work history of our teams. This is in MS Excel format and needs to be updated after the end of each Weekend with the latest roster, including the corrections from the Conference Room. Be sure to always check phone number, address, church, email, and correct if necessary.

#### 6. Timeline for a Weekend

- Send a new Lay Director the database, wish list, guidelines, and LD checklist soon after their selection. Send them the updated database as soon as possible after the existing weekend is over.
- Schedule and hold the first Team Selection team meeting about 1 month to 6 weeks after the previous walk.
- During the meeting, the committee will help the LD fill in their Wish List. Be sure a copy is kept of all changes.
- Send a completed Wish List to the Board before their meeting and present the list to them for approval.
- After approval, notify the Lay Director to start calling and forming their team.
- Lay Directors should touch base with Team Selection Chairs once a week, with a phone call or email.
- Lay Directors resend their Wish List with changes and updates once a month, to their Team Selection Chair. They need to be in the loop at all times.
- Team Selection Chairs make suggestions, consult the Team Selection committee, and get Board approval for any changes away from the approved list