

**By-Laws
of the
Western New York
Emmaus Community**

Revised February, 2011

Article I. Name

The name of this organization shall be Western New York Walk to Emmaus Community, hereinafter referred to as the Community.

Article II. Purpose

Section 1. The object of the Community shall be to develop, challenge, inspire and equip church members for Christian action in their homes, churches, workplaces, communities and the world through the Emmaus experience.

Section 2. The Community is affiliated with the International Walk to Emmaus Program of the Upper Room, Nashville, Tennessee; a copy of the Letter of Agreement with said Upper Room being (attached hereto as an exhibit) held by the Secretary of the Western New York Walk to Emmaus Board of Directors.

Article III. Membership

Section 1. All persons who have completed a weekend experience of the Western New York Walk to Emmaus shall be members of the Community.

Section 2. Persons who have completed a Walk to Emmaus, Cursillo, Tres Dias, Chrysalis, Kairos or Koinonia experience may become members by participating in the activities of the Western New York Walk to Emmaus Community, and by requesting that their names be included on the mailing list.

Article IV. Board of Directors

Section 1. The direction of the Community shall be vested in a Board of Directors consisting of eighteen elected members those being fifteen lay positions, and three clergy positions, including the Community Spiritual Director. The Team Selection Committee representative to the Board shall be elected on a yearly basis by the members of the Team Selection Committee.

Section 2. Members

a) Officers of the Board shall be the Community Lay Director, hereafter referred to as the Chairperson, Community Spiritual Director, Secretary, Treasurer, and Vice-Chairperson. The Vice-Chairperson is an active Board member who is selected by the Chairperson to fill the position as Chairperson in the event that the duly elected Chairperson is unable to fulfill the duties of that office.

b) Meetings will be chaired in this order: Chairperson, Vice Chairperson, Secretary, and Treasurer.

c) Standing Board positions shall be: Officers and the Coordinator(s) of: Facilities, Agape, Kitchen, Community, Evangelism, Registration, Music, Supplies, Library, Fourth Day, Newsletter, Team Selection, and two Clergypersons.

d) When a Chrysalis Board is established within the Western New York Walk to Emmaus Community, The Chairperson of the Chrysalis Board or his/her designees shall represent the Western New York Chrysalis Community and be a voting member of the Emmaus Board.

Section 3. Terms of Office

- a) All members of the Walk to Emmaus Board of Directors shall serve a term of three years with the exception of the Team Selection Committee representative. (See Article VI, Section 4, number 5.) Each year an election will be held whereby new laity and one new clergy will be elected to the Board. In this manner, Board member terms shall be set up so that 1/3 of the Board is replaced every year.
- b) Board members cannot serve consecutive terms, but may serve on the Board again after being off the Board for at least one year. Persons completing an un-expired Board Member's term become eligible to immediately fill a full three year term.
- c) Those persons elected to a Board position must be actively involved in a local church, in their community, and must be members of the WNY Emmaus Community.
- d) Each Board position may be held jointly with spouses, at their option with the exception of Team Selection Committee Members who shall serve singly after meeting qualifications as set forth in Article VI, section 4,a.).
- e) Term of Office shall begin January 1st, and shall end on December 31st.
- f) ANY Board members may be replaced by twelve affirmative votes of the Board.

Section 4. Nominations and Elections

- a) Community Lay Director and Spiritual Director shall be nominated by the Board and elected by a majority of those Community members voting in a Community wide election.
- b) Any Community member may nominate for remaining position(s) on the Western New York Walk to Emmaus Board of Directors.
- c) Laity must be nominated for laity positions only and recognized clergy for clergy positions only.
- d) All remaining Board positions are elected by a majority of Board members voting. (Quorum must be present)

Section 5. Voting Rights

- a) Only that person(s) duly elected to a Board position shall be entitled to one vote. Substitute representatives will not be allowed to vote. Board Chair(s) vote only to break a tie.
- b) Only one vote will be cast per Board position.
- c) Board members must be present, at a meeting, for their vote to count. No other method of voting will be recognized.

Section 6. Past Chairperson and Past Community Spiritual Director

- a) The immediate past Chairperson(s) and Spiritual Director of the Western New York Walk to Emmaus Board of Directors may serve as a nonvoting Board member for up to one year after completion of their term of office.

Section 7. Meetings

- a) The Board shall meet monthly at a time and place designated by the Board, unless otherwise ordered by a twelve vote majority of the Board.
- b) Special Board meetings may be called by an Officer of the Board at any time provided all members are notified sufficiently in advance of the date, time, and place. Board members may call a special meeting by notifying the Chairperson by written petition from at least twelve Board members.

Section 8. Quorum

- a) Ten voting positions of the Board of Directors present at a duly called meeting shall constitute a quorum.

Section 9. Vacancies on the Board

- a) The Board may elect persons upon nomination by the Chairperson and Board, to fill vacancies until the next regularly scheduled election for that position.
- b) Vacancy in the position of Board Chairperson shall be filled by nominations from the Board and election by majority vote of the Community.

Article V. Committees

Section 1. The Board of Directors or the Chairperson thereof may name additional committees as deemed necessary.

Section 2. The Chairperson of the Board shall be an ex officio member of all standing committees.

Article VI. Walk to Emmaus

Section 1. The Community shall follow the guidelines of the Upper Room Walk to Emmaus program in the formation of the three day experience "Walk to Emmaus."

Section 2. The Board of Directors shall have general oversight in all matters relating to the local community.

Section 3. The Board of Directors shall elect a Lay Director and Spiritual Director for each Community weekend from a list of qualified candidates presented by the Team Selection Committee. The Spiritual Director shall be an ordained Elder of the United Methodist Church or equivalent order in a recognized Christian Church, or an ordained Deacon or Licensed Local Pastor who has been appointed by the Bishop to the Emmaus Community. The candidate for Spiritual Director shall have served as a clergy member on an Emmaus (or equivalent) Walk at least two times. The Candidate for Lay Director shall have served as an Assistant Lay Director at least two times or once as an Assistant Lay Director and twice in a Logistics position.

Section 4. The Team Selection Committee shall consist of the Community Spiritual Director, the Community Lay Director as ex-officio, and nine other members.

- a) The nine team members shall serve singly (not with spouse) and shall be a past Lay Director or have served as an Assistant Lay Director at least two times.
- b) Members will serve a three year term. Each year three new members will be appointed to the Team Selection Committee. In this manner, Committee members' terms shall be set up so that 1/3 of the Committee is replaced every year.

- c) The Board of Directors shall appoint three new members to the Team Selection Committee, on a yearly basis, from the recommendations proposed by the current Team Selection Committee.
- d) Team Selection Committee shall elect its' own Chairperson at the beginning of each calendar year. The Chairperson shall be elected from those team members who are in their third year on the committee. The Community Lay Director and Community Spiritual Director shall not be considered for Chairperson of the Team Selection committee.
- e) Team Selection Committee shall, at the beginning of each calendar year, select a representative to the Emmaus Board of Directors. With the exception of the Community Lay Director and Community Spiritual Director, any other Team Selection Committee member can represent the Committee on the Emmaus Board of Directors.
- f) Responsibilities of Team Selection:
 - 1. Shall maintain records concerning 4th day activities of members of the Western New York Community.
 - 2. Shall maintain records of past team members – their positions on team, talks given and Walk served on.
 - 3. Shall nominate, from the list of qualified candidates, prospective men and women Lay Director and Spiritual Director candidates. The nominated list for Lay Director shall contain no more than four nor less than two candidates for each specific weekend. (Men's and Women's) The nominated list for Spiritual Director shall have no more than eight or less than four candidates since the Spiritual Director can serve on either weekend.
 - 4. Shall meet with the newly elected Lay Directors and Spiritual Directors, at a time convenient to all, to assist in selecting teams for the new Walks.

Article VII. Amendments

Section 1. Proposed amendment(s) may be presented to the Board by any member of the Board one month in advance of consideration by the Board. If the amendment(s) are voted in the affirmative by fourteen or more votes, the amendments will pass and they will be made available to the community members by request.

Article VIII. Ratification

The by-laws are to take effect immediately upon adoption by the Board.

Article IX. Policies

Section 1. Sexual Harassment and Abuse Policy (SHAP)

- a) Sexual harassment of any sort, including between a team member and a pilgrim, between two team members, or between two pilgrims, shall in no way be tolerated.
- b) In the event that someone at an Emmaus or Chrysalis weekend or event is harassed or feels harassed, he or she shall be urged to speak to the Spiritual Director. Should someone observe or hear of harassment on a weekend or event, that person shall be urged to report it to the Spiritual Director.
- c) The Spiritual Director shall talk to the parties involved in the alleged harassment and work to mediate the relationship in the spirit of Jesus Christ. The Spiritual Director may need to take some appropriate action

to resolve the situation. Should the Spiritual Director be a party in the alleged harassment, the Lay Director and a team clergy member selected by the Lay Director shall together attempt the mediation and pursue appropriate action if called for.

d) In the event a clergy has committed harassment, that inappropriate action may be reported to the District Superintendent of that person (N.B. 1998 Journal, WNY Conference, page 312; and 1996 Book of Discipline, paragraph 358.).

e) Should a person on an Emmaus or Chrysalis weekend speak to a lay or clergy team member about a former or on-going experience of sexual abuse in their home, the person abused should be urged to talk of it with the Spiritual Director. Clergy are reminded that cases of abuse must be reported to the appropriate authorities.

Addenda Set by WNY Walk to Emmaus Board as of 2/2011

1. The cost of the weekend will be determined by the Board of Directors with a \$20 pre-registration fee. The cost for team members will be five dollars less than the fee for the pilgrims.
2. Buttons will be used for name tags.
3. Only copies of talks from the three (3) most recent Walks (both men and women) will be kept on file by the Library, but will not be put in notebooks with the outlines.
4. We will be covered by the Liability Insurance of the Upper New York Conference of the United Methodist Church
5. WNY Pilgrims will be accepted before those from other conferences.
6. Team dinners will be held on Thursday night of the Weekends.
7. We will have cake for refreshments on Saturday night of the Weekend.
8. Lay Directors do not receive special meals on the weekends.
9. Spouses, family members, and sponsors should not be in the dining room with the Pilgrims.
10. Hand-drawn placemats and napkins will be used on the weekends.
11. Table names may be extended only by pilgrims.
12. Tables take turns presenting posters and summaries.
13. Saturday entertainment will come from the team.
14. Team members will do the Las Mananitas on Sunday morning. Female Clergy members will not participate in Las Mananitas on the Men's Weekend and Male Clergy will not participate in Las Mananitas on the Women's Weekend.
15. Assistant Table Leaders will sleep in the same room with the Pilgrims if facilities permit.

16. Babysitting will be provided for the Closing and Reunion and at least one of the babysitters must be an adult. (Adult is equivalent to age 18 or older.)
17. The Servant's table should be expected to do summaries for each talk and present one poster or skit each night.
18. All songs will come from the *WNY Emmaus/Chrysalis* song book, including the Agape song.
19. The first verse of "The Love Round" will be sung at the Candlelight event.
20. There will be four (4) talks at the Reunion: Dynamics, Sponsorship, Board of Directors and Fourth Day. A Chrysalis talk is recommended and should be given whenever a Chrysalis member is available.
21. Walk to Emmaus and Koinonia are two separate programs.
22. The Board will pay for housing and registration for the Chairperson and spouse, or a representative from the Board, to attend the Prayer, Bible and Evangelism Conference at Lake Junaluska each year, if they are able to attend.
23. The next weekend dates should be sent to Nashville with the Pilgrims fee.
24. The name of the Newsletter will be the "Rainbow Connection".
25. Suspenders, for members of the Men's Team, are not purchased by the Board. Purchase of the suspenders will be determined by the Lay Director and Team of each Men's Walk.
26. The Western New York Walk to Emmaus Community adopts a program wherein there be established a cadre of experienced sponsors who have demonstrated successful techniques to act as mentors for first time sponsors. These mentors would also be available to assist those in the Community who may need assistance or whom the Board of Directors so recommends. Secondly: that the Western New York Community hereby establishes a goal that each Gathering would have 1 or 2 persons (or couples) that act as Sponsorship Mentors. Sponsorship Mentors must be trained and be fully familiar with the duties and responsibilities of Sponsorship within the International Walk to Emmaus Community. Duties of the Sponsorship Mentor include (but are not limited to) training, coaching and encouraging Sponsorship within their Gathering or region. The Western New York 4th Day Coordinators are responsible to the Board of Directors for oversight of this program and as such are the central contact point for Sponsorship Mentors.
27. Husbands and wives shall not serve on the same team.
28. Sponsors will be allowed to sponsor only one pilgrim per scheduled Walk.
29. No changes to the approved WNY Emmaus "flavors" will be made on any weekend without previous Board approval.