

BY-LAWS OF THE CROSSROADS EMMAUS FOURTH DAY GROUP

ARTICLE I. NAME

The name of this Fourth Day Group shall be Crossroads Emmaus Fourth Day Group, hereinafter referred to as the Fourth Day Group.

ARTICLE II. PURPOSE

Article II, Section 1

The object of the Fourth Day Group shall be to inspire, challenge and equip church members for Christian action in their homes, churches, places of work and communities through the Emmaus experience. Therefore, the Fourth Day Group shall assist each member to accomplish the following:

- A.) work toward expansion of their own inner spiritual life;
- B.) become a more active disciple of Christ in the world.

Article II, Section 2

To these ends, the Fourth Day Group shall gather at least monthly for the sharing of Word and Table.

Article II, Section 3

This Fourth Day Group is affiliated with the International Emmaus Movement, The Upper Room, Nashville, Tennessee and The United Methodist Church-Southwest Texas Conference Emmaus Community.

ARTICLE III. MEMBERSHIP

Article III, Section 1

All persons active in the Crossroads Emmaus Fourth Day Group who have completed a Walk to Emmaus weekend sponsored by the Crossroads Emmaus Fourth Day Group shall be members of the Fourth Day Group.

Article III, Section 2

Persons who have completed a Walk to Emmaus, Cursillo weekend, Tres Dias, Via de Christo, Chrysalis or other denominational experience modeled on the Cursillo movement may become members by participating in the activities of the Crossroads Emmaus Fourth Day Group and asking the database coordinator of the Fourth Day Group to include their names on the mailing list.

ARTICLE IV. BOARD OF DIRECTORS

Article IV, Section 1 Responsibility

Direction of the Fourth Day Group shall be vested in a Board of Directors. The responsibilities of the Board include governing the Fourth Day Group; establishing and maintaining the by-laws of the Fourth Day Group; ensuring that the Fourth Day Group maintains the integrity of the Emmaus movement for all Fourth Day Group sponsored weekends and events by following the rules, policies and guidelines of the Southwest Texas Conference (SWTC) Walk to Emmaus Board and their Letter of Agreement with the office of the International Director of the Walk to Emmaus.

Article IV, Section 2 Composition

The Board of Directors shall be elected from those members of the Fourth Day Group who are active in a group reunion and the local Fourth Day Group gatherings. The Board shall be composed of twelve (12) lay members & two (2) clergy members who shall be elected by the Fourth Day Group at large. Lay members positions may be filled by a single member or a married couple; there shall be only one vote per household.

In addition to the 12 lay members and 2 clergy members, the following will serve as ex-officio members during the specified term of office and will have the privileges of membership thereon: (ref. Article IV, Sec. 3)

- **Spiritual Director of the Fourth Day Group** shall be selected by the Board of Directors annually
- **SWTC Walk to Emmaus Board Representative** – shall be elected by the Fourth Day Group at large
- **Newsletter Editor** – the editor of the Fourth Day Group newsletter “the Perseverance Press”, shall be a non-elected member
- **Lay Directors, Spiritual Directors and Board Representatives for Fourth Day Group-sponsored walks**
- **Immediate Past Lay Director of the Fourth Day Group**- If the immediate past Lay Director is due to rotate off the board, that person will serve for one (1) additional year.
- **Chrysalis Board Chairperson**

Article IV, Section 3 Terms of Office

- A. Lay members of the Board shall be elected for three (3) year terms in three (3) classes, each having four members.
- B. Clergy members shall be elected for one (1) year terms.
- C. Lay members cannot succeed themselves in consecutive terms. Clergy board members may not serve more than three consecutive one (1) year terms. Following board service, members are not eligible for reelection for two (2) years.
- D. Lay Directors, Spiritual Directors and Board Representatives for Fourth Day Group-sponsored walks shall serve on the Board for the 6 months preceding the walk on which they serve and the board meeting following their walk.
- E. Board vacancies filled by appointment may be held for one (1) year or the remainder of the year. (See Article IV, Section 7)
- F. Terms of office shall begin June 1 and shall terminate May 31, except for officers who shall serve until election of new officers in June.

Article IV, Section 4 Election

A nominating committee consisting of outgoing members of the Board and other Fourth Day Group members selected by the Board shall meet in March to nominate members for the Board and if necessary, the representative to the SWTC Walk to Emmaus Board. The nominations shall be published in the April newsletter and presented at the April gathering of the Fourth Day Group. Additional nominations may be made from the floor by members of the Fourth Day Group at the April gathering. All nominations will be published a second time in the May newsletter. The Board secretary will prepare a written ballot by May 1st to be used for voting at the May gathering. Fourth Day Group members not able to attend the gathering may contact the secretary to vote before the May gathering. All early ballots must be returned to the secretary no later than the day before the May gathering. Election Results: For lay members, those four receiving the highest number of votes will be duly elected. For clergy, those two receiving the highest number of votes will be duly elected. The one receiving the highest number of votes for SWTC Walk to Emmaus Board Representative will be duly elected.

Article IV, Section 5 Meetings

- A. The Board shall meet quarterly in regular meetings unless called by the Lay Director.
- B. Special board meetings may be called by the Lay Director when necessary or upon the request of ten (10) members of the board. Members should be notified of special meetings via email and/or telephone at least seven (7) calendar days in advance of the meeting.

Article IV, Section 6 Quorum

Voting members of the Board of Directors present at a duly called meeting shall constitute a quorum.

Article IV, Section 7 Vacancies on the Board

The Board may elect persons, upon nomination by the Lay Director, to fill vacancies until the next regular election. Anyone appointed to the board would be eligible for nomination and election by the Fourth Day Group at the regular annual election

ARTICLE V. OFFICERS OF THE BOARD

Article V, Section 1 Officers

Officers shall be the Lay Director, Assistant Lay Director, Secretary, and Treasurer and in case of absences will chair meetings in this order. Officers can accept responsibility of a work area in addition to an elected position on the Board.

Article V, Section 2 Officer Elections

Officers shall be elected annually by the Board members present at the June meeting for a one-year term of office (effective with the close of the June meeting). It is recommended that the person elected to serve as Lay Director be in their second year of service on the board. This will allow them one year to serve as Lay Director and a year to assist the new Lay Director before leaving the board. All Board officers must be selected from those directors elected by the Fourth Day Group.

Article V, Section 3 Lay Director

It shall be the duty of this office to preside at meetings of the Board of Directors, preside at monthly gatherings, and bring forth business needing the attention of the Fourth Day Group as well as perform such other duties as ordinarily pertain to the office.

Article V, Section 4 Assistant Lay Director

It shall be the duty of the Assistant Lay Director to schedule monthly gatherings and to arrange for Fourth Day Speakers. The Assistant Lay Director is not necessarily the next Lay Director.

Article V, Section 5 Secretary

It shall be the duty of the secretary to keep the records of membership, record the attendance at Board meetings and gatherings, record and preserve the minutes of Board meetings and gatherings, make requested reports of said activities, and perform such other duties as usually pertain to this office. The secretary will keep current copies of the Crossroads Emmaus Fourth Day Group By-laws and *The Upper Room Handbook on Emmaus* in his/her notebook at all times.

Article V, Section 6 Treasurer

It shall be the duty of the treasurer to have custody of all funds, accounting for same to the Board and to the Fourth Day Group monthly and at any other time upon demand by the Board or Fourth Day Group. The treasurer is responsible for maintaining an archive of financial reports and other financial documents and perform such other duties as usually pertain to this office. Upon retirement from the office, the treasurer shall turn over to his/her successor or to the Fourth Day Group Lay Director, all funds, books of accounts or any other Fourth Day Group property in his/her possession. A qualified accountant will make an annual audit of the books.

Article V, Section 7 Spiritual Director of the Fourth Day Group

It shall be the duty of the Spiritual Director of the Fourth Day Group to assist in the spiritual formation and direction of the Fourth Day Group. He/She must be of the order of elder in the United Methodist Church or equivalent in another denomination. It shall be the responsibility of the Spiritual Director to plan, coordinate, and/or conduct the liturgical services at the monthly gatherings, and arrange for communion elements and be responsible for the paten and chalice for gatherings. The Spiritual Director shall also play a role in the team selection process (ref. Article VII, Section 4). The Spiritual Director, after consultation with the local pastor, shall review and determine the need for disbursement of monies from the scholarship fund. The Spiritual Director shall perform such other duties as ordinarily pertain to the office or presented by the Board of Directors.

Article V, Section 8 Representative to the SWTC Walk to Emmaus Board

It shall be the duty of the Representative to the SWTC Walk to Emmaus Board to represent the concerns and wishes of the Crossroads Fourth Day Group, to communicate the decisions of the Conference Board to the Crossroads Board and Fourth Day Group, to be or designate another individual to serve as the Board Representative on each Walk to Emmaus weekend sponsored by the Crossroads Fourth Day Group in accordance with the by-laws of the SWTC Walk to Emmaus Board, and to perform such other duties as ordinarily pertain to the office.

ARTICLE VI. COMMITTEES

Article VI, Section 1

Should the board deem it necessary, the board may appoint one or more ad hoc or standing committees to deal with the various aspects of the Emmaus movement and/or Fourth Day Group functioning.

Article VI, Section 2

The Lay Director or designee shall be an ex-officio member of all standing committees and as such, shall have all the privileges of membership thereon.

Article VI, Section 3

Each committee shall transact such business as is delegated to it by the Lay Director. Such committees shall not take action until a report has been made to the board and approved by the board and/or Fourth Day Group at large, except where special authority is granted by the board.

Article VI, Section 4

Duties of each committee shall be specified in a procedure document to be developed at the time of the formation of said committee. This document shall become a part of the written records of the Board and Fourth Day Group. These procedures shall remain in effect until such time as the Board amends them or the committee is dissolved.

Article VI, Section 5 Standing Committees

The Board of Directors shall name coordinators to chair the following committees:

- A. Fourth Day Group Agape Letters *
- B. Candlelight Services
- C. Childcare
- D. Chrysalis Board Chairperson
- E. Music
- F. Fourth Day Group Prayer Vigils *
- G. Reunion Groups/Follow-up
- H. Trailer
- I. Newsletter

* Committees designated by SWTC

The committee coordinators do not necessarily need to be board members. The coordinators will submit written and/or oral reports to the Board as necessary to keep the Board informed of any recommendations or actions taken.

ARTICLE VII. WALK TO EMMAUS

Article VII, Section 1

The Fourth Day Group shall follow the guidelines of the International Director of the Walk to Emmaus in the formation of the three-day (72 hours) "Walk to Emmaus" experience. The guidelines are presented in *The Upper Room Handbook on Emmaus* attached hereto and become part of the Crossroads Emmaus Fourth Day Group by-laws. Each time the "*Handbook*" is revised, those revisions become part of these by-laws.

Article VII, Section 2

The Board of Directors shall have general oversight in all matters relating to Walk to Emmaus events sponsored by the Crossroads Emmaus Fourth Day Group.

Article VII, Section 3

The Board of Directors shall select the Lay Director, Spiritual Director, and Team Selection Committee for each Walk to Emmaus weekend sponsored by the Fourth Day Group.

Article VII, Section 4 Team Selection

The Team Selection Committee will follow the guidelines for the team selection process as set forth in the current edition of the *Upper Room Handbook on Emmaus*.

ARTICLE VIII. AMENDMENTS

Article VIII, Section 1 Proposed Amendments

Any member of the Board may present proposed amendments to the by-laws to the Board. Board members should have at least one (1) month to review the proposal before discussion or action is taken. These proposals must be approved by majority vote of the Board. Following board approval, the proposed amendments must be submitted to the Crossroads Emmaus Fourth Day Group for vote.

Article VIII, Section 2 Adoption

The Fourth Day Group must vote the affirmative by majority vote and will take effect upon confirmation at the Board meeting following the vote.

- A. Following approval by the Board, proposed amendments to the by-laws will be published as a ballot in the Fourth Day Group Newsletter. Fourth Day Group members unable to attend the next gathering will return their ballot to the secretary of the board no later than fifteen (15) days following the date of mailing.
- B. Voting on proposed amendments will take place at the next monthly gathering of the Fourth Day Group.
- C. Amendments must be approved by majority vote of those casting ballots to be confirmed
- D. The Board will certify the results of the Fourth Day Group vote and the results will be published in the next newsletter.
- E. The amended by-laws will be effective immediately upon certification by the Board of Directors.

Adopted and certified by Board of Directors, January 25, 1985

Amended February 21, 1992

Amended and certified by Board of Directors and Community, January, 1996

Amended and certified by Board of Directors, January 4, 1997

Ratified by Crossroads Emmaus Community, January 17, 1997

Proposed amendments approved by the Board of Directors, August 14, 2001

Proposed by Board of Directors to Fourth Day Group, September 6, 2001

Ratified by Crossroads Emmaus Fourth Day Group, September 21, 2001

Certified by Board of Directors, October 1, 2001

Proposed amendments approved by the Board of Directors, October 14, 2003

Ratified by Crossroads Emmaus Fourth Day Group, December 12, 2003

Certified by Board of Directors, January 13, 2004