

By-Laws

Idaho Walk to Emmaus

Preamble

The Idaho Walk to Emmaus movement is a method by which Christians can transform the world for Christ, our King. This method calls Christians to live their lives in union with Christ, supported by regular reunion with other Christians.

The Idaho Walk to Emmaus provides a method which develops Christian leaders and Christian community. That method uses meetings and groups of Christians who share their common life in Christ, their efforts to bring others to Him and their desire to bring the world under His rule.

The real focus of the Idaho Walk to Emmaus Community is not on itself, but on the local church. The objective of Emmaus is to inspire, challenge and equip local church members for Christian Action in their homes, churches, places of work and communities.

These By-Laws are adopted to enable the accomplishment of these objectives.

Article I: Name

A. The name of this organization is Idaho Walk to Emmaus Community.

Article II: Scope of Activity and Authority

A. The Community is affiliated with the National Emmaus Movement, Upper Room, Nashville, Tennessee.

Article III: Membership

A. Membership in the Idaho Walk to Emmaus Community shall consist of those who:

1. Have participated in a Walk to Emmaus and/or Cursillo event.

2. Are active in or plan to become active in reunion activities.

B. The regular work of the Idaho Walk to Emmaus shall be carried out by:

1. The elected Board of Directors and the active members of the Community.

2. An annual business meeting to be held at the Summer Orientation.

Article IV:

Governing body of the Idaho Walk to Emmaus Community

- A. The name shall be the Board of Directors [referred to as the Board].
- B. The Board shall consist of not less than 15 elected members, nor more than 21 elected members of the Community.
- C. The term of office of the Board shall begin at the January board meeting following the election.
- D. Each elected member shall serve a three (3) year term.
 - 1. The Board's Nominations Committee shall be responsible for the nominations of persons to fill all vacancies. Nominations may also be offered from the floor during the annual business meeting during Summer Orientation.
 - a. Board members are elected by the Community.
 - b. The nominating committee shall submit to the Board a slate of seven nominees to elect five Board members, preferably with representation from the East, Central and West regions of the State.
 - c. The ballot shall be provided to the Community members as part of the newsletter and shall be available no later than 15 October each year.
 - d. Ballots are to be received by the Board no later than 15 November of each year.
 - e. Election is by majority vote of the ballots cast.
 - 2. Community members may be re-elected to a three (3) year term after having been off of the Board for one (1) year.
 - 3. Those elected but who serve two (2) years or less, may be re-elected to a subsequent three (3) year term without having to comply with the one year break in continuity.
- E. Future "Walk" Lay Directors shall serve as ex-officio members of the Board, and will have all applicable voting privileges from the time of their selection, until the first Board meeting following the "Walk" that they have led.
- F. The immediate Past-President shall be an ex-officio member of the Board.
- G. Board Officers: The duty of the Board Officers shall be to serve the Idaho Walk to Emmaus Community. These officers shall be elected from Board members and their one year term of office shall begin at the January board meeting.

1. President

- a. Will comply with all stated duties of his/her prescribed Job Description.
- b. Preside over and conduct all meetings of the Board and the Idaho Walk to Emmaus Community.
- c. Call any special meetings.
- d. Keep members on the subject and within time limits.
- e. Appoint committees and serve as ex-officio member of them.

2. President-Elect

- a. Will comply with all stated duties of his/her prescribed Job Description.
- b. Assist the President.
- c. Serve as the next President of the Board and the Idaho Walk to Emmaus Community.
- d. Have charge of committee work as directed by the Board.
- e. Preside at meetings in the absence of the President and Vice-President.
- f. Be prepared to assume duties and responsibilities of the President for the term which elected.
- g. Coordinate, organize and direct all 4th Day activities, to include but not necessarily limited to;
 1. Orientation and Day Fours related to Walk weekends.
 2. Develops and oversees Eastern, Central, Western and Far Western community committee chairpersons who promote and schedule 4th Day activities such as monthly gatherings, reunion groups, and all-state gatherings such as the summer camp out.

3. Vice-President

- a. Will comply with all stated duties of his/her prescribed Job Description.
- b. Assist the President.
- c. Act as Historian and Librarian for all IWTE materials.
- d. Preside at meetings in the absence of the President.
- e. Be prepared to assume duties and responsibilities of the President.
- g. Is responsible for collecting and reviewing all End of Walk Reports.

- h. Will be the designated liaison with the International Emmaus Community for all Agape issues, including receiving and sending agape for all walks.

4. Clergy

- a. Will comply with all stated duties of his/her prescribed Job Description.
- b. Assist in obtaining Walk weekend Clergy.
- c. Be Clergy Director of the Board members and meetings.
- d. Provide orientation and advice to Weekend Clergy Directors concerning the interpretation of: standards, methods and techniques.

5. Secretary

- a. Will comply with all stated duties of his/her prescribed Job Description.
- b. Prepare and read the minutes of all ordered meetings, and e-mail them to each member of the Board at least ten (10) days after the stated board meeting.
- c. Have available the meeting's agenda.
- d. Attend to all official Board/Community correspondence.
- e. Call meetings to order in the absence of any other presiding officer.
- f. Keep a list of all known pilgrims in our area, with their addresses, phone numbers and other appropriate data.
- g. Keep other records as directed by the Board.
- h. Notify members of the Board, at least a week in advance, of all officially called meetings.

6. Treasurer

- a. Will comply with all stated duties of his/her prescribed Job Description.
- b. Receive and act as custodian of all Idaho Walk to Emmaus funds.
- c. Assist in preparing budgets for Idaho Walk to Emmaus Community and "Walk Weekends."
- d. Pay out funds as directed/authorized by the Board.
- e. Maintain all financial records of the Idaho Walk to Emmaus Community.

H. Committees

1. Nominations Chair

a. The chair of the Nominating Committee shall be the “immediate” Past President of the Board. The Committee shall include as a minimum, two other members to be elected/appointed by the Board.

- 1) One from the Board
- 2) One from the Community at large.

2. Other Committees - shall be appointed as deemed necessary by the Board to assist the Community.

I. Removal of Board Members

1. Board members failing to attend three (3) consecutive Board meetings may be removed by a majority vote of the Board.

2. Board vacancies shall be filled by a majority vote of the Board.

3. The length of term of an appointee shall be until the next scheduled Summer Orientation of the Idaho Walk to Emmaus Community.

J. Board Quorum

1. Shall consist of a simple majority of the standing Board members.

2. Without a quorum, no official business may be conducted.

3. Unofficial business may consist of reading minutes, Treasurer’s report and committee reports. Agenda items for the next meeting may be listed.

K. Meetings of the Board

1. May be called by the President, Vice-President and any five elected members of the Board.

2. All members of the Board must receive an e-mail or written-notice of meetings a minimum of one (1) week prior to a proposed meeting date.

3. The Board shall meet at least quarterly.

L. Duties of the Board

1. Pre - Walk Weekend period:

- a. Establish dates of Walk Weekend
- b. Establish sites of Walk Weekend

- c. Choose Lay Directors Spiritual Directors and Board Representatives for each Walk Weekend
 - e. Seek applicants, keep a file of applications and manage pilgrim selection.
 - f. Establish job descriptions for Lay Directors, Clergy Directors, team heads, talk givers, special teams and other necessary members.
 - g. Arrange for facility, program, clergy, song team, communion elements and clean-up for all Orientations.
2. Emmaus Weekend
- a. Assist in solving problems which may occur during Walk Weekends.
3. Post Walk Weekends
- a. Arrange Fourth Day and Gatherings.
 - b. Arrange financing for Community activities.
 - c. Publish a newsletter at least four (4) times a year; three of which will be published two weeks prior to Walk Weekends.
 - d. Compile an annual report for presentation at the annual business meeting during the Summer Orientation. [Report to be available upon request]

Article V: Financing

- A. The Idaho Walk to Emmaus Community is supported exclusively by donations. The monies collected shall be used solely for Emmaus activities at the discretion of the Board.

Article VI: Amendments

- A. The By-Laws may be amended/changed at any Idaho Walk to Emmaus Orientation by a two-thirds ($\frac{2}{3}$) vote of the members present, providing all Community members have been emailed mailed notice of the Orientation meeting fourteen (14) days prior to the meeting.

Article VII: Dissolution

- A. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of 501 (c) (3) of the Internal Revenue Code, or corresponding adopted, section of any future federal tax code, or shall be distributed to the National Upper Room Walk to Emmaus Nashville, Tennessee.

Article VIII: Conduct of Meeting

A. Shall be in accordance with Robert's Rule of Order, newly revised.

Date Approved By:

07 January 2012
Board

27 January 2012
Emmaus Community Orientation