

GREATER AUSTIN EMMAUS 4TH DAY GROUP

BYLAWS

Article I, NAME

The name of this fourth day group shall be the **Greater Austin Emmaus 4th Day Group**, hereinafter referred to as **GAE4DG**.

Article II, OBJECTIVE

The objective of the GAE4DG shall be to support a vehicle by which the three day walk in Christian discipleship, called the Walk to Emmaus, can organize and conduct its business in accordance with the Upper Room Walk to Emmaus Guidelines and the Southwest Texas Conference of the United Methodist Church Procedures in order to effectively accommodate the needs of a large fourth-day group. This shall be done in a manner that honors Christ and His church and shall strive to inspire, challenge, and equip members for Christian action in their homes, churches, places of work, and the community at large.

Article III, AFFILIATION

GAE4DG is affiliated with the Southwest Texas Conference of the United Methodist Church and its Walk to Emmaus Board in partnership with the Upper Room, Nashville, Tennessee.

Article IV, MEMBERSHIP

Section 1. All persons that have completed the Walk to Emmaus experience, or an equivalent experience recognized by the Upper Room Walk to Emmaus, are eligible to be members of GAE4DG regardless of church affiliation. Normally, the members of the churches located in the greater Austin area make up the membership, but no persons shall be refused membership in GAE4DG if they choose to participate.

Section 2. Persons that wish to become affiliated with GAE4DG shall join by attending monthly GAE4DG Gatherings. A person can (and is encouraged to) attend the Gathering of other Emmaus 4th Day Groups to further the aims of the Walk to Emmaus.

Article V, BOARD OF DIRECTORS

Section 1. Purpose

The direction of the GAE4DG shall be vested in the Board of Directors

Section 2. Composition

A. Qualifications

1. Lay Persons: Laity who are members of the GAE4DG, have attended the Walk to Emmaus (or equivalent), are active in attending GAE4DG Gatherings, are active in a local reunion group (or equivalent), and agree to be trained in the Upper Room Walk to Emmaus Procedures by attending a triennial training seminar, are eligible for election to a lay position on the Board of Directors.
2. Clergy: Clergy who are Ordained Elders in the United Methodist Church (or the equivalent), have attended the Walk to Emmaus (or equivalent), and agree to be trained in the Upper Room Walk to Emmaus Procedures by attending a triennial training seminar, are eligible for election to a clergy position on the Board of Directors.

B. Representation

Except for the Team Selection Committee (see below) there are no limits to the number of people from one church that can be elected. It is strongly suggested that representatives from several different churches be elected to various positions so as to allow a diverse group to serve Christ as members of the Board of Directors.

Section 3. Terms of Office

Terms of office shall begin on June 1st and will end on May 31st. Each voting member of the Board of Directors shall serve for three years.

Section 4. Officers

The seven voting members of the GAE4DG Board of Directors shall be as follows: 1. Lay Director, 2. Assistant Lay Director, 3. Board Member for Member Services, 4. Board Member for Gathering Support, 5. Board Member for Walk Support, 6. 4th Day Board Representative, and 7. Spiritual Director.

The two non-voting members of the GAE4DG Board of Directors shall be as follows: 1. Immediate Past Lay Director (exofficio) and 2. Chrysalis Representative.

Other officers may be appointed by the Lay Director with the approval of the GAE4DG.

It is understood that the Assistant Lay Director will succeed the Lay Director in office.

It is further understood that a married couple may share any position, but they shall have one vote between them.

Section 5. Election of Officers

At the January GAE4DG Gathering, the GAE4DG shall elect a Nominating Committee composed of no fewer than 6 and no more than 8 members of the GAE4DG in addition to the Assistant Lay Director who shall serve as Chairperson.

The Nominating Committee shall nominate candidates for election to the GAE4DG Board of Directors. These candidates will be presented at the April Gathering of the GAE4DG. Nominations may also be made from the floor at the April Gathering of the GAE4DG and will be accepted, provided the nominee agrees to the nomination and meets the criteria for office.

The election shall be held at the May gathering of GAE4DG and shall be by secret written ballot, except for the positions that are not contested. Uncontested positions may be by voice vote.

Section 6. Duties of Officers

A. Lay Director. The Lay Director shall:

- Be the Chief Administrative Officer of the GAE4DG.
- Call all meetings of the Board of Directors, preside over such meetings, and vote on all matters coming before the Board of Directors.
- Be responsible and responsive to the Board of Directors for all administrative decisions made on behalf of the Board of Directors.
- Plan and conduct all Gatherings of the GAE4DG.
- Appoint committees as deemed appropriate, except for the Team Selection Committee and the Nominating Committee.
- Maintain the programmatic intent and integrity of the Upper Room Walk to Emmaus as supported by the Southwest Texas Conference of the United Methodist Church, Walk to Emmaus Board.
- Serve as Immediate Past Lay Director for the year following the term of office as Lay Director.

B. Assistant Lay Director. The Assistant Lay Director shall:

- Be responsible for preparing minutes of all meetings of the Board of Directors and of the business, when appropriate, transacted at the GAE4DG Gatherings.

- Preside at Board of Director meetings in the absence of the Lay Director.
 - Plan and conduct GAE4DG Gatherings in the absence of the Lay Director.
 - Keep the permanent records of the GAE4DG.
 - Direct the Treasurer to take charge of all moneys and disburse them in accordance with the policies of the Board of Directors, producing monthly accounting to be presented to the Board and to the membership.
 - Chair the Nominations Committee.
 - Perform other duties as directed by the Lay Director or the Board of Directors.
- C. Board Member for Member Services. The Board Member for Member Services is to be responsible for the following areas:
- Electronic Communications – update on the website and manage the listserv.
 - Membership Secretary.
 - Reunion Groups – keep a listing of reunion group locations, times, and composition and publish a listing of the reunion groups. Encourage the formation of new reunion groups and assist people in finding a reunion group when requested.
 - WalkTalk Editor.
 - WalkTalk Publisher.
- D. Board Member for Gathering Support. The Board Member for Gathering Support is to be responsible for the following areas:
- Communion Steward.
 - Host Church Coordinator – recruit host churches and 4th Day Speakers for GAE4DG Gatherings.
 - Song Leader Coordinator – insures that musicians are present at all GAE4DG Gatherings, is in charge of the songbooks and insure that they are delivered to Gatherings and other sites as needed, and insures that musicians are present at all GAE4DG Walk to Emmaus Candlelight services and Closing services (if requested).
- E. Board Member for Walk Support. The Board Member for Walk Support is to be responsible for the following areas:
- Agape Letter Coordinator – responsible for insuring that all requests from other 4th Day Groups and Communities for Agape Letters are answered in a timely manner and that we request letters from other 4th Day Groups and Communities in sufficient time to be received for the sponsored Walk
 - Food/Gift Agape Coordinator – responsible for insuring that all requests for food and agape is made known to the GAE4DG in a timely manner so that the necessary items can be provided to the sponsored Walk.

- Prayer Vigil Coordinator – responds to requests from other 4th Day Groups and Communities in a timely manner to have all prayer requests returned to the requesting 4th Day Groups and Communities prior to their sponsored Walk date.
- Weekend Follow-Up Coordinator.
- Welcome Back following each GAE4DG-sponsored Walk.
- Book Table at New Pilgrim Orientation.
- New Pilgrim Orientation following GAE4DG-sponsored Walk.

F. Board Representative. The Board Representative shall:

- Represent the GAE4DG to the Walk to Emmaus Board of the Southwest Texas Conference of the United Methodist Church, and vice versa.
- Insure that the Board of Directors follows the guidelines governing the Walk to Emmaus and the administration of the GAE4DG.
- Serve as the Chairperson of the Team Selection Committee with vote.
- Appoint a member of the Board of Directors to serve as the Board Representative for each Walk to Emmaus sponsored by GAE4DG.
- Oversee the Registrar Liaison between the GAE4DG and the Walk to Emmaus Board of the Southwest Texas Conference of the United Methodist Church.
- Appoint an Audit Committee to review the financial records in May of each year.

G. Spiritual Director. The Spiritual Director shall:

- Provide spiritual guidance to the Board of Directors and the GAE4DG.
- Select and appoint qualified clergy to serve as Spiritual Directors on GAE4DG sponsored Walks to Emmaus.
- Provide spiritual leadership at GAE4DG Gatherings.
- Ensure that clergy is available to lead the Candlelight Services and Closing Services at GAE4DG-sponsored Walks to Emmaus.

H. The Immediate Past Lay Director will be an exofficio member of the Board of Directors with no vote. Their attendance at Board of Directors meetings assures a smooth transition to the next term of office.

I. Chrysalis Representative. A Chrysalis Representative, as appointed to the GAE4DG Board by the Chrysalis Board, shall represent the affiliated Chrysalis Board to the Board of Directors as a non-voting member.

Section 7. Team Selection Committee

A. The Team Selection Committee shall be appointed by the Board of Directors and shall consist of the 4th Day Board Representative as Chairperson, the

Spiritual Director, the Walk Lay Director, the Walk Spiritual Director, and five or six members of the GAE4DG.

- B. The Team Selection Committee shall meet, when called by the Chairperson, to assist Walk Lay Directors in choosing their teams and will insure that the team selection criteria outlined by the Upper Room Walk to Emmaus is followed to the best of their ability.
- C. The Board of Directors shall consider candidates to serve as Lay Directors and Spiritual Directors of the Walk to Emmaus and shall select those that meet the training, cooperative, and spiritual requirements to serve.

Section 8. Meetings

The GAE4DG Board of Directors shall meet monthly and at other times, as allowed in Section 9.

Section 9. Called Meetings

The Lay Director may call an emergency meeting of the Board of Directors at any time and shall call an emergency meeting within 5 days if the request is made in writing and signed by at least four members of the Board of Directors.

Section 10. Quorum

A Quorum shall consist of four members of the Board of Directors present at any meeting.

Article VI, AMENDMENTS

Section 1. Proposed Amendments

Proposed amendments must be presented to the Board of Directors as an agenda item at a regular meeting of the Board for the first reading. A simple majority affirmative vote is necessary to place the proposed amendment(s) on the next regular Board of Directors meeting agenda.

Section 2. Adoption

The second reading and the adoption of proposed bylaws shall take place at the next regular Board of Directors meeting after the first reading. An affirmative vote of two-thirds of the members present shall refer the amendment(s) to the GAE4DG for vote at the next regular GAE4DG Gathering. A simple majority of those present at the GAE4DG Gathering shall be needed to adopt the amendment(s).

Section 3. Amendments arising from the floor

Amendment(s) may be proposed by any GAE4DG member at a regularly scheduled Gathering and shall be referred to the Board of Directors for consideration and recommendation to adopt/fail. This recommendation is to be presented at the next GAE4DG Gathering. An affirmative vote of two-thirds of those present at the next GAE4DG Gathering shall be needed to adopt the amendment(s).

Article VII, RATIFICATION

These Bylaws will be ratified and placed into effect upon:

- The approval of the GAE4DG Board of Directors.
- Presentation to the GAE4DG membership at a regularly scheduled Gathering for first consideration.
- An affirmative vote of two-thirds of those present at the next Gathering after any and all amendments have been considered.

In accordance with the above procedures, these Bylaws are ratified and placed into effect on _____(date).

This is recorded in the minutes of the meeting held upon that date.

Lay Director

Spiritual Director

Board Representative

Assistant Lay Director

Board Member for Member Services

Board Member for Gathering Support

Board Member for Walk Support