

BY-LAWS of the
Lagniappe Country Walk to Emmaus Community

ARTICLE I. NAME

The name of this community shall be Lagniappe Country 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 National Emmaus Program of The Upper Room, Nashville, Tennessee.

ARTICLE III. MEMBERSHIP

Section 1. Lagniappe Country Walk to Emmaus

All persons who have completed a weekend experience of the Walk to Emmaus sponsored by the Lagniappe Country Community shall be members of the Community.

Section 2. Other Spiritual Weekends

Persons who have completed another Walk to Emmaus, Cursillo, Koinonia, Chrysalis, Kairos, or Tres Dias weekend may become members by participating in the activities of the Lagniappe Community and/or by asking the secretary or registrar of the Community to include their names in the mailing list.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Purpose of the Board of Directors

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

Section 2. Composition of the Board of Directors

The Board will consist of twelve (12) elected lay members, a Community Spiritual Director, additional clergy member, and the immediate past Community Lay Director as an ex officio member when applicable (see Article IV, Section 7). Each member has one vote.

Section 3. Terms of Board of Director Members

- a) The Community members shall elect lay persons to the Board in staggered three (3) year terms. Nomination procedures will be prescribed in writing and approved by the Board. A majority or plurality of votes actually cast shall determine election.
- b) Lay Board Members cannot succeed themselves in consecutive terms.
- c) Terms of office shall begin April 1 and shall terminate March 31, except for officers who shall serve until election of new officers in April as provided in Section 4b.

Section 4. Officers of the Board of Directors

- a) Officers: The officers shall be the Community Lay Director, who will serve as chairperson for board meetings, Vice-Chairperson, Secretary, and Treasurer; and in case of absences will chair meetings in this order. Officers, other than the Community Lay Director, shall accept responsibility of a Work Area in addition to an elected position on the Board.
- b) Election of Officers: Officers shall be elected annually by the Board of Directors at the April meeting for a one-year term of office effective with the close of the April meeting.
- c) Treasurer: The financial records of the Treasurer shall be checked annually. A member of the Community who has knowledge of financial matters can do this.

Section 5. Board of Directors' Meetings

- a) Meetings: The Board shall meet monthly in regular meetings unless otherwise ordered by a two-thirds (2/3) vote of the Board in a regular meeting.

- b) Attendance: Any member of the Board, who has three unexcused absences in one Board year shall relinquish his/ her position on the Board. An absence is considered excused if it was unavoidable and a Work Area report was submitted.
- c) Quorum: Nine (9) members of the Board of Directors present at a duly called meeting shall constitute a quorum for voting purposes.

Section 6. Clergy

- a) **Community Spiritual Director:** The Board of Directors shall select the Community Spiritual Director annually at the March meeting. Term of office shall begin April 1. The Community Spiritual Director may succeed himself/herself if selected by the Board for another term. The Spiritual Director may be removed during the term by nine (9) affirmative votes. This clergy should meet the “Clergy Qualifications” as described in The Upper Room Handbook on Emmaus, pages 29-30.
- b) **Clergy Board Member:** The Board of Directors shall select an additional clergy representative annually at the March meeting. The term of office shall begin April 1. A clergy member may succeed himself/herself if selected by the Board for another term. This clergy member may be removed during the term by nine (9) affirmative votes. The additional clergy elected to serve on the Board of Directors may serve as the Observing Community Spiritual Director. The following year the Observing Community Spiritual Director (OCSD) may be elected to serve as the Community Spiritual Director (CSD). The OCSD will assist the CSD as directed by the CSD. To serve as the Observing Community Spiritual Director the clergy person must Be an ordained clergy with the authority to administer Holy Communion and have the same qualifications as one elected to serve as a Community Spiritual Director. This clergy should meet the “Clergy Qualifications” as described in The Upper Room Handbook on Emmaus, pages 29-30. This would not prevent the Board from electing a clergy other than the OCSD clergy to serve as the Community Spiritual Director.

Section 7. Past Community Lay Director

The immediate past Community Lay Director of the Board shall serve on the Board one (1) additional year, as an ex officio member, or until the end of his/her normal term whichever is longer.

Section 8. Special Board Meetings

Special Board meetings may be caned by the Community Lay Director upon his/her own initiative or when requested in writing by nine (9) members of the Board. All Board members shall be notified of special Board meetings.

Section 9. Vacancies on the Board

The Board may elect persons to fill the unexpired terms of Board Members who are no longer able to serve. Such Board-elected persons are eligible for election by the Community at the next regular election if the unexpired term is one year or less.

ARTICLE V. COMMITTEES

Section 1. Each year the Community Lay Director shall name Board members to chair the following committees:

- 1) Agape, 2) Facilities and Set-Up, 3) Gatherings Fourth Day Reunion Groups, 4) Kitchen and Dining Room, 5) Literature and Supplies, 6) Music and Entertainment, 7) Newsletter Historian, 8) Prayer Room, 9) Registrar, 10) Team Selection, and 11) Worship Services/Emerging Ministries. These appointments shall be announced at the May meeting.

Section 2. The Community Lay Director 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 (72-hour) experience "Walk to Emmaus." The guidelines, in The Upper Room Handbook of Emmaus, are attached hereto.

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

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

Section 4. The Board of Directors shall select the Spiritual Director for each Community Walk to Emmaus weekend.

ARTICLE VII. AMENDMENTS

Proposed amendments may be presented to the Board by any member of the Board one (1) month in advance of consideration by the Board. If the amendments are voted in the affirmative by a three fourths (3/4) vote, the Community Newsletter will circulate them to the membership. If no petitions signed by at least twenty-five (25) Community members objecting to the new amendments are received, the amendments will be considered adopted. Any objections must be received within sixty (60) days of the mailing of the notification. If an objection petition is received, the amendment will be considered voided. If the Board then wishes to submit the amendment to the entire Community for a vote it may do so. A majority or plurality of votes cast by the membership will decide the matter.

ARTICLE VIII. RATIFICATION OF BY-LAWS

These By-laws must be approved by a majority of votes cast in a mail ballot of the Community. They are to take effect immediately upon Board certification that the Community has approved by a majority of votes cast in a mail ballot.

AMENDMENT ONE (1)

The Lagniappe Country Emmaus Community (LCEC) Board shall maintain a “Book of Local Policies” which documents clarifications, additions to, or slight changes from the accepted practices for operating the LCEC. The LCEC Board and the LCEC are bound by, and must adhere to the policies documented in this Book of Local Policies.

Additions, deletions, or modifications to policies documented in the Book of Local Policies can be made by a 2/3 majority vote of the LCEC Board of Directors, after presentation and discussion of said changes, a quorum being required for an official vote. A paper copy of the policy, signed by the LCEC Board Chair at the time of approval shall be filed in the Book of Local Policies.

Deviation from these policies can only occur with prior discussion and approval by a 2/3 majority vote of the LCEC Board of Directors, with a quorum being asked for an official vote. Any deviation from policy is understood to be a one-time nature, unless a change to the specific policy from the Book of Local Policies is enacted by the Board. Approved one-time deviations to policies in the Book of Local Policies, and the reason for the deviation, must be documented in the LCEC Board Meeting Minute from the meeting when the deviation was approved.

The policies outlined in the Book of Local Policies shall be documented in such a way as to insure clear understanding of the policy and its intent. Documentation shall include:

1. A clear, concise statement of the policy
2. A description of the basis/intent of the policy
3. The date of the Board vote approving the policy
4. A “Policy Number” (e.g., 2007-03, third policy enacted in 2007)
5. The Number of the existing policy being replaced (if the policy supersedes an existing policy)
6. Dated signature of the presiding LCEC Board Chair at approval.

Original copies of superseded, deleted or modified policies will be maintained as an “Appendix” to the Book of Local Policies as a means of maintaining a history of changes, for the benefit of future Boards.

ATTACHMENT: NOMINATING PROCEDURES

Nominating Committee

The nominating committee shall be composed of five (5) members; three (3) members representing the Board of Directors and two (2) members from the community at large. The three (3) Board of Director members shall include the Community Lay Director and two (2) persons appointed by the Community Lay Director upon advise and consent of the Board. The two (2) Community members shall be appointed by the Community Lay Director upon advice and consent of the Board.

Nominating Process

- a) The Nominating Committee shall be formed and meet during the month of October to develop a list of names sufficient in number to insure eight (8) Board approved candidates to be listed on the ballot for election. The Chair of the Nominating Committee shall contact by telephone each prospective nominee to secure their agreement to run and their commitment to serve if elected. A following letter of agreement shall be mailed from the committee to each nominee selected to run in order to record his or her commitment.
- b) The Nominating Committee report shall be presented at the regular November Board of Directors meeting.

Election of Board Members

- a) Election ballots for the Board of Directors shall be sent by First Class Mail to each Community member. Ballots shall be mailed by January 10, each new year; and, shall be returned by February 15, of the same year to the Nominating Committee Chair whose name and address shall be listed on the ballot. Nominating Committee members shall tally the ballots.
- b) Eight (8) candidate names shall be listed on each ballot to elect four (4) new Board of Directors members.
- c) The four (4) candidate names receiving the highest number of votes shall be elected for a three (3) year term.
- d) In event of a tie vote, a drawing shall determine the candidate that is elected.