

**BYLAWS OF THE  
VALLEY FOURTH DAY GROUP  
AND  
CHRYSALIS COMMUNITY**

***ARTICLE I. NAME***

The name of this Community shall be the Valley Emmaus Fourth Day Group and Chrysalis Community (the “Community”).

***ARTICLE II. PURPOSE AND AFFILIATION***

**Section 1.** The purpose of the Community shall be to develop, challenge, inspire, and equip church members for Christian action in their homes, churches, schools, and communities through the Emmaus/Chrysalis experience.

**Section 2.** As the Emmaus Fourth Day Group, the Community is a party to a covenant agreement (the “Emmaus Agreement”) with the Southwest Texas Conference of the United Methodist Church Emmaus Community (“Conference Community”) which is affiliated with the National Emmaus Program of The Upper Room, Nashville, Tennessee, (the “Program”). As the Chrysalis Community, the Community is affiliated with The Upper Room International Chrysalis, Nashville, Tennessee, through a Letter of Agreement with The Upper Room (“Chrysalis Agreement”).

**Section 3.** The purposes of the Bylaws of the Valley Emmaus Fourth Day Group and Chrysalis Community (hereinafter Bylaws) include:

- a. Developing a consistent, workable process by which the Fourth Day Group and Chrysalis Community can operate,
- b. Providing a decision-making body to handle problems, and
- c. Communicating with other Emmaus/Chrysalis organizations and Communities.

***ARTICLE III. MEMBERSHIP***

All persons who have completed an Emmaus, Chrysalis, Kairos or equivalent sponsored by an Upper Room Emmaus Community shall be members of the Community, if they are residents of the Rio Grande Valley.

***ARTICLE IV. BOARD OF DIRECTORS***

**Section 1.** **Purpose** Direction of the Community shall be vested in a Board of Directors (the “Board”). This direction shall include:

- a. Insuring compliance with the Emmaus Agreement and the Chrysalis Agreement.
- b. Upholding the integrity of Chrysalis as agreed to in the Chrysalis Agreement

- c. Selecting and coordinating the dates, locations, and teams for all Emmaus Walks and Chrysalis Flights.
- d. Providing the foundation for holding Chrysalis three-day events, training of leadership, and coordination of follow-up needs
- e. Coordinating all Gatherings of the Fourth Day Group and Chrysalis Community.
- f. Keeping the Chrysalis Butterflies connected to their local churches and/or campus ministries as designed in the Chrysalis manual.
- g. Considering and acting upon all other business concerning the Fourth Group and Chrysalis Community.

**Section 2.    Composition** The Board will consist of 21 members as follows:

- a. Three Clergy
- b. Six Members at Large
- c. Three Chrysalis Representatives chosen at large from the Chrysalis Community
- d. Community Lay Director
- e. Community Assistant Lay Director
- f. Community Chrysalis Lay Director
- g. Assistant Community Chrysalis Lay Director
- h. Conference Board Representative
- i. Chrysalis Conference Board Representative
- j. The following three ex officio, voting members:
  - 1. Immediate past Community Lay Director
  - 2. Immediate past Chrysalis Community Lay Director
  - 3. Immediate Past Community Spiritual Director

The Community Quartermaster and the Community Newsletter Editor shall be advisory, non-voting members of the Board if not a member of the Board under one of the categories listed above.

**Section 3. Election of Board**

**Section 1.** The Nominating Committee shall compile a list of nominees for the Board. The list shall consist of enough names to fill all vacant positions. The list of nominees will be compiled with sensitivity to a balance of gender, variety in geographic locale throughout the Valley, and a variety of experience in Emmaus/Chrysalis type events, but without numeric quotas for these characteristics, in the interest of practicality. At a regular Community Gathering, but at least by March 31, the Lay Director shall conduct an election of the new Board by:

- a. Reading the list of nominations;
- b. Requesting additional nominations to the list from the floor
- c. Holding an election of Board members by acclamation, voice vote or secret ballot in the discretion of the Lay Director.

**Section 4.    Term of Office**

- a. Board members shall be elected for three years, beginning June 1 and ending May 31. The at large members shall serve in three classes of as equal size as possible and shall alternate so that no more than one-third of the Board changes each year. Ex officio, non-voting members may serve for one-year terms and may succeed themselves.
- b. Board members may not succeed themselves in elected consecutive 3-year terms.
- c. The Community Lay Director may serve a maximum of two consecutive one-year terms. The Community Lay Director shall not be a member of a class.

**Section 5. Vacancy** If a Board Member does not or cannot complete his or her term, the Board shall select a person fill the position until the next annual Board election, regardless of whether the term would normally expire. A person shall be nominated and elected as set out in Article IV Section 3 for the balance of the term.

**Section 6. Meetings** The Board shall meet monthly on the second Thursday of each month unless otherwise ordered by a majority of those Board members attending a regular Meeting.

**Section 7. Quorum** One-third of the Members of the Board shall constitute a quorum for the transaction of any business.

**Section 8. Special Meetings** Special Board Meetings may be called by the Community Lay Director upon his/her own initiative or when requested in writing by four (4) members of the Board. Notice of Special Board Meetings shall be given to all members via reasonable means at least 3 days in advance. A quorum for a Special Board Meeting shall be five of the voting members.

**Section 9. Faithful Attendance** To fulfill the Purposes of these Bylaws, the purposes of the Community, and the purposes of the Walk to Emmaus and Chrysalis, and to be good stewards of Community resources, faithful attendance at board meetings is to be considered a call to discipleship. Poor attendance by a member prevents someone else from active membership on the Board. Accordingly, three consecutive unexcused absences from Board meetings shall constitute cause for the Community Lay Director to send written notification to the absent member that he or she will be automatically released from the Board if the absent member fails to attend the next Board meeting, unless there is adequate reason. An excused absence is defined as calling the community Lay Director, preferably in advance, with an adequate reason for missing a meeting. The sending of written notification will be reported to the Board in advance (this may be at the third consecutive missed meeting). Responsibility for checking attendance records and implementing this procedure rests with the Community Lay Director, and the Community Lay Director will define what is an “adequate reason”. If the Community Lay Director is absent for three consecutive meetings, responsibility for implementing the procedure of this paragraph rests with a majority of the Board. Replacement of the released member shall be accomplished according to Article IV, Section 5, paragraph e.

***ARTICLE V.***

***OFFICERS***

**Section 1. Officers.**

- a. The Community shall elect the following officers:
  - 1. Community Lay Director
  - 2. Assistant Community Lay Director
  - 3. Community Spiritual Director
  - 4. Chrysalis Community Lay Director
  - 5. Chrysalis Assistant Lay Director
  - 6. Conference Board Representative
  - 7. Chrysalis Conference Board Representative
- b. The Board shall elect the following officers from among the members of the Board:
  - 1. Assistant Conference Board Representative
  - 2. Assistant Chrysalis Conference Board Representative
  - 3. Community Treasurer
  - 4. Community Secretary
- c. The Board shall elect the following officers from among the Board or the Community:
  - 1. Community Quartermaster
  - 2. Community Newsletter Editor

**Section 2. Qualifications for Officers**

- a. The Community Lay Director, Assistant Community Lay Director, the Conference Board Representative, and the Assistant Conference Board Representative must have been a lay director of a Walk to Emmaus. The Chrysalis Community Lay Director, Assistant Chrysalis Community Lay Director, the Chrysalis Conference Board Representative, and the Assistant Chrysalis Conference Board Representative must have served as a lay director of a Chrysalis Flight.
- b. The Community Spiritual Director must be qualified to serve as a Spiritual Director on a Walk to Emmaus or a Chrysalis Flight.

**Section 3. Election of Officers**

- a. The officers who are to be elected by the Community shall be elected as follows:  
The Nominating Committee shall compile a list of nominees for each position to be elected by the Community. The list shall consist of enough names to fill all vacant positions. The list of nominees will be compiled with sensitivity to a balance of gender, variety in geographic locale throughout the Valley, and a variety of experience in Emmaus/Chrysalis type events, but without numeric quotas for these characteristics, in the interest of practicality. At the Community Gathering at which Board members are elected, the Lay Director shall conduct an election of the new Board by:
  - 1. Reading the list of nominations;
  - 2. Requesting additional nominations to the list from the floor; and
  - 3. Holding an election by acclamation, voice vote, or secret ballot in the discretion of the Lay Director.
- b. The officers who are to be elected by the Board shall be elected as follows:  
At the first meeting of the new Board each year, the first order of business shall be the election of the Assistant Conference Board Representative, Assistant Chrysalis Conference

Board Representative, Community Treasurer, Community Secretary, Community Quartermaster, and the Community Newsletter Editor by whatever means the Board shall determine. A list of Officers shall be published in the next possible Newsletter.

**Section 4. Terms of Office**

- a. The Community Lay Director, Chrysalis Community Lay Director and Community Spiritual Director shall be elected to a one-year term and may be re-elected only once. This means that a person may serve in these positions for a total of two years.
- b. The Conference Board Representative and the Chrysalis Conference Board Representative shall each serve a three year term and may not be elected to successive terms.

The other officers shall serve a one year term of office. Each officer may be re-elected to his or her office at the pleasure of the Board or Community.

**Section 5. Vacancies.**

- a. If an officer elected by the Community fails for any reason to complete his or her term of office, the Board may appoint a person to fill vacancies until the next regular election. Such persons are eligible for re-election by the Community at the next regular election.
- b. If an officer elected by the Board fails for any reason to complete his or her term of office, the Board may elect a person to complete such term.

**Section 6. Responsibilities of Officers**

Officers may accept responsibility of a Work Area in addition to an elected position on the Board.

- a. Community Lay Director
  1. Sets agenda for and Chairs Board meetings and Community Gatherings.
  2. Responsible for having articles submitted for each Newsletter during his/her term.
  3. Arranges for Community Gatherings to occur.
  4. Coordinates dates with Walk/Flight Facilities Center for future Walks/Flights two years in advance.
  5. Contact person and relay information.
  6. Sees to the setting of the next Board meeting; including the first Board meeting of the next term after the Lay Director steps down.
  7. Sees to the election of the next Board, as provided by these Bylaws.
  8. Sees to the ratification of any Bylaws and amendments thereto by the Community.
  9. Designates temporary Community Lay Director from the Board in the event he/she cannot fulfill one of the above responsibilities, temporarily.
- b. Community Assistant Lay Director
  1. Conducts Board meetings in absence of Community Lay Director
  2. Attends Leadership Training Sessions at least once a year
- c. Chrysalis Community Lay Director
  1. Attends Leadership Training Sessions at least once a year

2. Coordinates dates with Walk/Flight Facilities Center for future Walks/Flights two years in advance.
3. Serve as a resource for lay directors of Chrysalis Flights.
- d. Assistant Chrysalis Community Lay Director  
Has the above functions in the absence of the Chrysalis Community Lay Director.
- e. Community Spiritual Director
  1. Provides spiritual support and guidance for Board meetings and community gatherings, including being responsible for seeing that worship and communion occur.
  2. Communicates relevant information to Walk Spiritual Directors.
  3. Responsible for having articles submitted for each Newsletter during his/her term.
  4. Designates temporary Community Spiritual Director from the Board in the event he/she cannot fulfill one of the above responsibilities, temporarily.
  5. Community Spiritual Director shall select the clergy for each Walk/Flight as described in Article VI., Section 2 of these Bylaws.
- f. Community Treasurer
  1. Maintenance of financial records, financial reporting, receipt and disbursement of funds, and safekeeping of Community financial assets and records.
  2. Maintain a bank account for the Community.
  3. Provide detailed financial reports to the Board monthly.
  4. All Financial records shall be reviewed annually by the Treasurer and the Finance Committee.
  5. Insure that the financial data is backed up in two locations.
- g. Community Secretary
  1. Keeps minutes of all Board meetings; members' attendance and absences; which Board members are serving on a Walk/Flight at the time of meetings.
  2. Notifies newly elected board members of the first meeting of the next term following the term when he/she steps down.
  3. Keeps current copy of the Bylaws and other Community documents.
  4. Designates temporary Community Secretary from the Board in the event he/she cannot fulfill one of the above responsibilities, temporarily.
- h. Community Quartermaster  
The Quartermaster is responsible for maintenance and acquisition of Community property for all Walks/Flights and for coordinating setup and take down of Walks/Flight.
- i. Community Newsletter Editor
  1. Maintains a mailing list of all members of the Community.
  2. Edits and distributes a Newsletter periodically, as determined by the board.
  3. Publishes notices of all Board Meetings and Gatherings in advance, in the Newsletter.
- k. Conference Board Representative
  1. Serve as outlined in the By-Laws of the Southwest Texas Conference Walk to Emmaus as representatives from the Community to the Board of Directors of the Southwest Texas Conference Walk to Emmaus.

2. Notify the Community Lay Director of need to call Board meetings, as necessary.
  3. Responsible for overseeing the Board Representative to each Walk for the Valley to Emmaus to see that the integrity of each Walk to Emmaus is maintained.
  4. Act as counsel and resource for Walk to Emmaus Board Representatives.
  5. Arranges local Lay Director and Board Representative training seminars.
  6. Reports at community gatherings relevant information from the Southwest Texas Conference Walk to Emmaus.
1. Chrysalis Conference Board Representative
    1. Serve as outlined in the Bylaws of the Southwest Texas Conference Chrysalis Community.
    2. Responsible for overseeing the Board Representative to each Walk for the Valley to Emmaus to see that the integrity of each Walk to Emmaus is maintained.
    3. Act as counsel and resource for Walk to Emmaus Board Representatives.
    4. Reports at community gatherings relevant information from the Southwest Texas Conference Walk to Emmaus.

**Article VI.**

**COMMITTEES**

**Section 1.** The Board of Directors shall name Board members or other Community members to committees. The Board shall select the chairman of each committee from among the members of the committee. The standing committees shall be:

- a. Agape Coordinator – responsible for overseeing the following areas for all Walks/Flights: Pillow, Food, Agape Letters, and Events.
- b. Prayer Vigil
- c. Nominations
- d. Bylaws
- e. Finance

The Board shall have the authority to create other committees as the need arises.

**Section 2. Team Selection.**

- a. The Community shall follow the guidelines of the Southwest Texas Conference Walk to Emmaus or the Chrysalis International for each Walk to Emmaus/Chrysalis experience.
- b. The Board of Directors shall have general oversight in all matters pertaining to the Emmaus/Chrysalis experience.
- c. The Board of Directors shall choose the Lay Directors for each Emmaus/Chrysalis Weekend experience at least two (2) years prior to the said experience.
- d. The Board shall appoint the Conference Board Representative, Board members, and members of the Community to a Team Selection Committee to devise a list of suitable, prospective lay Team members for each Team. The Team Selection Committee shall follow the guidelines of the Program. The list of suitable,

prospective lay Team members shall be ratified by the Board prior to recruitment by the Lay Director.

- e. The clergy for each Community Walk/Flight shall be selected by the Community Spiritual Director after consultation with the Team Selection Committee, but the final selection shall be made by the Community Spiritual Director.

**Section 3.** The Community Lay Director will be an ex-officio member of all committees.

**Section 4.** Parents of Candidates who have not attended an Emmaus or Cursillo Weekend will not be refused the opportunity to attend Sponsor's Hour or Closing; however, there will be no formal invitation.

## **Article VI. WALK TO EMMAUS AND CHRYSALIS FLIGHTS**

**Section 1.** The Community shall follow the guidelines of the Program in all aspects of the three-day (72 hour) experience "Walk to Emmaus" or "Chrysalis Flight".

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

**Section 3.** The Board of directors shall choose a Lay Director and Team for each Community Walk to Emmaus and Chrysalis Flight weekend.

## **Article VII. PREEMPTION**

In the event of conflict between (a) these Bylaws and (b) the Program, and guidelines promulgated by the Program, and The Bylaws of the Southwest Texas Conference Walk to Emmaus, then the Program, guidelines and B/STCWE shall preempt these Bylaws.

## **Article VIII. AMENDMENTS**

**Section 1.** Proposed amendments may be presented to the Board by any member of the Board at any time, but preferably one (1) month in advance of consideration by the Board. Amendments must be passed in the affirmative by a three-fourths (3/4) vote of those board members attending a duly call Meeting. If an amendment passes the Board, it will be circulated to the Community in the Newsletter. At the next Community Gathering, the amendment will be discussed and voted on, as moderated by the Community Lay Director and be considered ratified by majority vote.

**Section 2.** The Board may set other policy consistent with the Bylaws at its Meetings at which a quorum is present by majority vote of those present.

## **Article IX. RATIFICATION**

The Bylaws shall be posted on the Community web site and submitted at the first Community Gathering after the posting.

**Adopted by the Community** on \_\_\_\_\_, 2008.

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Oralia Sanchez, Community Lay Director

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Margaret Ellison, Community Secretary

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