

PUGET SOUND WALK TO EMMAUS BYLAWS

(Approved 07/93, with changes through 09/15/2017)

ARTICLE I NAME

The name of the organization shall be the Puget Sound Walk to Emmaus, herein referred to as PSWTE.

ARTICLE II PURPOSE

1. To provide an ecumenical environment during a three day PSWTE weekend retreat in which the participant may experience a new or renewed encounter with the living and personal God, reappraise priorities, and make a deeper commitment to Christian discipleship.
2. To provide the nurture, support, and fellowship of a Christian community by way of worship, instruction, small group sharing, spiritual guidance and selfless service, throughout their lives.
3. To equip Christians to be effective in mentoring and leadership, and to be intentional about proclaiming the gospel of Christ and living the Christian life daily in their homes, churches, places of work, and community.

ARTICLE III MEMBERSHIP

Persons who have completed a three day PSWTE weekend retreat, Cursillo, Tres Dias, Chrysalis, or any other three-day weekend program recognized by the Upper Room may become members of the PSWTE community by participating in the activities of the community and requesting the Historian of the Community to include their names on the PSWTE mailing list.

ARTICLE IV ORGANIZATION

1. Puget Sound Walk to Emmaus shall be a non-profit organization governed by a nine-member board, hereafter referred to as the PSWTE Board.
2. The PSWTE Board shall be composed of: President, President-Elect, President Emeritus, Secretary, Treasurer, two Walk Coordinators (all of which are lay-people), and two Spiritual Advisors who are members of the ordained clergy. Each member of the PSWTE Board shall have made a three-day PSWTE weekend or an equivalent three-day weekend program recognized by the Upper Room and be active in both continuing PSWTE activities and their individual churches.

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3. Establishing or abolishing operating Policies and Procedures for the PSWTE organization shall be the exclusive right of the PSWTE Board.

ARTICLE V OFFICERS

1. The charge of the PSWTE Board is to monitor and maintain the quality of the program and to select leaders. A good representation of both genders shall be maintained on the PSWTE Board to ensure that this program continues to perform in the best possible way for both men's and women's Walk Weekends. It is also required that the position of president-elect be staffed alternately by each gender.
2. Members of the PSWTE Board will be selected based on leadership abilities, special talents, willingness to serve, and participation in the Fourth Day Activities.
3. Specific duties and responsibilities for all Board Members are outlined in the PSWTE Policies and Procedures.

OFFICES of PRESIDENTS: The President is the only position to have a three-year term, first year as President-Elect, second year as President and third year as President Emeritus.

PRESIDENT-ELECT (OR VICE PRESIDENT): Term - one year. The President-Elect shall perform the duties of the President in his or her absence. The President-Elect is a voting member of the PSWTE Board.

PRESIDENT: Term - one year. The responsibilities of the President are to be sensitive to community issues and to provide leadership for the PSWTE movement. The President is a voting member of the PSWTE Board.

PRESIDENT EMERITUS: Term - one year. The President Emeritus shall have the responsibility of being an advisor to provide a historical perspective of the PSWTE Board and all Emmaus committees. The President Emeritus is a voting member of the PSWTE Emmaus Board.

SECRETARY: Term - two years (starting on even years). The Secretary shall be responsible for documenting all PSWTE Board action. The Secretary is a voting member of the PSWTE Board.

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TREASURER: Term - two years (starting on odd years). The Treasurer shall be the trustee of all funds of the Puget Sound Walk to Emmaus organization and shall be responsible for the safekeeping and disbursing of funds as approved by the PSWTE Board. The Treasurer is a voting member of the PSWTE Board.

WALK COORDINATORS, (2): MALE AND FEMALE: Term - two years (non-concurrent- Male starting on odd years, Female starting on even years). The Walk Coordinators will be responsible for the general workings of the PSWTE Weekends retreats. Each Walk Coordinator is a voting member of the PSWTE Board.

SPIRITUAL ADVISORS, (2): Term - two years, non-concurrent. The Spiritual Advisor is to give counsel to the PSWTE Board, and assist in the formulation of thoughts and decisions leading to actions taken by the PSWTE Board. At least one of the two Spiritual Advisors will be a United Methodist Church pastor. The two Spiritual Advisors are voting members of the PSWTE Board.

ARTICLE VI PSWTE BOARD SELECTION AND TERMS OF OFFICE

The PSWTE Board in Executive Session will review the qualifications of PSWTE community members whose names have been submitted for the respective unfilled PSWTE Board position. The PSWTE Board will select, following the established Policies and Procedures, any and all new PSWTE Board members.

Required minimum qualifications for PSWTE Board members:

1. Active in Puget Sound Walk to Emmaus activities for more than a year.
2. Active member of his/her church fellowship.
3. Be living a Christ-centered, Bible-based lifestyle, having demonstrated high levels of dependability, leadership ability, group organizational skills, ability to cope with a crisis, and understanding of the mission of this retreat movement that is supported by that person's actions within the movement, their own congregation, and true personal spiritual leadership.

Terms of individual officers may be renewed for a second two-year term when desired by the individual and re-elected by the PSWTE Board of Officers.

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ARTICLE VII PSWTE BOARD RESPONSIBILITIES

1. The PSWTE Board shall meet at least once a quarter. Special meetings may be called by the President or by any two voting positions of the PSWTE Board.
2. A quorum shall consist of any six voting positions on the PSWTE Board.
3. It is the policy of the PSWTE Board to conduct its business in open session, with PSWTE Community members. However, any member of the PSWTE Board may request to close a portion of any meeting to Community members, with the agreement of a simple majority of the attending PSWTE Board members, to discuss and take action on any confidential matter(s) (Executive Session).
4. Meeting dates, with the exception of special meetings, will be established sufficiently in advance to allow meeting dates to be published and made available to the PSWTE Community.

ARTICLE VIII COMMITTEES

All standing and ad-hoc committees are determined by the PSWTE Board and shall be headed by a PSWTE Board appointee. The Committees operate at the discretion of the PSWTE Board and may be initiated or disbanded by a majority vote of the PSWTE Board members.

ARTICLE IX AFFILITATIONS

1. The Community is affiliated with the International Emmaus Program of Upper Room Ministries, Nashville Tennessee.
2. PSWTE will encourage and facilitate cooperation between the PSWTE Community and the Puget Sound Chrysalis Community, as well as the greater Washington State Kairos Community.

ARTICLE X AMENDMENTS TO BYLAWS

1. Proposed amendments to the Bylaws shall be submitted to the PSWTE Board Secretary, who, with the consultation of the PSWTE Board President, will provide the amendment in writing to all PSWTE Board members and publish the meeting date, at least 30 days in the future, at which the proposed amendments will be considered.

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2. At the meeting the PSWTE Board shall discuss and vote with written ballot. The amendments shall be approved by at least six members of the PSWTE Board.

3. All PSWTE Board approved proposed changes to Bylaws will be published and made available to the PSWTE Community for their consideration no less than 30 days prior to the PSWTE Board meeting at which the proposal is to be ratified. PSWTE Community members will be invited to the PSWTE Board meeting to express thoughts on the proposed change or to write their comments and send them to the PSWTE Board Secretary for consideration prior to final ratification by the PSWTE Board. Amendments shall be ratified by at least six members of the PSWTE Board via written ballot.

ARTICLE XI EFFECTIVE DATE

The Bylaws are to take effect immediately upon ratification by the PSWTE Board.