

ByLaws of Suncoast Emmaus, Inc.

Effective as of 11/23/2024

Bylaws for Suncoast Emmaus, Inc.

Article I - Name

The name of this community shall be Suncoast Emmaus Inc., also known as Suncoast Emmaus Community and hereinafter referred to as "the community".

Article II - Purpose

Section 1. The purpose 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 through the Emmaus experience.

Section 2. The Community is affiliated with the International Emmaus Program of Upper Room Ministries, Nashville, Tennessee.

Article III - Membership

Section 1. All persons who have completed a weekend experience of the Walk to Emmaus sponsored by the Community shall be members of the Community.

Section 2. All persons who have completed an Upper Room approved three-day weekend may become members by participating in the Community activities and asking the Secretary or Registrar of the Community to include their names in the list of members.

Article IV - Board of Directors

Section 1. Purpose

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

Section 2. Composition

The Board shall consist of fifteen (15) elected members and the Community Spiritual Director.

Section 3. Term of Office

- a. The Board members shall be elected by the Community for three (3) year term in three (3) classes, each class having five (5) members, so the five (5) people rotate off each year.
- b. Board members cannot succeed themselves in consecutive terms, a term being three years.
- c. Terms of office shall begin January 1 and terminate December 31, except for officers, who shall serve until the election of new officers in January, as provided in Article V, Section 3.

Section 4. Election of Board Members

- a. All Board members are elected by the Community.
- b. A Nomination Committee shall comprise a chairperson and at least two other Board members, plus three Community members who have all served on the Suncoast Emmaus walks.
- c. The Nominating Committee shall submit to the Board a slate of at least seven (7) nominees to elect five (5) Board members.
- d. Ballots shall be provided to the Community members at the October gathering. Absentee ballots will be mailed to out-of-town members upon written or email request to the Secretary.
- e. Notice of the election shall also be posted on the Suncoast website with an email notification of such posting to the Community no later than October 15. Ballots are to be received by the Board no later than November 15 of each year.
- f. Election is by majority vote of the ballots received.
- g. The immediate past chair of the Board shall serve on the Board one (1) additional year, or from the completion of that member's normal term, whichever is longer.
- h. The Board may elect person(s), upon nomination by the chair, to fill a vacant term until the next regular election for that term. Such person(s) are eligible for election to a full term by the Community at such regular elections.

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Article V - Officers of the Board

Section 1. Officers

Officers shall be the Community Lay Director (CLD-Chair), the Community Assistant Lay Director, (Vice Chair), Secretary and Treasurer, as in case of absences, shall chair meetings in this descending order. Officers can accept responsibility for a work area in addition to their elected position on the board.

Section 2. Executive Committee

These Officers, together with the Community Spiritual Director (CSD), shall comprise the Executive Committee of the Board, to act in lieu of the board between regular Board meetings. Actions made by the Executive Committee, when acting in lieu of the board between regular Board meetings, shall be subject to approval by a majority vote at the next regular meeting of the Board and all said actions shall be subject to reversal by the Board.

Section 3. Election of Officers

Officers shall be elected annually by the Board of Directors at the January meeting for a one (1) year term of office, effective with the close of the January meeting, The Assistant Community Lay Director must be eligible to serve an additional year on the board, in order to serve as the Community Lay Director, if elected to that post.

Section 4. Community Spiritual Director

The Spiritual Director of the Community shall be selected annually, at or before the December meeting, by the Board of Directors. The term of office shall begin in January. The Spiritual Director may be replaced during the term by ten (10) affirmative votes.

Article VI - Meetings

Section 1. Meeting Schedule

The Board shall meet monthly in regular meetings unless otherwise decided by a two-thirds vote of the Board at a regular meeting.

Section 2. Quorum

Ten (10) members of the Board present at a duly called meeting shall constitute a quorum. In an emergency, the Board may make decisions without a quorum, subject to ratification by a majority of the members of the Board.

Section 3. Special Meetings

Special Board meetings may be called by the Chair or when requested in writing by ten (10) members of the Board.

Section 4. Attendance.

It is expected that Board Members will track meeting times in their personal calendars and make every effort to attend Board meetings. Participation by telephone/zoom in case of emergency or illness is acceptable.

The Board Attendance Guidelines are:

- Board members are expected to **attend at least 2/3** of all regularly scheduled meetings.
- Board members are expected to **not miss attendance** at three (3) consecutive Board meetings.
- Board member(s) failing to meet the above expectations can be considered for resignation, pending a review by the Board.
 - The Board CLD will consult with individual Board members as needed.
 - As needed, the Community Lay Director must notify the resigned Board member(s) within five (5) business days.

Board members occasionally miss meetings due to circumstances beyond their control (e.g. illness, scheduled travel, jury duty, etc.). These will generally be considered "excused" absences. In all cases, board members are expected to notify the board of meetings they know they will miss. "Silent failure" (i.e. missing a meeting without notification) is unacceptable.

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Article VII- Standing Committees

Section I. The Board shall name Board members to chair the following committees.

1. Communications/Newsletter/Webpage
2. Community Agape
3. Education
4. Gatherings/Follow-Up
5. Group Reunions/Outreach
6. Media Coordinator/Literature
7. Music/Entertainment
8. Quartermaster
9. Registration/Data Base Administrator
10. Team Selection
11. Walk Weekend Activities/Facility Set-Up/Takedown

Section 2. The Chair of the Board will be a member ex-officio of all standing committees.

Article V111-Walk to Emmaus

Section 1. General

The Community shall follow the guidelines of the Upper Room Handbook on Emmaus in the presentation of the three day (72 hour) Walk to Emmaus.

Section 2. Board Responsibility

The Board shall have general oversight in all matters relating to the Suncoast Community Walk to Emmaus.

Section 3. Lay Director

The Board shall choose a Lay Director for each Community Walk to Emmaus weekend..

Section 4. Spiritual Director

The Spiritual Director for each Community Walk to Emmaus weekend shall be selected by the Community Spiritual Director and the Board.

Section 5. Team Selection

The Board shall establish a Team Selection Committee. The Team Selection Committee shall consist of a Board member who serves as Chair, the Community Spiritual Director and three or four (3 or 4) Community members who are familiar with the Community members and fully understand team needs, and the previous weekend men's and women's lay directors, and the outside coordinators. The Community members of the Committee are appointed by the Board with the advice of the Committee Chair.

Article IX- Amendments to the Bylaws.

Section 1. Bylaws Amendment Proposal

Proposed amendments must be presented to the board, by any member of the Community, in advance of consideration by the Board.

Section 2. Amendment Process

- a. If the amendments are voted in the affirmative by three-quarters (3/4) of the Board members, they will be posted on the Community website within five (5) days.
- b. If no petition signed by at least twenty-five (25) community members objecting to such amendments is received within sixty (60) days of posting on the website, the amendments will be considered adopted. If such a petition is received, the amendment will be considered void.
- c. 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.

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Article X- Ratification

These bylaws, included any amendments, shall take effect immediately upon certification by the Board. These bylaws shall be reviewed annually by the Board. If there are no amendments, the Board shall change the Effective date to reflect the fifth year the bylaw was reviewed.

Community Lay Director

Signed: Pamela Hunt

Dated: 12/07/24

Printed Name: Pamela Hunt

Secretary

Signed: Santha S. Wack

Dated: 12/13/24

Printed Name: Santha S. Wack

Treasurer

Signed: J. E. Beauregard

Dated: 12/14/24

Printed Name: J. E. Beauregard