

BY-LAWS OF THE SHOALS EMMAUS CLUSTER 2023

ARTICLE I - NAME

The name of this Cluster shall be the Shoals Emmaus Cluster of the Alabama Emmaus Community, hereinafter referred to as the Shoals Cluster.

ARTICLE II - OBJECTIVE

The objective of this Cluster shall be to help sustain renewal experienced on the Emmaus Walk by inspiring, challenging, and equipping members for Christian action in their homes, churches, place of work, and communities.

ARTICLE III - RELATIONSHIPS

Alabama Emmaus Community - The Shoals Cluster is one of several regional groups of Fourth Day pilgrims, established by the Alabama Emmaus Community and is subject to the By-Laws and Standing Rules of that Community.

Other Communities - The Shoals Cluster will, to the extent possible, and as determined by the Board of Directors, respond to requests for support for any Walk to Emmaus, Kairos, Cursillo, Tres Dias, Chrysalis, or other expressions of this three-day experience that are recognized by the National Emmaus Movement.

ARTICLE IV - MEMBERSHIP

All those who have completed a Walk to Emmaus, or similar expression of this three-day experience, e.g., Cursillo, Kairos, Tres Dias, Chrysalis, etc., and who express a desire for membership, shall be members of the Shoals Cluster.

ARTICLE V - BOARD OF DIRECTORS

- A. Direction of the Cluster shall be vested in an ecumenical Board of Directors.
- B. The following directors shall be nominated by the Committee on Nominations, approved by the Cluster Board, and elected by Cluster members at a regularly scheduled Cluster meeting for the month of September:

- 1. Cluster Leader - 1-year term
- 2. Assistant Cluster Leader - 1-year term
- 3. 72-Hour Prayer Vigil Chairperson - minimal 1-year term
- 4. Agape Chairperson - minimal 2-year term
- 5. Agape Assistant - 1-year term
- 6. Cluster Coordinator - minimal 1-year term
- 7. Cleopas Connection Chairperson - minimal 2-year term
- 8. Cleopas Connection Assistants - 1-year term
- 9. Communications Coordinator - minimal 2-year term
- 10. Database Coordinator - minimal 2-year term
- 11. Music Chairperson - minimal 1-year term
- 12. Newsletter Editor - 1-year term

13. Reconnection Coordinator - minimal 2-year term
14. Reunion Group Coordinator - minimal 2 year term
15. Reunion Group Assistant - 1-year term
16. Secretary - minimal 1-year term
17. Assistant Secretary - minimal 1-year term
18. Sponsorship Chairperson - minimal 1-year term
19. Treasurer - minimal 2-year term
20. Assistant Treasurer - minimal 1-year term

These directors will commit to serve the term indicated. Directors with minimal terms will commit to the term indicated. However, these terms may be extended at the discretion of the Nominating Committee, with approval of the Board, and consent of the incumbent. Those named as assistants are to understudy the Director under whom they serve, and ideally will serve next in line in that position.

- C. The following directors shall be nominated and elected by the Board of Directors at the June meeting. Their term of office will run from election through May of the following year. Nominees for these positions shall be full-time ordained clergy.
 1. Spiritual Director
 2. Assistant Spiritual Director
- D. The Cluster Leader shall serve as Chairperson of the Board of Directors. In the absence of the Chairperson, Board Meetings will be chaired in the following order: Assistant Leader, Secretary, Treasurer.
- E. The Board shall meet monthly, unless otherwise ordered by a two-thirds vote of the Board at a duly scheduled meeting. The Chairperson may convene a called meeting at any time, or when requested by eight or more members of the Board, by notifying all Board members.
- F. A simple majority of Board Members present at a scheduled or duly called meeting shall constitute a quorum.
- G. The following shall serve as ex-officio members of the Board:
 1. The immediate past Cluster Leader/Board Chairperson will serve for one additional year.
 2. Any Alabama Community Board Member residing in the Shoals Cluster area.
- H. Upon nomination of the Chairperson, the Board may elect persons to fill vacancies on the Board until the next regular election.
- I. Any voting member of the Board, if absent THREE meetings in a calendar year without an explanation to the Board Chairperson, shall be subject to replacement by majority vote of the Board.
- J. The responsibilities of members of the Board of Directors are as outlined in Appendix A. (See attached)

ARTICLE VI – STANDING COMMITTEES

The following are the Cluster Standing Committees:

1. Nominating Committee
 2. Information Center
 3. Web master
 4. C.G.T.S.C. Database
- B. Except for the Nominating Committee (See Appendix B), all Committee Chairpersons and members are appointed by the Cluster Leader with approval of a majority of Board members present at the meeting when appointments are proposed.
- C. Ad Hoc committees may be established by the Cluster Leader with the approval of a majority of Board members present at the meeting when the committees are proposed.
- D. Appointments are normally for a minimum of one year but may be extended at the discretion of the current Cluster Leader, with the approval of the Board, and with the consent of the incumbent.
- E. At the discretion of the incumbent and Nominating Committee, an assistant may be elected for certain Chairpersons. This person will observe and learn the particulars of the job. This assistant may be asked (at the discretion of the Nominating Committee) to take over the position when the incumbent leaves office. Any Board Members serving as assistants are ex-officio non-voting Board Members.
- F. The Cluster Leader serves as an ex officio member of all committees.
- G. Committee responsibilities are outlined in Appendix B. (See attached)

ARTICLE VII - FUNDS

- A. Any monies received by the Cluster which are designated by the donor, shall be used only for the designated purpose.
- B. Undesignated monies received through offerings/voluntary giving at Cluster meetings shall be used as designated by the Board of Directors, as reported at Cluster meetings and reflected in the Financial Reports.
- C. Requests for funds needed by Cluster officials for Cluster activities shall be presented to the Board for approval prior to expenses being incurred. Reimbursement will result from submission of properly documented receipts to the Treasurer.
- D. A Scholarship Fund is established for **all** Pilgrims from the Shoals area who wish to attend an Alabama Emmaus Walk.
1. This benefit is available to all Shoals Cluster members to sponsor Pilgrims from the Shoals area.
 2. If a sponsor would like to take part, the Cluster Treasurer should be notified as soon as the Pilgrim's application is submitted with the registration fee. The remaining balance can be paid by the Treasurer once notified by the sponsor that the Pilgrim is assigned to a Walk.
 3. If desired, after paying the entire amount, a sponsor may be reimbursed for all but the registration fee.
 4. If a sponsor or a Pilgrim wishes to pay the entire amount without reimbursement, they may do so.

ARTICLE VIII - MEETINGS

- A. The Board of Directors will meet monthly prior to the general membership meeting (See also Article V).
- B. The meeting of the general membership shall be held on the third Tuesday evening of each month, unless otherwise approved by the Board of Directors.

ARTICLE IX - ELECTIONS

- A. Members of the Board of Directors shall be nominated and elected as specified in Article V and Appendix B/Nominating Committee.
- B. Advance notice (30 days) of date and place of elections shall be given to the general Cluster membership. Nominations will be accepted from the floor, providing the nominee is qualified and has agreed to serve, if elected.

ARTICLE X - AMENDMENTS

- A. Proposed amendments to these By-Laws must be presented to the Board of Directors one month in advance of the meeting when they are to be considered. Two-thirds vote in the affirmative is required prior to circulation to the general Cluster membership. Adoption requires a simple majority vote by the Cluster membership.
- B. Notice must be given one month in advance to the general Cluster membership of proposed amendments. A simple majority of those present at the meeting is required for adoption.
- C. Proposed amendments to Appendix A or Appendix B of these By-Laws may be approved by a two-thirds affirmative vote of the Board of Directors without submission to the general Cluster membership for adoption.
- D. Except as provided in Section C, these By-Laws are to be available to the general membership of the Cluster at least one month prior to the vote for adoption of amendments.

APPENDIX A

CLUSTER LEADER

- Chairs the Board of Directors.
- Presides over Cluster meetings and other Cluster Functions.
- Appoints Nominating Committee for Board positions.
- Responsible for filling Committee positions with Board approval.
- Provides corrected list of returning Pilgrims to Database, Communications Coordinator, Cleopas Connection, Reunion Group Coordinator as needed.
- Responsible for all requests from the Alabama Emmaus Community.
- Attends Alabama Emmaus Community Cluster Leadership Training, and Annual Training Event.
- Must have previously served two years on the Board.
- **Serves a one-year term.**

ASSISTANT CLUSTER LEADER

- Is committed to succeed the Cluster Leader.
- Is back-up for Cluster Leader at Board and Cluster meetings.
- Actively assists Cluster Leader in planning and implementing Cluster activities.
- **Is Chair of the Nominating Committee.**
- Must have previously served at least one year on the Board.
- Attends Alabama Emmaus Community Cluster Leadership Training, and Annual Training Event.
- Responsible for coordinating Annual Shoals Cluster Training Event.
- **Serves a one-year term.**

SPIRITUAL DIRECTOR

- Officiates at Cluster communion services.
- Shepherds Board/Cluster.
- Serves on the Nominating Committee.
- **Serves a one-year term from June through May**

ASSISTANT SPIRITUAL DIRECTOR

- Is Committed to succeed Spiritual Director.
- Assists and is backup for Spiritual Director.
- Is responsible for devotions at Cluster Meetings as needed.
- May serve on the Nominating Committee.
- **Serves a one-year term from June through May.**

CLUSTER COORDINATOR

- Writes official Cluster letter to new area Pilgrims:
 - Welcomes to Shoals Cluster.
 - Invites to Follow-up, with time, location, directions, instructions.
 - Should be received by Pilgrim as one of their letters during their Walk.
- Handles introductions of new Pilgrims at Cluster Meetings.
- Explains and encourages sharing.

- Provides list at Cluster Meetings of Pilgrims invited for upcoming Walks. (Secures this list of names from the Cluster Leader or Community Coordinator.)
- Serves as **Follow-Up** contact person for Alabama Emmaus Community Walk teams and to other regional Emmaus communities.
- **Serves a minimum of one year with review by the Nominating Committee.**

MUSIC

- Responsible for leading music at Cluster functions or having a substitute.
- Encourages new musically inclined Pilgrims to participate, developing an ever growing music team for the Cluster.
- **Serves a minimum of one year with review by the Nominating Committee.**

SECRETARY

- Takes the minutes at each Board Meeting and transcribes them.
- Emails minutes to members prior to each meeting.
- Distributes copies as needed at following Board Meeting and presents for approval.
- **Serves a minimum of one year with review by the Nominating Committee.**

ASSISTANT SECRETARY

- Attends Board Meetings and observes the duties of the Secretary.
- In the absence of the Secretary, takes the minutes of the meeting and transcribes them.
 - Distributes copies at following Board Meeting and presents for approval.
 - Emails copies to members not present.
- Is the first choice to assume the duties of the Secretary.
- **Serves a minimum of one year with review by the Nominating Committee.**

TREASURER

- Maintains Cluster accounts.
- Prepares tax-exempt receipts for donations as requested.
- Handles disbursements (Pilgrim Fund, Agape, Newsletter postage, etc.).
- Prepares a detailed report of all receipts and disbursements for distribution at each Board Meeting.
- **Serves a minimum of one year with review by the Nominating Committee.**

ASSISTANT TREASURER

- Attends Board Meetings and observes the duties of the Treasurer.
- In the absence of the Treasurer, fulfills the duties of the Treasurer.
- Is the first choice to assume the position of the Treasurer.
- **Serves a minimum of one year, with review by the Nominating Committee.**

72-HOUR PRAYER VIGIL

- Is contact for Alabama Community Teams to secure volunteers for Walk Prayer Vigils.
- Prepares sign-up lists for circulation at Cluster Meetings.
- **Serves a minimum of one year, with review by Nominating Committee.**

AGAPE

- Provides Shoals Cluster agape to all Alabama Walks.
- Responds to requests from other Emmaus communities, Chrysalis, Epiphany, etc. if possible.
- Plans and oversees Agape Parties throughout the year for Cluster membership.
- Secures extra helpers as needed.
- **Serves a minimum of two years, with review by the Nominating Committee.**

ASSISTANT AGAPE

- Helps provide Shoals Cluster agape to all Alabama Walks and responds to requests from other Emmaus communities, Chrysalis, Epiphany, etc. if possible.
- Assists with Agape Parties throughout the year for Cluster membership.
- Is the first choice to assume the duties of the Agape Chairperson.
- **Serves a minimum of one year, with review by the Nominating Committee.**

CLEOPAS CONNECTION

- The committee shall consist of at least two, and preferably three members. The Chair of the committee may recruit extra help as needed.
- Prepares and maintains contents of Shoals Cluster handbook, known as the Cleopas Connection.
- Secures lists of new Pilgrims from the Cluster Leader.
- Greets all new Pilgrims returning from their Walk and gives each a recognition emblem.
- Holds informational session from the Cleopas Connection handbook with new Pilgrims at their first Cluster meeting and gives each a copy.
- Tracks new Pilgrims for a year through data provided by the Database Coordinator. Notes absences and sends notes of encouragement to these Pilgrims and their sponsors.
 - Provides tracking results to Reconnection Coordinator.
- **Serves a minimum of two years, with review by the Nominating Committee**

CLEOPAS CONNECTION ASSISTANT

- Helps prepare and maintain contents of Shoals Cluster handbook.
- Assists with greeting all new Pilgrims returning from their Walk and giving each a recognition emblem.
- Helps with informational session from the Cleopas Connection handbook.
- Assists with tracking new Pilgrims for a year and sending notes of encouragement.
- **Serves a minimum of one year, with review by Nominating Committee.**

COMMUNICATIONS COORDINATOR

- Responsible for issuing computerized reminder of Board and Cluster Meetings, and any other pertinent announcements.
- Maintains current list of Cluster members and contact information.
- Is dependent upon Cluster Leader and Database for updates from each Walk, and for Cluster membership changes.
- **Serves a minimum of one year, with review by Nominating Committee.**

DATABASE

- Maintains up-to-date listing of all Cluster members, with:
 - Name and Walk Number.
 - Address, phone number and e-mail if available.
 - Church affiliation.
- Forwards changes of address to Community Database.
- Maintains Cluster attendance records and provides:
 - Periodic reports as requested by the Board, Cluster Leader or Walk Lay Director.
 - Reports as needed by the Cluster Grouping Team Selection Committee Database.
 - Reports new Pilgrims' first year of Cluster attendance to Cleopas Connection Committee.
- Provides updates to Communications Coordinator and Reunion Group Coordinator.
- Provides a current Cluster Roster as requested.
- Updates and maintains the Cluster Sign-in book and insures its availability at each Cluster meeting.
- **Serves a minimum of two years, with review by the Nominating Committee.**

NEWSLETTER EDITOR

- Responsible for the preparation, publication and distribution of monthly newsletter.
- Newsletter will contain but not be limited to:
 - Notice of Cluster Activities.
 - Lists from Community Coordinator of upcoming Walks and Pilgrims.
 - Editorial articles.
 - Reports on Community activities of interest to the Cluster.
- Publication will occur by Thursday of the week just prior to the Cluster meeting.
- Serves under leadership of the Cluster Leader and the general supervision of the Board of Directors.
- **Serves a minimum of one year, with review by the Nominating Committee.**

RECONNECTION COORDINATOR

- Is responsible for continuing updates to Cluster membership roll through personal contacts.
- Is dependent upon:
 - Cluster Database for basic listing and attendance data.
 - Cluster Leader for new Pilgrim listings.
 - Cleopas Connection for data learned through first year of contact with new Pilgrims.
- Utilizes Cluster Database contact information to reach members who have not attended Cluster meetings for six months or more.
 - Verifies and/or corrects phone numbers.
 - Verifies and/or corrects email addresses.
 - Verifies and/or corrects physical addresses.
 - Shares upcoming meeting dates and locations; encourages attendance.
 - Checks for communication needs:
 - If desiring digital meeting notification, get current email address and provide request to Communications Coordinator.

- If desiring Calling Post call, get that phone number and provide request to Communications Coordinator.
- If desiring a digital newsletter notification, get current email address and provide request to webmaster.
- If desiring hard copy of newsletter, get current address and provide request to newsletter editor.
- If desiring Prayers4You connection, get current email address and provide request to webmaster.
- If wishing to reconnect and serve, provide Cluster Application to Serve, either digitally or USPS. Forward any received to C.G.T.S.C. Database.
- Notifies Cluster Board of any prayer needs learned.
- Insures corrections go to:
 - Cluster Database
 - Cluster Communications Coordinator
 - Cleopas Connection – [for members still in their first year of membership]
 - C.G.T.S.C. Database
 - Any board member requesting updates
- Is able to provide:
 - Current contact information for the Community Coordinator.
 - Current Pilgrim fees information.
 - Answers to questions regarding Pilgrim scholarship process.
 - Answers regarding giving a memorial gift to the Community.
 - Current contact information for the Community Database.
 - Current contact information for the Community Treasurer.
- **Serves a minimum of two years, with review by the Nominating Committee.**

REUNION GROUP COORDINATOR

- Gathers and maintains a list of existing Reunion Groups, with meeting schedule, and a contact person.
- Provides copies of above list, as updated, to:
 - Cleopas Connection
 - Information Center
 - Newsletter Editor
- Assists new Pilgrims in finding or establishing a Reunion Group. Makes any needed announcements at Cluster Meetings, including periodic reminders to Cluster members that Reunion Group lists are available on the Information Center table.
- Maintains a list of those ready to share “What my Reunion Group Means to Me” if needed by the Cluster Leader.
- Brings Reunion Group needs to the Board members.
- Secures lists of each returning group of new Pilgrims from Cluster Leader.
- **Serves a minimum of one year with review by the Nominating Committee.**

SPONSORSHIP

- Is a resource for those needing help sponsoring a Pilgrim.
 - Maintains the Cluster Sponsorship Packet.
 - Keeps the list of Sponsorship Mentors.
 - Contacts current sponsors to determine/supply all needs.
- Provides informational training segments at the Cluster Meetings. (at least twice a year).
- Is able to provide:
 - Any sponsor with information regarding the sponsorship process.
 - Current Pilgrim fees information.
 - Answers to questions regarding Pilgrim scholarship process.
- Is Community Board contact person in the Cluster for any Sponsorship problems in the Shoals Cluster.
- **Serves a minimum of one year with review by the Nominating Committee.**

APPENDIX B

STANDING COMMITTEE RESPONSIBILITIES

NOMINATING COMMITTEE

- Is appointed by Cluster Leader in January each year.
 - Will be chaired by the Assistant Cluster Leader.
 - Consists of three to five members of the currently elected Board of Directors, one of which must be the Spiritual Director or the Assistant Spiritual Director.
 - Those named to this committee will be published in the July Cluster newsletter.
- In April of each year, the committee nominates a new Assistant Spiritual Director to step into that role in May as the previous ASD becomes the Spiritual Director.
- Presents proposed slate of Board nominees for the upcoming year to the current Board for their approval at the **July** Board Meeting. Names are to be approved prior to contact.
- Obtains commitment of approved nominees to serve specified terms, *if elected*.
- Presents resulting slate of nominees to the Board for approval at the **August** Board Meeting.
- Presents confirmed slate of nominees to the Board at the **September** Board Meeting for final approval.
- Presents slate to the general Cluster membership at the **September** Cluster meeting for Cluster approval.

INFORMATION CENTER

- The committee consists of two or more members, as needed.
- Members set up a display of informational items at each Cluster meeting. Items will include as a minimum:
 - Application to Attend a Walk
 - Application to Serve
 - Sponsorship Tips
 - Current Shoals Cluster and Community Newsletters
 - List of Reunion Groups with meeting schedules and contacts
 - Upper Room Emmaus publications
- Other items of interest such as note cards and other Emmaus logo items, and newsletters from other Clusters may be included at the discretion of the Board of Directors and/or the Committee.
- Maintains petty cash to make change for purchases.
- **Serves a minimum of one year with review by the Nominating Committee.**

WEBMASTER

- Maintains and updates Cluster web site under the supervision of the Cluster Leader.
- Secures data for web site from Cluster Leader.
- If a replacement is needed, Webmaster will train for a year an Assistant/Understudy who is knowledgeable of Cluster activities, to access and maintain the web site.
- **Serves a minimum of one year with review by the Nominating Committee.**

ASSISTANT WEBMASTER

- Works with and under the direction of the Webmaster for a year to maintain and update the web site.
- **Serves a minimum of one year with review by the Nominating Committee.**

C.G.T.S.C. DATABASE

- Maintains and updates list of Cluster members eligible to serve on Walk Teams
 - Secures attendance data from Cluster Database
 - Lists and updates Walk experience of all listed members
 - Is dependent upon Cluster Leader for Walk Team Lists from the Community Coordinator.
 - Provides Shoals listing to upcoming Lay Directors and C.G.T.S.C. members as needed.
 - May attend a Team Selection session if invited.
- Collects and maintains completed Applications to Serve.
- **Serves a minimum of one year with review by the Nominating Committee.**