# EMMAUS MINISTRIES
## SOUTH AFRICA
### COMMUNITY BOARDS

#### KWAZULU NATAL
##### EMMAUS COMMUNITY
###### BYLAWS

<table>
<thead>
<tr>
<th>RECORD OF 5 YEAR REVIEWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISION DATE</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>


EMMAUS MINISTRIES SOUTH AFRICA

STANDARD SET OF COMMUNITY BYLAWS

INTRODUCTORY STATEMENT

EMMAUS MINISTRIES SOUTH AFRICA (EMSA) is a duly constituted association under the auspices of the Upper Room ministries, Nashville Tennessee. The association has its own board and executive.

EMSA is governed by a constitution which has been accepted and approved for use in the designated area described in the constitution, by the Upper Room Ministries.

The constitution of EMSA provides for communities to govern their affairs through a set of subordinate bylaws.

The EMSA board has provided for the structure and rules of the operation for the board of directors of each community board through the establishment of a standard set of community bylaws.

Each Community is expected to accept the bylaws but may adapt them as needed, subject to the approval of the community and the EMSA Board.

The bylaws of each community should be reviewed every 5 years. This review ensures that the board functions within its own mandates and provides the board of directors an opportunity to make necessary revisions in the bylaws to reflect current practise.

ARTICLE I: Name of the community

The name of this community shall be the KwaZulu Natal Emmaus Community, hereinafter referred to as the Community.

ARTICLE II: Purpose

Section 1. Purpose
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 community through the Emmaus experience.

Section 2. Membership of Emmaus Ministries South Africa
The Community is a member of Emmaus Ministries South Africa and through it, to the Upper Room ministries, Nashville, Tennessee.
ARTICLE III: Membership

Section 1. Eligibility for membership
All persons who have completed a weekend experience of The Walk to Emmaus, Face to Face Encounter or the Chrysalis flight sponsored by EMSA shall be members of the Community.

Section 2. Request for membership
Persons who have completed the Walk to Emmaus, Face to Face Encounter or the Chrysalis flight at one community, may become members of another community by participating in the activities of the Community and asking the registrar of the Community to include their names on the mailing list.

ARTICLE IV: Board of directors

Section 1. Purpose.
The direction of the Community shall vest in a board of directors.

Section 2. Composition.
The board shall consist of elected lay members and the Community Spiritual director.

Section 3. Terms of office.
a) Laypersons on the board shall be elected by the Community members for three-year terms.
b) Board members cannot succeed themselves in consecutive terms, a term being three years.
c) Terms of office shall begin on the 1st January and shall terminate on the 31st December, except for officers, who shall serve until election of new officers in January as provided in Section 5.

Section 4. Election of board members
a) Board members are elected by the Community.
b) The nominating committee shall submit to the board all nominations received.
c) Election is by majority vote of the members of the community at the Annual General meeting.
d) A proxy voting form is to be made available on the community webpage for those members who wish to vote but are unable to attend the Annual General Meeting.
e) The immediate past chair of the board shall serve on the board one additional year or the normal period of the term, whichever is the longer.
f) The board may elect persons, upon nomination by the chair, to fill a vacant term until the next regular election for that term. Such
persons are eligible for election to a full term by the Community at such regular election.

ARTICLE V. Officers of the board

Section 1. Officers
Officers shall be the chair, vice-chair, ALD Walks, ALD Chrysalis, ALD Face to Face, secretary and treasurer; and in case of absences will chair the meeting in this order. The Vice-chair must be eligible to serve an additional year on the board and serve as the chair if elected to that post. Officers can accept responsibility for a work area in addition to an elected position on the board.

Section 2. Election of officers
Officers shall be elected annually by the board at the January meeting for a one year term of office effective with the close of the January meeting.

Section 3. Spiritual Director
The spiritual director of the Community shall be selected annually by the board of directors. Term of office shall begin on 1st January. The spiritual director may be replaced during the term by a two-thirds majority vote.

ARTICLE VI. Meetings

Section 1. Monthly meetings
The board shall meet monthly in regular meetings unless otherwise ordered by a two-thirds vote of the board in a regular meeting.

Section 2. Quorum
50% of the directors plus one, shall constitute a quorum.

Section 3. Special meetings
Special meetings may be called by the chair or when requested in writing and approved by the quorum.

Section 4. Annual General Meeting
An Annual General Meeting shall be held each year no later than 31 October.

ARTICLE VII. Committees

Section 1. Committees
The Board of Directors shall name board members to chair the following subcommittees: Accountability Groups, 4th Day Gatherings, Registration, Supplies (which includes transportation and facilities set-
up/breakdown and general walk support, literature/clothing), Team selection/nomination committee, IT/newsletter/website, Outreach ministry, Music (including entertainment, candlelight/sponsors’ hour) Community training, and Prayer & Agape

Section 2. Chairman as ex officio member
The chair of the board will be an ex-officio member of all standing committees.

ARTICLE VIII. Walk to Emmaus/Chrysalis flights /Face to Face Encounters

Section 1. Walk/flight/Encounter programme
The community shall follow the guidelines of The Upper Room Walk to Emmaus, Face to Face encounter or the Chrysalis flight programmes as provided and supervised by the EMSA board and executive, in the presentation of the Walk to Emmaus, Face to Face Encounter or Chrysalis flight.

The guidelines shall be provided by the EMSA board.

Section 2. Oversight of the community
The board of directors have been given the responsibility and shall have general oversight in all matters relating to the local community.

Section 3. Appointment of the walk/flight lay directors
The board of directors shall choose a lay director for each community walk to Emmaus/Chrysalis Flight and Face to Face event.

Section 4. Appointment of the walk/flight/encounter spiritual director
The spiritual director for each community walk/flight/encounter shall be selected by the board.

Section 5. Team selection
The board shall establish a team selection committee per ministry. The team selection committee shall consist of a board member who serves as chair, the community spiritual director, the ALD for that ministry and three or four members of the community who have a broad awareness of the community membership and a solid understanding of team needs. Community members are appointed by the board chair.

ARTICLE IX. Amendments to the bylaws

Section 1. Proposed amendments
Proposed amendments may be presented to the board by any member of the community one month in advance of consideration by the board.

Section 2. Community agreement to the amendments
If the amendments are voted in the affirmative by two-thirds vote of the board, they shall be circulated to the membership through the community newsletter, and if no petitions signed by at least 25 community members objecting to the amendments are received, the amendments will be considered adopted. Any objections must be received within 60 days of mailing of the notification. If an objection petition is received, the amendment will be considered void.

ARTICLE X. Ratification of the amendments to the bylaws

Section 1. Ratification of the amended by-laws by EMSA

The community board shall submit the amended by-laws, highlighting the amendments, to the EMSA executive committee for ratification. The community board shall submit a statement that the correct approval process has been followed and that there was no objection petition.

The bylaws shall take effect immediately upon confirmation by the EMSA executive that the bylaws have been approved

ACCEPTED ON 99 XXXXXX, 2018 AS THE APPROVED, SET OF BYLAWS FOR THE KWA-ZULU NATAL EMMAUS COMMUNITY.

Signed………………………….   Signed………………………….
EMSA lay director                EMSA spiritual director

Signed………………………….   Signed………………………….
KZN Emmaus Community Lay Director KZN Emmaus Community Spiritual Director