

THE LOUDOUN VALLEY EMMAUS COMMUNITY BYLAWS

ARTICLE I. NAME AND LEGAL FORM

Section 1. Name. The name of this organization shall be The Loudoun Valley Emmaus Community, hereinafter referred to as "LVE".

Section 2. Affiliation. LVE is affiliated with the International Emmaus Office d/b/a The Upper Room, Nashville, Tennessee hereinafter referred to as the "International Emmaus Office".

Section 3. Rules. The approved rules and guidelines for the operation of LVE shall follow the International Emmaus Office's documents that govern operation of an Emmaus community and conduct of Emmaus Weekends. LVE shall follow Roberts Rules of Order, latest edition, during all meetings when LVE business is conducted wherein Roberts Rules of Order do not conflict with these Bylaws.

Section 4. Incorporation. LVE is chartered as a not-for-profit entity by the Commonwealth of Virginia and will conduct all its activities in accordance with the laws and regulations stated in its charter.

ARTICLE II. PURPOSE

Section 1. The purpose of LVE 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.

ARTICLE III. MEMBERSHIP

Section 1. All persons who have completed a weekend experience of The Walk to Emmaus sponsored by LVE shall be members of LVE. This includes those persons who have completed a LVE Chrysalis weekend and are over the age of 18.

Section 2. Persons who have completed a weekend that is recognized by The International Emmaus Office may become members by participating in LVE activities and by requesting inclusion in LVE's database.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Purpose. LVE direction shall be vested in a Board of Directors, hereinafter referred to as the "Board." The Board is LVE's governing body and it agrees to conduct the three-phase method of the Walk to Emmaus according to The International Emmaus Office's Handbook on Emmaus and as interpreted by the International Emmaus Office manuals. The three phases of the Walk to Emmaus are pre-event, event, and post-event.

Section 2. Composition. The Board will consist of 17 members: 15 elected Laypersons and two Community Spiritual Directors.

- a. LVE will seek to achieve approximately equal representation of male and female gender on the Board.
- b. A Board member will have served in the Conference Room on at least one weekend sponsored by LVE.
- c. Each Board member will attend leadership training conducted by a trainer from the International Emmaus Office.

Section 3. Terms of Office.

- a. Laypersons on the Board shall be elected by LVE members for a three-year term in three classes; each class shall have five members.
- b. Layperson term of office shall begin on January 1 and shall terminate on December 31, except for members who are elected by the Board of Directors to replace members who resign from the Board. Laypersons elected by the Board of Directors will serve until December 31st of the year elected, at which time they may stand for election for the following class of Board members.
- c. Two LVE Community Spiritual Directors shall be elected by the Board from clergy who are active in LVE and meet the criteria stated in "Clergy Criteria for Emmaus and Chrysalis" by the International Emmaus Office on October 31, 2007, or later, which are hereby referenced.
- d. Candidates for LVE Community Spiritual Directors shall be identified by the Community Lay Director (CLD) in consultation with the serving Community Spiritual Directors.
- e. Community Spiritual Directors serve two-year overlapping terms commencing July 1st and ending June 31st two years later. The Community Spiritual Directors serve as voting members of the Board.
- f. Board members cannot succeed themselves in consecutive full terms.

Section 4. Election of Layperson Board Members.

- a. Layperson Board members are elected by LVE.
- b. The Nominating Committee will submit to the Board a slate of at least two more Layperson nominees than the number of open Board positions. (Open Board positions consist of 5 members of the rotating class and any mid-term vacancies.) The slate will contain an approximate balance of men and women nominees that reflect the gender balance needs of the Board.
- c. The slate shall be presented to LVE members no later than September each year. Information about candidates' experience in the Emmaus/Chrysalis activities will be provided in the newsletter.
- d. During the LVE October meeting, nominations may be accepted from the floor with the permission of the nominee.
- e. The election of Layperson Board members will be held at the LVE October Gathering by ballot vote.
- f. The slate will be split between men and women with the intent of electing the two or three members of each gender necessary to maintain gender balance on the Board. The candidates with the most votes will be elected to the Board notwithstanding whether they receive a majority of those voting.
- g. The Board may elect persons, upon nomination by the Chair, to fill a vacancy during a term year. At the next regular election, such persons are eligible for election to a full term.
- h. No more than three members of the Board will be from the same church.

Section 5. Removal of Board Members.

- a. Board members may be removed when it is determined that their conduct or attendance is not consistent with LVE's purposes and best interests.
- b. Prior to removal, the CLD will meet with the member being considered for removal to determine if the basis for removal can be corrected, or, if not, whether the member would prefer to resign rather than face a removal vote.
- c. If the behavior/attendance issue cannot be resolved and the individual does not resign, a vote shall be taken to determine whether to retain the member on the Board. The member will be removed if a super-majority (60% or more) of the Board votes for removal.
- d. A Spiritual Director may be replaced during their term by ten affirmative votes of the Board.

ARTICLE V. OFFICERS OF THE BOARD

Section 1. Officers.

- a. Officers shall be the CLD, Community Assistant Lay Director (CALD), Secretary, and Treasurer.
- b. In case of absences, the chair will be assumed in this order.
- c. Officers can accept responsibility for a work area in addition to an Officer position on the Board.

Section 2. Election of Officers.

- a. Officers shall be elected annually by the Board of Directors at the December Board Meeting.
- b. Officers shall serve a one-year term of office beginning January 1st.
- c. A Community member may only serve one one-year term as CLD.

ARTICLE VI. DUTIES OF BOARD MEMBERS.

Section 1. By consenting to serve on the Board, a Board member agrees and commits to support the Board and LVE through prayer, to regularly attend Board meetings and LVE activities, to serve the Board and LVE, and to perform such additional duties as are assigned by the Board or the CLD, including serving as chair of one of the Standing Committees as described in these Bylaws.

ARTICLE VII. BOARD MEETINGS

Section 1. Meetings. There will be at least nine meetings of the Board annually. The Board meetings will usually be held on the third Saturday prior to the LVE Gathering.

Section 2. Quorum. Nine members of the Board present at a duly called meeting shall constitute a Quorum.

Section 3. Called Board Meetings. Board meetings may be called by the CLD or when requested in writing or by email from nine members of the Board.

Section 4. Board Decisions.

- a. Decisions made at Board meetings shall be based on a motion, a second, and a majority vote of those present.
- b. A quorum must be present for a vote to be considered.

Section 5. Minutes of all Board meetings shall be recorded and approved by the Board. The Secretary is responsible for ensuring that a record of each meeting is delivered to the LVE records maintained by the Manuals and Records Chair. A copy of the minutes will be made available to any LVE member upon request.

Section 6. Email Voting Process. The Board may conduct business between scheduled Board meetings by way of email vote. These email votes are not meant to replace the monthly Board meeting and should only be used when a vote needing timely action prior to the next scheduled Board meeting is required. Email voting shall be handled as follows:

- a. CLD will email all of the members of the Board, detailing a topic that needs to be discussed and/or voted upon.
- b. A member of the Board, by "reply all," will raise the motion.
- c. Any other member of the Board may then second the motion, also by "reply all"
- d. After a second has been received, an email from the CLD will open the "floor" for discussion by the Board. Because this is an email vote and members may not have access to email for several days at a time, the CLD shall monitor a period of no less than three calendar days for discussion.
- d. After the CLD has closed the discussion period, the CLD shall call for a vote by "reply-all" email.
- e. The motion shall be open for five calendar days, with the intent that the entire Board be able to cast votes.
- f. An email vote quorum shall be two thirds of Board members.
- g. Should a quorum not be reached within five calendar days, the measure shall be deemed not to have passed.

Section 7. Email Vote Tabulations.

- a. Votes are cast by email, either "reply all" to the Board or reply only to the CLD.
- b. Votes may not be cast by phone or a medium other than email.
- c. The CLD shall email motion results to the Board and the Secretary shall include results in the next Board Meeting's minutes.

ARTICLE VIII. BOARD OF DIRECTORS STANDING COMMITTEES

Section 1. The CLD shall nominate Board members to chair the following standing committees:

- a. Nominations
- b. Gatherings
- c. Registration
- d. Agape
- e. Team Selection
- f. Communications
- g. Music
- h. Facility Support
- i. Community Training & Support
- j. Manuals & Records

Section 2. The CLD will be an ex-officio member of all committees with voice and vote.

Section 3. Standing Committee Policies and Procedures.

- a. Each standing committee will document and/or revise as necessary the policies and procedures for its area of responsibility to ensure continuity as committee chairs change over time.
- b. The policies and procedures of each standing committee will be approved by majority vote of the Board.
- c. The chair of the Manuals/Records Committee will maintain a complete set of LVE policies and procedures and pass the information on to his or her successor. The outgoing chair of each standing committee will pass along policies and procedures pertinent to his or her Committee to his or her successor.

ARTICLE IX. BOARD OF DIRECTORS RESPONSIBILITIES.

Section 1. Board Meeting Purpose. The Board must provide an opportunity to discuss the status of each Board member's area of responsibility, and provide regular LVE training opportunities to help all members grow in their understanding of Emmaus leadership.

Section 2. Annual Board Member Training. The CLD shall conduct a Board training session in January of each year. This training will provide orientation for the Board members and will assist each Board member in the efficient handling of his/her responsibilities. A helpful guide for Board training is the book, The Board of Directors.

Section 3. Number of Pilgrims attending a Walk to Emmaus Weekend. The Board will strive to attain that a minimum of 20 and a maximum of 25 pilgrims accept a Walk to Emmaus's invitation.

Section 4. CLD's Responsibilities.

The CLD shall:

- a. Chair Board Meetings.
- b. Orchestrate LVE activities with the help and support of the Community Spiritual Directors.
- c. Represent a mature understanding of the Walk to Emmaus and all the processes associated with planning and conducting a weekend, a Gathering, and with preparation of LVE and the Board through training.
- d. Ensure that LVE activities are high quality and a positive influence in the life of the Christian community.
- e. Resolve problems that may arise during the planning and conduct of any Walk to Emmaus activity that seriously threatens the integrity of the activity according to LVE and Upper Room standards. The CLD should consult with the Community Spiritual Directors and the Board, if feasible, before taking action to address problem situations. The CLD should never unilaterally or arbitrarily interfere with the appointed leadership of a Walk or with their efforts to carry out their assigned responsibilities. Any corrective action that is necessary should be accomplished in a spirit of Christian love.

Section 5. Community Spiritual Director Responsibilities.

Community Spiritual Directors are responsible for:

- a. Serve as LVE's spiritual leaders and help the Board stay centered on Jesus Christ, focused on the Emmaus movement, and aware of God's presence in the decision-making process. The Spiritual Directors have a special responsibility to pay attention to LVE's spiritual atmosphere and health, the theological soundness of LVE-sponsored Walks, and the quality of the fruit borne by LVE in churches and homes in light of the goals of Emmaus.
- b. Recommend Weekend Spiritual Director candidates to the Board who are qualified and will serve well as Weekend Spiritual Directors, although the Board is not limited to his or her recommendations.
- c. Keep up with clergy participation in Walks and cultivate clergy leadership within LVE. If possible, the Community Spiritual Director should meet with clergypersons who have participated in a LVE-sponsored Walk to determine the clergyperson's perspectives of the Walk, background interest in the Walk, and how he or she might serve Emmaus Community, including possible service as a Weekend Assistant Spiritual Director and potential Weekend Spiritual Director.
- d. Assist the Board to maintain a list of all qualified clergy within LVE.
- e. Participate in the Team Selection Committee process of selecting team members for upcoming Walks.
- f. Orient and prepare the upcoming Weekend Spiritual Directors for their role in team formation and the Emmaus Weekend as needed. The Community Spiritual Directors may be expected to present an overview of the Emmaus Weekend, the standards by which the Walk is conducted, and the spirit of the team's participation during the first team meeting or team orientation meeting. This establishes continuity from one team to the next in the way teams approach the Walk.

- g. Present the Emmaus Cross to the Weekend Lay Director at the closing of each Walk on behalf of the Community.
- h. Lead the Holy Communion service at the closing of each Walk. When the Community Spiritual Director is not available for the closing, he or she will ensure that an appropriate clergy person, such as the Weekend Spiritual Director, leads Holy Communion.
- i. Represent Emmaus at its best among clergy colleagues and church leaders, and encourage their participation on Walks, teams, and as leaders in the Emmaus Community. The Community Spiritual Director should share with clergy colleagues the Walk experience and the value of the Emmaus Movement to the church.
- j. Carry out his or her responsibilities in a spirit of teamwork with the Board.

ARTICLE X. WALK TO EMMAUS WEEKENDS.

Section 1. Weekend Guidelines.

- a. LVE shall follow the guidelines of the International Emmaus Office in the presentation of the Walk to Emmaus weekend.
- b. The Chair of the Manuals and Records Committee will maintain the current version of the International Emmaus Office manuals, handbooks, and other guidelines pertaining to the Emmaus 3-day events. Such governing documents will be made available to Community members for review upon request.

Section 2. Weekend Governance. The Board shall have general oversight in all matters relating to a LVE Walk to Emmaus weekend and shall request periodic status reports from Weekend Lay Directors.

Section 3. Weekend Lay Director Qualifications. Qualifications for Weekend Lay Director for the time period from selection to completion of the Weekend shall include but are not limited to the following:

- a. They shall have attended a Walk to Emmaus or such weekend that is recognized by The International Emmaus Office.
- b. They shall have participated in at least two previous Emmaus Walks sponsored by LVE and shall have served as an Assistant Weekend Lay Director twice.
- c. They shall be actively involved in LVE activities and participate in a Reunion Group.
- d. They shall be willing to conduct the Walk to Emmaus Weekend as written in the Lay and Spiritual Director Manuals and as per Board policy.
- e. They shall be committed to the task of directing a Walk to Emmaus Weekend and eager to give whatever is necessary to organize, carry out, and successfully complete the Walk.

Section 4. Weekend Lay Director Selection Process. The Board shall choose a Lay Director for each LVE Walk to Emmaus weekend as follows:

- a. The CLD will seek the advice of Weekend Lay Directors from the previous five men's and women's weekends and previous ten CLDs (the Advisory Committee). This group will meet for discussion and conclude with a ballot vote to select candidates from those who meet the Weekend Lay Director qualification requirements.
- b. The results of the Advisory Committee vote will be presented to the Board, who will then vote to select the Weekend Lay Directors for the upcoming weekends.
- c. The CLD will issue the invitations to the individuals selected as the Weekend Lay Directors and will advise the Board once the invitations have been accepted.
- d. Community Members will be limited to one opportunity to serve as a Loudoun Valley Emmaus Weekend Lay Director with the following exception. In the event there are no current LVE members qualified and/or available to serve as Weekend Lay Director, the Board may select a person who has previously served as a Weekend Lay Director.

ARTICLE XI. BYLAWS AMENDMENTS

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

Section 2. Proposed Bylaw Amendment Review and Approval.

- a. If the amendments are voted in the affirmative by quorum vote of the Board, they will be circulated to the membership through the LVE Newsletter.
- b. If no petitions signed by at least 25 Community members objecting to the new amendments are received, the amendments will be considered adopted. Any objections must be received within 60 calendar days of the newsletter publication.
- c. If a properly prepared objection is received within 60 calendar days of the newsletter publication, the matter must be brought to LVE for a vote at a regularly scheduled Gathering. The vote by the majority of LVE members present at the Gathering where the vote takes place will be binding.

Section 3. Temporary Suspension of Specific Bylaws.

- a. The Board may temporarily set aside an element of these Bylaws, if by unanimous vote of Board Members present, such set-aside is deemed to be in the best interest of the Loudoun Valley Emmaus Community. Bylaws exist, in part, to ensure the orderly and prudent operation of an organization; and to protect both Board members and Community members. The Board must carefully consider exercise of this option and use it only in the most compelling circumstances. On rare occasions, situations arise that may adversely affect the Community but which require action contrary to the by-laws where the normal process for changing the by-laws cannot be fully executed in time to resolve the issue.
- b. Should the Board elect to set aside some portion of the by-laws, that set-aside shall remain in effect for 120 calendar days, with the intent that a formal amendment to the by-laws shall be initiated, in accordance with this Article.

ARTICLE XII. BYLAWS RATIFICATION.

The Bylaws take effect immediately upon certification of the Board that a Quorum of the Board voted to approve said Bylaws followed by appropriate LVE response per Article XI Bylaws Amendments, Section 2 above.

EXHIBIT ONE: CHRYSALIS

In the event the Loudoun Valley Emmaus Community Board of Directors covenants with the Upper Room/International Emmaus Office to start a Chrysalis Community, the following LVE Bylaw changes shall be made:

Section 1. Relationship to the LVE Board.

- a. Chrysalis shall operate as a LVE Standing Committee.
- b. The Chrysalis CLD shall serve as an ex officio member of the LVE Board with voice and vote, increasing the Board membership by one layperson.
- c. This voting privilege may be delegated in the event the Chrysalis CLD is unable to attend a LVE Board meeting. The LVE CLD must receive notice from the Chrysalis CLD of this delegation prior to the LVE Board meeting.
- d. The Chrysalis Board will appoint two additional representatives with voice, to the LVE Board meetings to foster the working partnership and mutual understanding between LVE and Chrysalis.
- e. A member of the LVE Board will serve as member with voice and vote to the Chrysalis Board. This voting privilege may be delegated in the event this member is unable to attend a Chrysalis Board meeting. The Chrysalis CLD must receive notice from the LVE CLD of this delegation prior to the Chrysalis Board meeting.
- f. The LVE Board will appoint two additional representatives with voice to the Chrysalis Board meetings to foster the working partnership and mutual understanding between LVE and Chrysalis.
- g. The annual Letter of Agreement between the Loudoun Valley Chrysalis Community and the International Upper Room Emmaus Office will be signed by the Chrysalis Board and the LVE CLD.

Section 2. The Loudoun Valley Chrysalis Community.

- a. The name of the Chrysalis Community shall be the Loudoun Valley Chrysalis Community.
- b. The Chrysalis Lay Director will preside over all Chrysalis Board activities.
- c. The term of office for the Chrysalis Lay Director is from September 1st to August 31st of each calendar year.
- d. The Loudoun Valley Chrysalis Community shall operate under the umbrella of LVE's liability insurance policies and LVE's as an Internal Revenue Code Section 501(c)(3) status.

Section 3. General Oversight

- a. Watchful and responsible care of all matters relating to the Chrysalis Community shall flow from the Chrysalis Board of Directors, made up of youth and adult members organized and operated in accordance with the Upper Room Handbook on Chrysalis and Chrysalis Manuals.
- b. The Loudoun Valley Chrysalis Operating Procedures shall be approved by the LVE Board, signed by the LVE CLD, and attested to by the LVE Secretary.

Section 4. Child Protection Policy.

All individuals who participate in Chrysalis activities will be subject to child protective services rules established by the Commonwealth of Virginia and the Virginia Conference of the United Methodist Church if the UMC rules go beyond those required by the Commonwealth of Virginia.

Section 5. Financial Management.

- a. Chrysalis funds shall be maintained in a separate account managed by the Chrysalis treasurer.
- b. The Chrysalis Treasurer will present an assessment of Chrysalis finances to the LVE Board following the Chrysalis Board's receipt of the annual Chrysalis financial report.
- c. The Chrysalis treasurer shall submit an annual financial report to the LVE Board Treasurer so that a complete record of LVE funds can be incorporated into LVE's IRS 1990 form.

EXHIBIT TWO: SUMMARY OF AMENDMENTS

Table 1: Summary of Admendments.

#	General Description	Date Ratified
1	CLD Eligibility Requirements	October 21, 2006
2	Committee Designations	November 17, 2007
3	Electronic Voting, Bylaw Set-Aside, Number of Required Applications	March 15, 2014

Table 2: Amendment Details.

<p>AMENDMENT 1 TO THE LOUDOUN VALLEY EMMAUS BY-LAWS</p> <p>In accordance with the provisions of Article X, Amendment 1 was brought before the Board of Directors at the regularly scheduled meeting on October 21, 2006, and was unanimously passed. The proposed changes were posted to the Loudoun Valley Emmaus website and published in the newsletter. No community objections were received, so this Amendment 1 is considered adopted.</p>
<p>CHANGE 1: Delete Article IV, Section 4f.</p> <p>Deleted: f. The immediate past CLD shall serve on the Board for an additional year.</p>
<p>CHANGE 2: Change Article V, Section 2</p> <p>From: Officers shall be elected annually by the Board of Directors at the December Board Meeting. Officers shall serve a one year term of office beginning with the January meeting. The CLD and Assistant CLD will be selected from the class that is completing the first year of his/her term.</p> <p>To: Officers shall be elected annually by the Board of Directors at the December Board Meeting. Officers shall serve a one-year term of office beginning with the January meeting. The Assistant CLD will be selected from the class that is completing the first year of his/her term. A Community member may only serve one one-year term as CLD</p>

AMENDMENT 2 TO THE LOUDOUN VALLEY EMMAUS BY-LAWS

In accordance with the provisions of Article X, Amendment 2 was brought before the Board of Directors at the regularly scheduled meeting on November 17, 2007 and was unanimously passed. The proposed changes were announced at the November and December Gatherings and were published to the Loudoun Valley Emmaus newsletter in December and January. No community objections were received, so this Amendment 2 is considered adopted.

1. Change Article VIII, Section 1

From: The CLD shall nominate Board members to chair the following Committees:

Nominating	Reunion Groups	Manuals/Records
Registration (Registrar)	Team Selection	Pilgrim Selection
Agape	Newsletter	Banner Coordinator
Weekend Support	Community Training	

To: The CLD shall nominate Board members to chair the following Committees:

Nominations	Team Selection
Gatherings	Communications
Registration	Music
Agape	Facility Support
Community Training & Support	Manuals & Records

AMENDMENT 3 TO THE LOUDOUN VALLEY EMMAUS BYLAWS

In accordance with the provisions of Article X, Amendment 3 was brought before the Board of Directors at the regularly scheduled meeting on March 15, 2014 and was unanimously passed. The proposed changes were posted to the Loudoun Valley Emmaus website and published in the newsletter. No community objections were received, so Amendment 3 is considered adopted.

1. Add Article VI, Section 6

Section 6. The Loudoun Valley Emmaus Board may conduct business between scheduled Board meetings by way of Electronic (email) voting. These electronic votes are not meant to replace the monthly Board meeting and should only be used when a vote needing timely prior to the next scheduled Board meeting, is required. Electronic voting shall be handled as follows:

- CLD (CLD) must email all of the members of the Board, detailing a topic that needs to be discussed and/or voted upon.
- A member of the Board, by "reply-all," will raise the motion.
- Any member of the Board may then second the motion, also by "reply-all."
- After a second has been received, an email from the CLD will open the "floor" for discussion by the Board. Because this is an electronic vote and members may not have access to email for several days at a time, a period of no less than 3 days shall be granted for continuing discussion.
- After the discussion period has closed, the CLD shall call for a vote by "reply-all" email.
- Voting on the motion is open for 5 calendar days, with the intent that the entire Board be able to vote. Should a quorum not be reached within 5 calendar days, the measure shall be deemed not to have passed.

Voting Regulations:

- Voting may be either "reply-all" OR reply only to the CLD.
- Voting may not be by phone or any medium other than email.
- Votes must be collected by the CLD and provided to the secretary for complete record keeping.
- Rules for a quorum shall be two thirds of voting members, and a measure shall pass by a majority vote of those voting.

2. Add Article X, Section 3

Section 3. The Loudoun Valley Emmaus Board may temporarily set aside an element of these Bylaws, if by 2/3 vote of the voting members of the Board, such set-aside is deemed to be in the best interest of the Loudoun Valley Emmaus Community. Bylaws exist, in part, to ensure the orderly and prudent operation of an organization; and to protect both Board members and Community members. The Board must carefully consider exercise of this option and use it only in the most compelling circumstances. On rare occasions, situations arise that may adversely affect the Community but which require action contrary to the by-laws where the normal process for changing the by-laws cannot be fully executed in time to resolve the issue. Should the Board elect to set aside some portion of the by-laws, that set-aside shall remain in effect for 120 days, with the intent that a formal amendment to the by-laws shall be initiated, in accordance with Article X.3

3. Change Article XII, Section 4

From: Conducting the Walk to Emmaus will be contingent on the number of applications that are on

record with the Registrar. A minimum of 30 applications for men and 30 applications for women shall be on file 120 days prior to the scheduled Walk to Emmaus weekend in order to proceed with the weekend. In the event that the required applications are not on file, the weekend shall be deferred. Should there be 30 applications for either gender that consist of only persons without spouses and/or whose spouse has previously attended a Walk to Emmaus weekend, the Board may decide to hold a weekend specific for those candidates.

To: Conducting the Walk to Emmaus weekend event will be contingent on the reasonable expectation that a minimum of 20 candidates for each weekend will accept an invitation to attend. The number of applications that are on record with the Registrar is an important measure of this expectation, but the utility of this measure can be improved by making a more timely check of applicants. To that end, during the period from 150 to 120 days prior to a weekend, the Registrar may oversee preliminary calls to candidates with applications on file, in order to gauge their availability to attend ("yes"; "maybe"; "no"). Callers should be very clear that these calls are for information gathering and are NOT an invitation to the weekend. Results of these calls will permit a better-informed decision by the Board on whether to proceed with a weekend. As the Board reaches the "go—no go" decision, it should consider factors such as likelihood of achieving the minimum number of candidates, teaming schedules, impact on conference room dynamics of fewer or greater than 20 candidates, weekend venue deadlines, and fiscal imperatives. Should there be sufficient applications for one gender and not the other, and that gender pool consists of only persons without spouses and/or whose spouse has previously attended a Walk to Emmaus weekend, the Board may decide to hold a weekend specific for those candidates.

DRAFT: PROPOSED AMENDMENT 4 TO THE LOUDOUN VALLEY EMMAUS BYLAWS

The following proposed edits will be submitted to the 2017 LVE Board by email for subsequent “email discussion” for a period that ends on Friday August 18, 2017. The LVE Board will review the draft and all email comments for Board action at the Saturday, August 19, 2017 Board Meeting.

The proposed edits can be divided into the following categories:

1. Format: This amendment establishes a consistent outline methodology that excludes bullet points. The purpose is to quickly identify specific section(s) of the Bylaws by outline.
2. Naming Conventions: The Loudoun Valley Emmaus Community is consistently referred to as “LVE” throughout the document. In Article 1, Section 2; LVE is affiliated with, “The International Emmaus Office d/b/a The Upper Room”; the legal entity named in the Upper Room’s annual Covenant Letter. The purpose is to consistently identify who we are including our legal relationship with The Upper Room.
3. Referencing specific edits below, Bylaw specifics have been re-grouped and ordered by topic. The purpose is to address a topics’ rules and guidelines in one place rather than in multiple places.
4. With reference to the former LVE-sponsored Chrysalis Community; Sue Crane/2015 LVE CLD informed The International Emmaus Office that LVE was not in compliance with the Upper Room’s annual Chrysalis Covenant for lack of flights over a three-year period. The International Emmaus Office acknowledged Sue’s letter and thus beginning in 2016 LVE no longer sponsors a Chrysalis Community. All references to Chrysalis have been moved to Exhibit 1 of this draft for reasons stated in Exhibit 1. The purpose of this edit is to preserve a record of the legal relationship between LVE and various International Emmaus Office models should LVE adopt them at some future date.

Article I Edits: See point 2, “Naming Conventions” above.

Section 3: Added requirement that all business conducted by LVE be transacted per Roberts Rules of Order to include LVE Community-wide meetings (example: Board member elections).

Article II Edits: Section 2 was deleted because it is a duplicate of Article I, Section 2

Article IV Edits:

Section 3: Spiritual Director’s election process and` term of office explicitly stated in Article IV, Section 3, statements “c: through “e”. They have been moved from Article V, Section 3 “Spiritual Directors”, and Article XII “Board Responsibilities”, “The Community Spiritual Director Responsibilities”.

Section 4: added paragraph, “d”, Board member nominations can be accepted from the October Gathering floor.

Article V Edits: Removed the requirement that the Assistant CLD be elected from the class completing their first year.

Article VI Edits: Article VI has been moved “as is” from Article VII.

Article VII Edits: Article VII was formerly Article VI.

Section 4c: The requirement of Roberts Rules of Order was removed because it has been added to Article 1, Section 3 and now governs all LVE business.

Section 6: The language has been clarified in the age of multiple means of electronic communication from “electronic vote” to “email vote”; BoD votes outside a Board Meeting are specifically defined and limited to email votes.

Section 7: The CLD must email the Board with email vote results. The motion and results must be included in the next Board Meeting’s minutes.

Article IX Edits: Article IX was formerly Article XII

“2014” Section 3 and Section 4:

“Section 3. The Board has established the minimum number of confirmed registrations to allow a weekend event to be conducted in concurrence with The Upper Room's recommendation that the minimum number of confirmed registrations is twenty.

Section 4. Conducting the Walk to Emmaus weekend event will be contingent on the reasonable expectation that a minimum of 20 candidates for each weekend will accept an invitation to attend. The number of applications that are on record with the Registrar is an important measure of this expectation, but the utility of this measure can be improved by making a more timely check of applicants. To that end, during the period from 150 to 120 days prior to a weekend, the Registrar may oversee preliminary calls to candidates with applications on file, in order to gauge their availability to attend ("yes"; "maybe"; "no"). Callers should be very clear that these calls are for information gathering and are NOT an invitation to the weekend. Results of these calls will permit a better-informed decision by the Board

on whether to proceed with a weekend. As the Board reaches the "go—no go" decision, it should consider factors such as likelihood of achieving the minimum number of candidates, teaming schedules, impact on conference room dynamics of fewer or greater than 20 candidates, weekend venue deadlines, and fiscal imperatives. Should there be sufficient applications for one gender and not the other, and that gender pool consists of only persons without spouses and/or whose spouse has previously attended a Walk to Emmaus weekend, the Board may decide to hold a weekend specific for those candidates.”

NOTE: These sections have been struck because:

1. Section 3: is duplicated in the “2014” Section 5, now Section 3.
2. Section 4: this Section addresses specific Board of Director processes that have not been followed in the past three years. The Board suggests that the decision processes to schedule and hold Walks are part of Board business, recorded in Board minutes, and subsequent Board decisions that are announced at Gatherings.

Article X. This was formerly Article IX.

Section 3c: The language has been edited to state a WLD shall actively participate in a Reunion Group. The current language is, “participation in a Reunion Group is recommended”.

NOTE: The current language contradicts the Annual Covenant, point 10 that LVE signs with the International Emmaus Office as well as, Handbook on Emmaus, page 27

Section 3f: The sentence, “ If an appointed Lay Director is unable to fulfill his/her obligation to lead a scheduled Walk for any reason, some of these criteria may be waived through the agreement of the Board of Directors, in order to assure that the scheduled Walk is conducted”, is struck in it’s entirety.

Section 4a: The Advisory Committee is now formed from the past ten CLDs rather than any past CLD.

The Advisory Committee’s vote to select a WLD shall occur by ballot.

Article XI. This was formerly Article X.

Section 3: Temporary suspension of Bylaws now requires a unanimous vote of Board members voting (which is predicated on a quorum of Board members present to vote).

Article XII: This was formerly Article XI

This Article has been amended to specifically reference the criteria that the Board will use to assure LVE review and approval found in Article XI, Section 2.