

1 CHRYsalis FLIGHT/JOURNEY STANDING COMMITTEE

2 OPERATING PROCEDURES

3 SUB-SECTION 1
4 COMMITTEE NAME

5 The name of this standing committee shall be The Southwest Texas Conference Chrysalis
6 Board herein after referred to as the Community. The Committee shall operate under the
7 guidance and regulations of both the Southwest Texas Conference Emmaus board and the
8 Upper Room Chrysalis International.

9 SUB-SECTION 2
10 PURPOSE

11 The purpose of the Community shall be to inspire, challenge, and equip church members
12 for Christian action in their homes, churches, places of work, and the world community
13 through the “Chrysalis Flight/Journey” experience.

14 SUB-SECTION 3
15 MEMBERSHIP

16 Membership shall consist of the several “Next Step Groups” that are situated in the
17 various areas, cities or towns within the jurisdictional boundaries of the Southwest Texas
18 Conference.

19 SUB-SECTION 4
20 CHRYsalis BOARD

21 Purpose

22 Direction of the Community shall be vested in the Community Board of Directors,
23 hereinafter referred to as the Board. The Board will be vested with the authority to direct
24 the enabling functions of the Next Step Groups. Enabling functions may include, but are
25 not limited to Team Selection Committee duties, control of local Next Step Group
26 Gatherings, and kitchen duties.

27 Composition

28 Qualifications:

- 29 • Lay persons. Youth/Adults who have served as a team member on a “Three-Day
30 weekend” and who are active in both local reunion groups and local Next Step
31 and/or Fourth Day groups are eligible to represent the Local Next Step Group on
32 the Board of Directors, if so elected or appointed by their local Next Step or
33 Fourth Day Group.
- 34 • Clergy persons: Clergy who have served as the Spiritual Director on a “Three
35 Day” team and who are an Elder in the United Methodist or the equivalent of the
36 same in the church of which they are affiliated are eligible to represent the clergy
37 on the Board of Directors, if nominated by those Spiritual Directors who are
38 currently members of the Board and duly elected.

- Staff Representatives - Conference Staff liaison persons will serve by appointment of the Conference Bishop. The Conference Emmaus Registrar will serve at the discretion of the Conference Treasurer's office.

Representation:

- Lay persons – Next Step Group within the bounds of the Community shall have two adult lay representatives and one youth representative to the Board of Directors.
- Clergy persons - There shall be three (3) clergy members on the Board of Directors.
- Staff Representative Persons - SWTC Staff Liaison and SWTC Emmaus/Chrysalis Registrar.

SUB-SECTION 5
TERMS OF OFFICE

- The term of office by lay adult or clergy shall be elected in a "class" for three (3) consecutive years. A youth shall be elected in a class for two (2) consecutive years. All members shall serve no more than one (1) consecutive three/two (3/2) consecutive year term. Members must sit out one (1) term before being reelected to the Board.
- A new class may contain only one clergy member.
- A term of office shall commence on January 1 through December 31 of the same year.

SUB-SECTION 6
BOARD OFFICERS

- Lay. The Board shall elect from the lay membership the following lay officers:
 - Lay Director
 - Assistant Lay Director
 - Treasurer
 - Secretary
 - Youth Representative
 - Other officers may be appointed by the Lay Director at the direction of the Board when deemed necessary to carry out the functions of the Board.
- Clergy: The Board shall elect from the clergy membership one clergy member of the Board as Spiritual Director, and the remaining clergy members shall be elected as Assistant Spiritual Directors. Clergy members shall be nominated as clergy members of the Board by the serving Spiritual Director and the serving Assistant Spiritual Directors. Consideration for representations from throughout the greater Chrysalis Communities will be given when selecting clergy nominees.

1 SUB-SECTION 7
2 ELECTIONS

3 Lay:

4 Officers shall be elected at the Community's Fall Board Meeting and take office on
5 January 1st of the following year.

6 Clergy:

7 One Assistant Spiritual Director shall be elected annually at the Community's Fall Board
8 Meeting to serve a three-year term and take office on January 1st of the following year.

9 SUB-SECTION 8
10 DUTIES OF OFFICERS

11 • Lay Director

12 The Lay Director shall be an adult member:

- 13 ○ Be the Chief administrative officer of the Board and Community.
- 14 ○ Call all meetings of the Board and preside over such meetings.
- 15 ○ Be responsible and responsive to the Board for all administrative decisions
16 made on behalf of the Board.
- 17 ○ Maintain the programmatic intent and integrity of the Upper Room
18 Chrysalis.
- 19 ○ Be the Chrysalis Representative to the SWTC Emmaus Board as an ex-
20 officio member.
- 21 ○ Be the Coordinator of the Chrysalis Leadership Training Schedules.
- 22 ○ Perform other such duties as directed by the Board.

23
24 • Assistant Lay Director

25 The Assistant Lay Director shall be an adult member:

- 26 ○ Preside at Board meetings in the absence and/or at the pleasure of the Lay
27 Director.
- 28 ○ Chair the Nominating Committee
- 29 ○ Maintain the programmatic intent and integrity of the Upper Room
30 Chrysalis.
- 31 ○ Perform other such duties as directed by the Lay Director of the Board.

32 • Secretary

33 The Secretary which can be an adult or youth member:

- 34 ○ Record the minutes of Board meetings and give to the Chrysalis Registrar
35 for printing and distribution.
- 36 ○ Maintain the programmatic intent and integrity of the Upper Room
37 Chrysalis.
- 38 ○ Perform other such duties as directed by the Lay Director of the Board.

- 1 • Treasurer
- 2 The Treasurer shall be an adult member:
- 3 ○ Submit a financial report at each regular meeting of the Board.
- 4 ○ Maintain the programmatic intent and integrity of the Upper Room
- 5 Chrysalis.
- 6 ○ Perform other such duties as directed by the Lay Director of the Board.
- 7 • Youth Representative:
- 8 ○ Perform such duties as directed by the Lay Director of the Board.
- 9 ○ Maintain the spiritual intent and integrity of the Upper Room Chrysalis.
- 10 • Spiritual Director
- 11 The Spiritual Director shall:
- 12 ○ Be the theological and spiritual leader of the Board.
- 13 ○ Have veto power over any suggested Chrysalis Spiritual Director.
- 14 ○ Maintain the spiritual intent and integrity of the Upper Room Chrysalis.
- 15 • Assistant Spiritual Directors:
- 16 The Assistant Spiritual Directors shall:
- 17 ○ Assist the Spiritual Director with the theological and spiritual leadership of
- 18 the Board.
- 19 ○ Maintain the spiritual intent and integrity of the Upper Room Chrysalis.
- 20 ○ Perform duties as needed if the Spiritual Director is not available

21 SUB-SECTION 9
22 EXECUTIVE COMMITTEE

23 Membership:

24 The Executive Committee shall consist of the following officers of the Board:

- 25 • Lay Director
- 26 • Assistant Lay Director
- 27 • Secretary
- 28 • Treasurer
- 29 • Youth Representative
- 30 • Spiritual Director
- 31 • Assistant Spiritual Directors
- 32 • SWTC Staff Liaison
- 33 • SWTC Emmaus Registrar

34 Authority:

35 The Executive Committee shall have the authority to carry out the intents of the Board,
36 acting in its behalf between Board meetings

37 Reports:

38 The Executive Committee shall maintain minutes of meetings and report to the Board
39 actions taken on behalf of the board.

40 Meetings:

41 Meetings of the Executive Committee may be conducted by Telephone, Facsimile
42 transmission, in person or by electronic mail.

1 Quorum:

2 A quorum shall consist of four members of the Executive Committee, must include at
3 least one clergy member, two lay members, and one SWTC staff member of the
4 Committee.

5 SUB-SECTION 10
6 VACANCIES ON THE BOARD

7 At a regular or called meeting of the Board, vacancies may be filled in the following
8 manner:

9 Officers

10 The Lay Director may appoint someone to fulfill the duties of a vacated office until the
11 next regular meeting of the Board, or if urgency exists, at the next called meeting of the
12 Board. At the next regular or called meeting, the Nominating Committee shall submit, at
13 least one candidate to be elected for the un-expired term of the vacated office.

14 Nominations may be received from the floor.

15 Next Step Group Representative:

16 If a member becomes unwilling or unable to serve the full class term, the Local Next Step
17 Group that is represented by that member may elect/appoint someone to fill that
18 unexpired term.

19 Clergy:

20 If a clergy member becomes unwilling or unable to serve the full class term, the
21 Nominating Committee shall submit at least one candidate for the unexpired term from
22 the pool of those clergy who had been previously submitted for consideration by Local
23 Communities. The pool being considered shall be that from the previous past election.

24 Nominating Committee:

25 If a member of the Nominating committee becomes unwilling or unable to serve the full
26 term of office, the Lay Director shall appoint a member to fulfill the unexpired term of
27 the vacated position.

28 SUB-SECTION 11
29 MEETINGS

30 The Board shall meet at least three times a year and at other such times as allowed by
31 "Called Meetings"

32 SUB-SECTION 12
33 CALLED MEETINGS

34 The Lay Director may call a meeting of the Board if urgency exists and/or upon the
35 written request of one third (1/3) of the members of the Board. A notice of five (5)
36 working days is required before a called meeting is convened.

1 SUB-SECTION 13
2 QUORUM

3 A quorum shall consist of one third (1/3) of the members of the Board present at any
4 regular or called meeting. The one third members must include one clergy member of the
5 Board and one SWTC Staff Member of the Board.

6 SUB-SECTION 14
7 STANDING COMMITTEES

8 Executive Committee: (See Sub Section 9)

9
10 Nominating Committee:

11 A Nominating Committee, consisting of three members of the Board, shall prepare and
12 present a slate of officers for election to fill any vacant positions on the Board. The
13 Chairperson and members shall be appointed by the Lay Director for a term of one year.
14 The Assistant Lay Director shall be one of the three members and Chair this committee.

15 SUB-SECTION 15
16 SPECIAL COMMITTEES:

17 The Lay Director(s) of Board may establish special and/or ad hoc committees to assist the
18 same in fulfilling the Objectives of Sub-Section 2. The Chairperson and members shall
19 be appointed by the Lay Director(s).
20

21 SUB-SECTION 16
22 NEXT STEP GROUPS

23 Next Step Groups are composed of persons who have completed Chrysalis Flights or
24 Journeys or other internationally recognized "Three-Day" youth events.

25 SUB-SECTION 17
26 PURPOSE OF NEXT STEP GROUPS

27 The primary function of Next Step Groups is to integrate the returning butterflies from a
28 "Three-Day Youth Event" into active participation in their local churches and Next Step
29 Hoots and Fourth Day Group gatherings. The Next Step Groups organize and fulfill
30 many of the behind-the-scenes functions of the Flights/Journeys and Hoots. The Next
31 Step Groups request dates for Flights/Journeys that they will supervise, and they are
32 responsible for recruiting for those Flights/Journeys the Flight Lay Director, Flight Board
33 Representative and Flight Spiritual Director for each team. The names of those selected
34 persons shall be presented to the Board for final approval. Each Next Step Group is
35 responsible to adhere to the Chrysalis Model as detailed in the Upper Room Handbook on
36 Chrysalis.

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SUB-SECTION 18
NEXT STEP GROUP BOARD OF DIRECTORS

Each Local Next Step Group shall be a sub-committee of a Local Fourth Day Group. The Local Next Step Group shall have its own Board of Directors to provide direction for that Next Step Group. Each Next Step Group Board is responsible to have Operating Procedures to govern that Group in accordance with the SWTC Chrysalis operating procedures.

SUB-SECTION 19
PROCEDURE & PROTOCOL

Chrysalis Flight/Journey

The Board shall establish rules of procedure and protocol, as contained in the Community Policies and Procedure Manual that will fulfill the objectives Sub-Section 2 above for the 72-hour experience called the “Chrysalis”, held within the jurisdictional boundaries of the Conference as contracted with the Upper Room Walk to Emmaus.

Child, Youth, Adult Safety Policy

The SWTC Chrysalis Community will adopt and abide by The SWTX Conference of the United Methodist Church Child, Youth, and Adult Safety Policy in addition to any other policies established by SWTC Emmaus Board and or the State of Texas.

SUB-SECTION 20
SPECIAL RULES OF ORDER/STANDING RULES

Special Rules of Order and/or Standing Rules that may from time to time become necessary to fulfill the PURPOSE may be adopted without previous notice by a majority vote at any business meeting of the Community.

SUB-SECTION 21
PROPOSED CHANGES

Proposed changes may be presented to the Board by any member of the Community at least one (1) month in advance of the next scheduled Board meeting for consideration by the Board.

Submission /First Reading: Amendments to these Bylaws may be submitted in writing as an agenda item for first reading and considered adoption at any regular quarterly or annual meeting of the Board.

Adoption: Upon second reading, an affirmative vote of two-thirds of the members present and voting is necessary for adoption. Adoption will take effect immediately upon ratification unless the motion to adopt specifies a specific time of effect.

1 Adopted, certified and ratified by the Board on the:

2 **20th day of January, 2007**

3

4 Emmaus Lay Director: Margaret Bolton _____

5 Chrysalis Lay Director: Kathryn Wolff _____

6 Emmaus Spiritual Director: Rev. Ron Shott _____

7 Chrysalis Spiritual Director: Rev. Bill Duke _____

8 Emmaus Secretary: Laura Rhodes _____

9 Chrysalis Secretary: Sherry Stewart _____

10 **CHRYSLIS BOARD MEMBERS**

11 Justin Rocha _____

12 Debra Foster _____

13 Bob Korom _____

14 Lynda Jackson _____

15 Cheryl Brockman _____

16 Chris Grantham _____

17 Rev. George Bradley _____

18 Mike Mercer _____

19 Aaron Phillips _____

20 Mitch Luna _____

21 Cindy Becker _____

22 Susan Bukholder _____

23 Cheri Riddle _____

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