

CONSTITUTION

Asian Women's Resource Centre for Culture and Theology

Historical preamble

The Asian Women's Resource Centre for Culture and Theology (AWRC) developed out of the Conference of theologically trained women held in Singapore in 1987 on the initiative of Sun Ai Lee Park, Yvonne Dahlin and Pura Carlo. Its first constitution was adopted at a meeting in Hong Kong in 1988. Sun Ai Lee Park was the first Coordinator of AWRC and Yvonne Dahlin the first administrator.

It was envisaged that as AWRC belongs to the women of Asia the Coordinator's role be shared from time to time by women in the region, and that the AWRC office operate from where the Coordinator resides. Accordingly, the AWRC office in Hong Kong was moved to Seoul in 1990 and to Kuala Lumpur in January 1995.

The Asian women's theological journal *In God's Image*, currently published by AWRC, was founded by Sun Ai Lee Park and at her initiative became part of the Asian Women's Resource Centre when the AWRC was founded in 1988. AWRC recognises the important contribution that Sun Ai Lee Park made to Asian women through the founding of this journal. The AWRC also acknowledges the work of Yvonne Dahlin and women around Asia in enabling *In God's Image* to develop into a substantial journal. The generous support of funding agencies has helped in the development of AWRC and *IGI*.

AWRC and *In God's Image* exists to serve the women of Asia in accordance with the vision and constitution of AWRC.

1. Rationale for AWRC

We women in Asia are becoming aware of our status and worth as human persons and are challenging the discriminatory social and cultural barriers imposed on women over the centuries. Together, as women of Asia, we are addressing the issues of women's oppression.

Women in the church, including those involved in theology and ministry, know and experience the pain of discriminatory and sexist practices that continue within the Christian Church which claims to be the household of Jesus Christ. Jesus spoke and acted to affirm the dignity and equal value of all human persons, women, children and men. The traditional church worldwide and in Asia has taken on the gender biased

stance of socio-cultural practices in society, so that male-oriented views and practices of authority and subordination, and male-oriented traditional theology determines the life of the church community.

Asia has been the cradle of the world's great religions, which were inseminated and grew during the patriarchal era of human history. This has resulted in patriarchal religion exercising a definite influence in moulding Asian culture and way of life.

Asian women's life experiences are varied, rich and inexhaustible. However, these valuable experiences in our unique contexts have not found expression in the life of the Asian church.

There is an urgent need for Asian women to formulate Asian women's contextual theology. In this way we may claim and exercise our God-given equality and human worth in church and society, and contribute to the global dialogue on women's theology and spirituality.

The development of Asian women's contextual theology must be rooted in our own political, economic, and religio-cultural reality. Therefore multi-disciplinary research and study are required.

Authentic research requires source materials. A great deal of women's material is emerging in Asian countries, but so far no intensive effort has been made to collect all the material that exists. There is a need for a collection of Asian women's materials for the whole of Asia.

Women who are doing theology from within the struggle for freedom and equality need a solidarity network. Asian women's contextual theology is in its initial stage, and it is vitally important that women exchange their findings and new ideas, and that they search for appropriate methodologies and directions in a communal way.

Women professional theologians and women grassroots theologians need to be in dialogue so that Asian women's contextual theology expresses and develops the theology being done by all the women of the Asian Church.

2. Name and address

2.1 The name of the Organisation shall be Asian Women's Resource Centre for Culture and Theology (referred to as "the organisation" or "AWRC" in this constitution).

2.2 The address of the Organisation shall be in the country of the current

Coordinator, and shall appear on all the official correspondence and copies of the constitution from the date when the address is changed.

- 2.3 The current address of the AWRC is: (to be filled in each time the location of the office changes):

*119C-2 Batu 3½ Jalan Kelang Lama
58000 Kuala Lumpur
Malaysia*

3. Aims and Objectives

3.1 Aims

To form an international community of Asian women engaged in theology and ministry, and to encourage them to articulate Asian women's contextual theology.

3.2 Specific Objectives

- 3.2.1 To facilitate meetings, workshops, forums, etc. of women theologians in Asia, and to explore alternative models of theological education.
- 3.2.2 To model a cooperative model of working together, as an alternative to hierarchical and authoritarian models, while ensuring that the organisation is accountable to its members and funding bodies.
- 3.2.3 To provide opportunities to enter into dialogue with women of other faiths and cultures in Asia.
- 3.2.4 To collect and circulate materials on women's issues and theology from Asian women's perspective.
- 3.2.5 To publish through *In God's Image* and books, articles and expressions by Asian women engaged in theology and ministry.

3.3 Definition of Asian Women's Theology

Asian Women's Theology draws on the full range of women's experiences in understanding who God is and how God is present in the world. Recognising God as the giver of life, it uses theological ideas to serve life in response to women's physical, economic, emotional and spiritual needs, and gives priority to the experiences of women who struggle for survival. It brings life and tradition into dialogue.

Asian Women's Theology takes account of the national, Asian and global context. It uses analysis of the social, economic and political context in which women live. This becomes the basis for challenging the ideology and theology which supports women's oppression.

Asian Women's Theology opposes the hierarchy of power within church and society and rejects the view that men have the right to power over women. It seeks alternatives based on principles of inclusiveness and participation.

Asian Women's Theology is ecumenical, crossing barriers of church, religion, race, class, culture and education, and taking into account the way in which each of these factors may contribute to women's oppression.

3.4 The logo of the Organisation



Description of the AWRC Logo

The women as a seed, growing, flowering and blossoming.

The seed symbolises the source of life and movement.

Women come together from different parts of Asia, to be enriched by each other's culture, with shared responsibility to grow and to do theology in our living contexts.

4. Membership

4.1 Types of Membership

There will be different types of membership. AWRC will keep separate lists of the different types of members.

4.1.1 Full Membership

Full membership is open to any woman in Asia who

- (a) is actively engaged in doing Asian women's theology, and
- (b) agrees with the aim and objectives of the organisation, and
- (c) agrees to abide by the constitution of the organisation, and
- (d) applies for membership on the appropriate membership form as set out in Schedule 1, and

- (e) whose application is accepted (see Schedule 6) and
- (f) who pays the relevant annual membership fee.

4.1.2 Affiliate Membership

Affiliate membership is available to Asian women's organisations who

- (a) are actively engaged in doing Asian women's theology, and
- (b) agree with the aim and objectives of the Asian Women's Resource Centre, and
- (c) agree to abide by the constitution of the Asian Women's Resource Centre, and
- (d) apply for membership on the appropriate membership form as set out in Schedule 1,
- (e) whose application is accepted (see Schedule 6), and
- (f) who pay the relevant annual membership fee.

4.1.3 Associate Membership

Associate membership is available to women and women's organisations outside of Asia who

- (a) support the aims and objectives,
- (b) agree to abide by the constitution of AWRC,
- (c) applies for membership on the appropriate membership form as set out in Schedule 1, and
- (d) pay the relevant annual membership fee.

4.1.4 Fraternal Membership

Fraternal membership is available to men who

- (a) support the aims and objectives,
- (b) agree to abide by the constitution of AWRC,
- (c) apply for membership on the appropriate membership form as set out in Schedule 1, and
- (d) pay the relevant annual membership fee.

4.1.5 Life Membership

Where individuals fulfill the requirements set out in 4.1.1, 4.1.3, or 4.1.4, they may choose to pay the life membership fee set by the Coordinating Team and become full, associate or fraternal life members respectively. (see Schedule 6)

4.2 *Membership Fee*

The Coordinating Team will set a fee for each type of membership which will be due at the beginning of each year. (see Schedule 6)

4.3 *Voting Rights*

A full member has the right to one vote in any postal ballot of members.

An affiliated member has one vote in any postal ballot of members.

Associate members and fraternal members do not have voting rights.

4.4 *Responsibilities and Privileges of All Types of Membership*

The responsibilities and privileges of membership shall be as determined by the Coordinating Team from time to time and set out in Schedule 6.

4.5 *Cessation of membership*

Membership ceases when members fail to fulfil the conditions of their type of membership.

5. *Decision-making Authority in AWRC*

5.1.1 The *members of the organisation* are the supreme authority, and when necessary this authority can be exercised through a postal ballot, in accordance with Schedule 2 attached to this constitution.

5.1.2 There will be a *Coordinating Team* who will be the policy making body.

5.1.3 Normally members of AWRC will raise matters with the Coordinating Team through their sub-regional representative.

5.1.4 When there is a problem with 5.1.3, a member of AWRC has the right to propose an item for the agenda of the next Coordinating Team meeting, and to circulate that proposal to all members of the Coordinating Team. The Coordinating Team is then required to consider the matter at its next meeting.

6. *Coordinating Team*

6.1 *Function and Eligibility*

6.1.1 The Coordinating Team is the policy-making body of the organisation, and is

responsible for coordinating, oversight of the affairs of the organisation, planning, and appointing any necessary committees.

- 6.1.2 ***All members of the Coordinating Team must be full members of the AWRC.*** If a woman is nominated who is not a full member, a completed application form must accompany the nomination, together with the appropriate membership fee, and the Coordinating Team must determine her application prior to the ballot.

6.2 *Membership of the Coordinating Team and Term of Office*

The Coordinating Team shall include the following membership:

6.2.1 Voting Members

- 6.2.1.1 One representative of each of the following five sub-regions, elected on a rotational basis for an initial four year period.

North East	–	Hong Kong, Japan, Korea and Taiwan
Far South	–	Australia and New Zealand
South	–	Bangladesh, India, Pakistan and Sri Lanka
South East (a)	–	Burma, Philippines and Thailand,
South East (b)	–	Indonesia, Malaysia and Singapore

6.2.1.2 Coordinator

- 6.2.1.3 One local representative of the place where the AWRC office is, usually appointed by the local group affiliated with AWRC. Where a local representative is already a member under 6.2.1.1, a new sub-regional representative will be elected instead.

6.2.1.4 Co-options

- 6.2.1.4.1 Representatives of World Student Christian Federation Asia Pacific Region and the Christian Conference of Asia Women’s Desk – one person for each of these organisations may be co-opted for a two year term which is renewable.

- 6.2.1.4.2 Up to three other women who have special skills or experience needed by the Coordinating Team may be co-opted if necessary, normally for a 2-year term, which can be renewed, except that for a specific project the term may be up to three years.

6.2.1.5 Casual vacancies

Where a sub-regional representative resigns or is unable to continue their role, the Coordinating Team will co-opt a replacement. Where possible the replacement should be the woman with the next highest number of votes on the most recent ballot for the sub-region. The woman who is co-opted will serve the remainder of the term of the person she replaces.

6.2.2 Non Voting Participants at CTM meetings

6.2.2.1 The CTM may invite observers from other affiliated organisations if it believes this will be the mutual benefit of CTM and those organisations. Such observers may participate but not vote.

6.2.2.2 The CTM may invite particular staff members to participate in meetings but they may not vote.

6.2.2.3 Any member of AWRC attending an AWRC workshop (or other AWRC event) associated with a Coordinating Team Meeting may participate in the CTM and contribute to it, but not vote.

6.3 *Election of Members of the Coordinating Team*

6.3.1 The coordinating team shall arrange for nomination and election of sub-regional representatives to the Coordinating Team, by full members and affiliates of AWRC in each relevant sub-regions, by postal ballot. See Schedules 2 and 5 for the processes involved.

6.4 *Working Group*

6.4.1 The Coordinating Team shall elect a working group of three from the Coordinating Team. The Working Group shall be responsible for working with the Coordinator between meetings to ensure that the decisions of the Coordinating Team are implemented.

6.4.2 The roles of the Working Group shall be as determine by the Coordinating Team from time to time and shall be set out in Schedule 4 attached to the constitution.

6.4.3 The Coordinating Team may delegate some or all of its between meeting functions under this constitution or the schedules to the Working Group, but

may not delegate the functions of the Annual General Meeting.

7. Quorum for Coordinating Team Meeting

- 7.1 Provided that the fares of the Coordinating Team are paid by the AWRC, so that all members have the opportunity to attend the meeting, the quorum of the Coordinating Team Meeting may be three members of the Coordinating Team, not including the Coordinator.
- 7.2 In any other circumstances, the quorum will be a majority of the Coordinating Team.
- 7.3 If there is no quorum for the Coordinating Team meeting, the relevant documents shall be provided to all members by post, and the business shall be transacted by postal ballot.

8. Resolutions

Resolutions at the meeting of the Coordinating Team or in any postal ballot shall be passed by a simple majority of those voting.

9. Annual General Meeting (AGM)

9.1 Calling of Annual General Meetings

- 9.1.1 Because of the problems of distance, no AGM of members will be held, but ***the Coordinating Team will exercise the responsibilities of the AGM.***
- 9.1.2 The ***notice of meeting*** for the AGM must be sent at least two months prior to the meeting.
- 9.1.3 ***The Coordinating Team will normally meet at least once every twelve months for the AGM.*** If there is a delay in holding the AGM, the Coordinator will post or fax her report to the Coordinating Team when it is due, along with a ballot paper containing any decisions which the Coordinating Team needs to make. (The ballot paper will conform with the requirements of Schedule 2 – Postal Ballots).
- 9.1.4 ***If the Coordinator fails to call an AGM within six months*** of the due date, members of the Coordinating Team may do so. In this case, the Coordinator is required to ensure that all AWRC records are available to the Coordinating Team.

9.1.5 Whenever possible, the meeting of the Coordinating Team will be held in organisation with another event such as a theology workshop, and any members of the AWRC who attend that event have a right to be present at the Coordinating Team meeting and to speak but not to vote.

9.2 *Agenda of the AGM*

The agenda of the Coordinating Team meeting as the Annual General Meeting of the Organisation will include the following:

9.2.1 Receiving the Coordinator's report on the work of the AWRC since the previous meeting, including international workshops and other events, local workshops and other events, and publications.

9.2.2 Receiving a financial report which must include the audited financial statements for the previous financial year (These may be tabled for inspection).

9.2.3 Receiving copies of the submissions made by the AWRC to funding bodies for the current financial year. (These are to be tabled for inspection).

9.2.4 Approving a budget for the next financial year.

9.2.5 Receiving full list of full, affiliated, associate and fraternal members of the Organisation, with addresses.

9.2.6 Approving plans for activities and publications for the next financial year.

9.2.7 Tentative planning for a three to five year period.

9.2.8 Organising election of new Coordinating Team members as provided for later in this constitution.

9.2.9 Deciding cooptions to next CTM meeting as provided for later in this constitution.

9.2.10 Election of a working group

9.3 All ***documentation*** must be provided to the meeting and at all other times in English.

- 9.4 *The Coordinator is responsible* for seeing that all the necessary documentation is prepared and available to the meeting.
- 9.5 Following the AGM, the Coordinator must within two months circulate to all members of AWRC a report of the meeting, including the annual report and the budget, and the names, addresses, phone and fax numbers of all members of the current Coordinating Team.

10. Between meetings of the Coordinating Team

- 10.1 Unless the Coordinating Team determines that it is impracticable to do so, the Coordinator will provide a report to members of the Coordinating Team at least every six months, to keep the Coordinating Team aware of programs being undertaken, the financial situation, changes in staff, and any other matters which affect the program and progress of the AWRC.
- 10.2 The Coordinator will consult with the members of the Coordinating Team by letter, including a ballot form, before making significant changes in budget, programming or staffing.
- 10.3 A member of the Coordinating Team may consult with other members of the Coordinating Team if she believes there is need for an urgent decision about some matter.

11. Staff

- 11.1 The *employment conditions* of all staff will be in accordance with best employment conditions (for the type of job) in the country where they are employed, including wages and hours of work, and matters such as retirement benefits, sick leave, annual leave, and bonus, or other conditions normal in the relevant country.
- 11.2 The *staff of AWRC*, including the Coordinator will cooperate with the Coordinating Team and the Working Group in the work of AWRC, working in accordance with this constitution, the bylaws determined from time to time by the Coordinating Team, and the decisions of Coordinating Team meetings.
- 11.3 *The Coordinator* is appointed by the Coordinating Team and will be answerable to the Coordinating Team and the Working Group for her work. She should consult with them when major decisions are necessary.
- 11.4 The Coordinating Team will establish *bylaws* (to be attached to this

constitution as *Schedules*) setting out responsibilities, conditions and accountability of the Coordinator and staff. The Coordinating team has the power to dismiss Coordinator or staff, in accordance with local labour laws, where there is a serious breach of accountability.

12. Publications

- 12.1 The Coordinating Team will appoint a *Publications Secretary*, who will work in accordance with Schedule 7 attached to this constitution. Where the Publications Secretary is a member of staff all the normal requirements of this constitution and attached schedules shall apply.
- 12.2 The Coordinating Team will appoint an *In God's Image Editorial Advisory Committee*, which will advise the Publications Secretary and Coordinating Team on editorial matters and will work within this constitution and the relevant parts of Schedule 7.

13. Dissolution

13.1 Postal ballot required for dissolution

- 13.1.1 The organisation may only be dissolved after a postal ballot of all members.
- 13.1.2 Any such ballot must indicate the reasons for the dissolution, and include a proposal for the disposal AWRC assets in a way that is consistent with the purposes of AWRC and the intentions of funding agencies.
- 13.1.3 If 75% of those who return their ballot papers vote for the dissolution, the Organisation shall be dissolved.

13.2 Debts

The AWRC Coordinating Team is responsible for any debts of the organisation, to the minimum extent required by the law in the country in which its office is located.

13.3 Residue

When all liabilities have been met, the residue of assets shall be disposed of as proposed in the postal ballot.

13.4 Legal Responsibilities on Dissolution

When the organisation is dissolved, the Coordinator or the local representative on the Coordinating Team shall be responsible for fulfilling any local legal responsibilities on behalf of the organisation, and for informing funding bodies of the dissolution.

14. Constitution

14.1 The Basic Constitution

This document is the Basic Constitution by which the AWRC is constituted and carries out its work. Where necessary, a modified form of the constitution may be adopted for the purposes of registration of the organisation in the country where the office or bank accounts are located. In such cases, any modifications must be restricted to those absolutely necessary to satisfy the legal requirements, so that the registered constitution remains as close as possible to this Basic Constitution. The work of the AWRC, within the legal limits required by registration, is to be always guided by this Basic Constitution.

14.2 Registration

Where AWRC registers by forming a company, the Coordinating Team will be the shareholders and appoint the Directors. Those parts of this constitution not incorporated into the Memorandum and Articles of Association of the company will become an internal document of the company to guide its work.

14.3 Amending the Constitution and Schedules

14.3.1 The constitution shall be subject to review by the Coordinating Team Meeting from time to time, at least every five years from July 1995.

14.3.2 A postal ballot of all members is necessary to change the constitution or to dissolve the Organisation, except that the Coordinating Team acting alone may approve the minimum changes which are essential to register the AWRC office in the country where the Coordinator resides.

14.3.3 When this constitution is modified to meet local requirements, it must include a note that it is the constitution for the time that AWRC is located in the particular country, and that AWRC reverts to the full Basic Constitution when it moves from there.

14.3.4 Schedules (or bylaws) attached to the constitution do not require the postal

ballot of all members, but may be changed by the Coordinating Team in accordance with the normal procedures of their meetings.

15. Transitory Provision

This constitution was adopted in draft form at the November 1995 meeting of the Coordinating Team, for use from that time. The draft incorporating changes proposed at the November 1995 meeting was circulated for information and comment to all Coordinating Team members in early 1996. The draft constitution plus a number of changes (incorporated into the present edition of the constitution) was adopted by the July 1996 meeting and took effect from July 8, except that changes may be made in the ordering of the sections at the suggestion of the Coordinating Team members, until the end of July 1996. All further amendments to the Constitution will be dealt with by the procedure for amendments set out in the Constitution (Section 14.3).

ADOPTED BY THE CTM OF JULY 8, 1996 AT CTM MEETING, KUALA LUMPUR, MALAYSIA

AMENDMENTS TO THE CONSTITUTION

16. Ownership of Assets

All assets bought with AWRC funds remain under the control of AWRC and may be moved wherever AWRC decides.

(Agreed at July 1996 CTM)

4.1.3 Associate Membership

Associate membership is available to women and women's organisations who

- (e) support the aims and objectives,
- (f) agree to abide by the constitution of AWRC,
- (g) applies for membership on the appropriate membership form as set out in Schedule 1, and
- (h) pay the relevant annual membership fee.

4.1.4 Fraternal Membership

Fraternal membership is available to organisations and men who

- (e) support the aims and objectives,
- (f) agree to abide by the constitution of AWRC,
- (g) apply for membership on the appropriate membership form as set out in Schedule 1, and
- (h) pay the relevant annual membership fee.

(Amended by the CTM of 3-4, 9-11 November 1997 at CTM meeting, Hong Kong)

9.1.3 *The Coordinating Team will meet at least once every twenty-four months.*

In those years when it meets, it fulfils the functions of the AGM. In other years, the AGM is held in the following manner: The Coordinator's report, the annual financial report and budget for the next year, a proposal for any necessary elections/cooptions and proposals for any new directions or projects not already approved will be posted, faxed or emailed to the Coordinating Team, along with a ballot paper containing any decisions which the Coordinating Team needs to make. (The ballot paper will conform with

the requirements of Schedule 2 – Postal Ballots).

(Amended by the CTM of 22-25 May 2004 at CTM meeting, Petaling Jaya, Malaysia)

SCHEDULES

Asian Women's Resource Centre for Culture and Theology

Schedule 1 Application form for membership

S.1.1. The application form for full or affiliate membership shall include:

Name

Address

Phone and fax numbers (if applicable)

Brief note of how the applicant is involved in doing Asian women's theology, her (the organisation's) particular areas of interest in women's issues, and the way in which she (the organisation) works with other women

A statement, to be signed by the applicant, that she (the organisation) agrees with the aims and objectives of the organisation and agrees to abide by the constitution

A statement of the annual and life membership fees as determined each year by the CTM.

S.1.2 The application form for associate or fraternal membership will include:

Name

Address

Phone and fax numbers (if applicable)

A statement, to be signed by the applicant, that he/she (the organisation) agrees with the aims and objectives of the organisation and agrees to abide by the constitution

A statement of the annual and life membership fees as determined each year by the CTM.

Schedule 2 Postal Ballots

S.2.1 *To be valid, ballot papers* must show the name of the member, their signature and date, so that they can be authenticated.

S.2.2 The *proposal* on which members are being asked to vote will be stated in full on the ballot paper. For each proposal, an explanation will be provided as to why it is considered necessary. The ballot paper shall clearly indicate each point at which a vote is required.

- S.2.3 The ***closing date*** for return of ballot papers should be six weeks from their initial sending, for votes of Coordinating Team (who should provide a fax or e mail address to the office for receipt of communication) and three months in case of votes by members.
- S.2.4 Ballot papers may be sent by any form of communication, but must be returned by communication which allows the voter's signature to be included.
- S.2.5 The Coordinator or a member of the Working group may act as Returning Officer, to receive and count the ballots, and to inform the Working group of the results.
- S.2.6 The next meeting of the Working group after the ballot shall appoint two people to examine the ballots to check the results of the ballot.
- S.2.7 The returned ballot papers shall be filed in the AWRC office, and retained for five years after the ballot, and be available for inspection by AWRC members if questions arise.

Schedule 3 Personnel Policy

Part A General Staff Matters

- S.3.a.1 The Coordinator will normally be appointed for a two year term, which may be renewed by the Coordinating Team.
- S.3.a.2 The Coordinator should submit a ***job description, required skills and qualifications, salary package*** (that is, salary, provisions for sick leave, annual leave, allowances, insurance, etc.) ***and term of appointment*** for each staff position, including Coordinator, to the Coordinating Team. In the event that a job needs to commence between Coordinating Team meetings, the Coordinator will draw up a job description for approval by the Working Group. This will be notified to the Coordinating Team in the Coordinator's six monthly report.
- S.3.a.3 ***Staff*** will ensure that the Working Group and the Coordinating Team have all the necessary information, draft budgets and reports, and will keep them informed of any changes in the situation of AWRC between Coordinating Team meetings. The budget, reports and other documents will be prepared in consultation with the Working Group.
- S.3.a.4 The Coordinator is encouraged to establish a ***local support group*** to

offer advice, encouragement and assistance in her day to day work. However, the Coordinator remains responsible to the Coordinating Team and to the Working Group.

- S.3.a.5 ***The Coordinator appoints staff*** in accordance with process set out in Schedule 3, and budgets approved by the Coordinating Team
- S.3.a.6 The Coordinator is responsible for the ***day to day management*** of the staff, programs and finances of the AWRC, within the program and budget approved by the Working Group, and in accordance with the requirements of this constitution.
- S.3.a.7 The Coordinator is responsible for ensuring that ***staff work in accordance with the constitution*** and in cooperation with the Working Group, and has the power, within the limits of the local law, to dismiss staff who fail to do so or who perform unsatisfactory work.
- S.3.a.8 The Coordinator will make proposals to funding bodies to raise funds for AWRC, in accordance with the program proposed by the previous meeting of the Working Group.

Part B Financial Accountability

- S.3.b.1 The Coordinator may be dismissed by the Coordinating Team, after postal ballot or at a CTM, and subject to the labour laws of the relevant country, for
- (a) failing, without an acceptable reason, to provide the Coordinating Team with regular reports, financial information, audited financial statements, budgets or any other information that they require to exercise their responsibilities under the law or this constitution, or for
 - (b) incurring unauthorised debts or
 - (c) making unauthorised payments or
 - (d) refusing to work within AWRC constitution.
- S.3.b.2 The working group may require the Coordinator to ***dismiss other staff*** if they fail to work within the framework of the AWRC constitution.
- S.3.b.3 If there is need for a ***change in budget*** between coordinating team meetings, the Coordinator must immediately inform all members of the Coordinating Team of the circumstances and reasons, and provide a

ballot form. The provision for a ballot in this case is that it be returned within three weeks. In the exceptional circumstances of greater urgency, she must contact the Working Group who must agree unanimously.

- S.3.b.4 Where the AWRC functions in countries where it is possible to **limit financial liability** of the Organisation, the Coordinator is expected to register the Organisation so as to take advantage of these provisions. Where the Coordinating Team is held legally liable for debts, indemnity insurance to cover this should be taken out if possible and if financially feasible.
- S.3.b.5 The **accounting practice** in any AWRC office is expected to conform to the Accountancy Standards in that country.
- S.3.b.6 The AWRC accounts are to be **professionally audited** within three months of the close of the financial year, and the results reported to the members of the Working group.
- S.3.b.7 When new members are appointed to the Coordinating Team, they shall be **informed of the financial liability** which they carry according to the law in the country where the AWRC office is located.
- S.3.b.8 The Coordinator and the Coordinating Team in **approving or modifying a budget**, shall ensure that the use of the money is consistent with the submissions made to funding agencies, and where necessary will ask the funding agencies for approval to change the use of funds.

Part C Fundraising

- S.3.c.1 The Coordinator is the only member of staff authorised to sign proposals to funding agencies or receipts for funds from funding agencies. The Working Group may also sign funding proposals.
- S.3.c.2 The Coordinator is only authorised to sign proposals to funding agencies which are in accordance with the decisions of the Coordinating Team.
- S.3.c.3 The Coordinator will keep the Coordinating Team informed of all proposals for fundraising, and report each year the names of all funding agencies, their addresses, the amount they have donated, the purpose for which the funds were donated and the extent to which the funds have been expended.

- S.3.c.4 Funds will only be accepted if they are given for the purposes of the Organisation as set out in the constitution.
- S.3.c.5 All funds donated to the Organisation must be placed in the accounts designated by the Coordinating Team as its official accounts. No receipts may be issued for funds placed in any other account.
- S.3.c.6 All funds donated to the Organisation must be used for the specific purpose for which they were donated, or, if undesignated for fulfilling the objectives of the Organisation.
- S.3.c.7 Designated funds and their expenditure must be separately reported within the accounts of AWRC.

Schedule 4 Role of the Working Group referred to in 6.4 of the Constitution

- S.4.1 To ensure that the work of the AWRC is carried out by staff between meetings of the Coordinating Team and that the requirements of the constitution are fulfilled.
- S.4.2 To provide support, guidance and advice to the Coordinator, but not to interfere in the day to day running of the organisation as long as the work is in accordance with the decisions of the Coordinating Team
- S.4.3 To ensure that the AGM is held each year, and that the necessary reports and information will be available at the meeting.
- S.4.4 To arrange for the chairing of sessions of the next CTM.
- S.4.5 To promote the work of AWRC as opportunities present themselves.
- S.4.6 To ensure the minutes are recorded and circulated to members of the Coordinating Team, that an Annual Report is prepared and sent to all members of AWRC, and responsible for any correspondence which is not appropriately left to the Coordinator and staff. (The actual work will be done by staff).
- S.4.7 To have general oversight of the financial side of the organisation, to ensure that appropriate accounts and financial records are kept, that the books have been audited, and that an appropriate budget has been prepared each year, and to approve the signatories to the AWRC's bank accounts. (The actual work will be done by staff).

S.4.8 The working group will fulfill these roles in cooperation with the Coordinator and staff, and may divide the responsibilities between the WG members in whatever way it feels appropriate.

Schedule 5 Elections of Sub-Regional Representatives to Coordinating Team

S.5.1 Six months before coordinating team members' terms expire, the Coordinating Team will communicate with all full members and affiliates by mail:

- calling for nominations for sub-regional representatives.
- stating that any full member or affiliate of AWRC may nominate someone from her sub-region to be nominated for election, and that to be nominated one must be a member or that an application for membership must accompany the nomination.
- encouraging members to take account of the need to rotate representation around the sub-region.

S.5.2 To be valid, the nomination form must include or be accompanied by the following information:

- name and address of the person being nominated;
- the sub-region for which the person is being nominated;
- brief biographical information so that members will have sufficient information to assess the nomination when voting;
- a signed statement of the person nominated that they are willing to stand for election, they will attend meetings of the Coordinating Team, they will participate actively in the work of AWRC during their term of office and they will work in accordance with the AWRC Constitution;
- signature, name and address of two full members of AWRC (or representatives of affiliates), as nominating the person;
- if the person nominated is not a member of AWRC, the nomination must be accompanied by a completed application for membership form, and the appropriate membership fee.

S.5.3 The CTM may also make nominations, in accordance with S.5.2. In making its nominations, the CTM will consider the need for rotating the membership of CTM among women of different countries within each sub-region.

S.5.4 The names of the nominations for each sub-region shall be sent with their biographical information to the AWRC members and affiliated organisations in the sub-region, in the form of a postal ballot.

Schedule 6 Membership

Part A Acceptance of applications for membership

Applications for membership will be considered by a membership committee consisting of the Coordinator and the sub-regional representative for the place where the applicant resides. The sub-regional representative may sign the application form to indicate approval before it goes to the AWRC office, or forms may be sent direct to the AWRC office and be sent from there for her approval.

Part B Membership Fees

- S.6.a.1 The Coordinating Team may arrange for members in designated countries to pay their membership fee to a local representative of AWRC, to be used for purposes agreed by the AWRC, so that the fee does not become a barrier to membership. In this case, the local representative will report to the Coordinating Team each year the amount of the fees paid, what use has been made of the funds, and what plans exist for use of the funds in the following year.
- S.6.a.2 The Coordinating Team will set the life membership fee whenever they set the annual membership fee. The life membership fee will be at least 15 times the annual membership fee. This must be paid in full at time of applying for life membership. Members may apply for life membership at any time, on the appropriate form.
- S.6.a.3 The life membership fees will be invested and kept account of separately. They will not be used for recurrent expenditure but allowed to build up as a special capital fund.
- S.6.a.4 For the time being, individual membership fees will also be paid into the special capital fund.
- S.6.a.5 For the time being, donations from individuals will also be paid into the special capital fund.
- S.6.a.6 The Special Capital Fund will be separately reported within the accounts of AWRC.

Part C Responsibilities of full and affiliate members

- S.6.c.1 Contribution of written articles and other expressions by women
- S.6.c.2 Organising women's groups and forums on Asian women's contextual theology on local level
- S.6.c.3 Contributing literature, liturgy and so on by women, on women's issues in their national and regional context
- S.6.c.4 Sharing of information and resources regarding women's activities in their own countries.
- S.6.c.5 Recommending topics and person for international events organised by AWRC.

Part D Privileges of all types of membership

- S.6.d.1 All members shall receive a copy of the Annual Report of the CTM, including a summary of the Coordinator's reports and the financial statements, a summary of the minutes of the AGM, and an indication of future plans and programs of AWRC.
- S.6.d.2 Receive *In God's Image* or other journal published by AWRC
- S.6.d.3 Receive other publications at a discount price

Schedule 7 Publications

Part A Publications Secretary

- S.7.a.1 The Publications Secretary of *In God's Image* will work in cooperation with the AWRC Coordinating Team, *In God's Image* Editorial Advisory Committee, and the Coordinator and other staff of AWRC. She will find ways of consulting with the Editorial Advisory Committee regularly; ways may include meetings, correspondence (post or fax), telephone conferences or other means.
- S.7.a.2 The Publications Secretary will provide a report to the Editorial Advisory Committee at least once a year. This report shall include:
 - a report on the past year's publications and finances

- proposals for the coming two years, for comment by the Advisory Committee, prior to the Coordinating Team meeting.

S.7.a.3 Prior to the annual meeting of the Coordinating Team, the Publications Secretary will provide an annual report (see S.7.a.2) and proposed budget for the coming year, for approval by the Coordinating Team. The Publications Secretary will indicate the response of the Editorial Advisory Committee to the proposals, and how they have been modified to take account of this advice. Copies of the final reports and budget will be provided also to the Advisory Committee.

S.7.a.4 The Publications Secretary may appoint staff within the publications budget, after consultation with the Coordinator and according to the same processes as are required of the Coordinator in appointing staff .

Part B In God’s Image Editorial Advisory Committee

S.7.b.1 Term of membership

The term of membership will normally be four years. Appointments can be renewed.

S.7.b.2 Appointment

The Editorial Advisory Committee will be appointed by the Coordinating Team, on the advice of the Publications Secretary and the Advisory Committee.

S.7.b.3 Criteria for appointment.

The following criteria will be taken into account in appointing the Advisory Committee:

- sub-regional balance
- a range of ages and experience
- Asian feminist perspective and involvement in women’s struggles

S.7.b.4 Meetings and communication.

The budget for *In God’s Image* will include, if possible, provision for the committee to meet every two years. There will be regular communication between the Publications Secretary and the Editorial Advisory Committee as set out in part A of this schedule.

S.7.b.5 Functions of the Advisory Committee

- To be actively involved in the life of AWRC-IGI
- to evaluate IGI from time to time
- to propose and consider suggestions for future issues
- to receive financial reports and proposed budget for comment, before they go to CTM for approval
- to encourage contributions and promote subscriptions of IGI
- to provide advice about the improvement of IGI
- to attend meetings of IGI Advisory Committee.

ADOPTED BY THE CTM ON JULY 8, 1996 AT CTM MEETING, KUALA LUMPUR, MALAYSIA.

AMMENDMENTS TO THE SCHEDULES

Schedule 8 Personnel Group

S.8.1 Composition

The Personnel Group (PG) consists of 3 persons, i.e. local representative, coordinator and another person with knowledge of the local labour laws and experience in personnel matters.

S.8.2 Role and Functions

- To advise the coordinator on personnel policy and practice;
- To provide information to CTM regarding appropriate base salary and conditions for the incoming coordinator;
- To review the personnel policy regularly, at least every 2 years and advise CTM on any changes necessary;
- To review the coordinator's salary and benefits regularly and propose adjustments to CTM/WG;
- To formulate a standard letter of appointment;
- To perform any other functions listed in the Personnel Policy.

(Adopted on June 21, 1999 at the CTM meeting held in Malaysia)