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## Constitution

# Asia West Pacific Section Friends World Committee for Consultation Incorporated

2008, confirmed 2011

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**The Constitution of the Asia West Pacific Section of  
Friends World Committee for Consultation Incorporated**

This Constitution was accepted in 1988 and amended in 1994, 1996, 2007, 2008, and confirmed in 2011.

## **1 NAME**

The name of the incorporated association is The Asia West Pacific Section of Friends World Committee for Consultation Incorporated, referred to herein as 'the Section'.

## **2 PREAMBLE**

The Asia West Pacific Section was established by Minute 686 of the Triennial Meeting of the Friends World Committee for Consultation held at Oaxtepec, Mexico, in August 1985.

The Section consists of Yearly Meetings and other groups of Friends in Asia and the West Pacific region which are affiliated to the Friends World Committee for Consultation (FWCC) by being affiliated with the Section.

Affiliations must be approved by the Asia West Pacific Section (AWPS) Committee or a Section Meeting, after consultation with officer holders of the Section and the World Office of FWCC.

## **3 OBJECT, AIMS AND PURPOSES**

The object of FWCC is the advancement of religion for the public benefit, by means of fostering the principles and practice of the Religious Society of Friends (Quakers) worldwide through consultation and cooperation.

The aims and purposes of the Section are:

**a** To encourage and strengthen spiritual life within the Religious Society of Friends, and its outreach in the world, particularly in the Asia West Pacific region, through such measures as worship, intervisitation, study, conferences and a wide sharing of experiences at the deepest level.

**b** To help Friends to gain a better understanding of the world-wide character of the Religious Society of Friends and its vocation in the world, with special emphasis on scattered groups of Friends and isolated members.

**c** To promote consultation among Friends of all cultures, countries and languages. To bring the different groups of Friends into closer communication with one another, to seek their common Quaker heritage, to share experiences and come to some measure of agreement in regard to their attitude to world issues.

**d** To promote understanding between Friends everywhere and members of other branches of the Christian Church, and also members of other religious faiths. To interpret the specific Quaker message to those who seek further religious and

spiritual experience.

e To keep under review the Quaker contribution in world affairs and to the world Christian mission; to facilitate the examination and presentation of Quaker thinking and concern in these fields; and to encourage Friends to co-operate as far as possible in joint action with other groups having similar objectives.

## **RULES AND BYLAWS OF THE ASIA WEST PACIFIC SECTION OF FWCC INCORPORATED**

### **4 MEMBERSHIP**

a FWCC and its Asia West Pacific Section were established and are maintained by a number of self-governing bodies within the Religious Society of Friends. Most of these are known as Yearly Meetings. Some, which use the description 'Friends Church', function similarly to Yearly Meetings and are so described in this Constitution. There are a few self governing groups known as General Meetings or Monthly Meetings which are affiliated with the Asia West Pacific Section and FWCC. Other General and Monthly Meetings, which are component parts of Yearly Meetings, relate to FWCC through their parent body and do not feature in this Constitution.

b All members of Yearly Meetings and groups affiliated with AWPS are members of the Section and thereby members of FWCC.

c Yearly Meetings and other organised groups of Friends, which become affiliated with the Section, appoint formal representatives who are responsible for transacting the business of the Section and FWCC.

### **5 REPRESENTATIVES**

#### **a Plenary Meetings of FWCC**

Representatives are appointed by affiliated Yearly Meetings on the following basis

<u>Yearly Meeting Adult Membership</u>	<u>Number of Representatives</u>
Up to 1000	2
1001 to 3000	3
3001 to 5000	4

For every additional 5000 or fraction thereof 1 additional representative

An organised group affiliated with AWPS and FWCC may appoint one representative. Representatives serve for three years from January 1st following their appointment. Reappointment is permissible.

#### **b Meetings of the Asia West Pacific Section**

When a Section Meeting (also called a Gathering) is held during a plenary meeting of FWCC, the representatives appointed to FWCC also serve as representatives to the Section Meeting. Any member of the Section present at a meeting of FWCC is entitled to attend a Section Meeting. General

Meetings are necessary under the Associations Incorporation Act (1985) of South Australia, as amended from time to time, under which the Section is incorporated. All members are welcome to attend the Section's General Meetings.

When a Section Meeting is held on a separate occasion, the numerical representation is as above (in 5a). All members of the Section who are present at Section Meetings are entitled to attend the Section's Business Meeting.

## **6 CO-OPTIONS**

### **a To FWCC**

Up to eight Friends may be co-opted by the Section as representatives to FWCC as a whole, to present particular interests or to render special services. Co-option enables the Section to benefit from the presence at meetings of a member not, or no longer, an appointed representative. Friends may be co-opted by the Section business meeting or Section Committee, and such co-option would normally be for three years from the time of appointment, and would be reviewed at the next Section business meeting.

### **b To the Section Committee**

The Section may co-opt a number of Friends to attend Section meetings and/or for service within the Section. Friends will be co-opted by the Section business meeting or Section Committee, and such co-option would normally be for three years from the time of appointment, and would be reviewed at the next Section business meeting.

## **7 BUSINESS OF THE SECTION**

### **a Decision-making**

Decisions will be reached by Section business meetings of representatives or of any committees or subcommittees in accordance with the customary manner of Friends. (refer Australia YM Handbook or the Handbook of the YM of Aotearoa/New Zealand)

### **b Timing of Section Business Meetings**

The business of the Section is conducted at Section business meetings held at the time of each plenary meeting of FWCC, or at Section meetings between plenary meetings of FWCC, or by correspondence.

### **7c Notice of Section Business Meetings**

Thirty days notice of the time, place and nature of the business of a Section General Meeting, given to members of the Section through the AWPS Newsletter, will be sufficient notice of any Section General Meeting. In addition, personal notice of Section General Meetings will be sent to the FWCC/AWPS representatives to allow at least 30 days' notice.

## **8 OFFICE HOLDERS**

**a** The office holders of the Section are the Clerk, the Executive Secretary (hereafter "Secretary"), and the Treasurer. These office holders will be appointed at a Section business meeting for a term of three years, and will not normally hold office for more than six years. The Treasurer will preferably be a Friend in the same country as the Secretary.

**b** On the request of the Secretary, or Treasurer respectively, an Associate Secretary may be appointed to assist the Secretary and an Associate Treasurer to assist the Treasurer for a period of not more than three years. If these appointments are made they will be made at the Section business meeting, or between Section meetings by the Section Committee. Where the appointment is made by the Section Committee it will be for a term until the next Section business meeting. Reappointments for a further period of not more than three years may be made by the Section business meeting. The Associate Secretary and Associate Treasurer, when appointed, will also be office holders of the Section.

**c** If an office holder is unable to act, and when the Section Committee determines that an office needs to be filled as a matter of urgency between Section meetings, full powers to make an appointment till the next Section business meeting shall lie with the Section Committee.

## **9 SECTION COMMITTEE ("the Committee")**

**a** The Committee shall consist of the office holders, and a minimum of three, and up to five of the representatives of the Yearly Meetings or affiliated groups of the Section. The general members, who are normally from Yearly Meetings or groups other than those of the clerk and secretary, are appointed to serve for three years, and may be reappointed for not more than one further term. This Committee is appointed at a Section business meeting.

**b** The Committee is responsible for deciding important matters arising between Section meetings and which, in its judgement, cannot be left until the next Section meeting. Decisions shall be taken by the Committee after consultation by members with their Yearly Meeting or group. The Committee, when not meeting in person, works by correspondence. Committee members must consider the views of the Section as a whole when making decisions on the Committee. These decisions shall be recorded in the minutes of the Committee and at the following Section business meeting.

**c** If a general member of the Section Committee is unable to act, his/her Yearly Meeting or group shall be asked to nominate an alternate to act until a new appointment is made.

## **10 POWERS OF THE SECTION COMMITTEE**

The Section Committee is empowered to:

- 1) purchase or otherwise acquire for the Section any property, rights or privileges which the Section is authorised to acquire at such price and generally on such terms and conditions as the Section Committee may see fit.
- 2) secure the fulfilment of any contracts or engagements entered into by the Section by mortgage or charge of all or any of the property and rights of the Section or in such manner as the Section Committee may see fit.
- 3) institute, conduct, defend, compound or abandon any legal proceedings by or against the Section or its officers or otherwise concerning the affairs of the Section and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Section.
- 4) refer any claims or demands by or against the Section to arbitration and observe and perform the awards.
- 5) make and give receipts, releases and other discharges for money payable to the Section and for the claims and other discharges for money payable to the Section and for the claims and demands of the Section.
- 6) determine who shall be entitled to sign on the Section's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents.
- 7) do all such other lawful things as shall further the attainment of the objects of the Section.

On a case by case basis the Section may authorise the Committee to act on its behalf to conduct the above business.

## **11 OTHER COMMITTEES, SUB-COMMITTEES OR WORKING GROUPS**

**a** 1) At each Section business meeting a Nominating Committee consisting of at least four and not more than six members of the Section shall be appointed to serve until the close of the next Section business meeting.

2) Members of the Nominating Committee shall be eligible for re-appointment for one further period. Terms of service commence at the close of the Section business meeting. Office holders of the Section are not eligible to serve on the Nominating Committee.

3) The Nominating Committee shall bring forward to the Section business meeting the names of Friends willing to serve as Section Clerk, Secretary, Treasurer, general members of the Section Committee, and any other appointment as requested by the Section Committee.

**b** The Section may, as occasion demands, set up committees or sub-committees or working groups for specific purposes, such as peace, service. Such committee, sub-committee or working group will appoint its own clerk or convenor, or may seek the assistance of the Section Committee.

c The laying down of such a committee, sub-committee or working group is the responsibility of the Section at its business meeting, or by correspondence among members of the Section Committee.

## **12 THE SECTION ACCOUNTS AND FINANCIAL RECORDS**

### **a Bank Accounts**

The Treasurer and/or any appointed Friend shall establish bank accounts for the purpose of holding funds and paying authorised expenses on behalf of the Section and to issue and sign on behalf of the Section such receipts and documents as may from time to time be required in the execution of this function.

### **b Financial Records**

Financial records related to activities of the Section must be retained for a period of seven years after the completion of the transaction to which they relate.

### **c Taxation Returns**

The Treasurer will be responsible for the production and submission of any taxation returns required under the taxation laws in the country in which the Asia West Pacific Section accounts are held.

## **13 THE ASIA WEST PACIFIC SECTION IS A NONPROFIT ORGANISATION**

The assets and income of the Section shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the Asia West Pacific Section of the Friends World Committee for Consultation Incorporated, except as *bona fide* compensation for services rendered or expenses incurred on behalf of the Section.

## **14 DISSOLUTION OF THE SECTION**

In the event of dissolution of the Section, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to Friends World Committee for Consultation, also a nonprofit organisation, for the furtherance of its activities.

## **15 THE PUBLIC OFFICER**

The Section shall appoint a Public Officer, or equivalent, to undertake the duties involving the Section as a legal entity. If circumstances require the appointment of a Public Officer or equivalent between Section business meetings the Committee may appoint a Public Officer or equivalent after due consultation with the Section's constituent groups.

## **16 REVISION OF THE CONSTITUTION**

a Only the business meeting of the Section can amend, add to or delete any of



the provisions of this Constitution.

**b** Provisions which are dependent on the Constitution of Friends World Committee for Consultation, such as numbers of representatives, will be reviewed for amendment if the Constitution of the FWCC is amended.

2008 and confirmed 2011

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