

# CONSTITUTION

## WORLD ALLIANCE FOR PENTECOSTAL THEOLOGICAL EDUCATION

### PREAMBLE

The World Alliance for Pentecostal Theological Education (WAPTE) is a global cooperative fellowship of Pentecostal/Charismatic theological associations, denominational offices and missions agencies that provide educational services to theological and/or ministry training schools. It exists to assist and encourage these organizations in their endeavor to promote the development of Pentecostal/Charismatic theological education and leadership training. The Pentecostal World Fellowship (PWF) has appointed WAPTE to serve as the PWF Education and Theology Commission (ETC).

### ARTICLE I

#### *Name and Location*

The name of the association will be the WORLD ALLIANCE FOR PENTECOSTAL THEOLOGICAL EDUCATION (hereinafter referred to as WAPTE).

### ARTICLE II

#### *Purposes*

The purposes of WAPTE are:

- A. To promote close working relationships, the sharing of resources, and communication among the members of WAPTE;
- B. To organize meetings and consultations for members to encourage networking and create awareness of trends in theological, leadership, and ministry education;
- C. To provide mechanisms for fostering collaboration among members on matters of mutual concern;
- D. To encourage research and scholarship that informs the development of theology, leadership, and ministry education within the Pentecostal tradition;
- E. To provide criteria for member theological associations to assess the effectiveness of their working relationships with their member schools;
- F. To promote the adoption of accreditation standards and procedures which 1) provide direction in the development of Pentecostal theological education and leadership training programs, and promote effectiveness in such programs and 2) ensure that accreditation status is based on these standards as criteria for an institution's self-study, assessment of the self-study including a site visit when possible, and determination of accreditation status.

- G. To encourage excellence in the implementation of the accreditation standards, procedures, and activities of member theological associations to enhance the credibility and recognition of member theological associations;
- H. To provide a means to ensure that accreditation standards and procedures are oriented towards promoting the following within the schools they serve:
  - 1. The distinctives of the Pentecostal movement;
  - 2. Academic excellence;
  - 3. Effective governance structures and financial management procedures;
  - 4. Effective student spiritual life development;
  - 5. Effective and practical leadership and ministry training;
  - 6. Education and training programs that are developed to meet the needs of the students, churches, communities, and contexts they serve.
- I. To implement services that facilitate the work of member theological associations and agencies in encouraging the development of the schools they serve.

### ARTICLE III *Membership*

**A. Members and Eligibility** Membership is open to Pentecostal/Charismatic theological associations, denominational offices, and missions agencies, that are in harmony with the purposes of WAPTE and the statement of faith of PWF and will promote theological education and/or research, on issues relevant to Pentecostal theological education. As a condition of membership, any member association providing accreditation or endorsement services must conform to the accreditation/endorsement standards and procedures approved by WAPTE.

#### **B. Application.**

Application for membership is to be made to the Board of Directors. The Board of Directors shall have the prerogative to grant membership to any applicant considered qualified.

#### **C. Financial Support.**

Members are required to financially support WAPTE as per budgetary policy.

**D. Withdrawal of Membership.** The Board of Directors has the prerogative to withdraw membership from any member that fails to promote the objectives of WAPTE or to fulfill its obligations as a member.

E. Members can retreat out of WAPTE by sending a retreat letter to the Board of Directors at least 30 days before the annual meeting of the Board of Directors. The Board of Directors will accept this retreat and erase their name from the member register.

Members may be expelled from the association by the Board of Directors if they don't pay their annual fee to the association.

#### ARTICLE IV

##### *Number of Members*

The association shall be composed of a minimum of 10 and a maximum of 25 members.

#### ARTICLE V

##### *Board of Directors*

Section 1. **Composition.** There shall be a Board of Directors representing the geographical, denominational, and institutional stakeholders served by WAPTE.

Section 2. **Manner of Selection.** The Board of Directors shall appoint members to ensure a broad geographical representation and to include at least one female representative.

Section 3. **Removal.** The Board of Directors shall remove members of the Board of Directors after 3 consecutive meetings without participation.

#### ARTICLE VI

##### *Powers and Responsibilities of the Board of Directors*

Section 1. **General Powers and Responsibilities.** The Board of Directors has governing authority concerning all policies, fiscal transactions, relationships with external bodies, arrangements for the election of new members, election of members of the Executive Committee. The Board of Directors assumes final responsibility for fulfilling the purposes of WAPTE.

##### **Section 2. Further Powers and Responsibilities.**

- A. To elect member of the Executive Committee including the Chairperson, Vice Chairperson, Secretary, Treasurer and Executive Director.
- B. To receive, approve, and act upon reports from the Officers and Executive Director.
- C. To initiate and/or approve services, programs and projects in accordance with the aims of WAPTE.
- D. To review the finances of WAPTE, authorize funding requests, approve its annual budget, and receive the annual audits.
- E. To establish and review the membership fees and any other fees for WAPTE.
- F. To review and approve applications for membership to WAPTE.
- G. To submit annual reports and financial statements to the members of WAPTE.
- H. To make rules for its governance, change the same, and undertake whatever may be deemed proper to implement the objectives of WAPTE.

- I. To keep records of its proceedings and books of accounts showing its financial condition.
- J. To perform such other duties as may be necessary for the development and operation of WAPTE.

## ARTICLE VII

### *Meetings of the Board of Directors*

Section 1. **Annual Meeting.** The Board of Directors will meet annually to conduct the business of WAPTE.

The Board of Directors will assemble during the first week of February at any place that will be fixed by the Executive Committee.

Section 2. **Special Meetings.** Special meetings, including those by electronic means, may be called by the Chairperson or by one-third of the members upon submission of a signed request to the Executive Director.

Section 3. **Notice of Meetings.** Written notice, by email, shall be given at least thirty (30) days prior to the date named for an annual meeting. Notice of a special meeting must be in writing, must state the purposes of the meeting, and must arrive at least fourteen (14) days prior to the meeting. All meeting notices must be sent to the last known email address of each member; it shall be the duty of the member to keep the secretary informed of any change of email address. For e-mail ballots, the sending of the ballot shall constitute notice with a period of fourteen (14) days provided for response.

Section 4. **Voting.** Every member, in order to exercise his or her right to vote, must attend the meetings in person; voting by proxy is not permitted. At meetings conducted by Internet or telephone conference, voting will be conducted and recorded by roll call with voice response. Written ballots submitted by email may be used to decide a matter without a meeting as long as a quorum of voting members respond.

Section 5. **Quorum.** For any meeting, annual or special, a quorum consists of 50% plus one of the membership of the association. Meetings may be by electronic means. Unless otherwise specified in this constitution, the affirmative vote of a majority of the members participating in any annual or special meeting for which there is a quorum (including those by electronic means and e-mail ballots), shall be sufficient for the passage of any motion or resolution, including the election of new members.

## ARTICLE VIII

### *Executive Committee*

Section 1. **Officers of WAPTE.** The Executive Committee of WAPTE shall be composed of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Executive Director. These officers shall be members of the association.

Section 2. **Election of Officers.** Unless a vacancy in an office occurs at another time, all officers including a Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be elected at the annual meeting of the Board of Directors by a majority vote of the members, so long as there is a quorum of members in attendance.

Section 3. **Terms of Office.** The term of office of the Executive Committee shall be for three years and shall commence immediately after the close of the board meeting at which they are elected. They shall continue through the last regular meeting of the Board of Directors within their terms or until their successors qualify. Officers are eligible for reelection.

Section 4. **Appointment of the Executive Director.** There shall be an Executive Director who will be appointed to serve at the pleasure of the Board of Directors in promoting the concerns of WAPTE.

The Executive Director shall serve on a full or part-time basis according to the terms established by the Board regarding his or her time commitment and compensation. In the event of a vacancy, the Board shall appoint an acting Executive Director and a special search committee to submit nominations of candidates for the office.

The Board of Directors will appoint the Executive Director by a majority vote.

Section 5. **Vacancies.** In the event that the Chairperson cannot serve the entire term, the Board of Directors shall be notified and the Vice-Chairperson shall assume the duties of the Chairperson until the next regular board meeting at which time a new Chairperson will be elected to serve the unexpired term. If the Vice-Chairperson, Secretary or Treasurer cannot fulfill their respective terms, the Chairperson shall appoint a replacement from among the members of the association to serve until the next regular scheduled meeting of the Board of Directors, at which time a new officer will be elected to serve the unexpired term.

## ARTICLE IX

### *Powers and Duties of the Officers of WAPTE*

#### Section 1. **Chairperson.**

- A. To preside at all sessions of the Board of Directors and serve as Chairperson of the Executive Committee.
- B. To carry on the designated business of the Board of Directors between meetings as appropriate and necessary, with supporting documentation supplied to other members.
- C. To work in cooperation with the Executive Director to establish agendas for the meetings of the Board of Directors and Executive Committee.

- D. To preserve records appropriate to the office and to bring them to the meetings of the Board of Directors and Executive Director.

**Section 2. Vice-Chairperson.**

- A. To preside in the absence of the Chairperson of the board.
- B. To perform such other duties as may be assigned by the Chairperson of the board.

**Section 3. Secretary.**

- A. To record and maintain minutes of the Board of Directors and Executive Committee and distribute them to the members.
- B. To perform such other duties as may be assigned by the Chairperson of the Board.
- C. To preserve records appropriate to the office and bring them to the meetings of the Board of Directors and Executive Committee.

**Section 4. Treasurer.**

- A. To be responsible to the Board of Directors for overseeing finances and financial reporting.
- B. To be responsible for keeping all financial records and the preparation of financial reports and budgets.
- C. To preserve records appropriate to the office and to bring them to the meetings of the Board of Directors and Executive Committee.
- D. To perform such other duties as may be assigned by the Chairperson of the Board.

**Section 5. Executive Director.** The Executive Director shall be responsible for the effective direction and organization of WAPTE. The Executive Director shall have power, on behalf of the Board of Directors, to perform all acts before all public and private entities as may be necessary and appropriate, and to execute all documents to make effective the actions of the Board of Directors.

**A. Qualifications:**

1. The Executive Director must hold ministerial credentials.
2. The Executive Director is to manifest spiritual maturity, administrative ability, experience, and expertise in theological education and leadership training.

**B. Responsibilities:**

1. To be responsible to the Board of Directors for the development and general management of all areas of WAPTE and to prepare and distribute annual reports to the members.
2. To maintain and regularly distribute to the association lists of members, partners, and schools accredited by any member theological association.

3. To oversee the continuing development of WAPTE and implement policies and programs approved by the Board of Directors or Executive Committee.
4. To promote relationships and communication among members and with other associations and ministries.
5. To make arrangements for meetings of the Board of Directors, Executive Committee, and any other meetings of WAPTE that may be required.
6. To serve as a non-voting member of the Board of Directors.
7. To work with the Board of Directors to raise the necessary funds for the work of WAPTE.
8. To perform other duties as assigned by the Board of Directors or Executive Committee.

## ARTICLE X

### *Committees of the Board of Directors*

**Section 1. Executive Committee.** The Chairperson of the Board shall be the chair of the Executive Committee. The Vice-Chairperson, Secretary, Treasurer, and another member selected by the Board of Directors shall serve as members. The Executive Director shall be an ex-officio member of the Executive Committee, without power to vote. Three (3) voting members of the Executive Committee shall constitute a quorum for the transaction of business. The Executive Committee shall meet as necessary during the year, including by electronic means. Minutes of the meetings shall be taken and distributed promptly to each member of the Board of Directors following each Executive Committee meeting.

### **Section 2. Duties and Responsibilities.**

- A. To facilitate the work of the Board of Directors, prepare meeting agendas, and ensure the current status of the constitution.
- B. To perform such duties as may be assigned by the Board of Directors except approval of the annual budget, receiving of the annual audit, approving membership applications, appointing the Executive Director, and revising the statement of mission and purpose.
- C. To perform other duties of the Board of Directors on an interim basis subject to subsequent review by the Board of Directors.

**Section 3. Standing Committees:** The Board of Directors shall appoint the following committees and their chairpersons to address specific areas of WAPTE operation and development. Committees may include resource persons who are not members of the Board.

- A. **Conference Planning Committee.** Plans and coordinates theological consultations for the triennial PWC (Article XIV, Section 1) in conjunction with the PWC organizing committee, and such other conferences as may be approved and scheduled by the Board.

- B. **Research and Resource Committee.** Works with the Executive Director to develop and maintain the WAPTE website, and identify resources to be linked to the website. Also works with the Executive Editor of WAPTE’s journal to identify and publish research projects for WAPTE’s constituency.
- C. **Advancement Committee.** Reviews the promotion and fundraising needs of WAPTE and proposes strategies and programs for enhancing the recognition and financial sustainability of WAPTE.

Section 4. **Committee Actions.** No committee appointed by the Board shall take any action on behalf of the Board of Director unless persons who constitute a majority of the members of that committee and a majority of such committee members who are also members of the Board of Directors have approved such action.

Section 5. **Reports to the Board.** Every committee to which the Board of Directors may delegate any of its powers or duties shall keep minutes or records of its meetings, signed by the committee secretary, reflecting attendance and all actions taken at such meetings. Any action taken by such committee on behalf of the Board shall be reported to the Board no later than the date of the next Board meeting following the date of such action.

Section 6. **Other Committees.** The Board may appoint any other committee it deems necessary.

## ARTICLE XI

### *Finances*

Section 1. **Operating Expenses.** Contributions, offerings, fees and dues shall supply the finances of WAPTE. The Board of Directors shall establish annual membership fees for Members and finances shall be used for the general operating expenses of WAPTE.

Section 2. **Annual Budget.** The annual budget shall be submitted 90 days prior to the ensuing fiscal year and be approved by the Board of Directors.

Section 3. **Annual Audit.** The Board of Directors shall have the possibility to authorize an annual independent audit of the financial records and operations of WAPTE and make the audit available to all members at the annual meeting.

Section 4. **Annual Financial Report.** After the fiscal year has ended, the Board of Directors at the annual meeting shall approve the annual financial report.

## ARTICLE XII

### *Accreditation Services*

Section 1. **Accreditation and Quality Assurance Commission.** The Board of Directors will appoint an Accreditation and Quality Assurance Commission from among its members and nominated quality assurance experts from member associations. The Board of Directors will



also appoint a Chairperson for the Accreditation and Quality Assurance Commission from among its members. The Commission reviews and recommends the standards, documents and procedures used to provide accreditation services by WAPTE including accreditation services provided by member associations.

Section 1. **Minimum Requirements.** In order to establish the credibility of the accreditation services offered by WAPTE and the member theological associations, WAPTE has established minimum requirements as contained in the WAPTE Accreditation Standards manual.

Section 2. **Accreditation Evaluation.** Accreditation services are provided through regional theological associations that hold membership in WAPTE. They are also available directly through WAPTE where there is no member theological association that provides such services in their region. Accreditation is defined to mean that a determination has been made that an institution is being guided by well-defined, appropriate goals, has established conditions and procedures under which its goals can be realized, is substantially accomplishing its goals, and can be expected to continue to do so. WAPTE evaluates and approves the accreditation services of applicant and member theological associations.

Section 3. **Acceptable Accreditation Practice.** Member theological associations of WAPTE that offer accreditation services must agree to implement the following practices regarding their accreditation activities:

- A. Each member offering accreditation services shall adopt a set of accreditation and standards that conform to the requirements of WAPTE and that are reviewed and approved by the Board of Directors.
- B. The association shall adhere to the accreditation term and status designations approved by WAPTE.
- C. The association shall require that an institution applying for accreditation complete a self-study based on the standards of the association. This self-study is to be the focal point of the endorsement or accreditation process and provide a clear, realistic, and comprehensive look at all areas of the institution's programs as perceived by its administrators, faculty, staff, students, and the community it serves, and provide a basis for the association's evaluation of the school for accreditation or endorsement.
- D. Following submission of the school's self-study, a site visit must be conducted by the association to review, evaluate, certify, and assist the institution regarding the accreditation and endorsement standards of the association. At least one member of an accreditation visiting team must come from outside the theological association conducting the accreditation visit.
- E. The association shall provide documents and materials to member institutions to facilitate the process of accreditation.

Section 4. **Periodic Reviews.** Members providing accreditation services are subject to periodic reviews to ensure continued conformity with the standards of WAPTE based on annual reports and documentation as required by the Board of Directors.

## ARTICLE XIII

### *Dissolution*

In the event WAPTE shall cease to function for the purposes as declared heretofore in the Articles of this Constitution, then after providing for the payments of its debts, the remaining assets will not inure to the benefit of any private person or persons but all such remaining assets shall be distributed to the Pentecostal World Fellowship International Office, an American non-profit organization created in 1947, with her office located 7777 S. Lewis Ave. Tulsa, OK 74171 United States.

## ARTICLE XIV

### *Amendments to the Constitution*

The Constitution of WAPTE may be amended by a two-thirds majority of the full membership of the Board of Directors. The specified date of a meeting at which constitutional amendments will be considered shall be no less than thirty (30) days from the date of notification of the proposed change. When members are polled by email regarding constitutional changes, provision shall be made on the ballot for objection to consideration by email. If ten percent of the members responding object to the amendments being considered by email, then the proposed amendments shall be held over to the next Board meeting. When members approve constitutional changes by e-mail, the proposed changes shall take effect thirty (30) days after their approval.