

The Constitution of the Christian Conference of Asia

(As amended by the 13th CCA General Assembly held in Kuala Lumpur, Malaysia, 14 – 21 April 2010)

Preamble

The name of the Organisation is Christian Conference of Asia (hereinafter referred to as the CCA). It was constituted by the decisions of Christian churches, national councils of churches and national Christian councils whose representatives met at Prapat, Indonesia, in March 1957, and was inaugurated at the Assembly in 1959 in Kuala Lumpur, Malaysia. The CCA was known as the East Asia Christian Conference from its inauguration until the Fifth Assembly in Singapore in June 1973.

1. Purpose

Believing that the purpose of God for the church in Asia is life together in a common obedience of witness to the mission of God in the world, the CCA exists as an organ and a forum of continuing co-operation among the churches and national Christian bodies in Asia within the framework of the wider ecumenical movement. The CCA is committed to the equal participation of women, men, youth, clergy and laity in church and society. To achieve this purpose, the CCA shall have the following objectives and will act in accordance with the principles of policy on participation and representation below:

1.1 Objectives

- a) The promotion and strengthening of the unity of the church in Asia;
- b) The exploration of opportunities and the promotion of joint action for the fulfillment of the mission of God in Asia and throughout the world;
- c) The encouragement of Asian contributions to Christian thought, worship and action throughout the world;
- d) The development of mutual awareness, fellowship and sharing among the churches in the region, and of relationships with other regional ecumenical organisations and the World Council of Churches;
- e) The promotion of common study and action in such fields as evangelism, service, social and human development and international relations;
- f) The stimulation of initiatives and experiments in dynamic Christian living and action;
- g) The development of effective Christian responses to the challenges of the changing societies of Asia;
- h) The development and promotion of relationships with people of other faiths in Asia;
- i) The protection of human dignity and the promotion of caring for the creation.

1.2 Principles of Policy on Participation and Representation

Recognising the need for greater participation of women and youth, it is the declared policy of the CCA that there be equal participation of women and men, ordained and lay at all levels of the CCA structures and programs; the churches and councils when sending the voting delegates shall also ensure that at least one third of the delegates are youth. While accepting the above principles of representation it is acknowledged that due weight and consideration will be given to the qualifications of the delegates.

2. Geographical Area of Operation

The area of operation is that area commonly accepted as part of Asia and including Australia and Aotearoa /New Zealand.

3. Membership

- a) Churches joining the CCA must be churches which confess the Lord Jesus Christ as God and Saviour according to the Scriptures and therefore seek to fulfill their common calling to the one God, Father, Son and Holy Spirit. National councils or similar bodies joining the CCA must be councils or bodies which approve this basis.
- b) Member churches and councils of the CCA agree to abide by the constitution, to support and promote the work of the CCA, and to participate in the life of the CCA.
- c) The General Assembly will receive and decide on application for membership. The General Committee may recommend to the General Assembly that invitations to join the CCA be issued to churches, national councils or similar bodies who are not already members.

- d) The General Committee may receive and acknowledge a request from a member church or council to suspend or terminate its membership at any time by writing to the CCA. The General Committee may also bring recommendations to the General Assembly that the membership of a church or council be terminated, either at the request of that church or council, or because of failure to meet the constitutional requirements set out in this article.

4. General Assembly

The General Assembly is the supreme body of the CCA. The General Assembly will normally meet once in five years convened by the General Committee. A president will open and close the General Assembly.

4.1 Composition

The General Assembly will comprise the following categories of participants:

- a) Voting delegates:
 - i) Those elected and/or appointed by member churches and councils;
 - ii) Officers of the CCA comprising the Presidents, General Secretary and Honorary Treasurer;
- b) Persons who will be non-voting participants.

4.2 Functions

- a) To celebrate the unity of the church in Asia in worship, study and action.
- b) To express the common vision of the churches for the direction and mission of the CCA.
- c) To review the mission and receive the work of the CCA carried out through its programs, and to set general directions for the future programs of the CCA.
- d) To speak on public issues when necessary.

4.3 Elections

- a) The General Assembly shall elect the four Presidents and the Honorary Treasurer. They will hold office until the end of the subsequent General Assembly.
- b) The General Assembly shall elect a General Committee composed of the elected officers and one representative from each country represented in the CCA. In the election of the General Committee, consideration shall be given to qualifications and the balance between confessional affiliation, age and gender.
- c) The General Assembly shall constitute the Program Area Committees in accordance with Article 9 of this Constitution.

4.4 Quorum

The quorum for a General Assembly shall be half of the voting delegates provided that half of the constituent member bodies and half of the member countries in the CCA are represented.

4.5 General Assembly Committees

At the commencement of the General Assembly the voting delegates shall elect the following Committees:

- a) Credentials Committee;
- b) Steering Committee;
- c) Nominations Committee.
- d) Public Issues Committee.
- e) Such other committees as the General Assembly deems necessary.

5. General Committee

5.1 Composition

The General Committee shall comprise:

- a) The Officers of the CCA, that is, the four Presidents, the Honorary Treasurer and the General Secretary;
- b) One member from each country represented;
- c) Up to five additional members may be appointed by the incoming General Committee.

5.2 Powers of the General Committee

The General Committee shall have the powers of the General Assembly in between meetings of the General Assembly except those powers reserved to the General Assembly by this Constitution.

5.3 Meetings of the General Committee

The General Committee shall meet at least once in eighteen months except as stated below.

The incoming General Committee shall meet as soon as possible following the General Assembly to deal with the following business:

- a) If considered necessary to appoint additional members to the General Committee as required by Article 5.1 c).
- b) To elect members of the Executive Committee as required by Article 6.1 b).
- c) If necessary to appoint members of the Search Committee to bring a recommendation to the General Committee of a name or names for appointment to the post of the General Secretary; and
- d) To deal with any urgent business referred to it by the General Assembly

5.4 Extraordinary Meeting

In a case of extreme emergency the General Secretary or a President shall have power to call a meeting of the Officers to convene an Extraordinary General Committee meeting.

5.5 Functions of the General Committee

- a) The General Committee shall be responsible for ensuring the implementation of General Assembly decisions by the Program Area Committees and the staff, and for general oversight of the work.

In particular the General Committee shall:

- i) Ensure that the purpose of the CCA is being fulfilled;
 - ii) Co-ordinate the various programs to prevent overlapping of activities;
 - iii) Arrange for specific programs to be undertaken by one or more of the Program Area Committees separately or jointly;
 - iv) Report on CCA activities to the member bodies of the CCA and interested agencies from time to time;
 - v) Submit a report to the General Assembly.
- b) The General Committee shall elect an Executive Committee as provided in Article 6.1 hereof.
 - c) The General Committee shall elect the General Secretary in accordance with 5.3 c).
 - d) Any vacancy among the officers, the members of the General Committee, Executive Committee, and Program Area Committees shall be filled by the General Committee, if necessary by a postal ballot.
 - e) The General Committee shall convene the General Assembly and any Extraordinary General Assembly if necessary.
 - f) The General Committee shall appoint Executive staff, such as Associate General Secretaries and Executive Secretaries as may be necessary upon such terms and

conditions as the General Committee may determine and shall also have power to terminate their appointment.

- g) The General Committee shall approve the annual budget of the CCA and shall bring financial reports to the General Assembly, and also set targets for fund raising.
- h) The General Committee shall appoint the General Assembly Preparatory Committee comprising no more than five persons at least two of whom shall be members of the General Committee.

5.6 The Duration

The Duration of the term of the General Committee shall be till the end of the following General Assembly.

5.7 Quorum

The quorum of the General Committee shall be a simple majority of its members.

6. Executive Committee

6.1 Composition

The Executive Committee shall comprise:

- a) The Officers;
- b) Three to five members of the General Committee elected at the meeting immediately following the General Assembly.

6.2 Functions of the Executive Committee

- a) The Executive Committee, in consultation with the General Secretary, as set out in the Rules and Regulations, shall propose appointments of Executive staff to the General Committee.
- b) The Executive Committee shall deal with urgent matters in between General Committee meetings.
- c) The Executive Committee shall perform such other tasks as may be delegated to it by the General Committee.

6.3 Quorum

The quorum of the Executive Committee shall be a simple majority of its members.

7. Officers

7.1 Composition of the Officers

The term Officers shall mean and include the four Presidents, the Honorary Treasurer, and the General Secretary.

7.2 Functions of the Officers

- a) The Presidents shall share in the chairing of the meetings of the General Assembly and the General and the Executive Committees.
- b) Official representation of the CCA, whether in person or in public statements shall be the responsibility of the Presidium and the General Secretary.

- c) The Honorary Treasurer shall assist the General Committee in the formation of the financial policy and in the administration of financial procedures. He/she shall also act as the chairperson of the Finance Committee.
- d) The officers may deal with emergency matters and their decision shall be reported to the Executive Committee and subsequently to the General Committee for ratification.

8. General Secretary

The General Secretary shall be elected by the General Committee for a period of five years to serve as the full time officer of the CCA. The term of office of the General Secretary may be extended by any period up to a maximum of ten years, subject to the age of retirement prescribed in the Rules and Regulations.

8.1 Powers of the General Secretary

The General Secretary shall be the chief executive officer of the CCA. The General Secretary together with the Presidium and the Honorary Treasurer will hold the Power of Attorney on behalf of the CCA.

8.2 Functions of the General Secretary

- a) As the chief executive officer, the General Secretary is responsible for the overall operation and administration of the CCA, to lead its staff and coordinate its finance and programs and to execute all decisions subject to the provisions of this Constitution.

- b) To make arrangements and undertake preparation for all meetings of the Officers, Executive Committee, General Committee, General Assembly, and to ensure that minutes are properly taken and to maintain all minutes, books and records of the CCA.
- c) To promote the work of the CCA and build and strengthen relationships with its member churches and councils, and to encourage them to plan and engage in joint action and work that manifest their unity in Jesus Christ.
- d) To encourage churches and councils to share their resources with the CCA and the programs of the CCA.
- e) To advertise Executive staff vacancies, receive applications and recommend names to the Executive Committee for appointment and/or extension by the General Committee.
- f) To interpret the life and work of the CCA and build and strengthen relationships with other regional and global ecumenical movements and with other Christian churches and bodies that are not members of the CCA.
- g) To interpret the life and work of the CCA and build and strengthen relationships with people of other faiths and ideologies and with inter-religious organizations in the region and the world.
- h) To share information as widely as possible concerning the work and mission of the CCA with CCA member churches and councils and the wider ecumenical movement for the work and mission of the CCA.

9. Program Area Committees

9.1 Election of Program Area Committees

The General Assembly shall elect the moderators and members of the Program Area Committees upon the recommendations of the Nominations Committee. In between Assemblies the General Committee shall assume that responsibility.

9.2 Composition of Program Area Committees

- a) Each Program Area Committee will comprise not less than 12 members with not more than one member from any country.
- b) Not more than three further persons may be invited to attend Program Area Committees meetings as resource persons or advisers.

9.3 Functions of Program Area Committees

The Program Area Committees shall be responsible to develop and implement the programs in accordance with the mandate of the General Assembly and the guidelines provided by the General Committee. They shall be accountable to the General Committee and shall undertake the following tasks:

- a) To develop a program profile in keeping with the guidelines of the General Committee and the mandate of the General Assembly;
- b) To assist by participating in the development and implementation of the programs where possible;
- c) To envision, implement, monitor and review programs periodically;

- d) To encourage and support interest and participation in the programs within each council and member church;
- e) To encourage and support the Executive staff member responsible for the program;
- f) To prepare a draft program budget with reference to the financial resources allocated by the General Committee in consultation with Executive staff concerned;
- g) To devise an evaluation strategy to monitor the impact, breadth of interest and the usefulness of the programs.

10. Finance

10.1 Finance

- a) The CCA shall have a single integrated budget.
- b) The General Committee may establish and control funds in the name of the CCA for special purposes.
- c) The sources of CCA finance are member churches, member councils, partner churches, church-based agencies, other agencies and individual donors which support the aims and principles of the CCA for the programs and administration of the CCA.

10.2 Composition of the Finance Committee

The Finance Committee shall comprise:

- a) The four Presidents;
- b) The Honorary Treasurer;

- c) The General Secretary;
- d) The Associate General Secretary - Finance.

10.3 Functions of the Finance Committee

The Finance Committee shall normally meet once a year, at the time of the Executive Committee meetings. The Finance Committee will be responsible for:

- a) Preparation of the budget for recommendation by the Executive Committee to the General Committee for approval;
- b) The annual revision of the budget in the light of the circumstances subject to the approval of the Executive Committee;
- c) Circulation of information and financial reports to member bodies with adequate explanation and interpretation;
- d) The exercise of budgetary control of expenditure by Committees and staff;
- e) Ensuring that the accounts are audited regularly by a public auditor;
- f) Ensuring that the CCA shall move towards the attainment of self-reliance;
- g) Any other matters necessary for the management of the financial affairs of the CCA.

10.4 Powers of the Finance Committee

The Finance Committee has power to constitute any advisory committees as may be deemed necessary.

11. Assets and Funds of CCA

- a) The General Assembly may authorise the setting up or the incorporation in an appropriate jurisdiction of a trust body, similar organisation or a body corporate with a recognised legal personality on behalf of the CCA to acquire, hold, administer, transact or in similar manner facilitate dealings in the CCA's movable and immovable properties, assets, investments and funds.
- b) A trust, organisation or body corporate, established or incorporated for the purposes as aforesaid shall conduct all its affairs and matters strictly subject to and in accordance with such regulations which shall be approved by the General Assembly. The regulations shall be a By-law of this Constitution and the General Assembly may substitute, amend, modify or vary any provision of the said By-law upon the recommendation of the General Committee.
- c) The General Assembly may at any time substitute one such body with
Another and / or take steps to dissolve or wind-up the said body if the same becomes necessary and in such event all properties, assets and funds of the CCA shall revert in and / or for the benefit of the CCA in such a manner as may be directed by the General Assembly.

12. Dissolution of CCA

In the event of the Christian Conference of Asia being dissolved, all debts and liabilities legally incurred on behalf of the Christian Conference of Asia shall be fully discharged, and the remaining funds will be given or transferred to other organisations with similar purposes as decided by the General Committee.

13. Amendments

- a) This Constitution can be amended only by a two-thirds majority of those present and voting at the General Assembly of the CCA, the amendments having been previously circulated among the member churches and councils of the CCA by the General Secretary. Proposed amendments can be initiated by the General Committee or by any member constituent and in the case of the latter notice of intention to move the amendment should be submitted to the General Secretary and notice of the same shall be circulated by the General Secretary to the members at least six months before the convening of the General Assembly. Any amendment will come into effect immediately after the conclusion of the business plenary adopting the amendment.
- b) The General Assembly shall have the powers to make editorial changes to the amendments which have been previously circulated.
- c) The General Assembly shall have the powers further to make new substantive changes by a two-thirds majority of those present and voting subject to ratification by a two-thirds majority of the votes of member churches and councils by postal ballot. Notice of any proposal to make new substantive

changes must be given to the Business Plenary of a General Assembly 24 hours before debate may begin. Any amendment made under this article shall only come into effect after ratification as aforesaid.

14. Transitional Provisions

- a) This amended Constitution shall come into force and be operative immediately after the conclusion of the Extraordinary General Assembly convened to adopt this amended Constitution in substitution to the CCA Constitution (1995 edition) which previously governed the affairs and working of the Christian Conference of Asia.
- b) The adoption and coming into force of this Constitution shall not in any way affect existing membership, decisions, obligations, contracts, appointments, projects, properties, assets and funds of the CCA and the same shall subsist and continue in the name of and/or for the benefit of the Christian Conference of Asia.

15. Rules and Regulations

The General Assembly and General Committee may create, amend or remove such rules and regulations as necessary. The General Assembly may do so provided that 24 hours notice has been given to a Business Plenary of such a proposal, and that a simple majority of General Assembly members agree. The General Committee may also do so provided that one month notice has been given, and that a two-thirds majority of General Committee members present and voting agree.

Rules and Regulations

1. Meetings

- a) The General Assembly shall normally meet once in five years.
- b) The General Committee shall meet at least once in every eighteen months.
- c) The Executive Committee shall normally meet annually and/or in conjunction with the General Committee.
- d) The Program Area Committees shall normally meet three times between Assemblies.
- e) The Officers of the CCA shall meet in conjunction with the Executive Committee and at other times as may be required.

2. The General Assembly

- a) The delegates at the General Assembly shall be the duly elected and/or appointed representatives of member churches and councils of the CCA. The General Committee in due time before the General Assembly shall scrutinise and declare the list of member churches and councils eligible to appoint voting delegates to the General Assembly.
- b) The voting at the General Assembly shall be determined in the manner herein below stated:

- i) All member churches are entitled to appoint one voting delegate.
- ii) Churches with a membership of over 100,000 members may appoint a second voting delegate who shall be under the age of 30 years provided that should the first delegate be a male, the second shall be a woman, to ensure gender balance.
- iii) Churches with membership of over 500,000 members may appoint a third delegate who shall be a lay person.
- iv) Each member council may appoint up to four voting delegates provided that one voting delegate shall be under the age of 30, one a layman and one a laywoman. Where possible, the general secretary of the national council should be a voting delegate.
- v) No country shall be entitled to less than three voting delegates.
- c) The non-voting participants at the General Assembly shall mean and include the General Committee members who are not voting delegates, Resource Persons of the Assembly, Observers, Special Guests, representatives of related organisations, staff and stewards.
- d) Non-voting participants at the General Assembly may speak with the permission of the Moderator, except in business sessions.
- e) Only the voting delegates shall have the right to vote and move motions at the General Assembly. The

Moderator of any particular session will have a casting vote.

- f) The General Assembly, during the first session, shall appoint the committees set out in Article 4.5 of the Constitution.

3. Steering Committee

The Steering Committee shall comprise:

- a) Officers;
- b) Members of the General Committee who are present at the General Assembly;
- c) President of the Local Arrangements Committee;
- d) Moderators of other General Assembly Committees such as the Public Issues Committee, Credentials Committee and Nominations Committee;
- e) Up to five delegates from the General Assembly;
- f) Any other Moderators appointed by the General Assembly.

4. Credentials Committee

The Credentials Committee shall comprise five delegates. The Committee shall scrutinise the names of the participants of the General Assembly and bring the first report to the General Assembly before the close of the first day. The General Secretary shall serve on the Committee or appoint a representative to serve on the Committee.

5. Nominations Committee

5.1 Composition

- a) The Officers shall be ex-officio members without vote.
- b) The national delegations comprising voting delegates from each country shall elect one member to the Nominations Committee. If a member of the Nominations Committee shall be nominated to any position he/she shall immediately resign and be replaced by the national delegation.
- c) The General Committee meeting in a session prior to the General Assembly shall nominate a Moderator for the Nominations Committee for confirmation by the General Assembly. The Moderator will exercise a vote only in the event of a tied vote.

5.2 Nominations

On the second day of the General Assembly, national delegations shall submit their nominations for the Presidium, the Honorary Treasurer, and the General Committee members to the Nominations Committee.

- a) Each national delegation may nominate up to four names covering the following categories-ordained person, youth under 30 years of age, layman, laywoman-for the office of Presidium, Honorary Treasurer and General Committee membership. Nominations can be made only by the national delegations.

- b) The Nominations Committee shall submit a list of names to the General Assembly for election, ensuring continuity and balanced representation.
- c) If the General Assembly rejects the nominations, the Nominations Committee shall revise the list in consultation with the national delegations.

6. Public Issues Committee

6.1 Composition

The Public Issues Committee shall comprise:

- a) Five voting delegates;
- b) Two members of the Presidium;
- c) The Moderator of the Program Area Committee related to issues on international affairs if present;
- d) The committee will be assisted by the Executive Secretary in charge of International Affairs or such other staff as appointed.

6.2 Functions

- a) Public issues to be brought before the General Assembly shall normally be registered in the business session with the General Assembly on the first day.
- b) The General Assembly will then refer such matters to the Public Issues Committee for deliberation, consultation and formulation of statements or resolutions.

- c) Draft resolutions and statements will be brought to the General Assembly plenary for discussion and adoption.

7. Elections

The General Assembly shall vote on the list of Presidents, Honorary Treasurer, members of the General Committee, and of the Program Area Committees in accordance with any Standing Orders for Meetings and Elections, approved by the General Assembly

- a) In the elections of four Presidents, the CCA constituency shall be taken into account by the General Assembly. No one person from the same country shall serve two consecutive terms. For this purpose one member shall be elected from within each of the sub-regions in rotation as set out below:
 - i) Japan, Hong Kong, Taiwan, Philippines, Korea
 - ii) Sri Lanka, India, Bangladesh, Nepal, Pakistan
 - iii) Myanmar, Malaysia, Laos, Cambodia, Thailand
 - iv) Australia, Aotearoa/New Zealand, Timor Leste, Indonesia, Singapore
- b) Those who are eligible for election need not be participants in the General Assembly.
- c) At least one of the four presidents shall be under 30 years of age.

8. General Committee

- a) A member of the General Committee if unable to attend meetings of the Committee may send a proxy from his/her country, subject to the approval of the member council.
- b) If any member of the General Committee is absent from two consecutive meetings without adequate reason being submitted, he/she shall be deemed no longer available and his/her position shall be declared vacant.
- c) If any member of the General Committee should leave his/her country permanently for more than a year his/her position shall become vacant.
- d) The General Committee shall have the power to fill any vacancies in the Officers, General Committee or Committees appointed by the General Assembly. Any vacancy shall be declared immediately, if necessary, in writing. The vacancy shall be filled at the following meeting of the General Committee. However, if necessary and the Officers so decide, a postal ballot may be taken by the members of the General Committee. The result of the poll shall be deemed to be the resolution of the meeting of the General Committee. Regional representation shall be considered. If a vacancy of Moderator occurs, a Program Area Committee may appoint an Acting Moderator who shall act until the General Committee makes a new appointment.
- e) The executive staff shall attend the General Committee meetings.

- f) No person can serve on the General Committee for more than two terms consecutively.

9. Statements on Public Issues

- a) An officer and/or member churches and member councils may draw attention to an urgent public issue on which the CCA may make an appropriate response.
- b) The General Secretary, with the assistance of appropriate staff, shall prepare a draft and obtain the consensus of the Officers on the draft.
- c) Upon obtaining a consensus of the Officers, the statement shall be made public and sent to appropriate public institutions and media, and to members of the General Committee and member churches and member councils as soon as possible.

10. Program Area Committees

The Program Area Committees shall be appointed from the names submitted to the General Assembly by the member churches and councils upon the recommendations of the Nominations Committee.

11. Search Committee for General Secretary

11.1 Composition

The General Committee shall appoint from among themselves a Search Committee of not more than seven persons, two of whom shall be from among the four

Presidents and the Treasurer, and shall appoint a Convenor to call the first meeting.

While appointing the members to the Search Committee, the General Committee shall ensure due representation of the various sub-regions of the CCA.

11.2 Procedure

- a) The Search Committee shall begin immediately upon appointment by the first General Committee meeting the process for election of the General Secretary and in this connection shall meet to:
 - i) Elect a Moderator;
 - ii) Invite nominations from member councils and churches to fill the vacancy of the General Secretary of the CCA;
 - iii) Scrutinise and interview prospective candidates for short-listing;
 - iv) Recommend a candidate or candidates to the General Committee for election.
- b) The General Committee shall determine the time frame for the process of the election of the new General Secretary. The appointment must however be made at least six months before the expiry of the term of the incumbent General Secretary.

12. Personnel Committee

A Personnel Committee of five persons and the General Secretary shall be appointed by the General Committee from

among the members of the Executive Committee. The members of the Personnel Committee shall meet in conjunction with meetings of the Executive Committee.

13. Executive Staff

- a) The CCA Executive Staff will consist of the General Secretary, Associate General Secretary(s), Executive Secretaries for Programs, and other such positions as determined by the General Committee.
- b) The Term of service of the Associate General Secretaries and the Executive Secretaries shall normally be for a period of four years but shall not exceed ten years consecutively
- c) The age of retirement for all Executive Staff shall be sixty-five years. The General Committee may extend the appointment of Executive Staff beyond sixty-five years for a period not exceeding 6 months for the purpose of making an effective transition to a successor due to the timing of a General Assembly.
- d) The General Secretary may appoint program consultants upon the recommendations of the Executive Secretary concerned for a period not exceeding two years according to the need and availability of funds upon the approval of the General Committee and determine salaries and terms of employment.
- e) All Executive Staff are accountable to the General Secretary and shall report to him or her regularly. They shall assist the General Secretary in the day to day functioning of the CCA and in preparation for all meetings.

- f) The Executive Staff shall attend Executive Committee and General Committee meetings to provide advice to the committees.

13.1 Duties and Responsibilities of the General Secretary

In fulfilling the functions set out in article 8 of the Constitution the General Secretary as the Chief Executive Officer and Associate General Secretary(s) and such other Executive Staff appointed by the General Committee for this purpose, shall:

- a) Raise funds, and establish and maintain relationships with member churches and councils, partner churches and agencies both within and outside Asia in the development of financial resources.
- b) Invest funds upon the instructions of the Finance Committee.
- c) Maintain accounting records, and prepare periodic Statements of Accounts and Balance Sheets as directed by the Finance Committee or General Committee, and to report thereon when required to the Honorary Treasurer.
- d) Arrange the annual audit of accounts.
- e) Prepare financial forecasts for the Finance Committee and the General Committee.
- f) Prepare an Annual Budget and projected budgets in accordance with the Constitution and the Rules and Regulations of the CCA.

- g) Supervise, with the Honorary Treasurer, the implementation of the budget by staff and exercise budgetary control together with the Finance Committee.
- h) Monitor programs and co-ordinate their projects and activities in order to implement effectively the policies and program guidelines laid down by the General Committee.
- i) Initiate, in conjunction with program staff, interdepartmental programs.
- j) Promote CCA programs, projects and concerns among member councils and churches.
- k) Engage in a constant and sustained contact with the life of member churches and councils and develop and implement a program of activities that will strengthen relationships with them and enhance mutual understanding of and participation in each other's life and work.
- l) Develop and undertake activities that will build and strengthen relationships with and mutual participation in the life and work of churches and Christian bodies that are not members of the CCA.
- m) Develop and maintain relationships with organisations that have programs whose objectives are similar to those of the CCA.
- n) Share information with member churches and councils as widely as possible by use of appropriate communication mechanisms.
- o) Network with member churches and councils through information sharing about CCA work and their own

ministries and mission so that the mission of God in Asia is supported by effective communication of the region and relationship.

- p) Carry out such other activities as may be required by the General Assembly / General Committee.

14. Appointment of Executive Staff

When a vacancy occurs or is to occur in an Executive Staff position:

- a) The General Secretary shall declare the vacancy and shall advertise it through member churches and councils and ecumenical bodies;
- b) Applications shall be reviewed by the Personnel Committee and a short-list of applicants prepared;
- c) The short-listed candidates shall be interviewed by the Personnel Committee in conjunction with an Executive Committee meeting and a report to be given to the Executive Committee;
- d) The Executive Committee shall recommend an appointment to the General Committee if necessary by correspondence; and
- e) The General Committee shall make the appointment.

15. Finance

15.1 Member Contributions

- a) Each member church and council is expected to make an annual contribution to the finances of the CCA as may be laid down by the General Committee from time to time.
- b) If any church or council fails to make a contribution for a period of two years, the General Secretary shall write to the member church or council concerned reminding them of their obligation and commitment to the CCA.

15.2 Fiscal Year

The fiscal year of the CCA shall be the calendar year.

15.3 Budget

- a) The Budget shall be prepared by the Finance Committee in consultation with the staff.
- b) The Budget for a year shall be considered, approved and adopted by the General Committee.
- c) The Budget may be revised, in the course of the year, by the Finance Committee subject to ratification by the General Committee.

15.4 Appropriation of Funds

- a) The executive staff shall present detailed estimates to the Associate General Secretary - Finance before funds can be released.
- b) It shall be the duty of the Honorary Treasurer to supervise the appropriation and administration of funds to ensure that the Budget provisions are not exceeded without proper authority.

- c) Program funds which remain unutilised at the end of each Budget year require further authorisation in the budget of the following year if such Program funds are still required.

15.5 Banking and Accounting Arrangements

- a) Banking arrangements shall be determined by the Finance Committee on the recommendation of the Honorary Treasurer.
- b) Where there are difficulties in remitting money from a country, the Honorary Treasurer may approve the holding of an account within the country. Such accounts will normally be held by the NCC in the country and bi-annual statements sent to the CCA.
- c) Payment from CCA funds shall be in cash or cheque bearing the signature of two authorised persons.
- d) The Associate General Secretary - Finance shall maintain books of accounts and shall prepare Statements of Accounts in such manner as prescribed by the Honorary Treasurer.

15.6 Audit

- a) The Auditors of the CCA shall be appointed and their fees determined by the General Committee.
- b) The Auditors shall audit the accounts of the CCA at such intervals as may be agreed with the staff and shall submit a report on the annual accounts of the CCA to the General Committee.

- c) The Staff shall make available to the Auditors all books, records, vouchers and documents as may be required by them for the purpose of audit.
- d) The Annual Statement of Accounts shall, after examination by the Honorary Treasurer and audit by the Auditors, be submitted by the Finance Committee to the General Committee.

15.7 Financial Report to the General Assembly

At each General Assembly, the General Committee shall submit a report on the finances of the CCA covering the period since the last General Assembly.

16. Invitations to Meetings

- a) The General Committee may authorise the General Secretary to invite resource persons and advisers to attend the General Assembly and General Committee meetings.
- b) In inviting resource persons and advisers to program meetings, the staff with the concurrence of the General Secretary, will consult the relevant Program Area Committees, member churches and councils.

17. Relationships

- a) The CCA shall continue and develop close working relationships with the World Council of Churches (WCC), Christian World Communions and regional ecumenical organisations.

- b) The CCA shall cooperate with other ecumenical organisations in Asia.
- c) The CCA shall continue and develop working relations with other churches, the Roman Catholic Church in Asia and other regional Christian bodies.
- d) The CCA shall maintain contacts with other religious and inter-religious organisations and NGOs in Asia.

18. Other Instruments

The General Assembly or General Committee shall adopt Standing Orders for use in the General Assembly or other meetings. Such Standing Orders usually must be determined and circulated at least two (2) weeks in advance of meetings in which they are to be used.

19. Transitional Provisions

- a) These Rules and Regulations shall come into force and be operative immediately after the conclusion of the Extraordinary General Assembly convened to adopt these Rules and Regulations in substitution to the CCA Rules and Regulations which previously governed the affairs and working of the Christian Conference of Asia.
- b) The adoption and coming into force of these Rules and Regulations shall not in any way affect existing membership, decisions, obligations, contracts, appointments, projects, properties, assets and funds of the CCA and the same shall subsist and continue in the name of and/or for the benefit of the Christian Conference of Asia.

By-law on the Assets and Funds of CCA

(Article 11 of the CCA Constitution)

1. There shall be incorporated in Hong Kong a private limited liability company (limited by guarantee) on behalf of CCA, to acquire, hold, administer, manage, improve, maintain, transact or in similar manner facilitate dealings in CCA's movable and immovable properties, assets, investments and funds.
2. The limited liability company (hereinafter referred to as 'the company') shall have the name 'CCA Management (Hong Kong) Limited' or should this name not be available or should it be subsequently required to be modified or changed, shall be in such other name as shall closely reflect the company's role as CCA's operational arm for the purposes aforesaid in **Clause 1** of this By-law.
3. Notwithstanding anything stated in the company's Memorandum and Articles of Association, or the provision of the companies ordinance (Hong Kong) or any law applicable to the company, the company shall at all times be deemed to be a vehicle and a subordinate body to CCA and shall further be deemed to be subject at all times to the provisions of the CCA Constitution, Rules and Regulations of CCA and all decisions of the General Assembly and/or the General Committee.
4. The objects for which the company is established shall in so far as is permitted set out the intentions aforesaid in **Clauses 1 and 3** of this By-law.
5. The company shall not in any event have the power to borrow or raise or give security for money by issue of or upon bonds, debentures, stocks, bills of exchange, promissory notes or

other obligations or securities of the company or by mortgage or charge upon all or any part of the property of CCA vested in the company.

6. The initial members-shareholders of the company shall be the members of the Executive Committee of CCA holding such office at the time of this By-law coming into force and thereafter shall be the members of the Executive Committee from time to time holding such office pursuant to the provisions of the CCA Constitution.
- 7.a) The initial Directors of the company shall be all four members of the Presidium, the General Secretary, the Honorary Treasurer, the Associate General Secretary - Finance, holding such office at the time of this By-law coming into force and further two other persons from Hong Kong for that purpose appointed by the General Assembly in consultation with the Hong Kong Christian Council.
- 7.b) Subsequent Directors of the company shall be all four members of the Presidium, the General Secretary, the Honorary Treasurer, the Associate General Secretary for Finance from time to time holding such office pursuant to the provisions of the CCA Constitution and further two other persons from Hong Kong for that purpose appointed from time to time by the General Assembly in consultation with the Hong Kong Christian Council.
- 8.a) There shall therefore be a change to the list of members-shareholders and list of Directors of the company after the conclusion of each General Assembly subject however that notwithstanding a General Assembly the incumbents from time to time of the respective staff positions of General Secretary and Associate General Secretary Finance shall continue as member-shareholder or a Director, as the case may be, until expiry of their respective tenure of appointment or service with CCA.

- 8.b) Any vacancies arising in between General Assemblies amongst members-shareholders and/or the Directors shall be filled by the General Committee with due reference to the representations set out in the aforesaid **Clauses 6 and 7** of this By-law.
- 9.a) All persons who shall be listed as a member-shareholder or hold office as a Director of the company shall at the commencement of their respective position aforesaid make and provide a written declaration (in such form as may be specified) that they hold their positions in trust for and on behalf of CCA, that they will duly comply with all directions and resolutions of the General Assembly and General Committee as applicable to the company and that they do not and will not have any personal right or claim arising from or pursuant to their position in the company and further that they renounce any such personal right or claim in favour of CCA absolutely.
- 9.b) Further all persons who shall be listed as a member-shareholder or hold office as Director of the company shall deposit with the statutory secretary of the company a properly executed Deed of Trust, appropriate blank transfer of shares form and undated letter of resignation and such other relevant documents and shall do all acts and things necessary and needful to effectually cease to be a member-shareholder or Director (as the case may be) at the expiry of their respective term with CCA or if so earlier determined or directed by the General Committee.
10. Notwithstanding anything to the contrary provided in the Memorandum and Articles of Association of the company, the member-shareholder and/or Director of the company shall only have such power and authority by themselves individually or as a body to act, do or conduct anything for or

in relation to or in the name of the company as may be expressly permitted by the CCA Constitution, the Rules and Regulations of CCA and pursuant to any decision or resolution of the General Assembly or General Committee as applicable thereto.

11. If the company shall be wound-up, whether voluntarily or otherwise, there shall be a claim made to the liquidators appointed to re-vest all CCA's property assets and funds held under the name of the company in such other trust body, Organisation or body corporate for the benefit of CCA as may be directed by the General Assembly.
12. All minutes and records of the members-shareholders meetings, Directors meetings, periodic reports, statement of Directors and annual statement of accounts of the 'company shall be furnished to the General Committee.
13. Any dispute or difference which may arise as to the meaning, operation or interpretation of this By-law, the powers of the members-shareholders and of the Directors, the CCA Constitution, the Rules and Regulations of CCA in respect of the validity of any act, meeting or proceeding of the company shall be referred to and determined by the General Committee, whose decision shall be final and binding in all events.