

COUNCIL OF INTERNATIONAL ANABAPTIST MINISTRIES - NORTH AMERICA
Guidelines

1. Name

The name shall be Council of International Anabaptist Ministries - North America.

2. Membership

The Council shall have two categories of membership.

- a. Anabaptist agencies engaged in mission and service abroad and based on North American constituencies shall be eligible for full membership.
- b. Anabaptist educational and other institutions with indirect involvements in international ministries shall be eligible for non-voting associate membership.

3. Purpose and Goals

The purpose of the Council is to encourage the worldwide witness to the love of God in Jesus Christ by word and deed by:

- a. Providing a forum for Anabaptist mission and service agencies to consult on issues relevant to international ministries and partnerships.
- b. Facilitating regular meetings of administrative staff of member agencies to report on activities, programs, partnerships, strategies and concerns.
- c. Providing a structure for planning and supporting projects of common interest to member agencies.
- d. Providing a channel for relationships to other associations, agencies and organizations on matters of common interest.

4. Principles of Operation

The Council will plan its policies and actions in such a way as to encourage full representation and participation by all members and all members eligible for membership.

- a. Each agency has the privilege to relate to the Council in whatever manner and to whatever extent it desires.
- b. The Council emphasizes the exchange of information and counsel, seeking to avoid any commitment or decisions affecting the member agencies without their specific action or consent.
- c. The Council functions as a service to member agencies seeking to strengthen and supplement their activities and relationship, without replacing or interfering with their separate function and role.

5. Annual Consultation

The Council will normally sponsor an annual consultation on a topic pertinent to international ministries and church partnerships to facilitate communication and understanding.

- a. The Consultation will be open to all interested persons, especially agency administrative staff, board members, workers, representatives of partner organizations and churches in other countries, and students of international missions and service.
- b. A Findings Committee consisting of representatives from member agencies will compile the main findings of the consultation and draft recommendations for action by the Council and/or its members.
- c. The Consultation may be co-sponsored with other organizations.

6. Business Meeting

The Council shall have an annual business meeting, normally following the meetings of the Regional Committee and the annual Consultation.

- a. The agenda of the business meeting will normally include the financial report, the Consultation findings, the election of an officer, reports from the Regional committees, the budget presentation and approval.
- b. Member agencies with donated income of less than \$2,000,000 may have one vote. member agencies with donated income of more than \$2,000,000 may have two votes.
- c. Additional non-voting representatives of member agencies may have floor privileges in the business meeting.
- d. Member agencies may designate proxies with voting privileges to act in their absence at business meetings.
- e. Specific business matters may be discussed at special business meetings, eg. held in conjunction with the retreat for heads of member agencies, and if necessary, acted upon.

7. Other Meetings

The Council may sponsor and plan additional meetings, such as:

- a. Consultations jointly sponsored with other organizations, and
- b. Retreats for leaders of member agencies.

8. Officers

The officers of the Council shall be the Chairperson and Vice-chairperson.

- a. The responsibilities of the Chairperson and Vice-chairperson will include chairing the annual Consultation and the Business Meeting, overseeing the work of the Council's coordinator, acting on the Council's business between meetings and reporting such actions to the Council's membership.
- b. Any representative of a member agency to the Council and/or its Regional Committees is eligible to serve as an officer.
- c. The Chairperson and Vice-chairperson shall be elected in alternate years at the annual business meeting.
- d. The terms for the Chairperson and Vice-chairperson shall be two years.
- e. The Chairperson and Vice-chairperson may not serve consecutive terms.
- f. The Chairperson shall invite nominations for the office of Vice-chairperson and vice versa.

9. Regional Committees

The Regional Committees of the Council focus on activities and concerns related to various geographical regions such as Africa, Asia, Europe, Latin America and Middle East.

- a. The meetings of the Regional Committees provide opportunities for:
 - Sharing information on activities and relationships in the region
 - Discussion of issues of common concern
 - Presentations by resource persons
 - Seeking counsel from one another
 - Consultation with representatives from partner organizations
 - Consideration and approval of joint projects
- b. Anabaptist organizations which have programs or interests in the particular region are eligible to send representatives to meetings of the Regional committee.
- c. Only representatives from member agencies are entitled to vote on Regional committee projects and budgets and to serve as convener or secretary.
- d. The Regional Committees normally meet in conjunction with the annual Consultation and may meet on other occasions in other locations.
- e. Each Regional Committee will organize itself by electing a convener and a secretary.

- f. The responsibilities of the convenor include compiling the agenda for committee meetings in consultation with the secretary, circulating the agenda, chairing the meetings of the committee, corresponding for the committee and reporting to the Council's Business meeting.
- g. The responsibilities of the secretary include recording the minutes of the committee meetings, circulating the minutes, and assisting the convener as needed.
- h. The convenor and secretary will be elected in alternate years and will serve for two-year terms.
- i. The agenda and the minutes of the Regional Committees will be circulated to all member agencies in the Council by the Council's Coordinator.
- j. Regional Committees will report their decisions, budget proposals, and recommendations to the Council's annual Business meeting.

10. Global Accountability

The Council intends to be accountable to the global fellowship of Anabaptist churches.

- a. The Council shall provide an periodic overview of the international activities of its members to Mennonite World Conference, including statistical and financial summaries, notices of new program and partnerships, and identification of major common concerns.
- b. The Regional Committees shall provide periodic overviews of the activities and initiatives of their participating agencies to the regional/continental Anabaptist body, eg. African Mennonite and Brethren in Christ Fellowship, Asia Mennonite Conference, Mennonite European Regional Conference.
- c. The Regional Committees shall include representation from their counterpart regional/continental body of Anabaptist churches in their region of interest at least once every three years.
- d. The Regional Committees shall send a representative to the regular assembly of their counterpart regional Anabaptist body to report upon request and to receive information and concerns.

11. Coordinator

The Council shall have a Coordinator.

- a. The responsibilities of the Coordinator shall include:
 - Preparing, circulating and storing official minutes
 - Corresponding on behalf of the Council

- Compiling an annual budget and agency assessments
- Maintaining the financial records
- Presenting an annual financial report
- Scheduling the annual Consultation and related meetings
- Implementing the decisions of the Council
- Publicizing the Consultation and its Findings
- Planning retreats for the heads of member agencies
- Preparing reports from the Council

b. The Coordinator shall be recommended by the Chairperson and Vice-chairperson and appointed at a business meeting of the Council.

c. The term for the Coordinator shall be three years.

d. The Coordinator may serve for successive terms.

12. Membership Fees and Assessments

The Council's administration and project costs shall be covered by a combination of a base membership fee and assessments.

a. There shall be a base membership fee of \$150 assessed to all member and associate member agencies.

b. Member agencies will be assessed an annual asking/share of the Council's administration budget according to their income for overseas ministries:

| Program Budget | Annual Asking |
|--------------------|---------------|
| \$ 2 million+ | \$ 2200 |
| \$ 1-2 million | \$ 1000 |
| \$ 500,001-999,999 | \$ 300 |
| Up to \$ 500,000 | \$ 100 |

c. Assessments for other projects of the Council (eg. support for the Mennonite World Conference General and Travel Funds) will be decided at the Council's Business meeting for each specific project.

d. Assessments for the projects of the Regional Committees will be negotiated within the committee among the participating agencies based on the agency's interest and resources for the project.

13. Financial Procedures

a. The fiscal year of the Council shall be concurrent with the calendar year.

b. The member agencies will invoiced annually for the total of their membership

fee and assessments for the Council's administrative costs and projects and the Regional Committee projects in which they are participating.

c. The payments toward Regional Committee projects will be made upon the authorization of the convener of the responsible Regional Committee.

d. Generally the Council will forward only the amount received for a project to the designated recipient organization.

e. In cases where there is a shortfall of contributions toward the project, it shall be covered with reserves or additional assessments to participating members.

14. Modification of Guidelines

These Guidelines may be modified under the following conditions.

a. The Guidelines may be amended upon written notification to all members one year in advance and by a simple majority vote at a business meeting.

b. The Guidelines in sections 5, 6, 7, 8, 9, 10, 11, 12 and 13 may be suspended for one year by a simple majority vote at a business meeting.

Adopted January 23, 2000 for implementation on January 1, 2001.

Amended point 12.a January 31, 2004.

Amended point 12.b. on January 20, 2012.