

## WORLD DAY OF PRAYER INTERNATIONAL COMMITTEE CONSTITUTION

WORLD DAY OF PRAYER is a worldwide movement of Christian women of all traditions who come together to observe a common day of prayer each year and who in many countries have a continuing relationship of prayer and service.

It is a movement initiated and carried out by women in countries in Africa, Asia, Caribbean, Europe, Latin America, Middle East, North America, Pacific.

It is a movement symbolized by an annual day of celebration (the first Friday of March) to which all people are welcome.

It is a movement which brings together women of various races, cultures, and traditions in closer fellowship, understanding and action throughout the year.

In fulfillment of the above, there shall be a World Day of Prayer International Committee (WDPIC) which shall

- a. plan and promote the World Day of Prayer movement and celebrations,
- b. provide coordination of National/Regional World Day of Prayer Committees.

### **II. COMPOSITION AND RESPONSIBILITIES OF THE INTERNATIONAL COMMITTEE**

#### **A. Composition**

1. one liaison officer elected or appointed by each National/Regional Committee;
2. all members of the Executive Committee;
3. co-opted persons invited by the Executive Committee to bring a contribution not otherwise available.

#### **B. Responsibilities**

1. to determine policy of directing the World Day of Prayer in line with its purpose;
2. to elect the Chairperson and members of the Executive Committee and to appoint the Treasurer.
3. to select themes and authors for World Day of Prayer services;
4. to determine objectives and responsibility for financing;
5. to adopt a budget and receive financial reports;
6. to carry on relationships consistent with its nature and purpose;
7. to recommend the time and place of the next meeting;
8. to receive progress reports from the Executive Committee;
9. to receive reports of World Day of Prayer celebrations and related activities from National/Regional Committees.

### **II. MEMBER NATIONAL/REGIONAL COMMITTEES**

#### **A. Criteria**

A member National/Regional Committee shall be representative of the Christian community, taking into account the multi-racial nature of its society and the diversity of its Christian traditions.

#### **B. Responsibilities**

Toward the International Committee -

1. to receive, adapt, translate and distribute World Day of Prayer materials to local committees;
2. to report on the annual World Day of Prayer observances and related activities to the International Committee;
3. to contribute toward the financial support of the International Committee;
4. to elect or appoint a liaison person to be a member of the International Committee.

Within the National/Regional Committee -

1. to determine policy and procedure for World Day of Prayer within the nation/region;
2. to make provisions for preparation and training of leadership;
3. to determine the use and distribution of the offering;
4. to promote, strengthen and encourage ecumenical fellowship and growth through the World Day of Prayer movement;

5. to keep in contact with national churches and councils of churches within the nation and with other organizations as appropriate about World Day of Prayer.

#### **C. Liaison Person**

1. The liaison person (or her proxy) shall attend the meeting of the International Committee, when so designated by the National/Regional Committee. Wherever possible this should be at the expense of the National/Regional Committee, which she represents.
2. Between meetings, she may vote by a written ballot on any official matter circulated by the International Committee, after consultation with the members of her National/Regional Committee.
3. Her responsibilities are
  - a. to compile and transmit the annual report to the International Committee as soon as possible after World Day of Prayer;
  - b. to receive the Minutes of the International Committee and progress reports from the Executive Committee;
  - c. to transmit information to the National/Regional Committee from the Executive Committee;
  - d. to express opinions on behalf of her National/Regional Committee to the Executive Committee;
  - e. Respond to correspondence from the Regional Representative or the Executive Committee.

### **III. THE EXECUTIVE COMMITTEE**

#### **A. Composition**

1. A Chairperson.
2. Two persons from each of the following regions: Africa, Asia, Europe, Latin America, Middle East, Pacific and the combined region of Caribbean and North America. They shall be elected to broaden the geographical, cultural and denominational representation in the region.
3. If needed, one or two members-at-large to ensure the inclusion of the major Christian traditions - Catholic, Orthodox, Protestant - to serve as members of the Executive Committee.
4. A treasurer appointed by the WDPIC on the recommendation of the Executive Committee. The Treasurer is a member of the Executive Committee with all rights and obligations of other members.
5. Persons representing other world organizations concerned for World Day of Prayer may be invited to meet with the Executive Committee.
6. In meetings where voting takes place, the Chairperson, Treasurer and all members of the Executive Committee each have one vote. In the case of a tie vote, the Chairperson will not have a casting vote. If a member of the Executive Committee is also representing a National/Regional Committee, she shall have only one vote.
7. Co-opted persons have the privilege of floor but no vote.

#### **B. Responsibilities**

1. to call the next meeting of the International Committee;
2. to insure production and distribution of the annual international World Day of Prayer materials;
3. to arrange for the services of an Executive Director;
4. to carry on conversations on behalf of the International Committee with other international bodies;
5. to enroll any National/Regional Committee which qualifies and desires membership in the International Committee;
6. to be responsible for seeing that the budget is balanced;
7. to select co-opted persons to the International Committee for a period no longer than one quadrennium;
8. to recommend a nominating procedure to the International Committee and to set up any committees necessary to carry out the business of the International Committee;

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9. to implement the recommendations made at the International Meeting and in event of emergency to make decisions on behalf of the International Committee.
10. to recommend to the International Committee for appointment a person who is closely related to World Day of Prayer and who has expertise in finance to serve as Treasurer. The functions of the Treasurer include: stewardship of resources; clarifying accounting procedures; developing working budgets; assessing investment advice; monitoring investment decisions; advising re: response to National/Regional Committee's inquiries about finances; and proposing recommendations to WDPIC Executive Committee. These tasks are carried out in a consultative manner with the Chairperson and Executive Director.
11. to form an Executive Advisory Group composed of a maximum of four people:
  - Chairperson,
  - Treasurer,
  - one member of the Executive Committee selected by this Executive Committee, who shall also serve as the Alternate to the Chairperson, and
  - one member of the Executive Committee selected by the Executive Director.

This group will meet annually as an advisory and support group with the Executive Director regarding finances and the development of future WDP services. The Executive Advisory Group will also assume the responsibility to conduct the annual evaluation of the Executive Director.
12. In the event that the Chairperson is not able to carry out her responsibilities, then the Alternate to the Chairperson will serve as Chairperson.
13. Members of the Executive Committee should be in communication with the National/Regional Committees in the areas represented.

### **C. Term**

Upon election, the Chairperson, Treasurer and Members of the Executive Committee shall serve through the next meeting of the International Committee or until their successors have been elected.

1. The term of office of the Chairperson shall be limited to one term.
2. The term of office for the Treasurer shall be limited to two terms.
3. The term for the Members of the Executive Committee shall be limited to 2 terms unless elected as Chairperson after two terms in the region.

### **D. Succession of Members of the Executive Committee**

1. In the event that a member of the Executive Committee for a region is not able to carry out her responsibilities, then the nominee at the WDPIC International Meeting with the next highest vote will succeed as Executive Committee Member for that region. Once elected this is counted as a term of office.

Should the vacancy occur one year or less before the upcoming WDPIC Meeting, the replacement process is not carried out.

2. In the event that a Member-At-Large is not able to carry out her responsibilities, then the nominee at the WDPIC International Meeting with the next highest vote from the same major Christian tradition as the Member-At-Large being replaced will succeed as Member-At-Large. Once elected this is counted as a term of office.

Should the vacancy occur one year or less before the upcoming WDPIC Meeting, the replacement process is not carried out.

### **E. Meetings**

When financially possible, the Executive Committee should meet at least once between meetings of the International Committee and immediately preceding the meeting of the International Committee.

### **IV. MEETINGS OF THE INTERNATIONAL COMMITTEE**

A. The frequency of the meetings shall be determined by the International Committee and shall generally be held within a period of from three to five years after the previous meeting. Notice of the meeting shall be sent to National/Regional Committees preferably a year and not less than six months in advance of the meeting. The accidental omission to give such notice or the non-receipt of a notice of a meeting by a person entitled to receive notice shall not invalidate the proceedings of that meeting.

B. An agenda shall be submitted to the members of the International Committee at least two months in advance of the meeting, allowing time for suggestions, and nominations from all National/Regional Committees including those which will not have a representative present at the meeting.

### **V. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

The Executive Director shall serve the International Committee in carrying out its functions and shall be responsible to the Executive Committee of the International Committee.

### **VI. PROCEDURE**

- A. Business shall be determined by the majority of voting members present at meetings of the International Committee.
- B. Business items may be proposed and circulated by the Executive Committee between the meetings and a postal vote taken when necessary. The result of the vote shall be recorded in the Minutes of the next meeting.

### **VII. BUDGET**

The fiscal year of the corporation shall be from March 1 to the last day of February of the following year.

- A. The budget of the International Committee shall include -
  1. cost of maintaining office and staff;
  2. cost of production and mailing of the international program materials;
  3. the correspondence with National/Regional Committees and individual correspondence;
  4. promotion of World Day of Prayer;
  5. minimal travel of the Executive Committee and Executive Director to attend the meetings of the International Committee and other authorized meetings.

B. Income toward the approved budget shall be received through the contributions of National/Regional Committees. Other monies may be received from interested groups or individuals toward special projects, including the Fund for Tomorrow.

### **VIII. AMENDMENTS**

This Constitution may be amended by a simple majority vote of the members of the International Committee at any meeting of such Committee for which notice of the proposed revision has been given at least two months in advance of the convening of the meeting. Proposed revisions may be submitted by National/Regional Committees or by the Executive Committee.