

# Legal Texts 2018





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# United Evangelical Mission (UEM) Constitution decided by General Assembly 2018

## § 1 Name and Registered Office

The Rheinische Missionsgesellschaft, which, by way of Cabinet Decree issued by King Friedrich Wilhelm III on the 24th June 1829, received official recognition as a missionary society and was constituted as a legal person, and which, following the dissolution of the registered association known as Bethelmission, the aims and objectives of which it continues to pursue, conducted its activities under the name Vereinigte Evangelische Mission, is as from the 5th June 1996 known as United Evangelical Mission. Communion of Churches in Three Continents (UEM). Its registered office is located in Wuppertal, Germany.

## § 2 Mission, Objects and Purpose

- (1) The United Evangelical Mission is founded on the Holy Scriptures of the Old and New Testament, and shall

serve the purpose of joint action in mission.

(2)

- a) The United Evangelical Mission operates within a network of churches in Africa, Asia and Europe and wherever it may be called upon to serve.

- b) Together these churches shall proclaim Jesus Christ as the Lord and Saviour of all people and shall face the challenges of present-day mission.

- c) In a world torn apart, they commit themselves to remain members of the one Body of Christ, and therefore to:

- grow together into a worshipping,
- learning and serving community;
- share gifts, insights and responsibilities;
- call all people to repentance and new life;

- bear witness to the Kingdom of God in striving for justice, peace and the integrity of creation.

- (3) The UEM shall take part in the missionary responsibilities of its members by

- providing opportunities for encounter and dialogue, sharing of experience, open discussion, as well as joint reflection on mission history and present-day tasks of the mission;
- promoting the training, sending-out and exchange of personnel for the missionary and diaconic service in the churches and in new areas of united mission;
- encouraging the sharing of gifts received, and by providing financial support for missionary, diaconic, humanitarian and social functions of the individual churches and the

joint programmes of several churches and ecumenical organisations.

(4) The UEM fulfills its tasks on behalf of the members belonging to the missionary community, and in co-operation with groups and individuals associated with them. The UEM also co-operates with organisations operating within the sphere of ecumenical diakonia and church development service, as well as other ecumenical missionary associations and networks.

(5) The UEM shall fulfill the aforesaid objectives inter alia through the functions and activities described in § 3 (1).

### § 3 Charitable Objects

(1) The UEM exclusively pursues church-related, public welfare and charitable purposes by promoting church-related aims, further education and training, development

co-operation, international understanding, children and youth assistance, the public health and welfare system, as well as by charitable support of needy persons within the meaning of § 53 of Abgabenordnung (AO). These aims may also be pursued in and in relation to foreign countries.

a) Church-related aims, within the meaning of § 54 of AO, are attained particularly against the background of § 2 (2), by fulfilling the objects under § 2 (3) and (4) and by the promotion of partnerships particularly between church-districts of the members.

b) Further education and training, and understanding among nations are particularly promoted by arranging and implementing educational courses, workshops and seminars, the operation of conference centres particularly in Wuppertal and Bethel as well as through the award of scholarships.

c) Development co-operation and international understanding are particularly promoted through diaconal emergency assistance during disasters, the planning and implementation of projects for the sustainable improvement of living conditions in developing countries, the sending of volunteers, human rights work, the arranging of partnerships between church-districts, congregations and church institutions in different countries, as well as by arranging and implementing exchange programmes.

d) Children and youth assistance are particularly promoted by the awarding of scholarships and the arranging and implementation of educational programmes for children and youth.

e) The furtherance of the public health and welfare system is particularly promoted by the planning, arranging and implementation of preventative measures against illnesses and diseases.

f) A further objective of the UEM is the acquisition of resources, within the

meaning of § 58 (1) of AO, for the promotion of church-related aims, further education and training, development co-operation, understanding among nations, children and youth assistance, the public health and welfare system, as well as for charitable support of needy persons through local or foreign legal bodies, or through a public body. The bestowing of benefits does not entitle beneficiaries to claim any further assistance from the UEM.

- (2) The UEM's activities are altruistic, and the UEM does not pursue any primarily self-serving economic aims. The assets and resources of the UEM may only be applied in pursuance of the objects of this constitution. The members shall not receive any financial assistance from the resources of the UEM.

#### § 4 Membership of the United Evangelical Mission (UEM)

- (1) The members of the United Evangelical Mission are those members as listed in the annex to this constitution.
- (2) Further churches may be admitted as members of the UEM by a majority decision of two thirds of the delegates of the General Assembly, provided that they
  - have at least 10.000 (ten thousand) members or have been founded by the Rheinische Missionsgesellschaft.
  - agree to the principles and aims of the UEM;
  - participate in the objects and duties of the UEM.

The new member shall agree to this constitution. The new member shall not have been constituted as a result of a split from an existing member.

- (3) The UEM shall raise membership contributions as well as additional funds from members. The amount and due date of membership contri-

butions shall be determined by the General Assembly. The amount of the additional funds shall be determined in consultation with the members. In case of cessation of membership neither membership contributions nor additional funds shall be refunded.

- (4) Resigning from UEM can only come into effect by the end of a year. A member intending to resign from membership of the UEM shall notify the General Secretary thereof in writing at least six months prior.
- (5) The membership in UEM may be suspended if the member acts contrary to the principles and aims of the UEM or fails to comply with its obligations. Suspension is decided upon by the Council and lasts until the next General Assembly which confirms or lifts suspension. A suspended member is not to be involved in any activities of the UEM but should without voting rights be invited to the General Assembly deciding upon the issue.

(6) A member may be excluded from the UEM with immediate effect by the General Assembly with a two thirds majority of the delegates entitled to vote, if such member acts contrary to the principles and aims of the UEM, or fails to pursue or inadequately pursues the objects and duties of the UEM.

(7) After notification of resignation or prior to suspension or exclusion there shall be a dialogue between UEM-Leadership and the member concerned about the issue.

## § 5 Organs

The organs of the UEM are:

1. The General Assembly;
2. The Council;
3. The Management Team.

## § 6 Composition of General Assembly

(1) The General Assembly is comprised of the delegates of members, as well as the additional delegates under

subsection 4 hereof. Each delegate shall have a substitute.

(2) Each member shall appoint one to a maximum of three delegates to the General Assembly, in relation to its own membership. If a delegate ceases to be a delegate or is recalled by a member, the member has immediately to appoint a new delegate and if necessary a new substitute.

(3)

(a) Churches having less than 300.000 (three hundred thousand) members, the von Bodelschwingh Institutions Bethel (vBA) and the Church of Christ in the Congo (ECC) may appoint one delegate;

(b) Churches having 300.000 (three hundred thousand) to 1.5 (one and a half) million members may appoint two delegates;

(c) Churches having more than 1.5 (one and a half) million members may appoint three delegates. The persons delegated under (b) and (c) shall

comprise of men, women, preferably youths and non-theologians.

(4) Jointly, the members shall have an additional total of twelve (12) delegates. Each Regional Assembly shall appoint two youths and two women as delegates for the General Assembly.

(5) Every delegate has one vote.

## § 7 Functions of the General Assembly

(1) The General Assembly has the following functions. It:

- (a) determines the principles and general guidelines for the activities of the UEM as well as the priorities of activities during the next term of office;
- (b) decides on the admission and exclusion of members;
- (c) ratifies the provisional suspension of a member;
- (d) determines the amount of membership contributions;
- (e) makes amendments to this Constitution;
- (f) decides on the dissolution of the UEM;

- (g) decides on the framework of the budgets;
  - (h) receives the report of the Council;
  - (i) receives and adopts the audited annual financial report and grants discharge to the Council;
  - (j) elects the Moderator of the UEM from amongst the delegates to the General Assembly by more than one half of the votes of the number of delegates;
  - (k) elects and dismisses the members of the Council;
  - (l) elects three Vice Moderators from the different Regions from amongst the delegates of the Council;
  - (m) approves the standing orders of the Council;
  - (n) may adopt standing orders for itself;
  - (o) may appoint committees;
  - (p) may adopt by-laws for this Constitution;
  - (q) adopts the standing orders for Regional Assemblies upon their proposal.
- (2) The Moderator and/or the General Secretary, in mutual agreement, shall represent the UEM at members, mis-

sionary societies, churches and communities, the worldwide church and the general public.

## § 8 Proceedings of the General Assembly

- (1) The General Assembly shall be re-constituted every six years and shall meet every three years. If at least two thirds of the members of the UEM or if the Council requests an extraordinary meeting, the Moderator shall call such a meeting within a period not exceeding twelve months.
- (2) The Moderator shall call and shall preside over meetings of the General Assembly. The delegates shall be invited to meetings on three months written notice, such notice being accompanied by an agenda.
- (3) A meeting of the General Assembly shall form a quorum if at least half of the delegates entitled to vote are present, and all three regions are represented. If no quorum for a meeting

is obtained, but one third of the delegates entitled to vote are present and all three regions are represented the delegates entitled to vote may immediately call a General Assembly for the next day, provided that at least half of the delegates entitled to vote present require the calling of such a meeting. <sup>1</sup>The meeting so called for the next day shall be deemed to form a quorum, notwithstanding the number of attending delegates entitled to vote as far as all three regions are represented. <sup>2</sup>If no meeting takes place, a new meeting of the General Assembly is to be called within a period not exceeding six months.

- (4) Decisions shall be taken on a simple majority vote, save where the Constitution requires otherwise. Abstentions and invalid (spoiled) votes are

*Section 26 German Civil Code  
Board, Representation*

<sup>1</sup> The association must have a board. The board may consist of several persons.

<sup>2</sup> The board represents the association at court and out of court. It has the position of a legal representative. The representing power may be restricted by the constitution in respect to third parties.



counted as votes cast. In the event of a tie-vote, no decision is passed.

- (5) Each meeting shall be minuted.

## § 9 Composition of the Council

- (1) The Council of the UEM consists of a total of fourteen delegates from the General Assembly:
  - a) the Moderator (as chairperson);
  - b) four persons from each of the three Regions;
  - c) one youth.

The Council members remain delegates of the General Assembly.

- (2) Each Region shall appoint men and women of whom one should become Vice-Moderator.
- (3) The General Assembly elects from amongst its members one substitute for every Council member, which substitute shall in the case of the unavailability of the Council member participate in meetings of the Council with full voting rights. If a Council member resigns, such substitute

takes the office of the so resigned Council member until the next by-election during the next meeting of the General Assembly.

- (4) The newly elected Council commences its term of office upon the closing of the meeting of the General Assembly at which it was elected.
- (5) If a Council member is recalled as a delegate as per § 6 (2), such Council member's membership of the Council shall likewise terminate.

## § 10 Functions of the Council

- (1) The Council has the following functions. It:
  - (a) advises and supervises the Management Team;
  - (b) elects the General Secretary by a two thirds majority of its members;
  - (c) appoints the Executive Secretaries as members of the Management Team;
  - (d) appoints the General Secretariat;
  - (e) determines the strategy and general direction of UEM;

- (f) reports to the General Assembly;
- (g) decides on the budget;
- (h) informs the Regional Assemblies about its activities and approves their list of needs;
- (i) appoints and instructs the auditor to prepare audited financial statements;
- (j) receives and adopts the audited annual financial report;
- (k) grants discharge to the Management Team;
- (l) may appoint committees;
- (m) may adopt standing orders for itself, which require the approval of the General Assembly;
- (n) enacts the standing orders of the Management Team and the General Secretariat, in which tasks of the Council can be conferred to the Management Team ;
- (o) unanimously authorizes such business of the Management Team in terms whereof immovable property and rights in immovable property are acquired, disposed of, transferred or encumbered;

- (p) decides on the suspension of a member pursuant to § 4 (5) with a two thirds majority and submits such decision to the General Assembly for confirmation;
- (q) shall be responsible for all matters which are not assigned to any other organ.
- (2) The Council appoints a financial advisor and may appoint a legal advisor.

## § 11 Proceedings of the Council

- (1) The Council shall meet at least twice every year. Council members shall be invited to meetings on four weeks written notice to which the agenda shall be attached. A meeting of the Council shall be called promptly if at least eight Council members require this in writing.
- (2) A meeting of the Council shall form a quorum if at least half of the Council members are present and each Region is represented.

- (3) Decisions are taken by a majority of the votes cast, save where this Constitution requires otherwise. Voting in text form or by telephone without a meeting is only admissible with the unanimous consent of all Council members. Abstentions and invalid (spoiled) votes are counted as votes cast. In the event of tie-vote, no decision is passed. Each meeting shall be minuted; all decisions shall be recorded in writing.

- (4) In dealing with third parties, the Council is represented by the Moderator and a Vice-Moderator.
- (5) The members of the Management Team may be invited to Council meetings to serve in an advisory capacity.

## § 12 The Finance Committee

- (1) The Council shall constitute a Finance Committee, which shall consist of three Council members and the Financial Advisor.

- (2) The Finance Committee shall hold at least one meeting every year. The regulations of proceedings of the Council shall apply mutatis mutandis.
- (3) Duty of the Finance Committee is to advise the Council and the General Assembly with regard to financial affairs, in particular by
  - a) assessment of the report of the General Secretary concerning financial implications,
  - b) appraisal of the financial report of the Executive Secretary for Finance and Administration,
  - c) deliberation on the budget,
  - d) assessment of financial procedures of UEM, particularly regarding budget performance, membership contributions, donations and utilisation of reserves,
  - e) discussion of the audit report regarding the audited financial statements,
  - f) preparation of Council decisions, in terms whereof immovable property and rights in immovable property are

acquired, disposed of, transferred or encumbered,

- g) preparation of Council decisions to appoint and instruct the auditor to prepare audited financial statements,
- h) discussion of the reports of the ombudspersons regarding the “Code of Conduct against Corruption and for Transparency”.

## § 13 The Management Team

- (1) The Management Team is responsible for the overall management of UEM operations.
- (2) It consists of not more than eight persons, who shall, with the exception of the General Secretary, be appointed for four years. The Management Team consists of:
  - the General Secretary;
  - a maximum of seven Executive Secretaries of UEM.
 The Management Team shall have an international composition and shall consist of men and women.

- (3) As contemplated in § 26 German Civil Code, the General Secretariat is comprised of three persons who are, with the exception of the General Secretary, appointed for a term of office of four years:

- the General Secretary;
- the Executive Secretary for Finance and Administration;
- one additional Executive Secretary.

The General Secretariat should consist of men and women and reflect an international composition. It adopts standing orders which require the approval of the Council.

- (4) The UEM shall be legally represented by two members of the General Secretariat acting jointly, both in legal proceedings and otherwise.
- (5) The General Secretary presides as chairperson over the Management Team and the General Secretariat. The General Secretary's term of office is eight years.
- (6) Re-appointment is possible.

## § 14 Regional Assemblies

- (1) For each of the Regions Africa, Asia and Germany the General Assembly constitutes a Regional Assembly as a committee of the General Assembly. The Regional Assemblies are comprised of the delegates of the General Assembly from the respective Region, as well as additional delegates from the regions.
- (2) Regional Assemblies shall serve the growing together and co-operation amongst members in the Regions as well as the communication and understanding amongst members. They can prepare motions to the General Assembly. They shall prepare proposals for lists of needs.
- (3) The Regional Assemblies meet at least one time between the meetings of the General Assembly.
- (4) After board elections have taken place in the General Assembly, the first meeting of the Regional Assemblies

blies must be no later than 6 months after.

- (5) Other matters shall be regulated by the standing orders adopted by the General Assembly for the Regional Assemblies.

## § 15 Finances

- (1) No-one shall benefit from expenditure made contrary to the objectives of the UEM or from disproportionately high remuneration. Honorary members of the organs of the UEM may be reimbursed for their reasonable expenditure against proof, whereby such reimbursement may be made on the basis of relevant rates provided for under tax laws. Appropriate remuneration for services rendered on account of particular contracts remains unaffected by the aforesaid provisions. Members of the Management Team who are employed by the UEM may be paid appropriate remuneration as agreed on account of an employment or other contract.

- (2) Funds shall predominantly be invested in guilt-edged securities and shall follow ethical criteria for sustainable investment.

- (3) Reserves may only be employed for the purposes for which they were designated. Rededication of designated reserves may be decided by the Council on a two thirds majority of the members of the Council, provided that at least one affirmative vote from each Region is cast. This also applies to the conversion of general reserves into dedicated reserves.

- (4) Immovable property of the UEM shall preferably be preserved as it is. It may only be disposed of or encumbered if this is necessary or of considerable advantage. The proceeds of any disposal are to be invested for the benefit of respective restricted dedicated assets. Any disposal requires a unanimous decision of the Council.

- (5) The Council may from time to time initiate an audit of any accounts by an independent auditor.

## § 16 Amendments to this Constitution

The General Assembly may decide to amend this Constitution on a two thirds majority. Proposed amendments to the Constitution shall be submitted by a member of UEM or by the Council, and shall be forwarded to the members at least six months prior to the commencement of a meeting of the General Assembly.

## § 17 Dissolution

- (1) A decision to dissolve the UEM requires a majority decision of three quarters of all delegates entitled to vote at the General Assembly. A decision to dissolve the UEM also requires a decision regarding the nature and manner of the liquidation of the UEM's assets.
- (2) On dissolution of the UEM or in the event of the loss of tax favorable sta-

tus, the assets of the UEM shall pass to another tax favorable missionary institution which pursues the same objectives described in this Constitution, whose activities are consistent with the objectives described in this Constitution and with the activities of the UEM, which has its registered office in Germany and which has to use the received assets only for church purposes, public utility or charitable purposes.

## § 18 Final provisions

- (1) In legal matters the German language version of this Constitution shall prevail over any other version.
- (2) A youth as referred to in this constitution is a person not younger than 18 (eighteen) and not older than 30 (thirty) years at the time of election.

## § 19 Transitional rule

The period of the General Assembly new amended in § 8 starts in 2021 where the next General Assembly shall be re-constituted. The current period therefore is prolonged for one year notwithstanding to § 8 cV.

## § 20 Coming into effect

This Constitution shall replace the Constitution of the United Evangelical Mission as adopted by General Assembly of the UEM on June 17th 2008 and approved by the Regional Council in Düsseldorf, in the context of the supervisory role of the State, by letter dated June 18th 2008. This Constitution comes into effect when approved by the Regional Council in Düsseldorf.

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# UEM Statement on Corporate Identity

## What is the United Evangelical Mission (UEM)?

*Have reverence for Christ in your hearts, and honour him as Lord. Be ready at all times to answer anyone who asks you to explain the hope you have in you (1 Peter 3:15).*

Following the Biblical call we are a communion of 38 Protestant churches in Africa, Asia and Germany and the von Bodelschwingh Institutions Bethel united in mission. Our roots are in the Rhenish Mission (founded 1828), the Bethel Mission (founded 1886), and the Zaire Mission (founded 1965). Since 1996, the UEM has been internationally organized and staffed with its headquarters in Germany.

## What is our commission?

*Peace be with you! As the Father has sent me, so I send you (John 20: 21).*

As a mission community we are taking part in God's mission on earth. Together we give witness to the message of the Father's reconciliation with all humankind through the Son Jesus Christ. We trust the power of the Holy Spirit, with whose help we work for justice, peace and for the integrity of creation. In this light we also acknowledge the responsibility to critically face the history of our mission work.

## How do we work together?

*Two are better than one, because they have a better reward for their toil. For if they fall, one will lift up the other, but woe to one who is alone and falls and does not have another to help. (Ecclesiastes 4: 9)*

Our members from Africa, Asia and Germany have equal rights in governance. Our decision makers –women, men and young adults– come from all three conti-

nents. All decisions about our work are taken on the basis of our common rules and regulations and our joint budget.

We manage the resources entrusted to us transparently and conscientiously and account for them together in faithful stewardship. In working and living together we learn from each other and are willing to be transformed and renewed as we experience that our partaking in God's mission also changes our lives and our work.

## What are our tasks?

*The spirit of the Lord is upon me ... (Luke 4:18-19)*

We understand mission as a holistic commission, and we cooperate to carry out our task. Therefore, evangelism, diaconia, advocacy, development and partnership are integral parts of our mission to spread

the gospel. The UEM is global and works locally – in Africa, Asia and Germany. To empower each other for mission we share our resources and gifts and exchange co-workers and volunteers.

### **Evangelism**

We believe in the Gospel as God's power of salvation and renewal, therefore:

- we jointly strengthen our spiritual life and develop and promote evangelistic projects to share the gospel with all people and to invite them to trust in Christ
- we promote joint programmes
- we promote theological exchange.
- we encourage and support our members to learn mutual and respectful ways of encountering people of other faiths

### **Diaconia**

We confess that all human beings are created in the image of God, therefore:

- we maintain grassroots networks to fight HIV and AIDS and to care for or-

phans, the widowed and for people infected with HIV.

- we work to improve peoples' living conditions, especially for those with special needs.
- we strive to improve medical care and to promote physical and psychological health for all people.
- we support churches as they assist people in need as a result of human made or natural disasters.

### **Advocacy**

We believe that human beings are created in the image of God and therefore have inalienable dignity and rights. Therefore

- we promote and defend human rights.
- we support initiatives to solve conflict peacefully.
- we join efforts to achieve just economic conditions and good governance.
- we strive for the protection of the environment.

### **Development**

We are convinced that God's love continues to empower people, therefore:

- we support programs that empower men, women and youth.
- we carry out training programmes.
- we offer scholarships for higher education to build capacity in our member churches.
- we contribute towards overcoming poverty in all its forms.

### **Partnership**

We understand ourselves as parts of the one body of Christ, therefore:

- we foster and support various forms of partnership relations among our members based on respect, mutuality and transparency.
- we facilitate exchange visits for staff, experts and volunteers.
- we create networks of partnership to open up and strengthen multilateral relations

# Standing Orders of the General Assembly (GA) of United Evangelical Mission (UEM) decided by General Assembly 2018

## § 1 Invitation

- (1) According to § 8 (2) of the Constitution of UEM the General Assembly is convened and chaired by the Moderator. The General Secretary on behalf of the Moderator sends out a letter of invitation at least three months before the meeting.
- (2) The invitation includes venue, time and duration of the General Assembly as well as a draft of the agenda, drawn up by the Management Team and agreed upon by the Moderator. Topics raised by the Council or the Regional Assemblies are to be included.
- (3) The invitation names the date by which the UEM members may add additional items to the agenda.

Proposals from UEM organs are to be put on the agenda if they are submitted to the General Secretary four weeks prior to the beginning of the General Assembly at the latest.

- (4) The final invitation including the agenda is to be sent to the UEM members at least three weeks prior to the beginning of the General Assembly. Text form is possible.

## § 2 Guests

Guests may be invited on the proposal of the Management Team and / or the Council taking into consideration the framework of the budget. The General Assembly may decide to give them the right to speak and to attend the working groups.

## § 3 Procedures of the General Assembly

- (1) Meetings are opened and closed with prayers. The Moderator chairs the proceedings. Chairing the meeting may be delegated to a Vice Moderator, if necessary entrusted to a member of the Council.
- (2) The Meeting of the General Assembly shall form a quorum pursuant to § 8 (3) UEM Constitution and is to be established at the beginning of the meeting.
- (3) Each meeting is to be minuted. All decisions shall be recorded in writing.
- (4) The General Secretary appoints the minute-takers in agreement with the Moderator.

## § 4 Voting and Elections

- (1) Voting is generally conducted by showing of hands or by standing up. If the General Assembly decides so, voting shall be by secret ballot. Elections are always by secret ballot.
- (2) The rules of voting are governed by § 8 (4) of UEM Constitution. Decisions shall be taken on simple majority of votes, save where the constitution requires otherwise. Abstentions and invalid (spoiled) votes are counted as votes cast. In the event of a tie, no decision is passed.
- (3) To take decisions the chairperson asks the assembly who is in favour, who is against and who abstains.
- (4) In case of election, candidates who obtain the highest number of the votes are elected, save another quorum is required. In case of a tie vote, the decision is taken by drawing lots.
- (5) A person is elected as Moderator if she/he obtains more than one half of

the votes of the number of delegates of the General Assembly.

- (6) Anybody personally involved in any point under consideration should not be present during the discussion and the voting. Before leaving, she/he must be given a chance to speak. This must be noted in the minutes. Delegates who stand for election take part in the election.

## § 5 Procedures of nomination

- (1) The General Assembly appoints a Nomination Committee. It is composed of six (6) members, two (2) from each region. The members are proposed by the delegates of the respective regions who are present at the General Assembly. The Nomination Committee elects one member as chair-person.

If a member of the Nomination Committee is nominated for election he/she must resign from the committee immediately and must be replaced according to sentence 2.

- (2) The Nomination committee receives the proposals for nomination from the delegates of the regions who are present at the General Assembly.

The Nomination Committee shall take the criteria (§6) into consideration. In case of concern, it shall consult with the delegates from the particular region to reconsider their nomination. The Nomination Committee may add up to two additional nominees.

The chairperson of the Nomination Committee presents the report of the Nomination Committee, which includes information about the nominees and introduces the proposals of the Committee.

- (3) The Nomination Committee presents a list of nominees. The assembly fixes a deadline for further nominations. These nominations must be handed in writing and have to be signed by at least six delegates. If nominations are based on regional allocation signatures must be from delegates of the respective region.

- (4) The candidates who are proposed for election as Moderator shall introduce themselves to the General Assembly. The delegates may ask questions.
- (5) The election of the Moderator takes place before the election of the other members of the Council.
- (6) The election of the Council takes place for each region separately. Each delegate has as many votes as positions are to be filled. Those four (4) candidates who obtain the highest number of votes are elected.
- (7) The election of the Vice Moderators takes place for each region separately. The person who obtains the highest number of the votes cast is elected.
- (8) In case of the election of the Youth member of the Council the person is elected who obtains the highest number of the votes cast.
- (9) The election of the substitutes takes place for each region separately. The substitutes shall be from other UEM members than the already elected

members of the Council. Those four candidates who obtain the highest number of votes are elected.

The allocation of substitutes is decided by the G.A. delegates of the respective regions at the Assembly.

In case that neither a Council Member nor his/her substitute is able to attend a council meeting and in case that due to this fact the quorum of the Council meeting is endangered another substitute from the same region will be invited who is next in alphabetic order of names after the substitute who is prevented from attendance. In the same order further substitutes may be invited if necessary.

- (10) Meetings of the delegates of the regions according to §§ 2 and 9 have to be convened by the respective Vice Moderators.

## § 6 Criteria for the election as Moderator and Council members

- (1) Nominees for election as Moderator shall have:
  - a) ecumenical and UEM experience
  - b) ability to chair international meetings
  - c) good command of English
  - d) intercultural competence
- (2) The composition of the Council shall reflect the following criteria:
  - a) competence and experience in: theology of mission, management, leadership, economy, jurisprudence, organisational skills, intercultural and gender sensitivity
  - b) balance of women and men
  - c) balance of ordained and non-ordained
  - d) balance among UEM members
  - e) age and time of retirement
  - f) ability to work in English
- (3) Only the delegates to the General Assembly (not their substitutes) are eligible, regardless whether they are present or not.

- (4) The Nomination Committee proposes candidates for the election of the Youth Council member after consultation with the youth delegates of the regions. The election of the youth delegate shall take place before the election of the other Council members.
- (5) The term of office of the delegates of the General Assembly starts with the opening of the General Assembly which marks a new legislative period.

## § 7 Request to speak

- (1) The chairperson allows delegates to speak in the order in which they request to do so. Contributions are only allowed on topics of the agenda.
- (2) Points of order and factual corrections must be taken into consideration immediately.
- (3) A person speaking may only be interrupted by the chairperson. The chairperson is allowed to terminate the speech if the person does not speak

on the issue or repeats himself or herself.

- (4) The General Assembly may decide on the time limit of speaking.

## § 8 Motions

- (1) Motions from the floor must be put on the agenda provided they are submitted in writing and supported by at least ten delegates. Motions arising from the discussion may be moved at any time as far as the process of voting has not started. Points of order may be raised at any time.
- (2) If there are several motions to one subject, a vote is first taken on the motion which has the furthest reaching amendment to the original motion.

## § 9 Request to end the discussion

A request to end the discussion on a particular point or to close the list of speakers may be moved by any delegate, who has

not yet spoken to the subject. After reading the list of speakers and allowing one reply, the chairperson shall ask the assembly to vote on the request without further debate. If the request to end the discussion is accepted, the person who raised the particular issue is given the last word.

## § 10 Committees/Working groups

- (1) Committees may be set up to prepare for decisions.
- (2) Working groups may be set up to work on issues to be discussed by the General Assembly. Motions arising from the working groups are presented to the plenary in writing.

## § 11 Working language of the GA

The working language of the GA is English.

## § 12 General regulations

- (1) Married couples as well as parents and their children shall not serve in any of the constitutional organs of UEM at the same time.
- (2) On completion of their 75th year of life delegates leave the General Assembly. For the rest of the term their substitutes carry on their tasks.
- (3) In legal matters the German language version of these Standing Orders shall prevail over any other version.

## § 13 Final Provisions

These standing orders shall enter into effect after approval by the General Assembly of September 27th, 2018. With these Standing Orders the former Standing Orders of the GA (GA dec. 10/2010) are repealed.



# Procedure of Elections for the UEM General Assembly

## I. Legal texts for elections:

### 1) Constitution

- a) § 7 Functions of the General Assembly
  - (j) elects the Moderator of the UEM from amongst the delegates to the General Assembly,
  - (k) elects and dismisses the members of the Council
  - (l) elects three Vice Moderators from the different regions from amongst the delegates of the Council
- b) § 9 Composition of the Council
  - (1) The Council of the UEM consists of a total number of fourteen (14) delegates from the General Assembly:
    - (a) the Moderator (as chairperson),
    - (b) four persons from each of the three regions;
    - (c) one youth.
    - (d) The Council members remain delegates of the General Assembly

- (2) Each region shall appoint men and women of whom one should become Vice-Moderator.
- (3) The General Assembly elects from amongst its members one substitute for every Council member.

### 2) Standing orders of the General Assembly

- a) § 4 Voting and elections, Standing orders of General Assembly
  - (1) In case of election, candidates who obtain the highest number of votes are elected, save another quorum is required. In case of a tie vote, the decision is taken by drawing lots.
  - (2) A person is elected as Moderator if she/he obtains more than one half of the votes of the number of delegates of the General Assembly
  - (3) Anybody personally involved in any point under consideration should not be present during the

discussion and the voting. Before leaving, she/he must be given a chance to speak. This must be noted in the minutes. Delegates who stand for election take part in the election.

### b) § 5 Procedures of Nomination

- (1) The General Assembly appoints a Nomination Committee. It is composed of six (6) members, two (2) from each region. The members are proposed by the delegates of the respective regions who are present at the General Assembly according to the list of original delegates. The Nomination Committee elects one member as chairperson. If a member of the Nomination Committee is nominated for election he/she must resign from the committee immediately and must be replaced according to sentence 2.

- (2) The Nomination Committee receives the proposals for nomination from the delegates of the regions, who are present at the General Assembly. The Nomination Committee shall take the criteria (§6 SO GA) into consideration. In case of concern, it shall consult with the delegates from the particular region to consider their nomination. The Nomination Committee may add up to two additional nominees. The chairperson of the Nomination Committee presents the report of the Nomination Committee, which includes information about the nominees and introduces the proposals of the Committee.
- (3) The Nomination Committee presents a list of nominees. The assembly fixes a deadline for further nominations. These nominations must be handed in in writing and have to be signed by at least six (6) delegates. If nominations are based on regional allocation sig-

natures must be from delegates of the respective region.

- (4) The candidates who are proposed for election as Moderator shall introduce themselves to the General Assembly. The delegates may ask questions.
- (5) The election of the Moderator takes place before the election of the other members of the Council.
- (6) The election of the Council takes place for each region separately. Each delegate has as many votes as positions to be filled. Those four (4) candidates who obtain the highest number of votes are elected.
- (7) The election of the Vice Moderators takes place for each region separately. The person who obtains the highest number of the votes cast is elected.
- (8) In case of the election of the Youth member of the Council the person is elected who obtains the highest number of the votes cast.
- (9) The election of substitutes takes place for each region separately.

The substitutes shall be from other UEM members than the already elected members of the Council. Those four candidates who obtain the highest number of votes are elected. <sup>1</sup>Which Council member is substituted by which substitute is decided upon drawing lots.

#### c) § 6 Criteria for the election as Moderator and Council members

- (1) Nominees for election as Moderator shall have:
- a. Ecumenical and UEM experience
  - b. Ability to chair international meetings
  - c. Good command of English
  - d. Intercultural competence
- (2) The composition of the Council shall reflect the following criteria:
- a. Competence and experience in: theology of mission, management, leadership, economy,

<sup>1</sup> The General Assembly 2016 in Kigali decided for the process of the allocation of the substitutes to return to the standing orders of 2012:

"The allocation of substitutes is decided by the G.A. delegates of the respective regions at the Assembly. Meetings of the delegates of the regions therefore have to be convened by the respective Vice-Moderators after the elections of the substitutes."

jurisprudence, organizational skills, intercultural and gender sensitivity

- b. Balance of women and men
- c. Balance of ordained and non-ordained
- d. Balance among UEM members
- e. Age and time of retirement
- f. Ability to work in English

(3) Only the delegates to the General Assembly (not their substitutes) are eligible, regardless whether they are present or not.

(4) The Nomination Committee proposes candidates for the election of the Youth Council member after consultation with the youth delegates of the regions. The election of the youth delegates takes place before the election of the other Council members.

(5) The term of office of the delegates of the General Assembly starts with the opening of the General Assembly which marks a new legislative period.

## II. Agenda of elections

a) Introduction of the candidates for Moderator, the youth member of the Council and of all candidates from the Regions for Council members

b) Election of the Moderator and the youth member of the Council

- i. Announcement about the procedure of elections

- ii. Counting the voting members present in the assembly hall

- iii. Closing of the doors

- iv. Election of the Moderator

- v. Election of the youth member of the Council

- vi. Announcement of results

c) Election of the Council members (in alphabetical order of the regions)

- i. Announcement about the procedure of elections

- ii. Counting the voting members present in the assembly hall

- iii. Closing of the doors

- iv. Election of the Council member

- v. Announcement of results

d) Election of the substitutes (in alphabetical order of the regions)

- i. Announcement about the procedure of election of the substitutes

- ii. Introduction of the candidates for substitutes

- iii. Counting the voting members present in the assembly hall

- iv. Closing of the doors

- v. Election of the substitute of the youth member of the Council

- vi. Election of the Council substitutes (in alphabetical order of the regions)

- vii. Announcement of results

e) Election of the Vice Moderators

- i. Announcement about the procedure of election of the Vice Moderators

- ii. Meeting of the delegates of the regions for nomination of Vice Moderators

- iii. Counting the voting members present in the assembly hall

- iv. Closing of the doors

- v. Election of Vice Moderators (in alphabetical order of the regions)

- vi. Announcement of the results

# Standing Orders of the UEM Council decided by General Assembly 2018

## § 1

The UEM Council is an organ of the UEM (Const. § 5)

## § 2

It has the following functions. It:

- (1) (a) advises and supervises the Management Team;
- (b) elects the General Secretary by a two thirds majority of its members;
- (c) appoints the Executive Secretaries as members of the Management Team;
- (d) appoints the General Secretariat;
- (e) determines the strategy and general direction of UEM;
- (f) reports to the General Assembly;
- (g) informs the Regional Assemblies regularly about its activities through oral and written reports, excerpts of its minutes or forwarding of special decisions;

- (h) approves the lists of needs of the Regional Assemblies;
- (i) appoints and instructs the auditor to prepare audited financial statements;
- (j) receives and adopts the audited annual financial report;
- (k) grants discharge to the Management Team;
- (l) may appoint committees;
- (m) may adopt standing orders for itself, which require the approval of the General Assembly;
- (n) enacts the standing orders of the Management Team and of the General Secretariat;
- (o) unanimously authorizes such business of the Management Team in terms whereof immovable property and rights in immovable property are acquired, disposed of, transferred or encumbered;

- (p) approves the business of the Management Team, in as much as this is required in the standing orders of the Management Team;
  - (q) decides on the suspension of a member pursuant to § 4 (5) with a two thirds majority and submits such decision to the General Assembly for confirmation;
  - (r) shall be responsible for all matters which are not assigned to any other organ.
- (2) The Council appoints a financial advisor and may appoint a legal advisor.
  - (3) The Council constitutes a Finance Committee, which consists of three Council members and the financial advisor.
  - (4) The Council reflects on the decisions of the General Assembly in the view

of Constitution, Statement on Corporate Identity and rules of UEM. Based on these decisions the Council formulates goals and if necessary timeframes for their implementation considering proposals from the Management Team.

- (5) The Council receives the report of the General Secretary. It shall include the actions and plans of the Management Team for a certain period of time. Actions and plans must reflect their relation to the decisions of the General Assembly and to the goals set by the Council.
- (6) The Council evaluates the performance of the General Secretary and the Executive Secretaries.
- (7) The Council, on behalf of the General Assembly, approves the minutes of the General Assembly in its first session after the respective General Assembly if the General Assembly has not adopted its minutes at the end of its meeting.

### § 3

In the General Assembly Council members represent their respective churches and vBS Bethel, women and youth. As Members of the Council they act as representatives of the UEM General Assembly and thereof they do not represent their respective churches/vBS Bethel, women and youth.

### § 4

In dealing with third parties, the Council is represented by the Moderator and a Vice-Moderator.

### § 5

The proceedings of the Council follow § 9 – § 11 UEM Constitution.

### § 6

The newly elected Council commences its term of office upon the closing of the meeting of the General Assembly at which it was elected. The term of office of the Council ends with the beginning of the new term of office of the newly elected Council after the closing of the General Assembly. The members of the Council fulfil

their mandate until the end of their term of office, whether or not they are delegates to the General Assembly of the new legislative period. If they are not delegates to the General Assembly, they do not have voting rights in the General Assembly. (§ 6 (2) of the UEM constitution remains valid.)

### § 7

In the case of the unavailability of a Council member the substitute participates in meetings of the Council with full voting rights. If a Council member resigns or is recalled as a delegate as per § 6 (2) UEM Constitution, such substitute takes the office of the so resigned or recalled Council member until the next by-election during the next meeting of the General Assembly.

### § 8

The Council shall meet at least twice every year. Council members shall be invited to meetings on four weeks written notice to which the agenda shall be attached. A meeting of the Council shall be called as soon as possible if at least eight Council members require so in writing.

## § 9

The Agenda of the Council is prepared by the Moderator. Additional points may be proposed at the beginning of the meeting, of which the Council decides to accept or not. The Moderator may ask the General Secretary to assist with the preparation of the agenda.

## § 10

The General Secretary is responsible for the administrative preparation of Council meetings in close cooperation with the Moderator.

## § 11

The Meetings of the Council are chaired by the Moderator or in his / her absence by one of the Vice Moderators. Meetings are opened and closed with prayers.

## § 12

A meeting of the Council shall form a quorum if at least half of the Council members are present and each Region is represented.

## § 13

Decisions are taken by a majority of the votes cast, save where the UEM-Constitution requires otherwise. Voting in text form or by telephone without a meeting is only admissible with the unanimous consent of all Council members. Abstentions and invalid (spoiled) votes are counted as votes cast. In the event of tie-vote, no decision is passed. Each meeting shall be minuted; all decisions shall be recorded in writing.

The members of the Management Team may be invited to Council meetings to serve in an advisory capacity.

## § 14

Dates and venues of the Council meetings are decided by the Council on proposal of the Moderator in close cooperation with the General Secretary. Council members as well as their substitutes are informed of the dates of Council meetings as soon as possible. Members of the Council shall inform the General Secretary as soon as possible if they are prevented from attending.

## § 15

Any item that is of confidential character or named so during the meeting of the Council must be kept confidential by the members of the Council as well as the staff attending the meeting. The Council may decide to give a serious warning to a Council Member who breaches confidentiality or, depending on the gravity of the damage caused by the breach of confidentiality, to suspend the Council Member immediately until the next General Assembly decides on the matter.

## § 16

The Council may decide to meet in closed session in which only Council members are present. The Council may invite members of the UEM staff to the session. During closed sessions the minutes are taken by one of the Council members. They are kept in a place of safety and security by the General Secretary unless otherwise determined by the Council.

## § 17

In case a decision concerning the release of a position, the interview and/or the employment of an Executive Secretary can not wait until the next Council meeting, the Moderator may call the three Vice Moderators on behalf of the Council. If a Vice Moderator is prevented from attending, the Moderator calls another Council member from the respective region. The General Secretary is invited in an advisory capacity.

## § 18

The Council may appoint Committees on special issues or projects. They may include members of the Council as well as other appointed persons. A member of the Executive Staff shall be responsible for the organisation and act as resource person. If appointing any such committee the Council is to decide upon the goals, the tasks, the time frame and the financial resources. The Committees may meet in conjunction with Council Meetings. They may also meet at other times in the framework of the budget. The Committees are to prepare

a brief report to the Council at least once a year. The work of such Committees shall be evaluated at least at the end of a legislative period. The work of the Committee ends with the respective legislative period. A proposal for decision concerning the continuation of the work of a Committee may be prepared for the new Council by the Council.

## § 19

The General Secretary is responsible for the minutes of the Council. The minutes shall be sent to the Moderator for authorization as soon as possible after the Council meeting (latest after 4 weeks) and after authorization shall be sent to all members of the Council and to the substitutes immediately (text form is possible).

## § 20

Following Council meetings information about the work of UEM are to be sent to the UEM members as soon as possible.

## § 21

The working language of the Council is English.

## § 22

These standing orders shall enter into effect after approval by the General Assembly of September 27th, 2018. With these Standing Orders the former Standing Orders of UEM Council (GA dec. 10/2010) are repealed.

# Standing Orders Africa, Asia, Germany Regional Assemblies

Amended by General Assembly 2018

## AFRICA

### Preamble

The Standing Orders of the Africa Regional Assembly are governed by § 14 of the UEM Constitution. Members contribute to the UEM activities through the General Assembly, but also, and more specifically, through the Regional Assembly.

### § 1 The African Region of the UEM

- (1) The Region is constituted in terms of § 14 (1) of the Constitution by the following members:
1. The Church of Christ in Congo (ECC)
  2. The Baptist Church in Central Africa (CBCA)
  3. The Church of the Disciples of Christ in Congo (CDCC)
  4. The Association of Evangelical Churches along the Lulonga (CADELU)

## ASIA

### Preamble

The Standing Orders of the Asia Regional Assembly are governed by § 14 of the UEM Constitution. Members contribute to the UEM activities through the General Assembly, but also, and more specifically, through the Regional Assembly.

### § 1 The Asian Region of the UEM

- (1) The Region is constituted in terms of § 14 (1) of the Constitution by the following members:
1. Banua Niha Keriso Protestan (BNKP)
  2. Chinese Rhenish Church Hong Kong Synod (CRC)
  3. Gereja Batak Karo Protestan (GBKP)
  4. Gereja Kristen Injili di Tanah Papua (GKI-TP)

## GERMANY

### Preamble

The Standing Orders of the Germany Regional Assembly are governed by § 14 of the UEM Constitution. Members contribute to the UEM activities through the General Assembly, but also, and more specifically, through the Regional Assembly.

### § 1 The German Region of the UEM

- (1) The Region is constituted in terms of § 14 (1) of the Constitution by the following members:
1. Evangelical Church in Rhineland (EKiR)
  2. Evangelical Church in Westphalia (EKvW)
  3. Protestant Church Hesse and Nassau (EKHN)



## AFRICA

5. The Evangelical Church of Cameroon (EEC)
6. The Presbyterian Church in Rwanda (EPR)
7. The Anglican Church in Rwanda (EAR): Butare, Cyangugu, Kigeme, Shyogwe Dioceses
8. The Evangelical Lutheran Church in Tanzania – Eastern and Coastal Diocese (ELCT/ECD)
9. The Evangelical Lutheran Church in Tanzania – North-Eastern Diocese (ELCT/NED)
10. The Evangelical Lutheran Church in Tanzania – North-Western Diocese (ELCT/NWD)
11. The Evangelical Lutheran Church in Tanzania – Karagwe Diocese (ELCT/KAD)
12. The Evangelical Lutheran Church in Botswana (ELCB)
13. The Evangelical Lutheran Church in the Republic of Namibia (ELCRN)
14. The Rhenish Church in South Africa (RCSA)
15. The Uniting Reformed Church In Southern Africa (URCSA)

(2) The Africa Department coordinates the activities in the region.

## ASIA

5. Gereja Kristen Jawa Tengah Utara (GKJTU)
6. Gereja Kristen Protestan Angkola (GKPA)
7. Gereja Kristen Protestan Indonesia (GKPI)
8. Gereja Kristen Protestan Mentawai (GKPM)
9. Gereja Kristen Protestan Simalungun (GKPS)
10. Gereja Pungan Kristen Batak (GPKB)
11. Greja Kristen Jawi Wetan (GKJW)
12. Huria Kristen Batak Protestan (HKBP)
13. Huria Kristen Indonesia (HKI)
14. Methodist Church of Sri Lanka (MCSL)
15. United Church of Christ in the Philippines (UCCP)
16. Gereja Kristen Pakpak Dairi (GKPPD)
17. Gereja Kalimantan Evangelis (GKE)

(2) The Asia Department coordinates the activities in the region.

## GERMANY

4. Evangelical Church of Hesse-Electorate Waldeck (EKKW)
5. Church of Lippe (LLK)
6. Evangelical Reformed Church (ERK)
7. v. Bodelschwingh Foundations, Bethel (vBS Bethel)

(2) The Germany Department of the UEM coordinates the activities in the Region.

## AFRICA

## § 2 The Africa Regional Assembly (AfRA)

The activities of the Regional Assembly shall be conducted in accordance with its mandate and the tasks of the UEM as set out in the UEM Constitution.

## § 3 Tasks of the Africa Regional Assembly (AfRA)

- (1) The Africa Regional Assembly promotes joint action in mission in accordance with § 2 of the Constitution through:
  1. Growing and living together of the members in the region
  2. Exchange and understanding among members in their own and in other UEM regions
  3. Preparation, information, education concerning UEM issues and evaluation of UEM activities in cooperation with the UEM members in the region
  4. Partnership among the members, including church circuit partnerships within and between the UEM regions

## ASIA

## § 2 The Asia Regional Assembly (AsRA)

The activities of the Regional Assembly shall be conducted in accordance with its mandate and the tasks of the UEM as set out in the UEM Constitution.

## § 3 Tasks of the Asia Regional Assembly (AsRA)

- (1) The Asia Regional Assembly promotes joint action in mission in accordance with § 2 of the Constitution through:
  1. Growing and living together of the members in the region.
  2. Exchange and understanding among members in their own and in other UEM regions.
  3. Preparation, information, education concerning UEM issues and evaluation of UEM activities in cooperation with the UEM members in the region.
  4. Partnership among the members, including church circuit partnerships within and between the UEM regions.

## GERMANY

## § 2 The Germany Regional Assembly (GRA)

The activities of the Regional Assembly shall be conducted in accordance with its mandate and tasks of the UEM as set out in the UEM Constitution.

## § 3 Tasks of the Germany Regional Assembly (GRA)

- (1) The Germany Regional Assembly promotes joint action in mission in accordance with § 2 of the Constitution through
  1. Growing and living together of UEM-members in the Region,
  2. Exchange and understanding among members in their own and in other UEM regions,
  3. Preparation, information, education concerning UEM issues and evaluation of the UEM activities in cooperation with the UEM members in the region,
  4. Partnership among the members, including church circuit partnerships within and between the UEM regions.

## AFRICA

- (2) The Africa Regional Assembly
  1. Shall elect the chairperson and the vice chairperson from among the delegates to the General Assembly. They automatically serve as chairperson and vice chairperson of the Regional Board.
  2. Shall elect the members of the Regional Board insofar as they are not Council members.
  3. Shall elect two women and two youths as delegates to the General Assembly in accordance with § 6 (4) of the UEM Constitution, as well as their substitutes.
  4. Can prepare motions for the General Assembly.
  5. Shall receive and discuss the report of the Regional Board and receives information on the implementation of activities in the region.

## ASIA

- (2) The Asia Regional Assembly
  1. Shall elect the chairperson and the vice chairperson from among the delegates to the General Assembly. They automatically serve as chairperson and vice chairperson of the Regional Board.
  2. Shall elect the members of the Regional Board insofar as they are not Council members.
  3. Shall elect two women (preferably one lay and one pastor) and two youths (gender balance should be observed) as well as their substitutes as delegates to the General Assembly in accordance with §6(4) of the UEM constitution, taking into account proposals from the Women Pre-Assembly and the Youth Pre-Assembly.
  4. Can prepare motions for the General Assembly.
  5. Shall receive and discuss the report of the Regional Board and receives information on the implementation of activities in the region.

## GERMANY

- (2) The Germany Regional Assembly
  1. shall elect the chairperson and the vice chairperson from among the delegates to the General Assembly. They automatically serve as chairperson and vice chairperson of the Regional Board.
  2. shall elect the members of the Regional Board insofar as they are not Council members.
  3. shall elect two women and two youths as delegates to the General Assembly in accordance with §6 of the UEM constitution as well as their substitutes.
  4. can prepare motions for the General Assembly.
  5. shall receive and discuss the report of the Regional Board and receives information on the implementation of activities in the region.

## AFRICA

- (3) The Regional Assembly shall discuss the goals and priorities of the activities in the region. It shall discuss and prioritise the list of needs for the joint programmes of the region.

### § 4 Composition of the Africa Regional Assembly

- (1) In accordance with § 14 of the Constitution, the Regional Assembly shall be composed of 44 members among whom 22 are delegates to the General Assembly.

Each member shall appoint one (1) additional delegate. If a UEM member has more than one delegate including the additional delegate balance of gender and youth shall be taken into consideration.

## ASIA

- (3) The Regional Assembly shall discuss the goals and priorities of the activities in the region. It shall discuss and prioritise the list of needs for the joint programmes of the region.

### § 4 Composition of the Asia Regional Assembly

- (1) In accordance with § 14 of the Constitution, the Regional Assembly shall be composed of 45 members among whom 26 are delegates to the General Assembly.

Each member shall appoint one (1) additional delegate. If a UEM member has more than one delegate including the additional delegate balance of gender and youth shall be taken into consideration.

## GERMANY

- (3) The Regional Assembly shall discuss the goals and priorities of the activities in the region.

### § 4 Composition of the Germany Regional Assembly

- (1) In accordance with § 14 of the UEM Constitution, the Regional Assembly comprises of the following delegates:
- a) the delegates to the General Assembly, or their substitutes;
  - b) the additional delegates appointed by the UEM members in the region, or their substitutes. Each UEM member may appoint a maximum of twice the amount of its delegates to the General Assembly, a minimum, however, of at least one additional person;
  - c) ten additional delegates appointed by the Regional Board on proposal of the Nomination Committee in consultation with the members, whereby the Kindernothilfe nominate one person.

## AFRICA

- (2) The remaining 9 delegates shall be appointed by the Regional Board in consultation with the members according to the following criteria:
- a) Representation of UEM members
  - b) Working area and competence
  - c) Gender
  - d) Youth

The Regional Board determines the distribution of additional delegates among members, supervises compliance with the criteria and assures gender balance.

- (3) The Regional Board may invite guests taking into consideration the framework of the budget. The Regional Assembly may decide to give them the right to speak and to attend working groups.

## ASIA

- (2) The remaining 4 delegates shall be appointed by the Regional Board in consultation with the members according to the following criteria:
- a) Representation of UEM members
  - b) Working area and competence
  - c) Gender
  - d) Youth

The Regional Board determines the distribution of additional delegates among members, supervises compliance with the criteria and assures gender balance.

- (3) The Regional Board may invite guests taking into consideration the framework of the budget. The Regional Assembly may decide to give them the right to speak and to attend working groups.

## GERMANY

- (2) Criteria for the appointment of the additional regional delegates (§ 4 (b) and (c) are
- a) Representation of UEM members
  - b) Working areas and competence
  - c) Gender
  - d) Youth

- (3) The Regional Board may invite guests to the Regional Assembly taking into consideration the framework of the budget. The Regional Assembly Germany may decide to give them the right to speak and to attend working groups.
- (4) The Executive Secretary Germany serves in the Regional Assembly in an advisory capacity.

## AFRICA

§ 5 Procedures of the  
Africa Regional Assembly

- (1) The Regional Assemblies meet at least one time between the meetings of the General Assembly and shall meet for no longer than three full days, not including visitation programmes, excursions, pre-assemblies, etc. The members of the region shall host these meetings alternately.
- (2) The first meeting has to be not later than 6 months after the meeting of the General Assembly in which Board-Elections have taken place. It shall be convened by the chairperson of the Regional Assembly. In case of the withdrawal of the delegate status of the Chairperson and the Vice Chairperson, the Vice Moderator of Africa shall convene and chair the AfRA until the new Chairperson and Vice Chairperson are elected.
- (3) The chairperson shall invite the members of the Regional Assembly to meetings with at least eight weeks

## ASIA

§ 5 Procedures of the  
Asia Regional Assembly

- (1) The Regional Assemblies meet at least one time between the meetings of the General Assembly and shall meet for no longer than three full days, not including visitation programmes, excursions, pre-assemblies, etc. The members of the region shall host these meetings alternately.
- (2) The first meeting has to be not later than 6 months after the meeting of the General Assembly in which Board-Elections have taken place. It shall be convened by the chairperson of the Regional Assembly. In case of the withdrawal of the delegate status of the Chairperson and the Vice Chairperson, the Vice Moderator of Asia shall convene and chair the ASRA until the new Chairperson and Vice Chairperson are elected.
- (3) The chairperson shall invite the members of the Regional Assembly to meetings with at least eight weeks

## GERMANY

§ 5 Procedures of the  
Germany Regional Assembly

- (1) The Regional Assemblies meet at least one time between the meetings of the General Assembly. The members of the region shall host these meetings alternately.
- (2) The first meeting has to be not later than 6 months after the meeting of the General Assembly in which Board-Elections have taken place. It shall be convened by the Chairperson of the Regional Assembly. In case of the withdrawal of the delegate status of the Chairperson and the Vice Chairperson, the Vice Moderator of Germany shall convene and chair the GRA until the new Chairperson and Vice Chairperson are elected.
- (3) The chairperson shall invite the members of the Regional Assembly Germany to meetings with at least six

notice. This invitation, in writing or in text form, shall be accompanied by an agenda. If a minimum of four members in the region or one third of the members of the Regional Assembly request an extraordinary meeting, the chairperson shall convene such a meeting within a period not exceeding three months.

- (4) The chairperson shall preside over meetings of the Regional Assembly, but may delegate this function to other members of the Regional Board. In the event of his or her temporary unavailability, the chairperson shall be represented by the vice chairperson. If the vice chairperson is also unavailable, the Regional Board shall appoint a substitute from among its members.
- (5) A meeting of the Regional Assembly shall form a quorum if at least half of the delegates entitled to vote are present. If no quorum for a meeting is obtained, but one third of the dele-

notice. This invitation, in writing or in text form, shall be accompanied by an agenda. If a minimum of four members in the region or one third of the members of the Regional Assembly request an extraordinary meeting, the chairperson shall convene such a meeting within a period not exceeding three months.

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- (5) A meeting of the Regional Assembly shall form a quorum if at least half of the delegates entitled to vote are present. If no quorum for a meeting is obtained, but one third of the dele-

weeks notice. This invitation, in writing or in text form, shall be accompanied by an agenda. If a minimum of four members in the Region or one third of the members of the Regional Assembly request an extraordinary meeting, the chairperson shall convene such a meeting within a period not exceeding three months.

- (4) The chairperson shall preside over meetings of the Regional Assembly Germany, but may delegate this function to other members of the Regional Board. In the event of his or her temporary unavailability, the chairperson shall be represented by the vice chairperson. If the vice chairperson is also unavailable, the Regional Board shall appoint a substitute from among its members.
- (5) The Regional Assembly shall form a quorum if more than half of the persons entitled to vote are present. If no quorum can be attained, a new meeting shall be convened.

## AFRICA

gates entitled to vote are present, the delegates entitled to vote may immediately call a Regional Assembly for the next day, provided that at least half of the delegates entitled to vote present require the calling of such a meeting. The meeting so called for the next day shall be deemed to form a quorum, notwithstanding the number of attending delegates entitled to vote. If no meeting takes place, a new meeting of the Regional Assembly is to be called within a period not exceeding six months.

- (6) Decisions are taken on a simple majority vote, except where the Standing Orders require otherwise. Abstentions and spoiled votes are counted as votes cast. In the event of an equality of votes, no decision is taken. A person is elected if he or she receives the majority of the votes of the delegates present. If a delegate so requires, voting shall be by secret ballot. The right to vote cannot be delegated.

## ASIA

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## GERMANY

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(7) Formal motions to the Regional Assembly shall be submitted to the Regional Board no later than twelve weeks prior to the commencement of the meeting. Motions may be submitted by

- a. the Regional Board
  - b. the UEM members in the Region
  - c. the delegates of the Regional Assembly, provided the motion is signed by a total of six delegates from churches from at least three countries
- Motions by the organs of the UEM may be submitted until the commencement of the meeting.

(8) During the meeting of the Regional Assembly, motions of delegates that have been submitted in writing and signed by ten delegates are to be tabled at the meeting. Motions that arise directly out of the deliberations may be formulated in writing at any stage prior to the commencement of any voting. Delegates may at any stage formulate motions regarding points of order.

(7) Formal motions to the Regional Assembly shall be submitted to the Regional Board no later than twelve weeks prior to the commencement of the meeting. Motions may be submitted by

- a. the Regional Board
  - b. the UEM members in the Region
  - c. the delegates of the Regional Assembly, provided the motion is signed by a total of six delegates from churches from at least two countries
- Motions by the organs of the UEM may be submitted until the commencement of the meeting.

(8) During the meeting of the Regional Assembly, motions of delegates that have been submitted in writing and signed by ten delegates are to be tabled at the meeting. Motions that arise directly out of the deliberations may be formulated in writing at any stage prior to the commencement of any voting. Delegates may at any stage formulate motions regarding points of order.

(7) Formal motions to the Regional Assembly shall be submitted to the Regional Board no later than eight weeks prior to the commencement of the meeting. Motions may be submitted by

- a. the Regional Board
  - b. the UEM-members in the Region and
  - c. the delegates of the Regional Assembly provided the motion is signed by a total of ten delegates
  - d. the Committees of the Regional Assembly Germany.
- Motions by the organs of the UEM may be submitted until the commencement of the meeting.

(8) During the meeting of the Regional Assembly, motions of delegates that have been submitted in writing and signed by ten delegates are to be tabled at the meeting. Motions that arise directly out of the deliberations may be formulated in writing at any stage prior to the commencement of any voting. Delegates may at any stage formulate motions regarding points of order.

## AFRICA

- (9) The Regional Assembly may decide to meet in closed session in which only delegates are present.
- (10) Prior to the commencement of deliberations and at the proposal of the chairperson, the Regional Assembly shall appoint minute-takers. The Regional Board on behalf of the Regional Assembly approves the minutes of the Regional Assembly in its first meeting after the respective Regional Assembly.
- (11) In the event of uncertainty relating to the interpretation of these Standing Orders, the Regional Assembly shall provisionally decide. In between meetings of the Regional Assembly the Regional Board decides provisionally. The final decision remains with the General Assembly.

## ASIA

- (9) The Regional Assembly may decide to meet in closed session in which only delegates are present.
- (10) Prior to the commencement of deliberations and at the proposal of the chairperson, the Regional Assembly shall appoint minute-takers. The Regional Board on behalf of the Regional Assembly approves the minutes of the Regional Assembly in its first meeting after the respective Regional Assembly.
- (11) In the event of uncertainty relating to the interpretation of these Standing Orders, the Regional Assembly shall provisionally decide. In between meetings of the Regional Assembly the Regional Board decides provisionally. The final decision remains with the General Assembly.

## GERMANY

- (9) The Regional Assembly may decide to meet in closed session in which only delegates are present
- (10) Prior to the commencement of deliberations, and at the proposal of the chairperson, the Regional Assembly shall appoint minute-takers. The Regional Board on behalf of the Regional Assembly approves the minutes of the Regional Assembly in its first meeting after the respective Regional Assembly.
- (11) In the event of uncertainty relating to the interpretation of these Standing Orders, the Regional Assembly shall provisionally decide. In between meetings of the Regional Assembly the Regional Board decides provisionally. The final decision remains with the General Assembly.

## AFRICA

### § 6 Committees and working groups of the Regional Assembly

The Regional Assembly shall constitute a Regional Board and a Nomination Committee to serve the purpose of preparing and executing the tasks of the Regional Assembly. The Regional Assembly may constitute working groups for specifically defined purposes.

### § 7 Composition of the Regional Board

- (1) The Regional Board is composed:
  - a) The Council members from the Region. In case the Moderator and/or the youth Council member is/are from the African Region, they take part without voting rights
  - b) The chairperson and the vice chairperson of the Regional Assembly who may or may not be members of the Council.
  - c) Additional members elected by the Regional Assembly from among the delegates to the Regional Assembly (not their substitutes)

## ASIA

### § 6 Committees and working groups of the Regional Assembly

The Regional Assembly shall constitute a Regional Board and a Nomination Committee to serve the purpose of preparing and executing the tasks of the Regional Assembly. The Regional Assembly may constitute working groups for specifically defined purposes.

### § 7 Composition of the Regional Board

- (1) The Regional Board is composed of:
  - a) The Council members from the Region. In case the Moderator and/or the youth Council member is/are from the Asian Region, they take part without voting rights
  - b) The chairperson and the vice chairperson of the Regional Assembly who may or may not be members of the Council.
  - c) Additional members elected by the Regional Assembly from among the delegates to the Regional Assembly (not their substitutes)

## GERMANY

### § 6 Committees of the Regional Assembly

The Regional Assembly shall constitute a Regional Board, a Nominations Committee, Coordinating Committees and an Advisory Committee to prepare and execute its tasks. It may constitute further committees, project groups or working groups for specifically defined purposes.

### § 7 Composition of the Regional Board

- (1) The Regional Board is composed of:
  - a) the Council members from the Region. In case the Moderator and/or the youth Council member is/are from the German Region, they take part without voting rights,
  - b) the Chairperson and the vice chairperson of the Regional Assembly.
  - c) Additional members elected by the Regional Assembly from among the delegates to the Regional Assembly (not their substitutes).

## AFRICA

The total number of the Regional Board shall not exceed nine persons with voting rights. Substitutes may be elected. Among the members of the Regional Board there shall be at least one youth. Gender balance should be taken into account.

The period of office is determined by the rhythm of the General Assembly. New elections take place at the Regional Assembly after the first General Assembly of a legislative period.

The term of office of those members of the Regional Board who are elected as Council Members by the General Assembly starts with the beginning of the term of office of the newly elected Council.

In case that the mandate of the Chairperson and Vice Chairperson of the Regional Assembly ends with the General Assembly the Vice Moderator of region convenes and chairs the Regional Board and the Regional Assembly until the election of a new

## ASIA

The total number of the Regional Board shall not exceed nine persons with voting rights. Substitutes may be elected. Among the members of the Regional Board there shall be at least one youth. Gender balance should be taken into account.

The period of office is determined by the rhythm of the General Assembly. New elections take place at the Regional Assembly after the first General Assembly of a legislative period.

The term of office of those members of the Regional Board who are elected as Council Members by the General Assembly starts with the beginning of the term of office of the newly elected Council.

In case that the mandate of the Chairperson and Vice Chairperson of the Regional Assembly ends with the General Assembly the Vice Moderator of region convenes and chairs the Regional Board and the Regional As-

## GERMANY

The total number of the Regional Board shall not exceed nine persons with voting rights. Substitutes may be elected. Each member of the Region should be represented in the Regional Board. Among the members of the Regional Board there shall be at least one youth. If the youth member of the Council comes from the German region, he or she may be represented at the Regional Board by his or her substitute in the General Assembly.

The period of office is determined by the rhythm of the General Assembly. New elections take place at the Regional Assembly after the first General Assembly of a legislative period.

The term of office of those members of the Regional Board who are elected as Council Members by the General Assembly starts with the beginning of the term of office of the newly elected Council.

## AFRICA

Chairperson by the Regional Assembly.

New elections of additional members take place at the Regional Assembly after the first General Assembly of a legislative period.

- (2) Only the delegates to the Regional Assembly (not their substitutes) are eligible, regardless whether they are present or not.
- (3) If substitutes are chosen, they will be entitled according to a list based on the number of reached votes. Substitution can also occur while the board meeting is taking place.
- (4) The members of the Regional Board remain in office until the respective successors are elected.

## ASIA

sembly until the election of a new Chairperson by the Regional Assembly. New elections of additional members take place at the Regional Assembly after the first General Assembly of a legislative period.

- (2) Only the delegates to the Regional Assembly (not their substitutes) are eligible, regardless whether they are present or not.
- (3) If substitutes are chosen, they will be entitled according to a list based on the number of reached votes. Substitution can also occur while the board meeting is taking place.
- (4) The members of the Regional Board remain in office until the respective successors are elected.

## GERMANY



In case that the mandate of the Chairperson and Vice Chairperson of the Regional Assembly ends with the General Assembly the Vice Moderator of the region convenes and chairs the Regional Board and the Regional Assembly until the election of a new Chairperson by the Regional Assembly.

New elections of additional members take place at the Regional Assembly after the first General Assembly of a legislative period.

- (2) Only the delegates to the Regional Assembly (not their substitutes) are eligible, regardless whether they are present or not.
- (3) If substitutes are chosen, they will be entitled according to a list based on the number of reached votes. Substitution can also occur while the board meeting is taking place.
- (4) The members of the Regional Board remain in office until the respective successors are elected.

## AFRICA

- (5) The Executive Secretary Africa serves on the Regional Board in an advisory capacity.

## § 8 Tasks of the Regional Board

### The Regional Board

- (1) Prepares the Regional Assembly in cooperation with the Executive Secretary Africa.
- (2) Handles all the business of the Regional Assembly between its meetings.
- (3) Reports to the Regional Assembly.
- (4) Communicates and consults with the Executive Secretary Africa.
- (5) Appoints the Nomination Committee of the Regional Assembly after the first Regional Assembly of a legislative period in consultation with the UEM members of the region.

## ASIA

- (5) The Executive Secretary Asia serves on the Regional Board in an advisory capacity.

## § 8 Tasks of the Regional Board

### The Regional Board

- (1) Prepares the Regional Assembly in cooperation with the Executive Secretary Asia.
- (2) Handles all the business of the Regional Assembly between its meetings.
- (3) Reports to the Regional Assembly.
- (4) Communicates and consults with the Executive Secretary Asia.
- (5) Appoints the Nomination Committee of the Regional Assembly after the first Regional Assembly of a legislative period in consultation with the UEM members of the region.

## GERMANY

- (5) The Executive Secretary Germany serves on the Regional Board in an advisory capacity.

## § 8 Tasks of the Regional Board

### The Regional Board

- (1) Prepares the Regional Assembly in cooperation with the Executive Secretary Germany. Under consideration of the activities of the standing committees of the Regional Assembly it establishes all submissions and evaluates and schedules motions;
- (2) Handles all the business of the Regional Assembly Germany between its meetings.
- (3) Reports to the Regional Assembly.
- (4) Communicates and consults with the Executive Secretary Germany.
- (5) Appoints the Nomination Committee of the Regional Assembly after the first Regional Assembly of a legislative period in consultation with the UEM members of the region.

### § 9 Procedures of the Regional Board

- (1) The Regional Board shall meet once a year and if needed in conjunction with the Regional Assembly and the General Assembly.
- (2) The chairperson shall invite the members of the Regional Board to meetings with at least four weeks written notice; such notice shall include an agenda.
- (3) A meeting of the Regional Board shall have a quorum if more than half of its members are present.

### § 9 Procedures of the Regional Board

- (1) The Regional Board shall meet once a year and if needed in conjunction with the Regional Assembly and the General Assembly.
- (2) The chairperson shall invite the members of the Regional Board to meetings with at least four weeks written notice; such notice shall include an agenda.
- (3) A meeting of the Regional Board shall have a quorum if more than half of its members are present.

### § 9 Procedures of the Regional Board

- (6) Appoints 10 delegates in accordance with §4 (1) c. The appointment shall take place in the first meeting of the Executive Board after the first meeting of the General Assembly of a new legislative period.
  - (7) Coordinates the activities of the committees of the Regional Assembly.
- ### § 9 Procedures of the Regional Board
- (1) The Regional Board shall meet up to four times per year. The venue of the meetings should alternate between the UEM-members of the region
  - (2) The chairperson shall invite the members of the Regional Board to meetings with at least two weeks written notice; such notice shall include an agenda. A meeting of the Regional Board shall be called promptly if at least three members require this in writing.
  - (3) The Regional Board shall have a quorum if more than half of its members are present. If no quorum is obtained,

## AFRICA

- (4) Decisions are taken by a majority of the votes cast. Abstentions and spoiled votes are counted as votes cast. In the event of an equality of votes, no decision is taken. Voting in text form without a meeting is admissible with the consent of all members of the Regional Board for a particular issue.

### § 10 The Moderator and the Vice Moderator

#### (1) The Moderator

- Is entitled to attend the Regional Assembly and the meetings of the Regional Board. He/she takes part in both meetings without voting right.
- He/she receives the minutes of the Regional Assembly and the Regional Board.
- He/she may submit items to the agenda of the Regional Assembly and/or the Regional Board.

## ASIA

- (4) Decisions are taken by a majority of the votes cast. Abstentions and spoiled votes are counted as votes cast against the motion. In the event of an equality of votes, no decision is taken. Voting in text form without a meeting is admissible with the consent of all members of the Regional Board for a particular issue.

### § 10 The Moderator and the Vice Moderator

#### (1) The Moderator

- Is entitled to attend the Regional Assembly and the meetings of the Regional Board. He/she takes part in both meetings without voting right.
- He/she receives the minutes of the Regional Assembly and the Regional Board.
- He/she may submit items to the agenda of the Regional Assembly and/or the Regional Board.

## GERMANY

a new meeting is to be called in accordance with section 2.

- (4) Decisions are taken by a majority of the votes cast. Abstentions and spoiled votes are counted as votes cast. In the event of an equality of votes, no decision is taken. Voting in text form without a meeting is admissible with the consent of all members of the Regional Board for a particular issue.

### § 10 The Moderator and the Vice Moderator

#### (1) The Moderator

- Is entitled to attend the Regional Assembly and the meetings of the Regional Board. He/she takes part in both meetings without voting right.
- He/she receives the minutes of the Regional Assembly and the Regional Board.
- He/she may submit items to the agenda of the Regional Assembly and/or the Regional Board.



## AFRICA

- On his/her request the Moderator is allowed to speak at any time.
- (2) As a delegate to the General Assembly, the Vice Moderator is a member of the Regional Assembly. He/she is not automatically the chairperson of the region but is eligible.

### § 11 Composition of the Nomination Committee

- (1) The Nomination Committee comprises of one representative from each country. One person must be a youth. Gender balance shall be respected.
- (2) The members of the Nomination Committee shall elect a chairperson from its midst.

## ASIA

- On his/her request the Moderator is allowed to speak at any time.
- (2) As a delegate to the General Assembly, the Vice Moderator is a member of the Regional Assembly. He/she is not automatically the chairperson of the region but is eligible.

### § 11 Composition of the Nomination Committee

- (1) The Nomination Committee comprises of five persons. At least two countries shall be represented. If requested by a delegation from a certain country, the country shall be represented. One person must be a youth. Gender balance shall be respected.
- (2) The members of the Nomination Committee shall elect a chairperson from its midst.

## GERMANY

- On his/her request the Moderator is allowed to speak at any time.
- (2) As a delegate to the General Assembly, the Vice Moderator is a member of the Regional Assembly. He/she is not automatically the chairperson of the region but is eligible.

### § 11 Composition of the Nomination Committee

- (1) The Nomination Committee comprises of up to nine persons including one youth. All members of the Region should be represented. Gender balance shall be respected.
- (2) The members of the Nomination Committee elect a chairperson from its midst.

## AFRICA

### § 12 Tasks of the Nomination Committee

- (1) The Nomination Committee prepares the lists of candidates to be appointed as delegates to the General Assembly (2 women/2 youths).
- (2) The Nomination Committee monitors compliance with criteria for the election of the Regional Assembly delegates in accordance with § 4 and, if necessary, returns the candidate lists.
- (3) The Nomination Committee prepares the list of proposed candidates for the election to the Regional Board.
- (4) The Nomination Committee prepares the list of proposed candidates for the position of the chairperson and the vice chairperson of the Regional Assembly.

## ASIA

### § 12 Tasks of the Nomination Committee

- (1) The Nomination Committee prepares the lists of candidates to be appointed as delegates to the General Assembly (2 women/2 youths).
- (2) The Nomination Committee monitors compliance with criteria for the election of the Regional Assembly delegates in accordance with § 4 and, if necessary, returns the candidate lists.
- (3) The Nomination Committee prepares the list of proposed candidates for the election to the Regional Board.
- (4) The Nomination Committee prepares the list of proposed candidates for the position of the chairperson and the vice chairperson of the Regional Assembly.

## GERMANY

### § 12 Tasks of the Nomination Committee

- (1) The Nomination Committee prepares the lists of candidates to be appointed by the Regional Assembly as delegates to the General Assembly (2 women / 2 youth) at least eight weeks prior to the meeting of the Regional Assembly.
- (2) The Nomination Committee monitors compliance with criteria (§4 (2)) for the election of the Regional Assembly delegates in accordance with § 4 (1) b und c and, if necessary, returns the candidate lists.
- (3) The Nomination Committee prepares the list of proposed candidates for election to the Regional Board.
- (4) The Nomination Committee prepares the list of proposed candidates for the office of the chairperson and the vice chairperson of the Regional Assembly.

### § 13 Procedures of the Nomination Committee

- (1) The chairperson of the Nomination Committee shall justify all nomination proposals to the Regional Assembly.
- (2) Nominations forwarded by the Nomination Committee may only be supplemented. They shall be supplemented if at least ten delegates require this within a period to be determined by the Regional Assembly.

### § 14 Amendment to the Standing orders

Amendments to these Standing Orders which shall be in line with the UEM Constitution may be proposed by the Regional Assembly to the General Assembly for adoption.

### § 13 Procedures of the Nomination Committee

- (1) The chairperson of the Nomination Committee shall justify all nomination proposals to the Regional Assembly.
- (2) Nominations forwarded by the Nomination Committee may only be supplemented. They shall be supplemented if at least five delegates from at least two countries require this within a period to be determined by the Regional Assembly.

### § 14 Amendment to the Standing orders

Amendments to these Standing Orders which shall be in line with the UEM Constitution may be proposed by the Regional Assembly to the General Assembly for adoption.

### § 13 Procedures of the Nomination Committee

- (5) The Nomination Committee prepares the list of candidates to be appointed by the Regional Board (§ 4 (1) c).

- (1) The chairperson of the Nomination Committee shall justify all nomination proposals to the Regional Assembly.
- (2) Nominations forwarded by the Nominations Committee may only be supplemented. They shall be supplemented if at least ten delegates request this within a period to be determined by the Regional Assembly.

### § 14 Coordination Committees

- (1) Coordination Committees coordinate and conceptualize the work in the German Region of the UEM on specific core issues. They may submit motions to the Regional Board and

## AFRICA

## ASIA

## GERMANY

via the Regional Board to the Germany Regional Assembly.

- (2) The members of the Coordination Committees shall be elected by the Regional Assembly. The Nomination Committee shall prepare the list of candidates on proposal of the UEM members in the region. The Coordination Committees shall consist of no more than seven persons, whereby each member in the region shall propose one person. The Coordination Committee Partnership/Africa/Asia may consist of 14 persons (2 persons per member of which one should be active as volunteer in partnership work). An additional permanent seat for a youth to be proposed by CVJM-Westbund is added to the Coordination Committee Youth.
- (3) In order to complete specific time-limited tasks, the Coordination Committees may apply to the Regional Board to establish project groups.

## AFRICA

### § 15 Final Disposition

These standing orders shall enter into effect after approval by the General Assembly.

## ASIA

### § 15 Final Disposition

These standing orders shall enter into effect after approval by the General Assembly.

## GERMANY

### § 15 Advisory Committee

- (1) The Advisory Committee introduces the financial situation and concerns of the German UEM members to the budget process of the UEM. The members of the Advisory Committee communicate the financial situation of the UEM to the UEM members in the German region.
- (2) The members of the Advisory Committee shall be elected by the Regional Assembly. The Nomination Committee shall prepare the list of candidates on proposal of the UEM members in the region.
- (3) The Advisory Committee shall consist of no more than seven persons. Each UEM member in the region shall propose one person. The Advisory Committee may submit motions to the Regional Board and via the Regional Board to the Regional Assembly.

## § 16 Amendment to the Standing orders

Amendments to these Standing Orders which shall be in line with the UEM Constitution may be proposed by the Regional Assembly to the General Assembly for adoption.

## § 17 Final Disposition

These standing orders shall enter into effect after approval by the General Assembly.

# Standing Orders of the Management Team

## 1. Composition

The Management Team is a collegial body made up of the General Secretary and the seven Executive Secretaries. Together, the General Secretary and the deputy General Secretaries make up the General Secretariat.

## 2. Management Team responsibilities and powers

The Management Team is responsible for the overall management of UEM operations and all the legal responsibilities pertinent thereto. This also includes the participation of the Employees' Representative Body in accordance with the Employees' Representation Law (MVG.EKiR). The Management Team may delegate certain functions to committees.

The tasks of the Management Team specifically include the following:

### 2.1 Overall direction of operations

The Management Team

- a) leads, co-ordinates, and decides on ways to implement the decisions of the General Assembly and Council,
- b) draws up a plan of action for programmes and projects. The plan shall indicate periods for monitoring, evaluation and adjustment to ensure a realistic oversight of their implementation,
- c) develops and implements operational policies and procedures for the efficient and effective work of the UEM,
- d) regularly shares information on projects and concerns of UEM members, discusses trends and developments in the field of mission and ecumenism, and prepares proposals for policy discussion and decision by Council or the General Assembly, insofar as the Management Team does not, itself, decide,

- e) organises, together with the Moderator, the meetings and the agenda of the General Assembly and Council,
- f) decides on public relations and fund-raising strategies,
- g) designates, where necessary, persons to represent the UEM in church and ecumenical bodies,
- h) draws up standing orders of committees that may include, as members, staff who are not part of the Management Team.

### 2.2 Organisational development and personnel management within the UEM

The Management Team

- a) develops an appropriate staff structure to accomplish the tasks of the UEM,
- b) decides on the number and composition of the staff of the UEM in the framework of the budget, with the exception of the members of the Management Team, and appoints

them to their positions. This also applies to personnel sent out to work within the scope of the UEM co-worker exchange programme,

- c) authorises, renews and terminates the employment contracts of all the staff of the UEM, with the exception of the members of the Management Team,
- d) organises means for the development of human resources,
- e) ensures that the committees work in a transparent, coherent, responsible and efficient manner.

## 2.3 Financial accountability and programme results

### The Management Team

- a) prepares financial and administrative guidelines to be approved by Council,
- b) ensures the systematic and transparent recording, reporting and auditing of financial transactions,
- c) draws up the budget for approval by the General Assembly,

- d) develops criteria for project funding and, where necessary, presents them to Council for decision making,
- e) authorises the release of project funds in accordance with the budget and the financial and funding guidelines,
- f) awards scholarships in accordance with the UEM guidelines,
- g) establishes performance standards, and measures and reports on the results of activities, including the appraisal of staff performance, except the performance of the members of the Management Team.

## 3. Meetings and procedures

- a) The Management Team is convened by the General Secretary. The Management Team generally meets every month. The dates of these meetings, including that of a planning and evaluation meeting are to be agreed before the end of September the previous year. Extraordinary meetings are convened on request of the Gen-

eral Secretary. At least three (3) members of the Management Team can request a meeting from the General Secretary.

- b) The Management Team is chaired by the General Secretary or, in his/her absence, by one of the two deputy General Secretaries.
- c) Each member of the Management Team is entitled to propose items for a meeting's agenda to the General Secretary. If the General Secretary does not include such an item, the Management Team decides on the agenda at the start of the meeting.
- d) The Management Team has a quorum when at least five (5) of its members are present. These must include two (2) members of the General Secretariat when making decisions on
  - budget planning
  - properties
  - contracts in excess of 70,000 Euros
  - financial, administrative and funding guidelines.



Decisions, which could have consequences for the personal liability of members of the General Secretariat, also require the approval of at least two (2) members of the General Secretariat.

- e) Decisions shall be taken by a simple majority of votes cast. Abstentions and spoilt votes are to be counted as votes cast. If votes are tied, no decision shall be adopted. In the case of job-sharing, those sharing the position alternate in their entitlement to vote on an annual basis.
- f) In cases of emergency, the General Secretariat can initiate a circular vote if the Management Team cannot be convened. The votes must be made in writing. Point 3.d. is to be applied.
- g) Minutes of the meetings shall be prepared and circulated as soon as possible. A deadline for objections shall be set by the Management Team, during which time objections may be raised. After this deadline is reached, the decisions made may be implemented.

- h) The minutes are sent to the Moderator, to the Council members and their substitutes immediately.

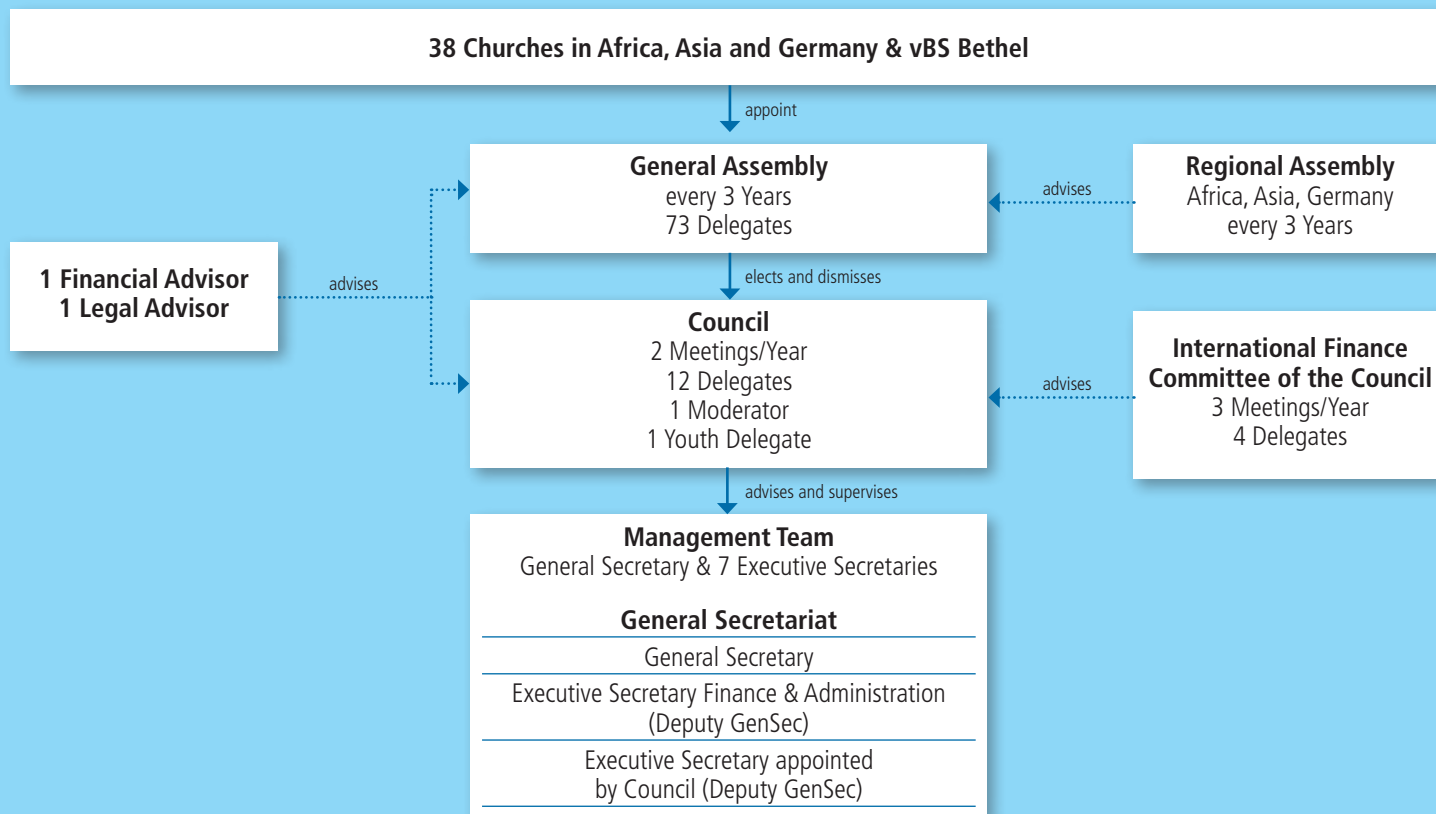
#### 4. General Secretariat

The General Secretariat consists of the General Secretary and the two Deputy General Secretaries. The General Secretariat is responsible for the following tasks:

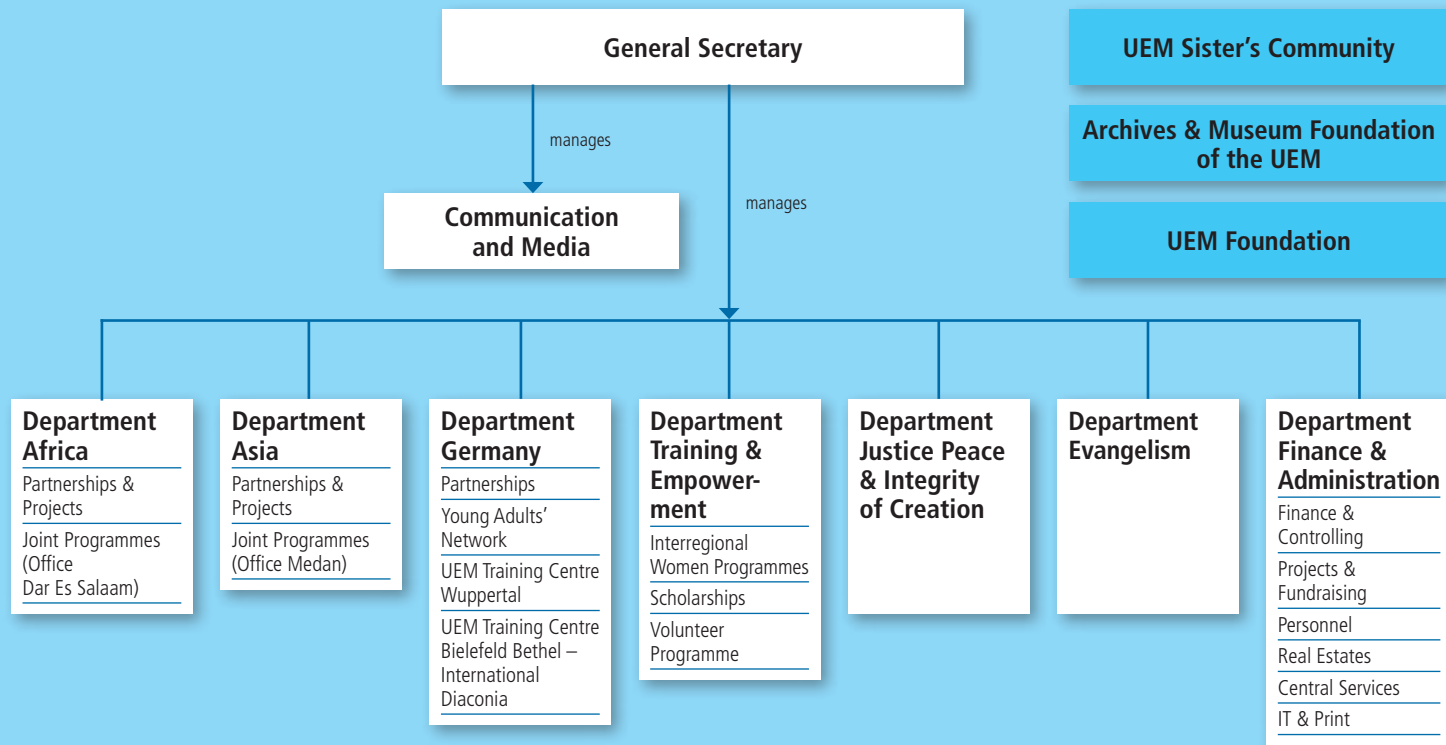
- 4.1** According to § 26 of BGB law, two of three members of the General Secretariat of the UEM respectively legally represent the UEM to third parties.
- 4.2** In the absence of the General Secretary, his or her deputy stands in on his or her behalf with the full powers of the General Secretary; the other members of the Management Team are each to be informed of this in advance.
- 4.3** The General Secretariat meets on a regular basis. Meetings are convened and chaired by the General Secretary, irrespective of the right of each member of the General Secretariat to demand that a meeting be convened.

- 4.4** On matters requiring legal representation, the General Secretariat may develop a common position for presentation to and decision by the Management Team. Agreements should not be made without first informing the Management Team.

# The Governance structure of the United Evangelical Mission



# The Working structure of the United Evangelical Mission





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