



**A Handbook for Management of the
Asia-West Pacific Section**

Friends World Committee for Consultation and its Constitution

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A What is Friends World Committee for Consultation (FWCC)?

1 Friends World Committee for Consultation (FWCC) was set up at the 1937 World Conference of Friends in Swarthmore, Pennsylvania, "to act in a consultative capacity to promote better understanding among Friends the world over, particularly by the encouragement of joint conferences and inter-visitation, the collection and circulation of information about Quaker literature and other activities directed towards that end."

In over 70 countries there are about 340,000 members of the Religious Society of Friends. Friends differ not only in language, culture and national allegiance but also in the emphases they place on different aspects of Quakerism.

About 300 representatives appointed by the affiliated Yearly Meetings and Groups, met together once every three years at Triennials in different parts of the world. The periodicity of meeting has now become 5 years. This serves to provide links between Friends as they seek to perceive God's will more clearly, so that they may make their corporate witness more effectively. Recent Triennials have been held in USA (1994), UK (1997) USA (2000), Aotearoa/New Zealand (2004) and Dublin, Ireland 2007. In 1991, the Fifth World Conference of Friends held on three sites - in The Netherlands, Honduras and Kenya - replaced the usual Triennial meeting. The next major event will be a World Gathering near Nakuru, Kenya in April 2012.

An internationally representative Central Executive Committee meets annually on behalf of Friends to continue FWCC's decision making processes and guide the work of the staff between meetings. Each Section is represented by its Clerk and Executive Secretary.

The FWCC World Office in London serves as a centre of world-wide communications for FWCC. Its staff helps to organise meetings and other world gatherings. The office maintains contact with the work of the four Sections and the two Quaker United Nations Offices. Many isolated Friends and worship groups throughout the world are linked to the family of Friends through the International Membership Committee. By means of staff travel, correspondence and publications, the office helps Friends to gain a better understanding of the world-wide character of the Religious Society of Friends and its vocation in the world.

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world@friendsworldoffice.org
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2 The Section of the Americas, established in 1938, serves some 40 diverse Yearly Meetings and groups of Friends in the Americas. An extensive programme of visitation, FWCC publications and frequent regional conferences serve to help American Friends find their spiritual unity in their rich diversity of practice and tradition. Appointed representatives conduct the business of the Section at an annual meeting which is held in both English and Spanish.

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phone +1 215 241 7250 fax +1 215 241 7285
<americas@fwccamericas.org>
website <http://www.fwccamericas.org>

3 The Europe & Middle East Section was established in 1938 and consists of 11 Yearly Meetings in addition to several smaller national groups. Events such as annual and family gatherings, border meetings, seminars, peace and service consultations, the Quaker Youth pilgrimage (in cooperation with the Section of the Americas) and other activities encourage mutual respect and trust, leading towards greater involvement.

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CB24 9YX Q
+44 1223 479585
+44 7949 190465 (mobile)
emes@fwcc.quaker.org; website <http://www.fwccemes.org>

4 The Africa Section was established in 1971. It maintains links with isolated groups of Friends in West and South Africa and with Yearly Meetings especially in East Africa. The Section held its first representative conference in 1975 and the first full time Secretary was appointed in 1976. The Section is involved with many outreach projects as well as peace and service projects, which include aiding refugees from Burundi and Rwanda now living in Nairobi, Kenya.

The Africa Section, FWCC
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africa@fwccafrika.org
Moses Musonga raidep2010@gmail.com
website <http://www.fwccafrika.org>

5 The Asia-West Pacific Section - our Section - was formally recognised in 1985. Our first full business meeting was held during the FWCC Triennial in Tokyo in 1988. As a Section, we meet during the Triennial meetings of FWCC and usually once between Triennials.

The Section seeks to serve the affiliated small and widely dispersed Yearly Meetings, as well as a number of small worship groups within our region. It also tries to maintain links with other Friends - isolated individuals and non-affiliated

groups within the region.

The main method of communication is the quarterly Section Newsletter, edited and circulated by the Executive Secretary. In addition, inter-visitation and regional gatherings, such as the All India Friends Gatherings, are encouraged within the Section. Australia Yearly Meeting now invites an AWPS representative to its Yearly Meetings. Both Australia and Aotearoa New Zealand exchange representatives at their Yearly Meetings. Japan YM encourages visiting Friends at their Yearly Meeting, and the Seoul MM has a “Sister Meeting” relationship with a MM in Australia and Aotearoa NZ. Young Friends are in process of organizing their own structure in the AWPS- see Item 12.

For a listing of the Yearly Meetings and groups in AWPS please see the AWPS Contacts on the website, www.fwccawps.org. It contains details of both affiliated and non affiliated groups.

6 The International Membership Committee

a Most Friends join the Religious Society of Friends after worshipping at a Friends meeting or church near their home. For some this is not possible because there is no Monthly Meeting in their region. In such circumstances they can apply for membership through the FWCC International Membership Committee. There are at present about 102 Friends worldwide whose membership is held in this way.

b The International Membership Committee (IMC) seeks to nurture and support isolated Friends, worship groups and a small number of meetings. In 2009 the numbers worldwide of individual Friends was 102, with 30 Worship groups, 6 Monthly Meetings and 3 Regional Meetings.

The IMC Committee also acts as a Monthly Meeting with regard to membership and pastoral care for individual Friends whose membership is held on the International Membership List.

In 2007, new arrangements were put in place for the IMC. Usually two appointees from each Section, plus the Communications Officer at the World Office plan to hold regular teleconferences to conduct the business of the IMC. On-line Meetings for Worship or other forms communication for our isolated Friends are planned. Opportunities for Quaker learning will be made known.

The Convenors together support isolated Friends and groups within the Section.

7 The Quaker United Nations Offices in Geneva and New York

a These two Quaker United Nations Offices are accredited with the United Nations through the sponsorship of Friends Committee for Consultation. One is situated in Geneva, and the other in New York. Through these offices, Friends are involved in a wide range of activities. QUNO promotes concerns at the United Nations such as those concerned with human rights and refugees, peace and disarmament, the search for global economic and social justice and emerging and unattended conflicts. It also interprets UN issues to groups of Friends throughout the world.

b QUNO New York: The American Friends Service Committee (AFSC) has five representatives together with five representatives from FWCC on the Management Committee of QUNO New York.

Similarly QUNO Geneva's management committee consists of five representatives from Quaker Peace and Social Witness, (QPSW) of Britain Yearly Meeting and five FWCC representatives. The FWCC representatives are usually the General Secretary of FWCC and one representative for each of the four Sections of FWCC.

c The FWCC representatives on both committees are appointed by the FWCC International Nominations Committee.

8 Literature about Friends World Committee for Consultation

From the Asia-West Pacific Section Office

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website <http://www.fwccawps.org> contains up to date relevant material on Meetings and Churches in the Asia West Pacific

AWPS Newsletter

Quarterly newsletter of the Asia West Pacific Section is obtainable from the Secretary. It may be received in hard copy or by email, and is published on the website. It is also translated into Hindi.

AWPS Essay: Inaugurated at the Bhopal Gathering, the 2009 Essay by John Cartwright is on the website and copies are available from the Treasurer Topsy Evans. Fund raising is taking place to ensure there will be an additional award to another author who will cover an aspect of Quaker life and thought in Asia West Pacific.

From the FWCC Office in London

173 Euston Rd, London NW1 2AX, UK,
Ph +44 20 7663 1199; fax +44 20 7663 1189
<world@fwcc.quaker.org>

website <http://www.fwccworld.org>

Friends World News

Published twice a year by the World Office, with details of Quaker Centres and other offices.

Calendar of Yearly Meetings

A List of dates, places and contact addresses of all Yearly Meetings, is on the website

Directory for Travelling Friends, published Australia Yearly Meeting for overseas Friends wishing to travel amongst Australian Friends.

PART B

1. CONSTITUTION OF AWPS Inc 2008

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This Constitution was accepted in 1988 and amended in 1994, 1996, 2007 and 2008.

1 NAME

The name of the incorporated association is The Asia West Pacific Section of Friends World Committee for Consultation Incorporated, referred to herein as 'the Section'.

2 PREAMBLE

The Asia West Pacific Section was established by Minute 686 of the Triennial Meeting of the Friends World Committee for Consultation held at Oaxtepec, Mexico, in August 1985.

The Section consists of Yearly Meetings and other groups of Friends in Asia and the West Pacific region which are affiliated to the Friends World Committee for Consultation (FWCC) by being affiliated with the Section.

Affiliations must be approved by the Asia West Pacific Section (AWPS) Committee or a Section Meeting, after consultation with officer holders of the Section and the World Office of FWCC.

3 OBJECT, AIMS AND PURPOSES

The object of FWCC is the advancement of religion for the public benefit, by means of fostering the principles and practice of the Religious Society of Friends (Quakers)

worldwide through consultation and cooperation.

The aims and purposes of the Section are:

a To encourage and strengthen spiritual life within the Religious Society of Friends, and its outreach in the world, particularly in the Asia West Pacific region, through such measures as worship, intervisitation, study, conferences and a wide sharing of experiences at the deepest level.

b To help Friends to gain a better understanding of the world-wide character of the Religious Society of Friends and its vocation in the world, with special emphasis on scattered groups of Friends and isolated members.

c To promote consultation among Friends of all cultures, countries and languages. To bring the different groups of Friends into closer communication with one another, to seek their common Quaker heritage, to share experiences and come to some measure of agreement in regard to their attitude to world issues.

d To promote understanding between Friends everywhere and members of other branches of the Christian Church, and also members of other religious faiths. To interpret the specific Quaker message to those who seek further religious and spiritual experience.

e To keep under review the Quaker contribution in world affairs and to the world Christian mission; to facilitate the examination and presentation of Quaker thinking and concern in these fields; and to encourage Friends to co-operate as far as possible in joint action with other groups having similar objectives.

RULES AND BYLAWS OF THE ASIA WEST PACIFIC SECTION OF FWCC INCORPORATED

4 MEMBERSHIP

a FWCC and its Asia West Pacific Section were established and are maintained by a number of self-governing bodies within the Religious Society of Friends. Most of these are known as Yearly Meetings. Some, which use the description 'Friends Church', function similarly to Yearly Meetings and are so described in this Constitution. There are a few self governing groups known as General Meetings or Monthly Meetings which are affiliated with the Asia West Pacific Section and FWCC. Other General and Monthly Meetings, which are component parts of Yearly Meetings, relate to FWCC through their parent body and do not feature in this Constitution.

b All members of Yearly Meetings and groups affiliated with AWPS are members of the Section and thereby members of FWCC.

c Yearly Meetings and other organised groups of Friends, which become affiliated with the Section, appoint formal representatives who are responsible for

transacting the business of the Section and FWCC.

5 REPRESENTATIVES

a Plenary Meetings of FWCC

Representatives are appointed by affiliated Yearly Meetings on the following basis

<u>Yearly Meeting Adult Membership</u>	<u>Number of Representatives</u>
Up to 1000	2
1001 to 3000	3
3001 to 5000	4
For every additional 5000 or fraction thereof 1 additional representative	

An organised group affiliated with AWPS and FWCC may appoint one representative.

Representatives serve for three years from January 1st following their appointment. Reappointment is permissible.

b Meetings of the Asia West Pacific Section

When a Section Meeting (also called a Gathering) is held during a plenary meeting of FWCC, the representatives appointed to FWCC also serve as representatives to the Section Meeting. Any member of the Section present at a meeting of FWCC is entitled to attend a Section Meeting. General Meetings are necessary under the Associations Incorporation Act (1985) of South Australia, as amended from time to time, under which the Section is incorporated. All members are welcome to attend the Section's General Meetings.

When a Section Meeting is held on a separate occasion, the numerical representation is as above (in 5a). All members of the Section who are present at Section Meetings are entitled to attend the Section's Business Meeting.

6 CO-OPTIONS

a To FWCC

Up to eight Friends may be co-opted by the Section as representatives to FWCC as a whole, to present particular interests or to render special services. Co-option enables the Section to benefit from the presence at meetings of a member not, or no longer, an appointed representative. Friends may be co-opted by the Section business meeting or Section Committee, and such co-option would normally be for three years from the time of appointment, and would be reviewed at the next Section business meeting.

b To the Section Committee

The Section may co-opt a number of Friends to attend Section meetings and/or for service within the Section. Friends will be co-opted by the Section business meeting or Section Committee, and such co-option would normally be for three years from the time of appointment, and would be reviewed at the next Section business meeting.

7 BUSINESS OF THE SECTION

a Decision-making

Decisions will be reached by Section business meetings of representatives or of any committees or subcommittees in accordance with the customary manner of Friends. (refer Australia YM Handbook or the Handbook of the YM of Aotearoa/New Zealand)

b Timing of Section Business Meetings

The business of the Section is conducted at Section business meetings held at the time of each plenary meeting of FWCC, or at Section meetings between plenary meetings of FWCC, or by correspondence.

7c Notice of Section Business Meetings

Thirty days notice of the time, place and nature of the business of a Section General Meeting, given to members of the Section through the AWPS Newsletter, will be sufficient notice of any Section General Meeting. In addition, personal notice of Section General Meetings will be sent to the FWCC/AWPS representatives to allow at least 30 days' notice.

8 OFFICE HOLDERS

a The office holders of the Section are the Clerk, the Executive Secretary (hereafter "Secretary"), and the Treasurer. These office holders will be appointed at a Section business meeting for a term of three years, and will not normally hold office for more than six years. The Treasurer will preferably be a Friend in the same country as the Secretary.

b On the request of the Secretary, or Treasurer respectively, an Associate Secretary may be appointed to assist the Secretary and an Associate Treasurer to assist the Treasurer for a period of not more than three years. If these appointments are made they will be made at the Section business meeting, or between Section meetings by the Section Committee. Where the appointment is made by the Section Committee it will be for a term until the next Section business meeting. Reappointments for a further period of not more than three years may be made by the Section business meeting. The Associate Secretary and Associate Treasurer, when appointed, will also be office holders of the Section.

c If an office holder is unable to act, and when the Section Committee determines that an office needs to be filled as a matter of urgency between Section meetings, full powers to make an appointment till the next Section business meeting shall lie with the Section Committee.

9 SECTION COMMITTEE ("the Committee")

a The Committee shall consist of the office holders, and a minimum of three, and up to five of the representatives of the Yearly Meetings or affiliated groups of the Section. The general members, who are normally from Yearly Meetings or groups other than those of the clerk and secretary, are appointed to serve for three years, and may be reappointed for not more than one further term. This Committee is appointed at a Section business meeting.

b The Committee is responsible for deciding important matters arising between Section meetings and which, in its judgement, cannot be left until the next Section meeting. Decisions shall be taken by the Committee after consultation by members with their Yearly Meeting or group. The Committee, when not meeting in person, works by correspondence. Committee members must consider the views of the Section as a whole when making decisions on the Committee. These decisions shall be recorded in the minutes of the Committee and at the following Section business meeting.

c If a general member of the Section Committee is unable to act, his/her Yearly Meeting or group shall be asked to nominate an alternate to act until a new appointment is made.

10 POWERS OF THE SECTION COMMITTEE

The Section Committee is empowered to:

- 1) purchase or otherwise acquire for the Section any property, rights or privileges which the Section is authorised to acquire at such price and generally on such terms and conditions as the Section Committee may see fit.
- 2) secure the fulfilment of any contracts or engagements entered into by the Section by mortgage or charge of all or any of the property and rights of the Section or in such manner as the Section Committee may see fit.
- 3) institute, conduct, defend, compound or abandon any legal proceedings by or against the Section or its officers or otherwise concerning the affairs of the Section and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Section.
- 4) refer any claims or demands by or against the Section to arbitration and observe and perform the awards.
- 5) make and give receipts, releases and other discharges for money payable to the Section and for the claims and other discharges for money payable to the Section and for the claims and demands of the Section.
- 6) determine who shall be entitled to sign on the Section's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents.
- 7) do all such other lawful things as shall further the attainment of the objects of the Section.

On a case by case basis the Section may authorise the Committee to act on its behalf to conduct the above business.

11 OTHER COMMITTEES, SUB-COMMITTEES OR WORKING GROUPS

a 1) At each Section business meeting a Nominating Committee consisting of at least four and not more than six members of the Section shall be appointed to serve until the close of the next Section business meeting.

2) Members of the Nominating Committee shall be eligible for re-appointment for one further period. Terms of service commence at the close of the Section business meeting. Office holders of the Section are not eligible to serve on the Nominating Committee.

3) The Nominating Committee shall bring forward to the Section business meeting the names of Friends willing to serve as Section Clerk, Secretary and general members of the Section Committee, and any other appointment as requested by the Section Committee

b The Section may, as occasion demands, set up committees or sub-committees or working groups for specific purposes, such as peace, service. Such committee, sub-committee or working group will appoint its own clerk or convenor, or may seek the assistance of the Section Committee.

c The laying down of such a committee, sub-committee or working group is the responsibility of the Section at its business meeting, or by correspondence among members of the Section Committee.

12 THE SECTION ACCOUNTS AND FINANCIAL RECORDS

a Bank Accounts

The Treasurer and/or any appointed Friend shall establish bank accounts for the purpose of holding funds and paying authorised expenses on behalf of the Section and to issue and sign on behalf of the Section such receipts and documents as may from time to time be required in the execution of this function.

b Financial Records

Financial records related to activities of the Section must be retained for a period of seven years after the completion of the transaction to which they relate.

c Taxation Returns

The Treasurer will be responsible for the production and submission of any taxation returns required under the taxation laws in the country in which the Asia West Pacific Section accounts are held.

13 THE ASIA WEST PACIFIC SECTION IS A NONPROFIT ORGANISATION

The assets and income of the Section shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the Asia West Pacific Section of the Friends World Committee for Consultation Incorporated, except as *bona fide* compensation for services rendered or expenses incurred on behalf of the Section.

14 DISSOLUTION OF THE SECTION

In the event of dissolution of the Section, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to Friends World Committee for Consultation, also a nonprofit organisation, for the furtherance of its activities.

15 THE PUBLIC OFFICER

The Section shall appoint a Public Officer, or equivalent, to undertake the duties involving the Section as a legal entity. If circumstances require the appointment of a Public Officer or equivalent between Section business meetings the Committee may appoint a Public Officer or equivalent after due consultation with the Section's constituent groups.

16 REVISION OF THE CONSTITUTION

a Only the business meeting of the Section can amend, add to or delete any of the provisions of this Constitution.

b Provisions which are dependent on the Constitution of Friends World Committee for Consultation, such as numbers of representatives, will be reviewed for amendment if the Constitution of the FWCC is amended.

2008

2 SECTION MEETINGS (also known as Gatherings)

a The Section has set a pattern of organising Meetings/Gatherings at least once every three years. It is hoped that every second event will be held in India or the Philippines.

b The program is prepared to enable participants to share together in worship; in worship sharing; in discussion groups; as well as to conduct the business of the Section.

c Section Gatherings are held to

- 1) increase our understanding of Friends and Meetings in our own Section by worshipping together, listening to one another, learning about our experiences, needs and goals.
- 2) increase our appreciation of the cultural differences, the different methods of worship and the difference in the theologies of Friends in the Section.
- 3) assist us to know the Friends in our region and increase our knowledge of their lives and of the environment in which they live.
- 4) share our concerns, but not to come with expectations of material aid.
- 5) conduct the business of the Section.
- 6) put the Section into the context of Friends World Committee for Consultation

worldwide.

3 THE DUTIES AND ROLE OF THE SECTION CLERK

The Clerk's main tasks are to:

- a) have oversight of the management and direction of the Section business;
- b) be involved with pastoral care and outreach with Friends in the Section;
- c) keep in touch with the Secretary of the Section and Treasurer and to respond promptly to any questions that either of them may have;
- d) represent the Section, with the Secretary, at the meetings of the Central Executive Committee;
- e) attend relevant FWCC Meetings/Gatherings on behalf of the Section;
- f) attend the Section Gatherings;
- g) clerk the meetings of the Section Committee;
- h) clerk the Section business meetings which are held at International Meetings/Gatherings and Section Meetings/Gatherings;
- i) carry out any tasks undertaken as part of the work of the Central Executive Committee;
- j) liaise with the staff of the World Office;
- k) visit Friends within the Section when travelling to and from Central Executive Committee meetings and International Gatherings.
- l) give time to prayer, reading and thought about Friends within the Section and in the world-wide family of Friends;

4. THE DUTIES AND ROLE OF THE SECTION'S EXECUTIVE SECRETARY AND ASSOCIATE SECRETARY

The Executive Secretary's main tasks are to:

- a) be concerned for the pastoral care, growth and strengthening of Yearly Meetings, local meetings, worship groups, isolated members and sympathisers across the Section.
- b) Work co-operatively with Secretaries of the other 3 Sections of FWCC plus the World Office;
- c) maintain contact with other Quaker organisations such as the Quaker United Nations office, and national Quaker service bodies;

- d) encourage contacts with fellow organisations in the Section with similar aims;
- e) represent AWPS on the FWCC Central Executive Committee and attend its meetings;
- f) work in close cooperation with the AWPS Executive Committee, plan and support their meetings in conjunction with the Clerk and the Treasurer.
- g) take responsibility for the planning and conducting of the Section Gatherings with the host group and the Section Committee;
- h) maintain a small office, ensuring that due attention and care is paid to all of the day to day routine tasks, such as those of communication, representation and responding to enquiries from around the world;
- i) work with the AWPS Treasurer to ensure that the Section remains within its budget;
- j) arrange for the production and dispatch of printed material in a timely fashion;
- k) Oversee the AWPS Website for its content and ensure that material is kept up to date.
- l) plan and initiate meetings of the Section Committee or other groups within AWPS by Skype
- m) communicate regularly with the FWCC affiliated Yearly Meetings, Monthly Meetings, worshipping groups and when appropriate, with groups or individuals from the Evangelical Friends International, Friends United Meeting or other Friends' bodies;
- n) maintain the FWCC/AWPS archives;
- o) undertake activities to stimulate interest within and outside the Religious Society of Friends in Quaker testimonies and beliefs;
- p) maintain an address list of Friends, Yearly Meetings and Worshipping Groups in the Section;
- q) send greetings to all Yearly Meetings and groups on a regular basis.
- r) maintain communication with his/her Support Group;
- s) give time to prayer, reading and thought about Friends within the Section and in the world-wide family of Friends;

Note:

* In order to carry out these duties, a computer with email connection and a telephone are necessary and a fax machine is an advantage. The Secretary is encouraged to have a support group (see below). At present, office, postage and travel expenses are met to assist the Executive Secretary in carrying out tasks

associated with this position. If necessary half of the cost of upgrading the Secretary's IT requirement must be met by the Section to enable the efficient working of the Section's administration.

* English is the language of communication but an additional language relevant to the Asia-West Pacific region would be an advantage.

*At the Section Meeting in 2004, provision was made for appointment of an Associate Secretary, if necessary to share the work as listed above.

5 THE SUPPORT GROUP FOR THE SECTION EXECUTIVE SECRETARY

The role of such a group is to encourage and support the Executive Secretary. Ideally, members will:

- 1) ask the Secretary how things are going on a regular basis;
- 2) offer practical help when needed;
- 3) receive a report from the Secretary when it is needed;
- 4) read correspondence from the Secretary and offer comments
- 5) hold him/her in the Light

6 THE DUTIES AND ROLE OF THE SECTION TREASURER, ASSOCIATE TREASURER AND FINANCE SUB-COMMITTEE

The responsibility of dealing with funds, funding etc, lies with the Treasurer. The Treasurer will be appointed in a country where it is possible to open a bank account in the name of the Section. This may or may not be in the same country where the Secretary is based. It may be practical to appoint an Associate Treasurer, to operate an account in conjunction with preferably two other signatories, for the payment of invoices.

The main tasks for the Treasurer and/or the Associate Treasurer, if one has been appointed, are to:

- a) open and operate Section bank accounts for the receipt of donations from affiliated groups and individual Friends, and to pay recurrent budgeted expenses and noncurrent expenses authorised by the Section Committee;
- b) undertake the responsible investment of the Section's financial reserves in consultation with Section Finance Committee;
- c) prepare and submit any tax returns for which the Section is liable;
- d) prepare budgets in consultation with the Associate Treasurer, Finance

Committee, the Secretary and Clerk;

- e) advise the Executive Secretary, the Section Committee, the FWCC representatives and affiliated groups of the financial position of the Section;
- f) liaise with the Auditor to ensure the timely audit of accounts;
- g) be responsible for the financial planning for Section Gatherings, the accounts for which will be reported separately from those for the administration of the Section and retain any surplus in a Gathering Fund;
- h) attend Section Meetings and Gatherings and oversee the registration and payments;¹
- i) participate in FWCC International Finance Committee meetings;
- j) deputise for the Clerk or Secretary to represent the Section if it is required;
- k) together with the Secretary and Clerk, look for ways of raising funds for travel, publications and subsidising Friends in need of assistance to attend Section Gatherings.
- l) give time to prayer, reading and thought about Friends within the Section and in the world-wide family of Friends;
- m) develop a Finance Sub-committee and consult with them on all new approaches to managing the finances of the Section.

If necessary half of the cost of upgrading the Treasurer's IT requirement may be met by the Section to enable the efficient working of the Section's administration.

7. Assistance for Officers

The Clerk, Secretary and (if agreed) Treasurer may have their fares, registration and accommodation paid to enable them to perform their duties at the Section Gatherings.

The Secretary and other officers may submit working expenses for reimbursement. This applies to upgrades for computer technology. This is to facilitate ease of communication via Skype and email.

8. Public Officer

A public officer will be appointed at a meeting of the Section, whose responsibility will be to comply with the legal and accounting requirements of the relevant statutory body in the country in which AWPS is incorporated.

¹ This is a new suggestion to facilitate the taking and banking of monies, payment of accounts and reporting to the Section on the financial state of the Section. However, if we include this in the Handbook, the implication is that we will pay the Treasurer's expenses to attend Section Gatherings. Please send your comments- do you agree or disagree with this new clause?

9 THE DUTIES AND ROLE OF THE AWPS COMMITTEE

The main tasks of the Committee are to:

The AWPS Committee shall comprise the Executive (Clerk, Secretary and Treasurer) plus between three and five representatives from amongst the affiliated meetings in the Section. The Associate Secretary and Associate Treasurer, if appointed, will also be included in the Executive.

a) communicate- (generally by email) on a regular basis between the members of the committee.

b) take important policy decisions on matters referred to it by the Secretary or Treasurer between Section Meetings for Business.

c) provide input in the management of Section affairs. Time will be set aside at Section Gatherings for face to face meetings to take place.

d) participate whenever possible in meetings by Skype;

e) carry out particular responsibilities when its Members are appointed to Sub committees. (Their work will be carried out usually by email or Skype and reported to the Section at Meetings for Business.)

f) report to the Secretary, who will disseminate information to appropriate persons, or use the information in the Newsletter or on the website

10 FUNDS, FUNDING AND FINANCIAL INFORMATION

a) The oversight of Section Funds shall be undertaken by the Treasurer in collaboration with the Section Finance Committee

b) The income of the Section comes mainly from annual contributions from affiliated Yearly Meetings/Monthly Meetings, and from interest from investment of the Section's fund. Some groups of Friends and individuals contribute directly to the Section.

Donations should normally be made in the currencies of the countries in which the accounts are held, to avoid attracting bank fees on deposit. These costs can be reduced if donations are accumulated, probably by the Meetings' Treasurer, and sent as one bank draft or transfer.

c) Contributions from within the Section are best sent via

1) the Yearly Meeting or local Group and should be clearly earmarked for the Asia West Pacific Section of FWCC, or

2) directly to the Treasurer, Asia West Pacific Section FWCC, P.O. Box 181, Glen Osmond, South Australia 5064, Australia who can be contacted for payment details at tevens@aone.c130.net.au

- d) Contributions from outside the Section will be sent directly to the Section Treasurer. However they may also be sent via the Financial Officer for FWCC, 173 Euston Rd, London NW1 2AX, UK. In this case, please indicate clearly that your contribution is for the Asia West Pacific Section.
- e) Project Funding
In 1997 the Section accepted the following as guidelines for responding to requests for Project Funding:

Requests coming to the Section must:

- 1) provide evidence that the application has previously been made to other Friends Committees or funding bodies by Yearly Meetings within the Section;
- 2) be forwarded through a Friends Meeting;
- 3) deal with Friends' work within the Section or on behalf of the Section;
- 4) be sent to the Secretary in time to be included in the agenda circulated to all affiliates of the Section prior to a Section meeting;
- 5) Any Funded Project acquittal must be submitted to the Section Treasurer within the six months of the completion of the project.

- g) Applications for grants:
The Friends within the Section are encouraged to be aware of any opportunities to apply for specific grants, which will expand the work of the Section.
- h) Bequests
If any person is intending to make a bequest to the Section, the following guidelines are suggested.

- 1) Leave the bequest as simple and as undirected as possible in the will itself. The following wording is a suggestion. Ensure that whoever acts as the Executor of the Will has access to the latest address of the Section Secretary or Treasurer.

"I give to the Asia West Pacific Section of Friends World Committee for Consultation (FWCC), (either a specific sum or a proportion of the residuary estate), for the use and benefit of the Asia Pacific Section of FWCC at its absolute discretion free from all taxes and duties and I direct that the receipt of the Treasurer for the time being or other duly authorised officer shall be an absolute discharge to my trustees or executors for the gift.

If at any time, and for whatever reason, it becomes impracticable or impossible for the FWCC AWPS to continue to apply the fund for the purpose or purposes directed by me in this my will, then the FWCC AWPS executive may apply the income of the fund and where necessary the capital, for such other purposes as the executive, after consultation with members of the Section, determines are most closely in accordance with my directions.

If FWCC/AWPS decides that the bequeathed property cannot be used as

suggested on the Will, the FWCC/AWPS Inc. Committee can sell the property and use the funds at its discretion, and in keeping with the wishes of the donor.

2) A sealed letter with the will should be provided which outlines the sorts of activities the Friend has been interested in, areas of service that have particularly either appealed or been an important part of that person's life and values. It should offer some indication of the sorts of way s/he might like to see the money used. Include a specific statement that these are not requirements, just aspects of one's life that one hopes may be able to be taken into consideration when, led by the Spirit, Friends decide on what is best use of the resources one has left in their hands.

11 THE RESPONSIBILITIES OF YEARLY MEETING REPRESENTATIVES AND THEIR YEARLY MEETING OR GROUP

a) The major task of FWCC Representatives is to encourage communication between Yearly Meetings and groups, within their Section and in the world family of Friends. They will be responsible to articulate the views and concerns of their Yearly Meeting or group to the international Friends community especially at international FWCC meetings. Similarly they will communicate with their Yearly Meeting or group about their experiences and the issues that arose in these meetings as well as share information received between Gatherings.

b) Yearly Meetings and groups differ considerably in size and structure. Within each Yearly Meeting there are often different ways to help the work of the World Committee. They may not always be able to comply with its requests for support. What follows is an ideal picture.

c) How can FWCC representatives serve their YM or group?

FWCC Representatives should:

- 1) Have a firmly-rooted involvement with their local Quaker community
- 2) Be well acquainted with their own Yearly Meeting; its spiritual life and concerns; its processes and governance
- 3) Be open to learning from Quakers following other traditions of worship, theology, language and culture
- 4) Be able to attend Section and World meetings
- 5) Consider documents sent out in advance of meetings and read the constitution, etc
- 6) Look for ways to share their experience of the wider body of Friends within their own Yearly Meeting, reporting fully and regularly on both World Committee and Section meetings and affairs as the way opens
- 7) Be prepared to report to the Section the activities of their own Yearly Meeting or group

- 8) help provide information to enable Friends travelling or moving to make contact with other groups
- d) How can your YM or group support you and gain from your work as their representative?
- 1) Appoint you as a representative for a set period as decided by your Yearly Meeting. Ideally terms are for three years, and may be renewed for another term. This will enable you to learn about the work being done, and then to participate more fully in the work of FWCC.
 - 2) Make opportunities for Friends to discuss relevant issues within your Yearly Meeting or group before Section meetings and Triennials. Though Friends are not "delegates" at a meeting, it is helpful if you bring a broad understanding of the views of your own Yearly Meeting or group.
 - 3) Support you as you seek to make opportunities to interpret the work of the Section and the World office to the Yearly Meeting or groups within it.
 - 4) Consider implementation of recommendations of the Section Gatherings and Triennials within your Yearly Meeting or group.
 - 5) Give financial support for you to attend Section meetings and Triennials.
 - 6) Provide the World Office and the Section with both prayerful and financial support and encourage individuals and meetings also to be interested and supportive.
 - 7) It would be ideal if all Yearly Meetings and groups were in a position to fund all expenses of representatives. Some do this; others raise funds for at least some of their costs; and others need help from other sources.

12 THE DUTIES AND ROLE OF THE SECTION REPRESENTATIVE ON THE QUNO GENEVA COMMITTEE and QUNO-NEW YORK COMMITTEE

- a) The Section representative on the Quaker United Nations Office in Geneva (QUNO Geneva) and QUNO New York committee
- 1) Travels to Europe/America to attend the meetings of this committee twice a year
 - 2) Undertakes tasks determined by the committee, between meetings
 - 3) Tries to be in touch with the Yearly Meetings in the Section which are affiliated with Friends World Committee for Consultation
 - 4) Does the required background reading and preparation for the Committee meetings

5) Writes regular articles for the Section Newsletter and other Friends journals, as appropriate

6) Takes opportunities to spread information about the work of the Quaker United Nations Offices.

b) The Section Representative and the Executive Secretary of the Section should facilitate good communication between QUNO and the Section.

13 THE DUTIES AND ROLE OF THE YOUNG ADULT FRIENDS COMMITTEE

The International Nominations Committee of FWCC will appoint three Young Adult Friends (YAFs) to represent the Section on a worldwide committee. This committee will provide structure, co-ordination and support within the current generation of YAFs. It will network, listen and facilitate according to discerned leadings of the Spirit, within the global YAF community and reach out to those Friends not affiliated with FWCC.

Continuing the mission and spirit of the 2005 World Gatherings of Young Friends, the committee will work to strengthen the spiritual lives of YAFs through sharing our various expressions of faith, learning from our Quaker heritage and continued discernment as to how they are being led. This Committee will advocate for full inclusion of YAFs and their concerns within FWCC as a whole, and within its constituent Yearly Meetings.

Specifically the YAF Committee will:

- a) Maintain an up to date contact list of YAF representatives within AWPS;
- b) Liaise with the Secretary and AWPS Committee on the regular holding of Young Friends Gatherings, usually in association with the Section Meetings/Gatherings. This will include decisions on the theme of a Gathering, program content, speakers and activities;
- c) Wherever possible conduct on-going fund raising to enable full participation by all members of groups in AWPS and world events.

14 THE DUTIES AND ROLE OF THE SECTION GLOBAL CONCERN COMMITTEE

The role and duties of the Committee are brought out in Minute 2008/21 approved at the Bhopal Gathering in November 2008. The Committee has been authorized 9 members who have regular Skype meetings. It is encouraging the formation of "Clusters" in Yearly Meetings and groups on the lines desired by the World Office, so that the "Clusters" can bring forward their views and experience in respect of matters of Global Change. One of the co-clerks is a member of a coordinating committee at World Office level.

Global Change Committee

Friends define Global Change as the interconnection and interdependence of all change. Thus global change is not limited to one aspect of change like climate change, social change or environmental change but encompasses all aspects of change

The FWCC-AWPS Global Change Committee works on the Concern of Global Change with Meetings, Yearly Meetings, Sections, FWCC, other organizations and concerned persons.

The Committee holds regular meetings during the year and its members are nominated by the Section Nominations' Committee and are appointed by the Section Committee or at Section Meetings. The Committee's Clerk is appointed by the Members of the Committee. Members are appointed for a term of 3 years renewable, though Members appointed part way through a term are appointed only for the remainder of that term. The Clerk's term is on the same basis as other Members.

The Committee's Meetings are held as Meetings for Worship with a concern for Global Change and it conducts itself in accordance with Friends Testimonies and traditions of worshipful discernment of Truth and unity, we keep Minutes of our proceedings and report to AWPS and FWCC.

15 GRIEVANCE PROCEDURES:

Guided by the light of God within us and recognising that of God in others, we can all learn to value our differences in age, gender, physique, race and culture. This enables mutual respect, and self respect, to develop, and it becomes possible for everyone to love one another as God loves us. Throughout our lives, we see ourselves reflected in the facial expression, verbal comments and body-language of others.

We have a responsibility to protect each other's self respect.'

Adapted from Quaker Faith and Practice' Britain Yearly Meeting 23.33

When Friends from the Section meet, we bring our different cultures and our different life experiences with us. It is important for us to establish what is acceptable and unacceptable behaviour for the other Friends in the group, remembering that what is acceptable in one culture, may be disrespectful in another.

When a Friend has a grievance of a general nature against another Friend, the resolution of the conflict should follow Quaker practices.

* at times resolution may come through respectful acknowledgement of differences and an agreement to differ;

- talking with an experienced Friend to reach clarity on the issues;
- a Meeting for Clearness. Such a Meeting can be organised by a friend trusted by the person with a grievance or by the Section Clerk;
- an FWCC representative or a member of the Section Committee organising a formal mediation.

Grievances involving sexual behaviour

Unwelcome, inappropriate forms of sexual behaviour may occur at a gathering. These may range from sexual harassment to sexual assault.

Any inappropriate sexual behaviour disregards the need to value the equal dignity and respect due to each one of us.

If you feel that you have been subjected to unacceptable sexual behaviour you can tell the person that the behaviour is unwelcome and unacceptable:

- speak to someone present at the gathering whom you trust, such as a personal friend, FWCC representative for your YM/MM, or a member of the Section Committee, who could assist you in deciding on the appropriate way forward;
- ask an FWCC representative or a member of the Section Committee to organise a Clearness Committee.

At all times it is important to reach a resolution to grievances which respects the individuals concerned, through attentive and prayerful listening in a non-judgemental environment.

16 PREVIOUS SECTION GATHERINGS AND OFFICE HOLDERS

a Previous venues of Section Gatherings

1990 Bali, Indonesia
 1992 Hong Kong
 1993 Itarsi, India
 1996 Darwin, Australia
 1999 Wanganui, Aotearoa/New Zealand
 2002 Bhopal, India
 2005 Seoul, South Korea
 2008 Bhopal, India
 2011 Manila, Philippines

b Previous office-holders of the Asia-West Pacific Section

Clerks

1986-1987	Yoon Gu Lee	Korea
1988-1990	Susumu Ishitani	Japan
1992-1997	Michi Nakamura	Japan
1998-2003	Arvind Swan	India
2004- 2011	Dilawar Chetsingh	India
2011-	Patricia Macgregor	Aotearoa/NZ

Executive and Associate Secretaries

1986-1990	Richard Meredith	Australia
1991-1996	Ruth Watson	Australia
1997-2002	Linley Gregory	Aotearoa/New Zealand
2003	Devdas Shrisunder	India
2004-2007	Kenneth Co Ching Po	Hong Kong
2004-2007	Valerie Joy (Assoc)	Australia
2007-	Valerie Joy	Australia
2011-	Ronald Titus (Associate)	Bhopal, India

Treasurers

1986-1992	The Secretary/Treasurer positions were combined	
1993-1996	John Taplin	Australia
1997-1998	Simon Brown	Aotearoa/New Zealand
1999-2002	John Goodey	Aotearoa/New Zealand
2003	Nalini Titus	India
2004- 2005	David Bottomley	Hong Kong
2005-2007	Topsy Evans(Assoc)	Australia
2007-	Topsy Evans	Australia
2006-2008	Julian Stargardt (Assoc)	Hong Kong MM
2011-	Taisoo Kim Watson (Assoc)	Australia

17 INTERVISITATION

During the 2004 Triennial, participants took part in a Strategic Needs Analysis Process (or SNAP). The outcome showed the main priority was Inreach/Outreach which involved Communications and Publicity, Intervisitation and Events. Some suggestions made were to:

- 1) develop 'sister' relationships between meetings.
- 2) encourage Yearly Meetings to set up travel funds for intervisitation
- 3) encourage support and learning
- 4) encourage Young Friends and others from diverse backgrounds to visit one another.

Many Quaker writings, such as the following, encourage personal connections.

“Seek to know one another in the things that are eternal”
Advices and Queries 18, Britain Yearly Meeting.

“Take time to learn about other people’s experiences of the Light”
Advices and Queries 5, Britain Yearly Meeting.

“ We need to know each other. We need to tell the stories. We need to have opportunities where we can talk about our spiritual journeys...”
This We Can Say - Australian Quaker Life, Faith and Thought 4.1

“Visitation is the essential work of FWCC. Visitation is like opening windows and letting the light of understanding shine in. Friends meet “face-to-face and heart-to-heart” to share both that which unites and that which divides them in the life of the Spirit. With God’s help, open exchange builds understanding, respect, trust and love and renews awareness of a world-wide family of Friends.”
Website of The Section of the Americas

The Secretary maintains a Contacts List which contains the most recent information on FWCC contacts around the globe, including a List of Friends Centres in our Section. Detailed information is available about FWCC affiliated Yearly Meetings

in our Section. In addition, there are worshipping groups in Vietnam, Cambodia, Laos, Sri Lanka, China and in other places, where Friends welcome contact from larger Meetings. Other contact details for non-affiliated Yearly Meetings, such as those in Indonesia, Nepal and Taiwan may also be available from the Secretary.

If you are planning to travel, please contact the Clerk in your destination ahead of time, with details of your visit.

The following steps may make your visit more fruitful.

- 1) Take a travelling Minute from your Clerk, which provides a spiritual link between your Meeting and the one being visited.
- 2) Take care not to impose any hardship on Friends' hospitality, but give of your time and resources as you are led.
- 3) Explore ways in which contacts can grow into ongoing friendship and mutual support.
- 4) Write about your experience and talk about it in your home Meeting.
- 5) Submit articles to Quaker publications, in particular the Section Newsletter.
- 6) Maintain contact with the Friends you meet and explore ways in which contacts can grow into ongoing friendship and mutual support.

August 2011- this replaces the previous version, March 2010.