

WEEK OF COMPASSION STANDING RULES

STATEMENT OF PURPOSE

As the relief, refugee, and development mission fund of the Christian Church (Disciples of Christ), Week of Compassion works with partners to alleviate suffering throughout the world.

Week of Compassion works through a network of church partner organizations and partnerships that ensures that the church's response to humanitarian needs in the world is efficient, effective, and faithful. Through these partnerships, Disciples are able to join a tapestry of caring that brings help and hope to hurting people in every corner of the world.

Week of Compassion is a recognized ministry of the Christian Church (Disciples of Christ) through the Office of the General Minister and President.

GOVERNANCE

The ministry of Week of Compassion shall be overseen by a Board of Stewards whose election to membership is confirmed~~which is elected~~ by the General Board of the Christian Church (Disciples of Christ).

MEMBERSHIP OF THE BOARD OF STEWARDS

1. Twelve members, elected by the General Board of Stewards and presented for confirmation by the General Board, shall serve three-year terms and are eligible to serve up to three consecutive terms. Two-thirds of the Board of Stewards' membership shall be laypersons; one-third shall be clergy. Members shall be elected in three rotating classes.
2. The General Minister and President shall serve as a full member with vote (in addition to the twelve elected members).

OFFICERS

1. The officers of the Board of Stewards shall consist of the Chair, Vice Chair, and Secretary and any other officers as the Board of Stewards shall deem necessary.
2. The officers shall be elected annually at the autumn meeting.
3. The officers shall be elected by the Board of Stewards and comprise the Executive Committee. They shall oversee the nominating, personnel, finance, and audit functions.
4. When the Board of Stewards is not in session, the Executive Committee shall have the power to carry out its oversight functions on behalf of the Board of Stewards. To the Executive Committee is specifically delegated: a) the responsibility to forward a budget to be considered annually by the Board of Stewards, including a recommendation for the salary of the Executive Director; b) the responsibility to ensure interim leadership should the office of Executive Director become vacant, including matters of negotiating salary and benefits; and c) the responsibility to appoint a Search Committee for the purposes of making a nomination of an Executive Director to the Board of Stewards, as elaborated below.

- 4.5. The Executive Committee may appoint such ad hoc committees that might be needed to advance the Board of Stewards' work.

MEETINGS

1. The Board of Stewards shall meet twice a year, in the spring and autumn at a time and place as the Board of Stewards shall determine. In any given year, one meeting may be held electronically.
2. A majority of the whole Board of Stewards shall constitute a quorum for the transaction of business.
3. The Board of Stewards may vote on action items via electronic mail or conference call.
4. The Board of Stewards shall receive the report of the auditors at the spring meeting. At the autumn meeting, it shall elect members and officers of the Board of Stewards.
5. Additional meetings of the Board of Stewards may be called by the Chair in consultation with the Executive Director.
6. The meetings shall be governed according to Robert's Rules of Order Newly Revised in all cases in which they are not inconsistent with these Standing Rules.

RESPONSIBILITIES

1. The Week of Compassion Board of Stewards in consultation with the General Minister and President shall call an Executive Director who shall oversee and administer the ministry of Week of Compassion.
2. The Board of Stewards in consultation with the General Minister and President shall conduct the search for the Executive Director for Week of Compassion. The Executive Committee shall name the search committee. At least 50% of the search committee shall include members of the Board of Stewards. The Executive Search Process of the Christian Church (Disciples of Christ) shall be utilized. The search committee shall recommend the candidate to the Week of Compassion Board of Stewards. The Executive Director shall be elected by the Board of Stewards and confirmed by the Administrative Committee of the General Board.
3. The Executive Committee of the Board of Stewards shall evaluate and review the Executive Director. Input from the General Minister and President shall be sought as a part of the evaluation/review process.
4. The Board of Stewards shall approve the annual budget.
5. The Board of Stewards shall provide a report on the work of Week of Compassion, including financial statements audited by a Certified Public Accountant, to the General Board annually and, bi-annually, to the General Assembly of the Christian Church (Disciples of Christ)

AMENDMENTS

These Standing Rules may be amended at any meeting of the Week of Compassion Board of Stewards by a two-thirds vote, provided such amendment is subsequently approved by the Administrative Committee of the General Board of the Christian Church (Disciples of Christ).

History of Revision and Approval:

1. Approved by the Week of Compassion Committee Oct. 5, 2018 and by Administrative Committee October 26, 2018.