

Constitution of the International Prison Chaplains Association (IPCA)

A Worldwide Association of Prison Chaplains

Introduction and Background: IPCA is an Ecumenical Christian Association rooted in a conference of prison chaplains held in a unique spiritual atmosphere of exchange at the Ecumenical Centre at Bossey, Switzerland in 1985. Chaplains from all over the world met there in 1985. Thereafter it has been a world conference ever five years, in different parts of the world. IPCA is a non-profit making and non-political association, open for prison chaplains of all religions. The title of "association" is chosen to convey the sense of a movement.

IPCA Mission Statement

“Uniting, encouraging and equipping a global network of prison chaplains as they share God's love and restoring justice”.

Articles of the Constitution

Article 1: Name of Association:

- 1.1 International Prison Chaplains Association (IPCA)

Article 2: Designated Regions of IPCA:

- 2.1 IPCA consists of six Designated Regions; Africa, Asia, Europe, Latin America and the Caribbean, North America and Oceania.

Article 3: Purpose and Objectives of IPCA:

- 3.1 The International Prisons Chaplains' Association (IPCA) is committed to helping Prison Chaplains everywhere to be in touch with each other, to be more effective in their ministry. It also aims to support all chaplains regardless of race, gender and creeds.
- 3.2 IPCA recognizes that the enclosed institutional life of prison chaplains can sometimes isolate them from their churches and/or their local community. IPCA therefore works towards helping prison chaplains globally make supportive contacts to enhance their care for prisoners and their affirmation of the inherent dignity of every individual held in custody.
- 3.3 IPCA invites the churches and community to offer the necessary support to chaplains in their ministry to prisoners and to prison staff.
- 3.4 IPCA is committed to implementing peace and justice and affirms the obligations for all countries to adopt all the standards recommended by the United Nations.

Article 4: Membership of the Association:

- 4.1 **Full Membership of IPCA** (with voting rights) is open to a person who accepts and endorses the Mission, Purpose and Objectives of IPCA, who is sent and authorised by his/her church or faith community to conduct or organise correctional ministry and paid up membership fee.

- 4.2 Associate Membership** (without voting rights) may be conferred to a person by the IPCA International President on application for Associate Membership by people who endorse the Mission, Purpose and Objective of IPCA.
- 4.3 Life Membership** (without voting rights) may be conferred to a person who has been a full member of IPCA for more than ten years; who has made a significant contribution to the Mission, Purpose and Objectives of IPCA, as determined by IPCA Steering Committee, and confirmed by the General Forum at its International Quinquennial Conferences.
- 4.4 Organisation Membership** (without voting rights) may be conferred to organisations such as church denominations and other organisations who have similar interests and who promote and endorse the Mission, Purpose and Objective of IPCA may be given observer status membership.
- 4.5** Membership to IPCA automatically ensures membership to Region of Residence with the same associated rights as contemplated in 4.1 to 4.3.

Article 5: IPCA Steering Committee:

- 5.1** IPCA is Governed and administered by the elected IPCA Worldwide Steering Committee. The Steering Committee meets to a face-to-face meeting within the first 12 months after election and thereafter on video conference, usually on a monthly basis.
- 5.2** The President and the two 'Regional Representatives' from each IPCA region constitute the Worldwide Steering Committee.
- 5.3** The Worldwide Steering Committee will elect two Vice-Presidents from among the elected Steering Committee Members. Together with the President they form the IPCA executive, who meets on video conference between Steering Committee meetings. During the mandate period it is recommended that the executive also meet to face-to-face-meeting.
- 5.4** The Worldwide Steering Committee may co-opt up to two extra active IPCA members to the Worldwide Steering Committee.
- 5.5** The President may select one or two people to participate at particular Worldwide Steering Committee Meetings.
- 5.6** Besides Church, Department of Corrections or others providing presentations at a meeting; a Regional Representative may request approval of the President, and the Worldwide Steering Committee, for a particular person to participate or be involved at a Worldwide Steering Committee Meeting.
- 5.7** Where a Regional Representative resigns or is no longer able to serve, the Steering committee will in consultation with the affected Regional Committee elect/select a replacement Regional Representative.

5.8 In the event that the IPCA President becomes incapacitated and no longer able to serve as President, the Steering Committee will select/elect one of the two Vice-Presidents to take over the role. If neither of the Vice-Presidents can take the role, the Steering Committee will select/elect a person to take over the role of President until the next IPCA International Quinquennial Conference.

5.9 The working language of the IPCA Worldwide Steering Committee is English

5.10 A quorum for an ordinary Steering Committee Meetings shall consist of one-third of Committee Members. In the case of decisions made by this quorum, the remaining members will be polled either in writing or electronically. Decisions must be ratified by a majority of Steering Committee Members.

Article 6: IPCA Elections:

6.1 Elections for the IPCA Worldwide Steering Committee will take place in the regions before the International Quinquennial Conference. If this cannot be done, the election can take part in a regional meeting in the beginning of the International Quinquennial Conference. All regional elections shall be confirmed by the IPCA International Quinquennial Conference.

6.2 An Elections Committee will be appointed by the IPCA Worldwide Steering Committee to work close to each region, preparing for the regional elections. The Election Committee also coordinate and conduct election procedures at Worldwide Quinquennial Conferences.

6.3 The Elections Committee will consist of four (or more) people headed by an Election Committee Chairperson.

6.4 The Election Committee will address the Regions to outline the election processes for president and regional elections.

6.5 The Elections Committee will be in close contact with Regional Representatives and/or regional meeting leaders prior to the regional meetings to ensure and clarify clarification of the election processes.

6.6 IPCA Election Processes and criteria for nomination for election are outlined in **Appendix 1** (Election of IPCA President), and **Appendix II** (Election of Regional Representatives) of this Constitution.

6.7 As outlined in the Election Process for President (Section C.5.), the Election Committee will nominate persons to be approved by the General Forum to act as scrutinizers to count the voting papers or validate the electronic voting. Candidates for election cannot be scrutinizers.

6.8 The President is elected at the IPCA International Quinquennial Conferences.

6.9 The Chairperson and Vice Chairperson of the six Designated Regional Committees are the Regional Representatives to the IPCA Worldwide Steering Committee.

- 6.10** The Regional Representatives to the IPCA Worldwide Steering Committee are confirmed at the International Quinquennial Conference. The following process must be applied in confirming Regional Representatives:
- 6.10.1** Each of the six Designated Regions must provide (in writing) at the International Quinquennial Conference a letter to the Chairperson of the Election Committee the names of the duly elected Regional Chairperson and Vice-Chairperson of the Region Committee to represent the Region on the IPCA Worldwide Steering Committee.
- 6.10.2** The letter must confirm that:
- 6.10.2.1** The regional Chairperson and Vice-Chairperson were duly elected as prescribed by the IPCA Constitution.
- 6.10.2.2** Confirm that the persons elected in 15.11.1 have Full Membership of IPCA as stated in Article 4.1.
- 6.10.2.3** The letter must be duly signed by the Secretary of the Regional Committee.
- 6.10.3** The Chairperson of the Election Committee will present the Regional Representatives on the IPCA Worldwide Steering Committee for confirmation.
- 6.11** The elections are for a period of five (quinquennial) years, (or the period between its International Conferences).

Article 7: Duties of Elected Officers:

7.1 IPCA President

- 7.1.1** The President is responsible for the overall management of the IPCA International Office; managing the multi-faceted office activities requirements relating to correspondences, IPCA finance management, maintenance and updating of the IPCA Website, and all other matters relating to the effective operational management of the IPCA International Office.
- 7.1.2** The President may appoint a secretary and treasurer (or a secretary/treasurer) and/or others advisors to assist in the overall management of the IPCA Office.
- 7.1.3** Develop structures of support from National Church Leaders and the National Department of Corrections, especially in the region of the IPCA Internal Office.
- 7.1.4** Convene, facilitate and preside over all IPCA Worldwide Steering Committee Meetings.
- 7.1.5** Keep the Steering Committee Members updated on all matters relating to IPCA activities and developments.

7.1.6 In conjunction with the IPCA Steering Committee, organise, facilitate and manage IPCA International Quinquennial Conferences.

7.2: IPCA vice-Presidents

7.2.1 A vice-President, will preside over Steering Committee Meetings when and where the President is unable to do so, or is requested to chair a meeting by the President.

7.2.2 The vice-President(s) will work in close cooperation with the President, and may be called upon by the president to do, or to assist in specific tasks of IPCA administration.

7.3: Regional Representatives

7.3.1 The Regional Representatives are the official spokespersons representing their specific regions of IPCA at Steering Committee Meetings to administer and promote the Mission, Purpose and Objectives of IPCA within their own region and internationally.

7.3.2 Regional Representatives attend all Steering Committee Meetings and provide written reports outlining IPCA developments, issues and concerns within their region of IPCA.

7.3.3 Regional Representatives are responsible for promoting and implementing the Mission, Purpose and Objectives of IPCA, and also implementing decisions made at Steering Committee Meetings within their region.

7.3.4 Regional Representatives are required to raise funds within their own region towards covering their travel and accommodation costs to attending Worldwide Steering Committee Meetings.

7.3.5 Regional Representative may be requested to do specific tasks by the Steering Committee in the administrative work of IPCA.

7.3.6 Regional Representatives are encouraged to organise regional and area seminars within their jurisdiction to promote the Mission, Purpose and Objectives of IPCA.

Article 8: IPCA International Office Administration

8.1 A Secretary/Office Administrator will be appointed by the IPCA President who will be responsible directly to the IPCA President in all matters pertaining to the IPCA International Office administration.

8.2 The Secretary/Office Administrator will be responsible for recording all activities of IPCA Office administration; take minute records at Worldwide Steering Committee Meetings and other president executive meetings.

8.3 Keep records of all incoming and outgoing correspondence pertaining to National Office Administration.

- 8.4** Send the minutes of Worldwide Steering Committee Meetings to all Committee Members, and other correspondence as directed by the President.
- 8.5** A Treasurer will be appointed by the IPCA President who will be responsible for keeping records of financial activities and administration costs pertaining to all financial income and expenditure of all IPCA operations and management costs.
- 8.6** The treasurer will provide an annual written account of income and expenditure to Worldwide Steering Committee Meetings.
- 8.7** The treasurer will provide an official audited financial account to the Steering Committee at the Quinquennial International Conference Meetings.
- 8.8** The treasurer will assist the President, the Secretary/Office Administrator and the Steering Committee in areas involved in fund raising endeavours as requested by the President.

Article 9 IPCA Elected Regional Committee

- 9.1** Each of the Six Designated Regions is governed and administered by an elected Regional Committee. The Regional Committee usually meets annually.
- 9.2** The respective Regional Committees are elected at a Regional meeting or through an electronic election process as decided and agreed upon by the Region.
- 9.3** The Regional Committee consists of an elected Chairperson, Vice Chairperson, Secretary, Treasurer and 3 (three) additional members. The elections are for a period of five years.
- 9.4** The nomination criteria and election process for Regional Officers are outlined in Appendix II.
- 9.5** The Regional Committee is responsible for promoting and implementing the Mission, Purpose and Objectives of IPCA within countries in their region.
- 9.6** The Regional Committee is responsible for the raising of funds towards activities in the promotion and execution of the Regional Committee's responsibilities.
- 9.7** The Regional Committee is responsible for the overall management of the Regional Office; managing the office activities requirements relating to correspondences; financial management and all other matters relating to the effective operational management of the IPCA Regional Office.
- 9.8** The Regional Committee is required to work in close cooperation with IPCA Worldwide Steering Committee and report annually to the Steering Committee on the execution of their responsibilities as referred to in Article 9.3 and 9.4.

Article 10 Duties of the IPCA Regional Committee Officers

- 10.1** Chairperson: The Chairperson is responsible to ensure the overall effective management of the IPCA Regional Office; ensure that the Committee execute their functions and responsibilities in respect of the promotion and implementation of the mission of IPCA in the region; keep the Committee members informed of developments at the IPCA Worldwide Steering Committee and National Planning of IPCA. Act as Chairperson of the IPCA Regional Committee; and report to IPCA Worldwide Steering as required.
- 10.2** Vice Chairperson: In absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties of the Chairperson. The Vice Chairperson shall assist the Chairperson and may be appointed by the Chairperson to lead project of the Committee.
- 10.3** Secretary: The secretary shall keep accurate minutes of all meetings of the Committee; keep a date base with the names and addresses of IPCA Regional members; responsible for the correspondence, notices of meetings and general administration associated with the Regional Office.
- 10.4** Treasurer: The Treasurer shall have the responsibility for the funds of IPCA by keeping accurate and complete books of account, including financial records and receipts. Ensure that legal prescripts are adhered to in respect of the book keeping, financial statements and reporting. The Treasurer shall provide quarterly and annual financial reports to Regional Committee in respect of income and expenses state of accounts.

Article 11: Amendments to the IPCA Constitution

- 11.1** A proposed amendment to the IPCA Constitution must be submitted electronically to the IPCA International Office at least three months prior to an International Conference. The Secretary will circulate the proposed amendment(s) to all members of the Steering Committee as soon as they are received.
- 11.2** The proposed amendment(s) will be discussed at the next Worldwide Steering Committee Meeting, and if endorsed by two-thirds of the Committee Members present, will be put to the next International Conference for ratification.

Article 12: Ratification of the IPCA Constitution

- 12.1** Ratification of the IPCA Constitution, including amendments to the constitution, shall become effective upon approval by a two-thirds vote of the membership at an IPCA International Quinquennial Conference.

The Website of the International Prison chaplains Association is < www.ipcaworldwide.org >

NOMINATION, SELECTION and ELECTION Procedure for IPCA Regional Representatives

Section A - Nomination Procedure:

Each Region is responsible for how the elections take place, in a regional conference or with e-mail communication. It is recommended that the elected persons are present in the World Conference, but if someone is unable because of sickness, visa problems or other verified reason, this is not an obstruction to be confirmed by the World Conference to be a regional representative.

1. All members will be informed of the “Nomination, Selection and Election Procedure” for selection of Regional Representatives.
2. Participants will be asked to consider people whom they believe would be the best persons from their region to be their Regional Representatives for the coming five years.
3. Any participant may nominate a person whom they consider to be the best person to be their Regional Representative on the IPCA World Steering Committee for the coming five years.
4. Nomination of candidates within each regional group must be made in writing and given to the person or persons selected to receive the nominations within a time frame determined by the regional group.
5. People nominating candidate(s) for the position of Regional Representative(s) must;
 - a) Have the consent and willingness of the person being nominated, to accept the position of Regional Representative if elected.
 - b) Have the signatures (on the written nomination) of two people from within their regional group supporting the nomination.

Section B - Voting process for electing Regional Representatives:

People will vote by writing the name of a candidate.

1. **First ballot:**
 - a) If a candidate receives an **absolute majority** (50% plus one) of valid votes cast, that person is elected as Regional Representative.
 - b) If another candidate in the **first ballot** receives 40% of valid votes cast, that person is also elected as the region' s Representative.
 - c) If no candidate receives an **absolute majority** (50% plus one), of valid votes cast in the **first ballot**, a second ballot will be held. (Section **1.b** will **not** apply)

2. **Second Ballot:** (Voting will be the same as for the **first ballot**)
 - a) If a candidate receives an **absolute majority** (50% plus one) of valid votes cast, that person is elected as Regional Representative.
 - b) If another candidate in the **second ballot** receives 40% of valid votes cast, that person is also elected as the region' s Representative.
 - c) If no candidate receives an **absolute majority** (50% plus one), of valid votes cast in the **second ballot**, a third ballot will be held. (Section **2.b** will **not** apply)
3. **Third Ballot:**

In the **third ballot**, the candidates who receive a **relative majority** (highest number of valid votes) are elected as Regional Representatives.
4. The Regional Representatives will be presented to the Conference Plenary Forum as the **regions elected** representatives.
5. The Regional Representatives will be members of the IPCA World Steering Committee for the following five years.

Section C - Criteria of eligibility for Regional Representatives

1. Nominations for Regional Representative(s) should be either:
 - a) An active prison chaplain who is endorsed by his or her church body for prison ministry.
 - b) A person who is a coordinator of prison chaplaincy service within a local area or region and has the approval and endorsement of his or her church body and the local church community.
 - c) Where there are no formal prison chaplain appointments; or no local coordinator of prison ministry services; a person who is regular and actively involved in prison ministry services, and has the approval and endorsement of his or her church body and the local supporting community.
 - d) A person who is actively involved in the education and training of prison chaplains regionally or nationally, with the approval and endorsement of his or her church body and those actively involved in prison ministry.

Qualities required for the position of a Regional Representative:

2. Candidate should have the following capacity and qualities;
 - a) Good leadership skills, and able to work as part of an active prison ministry team.
 - b) Demonstrated a capacity for good organisational and communication skills

- c) Be prepared to be actively involved in the operations of the IPCA World Steering Committee, and to take on the tasks required of them by the Steering Committee as a Regional Representative.

Section D - Substitute Candidate for Regional Representative.

In a situation where a Regional Representative is also nominated as a candidate for election as IPCA President, a substitute person should be selected by the regional group to replace its regional representative if they are elected as IPCA President. The region will decide either by consensus or by ballot its substitute for the vacated position.

Procedure for SELECTION and ELECTION of IPCA President

**Candidates for President of IPCA are nominated by the IPCA Regions
And elected by the General Forum of the IPCA Worldwide Conference**

Section A - Selection process for President of IPCA:

1. Each region may nominate **one** or **two** candidates **from any region** for the election as President of IPCA by a plenary session of the IPCA Worldwide Conference.
2. Any person may nominate to their regional group a candidate for president of IPCA.
3. Nominations for President of IPCA within regional groups must;
 - a) Be made in writing
 - b) Be signed by the person proposing the candidate
 - c) Be countersigned by least two other people from within the regional group to support the nomination.
 - d) Be given to the regional group chairperson (or person or persons selected by the group) within a time frame determined by the regional group.
 - e) Nominations for President of IPCA will be considered on criteria outlined in **Section B**, and decided by the regional group, either by consensus or by secret ballot, as determined by the group.
4. For the purpose of continuity of the on-going work of the IPCA Worldwide Steering Committee, it is strongly recommend that regions give serious consideration to the advantages of nominating a member of the existing Steering Committee for the position of President of IPCA for the coming five years.

5. The names of candidates selected by regional groups must be given in writing to the Election Committee within the time frame determined by the Election Committee.

Section B - Essential Requirements of candidates for President of IPCA

1. Essential requirements and qualities necessary for candidates for IPCA President;
 - a) Candidates will need to be people who have the skills, commitment, abilities and qualities to lead IPCA for the next five year.
 - b) Candidates will need to have the capability to setup an IPCA International Office, a secretariat and a competent assistant group in the region where the IPCA President resides.
 - c) Candidates will need to have the ability and credibility to canvas national government, corrections departments and national church bodies to support and provide funding for the IPCA International Office and its operations.
 - d) The position of IPCA President is an unpaid voluntary position that requires good leadership, demonstrated organizational skills, commitment, dedication and hard work.

Section C - Election Process for President of IPCA

A candidate for President must be present in the World Conference.

1. Participants at a plenary session of the IPCA Conference will be given a Ballot Papers with the names of all candidates nominated by the regions.
2. The election for the President of IPCA will be by secret ballot.
3. Participants vote for a candidate by marking an **X** next to a candidate's name.
4. Ballot papers will be collected by people selected to collect the papers.
5. Three scrutinizers will be selected by the conference to count the votes cast.
 - a) A candidate for election cannot be a scrutinizer.
6. Candidates for election as President of IPCA have an active and passive vote.
7. Votes cast in each ballot will be counted to ensure that the number of votes does not exceed the number of voters. If the number of votes collected exceeds the number of voters, the vote will be declared invalid, and another vote taken.
8. All three scrutinizers must verify and agree on the number of valid votes cast.

9. Should an issue arise regarding the validity of a voting paper, the scrutiners must consult with the Election Committee to ascertain the validity of the vote.
10. The scrutiners having agreed on the counting process will hand the result of the ballot to the Chairperson of the Election Committee who will announce the result of the ballot.
11. An **absolute majority vote** (50% of votes, plus one) is required for the election of IPCA President.
12. The ballot process will continue until a candidate receives 50% plus one vote.
13. The candidate who receives 50% plus one vote, of valid votes cast is declared President of IPCA for the following five years.

Constitution as of IPCA VII, Sydney, Australia, 2015