

ASIA PACIFIC THEOLOGICAL ASSOCIATION

POLICIES AND GUIDELINES

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Asia Pacific Theological Association

POLICIES & GUIDELINES

I. EXECUTIVE BOARD

A. Elected Board Membership

1. Procedure for Selection of Board Members
 - a. The selection and term of office of Board Member is described in the APTA Constitution Article X, Section 2.
 - b. To effectively implement these provisions, prior to each General Assembly APTA member schools shall be informed in writing of the following requirements for service as an APTA Board Member:
 - i. The term of commitment (six years for elected members).
 - ii. The financial commitment (e.g. travel, accommodation expenses to Board meetings, etc. shall be the responsibility of the member).
2. Termination of Board Members
 - a. If a Board member fails to attend two consecutive meetings, he/ she will be considered to have resigned unless there has been written and adequate justification. Absentees must give prior written notification to Executive Director and Board Chairperson in timely manner of their inability to attend three consecutive meetings will be considered to have resigned.
 - b. Termination of affiliation with the Assemblies of God or withdrawal of endorsement from Assemblies of God General Council will result in termination from the Board.
 - c. In the event that the Board Member wishes to resign, he/ she will advise the Chairman of the Board in writing. Approved March 21, 1993.

II. COMMISSIONERS

A. *Commission Appointments*

1. The term of office and appointment and reappointment procedure of commission members:
 - a. The term of office of a commission member is three years. This term is renewable.
 - b. This term of office of commission members will commence at the commission meeting immediately following their appointment and conclude following the third Annual meeting after appointment. (The Annual Meeting is the organizational meeting each year at which officers are elected and that coincides with the timing of the General Assembly).
 - c. In the letter of invitation, the prospective commission member will be informed of the financial responsibilities of his or her commission service (travel and accommodation expenses) and the obligation of members to regularly attend at least one commission meeting per year.
 - d. The decision on reappointment of commission members will be made at the Executive Board meeting immediately prior to the meeting at which their term of office is to conclude. The member will be notified immediately following this meeting by the APTA Office of the decision.
2. Termination of Commission Membership
 - a. A qualification of commission membership is the ability to attend at least one meeting per year. Thus, it shall be APTA policy that any commission member who fails to attend two consecutive meetings will be considered to have resigned, unless there has been written and adequate justification. Absentees must give prior written notification to the Executive Director and Commission Chairman in a timely manner of their inability to attend meetings. In every instance, a commission member who has failed to attend three consecutive meetings will be considered to have resigned.

- b. Other causes of termination of commission member include:
 - i. Termination of affiliation with the Assemblies of God withdrawal of endorsement from an Assemblies of God General Council.
 - ii. Failure to meet special requirements of a particular commission, such as becoming certified as Visiting Team member for members of the Accreditation Commission.
 - iii. In the event that the member wishes to resign, he/ she shall address a letter of resignation to the Chairman of the Executive Board. Approved August 1992.

B. Inability of the Commission Chairperson to Attend the Board

The Board establishes the principle that in the inability of the Commission Chairperson to attend the Board Meeting to represent the Commission that another representative forms the Commission be designated to attend. This designation shall be made by the Commission or in extraordinary circumstances, by the Commission Chairperson.

C. Individual Membership of Commission Members

It is understood that members of commissions are automatically granted individual membership in APTA without application or payment of annual fees. During their tenure as commission members they shall be encouraged to support APTA by making a contribution equivalent to the annual membership fees. Following their tenures as commission members, they may remain individual members upon payment of the annual fee. Approved September 26, 1995.

D. Approval Process for Commissioners

The following procedures for the appointment of the commissioners were adopted: The General Councils will be informed of the appointments being proposed to give them opportunity to object or make other expressions. However, if no reply is received within 60 days, then APTA will interpret this to mean that the General Council has no objection. The time span can be extended on request. (September 3, 1997)

III. VISITING TEAM

A. Participation in Visiting Team Training

Since APTA is a voluntary association and the accreditation of schools is a voluntary function, it is considered imperative that all “Provisionally” and “Fully Accredited” schools provide members of faculty and administration to participate in the work of the association as Visiting Team members. It is, therefore, the policy of the Association that each school designate at least one, and preferably two representatives to receive Visiting Team training and to serve as members and prepare to send them to the next scheduled Visiting Team Training Seminar for training and certification. It is understood that subsequent assignment(s) of these persons to visiting teams will be made by the APTA Executive Director in consultation with the Accreditation Commission Chairperson. The President/Principal of the certified team member's school will be consulted.

It is recognized that some schools may not be able to comply with this policy due to extenuating circumstances. A school may apply to the Executive Director, to be released from this obligation if it is impossible to meet it. Extenuating circumstances may include such things as language barrier, the level of academic program in the school, the size of the school, the non-availability of personnel who have had much experience as faculty or administrators, or financial considerations.

It is understood that the Association will seek to distribute the workload of the Visiting Team assignments throughout its trained Visiting Team membership. But in order for it do this; a strong representation from accredited schools on the roster of trained team members is necessary. Approved March 17, 1993.

IV. MEMBERSHIP & FEES

A. Delinquent Member

Membership annual fees are due every January 1 of the new calendar year of APTA. The member school will be considered delinquent after June 30. Schools not paying fees by June 30 shall be assessed a US\$10.00 late-charge. Member schools that do not respond by the end of the calendar year (December 31) shall be suspended from membership. A reinstatement fee, in addition to outstanding fees, in the amount of US\$15 shall be assessed to the schools, which have been suspended. Approved September 27, 1993, Revised September 24, 2003.

B. Fee Structure

1. Application Fees:

- a. Institutional Membership: 1) School Fee- US\$ 30.00
2) Associate Fee- US\$ 30.00
- b. Individual Membership: 1) Regular- US\$ 10.00
2) Associate- US\$ 10.00
- c. Teacher Certification: US\$ 10.00

2. Category of Schools:

The APTA fees are structured on a two level scale according to the economy of the country the school is in. This ranking is to be reviewed by the Board every three years. (Adopted September 1998; Revised September 2005).

CATEGORY A	CATEGORY B
Australia	Cambodia
Guam	Indonesia
Hong Kong	Laos
Japan	Mongolia
Korea	Myanmar
Malaysia	Papua New Guinea
New Zealand	Philippines
Singapore	Solomon Island
Taiwan	Sri Lanka
USA	Thailand
America Samoa	Tonga
Tahiti	Fiji
	Marshall Islands
	New Caledonia
	Pohnpei
	Vanuatu
	Vietnam

CATEGORY A	MEMBERSHIP	ENDORSED	ACCREDITED
Certificate	\$30.00	\$30.00	\$60.00
Diploma	\$90.00	\$100.00	\$180.00
BA	\$180.00	\$200.00	\$360.00
MA,MDiv	\$230.00	\$250.00	\$460.00
MTh	\$260.00	\$290.00	\$520.00

CATEGORY B	MEMBERSHIP	ENDORSED	ACCREDITED
Certificate	\$15.00	\$30.00	\$45.00
Diploma	\$45.00	\$60.00	\$90.00
BA	\$90.00	\$120.00	\$180.00
MA,MDiv	\$115.00	\$150.00	\$230.00
MTh	\$130.00	\$175.00	\$260.00

3. Individuals (regular and associate members) --US\$10.00

4. Endorsed Status

Member schools may apply for endorsed status as a step between membership and accreditation. The qualifications for and terms of endorsed status are determined by the Accreditation Commission. Endorsed schools have not been accredited and may not represent themselves as accredited, but are making progress toward candidate status, including the initiation of a self-study. A grant of up to USD2000 can be applied to assist in the school's self-study. (Adopted 14 September 2005).

5. For a school in Candidate Status, the annual fee shall be fifty percent of what it would be were the school fully accredited.

6. Some schools like Asia Pacific Theological Seminary, Asian Seminary for Christian Ministries (Philippines) and Jubilee University (PNG) have been classified to be "A" category schools even though they are located in a "B" category country. (Adopted 14 September 2005).

7. Visiting Team Fee

A member school when going through the process of accreditation will contribute to defray expenses of the Visiting Team Fee. (September 25, 1998, Revised April 8, 1999, Revised Sept 24, 2003)

- a. Category A schools will pay - US\$1000
- b. Category B schools will pay - US\$500

V. ACCREDITATION

A. Transfer of Credit Policy

APTA Accredited institutions are responsible to determine the transferability of credits received from other institutions either on the basis of comparable accreditation or demonstrated equivalence. Whereas as a school should establish its own criteria regarding requirements for its majors, concentrations and academic awards, no more than 75% of the credits required for a particular academic award should be satisfied through transfer credits. Approved 2/94.

B. Content of the Statement That Accredited Schools Can Publish

In March 1993, the Accreditation Commission considered the content of the statement, which accredited schools, are allowed to publicize. It is as follows:

The (name of the accredited school) has been (admitted to Candidate Status or granted provisional or Full Accreditation Status) by the Asia Pacific Theological Association (APTA). APTA is an association of the assemblies of God Bible Schools of the Asia Pacific region and other Bible schools that are in harmony with its goals and purposes. APTA is a cooperative association that seeks to enhance the development and effectiveness of the ministry training programs of member schools by providing support and accreditation services.

The acceptable alternative statement is:

The (name of the accredited school) is (fully accredited/provisionally accredited) by the Asia Pacific Theological Association (APTA).

Schools in Candidate Status may state only the following:

The Asia Pacific Theological Association (APTA) has admitted the (name of school) to candidate status for accreditation. Approved 3/93.

C. *Credit for Prior Experimental Learning*

APTA recognizes that knowledge and skills relevant to ministry preparation can be obtained in both formal and non-formal settings. Much relevant learning takes place through the experience of life outside the classroom. Thus, APTA accredited institutions may grant a limited amount of credit for adequately validated experiential learning of post-secondary nature. Adequate validation is based on evidence submitted by the candidate for credit, which manifests equivalency with formal educational outcomes. This may include credit for business, professional or ministry experience; college level equivalency tests; scholarly publications or presentations; personal study or other non-formal learning experiences.

Credit granted must be relevant to the academic programs offered by the institution and is validated through appropriate documentation and evaluation. In no case may more than one-fourth of the credits required for a degree, diploma or certificate be obtained through experiential learning. It is recommended that credit for experiential learning not be entered into the transcript until all other requirements for graduation have been fulfilled. (Approved 1/91).

D. *Substantive Changes*

An APTA accredited school is obligated to inform the accreditation commission in a timely manner of any substantive change in administrative personnel, academic programs or other aspects of the school that would significantly effect its ability to carry out normal operations (e.g. financial difficulties or location).

The introduction of new academic program is considered a substantive change requiring prior notification to the accreditation commission.

Failure to inform the Commission of a substantive change may result in a reconsideration of a schools accreditation status.

VI. EXTENSIONS OF ACCREDITATION PRIOR TO RE-ACCREDITATION

Upon adequate justification the AC may grant a one-year extension prior to a re-accreditation visit. Except under highly unusual circumstances the granting of a second one-year extension would be highly unlikely.

For anticipated academic programs change, the accredited schools must complete the following:

1. Name of program: _____ Award: _____
2. Person responsible for coordinating the program _____.
3. Faculty serving the program and their academic qualifications:
4. Library resources available to serve the program:
5. Physical facilities used for the program:
6. Are the APTA requirements for academic programs being followed (e.g. classroom hours, admission requirements, academic records, etc)?
yes _____ no _____ (explain – reference Standard Two)”

VII. CLASSIFICATION OF COUNTRIES

North Asia	Central South East Asia	Southern South East Asia	Australasia	Pacific Oceania
Japan, Korea, Hong Kong, Taiwan, Mongolia, China	Philippines, Vietnam, Laos, Cambodia	Myanmar, Thailand, Malaysia, Singapore, Indonesia	Australia, New Zealand	All Pacific Islands

VIII. FINANCE

- A. Quarterly Financial Report with balanced sheet to the Board.
- B. Monthly Financial Report to the Chairman and the Treasurer.
- C. Cash Flow and Reporting Procedures. Funds, including designated funds, may be held as consolidated revenue in existing bank accounts, but all designated funds must be reported separately via separate ledgers. If and when cash flow problems occur, designated fund may only be used to temporarily assist operations with the permission of the Chairman and Treasurer.
- D. Financial reports should carry the Peso-US Dollar exchange rate in all cases where the composition of Peso assets and liabilities is detailed (e.g. cash in bank, cash on hand, petty cash funds, etc).

IX. GEOGRAPHICAL BOUNDARIES FOR APTA MEMBERSHIP

Associate Institutional membership will be granted to schools outside of our commonly understood geographical boundaries.

X. CHAIRMAN'S AWARD

In each General Assembly the association will seek to honor an individual for their significant contribution to the growth of APTA.

WORDING: Given to XXXX in recognition of his (or her) significant contribution to the founding and early development (future years: significant contribution to the continuing development) of Asia Pacific Theological Association (or APTA, if Asia Pacific Theological Association is already at the top of the plaque) DATE. Signature of Chairman and Executive Director.