

CONSTITUTION AND BYLAWS



February 26, 2020
Nairobi, Kenya

Table of Contents

Constitution	
Preamble	Mission Statement3
Article I.	History3
Article II.	Name.....4
Article III.	Statement of Faith.....5
Article IV.	Nature5
Article V.	Purposes.....6
Article VI.	Membership7
Article VII.	Board of Directors8
Article VIII.	Executive Director9
Article IX.	Meetings9
Article X.	Limitation of Powers9
Article XI.	Finances9
Article XII.	Dissolution.....9
Article XIII.	Amendments to the Constitution10
Bylaws	
Article I.	Meetings of the General Assembly11
Article II.	Composition of the General Assembly.....11
Article III.	Board of Directors11
Article IV.	Executive Director.....15
Article V.	Purpose of Endorsement and Accreditation Commission16
Article VI.	Endorsement and Accreditation Commission16
Article VII.	Endorsed Status18
Article VIII.	Endorsement and Accreditation Standards.....18
Article IX.	Purpose, Requirements, and Process of Endorsement.....19
Article X.	Purpose, Requirements, and Process for Accreditation.....21
Article XI.	Endorsement and Accreditation Visiting Team.....25
Article XII.	Loss and Restoration of Endorsement and Accreditation26
Article XIII.	Right of Appeal for Reconsideration.....26
Article XIV.	Purpose of Faculty Enrichment and Certification Commission26
Article XV.	Faculty Enrichment and Certification Commission27
Article XVI.	Purpose of Scholarly Research and Writing Commission.....28
Article XVII.	Scholarly Research and Writing Commission.....29
Article XVIII.	Order of Business29
Article XIX.	Amendments to the Bylaws30
Appendices	
Appendix A	Five Regions of APTEA.....31
Appendix B	APTEA Standards.....32

ASSOCIATION FOR PENTECOSTAL THEOLOGICAL EDUCATION IN AFRICA

CONSTITUTION

PREAMBLE

The Association for Pentecostal Theological Education in Africa (APTEA) is a cooperative fellowship of Pentecostal theological programs operating in various regions of Africa. Its purpose is to assist and encourage these associations in their endeavor to promote the development of theological education and leadership training in their regions. APTEA is associated with the World Alliance for Pentecostal Theological Education (WAPTE) and its member bodies under its stated purpose:

Mission Statement

To promote the mission of God by facilitating and ensuring excellence in member institutions through recognition of academic programs, faculty development, institutional enrichment, and scholarly writing.

ARTICLE I. HISTORY

APTEA was born out of a collective vision of a number of African Assemblies of God leaders who felt it was time for the endorsement program of the Commission for Theological Education (CTE), the endorsing body of Africa Theological Training Service (ATTS), and sponsored by the Assemblies of God, to become a full-service association.

It was at the first ATTS continental conference in 1992 that participants expressed the need for some means to ensure that their training programs were producing the kind of outcome that the church must have if it was going to fulfill its aggressive goals for the Assemblies of God Decade of Harvest (1990-2000). As a result, educational consultants from both the US and Africa met on numerous occasions to set standards that would enable both formal and non-formal training delivery systems to achieve Pentecostal and missional objectives. By 2010, twenty-nine institutions had been endorsed by the CTE.

While many services besides endorsement were provided by the CTE, the common view was that Pentecostal training in Africa had developed to a level where it needed a full-service association that could facilitate endorsement/accreditation, provide teacher certification, promote contextual scholarly writing, and encourage sharing of resources—an association that would actively recognize Pentecostal values and promote Pentecostal training.

At the ATTS continental meeting in Togo in 2008, Africa's Hope invited Dr. John Carter to assist in this process and bring his background and expertise to the table. At this meeting a steering committee was formed to investigate the need for a new Pan-Africa theological association. Three meetings were held in Togo, Kenya, and South Africa in July 2008. From these meetings came a proposal submitted to and enthusiastically approved by Africa Assemblies of God Alliance (AAGA) in March 2009.

An interdenominational meeting of a number of Pentecostal groups was called in July of 2009. At this meeting a constitution was drafted for a Pentecostal theological association that would include the oversight and validation of regional accreditation associations around the world. This group determined the name would become the World Alliance for Pentecostal Theological Education (WAPTE).

Out of this meeting, a founding assembly was called at the next PWF meeting in Stockholm Sweden in August 2010. An even broader group of participants took part in this assembly at which WAPTE became the official educational arm of the PWF. At this meeting, thirteen groups from around the world became founding members of WAPTE. APTEA was accepted based on the eighteen-year heritage of the CTE, contingent upon its formal launch in February 2011.

APTEA called for its founding meeting to establish itself as a member organization of WAPTE. In keeping with the nature of WAPTE, APTEA is an interdenominational Pentecostal group that gives oversight to member institutions that fall in the geographical region of Africa. This founding meeting convened in Nairobi, Kenya in February 2011 and included a number of Pentecostal groups from across Africa. At this meeting APTEA was officially established as a theological association with three commissions:

- 1) Endorsement and Accreditation Commission
- 2) Faculty Enrichment and Certification Commission
- 3) Scholarly Research and Writing Commission

As a newly formed association, APTEA ratified a constitution and established officers who serve as the leadership of APTEA. Institutions that were endorsed by the CTE through ATTS were grandfathered into APTEA at the level under which they were endorsed. The endorsement process begun by ATTS was handed over to APTEA for its continuance and oversight

ARTICLE II. NAME

The name of the organization will be the ASSOCIATION FOR PENTECOSTAL THEOLOGICAL EDUCATION IN AFRICA (APTEA), hereinafter referred to as APTEA or the Association.

ARTICLE III. STATEMENT OF FAITH

The Association for Pentecostal Theological Education in Africa (APTEA) subscribes to the statement of Faith of the Pentecostal World Fellowship, which states:

We believe:

- the Bible to be inspired; the only infallible, authoritative Word of God;
- that there is one God, eternally existent in three persons: Father, Son and Holy Spirit;
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory;
- that for the salvation of lost and sinful humanity regeneration by the Holy Spirit through faith in Jesus Christ is absolutely essential;
- in the baptism of the Holy Spirit with the evidence of speaking in other tongues as the Spirit gives the utterance according to Acts 2:4, and in the operation of the spiritual gifts and ministries.
- in the ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life;
- in the resurrection of both the saved and the lost; they that are saved to eternal life and they that are lost unto the resurrection of damnation;
- in the Church of Jesus Christ and in the unity of believers;
- in the practical application of the Christian faith in everyday experience and the need to minister to people in every area of life, which includes spiritual, social, political, and physical.

ARTICLE IV. NATURE

Section 1. APTEA is a voluntary cooperative association that is a member of the World Alliance for Pentecostal Theological Education (WAPTE) operating under the auspices of the Pentecostal World Fellowship and its member bodies.

Section 2. APTEA serves African schools and institutions drawing from denominations and para-church organizations of a Pentecostal orientation who subscribe to the statement of faith of the World Pentecostal Fellowship.

Section 3. APTEA is established as a voluntary-cooperative association of Pentecostal/Charismatic institutions operating within Africa.

Section 4. The framework and forum for discussion of theological concerns will be established for the benefit of individual members and member institutions.

Section 5. Faculty development and enrichment services are provided for those institutions desiring to pursue enhanced teaching skills and certification for their instructors.

ARTICLE V. PURPOSES

The purposes of the Association are as follows:

- A. Promote close working relationships and the sharing of resources among the Pentecostal theological institutions throughout Africa.
- B. Organize meetings and consultations for the members to encourage networking and to create awareness of trends in theological, leadership, and ministry education.
- C. Provide mechanisms for sharing resources and fostering collaboration on matters of mutual concern. This may include a resource website, online journal, and publications.
- D. Encourage research and scholarship that informs the development of contextual theology, leadership, and ministry education within the Pentecostal tradition.
- E. Provide criteria for members to assess the effectiveness of their working relationships with other member institutions.
- F. Promote the adoption of endorsement/accreditation standards and procedures for members which:
 1. Provide standards and processes for endorsement and accreditation, and
 2. Ensure that accreditation status is based on the association's standards as criteria for an institution's self-study. These standards should include:
 - a. The distinctives of the Pentecostal movement
 - b. Academic excellence

- c. Effective student spiritual life development
- d. Effective and practical leadership and ministry training
- e. Education and training programs that are developed to meet the needs of the students, churches, communities, and contexts they serve
- f. Administration of documents, mission statement, general and program objectives
- g. Faculty enrichment resources and standards for teacher certification

ARTICLE VI. MEMBERSHIP

Section 1. Categories of Membership

- A. Full membership is open to any Pentecostal theological institution offering educational services that adheres to the standards of this constitution.
 - 1. Associate Member Institutions—Institutions that have not had a site visit but associate in triennial meetings, receive all correspondence from the organization, and receive some technical support. They do not have the right to vote.
 - 2. Endorsed Institutions—Institutions that have been endorsed by APTEA. For some this will be a step in the process toward accreditation, but for others this will be a permanent level renewable every five years.
 - 3. Accredited Institutions—Select institutions that require teachers qualified to teach at the degree level and have fulfilled the necessary international standards.
- B. Associate members are organizations or individuals that are in harmony with the goals and priorities of APTEA.

Section 2. Application for membership is to be made to the Board of Directors through the Executive Director. The Board of Directors shall have the prerogative to grant membership to any qualified applicant.

Section 3. Members are expected to participate in the activities of APTEA and financially support the Association as per budgetary policy.

Section 4. The Board of Directors has the prerogative to withdraw membership from any member that fails to promote the objectives of the Association or to fulfill its obligations as a member.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. Composition. There shall be a Board of Directors (hereinafter referred to as the Board) representing all regions served by APTEA to carry on the designated business of the Association. The Board shall be composed of the following representatives who will each serve for a three-year term:

- A. The Executive Director who serves as a non-voting member.
- B. One member each from up to five denominations who represent leaders on a Pan-Africa or national level.
- C. One member each from five major regions of Africa: North Africa, West Africa, East Africa, Central Africa, and Southern Africa. (See appendix A)
- D. Members-at-large may be appointed at the discretion of the board.

Section 2. Selection and Terms of Office.

- A. The Executive Director serves as an ex-officio member of the Board and shall be appointed by the Board to three-year renewable terms. The Executive Director will be a voting member of the Commission on Endorsement/Accreditation, the Commission on Faculty Enrichment and Certification, and the Commission on Scholarly Research and Writing.
- B. The term of office of elected Board members shall be renewable three-year terms.
- C. Denominational Board members shall be selected from the most active and most heavily represented membership within APTEA. Each of these denominations shall select and send its representative according to its own criteria.
- D. Regional Board members shall be selected by one of each of the five regions. Each region will caucus to select one member to represent their region on the Board.
- E. Members-at-large shall be appointed by the Board and shall serve three-year renewable terms.

ARTICLE VIII. EXECUTIVE DIRECTOR

Section 1. There shall be an Executive Director of the Association who will be appointed by the Board to serve under its direction in promoting the concerns of the Association. The Executive Director shall serve on a full or part-time basis according to the terms established by the Board regarding the Director's time commitment and compensation

ARTICLE IX. MEETINGS

Section 1. The Board of Directors will meet annually to conduct the business of the Association. To ensure a high level of participation electronic means may be utilized for Board meetings. Special meetings may be called by the Chairperson or by one-third of the members of the Board upon submission of a signed appeal to the Chairperson.

Section 2. The Board of Directors in consultation with the Executive Director will organize a consultation on theological education at least once every three years to facilitate and encourage development for its membership and the institutions they serve.

ARTICLE X. LIMITATION OF POWERS

The actions of the Board shall not be construed to imply policy control or limitations of freedom of action of its member institutions. Membership in the Association shall not restrict or limit the autonomy of the regional member institutions in any way.

ARTICLE XI. FINANCES

Section 1. The finances of the Association shall be supplied by contributions, offerings, fees, and dues. Annual membership fees shall be established by the Board for member Associations and Associate members.

Section 2. Finances shall be used for the general operating expenses of the Association, including the travel costs of the Executive Director.

Section 3. The treasurer shall submit a financial report to the Board annually, and an outside audit shall be conducted prior to each triennial meeting.

ARTICLE XII. DISSOLUTION

In the event this Association shall cease to function for the purposes as declared heretofore in the Articles of this Constitution, then after providing for the payments of its debts, the remaining assets will not inure to the benefit of

any private person or persons, but all such remaining assets shall be distributed to WAPTE.

ARTICLE XIII. AMENDMENTS TO THE CONSTITUTION

Section 1. The Constitution of the Association may be amended by a two-thirds majority of the voting members present and voting during the triennial meeting or at a special called General Assembly. Any amendments to the constitution must be submitted to the Board of Directors no fewer than 90 days before the General Assembly. Notifications of pending amendments will be announced to the body no fewer than 30 days prior to the General Assembly, if approved by two-thirds of the Board.

Section 2. If an issue is considered urgent, the board may request a temporary waiver of the advance notices (as stated in Article VIII, Section 1) before bringing it to the body for a vote. Such a waiver will require a supermajority vote of two-thirds of the assembled body.

BYLAWS

ARTICLE I. MEETINGS OF THE GENERAL ASSEMBLY

Section 1. Time and Place. Meetings of the General Assembly will be arranged by the Board of Directors to coincide with other major conferences of the region.

Section 2. Quorum. A quorum will consist of official voting members present and voting at the General Assembly or special session. When voting by mail or electronic forms, a quorum shall be established by the number of official ballots cast and received by the specified date at the Association office. A quorum shall be considered to be a minimum of one-third of voting members.

Section 3. Voting. Unless otherwise specified, voting shall be a simple majority of those votes cast.

ARTICLE II. COMPOSITION OF THE GENERAL ASSEMBLY

Section 1. The following shall have voice and vote in the General Assembly and be eligible to vote in the polling by mail or electronic forms:

- A. One official delegate from each Endorsed or Accredited member institution whose dues are current.
- B. All members of the Board.
- C. All members of any Commission which may be appointed.
- D. A representative from each national church council whose institutions are members of the association.

Section 2. The following will have voice but not vote:

- A. All individual and associate members.
- B. Additional representatives of each member institution.
- C. Consultants invited by the Board.

Section 3. Guests will be welcomed as observers.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Qualifications.

- A. Members of the Board normally should be experienced Bible school administrators, faculty, or church leaders from its membership.
- B. They should be recognized as spiritually mature individuals and have a consistent testimony of faith and character. They should be active supporters of theological training in their region.
- C. Members of the Board shall be required to attend Board meetings.

Section 2. Meetings.

The Board shall meet annually. Special meetings may be called by the Chairperson or by one-third of the members of the Board upon submission of signed appeal to the Chairperson. Meetings may be conducted via electronic means when at all possible. Travel expenses shall be the responsibility of the individual Board members or the school or national church they represent.

Following, or near the end of the General Assembly there shall be a joint Board meeting to which any outgoing and incoming members will be invited. Old business will be concluded, officers for the next term will be elected by the newly constituted board and necessary new business will be conducted. New officers shall assume duties at the conclusion of the joint Board meeting.

Section 3. Duties of the Board.

- A. Elect its officers, including Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- B. To carry on designated business for the Association, including the following:
 - 1. To receive, approve, or act upon the reports from the Executive Officers of the Board and Executive Director.
 - 2. To approve or authorize programs or projects in accordance with the aims of the Association.
 - 3. To review the finances of the Association, approve its annual budget, and receive the audits.
 - 4. To establish and review the membership fees and any other fees for the Association.
 - 5. To review and authorize funding requests for the work of the Association in accordance with procedures established by the Board.

6. To review and approve applications for membership to the Association.
 7. To appoint individuals to fill unexpired vacated positions on the Board on an interim basis.
- C. To appoint an Executive Director
- D. To appoint the Chairpersons of the Commissions in consultation with the Executive Director.
- E. To perform such other duties as may be necessary for the development and operation of the Association.

Section 4. Executive Officers of the Board.

- A. **Elections and Terms of Office.** Executive Officers shall be elected by the Board consisting of the Chairperson, Vice-Chairperson, Secretary, and Treasurer. Their terms of office shall be for three years and shall commence immediately after the close of the Board meeting at which they are elected. They shall continue through the last regular Board meeting of their terms or until their successors qualify.
- B. **Vacancies.** In the event that a Chairperson cannot serve the entire term, the Board shall be notified, and the Vice-Chairperson shall assume the duties of the Chairperson until the next regular meeting of the Board. If the Vice-Chairperson, Secretary or Treasurer cannot fulfill their respective terms, the Chairperson shall appoint a replacement from among the Board members to serve until the next regular meeting.

Section 5. Executive Committee. There shall be an Executive Committee which shall consist of the Officers of the Board and the Executive Director, who shall serve as a non-voting member. A quorum shall consist of three voting members.

A. Duties of the Executive Committee

1. To perform such duties as may be assigned by the Board.
2. To perform duties of the Board on an interim emergency basis subject to subsequent review by the Board.
3. To appoint individuals to fill vacant positions during the interim between meetings of the Board.

B. Duties of the Chairperson

1. To preside at sessions of the Board and Executive Committee.
2. To carry on the designated business of the Board between meetings as appropriate and necessary with supporting documentation supplied to other members of the Board.
3. To work in cooperation with the Executive Director to establish agendas for the meetings of the Board and Executive Committee.
4. To preserve records appropriate to the office and to bring them to the meetings of the Board and Executive Committee.

C. Duties of the Vice-Chairperson

1. To preside in the absence of the Chairperson.
2. To perform such other duties as may be assigned by the Chairperson of the Board.

D. Duties of the Secretary

1. To record and maintain minutes of the Board and Executive Committee and distribute them to the Board.
2. To perform such other duties as may be assigned by the Chairperson of the Board.
3. To preserve records appropriate to the office and bring them to the meetings of the Board and Executive Committee.

E. Duties of the Treasurer

1. To be responsible to the Board and Association for the handling of finances and financial reporting.
2. To be responsible for keeping all financial records and the preparation of financial reports and budgets
3. To arrange for an audit of the Association financial records by an independent auditor prior to each triennial General Assembly.
4. To preserve records appropriate to the office and to bring them to the

meetings of the Board and Executive Committee.

5. To perform such other duties as may be assigned by the Chairperson of the Board.

ARTICLE IV. EXECUTIVE DIRECTOR

Section 1. Qualifications and Term of Office

- A. The Executive Director must hold ministerial credentials and be in good standing with one of the member bodies of the association.
- B. The Executive Director is to manifest spiritual maturity, administrative ability, experience and expertise in theological education and leadership training.
- C. The Executive Director may serve up to two consecutive terms.

Section 2. Duties of the Executive Director

- A. To be responsible to the Board for the development and general management of all areas of the Association and to prepare and distribute regular reports to the members.
- B. To maintain and regularly distribute to the Board lists of members, associate members, partners and institutions accredited by any member association.
- C. To oversee the continuing development of the Association and implement policies and programs approved by the Board or Executive Committee.
- D. To arrange for area meetings as determined by the Board or Executive Committee.
- E. To promote relationships and communication among member institutions and with other associations and support ministries.
- F. To work with the Endorsement and Accreditation Commission in assigning visiting team members across regions.
- G. To make arrangements for meetings of the Board, Executive Committee, and any other meetings of the Association which may be required.
- H. To be a non-voting member of the Board and Executive Committee.
- I. To work with the Board to raise the necessary funds for the work of the

association.

- J. To perform other duties as assigned by the Board or Executive Committee.
- K. To be the Association's representative to the World Alliance for Pentecostal Theological Education (WAPTE).

ARTICLE V. PURPOSE OF ENDORSEMENT AND ACCREDITATION COMMISSION

Section 1. Endorsement and Accreditation is a service of the Association in which member institutions may voluntarily participate. Endorsement and accreditation are defined by this organization to mean that a determination has been made that an institution is being guided by a well-defined mission statement and goals, has established conditions and procedures under which its goals can be realized, is substantially accomplishing its goals, and can be expected to continue to do so. APTEA's concept of institutional endorsement or accreditation is that a school is substantially meeting or in process of meeting APTEA standards.

Section 2. Endorsement and Accreditation includes the provision that an institution shall complete a self-study based on the APTEA Standards for Endorsement / Accreditation. This self-study is the focal point of the process. It provides a clear, realistic, and comprehensive look at all areas of the institution's program as perceived by its administrators, faculty, staff, students, and community.

Section 3. An on-site visit will be required for initial endorsement and for accreditation, as well as five-year renewals of endorsement and/or accreditation. In the event of any major institutional changes, such as location, or addition of new programs, an additional on-site visit may be required by the Commission.

Section 4. The Association shall provide documents and materials to member institutions to facilitate the process of endorsement or accreditation.

ARTICLE VI. ENDORSEMENT AND ACCREDITATION COMMISSION

Section 1. Composition

- A. The Commission shall be composed of the Executive Director, a Commission Chairperson, and an additional three to seven members.
- B. The Commission Chairperson will be nominated by the Executive Director and appointed by the Board of Directors.

- C. The remaining members of the Commission will be nominated by the Commission Chairperson in consultation with the Executive Director and appointed by the Executive Officers.
- D. Members of the Commission are to serve renewable three-year terms. Should the Chairperson of the Commission not be able to fulfill a three-year term, the Executive Officers will appoint a replacement in consultation with the Executive Director.

Section 2. Qualifications of Commission Members

- A. Should be able to meet at least annually, and more frequently, if necessary, to accomplish Commission business. Meetings may be conducted through teleconferencing or electronic media.
- B. Must be experienced as Bible school faculty or administrators.
- C. Must have been certified by APTEA to serve on visiting teams or be certified at the next APTEA visiting team-training seminar.

Section 3. Duties of the Endorsement and Accreditation Commission

- A. To encourage continuous effort by the member institutions to strengthen the quality and effectiveness of their educational and practical ministry training programs, the development of their students' spiritual life, and positive relationships with the local church body.
- B. To examine and evaluate the process and requirements of the Commission for considering applicants and recommend revisions to the Board.
- C. To appoint a reading committee to examine and evaluate initial application requirements for endorsement or accreditation and recommend revisions to the Board.
- D. To recommend classification revisions in categories and levels of endorsement or accreditation to the Board for Association action.
- E. To receive, classify, and act upon applications for endorsement or accreditation.
- F. To establish visiting team certification requirements, including screening of applicants, and work in cooperation with the Executive Director in planning and scheduling the certification seminars.

- G. To work with the Executive Director in making arrangements for visiting teams, and appointing team members from the list of certified personnel approved by the Board, including at least one member of the Endorsement and Accreditation Commission on each visiting team.
- H. To receive and evaluate site-team reports and make recommendations to the Board.
- I. To recommend an applicant institution's classification level and as necessary make recommendations, notations, and probation.
- J. To warn a school of serious deficiency and possible change of accreditation status, or to place a school on probation status.
- K. To develop the endorsement or accreditation appeal process and to receive and evaluate appeals from institutions for reconsideration of endorsement or accreditation decisions.
- L. To provide for school endorsement/accreditation re-evaluation at regular intervals in accordance with the standards of the Association.
- M. To perform other duties assigned by the Board.

ARTICLE VII. ENDORSED STATUS

Member institutions may apply for endorsed status. The Endorsement and Accreditation Commission determines the qualifications for and terms of endorsed status. Endorsed institutions cannot represent themselves as accredited, for example, in their promotional materials. Endorsed institutions have demonstrated competency in the APTEA Standards as determined by the Commission, and therefore can present themselves as endorsed by APTEA.

ARTICLE VIII. ENDORSEMENT AND ACCREDITATION STANDARDS

Section 1. The Association shall establish and maintain a set of standards and components to serve as the basis for evaluation in determining and recognizing the degree to which an institution is accomplishing its own mission and goals. These standards and components are the desirable qualities to be attained in the various aspects of the institution.

Section 2. On the basis of standards and components of these standards, the applicant institution is to do a systematic and thorough self-study. The standards and components established by the Association express levels of attainment and values which all endorsed or accredited institutions in the

Association are striving to reach. They are not imposed requirements that must be met immediately, but rather goals toward which each institution should aim over a period of time in harmony with its own mission and goals and pattern of development.

Section 3. The final authority for determining endorsement standards resides in APTEA. The final authority for determining accreditation standards and components resides in the cooperation between APTEA and WAPTE.

ARTICLE IX – PURPOSE, REQUIREMENTS AND PROCESS OF ENDORSEMENT

Section 1. Endorsement Defined. A vital aspect of APTEA’S mission is to validate training through institutional endorsements. To achieve endorsement, an institution must complete a thorough self-study and be evaluated by a site team who determines if it is in compliance with or moving toward compliance with the APTEA Standards. The status may be viewed a permanent or as a step toward accreditation.

Section 2. Endorsement Core Values and Outcomes. The process of endorsement is approached with an awareness of the importance of APTEA’s Pentecostal orientation and the Great Commission mandate. APTEA members believe God has sovereignly poured out the Holy Spirit in these last days in order to complete the evangelization and discipleship of all nations. They are convinced that Africa’s training programs are divinely appointed means for the accomplishment of God’s mission on earth. Endorsement is designed to sharpen the training focus of Africa’s training institutions on His mission and encourage the realization of the Great Commission in each training program.

APTEA is aware that the endorsement evaluation process should not be limited to academic excellence but include the following outcomes:

- Those completing formal or non-formal training programs, whether institutional, in-service, or church based, will live in total commitment to the values of the Kingdom of God in holy living, Christian service, godly relationships, and ministry skills.
- Those completing formal or non-formal training programs whether institutional, in-service, or church based, will edify the churches by teaching sound doctrine, ministering in the power of the Holy Spirit and being fully committed to the discipling of the nations to serve Christ.

Section 3. Endorsement and Accreditation. Endorsement differs from accreditation in the degree of compliance to the APTEA Standards. In both endorsement and accreditation, the APTEA Standards are the basis of the self-

study but the specific requirements within the standards are more flexible in endorsement and the emphasis is more focused on verifying that it is achieving its mission statement than how it compares to an external standard.

Both the endorsement and accreditation status require the institution to continue to improve the quality of instruction toward fuller compliance with the APTEA Standards. The major distinctions between endorsement and accreditation are:

- In the endorsement process reviews of an institution focus on how well it is achieving its own mission statement with less concern about how it compares to other institutions.
- In the endorsement process the APTEA Standards are viewed in broad, more flexible terms, in contrast with the more specific fixed requirements of accreditation.
- The endorsement process is more basic and may become the first step in any accreditation process.
- The endorsement process allows more flexibility on issues of contextualization and alternative structures of instruction than the accreditation process.

Section 4. Endorsement Duration. The endorsement status will be sufficient and permanent for many institutions. For others it will be a first step toward accreditation.

Section 5. Endorsement Process. The endorsement process shall follow the following steps:

- A. An inquiry is sent to the Chairperson of the Endorsement and Accreditation Commission who may send an application and resource material to the institution or arrange for a visit to the institution by an APTEA representative to provide orientation on the endorsement process and help the institution determine the feasibility of pursuing endorsement.
- B. The institution chooses to pursue endorsement and a statement of intent is sent to the Chairperson of the Endorsement and Accreditation Commission who provides the material necessary to perform a self-study.
- C. The self-study is sent to the Chairperson and the Commission evaluates the study. Changes may be recommended.

- D. When the Commission has accepted the self-study, the Executive Director will work with the Commission Chairperson to identify site-team members and schedule a time for a site visit.
- E. A site team made up of at least one person from the region and two from outside the region will be conducted to assess the institution's compliance with the APTEA Standards.
- F. The report of the site team is compiled and sent to the Chairperson. The Commission will determine recommendations to the Board: either approval, denial or changes that must be made before endorsement is granted. The Board will also determine the level of endorsement and the result will be listed on the APTEA website.

ARTICLE X. PURPOSE, REQUIREMENTS AND PROCESS FOR ACCREDITATION

Section 1. Accreditation is a continuing process involving a series of steps. Before officially applying for participation in the accreditation program, an institution must be able to affirm that it meets certain basic requirements established by the Association. These basic requirements and the process of accreditation are stated in detail in the official documents of the Association.

Section 2. Notations, where applicable, may be made to identify further development or self-study verification needed, and time requirements to satisfy deficiencies.

Section 3. A prerequisite for an institution to make application for accreditation is that it must be officially endorsed by APTEA for at least two years, or in existence for five years or have had two graduation classes. Institutions may qualify for an exception if they have previously been endorsed by another association or accredited by another agency for a minimum of two years.

Section 4. Application Procedure

- A. After initial contacts between an institution and APTEA and a review by the institution of the accreditation guidelines and procedures, the institution invites the Chairperson of the Commission to arrange a visit by a representative of the Endorsement and Accreditation Commission. The purpose of the visit will be to provide an orientation to accreditation and to help the institution to determine the feasibility of pursuing accreditation at its present level of development.

- B. If the institution chooses to pursue accreditation, a statement of intent is sent to the Executive Director and the Chairperson of the Endorsement and Accreditation Commission to this effect. The statement of intent must affirm that in the institution's opinion, basic accreditation requirements have been met as stated in the official documents of the Association and that the institution is prepared to undertake the self-study.

Section 5. Accreditation Categories

A. Candidate Status

1. An institution will be considered to be in candidate status when:
 - a. the statement of intent to pursue accreditation affirming the institution meets the established basic requirements is received and accepted by APTEA.
 - b. the affirmation is confirmed by an APTEA representative who visited the institution.
 - c. the institution has agreed to a schedule for the submission of the self-study report and accreditation team visitation as arranged by the Executive Director.
2. Steps to Advance to Accredited Status
 - a. A self-study report based on the APTEA Standards and guide to accreditation will be completed by the institution. Institutions that find certain standards inapplicable because of specialized programs or limited purposes should document these differences in their self-study reports.
 - b. The self-study report will be distributed as specified by the Association Executive Director to the members of the visiting team.
 - c. The evaluation by the visiting team will be completed and a report submitted to the Commission.
 - d. The Commission will review the report of the visiting team and determine whether accreditation can be granted and what status, level, and terms of accreditation will be recommended to the Board.

B. Provisional Accreditation Status

1. Definition: The Commission has determined that the institution is in compliance with most of the standards of the Association. Progress is being made toward responding to significant notations within a specified time span.
2. Steps to Advance to Full Accreditation Status:
 - a. The institution will be expected to submit annual reports documenting progress toward the fulfillment of all accreditation requirements.
 - b. When the institution has responded appropriately to the notations given by the Commission as stated in its reports, a visit to the institution will be scheduled to verify progress. Whenever possible this visit should be undertaken by the Chairperson or another member of the original visitation team. A report of the visit will be submitted to the Commission.
 - c. The Commission will review the report and determine whether the institution can be advanced to full accreditation status.

C. Full Accreditation Status

1. Definition: The Commission has determined that the institution is in compliance with the standards of the Association. Progress is being made toward responding to any limited notations.
2. In order to retain their accredited status, institutions must submit a triennial report and will be required to undertake a self-study and accreditation visit at intervals of from five to ten years as determined by the Accreditation Commission.
3. In the event the Commission considers that an institution's accreditation may be in jeopardy, it may recommend continuing accreditation for a term of less than five years and require progress reports in response to notations. Such action may constitute official warning to the school.

D. Probationary Status

1. An accredited institution may be warned officially by the Commission that it may be approaching non-compliance with the accreditation standards or policies. Before an institution can be placed on

probation, a warning must have been given and adequate time to address the problem identified.

2. An accredited institution may be placed on probationary status by the Commission when it has been determined that any of the following has occurred:
 - a. The institution is no longer maintaining acceptable compliance with applicable Association standards or policies.
 - b. Adequate progress is not being made toward responding to significant notations within the specified time span.
 - c. The institution has not, in a timely manner, informed the Commission of substantive changes in the institution or in the educational programs offered.
3. To be reinstated to full or provisional status, the institution must correct, within the specified time, the conditions which prompted its being placed on probationary status and submit a report giving evidence to that effect. The Commission has the prerogative to schedule a campus visit to verify the report.

Section 6. The level of accreditation given is based on the highest program of study offered by the institution. To be accredited, an institution must maintain the general standards as listed below. However, APTEA recognizes the terminology and standards in educational systems may differ by country and takes this into consideration in its evaluation.

- A. Graduate Level - Institutions offering a ministry-related master's degree based on a bachelor's degree, or its equivalent.
 1. Master of Arts programs or their equivalent, involve at least 30 semester credit units including a thesis requirement (usually 6 credit units) or 36 semester units when a thesis is not required.
 2. Master of Divinity programs involve at least 72 semester credit units for graduates with an undergraduate major, or its equivalent, in a Bible-related area or 96 semester units for graduates with only a secular degree. APTEA recognizes that other institutions use differing nomenclature for comparable degrees, and institutions may apply to use alternative nomenclature that is acceptable in their context.
 3. APTEA recognizes that doctoral degrees are structured according to generally recognized criteria for such degrees in differing academic

contexts. However, APTEA standards for a taught doctoral degree are a minimum of 60 credit units beyond the MA or 30 credit units beyond the MDiv or its equivalent, in addition to comprehensive exams and a formal dissertation/project. Research-based doctoral degrees are assessed by the following criteria: A reading program followed by a rigorous qualifying and/or comprehensive exam, supervised dissertation research, and a formal dissertation.

- B. College Level - Institutions offering a ministry-related bachelor's degree of 126 semester units or more, based on a secondary school diploma, or its equivalent. Under certain circumstances, students who have not completed secondary school may be granted provisional admission with the requirement that they must demonstrate the potential to undertake study at the university level.
- C. Diploma Level
 - 1. Advanced Diploma - Institutions offering a ministry-related diploma of 96 semester credit units or more, based on secondary school diploma or its equivalent.
 - 2. Diploma - Institutions offering a ministry-related diploma of 96 semester credit units or more, based on limited educational background, modified entrance requirements and any necessary adjustment in the levels of course requirements and/or textbooks.
- D. Certificate Level (for transcript and transfer of credit)
 - 1. Advanced Certificate - Institutions offering a ministry-related certificate of 64 semester units or more, based on a high school diploma or its equivalent.
 - 2. Certificate - Institutions offering a ministry-related certificate of 64 semester units or more, based on a limited educational background, modified entrance requirements and any necessary adjustment in the levels of course requirements and/or textbooks.

Section 7. Substantive changes in the educational programs of an accredited institution will necessitate a reevaluation of status and level of accreditation.

ARTICLE XI. ENDORSEMENT AND ACCREDITATION VISITING TEAM

The Executive Director in cooperation with the Endorsement and Accreditation Commission Chairperson will appoint a visiting team to conduct an impartial,

objective review of an institution's self-study to verify the findings of the institution. The visiting team is to be composed of Bible school educators and others who represent the various facets of operation of the institution and who have met those certification requirements established by the Endorsement and Accreditation Commission and have been certified as evaluators. For institutions seeking accreditation, the site team must include at least one member from a WAPTE association from outside the African continent. The Executive Director of WAPTE will approve this outside association member.

ARTICLE XII. LOSS AND RESTORATION OF ENDORSEMENT AND ACCREDITATION

Section 1. The Board, upon recommendation by the Endorsement and Accreditation Commission has the authority to withdraw accreditation from an institution that has failed to meet probationary stipulations within the specified time span or is no longer maintaining acceptable compliance with applicable APTEA policies.

Section 2. Accreditation may be restored by the Board upon recommendation of the Accreditation and Endorsement Commission.

ARTICLE XIII. RIGHT OF APPEAL FOR RECONSIDERATION

The decisions of the Board regarding the status, denial, loss, or terms of accreditation may be appealed to the Executive Director on behalf of the Board. This appeal must be made within 90 days after receipt of notification of the action taken. The appeal must be in writing and signed by the President/Principal of the institution certifying official action of the governing body to appeal and specifying the basis of the appeal. The subsequent decision of the Board shall be considered final.

ARTICLE XIV. PURPOSE OF FACULTY ENRICHMENT AND CERTIFICATION COMMISSION

Section 1. Faculty Enrichment and Certification is a service of the Association in which member institutions, individual members and associate members may voluntarily participate.

Section 2. Certification is defined by the Association to mean that an individual has been recognized to have fulfilled an objective list of criteria which qualifies the individual for a specific level of recognition.

Section 3. The Association shall provide documents and material to member institutions and individuals to facilitate the process of teacher certification.

ARTICLE XV. FACULTY ENRICHMENT AND CERTIFICATION COMMISSION

Section 1. Composition

- A. The Commission shall be composed of the Executive Director, a Commission Chairperson, and an additional three to five members.
- B. The Commission Chairperson will be nominated by the Executive Director and appointed by the Board of Directors.
- C. The remaining members of the Commission will be nominated by the Commission Chairperson in consultation with the Executive Director and appointed by the Executive Officers.
- D. Members of the Commission are to serve renewable three-year terms. Should the Chair of the Commission not be able to fulfill a three-year term, the Executive Officers will appoint a replacement in consultation with the Executive Director.

Section 2. Qualifications of Members

- A. Should be able to meet at least annually and more frequently, if necessary, to accomplish Commission business. Meetings may be conducted through teleconferencing.
- B. Must be experienced as Bible school faculty or administrators.

Section 3. Duties of the Faculty Enrichment and Certification Commission

- A. Develop faculty resources such as syllabi, teaching aids, course curriculum and test banks.
- B. To recommend to the Board the establishment, evaluation, and revision, as necessary, of the requirements for certification.
- C. To formulate and propose revisions in operational policies for certification to the Board.
- D. To receive, classify, and process applications for certification.
- E. To grant certification and maintain updated records of APTEA certified teachers, including their area and level of certification.

- F. To consult and to conduct teacher development workshops, seminars, and credited courses as requested by individual institutions through the Executive Director.

ARTICLE XVI. PURPOSE OF SCHOLARLY RESEARCH and WRITING COMMISSION

Section 1. The Scholarly Research and Writing Commission is a service of the Association to encourage theological scholarship and publication among Pentecostal believers in the Pan-Africa region and by this means to assist in sustaining and enhancing the growth of the Pentecostal movement.

Section 2. The objectives of the Commission shall include the following:

- A. Identifying and monitoring theological developments and trends in the Pentecostal movement, especially regarding matters of concern and interest in the Pan-Africa region.
- B. Conducting discussion of theological issues within the Scholarly Research and Writing Commission through Commission meetings and through other communication avenues, such as correspondence and electronic mail.
- C. Issuing occasional papers or articles on significant issues, with the intention of providing resources for APTEA member institutions. Executive Director approval for the circulation of such documents is required prior to circulation.
- D. Encouraging the publication of papers, articles, and journals by members and member institutions as deemed appropriate.
- E. Conducting theological writing symposia in cooperation with one or more institutions in the Pan-Africa region as deemed to be economically feasible.
- F. Identifying and encouraging emerging scholarship among Pentecostal believers in the Pan-Africa region.
- G. Facilitate the collection of MA and doctoral projects for an online theological journal.

Section 3. Regular reports will be made to the Executive Director and Board on the activities of the Commission.

ARTICLE XVII. SCHOLARLY RESEARCH & WRITING COMMISSION

Section 1. Composition

- A. The Commission shall be composed of the Executive Director, a Commission Chairperson, and an additional three to five members.
- B. The Commission Chairperson will be nominated by the Executive Director and appointed by the Board of Directors.
- C. The remaining members of the Commission will be nominated by the Commission Chairperson in consultation with the Executive Director and appointed by the Executive Officers.
- D. Members of the Commission are to serve renewable three-year terms. Should the Chairperson of the Commission not be able to fulfill a three-year term, the Executive Officers will appoint a replacement in consultation with the Executive Director.

Section 2. Qualification of Members

- A. Should be able to meet at least annually, and more frequently, if necessary, to accomplish Commission business. Meetings may be conducted through teleconferencing.
- B. Must be experienced as Bible school faculty or administrators.

Section 3. Duties of the Scholarly Research & Writing Commission

- A. To identify needs, concerns, and areas of importance for theological reflection in the Pan-Africa region.
- B. To formulate and propose programs to the Executive Director for implementing the objectives of the Commission.
- C. To encourage theological scholarship in the region.
- D. To encourage the publication of theological materials by APTEA members and member institutions.

ARTICLE XVIII. ORDER OF BUSINESS

Business will be conducted by Robert's Rules of Order. The regular order of business for the General Assembly shall be:

1. Approval of minutes
2. Report of Chairperson
3. Report of Secretary
4. Report of Treasurer
5. Report of Executive Director
6. Commission Reports
7. Unfinished Business
8. Election of Board
9. New Business
10. Adjournment

ARTICLE XIX. AMENDMENTS TO THE BYLAWS

The Bylaws of the Association may be amended by a simple majority vote of the voting members present and voting during the General Assembly or by a majority of the official ballots cast by mail and received by the specified date at the association office. The specified date shall be no fewer than 90 days from the time of mailing.

APPENDIX A

THE FIVE REGIONS OF APTEA

North Africa

- Algeria
- Chad
- Djibouti
- Egypt
- Eritrea
- Ethiopia
- Libya
- Mali
- Mauritania
- Morocco
- Niger
- Somalia
- Sudan
- Tunisia
- South Sudan

West Africa

- Benin
- Burkina Faso
- Cape Verde
- Gambia
- Ghana
- Guinea Bissau
- Guinea
- Ivory Coast
- Liberia
- Senegal
- Sierra Leone
- Togo

Central Africa

- Cameroon
- Central African Republic
- Congo
- Dem. Rep. Congo
- Equatorial Guinea
- Gabon
- Nigeria
- São Tomé and Príncipe

East Africa

- Burundi
- Kenya
- Madagascar
- Mauritius
- Reunion
- Rwanda
- Seychelles
- Tanzania
- Uganda

Southern Africa

- Angola
- Botswana
- Lesotho
- Mozambique
- Namibia
- Malawi
- South Africa
- Swaziland
- Zambia
- Zimbabwe