***LUMINA, Unis nous reussirons ! Bylaws***

***Lumina* Membership to the Steering Board**

**Article I: Identity**

*Lumina* is a nonprofit organization serving as a platform for forums and funds for the development of the Democratic Republic of Congo. The Steering Board of *Lumina* is the governing unit of this organization. *Lumina* is legally registered and recognized in the State of Pennsylvania, and in the entire country of the United States of America.

**Article II: Membership**

The members of *Lumina*’s Steering Board shall consist of representatives of Congolese diaspora communities and other outstanding members of organizations with similar objectives, having profound knowledge and experience in international organizations rules and principles.

The Steering Board shall be composed of no less than twelve and no more than sixteen members, with due respect for achieving broad representation in terms of geography and gender.

**Article III: Nomination and Election**

The founders of *Lumina* shall serve as the preparatory nominating committee, which will initiate a process at least 10 months prior to the beginning of the organizations activities. As a part of their preparatory process the committee shall seek recommendations from its regional, national, local networks, the United Nations Agencies, Key governments, colleges and universities, as well as the wider communities and influential individuals. Recommendations will include appropriate background materials on people recommended, including a questionnaire and the consent form from the nominees.

**Article IV: Roles and Functions**

Provide leadership in *Lumina* Steering Board.

Engage in global advocacy and action for Congolese-led multi-sectorial cooperation for development.

Assist in the development of, and serve as liaison with, national and regional organizations and allied networks.

Participate with a monthly financial contribution of …… US$

Develop relevant partnerships with development organizations, the United Nations and other inter-governmental agencies, as well as civil society groups.

Develop an annual plan in cooperation with *Lumina* Global Coordination.

Provide leadership in global fundraising for *Lumina’s* planned activities.

The Steering Board shall work with the Global Coordination to convene the General Assembly.

The Steering Board members shall work under the Global Coordination, and submit reports on an agreed regular basis.

**Article V: Officers**

The officers of *Lumina’s* Steering Board shall be: one Coordinator and two Deputy Coordinators.

**The Global Coordinator**

The Global Coordinator shall be the spokesperson of *Lumina* and represent *Lumina* at the international level, the Steering Board and in relevant regional and international meetings.

The Global Coordinator shall be appointed by the founders of *Lumina.* He or she shall be re-elected by the members of the Steering Board with primary regard for his or her competence, ability, and willingness to fulfill the role of his or her office, which shall involve active leadership in promoting the mission of *Lumina*, building up its national branches, and working for its program’s financial sustainability. He or she shall serve for the period between the General Assemblies.

Should the Global Coordinator be unable to complete his or her term, the Steering Board shall elect from among its members a new Global Coordinator.

The Global Coordinator shall oversee the work of the Steering Board as stipulated under Article IV: Roles and Functions. The Global Coordinator shall preside over the Steering Board meetings.

**Deputy Coordinators**

The Deputy Coordinators (two persons) shall assist the Global Coordinator and serve as representatives on the *Lumina’s* international panel.

The qualification for the Global Coordinator stipulated above shall also apply to Deputy Coordinators. The selection of Deputy Coordinators by the members of the Steering Board shall be made with due consideration to geographical and gender balance among three officers of the Steering Board.

The Deputy Coordinators shall assist the Global Coordinator in advancing the work of *Lumina* and its Steering Board as stipulated under Article IV: Roles and Functions.

**Article VI: Meeting**

The Steering Board shall normally meet at least once a year in person. Due to difficulties related to visas and other circumstances, the Steering Board can convene in online meetings called periodically to evaluate *Lumina*’s activities or to decide upon relevant policies as needed. It is mandatory to the Steering Board members to attend those meetings.

More than one half of the members of the Steering Board shall constitute a quorum, and once established, they shall proceed to deliberate and make effective decisions.

Whenever possible, decisions shall be reached by consensus. If the consensus cannot be reached, a decision shall be made by majority vote, defined as more than half of the Steering Board members present.

The Steering Board may invite resource persons or advisors or national branches members as needed to the meeting.

The Global Coordination shall be responsible for coordinating the meeting.

**Article VII: Annual Performance Evaluation and Replacement**

The Steering Board shall develop self-evaluation criteria and tools to conduct an annual review of performance of its members and the committee as a whole.

Should a member of the Steering Board become incapacitated in executing the roles and functions stipulated under Article IV and according to self-evaluation criteria, they shall be removed by absolute majority vote of the Steering Board.

Should a member of the Steering Board resign or be removed the Board shall seek recommendations from its regional, national, local networks, the Global Coordination, as well as the wider community and influential individuals. Recommendations will include appropriate background materials on people recommended, including a questionnaire and the consent form from the nominee. Replacements for vacant unexpired terms of office may be elected by absolute majority vote of the Steering Board.

**Article VIII: Steering Board and Regional, Sub-Regional, and National Networks/Branches**

The Steering Board shall work with the Global Coordination and affiliated bodies to develop networks and branches on all levels. The structure, leadership and programs should be determined by each network/branch in cooperation with the Global Coordination.

The Steering Board shall recognize the networks/branches that want to join *Lumina*, and abide by its mission and principles.

The Steering Board members and respective coordinators from the various networks shall work together to submit a progress report biannually to the Steering Board and the Global Coordination.

**Article IX: Steering Board and Executive Committee**

The Executive Committee shall consist of the Steering Board members, the Global Coordination, and the coordinators of regional and national networks/branches, the trustees, and key lobbies representatives. They shall normally meet once between the General Assemblies. The Executive Committee shall convene to coordinate world-wide strategies and actions set by the Steering Board for *Lumina*.

**Article X: Other Organs and Advisory Resources**

The Steering Board, in cooperation with The Global Coordination, may constitute committees and appoint advisors relevant to the fulfillment of the roles and responsibilities of the Steering Board.

**Article XI: Coordination**

*Lumina’s* Global Coordination shall provide the following services to the Steering Board:

* Support and advise the Board, regional, sub-regional and national networks/branches in organization.
* Facilitate communications with and between The Board and regional, sub-regional and national networks/branches.
* Develop strategies and support actions to mainstream networks into national, regional and global *Lumina* structures.
* Maintain and develop relations with other organizations.
* Work with The Steering Board and national networks/branches to develop proposals for funding.

**Article XII: Amendments**

Proposed changes should be sent out to the Global Coordination six months prior to deliberation for consultation.

The Steering Board shall make amendments as necessary to the Bylaws with two-thirds vote of Board membership.

[Adopted on December 17, 2013]

BYLAWS ANNEX I: ANNUAL PERFORMANCE CRITERIA

In order to function effectively and be able to plan actions of *Lumina* in a realistic way, the Steering Board decided to set up evaluation criteria for the work done during and in between the Board meetings both by the individual members and the Steering Board as a whole. This document is based in the Article VII of the *Lumina* Bylaws (Annual Performance Evaluation and Replacement).

The evaluation criteria for the individual members of the Steering Board are:

* 1. attendance and active participation in the Board meetings;
	2. implementation of the Board decisions;
	3. working for establishing and maintaining regional, national and/or local networks/branches;
	4. raising funds for activities of *Lumina* and its parts;
	5. promoting vision and mission of *Lumina*;
	6. responding to emails and answering phone calls, and
	7. developing partnerships with relevant individuals and organizations;
	8. submitting the biannual report or other reports on request of the Global Coordination.

The evaluation criteria for the Steering Board as a whole are:

* 1. attendance and active participation of Board members in the meetings;
	2. frequency and effectiveness of communication between the meetings;
	3. implementation of the Board decisions;
	4. establishment and maintenance of regional, national and local networks;
	5. development of partnerships with relevant individuals and organisations;
	6. raising funds for activities of the *Lumina* and its parts;
	7. effect of money spent;
	8. implementation of the *Lumina* work plan, and
	9. recognition and visibility of *Lumina.*

The Steering Board members shall be evaluated at least annually, preferably in person. The overall evaluation shall be based on review of all criteria taken together. A detailed record concerning all criteria needs to be taken, so that the overall evaluation is clear and properly grounded.

[Adopted on December 17, 2013]

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**FORM I**

**PUBLIC INFORMATION ON THE PERSON**

**Recommended for Nomination to *Religions for Pea*ce/International**

**(Term: from Assembly IX to Assembly X)**

**CONSENT FORM OF THE PERSON BEING RECOMMENDED for Nomination to *Lumina***

*You have been recommended for nomination to be a member of Lumina Steering Board. If you are willing to serve, please complete this form and return to Lumina* *at the below address. Thank you.*

I, …………………………………………………………………………….,

do hereby consent to being recommended for nomination for the position of

 **Steering Board member** to *Lumina*. If nominated, I do hereby agree to serve in the above stated position for the term from *Lumina* fiscal year (January, 2014) until *Luminas’* General Assembly (to be held in approximately 2 years).

Signature:

Date:

Print Name:

Address:

Please submit the completed form to

*Lumina, Unis nous réussirons !*

P.O. Box 2347, PA, USA

Tel. [1] 717-378-0331; Email: *info@luminardc.org*