

## Constitution of “Avad Adventist Christian Fellowship”

### 1. Name

The official name of this recognized campus group is “Avad Adventist Christian Fellowship.”

The acronym or abbreviation of this group is Avad ACF.

### 2. Purpose and Objectives

Vision: To Foster Christ-centered relationships by serving the needs of our community

Mission: Create opportunities where our UTM community can build-up their relationship with God and experience growth in all aspects of life.

Avad Adventist Christian Fellowship has the following Goals;

- To Build a Community -- A safe place where you are welcomed, accepted and have caring friends.
- To be a Place of Life-Changing Discovery -- A community where students will discover and encounter Jesus personally.
- To Serve the Campus -- To spread/share the love of Jesus by ministering to the needs of our community (Needs final decision regarding spread vs share)

The core values of Avad Adventist Christian Fellowship are found in the following words.

- *Not looking to your own interests but each of you to the interests of the others. In your relationships with one another, have the same mindset as Christ Jesus. Philippians 2:4-5*
- Avad means to work, to serve and to worship. These values underly all the activities of Avad Adventist Christian Fellowship.

### 3. Membership

Membership to the Avad Adventist Christian Fellowship is open to all the University of Toronto Mississauga members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

The term of general membership for the Avad Adventist Christian Fellowship will be from September 1 – August 31 each year.

Each member shall be afforded the following rights through membership in Avad Adventist Christian Fellowship:

1. The right to participate and vote in group elections and Meetings;
2. The right to communicate and to discuss and explore all ideas;
3. The right to organize/engage in activities/events that are reasonable and lawful;
4. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
5. The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
6. The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

Each member shall possess the following responsibilities relative to participation in Avad Adventist Christian Fellowship:

1. Support the purpose of the organization;
2. Uphold the values of the organization;
3. Contribute constructively to the programs and activities offered by the organization;
4. Attend general meetings;
5. Abide by the constitution and subsequent official organizational documents;
6. Respect the rights of peers and fellow members;
7. Abide by University of Toronto Mississauga policies, procedures, and guidelines;
8. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

Avad Adventist Christian Fellowship will collect a mandatory membership fee of \$5 from each member each year. This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting. Members that pay this fee will be offered a discount at all club events.

Avad Adventist Christian Fellowship values and respects the personal information of its members. Avad Adventist Christian Fellowship secures its member's information at all times and will not supply names or other confidential information to third-parties without the member's permission.

Avad Adventist Christian Fellowship will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### **4. Executive List and Duties**

The executive committee shall be comprised of four (4) elected officers. These include President, Vice President, Secretary/ Treasurer and Chaplain. However, addition roles include Fundraiser, Communications Director and Chaplain where deemed necessary.

##### *The President shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over executive meetings as well as general meetings
- Ensure transition of office to the future Executives
- Ensure the club's adherence to UTMSU policies

##### *The Vice-President shall:*

- Acts as a direct assistant to the President, performing in any assigned roles that are in harmony with the organization's constitution.
- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Acts as a liaison between the organization and other student clubs, SDA clubs in other universities, societies, organizations, and groups on and off campus.
- Perform such other duties that are from time to time assigned by the President, executive or general membership.

##### *The Secretary shall:*

- Make a list of all registered members
- Maintain the web sites and member contact list and archival documents
- Record minutes and motions for all official meetings
- Notify all members of meetings
- Handle official correspondence of the organization via email and other forms of communication.
- Perform such other duties that are from time to time assigned by the President, executive or general membership.

*The Treasurer shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Keeping the account books or documents or files of the club
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Give a report to the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
- Perform such other duties that are from time to time assigned by the President, executive or general membership.

*The Chaplain shall;*

- Take on the responsibility of overseeing the spiritual component of the organization
- Conduct or assign worship service and promote spiritual growth among the members of the organization
- Carry out Bible chats and lead devotion at executive meetings and carry out or delegate devotions at regular meetings.

Only UTM student members of the organization may hold the main executive positions.

The executive positions collectively will form a committee that acts as the primary steward of the organization.

This committee is collectively responsible for the day-to-day decision-making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

The term of each executive will last from May 1 following their election to April 30 of the following year.

Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective two weeks after delivery to the President, and no ratification by the organization shall be required to make the resignation official.

Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

### **Termination of Executives or General Members:**

The process for removing a member or executive may be initiated when:

- A member or executive has engaged in unlawful actions or activities;
- A member or executive has violated the constitution;
- A member or executive has violated University of Toronto Mississauga policies, procedures, or guidelines;
- A member or executive has violated the rights of a fellow member;
- A member or executive has not fulfilled their organizational responsibilities;
- An executive does not demonstrate the values and purpose of the Seventh Day Adventist Church;
- Misappropriations of Avad ACF funds or on allegations of wrongdoing

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:

First Tier:

- The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

Second Tier:

- Initiated if a Member continues to do activities that initiate removal after receiving a first tier warning relative to a particular action or behavior.
- The President will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
- The Secretary must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the President's written response to demonstrate progress or correction of behavior.

Third Tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

## 5. Elections

Executive elections will be held before the second Friday of March each year.

Election of officers shall be by secret ballot and require a simple majority vote. In case of a tie, the President shall cast the deciding vote except when he is seeking re-election to office, in which case another executive shall cast the deciding vote.

President and Vice-President must be baptized and active members of the Seventh-Day Adventist Church.

The President must provide proof from their local pastor that they are an active member of their church. The president must also have held an executive position in this organization in any year of their Undergrad previously.

Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.

Notice will be given to all club members and the Clubs Administrator of all executive changes

All executive positions shall be elected by the general club membership.

Election will be based on nominations provided by any members of the general club.

Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.

If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

Special elections shall be held if a vacancy occurs. The elections should occur prior to the next meeting of the vacancy. Members shall be notified via email.

Candidates for an executive position must be UTM members

## **6. Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The Treasurer shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

The operating budget shall be approved by the President and/or Vice-President.

All cheques shall be signed by the Treasurer and one of the President or Vice President.

The President, the Vice President, the Treasurer shall be the sole signing authorities of banking instruments for the organization.

Avad Adventist Christian Fellowship will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

Avad Adventist Christian Fellowship will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

The club will determine an annual membership fee.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **7. Meetings**

### **A) General Meetings:**

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

### **b) Executive Meetings:**

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 2/3 of executives.

## **8. Amendments**

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.

## **9. Emergency Meetings**

Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.



These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

Notice of these meetings must be provided a minimum of 24 hours in advance through email.

Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

## **10. Vacant Positions**

A special election can be called for extenuating or unforeseen circumstances that may arise in a vacant position.

This election must abide the respective rules outlined in Article X depending on the nature of the election

Notice of election must be provided a minimum of 24 hours in advance through email.

## **11. Transition**

All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

## **12. Conflict of Interest**

Conflict of Interest occurs when a member's personal or financial interest conflicts with the duties and responsibilities of their position and obligation they offer to their organization.

An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

In the case of extenuating circumstances of a conflict of interest, any decision by the executive should be performed. If it conflicts with both President and Vice President, it should be decided by a neutral executive member as selected by a majority of present members. A conflict of interest with an executive member or regular member should be handled by a neutral President or Vice President.

### **13. Emergency Powers**

In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 60% of the entire general membership.

### **14. Bylaws**

Passage of bylaws shall be by at least 60% affirmative vote at a quorum general meeting.

### **15. Disclaimer**

The views and actions of this club in no way reflect the views of all the members of the UTMSU.