

## **Constitution of Chinese Christian Fellowship**

### **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “Chinese Christian Fellowship”
- 1.2. The official acronym or abbreviation of the group is “CCF”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is:
  - 1.3.1. To deepen the spiritual lives of the members of CCF and to have fellowship with one another.
  - 1.3.2. To bear witness to the Lord Jesus Christ.
  - 1.3.3. To prepare the Christian student for life after university as socially responsible individuals who remain in their faith with integrity.

### **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. There is no membership fee for CCF

### **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of eight (8) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

## **5. Article Five - Executive Committee Composition and Duties**

### **5.1. The President shall:**

- 5.1.1. Articulates a vision for CCF communally discerned by the executive committee
- 5.1.2. Plans, coordinates and directs the general welfare and improvement of CCF in alignment with its purpose and vision
- 5.1.3. Calls and oversees all executive meetings
- 5.1.4. Reminds concerned parties to carry out decisions of executive meetings
- 5.1.5. Represents CCF in external affairs (e.g. contact speakers, other groups and fellowships)
- 5.1.6. Audits the financial report in conjunction with a member appointed by the committee.

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

- 5.2.1. Assists in the responsibilities of the president and takes up the President's responsibilities during his or her absence.
- 5.2.2. Coordinates all small groups.
- 5.2.3. Works in collaboration with the Devotional Leaders in overseeing small groups and maintaining accountability with small group leaders.
- 5.2.4. Is responsible for ensuring communication and implementation of vision for CCF in small groups
- 5.2.5. Is responsible for the development of CCF leaders.

### **5.3. The Secretary-Treasurer shall:**

- 5.3.1. Is responsible for all correspondence on behalf of the Fellowship
- 5.3.2. Takes minutes for all executive meetings and is responsible for the maintenance of all archival material
- 5.3.3. Compiles and updates directory and makes it available to members of CCF
- 5.3.4. Prepares the annual budget of the Fellowship
- 5.3.5. Keeps records of the accounts of the Fellowship
- 5.3.6. Is responsible for all acknowledgements of gifts to the Fellowship
- 5.3.7. Prepares a semesterly (every 4 months) financial report that will be presented to the fellowship in the months of January, May, and September for the previous semester
- 5.3.8. Promotes, collects and distributes all funds needed for the work of the Fellowship
- 5.3.9. Makes arrangements for worship leaders and chairpersons for public meetings

### **5.4. The Social Coordinator shall:**

- 5.4.1. Is responsible for fostering an inclusive, vibrant, and loving community life
- 5.4.2. Oversees and supports all CCF social events, including retreats, and ministries
- 5.4.3. Arranges for ushers and general management details in preparation for public meetings
- 5.4.4. Makes arrangements for refreshments, recreation when necessary

- 5.4.5. To make hospitality arrangements for short-term visitors to the Fellowship
- 5.4.6. Is responsible to help newcomers connect and integrate into CCF.

**5.5. The Outreach Coordinator shall:**

- 5.5.1. Is responsible for fostering a culture of outreach in CCF where every member is empowered and equipped to live missionally.
- 5.5.2. Ensures that the vision, events, and activities are missionally sound
- 5.5.3. Coordinates outreach events and opportunities for the fellowship
- 5.5.4. Is responsible for promotion of CCF on campus.

**5.6. The Devotional Leaders (One brother and one sister) shall:**

- 5.6.1. Care for the spiritual needs of the brothers and sisters in CCF
- 5.6.2. Coordinate the follow-up of brothers and sisters in CCF
- 5.6.3. Be the representative voice for brothers and sisters in executive meetings
- 5.6.4. Plan and coordinate Men's and Women's Ministries
- 5.6.5. Work in collaboration with the Vice President in overseeing small groups and maintaining accountability with small group leaders

**5.7. The Worship Coordinator shall:**

- 5.7.1. Coordinates the large group programs for the school year
- 5.7.2. Works alongside committee to communicate and implement vision for CCF in the large group programs
- 5.7.3. Works and contacts ministry leaders for execution of large group programs
- 5.7.4. Ensures program is communicated clearly and creatively in the large group setting
- 5.7.5. Creates a worshipful and hospitable environment at large group meetings for everyone
- 5.7.6. Is responsible for growing a culture of worship that extends beyond CCF

**6. Article Six – Elections for the Executive Committee**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. Each nomination shall be proposed by one member and seconded by two other members. Members with the intent to run for elections shall express their interest to the Executive Committee prior to nominations.
- 6.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.7. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.9. It is preferred for a member not to hold a specific post for more than two consecutive terms.

## **7. Article Seven – Finances**

- 7.1. The Secretary-Treasurer shall keep an active record of income and expenses.
- 7.2. The Secretary-Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly or when necessary to decide on the program and general welfare of the Fellowship.
- 8.2. Additional meetings for prayer or fellowship will be held when necessary and as decided by the Executive Committee.
- 8.3. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.4. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
- 8.5. Annual General Members' Meeting is to be held immediately at the election meeting where the election of Executive Committee members who will take office in the following term takes place.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.