

CONSTITUTION OF THE TRINITY CANTONESE CHRISTIAN FELLOWSHIP

Section 1: Constitutions

1. Name

1.01 The organization shall be known as the *Trinity Cantonese Christian Fellowship*.

1.02 The official acronym or abbreviation of the organization shall be *TCCF*.

2. Mission

The mission of *TCCF* is outlined as follows:

2.01 To clearly present the gospel of the Bible to members of the University of Toronto (St. George Campus) and any other interested individuals who do not yet know Jesus Christ as their personal Savior.

2.02 To facilitate spiritual growth of new believers of Christianity, and to help them settle in with a home church body.

2.03 To cultivate spiritually mature believers and to encourage and equip them to serve in campus ministry.

2.04 To be a Christian fellowship always basing itself in the Bible.

3. Statement of Faith

The statement of faith is what the leadership of *TCCF* believes in. The statement of faith of *TCCF* is as follows:

3.01 The unity of the Father, the Son, and the Holy Spirit in the Godhead.

3.02 The sovereignty of God in creation, revelation, redemption and final judgment.

3.03 The divine inspiration and infallibility of the Scriptures, and its supreme authority in all matters of faith and conduct.

3.04 The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.

3.05 That redemption from guilt, penalty, and power of sin is possible only through the sacrificial death, as our Representative and Substitute, of Jesus Christ, who is the Incarnate Son of God.

3.06 The resurrection of Jesus Christ from the dead.

3.07 The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting him repentance toward God and faith in Jesus Christ.

3.08 The indwelling and work of the Holy Spirit in the believer.

3.09 The one holy universal Church, which is the body of Christ, and to which all true believers belong.

3.10 The expectation of the personal return of the Lord Jesus Christ.

4. Membership

4.01 Non-voting membership is open to University of Toronto students, staff, faculty, alumni, and to persons from outside the University. Non-voting members are awarded the following rights:

4.01.1 The right to attend all general meetings of members;

~~4.01.2 The right to stand for election unless otherwise stated in this document; and~~

4.01.2 The right to propose amendments to this constitution.

4.02 Voting membership is open only to registered students of the University of Toronto. ~~Voting members are highly recommended to attend at least~~ three (3) Fellowship Meetings in the current academic year, or two-thirds ($\frac{2}{3}$) of Fellowship Meetings, whichever is less. Voting members are awarded the following rights in addition to the rights of non-voting members as detailed in 4.01:

4.02.1 The right to cast votes on all motions at general meetings of members, including but not limited to elections, referenda, and constitutional amendments; and

4.02.2 The right to nominate members for elections.

4.03 Membership fees shall not be collected.

5. Meetings

5.01 Executive Committee Meeting

5.01.1 Meets once a month or when necessary.

5.01.2 Decides on the program and general welfare of the *TCCF*.

5.01.3 The right to attend Executive Committee meetings shall be open to all Executive Committee members and Honorary Advisor(s) only, unless

5.01.3.1 A written request is submitted by an individual who would like to attend the meeting. Such a request has to be approved by the Executive Committee, and must be submitted no less than seven (7) days in advance; or

5.01.3.2 The individual requesting to attend the meeting has served on the Executive Committee in the previous academic year, and his / her presence is not rejected by the common consensus of the current Executive Committee.

5.02 General Meeting

5.02.1 Meets at least once per academic term.

5.02.2 May be called by the Main Coordinator in case of urgent matters requiring a majority vote of members.

5.02.3 General Meetings are intended for the group's annual activity plan, and financial health and propose or vote on constitutional amendments, if any. Motions will be voted on according to the voting regulations outlined in Article 10.

~~5.02.3 It is open to all individuals who are interested.~~

~~5.02.4 The Executive Committee is advised to call a General Meeting once every week, but is subjected to the discretion of the Executive Committee.~~

~~5.02.5 Features, but not limited to messages by special speakers, fellowship, singspiration, Bible studies, etc.~~

5.03 Fellowship Meetings

5.03.1 Are held at least once per academic term.

5.03.2 Are organized by the Program Coordinator as specified in Article 6.

5.03.3 Fellowship meetings are intended for the spiritual growth in Christ of participants, and fellowship activities shall include at least one (1) of the following: Bible studies, Worship, devotion, sermons, etc.

5.03.4 Are open to all interested individuals.

~~5.03 Annual General Meeting~~

~~5.03.1 Meets at least once per year.~~

~~5.03.2 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 be voted on according to the voting regulations outlined in Article 10.~~

Section 2: Bylaws

6. Formation of Executive Committee

6.01 ~~An~~ The Executive Committee shall be composed of no more than six (6) elected individuals.

6.02 ~~The Executive Committee oughts to perform the following functions:~~ The Executive Committee shall be comprised of the following positions:

6.02.1 ~~Administration Items~~ Administrative Officer, whose responsibilities include:

6.02.1.1 Planning, coordinating the general welfare and improvement of *TCCF*;

6.02.1.2 Calling all Executive Committee meetings;

6.02.1.3 Chairing, or assigning designate(s) to chair Executive Committee meetings; and

6.02.1.4 Delegating all other responsibilities not specified in 6.02 among the Executive Committee.

6.02.2 ~~Treasury Items~~ Treasurer, whose responsibilities include:

6.02.2.1 Collecting offerings at each general meeting;

6.02.2.2 Overseeing and recording all *TCCF*'s financial transactions;

6.02.2.3 Managing banking and related financial matters of *TCCF*;

6.02.2.4 Preparing yearly budget report at the beginning of each academic year for *TCCF*;

6.02.2.5 Preparing financial report by the end of each academic year for *TCCF*;

6.02.2.6 Facilitating reimbursements to members' approved purchases on behalf of *TCCF*; and

6.02.2.7 Ensuring a smooth transition of finance managing tools, bank access, and *TCCF*'s assets to the next Executive Committee of the upcoming academic year.

6.02.3 ~~Secretarial Items~~ Secretary, whose responsibilities include:

6.02.3.1 Preparing the agenda, taking minutes during all Executive Committee meetings, keeping *TCCF*'s records in file;

6.02.3.2 Taking charge of all *TCCF* correspondence, notifying *TCCF* members of upcoming General Meetings; and

6.02.3.3 Reminding concerned parties to carry out decisions made at Executive Committee meetings.

6.03 The Executive Committee is also advised to perform the following functions:

6.02.4 Program ~~Coordination~~ Coordinator, whose responsibilities include:

6.02.4.1 Overseeing the processes and procedures at each General and Fellowship Meeting; and

~~6.02.4.2 Managing, or assigning designate(s) to manage the publicity of *TCCF*.~~

6.02.4.2 Preparing necessary materials to conduct General Meetings or Fellowship meetings

6.02.5 Devotional ~~Coordination~~ Coordinator, whose responsibilities include:

6.02.5.1 Promoting and overseeing *TCCF*'s prayer meetings; and

6.02.5.2 Preparing Bible study material for Bible study meeting(s)

6.02.5.3 Ensure the readiness, availability, and doctrinal orthodoxy of Bible Study Leaders; and

6.02.5.4 Educating the members of *TCCF* about Biblical Truth

6.02.6 Cell Group ~~Coordination~~ Coordinator, whose responsibilities include:

6.02.6.1 Assigning and overseeing cell group operations.

6.02.7 Worship ~~Coordination~~ Coordinator, whose responsibilities include:

6.02.7.1 Overseeing worship sessions for General Meetings and any related preparatory work;

6.02.7.2 Assigning Worship Leader(s) for each worship session;

6.02.7.3 Assisting Worship Leader(s) in forming worship team and organizing practice session(s) for each worship session;

6.02.7.4 Educating the members of *TCCF* about the Biblical truth about worship; and

6.02.7.5 Managing all physical assets relating to Worship; including maintenance and storage.

6.02.8 Retreat ~~Coordination~~ Coordinator, whose responsibilities include:

6.02.8.1 Inviting members to form the Retreat Subcommittee, hereafter referred to as the Retreat Committee; and

6.02.8.2 Assisting the Retreat Committee in organizing *TCCF*'s retreat(s).

6.02.9 Communications Coordinator, whose responsibilities include:

6.02.9.1 Representing *TCCF* in all external and public affairs;

6.02.9.2 Managing *TCCF*'s social media presence;

6.02.9.3 Managing *TCCF*'s relations with other campus fellowships; and

6.02.9.4 Connecting with external organizations, churches, and pastors.

6.03 Each position detailed in Article 6.02 shall be filled by at least one (1) Executive

Committee Member.

6.04 There is no limit to the number of positions an Executive Committee member may assume.

~~6.04 The Executive Committee is formed by the following members. The executive board of TCCF is not hierarchized. Naming of executive roles does not reflect intrinsic hierarchy in itself; the functionality of the Committee Members are in general similar, the members of the Executive Committee is hereafter referred to as Executive Members. Certain positions are allowed to be vacant by the provision of this article:~~

~~6.04.01 Executive Member 1~~

~~6.04.01.1 Coordinates with other Executive Members to ensure that the Executive Committee performs the functions outlined in Article 6.02, and promotes performance of the functions outlined in Article 6.03.~~

~~6.04.01.2 Performs the function of Article 6.04.01.1 with a focus on Treasury Items outlined in Article 6.02.3.~~

~~6.04.02 Executive Member 2~~

~~6.04.02.1 Coordinates with other Executive Members to ensure that the Executive Committee performs the functions outlined in Article 6.02, and promotes performance of the functions outlined in Article 6.03.~~

~~6.04.02.2 This position may be vacant.~~

~~6.04.03 Executive Member 3~~

~~6.04.03.1 Coordinates with other Executive Members to ensure that the Executive Committee performs the functions outlined in Article 6.02, and promotes performance of the functions outlined in Article 6.03.~~

~~6.04.03.2 This position may be vacant.~~

~~6.04.04 Executive Member 4~~

~~6.04.04.1 Coordinates with other Executive Members to ensure that the Executive Committee performs the functions outlined in Article 6.02, and promotes performance of the functions outlined in Article 6.03.~~

~~6.04.04.2 This position may be vacant.~~

~~6.04.05 Executive Member 5~~

~~6.04.05.1 Coordinates with other Executive Members to ensure that the Executive Committee performs the functions outlined in Article 6.02, and promotes performance of the functions outlined in Article 6.03.~~

~~6.04.05.2 This position may be vacant.~~

~~6.04.06 Executive Member 6~~

~~6.04.06.1 Coordinates with other Executive Members to ensure that the Executive Committee performs the functions outlined in Article 6.02, and promotes performance of the functions outlined in Article 6.03.~~

~~6.04.06.2 This position may be vacant.~~

6.05 ~~The~~ Executive Committee members may, ~~and is encouraged to~~ invite other members of *TCCF*, or other Executive Committee members, to assist ~~them in~~ their operation(s) or assume parts of their responsibilities per this constitution.

6.06 The term of office during which the ~~executive~~ members of the Executive Committee shall be obligated to discharge their duties and responsibilities shall be called a "term", and shall commence on the 1st of May and end on the 30th of April of the following year. The Executive Committee is, however, highly encouraged to work closely with the Executive Committee of the coming year in the beginning months of their term in order to help them get on track.

7. Responsibilities and Termination of Executives and ~~General~~ Members

7.01 The Responsibilities of Members, including Executives, Non-voting and Voting Members, are as follows:

7.01.1 Supporting TCCF's purpose and its work;

7.01.2 Understanding and upholding TCCF's constitution;

7.01.3 Respecting the rights of fellow TCCF members; and

7.01.4 Abiding by all University of Toronto policies, procedures, guidelines, and applicable Canadian laws.

7.01.5 Executive Committee Members shall additionally be responsible for carrying

out their respective duties as specified in Article 6, and upholding the Statement of Faith as specified in Article 3.

7.01.6 Voting Members shall additionally be responsible for maintaining attendance of at least two-thirds ($\frac{2}{3}$) of *TCCF*'s fellowship gatherings in the current academic year.

~~7.01. Any member who commits an act negatively affecting the interest of *TCCF* and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. A notice of removal shall be handed out if a petition is made by at least half ($\frac{1}{2}$) of the Executive Members or at least half ($\frac{1}{2}$) of the entire non-executive Active Member population as outlined in Article 4.04.~~

7.02 A petition of termination may be made against a member on the grounds of the concerned member's failure to uphold their responsibilities detailed in 7.01.1 to 7.01.4,

7.02.1 A petition shall be made by at least half ($\frac{1}{2}$) of the Executive Members or at least half ($\frac{1}{2}$) of the entire membership.

7.02.2 The member up for termination shall have the right to defend their actions and a question-answer period.

7.03 A petition of termination may be made against an Executive Committee Member on the grounds of the member's failure to uphold their responsibilities detailed in 7.01.5.

7.03.1 This petition concerns the removal of the member from their Executive Committee office and shall be separate from the petition to terminate their membership.

7.03.2 A petition shall be made by at least half ($\frac{1}{2}$) of the Executive Committee Members or at least half ($\frac{1}{2}$) of the entire membership.

7.03.2 The member up for termination shall have the right to defend their actions and a question-answer period.

7.04 A voting process as outlined in Article 10 in favor of removal is required to terminate the member of concern, with the following particulars and exceptions:

7.04.1 The initiator of the termination process and the subject of termination must not serve in the ~~Election~~ Voting Committee.

7.04.2 The termination process must also be first approved by the Executive Committee by a two-thirds ($\frac{2}{3}$) majority secret vote of the Executive Members if

the subject of termination is not an Executive Member.

~~7.04 If an Executive Committee Member has become the subject of termination, the motion to remove him/her from the Executive team shall be separate from the motion to terminate his /her membership. It is possible to only motion to remove an individual from the Executive Committee but not motion to terminate his / her membership.~~

7.05 The subject of termination shall be given the right to an appeal before the membership. Any ~~Active Member~~ member with the written endorsement of two-thirds ($\frac{2}{3}$) of the ~~Active Member~~ member population may also file an appeal instead of the subject of termination. Any appeal shall be made within one (1) week after the termination vote non-inclusive. A voting process as outlined in Article 10 will have the final say on the matter.

7.06 If an Executive Member ~~have~~ has been removed from the Executive Committee, the Executive Committee may call for a nomination session, followed by an Executive Committee By-election as outlined in Article 8 and Article 9, with the following particulars and exceptions:

7.06.1 The nomination date and election date can be announced in no less than one (1) week before the respective dates.

7.06.2 The nomination date can be no less than one (1) week before the Executive Committee By-election date.

7.06.3 Only one (1) motion to inaugurate an Executive Candidate will be passed per Executive Member terminated.

7.06.4 The inaugurated Executive Candidate shall serve as an Executive Member taking up the roles of the removed Executive Member, effective immediately after the announcement of By-election results; their term shall end at the same time as the rest of the Executive Committee.

7.07 No club funds may be spent while any termination process against any Executive Member is in progress.

7.08 Executive Committee shall review the voting rights of Voting Members at least one (1) week before any vote is conducted.

7.08.1 The Executive Committee may revoke the Voting Membership status of members who fail to uphold their responsibility as specified in 7.01.6, or who no longer meets the requirements specified in 4.02.

7.08.2 The Executive Committee shall inform the Voting Member of the

revocation before the vote. The Voting Member must be given the right to appeal.

7.08.3 Plausible grounds of appeal include a) timetable conflict with courses, b) absence due to sickness, and c) other extenuating circumstances.

7.08.4 The Executive Committee holds the final right to revoke the member's Voting Membership status and shall inform them of the final decision before the vote is held.

8. Executive Committee Nomination

8.01 All registered U of T members are given the right to be nominated.

8.02 The right to nominate is given to all individual who fulfills all of the following conditions, hereafter referred to as Eligible Nominators:

8.02.1 Is a registered U of T member;

8.02.2 Is an Active Member as outlined in Article 4.04; and

8.02.3 Is physically present at the nomination venue during the nomination.

8.03 Eligible Nominators can nominate up to six (6) individuals with the right to be nominated.

8.04 A Nomination Committee shall be appointed by the Executive Committee to Oversee and conduct a nomination.

8.04.1 The Nomination Committee shall consist of at least one (1) existing executive member and at least one (1) scrutinizer from the members of *TCCF*.

8.04.2 All members of the Nomination Committee shall be unbiased in the results of the nomination, and shall be required to disclose any and all conflicts of interest in the nomination.

8.04.3 The Nomination Committee shall select an nomination date. The nomination date shall be at least two (2) weeks before the Executive Committee Election date. The nomination date shall be announced in a minimum of two (2) weeks prior to the nomination date.

8.04.4 The Nomination Committee shall provide each Eligible Nominator with a paper ballot on the nomination date and ask the Eligible Nominator(s) to write the names of the individuals they wish to nominate on the ballot and place their ballot in

an enclosed container.

8.05 Any individual with the right to be nominated who receives at least one (1) nomination is considered a Nominee.

9. Executive Committee Election

9.01 All Nominee(s) are given the right to run in an Executive Committee Election as an Executive Candidate.

9.02 All Nominee(s) reserves the right to not run in an Executive Committee Election as an Executive Candidate.

9.03 A motion shall be made to inaugurate each Executive Candidates to form the Executive Committee-elect with the voting regulations outlined in Article 10, with the following particulars and exceptions:

9.03.1 In the case where more numbers of motions to inaugurate Executive Candidates than the number of vacancies in the Executive Committee, as outlined in Article 6.01, have been passed, only the number of motions equal to the number of vacancies with the most “Approve” votes shall be considered to be passed; all the other motions shall be considered as failed.

9.03.2 In the case where there is a tie for the last position(s) in the Executive Committee following provisions in Article 9.03.1 or this Article 9.03.2 or Article 9.03.3, a second voting procedure shall immediately begin with the following procedures:

9.03.2.1 Motions with more “Approve” votes than the tied motions for the last position(s) in the Executive Committee shall be considered passed immediately.

9.03.2.2 The respective Executive Candidates of the concerned tied motions shall be enlisted as the candidates for this second voting process.

9.03.2.3 The Election Committee shall provide each Voting Member with a paper ballot and ask the Voting Member(s) to place their ballot in an enclosed container.

9.03.2.4 Each Voting Member shall cast vote to a number of candidate(s) no more than the number of vacant position(s) in the Executive Committee-elect, or their vote shall be considered invalid.

9.03.2.5 The candidate(s) with the most number of votes shall fill the vacancy(s) in the Executive Committee-elect.

9.03.2.6 In the case of another tie, the process outlined in this Article 9.03.2 shall be repeated until the vacancies in the Executive Committee-elect is successfully filled.

9.03.3 In the case where no more than one (1) motion to inaugurate Executive Candidates have been passed, the failed motion(s) with the most number of “Approve” votes shall be considered to be passed as well.

9.03.4 If more motions than the number of vacancies in the Executive Committee have been passed following the provisions in Article 9.03.3, a second voting procedure shall immediately begin with the procedures outlined in Article 9.03.2.

9.04 In the case where no more than one (1) motion to inaugurate Executive Candidates is available for voting, any individual with the right to be nominated may self-nominate to become an Executive Candidate.

9.04.1 Such nominations shall be made in written communications to the Election Committee at least one (1) day prior to the election date.

9.04.2 The Election Committee shall propose a motion to inaugurate concerned individual to the Executive Committee-elect as an Executive Candidate at the election date for the Voting Members to vote upon.

9.05 The Executive Committee Election shall be held by the end of the academic year, no later than 31st March each year.

9.06 The Executive Committee-elect shall replace the existing Executive Committee at the beginning of the following academic year on the 1st of May each year. Existing Executive Committee members who are not reelected will be discharged of their duties at the same time.

9.07 Preferred requirements of Executive Candidate(s)

9.07.1 Individual(s) who can carry out the mission of *TCCF* is

preferred. 9.07.2 Individual(s) in good standing with *TCCF* is preferred.

9.07.3 Individual(s) who stand for the statement of faith of *TCCF* is preferred.

10. Voting Regulations

~~10.01 The right of voting is given to any individual who fulfills all of the following conditions, hereafter referred to as a Voting Member:~~

~~10.01.1 Is a registered U of T member;~~

~~10.01.2 Has attended 66% or more of the General Meetings in the current academic year up to the election date inclusive;~~

~~10.01.3 Is physically present at the voting venue during the vote; and~~

~~10.01.4 Has been a member of *TCCF* for at least 30 days.~~

10.01 The Executive Committee shall review the voting status of members by carrying out article 7.08 one (1) week before a vote.

10.02 An ~~Election~~ Voting Committee shall be appointed by the Executive Committee to Oversee and conduct a vote.

10.02.1 The ~~Election~~ Voting Committee shall consist of at least one (1) existing executive member and at least one (1) scrutinizer from the members of *TCCF*.

10.02.2 All members of the ~~Election~~ Voting Committee shall be unbiased in the results of the ~~election~~ vote, and shall be required to disclose any and all conflicts of interest in the ~~election~~ vote.

10.02.3 The ~~Election~~ Voting Committee shall select ~~an election~~ a voting date. The ~~election~~ vote date shall be announced in a minimum of two (2) weeks prior to the ~~election~~ voting date.

10.02.4 The ~~Election~~ Voting Committee shall conduct the vote by secret ballot. ~~provide each Voting Member with a paper ballot on the voting date and ask the Voting Member(s) to place their ballot in an enclosed container.~~

10.03 ~~All individuals granted with the right of voting, hereafter referred to as~~ Voting Members shall have one (1) vote in the concerned voting process.

10.04 Voting Members may vote for either “Approve”, “Disapprove”, or “Abstain” in a vote, or their vote shall be considered invalid.

10.05 A motion shall be considered to be passed if it fulfills all the following criterias,

unless otherwise specified elsewhere in this constitution:

10.05.1 At least 66% of the votes excluding invalid votes and “Abstain” votes are “Approve” votes.

10.05.2 No more than 50% of all the valid votes are “Abstain” votes.

11. Finance

11.01 *TCCF* shall be operated as a non-profit organization. Executive Members and *TCCF*'s members may not engage in activities that are essentially commercial in nature.

11.01.1 11.04 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.

11.02 *TCCF* shall be supported by free will offerings by its members and funding granted by other external sources.

11.03 The fiscal year of the *TCCF* shall be from the 1st of May to the 30th of April of the following year.

12. Honorary Advisor(s)

12.01 The advisor(s) may be recommended and approved by the Executive Committee.

12.02 The term of office for the advisor(s) shall be one year from the 1st of May to the 30th of April of the following year.

12.03 The objective for the positions of Advisor is to allow *TCCF* participants to benefit from the wisdom and example of persons who are mature in their Christian life and experienced in Christian student ministry. Therefore, the role of the *TCCF* Advisor(s) should include, but not limiting to, the following:

12.03.1 Providing support, guidance, and consultation for the Executive Committee and her Executive Members.

12.03.2 Providing counseling for the participants of *TCCF*.

13. Quorums

13.01 The quorum for each executive meeting shall be two-thirds ($\frac{2}{3}$) of the total number of Executive Committee members.

14. Productions, Publications, and their Copyright

14.01 The Executive Committee reserves the right to approve all productions and publications to be endorsed by *TCCF*.

14.02 *TCCF* shall own the copyright of all productions and publications of *TCCF*.

14.03 Commercial reproduction of any part of *TCCF*'s productions or publications must receive the approval from *TCCF*'s Executive Committee with no less than a one-half ($\frac{1}{2}$) majority vote.

14.04 The approval from the current *TCCF* Executive Committee is not required for any personal and nonprofit reproductions by any of the creators of productions or publication contents.

14.05 *TCCF* shall have the final authority over any copyright issues regarding *TCCF*'s productions and publications.

15. Amendment Regulations

15.01 Motions of constitutional amendments, to Articles 1 to 5 inclusive and additions, shall be adopted by an affirmative vote at a General Meeting with an at least two-thirds ($\frac{2}{3}$) majority vote in a voting process outlined in Article 10-9.

15.02 Motions of by-law amendments and additions shall be adopted by an affirmative vote at a General Meeting with an at least two-thirds ($\frac{2}{3}$) majority vote in a voting process outlined in Article 10 9.

15.03 All U of T members have the right to propose amendments to this constitution. Once an official amendment request has been proposed, the Executive Committee shall make a reply within one (1) month.

16. Amendment Records

16.01 All amendment records shall include name(s) of initiator(s) and the date of approval of the amendment. Details of the amendment must be attached to the end of this constitution as an appendix.

16.02 Amendment History

16.02.1 This constitution has been amended by a two-thirds ($\frac{2}{3}$) majority vote in a General Meeting initiated by Nathan Luk on 28th March 2019. Details have been appended in Appendix A.

Appendix A: Constitution Amendment Details, 28th March, 2019

Amendment Summary

This constitution amendment had been a major revision to the preexisting constitution. As such, the prior version will be appended below as a reference.

This revision mainly focused on reworking the following areas of the constitution:

- Meeting regulations;
- Executive Committee formation;
- Election Process;
- Voting Regulations;
- Termination process;
- Finance, in particular amending the fiscal year;
- Publications;
- Amendment regulations; and
- Style, syntax, and grammar.

All regulations in this appendix shall not hold any legal power, thus shall not be enforced. Only regulations in the main body shall be enacted. This appendix is appended for the purpose of reference only.

Section 1: Constitutions

1. Name

1.01 The The organization shall be known as the Trinity Cantonese Christian Fellowship, hereafter referred to as TCCF.

2. Mission

2.01 To clearly present the gospel of the Bible to students who live in the area of the University of Toronto (St. George Campus) and do not yet know Christ as their personal Savior.

2.02 To help new believers settle in with a home Church body.

2.03 To cultivate spiritually mature believers that are encouraged and equipped to serve for campus ministry.

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3.05 That redemption from guilt, penalty, and power of sin is possible only through the sacrificial death, as our Representative and Substitute, of Jesus Christ, who is the Incarnate Son of God.

3.06 The resurrection of Jesus Christ from the dead.

3.07 The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting him repentance toward God and faith in Jesus Christ.

3.08 The indwelling and work of the Holy Spirit in the believer.

3.09 The one holy universal Church, which is the body of Christ, and to which all true believers belong.

3.10 The expectation of the personal return of the Lord Jesus Christ.

4. Membership

4.01 Membership is available to any individual within the University of Toronto community, including all students, staff, faculty and alumni, hereafter referred to as registered U of T members.

4.02 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, hereafter referred to as registered non-U of T members. However, these members do not hold the aforementioned rights.

5. Meetings

5.01 Executive Committee

5.01.1 Meets once a month (or when necessary);

5.01.2 Decides on the program and general welfare of the TCCF

5.02 General Meeting

5.02.1 Meets at least once per academic term.

5.02.2 May be called by the Main Coordinator in case of urgent matters requiring the majority decision of the members

5.02.3 It is open to all those who are interested;

5.02.4 Its features include message by special speakers, fellowship, singspiration, etc.

5.03 Annual General Meeting

5.03.1 Meets at least once per year.

5.03.2 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 66% majority of registered U of T members in attendance for a vote to be cast

Section 2: Bylaws

6. Executives

6.01 Main Coordinator

6.01.1 Plans, coordinates the general welfare and improvement of the

TCCF; 6.01.2 Calls all Executive Committee meetings

6.01.3 Represents the TCCF where external affairs are concerned.

6.02 Devotional Coordinator(s)

6.02.1 Promotes and oversees prayer meetings on campus;

6.02.2 Prepares Bible study material for the Bible study meeting(s).

6.03 Secretary

6.03.1 Prepares the agenda, takes minutes during all the Executive Committee meetings, and keeps TCCF records in file;

6.03.2 Takes charge of all TCCF correspondence;

6.03.3 Reminds concerned parties to carry out decisions made at Executive Committee meetings.

6.04 Treasurer

6.04.1 Collects offerings after each meetings

6.04.2 Oversees and record financial transactions

6.04.3 Prepares financial report for the members.

6.05 Program Coordinator

6.05.1 Oversees the process and procedures at each weekly meeting;

6.05.2 Takes care of the publicity of the TCCF.

6.06 Cell group leaders

6.06.1 Oversee cell group

6.07 The term of office during which the officers of the Executive Committee shall be obligated to discharge their duties and responsibilities shall be called a "term" and shall commence on the 1st of May and end on the 30th of April of the following year.

7. Termination of Executives or General Members

7.01 Any member who commits an act negatively affecting the interest of TCCF and its member, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

7.02 The member up for removal shall have the right to defend his/her actions. 7.03

66% majority vote of the current members present in favor of removal is required.

7.04 The member must have the right to an appeal before the membership, and the majority vote of the registered U of T members will have the final say on the matter

8. Election

8.01 All registered U of T members can run.

8.02 All registered U of T can be nominated

8.03 All executives are elected by current registered U of T members with an attendance of 66% or more in the current year.

8.04 The executive committee shall strike the elections committee and appoint at least one existing executive member and at least one scrutinizer from the registered U of T members on the election committee to conduct and hold elections by the end of the academic year. All members of the elections committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

8.05 The election committee shall select an election date. The election date will be announced in a minimum of two weeks prior to the election date.

8.06 The Election committee shall provide each U of T member with a paper ballot on the voting date and ask the member to place their ballot in an enclosed container.

8.07 The candidate(s) with more than 66% of the vote shall be elected to the position.

8.08 Preferred requirements of candidate(s)

8.08.1 Candidate(s) that can carry out the mission of TCCF is preferred.

8.08.2 Candidate(s) with good standing of TCCF is preferred.

8.08.3 Candidate(s) that stand for the statement of faith of TCCF is preferred.

9. Finance

9.01 The TCCF shall be supported by free will offerings by its members and funding granted by other external sources.

9.02 The fiscal year of the TCCF shall be from the 1st of September to the 31st of August of the following year.

10. Honorary Advisor(s)

10.01 The advisor(s) may be recommended and approved by the Executive

Committee. 10.02 The term of office for the advisor(s) shall be one year from May 1

to April 30.

10.03 The objective for the positions of Advisor is to allow TCCF participants to benefit from the wisdom and example of persons who are mature in their Christian life and experienced in Christian student ministry. Therefore, the role of the TCCF Advisor(s) should include, but not limiting to, the following:

10.03.1 Providing support, guidance, and consultation for the Executive

Committee 10.03.2 Providing counseling for the participants of TCCF

11. Quorums

11.01 The quorum for an executive meeting shall be two-thirds of the total number of Executive Committee members.

12. Publications

12.01 The Executive committee reserves the right to approve all publications endorsed by TCCF.

13. Amendments

13.01 Constitutional amendments, that is Articles I to VII inclusive, and additions shall be adopted by an affirmative vote of at least two-thirds of the total registered U of T membership of the TCCF.

13.02 By-law amendments and additions shall be adopted by an affirmative vote of at

least two-thirds of the total registered U of T membership of TCCF.