

# UTSC Asian Christian Fellowship Student Group Constitution

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## Article I: Name of Organization

1.1 The official name of the organization will be *UTSC Asian Christian Fellowship Student Group* at the University of Toronto Scarborough.

1.2 The UTSC Asian Christian Fellowship may be referred to by the acronym *UTSC ACF* or simply *ACF*.

## Article II: Purpose

2.1 The purpose of UTSC ACF will be to:

- Bear witness to the Lord Jesus Christ and to His redemptive saving work on the cross.
- Make Disciples of Christ, who are inspired by and rooted in the Holy Scriptures of the Old and New Testaments, who take personal responsibility for their faith, and desire to be more Christ-like every day.
- To develop deep, genuine fellowship among members in the fellowship.

2.2 The UTSC ACF will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by providing positive space for Christians to fellowship, pray and worship together.

2.3 The UTSC ACF fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

2.4 The UTSC ACF operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

## Article III: Statement of Faith

3.1 We believe that there is one true and living God who is the Creator and Sustainer of all things.

3.1.1 We believe that God exists eternally as the Trinity, consisting of God the Father, God the Son, and God the Holy Spirit.

3.1.2 We believe each person of the Trinity is fully God and eternally coexisting with one other.

3.2 We believe that Jesus Christ, God's only begotten Son, was conceived by the Holy Spirit and was born of a virgin.

3.2.1 We believe that Jesus Christ is God incarnate, being fully God and fully man.

3.2.2 We believe that although He was tempted in every way a man is tempted, Jesus Christ remained perfect and lived a sinless life.

3.2.3 We believe that Jesus Christ was crucified by Herod and Pontius Pilate, died, was buried, and rose again from the dead on the third day.

3.2.4 We believe that the death and resurrection of Jesus Christ appeased God's wrath against sinners and that all who call on His name will be saved and preserved for eternity.

3.3 We believe in the Holy Spirit – being God Himself that lives in the hearts of His people.

3.3.1 We believe the Holy Spirit regenerates us to have saving faith in God, and it continues to sanctify and renew the hearts of believers to live lives obedient to God's Word.

3.4 We believe that the Bible is the complete, inspired, infallible Word of God, having supreme authority in all matters of doctrine, faith, and conduct.

3.5 We believe that all mankind is born with an inherent sinful nature, and can do nothing to change or remove their sinful state, that it is only through the atoning work of Jesus Christ on the cross to redeem sinners by grace through faith in Jesus Christ alone that we can be saved.

3.5.1 We believe that mankind is unable to know God or come to righteousness on our own, and that it was only through God's Spirit intervening in our lives that we can come to knowledge of Him.

3.5.2 We believe that Jesus Christ lived the perfect life we could not, bearing our sins on the cross, and dying the death we should have died to justify us in the eyes of God.

3.5.3 We believe that Jesus Christ is our salvation by grace alone, not by our individual merit or works but solely by God's unconditional choice to extend mercy and love to sinners.

3.6 We believe that saving faith is necessarily accompanied by repentance, which involves the recognition and sorrow over one's own sinfulness, and resulting in the turning away from all known sin, with a new desire to live in obedience to Jesus Christ and His Word.

3.7 We believe that the universal church is composed of all those that have truly repented and believed in Jesus Christ; that the church is the body of Christ with Jesus Christ being the head of the church.

3.8 We believe in the second coming of Jesus Christ that He will return in all His glory to receive His own; that there will be a bodily resurrection of the dead, of the believers through the Holy Spirit into their heavenly inheritance of eternal life, and of the unbelievers unto condemnation; followed by the establishment of God's new heaven and new earth.

#### **Article IV: Membership**

4.1 Membership in UTSC ACF is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.

4.2 Each member shall be afforded the following rights through membership in UTSC ACF:

4.2.1 The right to participate and vote in group elections and meetings;

4.2.2 The right to communicate and to discuss and explore all ideas;

4.2.3 The right to organize/engage in activities/events that are reasonable and lawful;

4.2.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

4.2.5 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;

4.2.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;

4.3 Each member shall possess the following responsibilities relative to participation in UTSC ACF:

4.3.1 Support the purpose of the organization;

4.3.2 Uphold the values of the organization;

4.3.3 Contribute constructively to the programs and activities offered by the organization;

4.3.4 Attend general meetings;

4.3.5 Abide by the constitution and subsequent official organizational documents;

4.3.6 Respect the rights of peers and fellow members;

4.3.7 Abide by University of Toronto policies, procedures, and guidelines;

4.3.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

4.4 The UTSC ACF values and respects the personal information of its members. The UTSC ACF secures its member's information at all times and will not supply names or other confidential information to third-parties.

4.5 The UTSC ACF will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

4.6 The process of becoming a member of UTSC ACF is as follows:

4.6.1 The individual must have attended at least one UTSC ACF event. An 'event' may include, though not limit to:

a. A regular program

b. A social gathering or dinner

c. Any function that is organized by UTSC ACF

4.6.2 Must have reached out to at least one UTSC ACF executive member to express their interest in joining

#### **Article V: Executives**

5.1 The roles of the executives of the organization include the Chair, Vice-Chair, Treasurer, Small Group Coordinator, Music Worship Coordinator.

5.2 In the event of there being fewer than five (5) executives, it is up to the discretion of the executive committee which position is left vacant.

5.2.1 With the exception of the role of the Chair, the executive committee may choose to combine the responsibilities of a vacant position with an occupied position.

5.3 The broad responsibilities of each executive position are as follows:

5.3.1 The Chair is the official spokesperson of the organization and provides the vision and direction for all components of the organization in a manner consistent with the organization's constitution and policies. The Chair oversees external affairs and the internal activities of the club including overseeing the vision of the fellowship and group functions. The Chair acts as a liaison between the organization and other groups on and off campus. Key responsibilities include leading executive member meetings, preparing programs, delegating to the rest of the executive committee and overseeing the transition

between executive teams.

5.3.2 The Vice-Chair supports the Chair and executes the direction for the year set by the Chair in conjunction with the rest of the executives. Acting as the operational arm to the Chair, the Vice-Chair ensures that the vision of the organization is carried out throughout the year in the weekly programs and oversees the organizational structure and function of fellowship activities. The Vice-Chair is also responsible for communications within the organization. Monitoring the wellbeing of individual members is the responsibility of the Vice-Chair as well.

5.3.3 The Treasurer oversees the organization's finances and is in charge of administrative duties in assistance to the executive team as required. These responsibilities include checking the club email, attending all necessary meetings, handling social media accounts, taking notes during executive meetings and organizing event logistics as necessary. Forming the Welcome Team for welcoming newcomers and leading the team is also a responsibility of the Treasurer.

5.3.4 The Small Group Coordinator is responsible for overseeing the well-being and structure of small groups within the organization. This includes the planning for the vision of the small groups for the year and facilitating the training of small group leaders for the year.

5.3.5 The Music Worship Coordinator is responsible for organizing and preparing the worship component for the organization's weekly meetings and other events as necessary. The assembly of a team of volunteers for the weekly worship component and caring for the team members is also required. Another key responsibility includes the facilitation and organization of the weekly prayer meeting.

5.4 Only student members of the organization may hold executive positions.

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

5.6 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.

5.7 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.

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

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

5.10 Any vacancy of executives shall be filled by the Chair 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.

5.11 If the Chair 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.

5.12 Any vacancy of the Chair 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.

## **Article VI: Removal of Members and Executives**

6.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

6.1.1 A member or executive has engaged in unlawful actions or activities;

6.1.2 A member or executive has violated the constitution;

6.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

6.1.4 A member or executive has violated the rights of a fellow member;

6.1.5 A member or executive has not fulfilled their organizational responsibilities;

6.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

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

6.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

6.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

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

6.3.1 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.

6.3.2 Second Tier:

- Initiated because the member or executive has violated section 6.1 after receiving a first tier warning relative to a particular action or behavior.
- The Vice Chair 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 Vice Chair 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 6.1 will be given fourteen (14) calendar days from receiving the Vice Chair's written response to demonstrate progress or correction of behavior.

6.3.3 Third tier:

- Initiated because the member or executive has violated section 6.1 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 may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

## **Article VII: Finances**

7.1 The funds of the organization shall be expended pursuant to the operating budget approved by the executive committee.

7.2 Notwithstanding section 6.1, an individual executive may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without a unanimous vote by the executive committee.

7.3 All Budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.

7.4 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint, or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct, or authorize from time to time and to the extent thereby provided.

7.5 The Chair and the Treasurer shall be the sole signing authorities of banking instruments for the organization.

7.6 UTSC ACF will ensure that proper and accurate financial records are maintained and passed on to incoming

executives following each year's elections.

7.7 UTSC ACF will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

### **Article VIII: General Meetings**

8.1 General Meetings are to be held at least once a week during the periods between September 1 to November 30 and January 1 to March 31.

8.2 It is up to the discretion of the executive committee the frequency of general meetings between the periods of April 1 to August 31.

8.3 General Meetings can consist of, but are not limited to: Bible studies, speaker workshops, special events, social events, worship/prayer nights, etc.

8.4 All General Meetings will conclude with an announcement of the future activities of the organization including the details of the next General Meeting.

8.5 Any such General Meeting can make amendments or changes to policies provided it meets quorum.

8.5.1 Quorum will first be established by the presence of a simple and clear majority of the executive committee.

8.5.2 For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at a minimum of a 2:1 ratio.

8.6 General meetings will be facilitated by a member of the executive committee selected from a vote by the executive committee. The lead executive shall be responsible for:

8.6.1 Formulating and distributing a General Meeting rundown for the executive committee to review no later than two (2) days before the meeting;

8.6.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

8.6.3 Moderating the discussion at meetings according to the agenda;

8.6.4 Suspending members from participating in meetings for constitutional or procedural violations.

8.7 General meetings are open to anyone

8.8 Members must contact the Chair a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chair will then add the discussion item to the agenda.

8.9 The Chair presiding over a meeting of members may, with the consent of the most members, decide to adjourn these meetings from time to time.

### **Article IX: Executive Meetings**

9.1 The purpose of Executive Meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

9.2 Executive Meetings will be facilitated by the Chair of the organization. The Chair shall be responsible for:

9.2.1 Formulating and distributing an agenda for each meeting;

9.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

9.2.3 Moderating the discussion at meetings according to the agenda;

9.3 Attendance is mandatory at the Executive Meeting by all committee members. This may be waived in emergency situations that the Chair deems legitimate.

9.4 There shall be a minimum of one (1) executive meeting held every week during the period of September 1 to March 31. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives a minimum of two (2) calendar days prior to the meeting.

9.5 The frequency of executive meetings occurring between April 1 and August 31 will be left to the discretion of the executive committee.

9.6 Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.

9.7 Minutes of all Executive Meetings must be recorded and maintained for reference purposes.

9.8 Executives must notify the Chair a minimum of six (6) hours before an Executive Meeting to inform them of new business they wish to discuss. The Chair will then add the discussion item to the agenda.

9.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

9.10 Any vote at an Executive Meeting shall be decided by a show of hands.

9.11 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

9.12 The Chair may, with the consent of the majority of executives, decide to annul or postpone these meetings from time to time.

## **Article XI: Elections**

11.1 Executive elections will be held prior to April 1 each year.

11.2 Candidates for executive positions will be comprised of all general members that have accepted their nomination for the executive committee.

11.2.1 Candidates do not run for specific executive positions but rather for a general executive committee position. The specific executive roles will be determined on a later date (see section XIII).

11.3 Prior to each election, the Chair will facilitate a question and answer forum for each candidate, first fielding questions from the current executive committee, before opening it up to the general members.

11.4 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the executive committee.

11.4.1 This committee will be comprised of one (1) non-executive general member and one (1) executive member.

11.5 Successful candidates will be determined by a simple and clear majority of the total eligible votes at the election.

11.6 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.

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

## **Article XII: Amendments**

12.1 The organization may make, amend or repeal the constitution or certain sections therein.

12.2 Notice of a meeting called to consider such a resolution shall be given as follows:

12.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least seven (7) days prior to the date of the meeting called to consider the change;

12.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least seven (7) days prior to the date of the meeting called to consider the change.

12.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting.

12.4 The general membership must have the final say on amendments to the constitution.

12.5 The Statement of Faith may not be amended.

## **Article XIII: Transition**

12.1 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.

12.2 During this training session, the specific executive positions of the incoming executive team will be discussed and agreed upon with the outgoing executives.

12.3 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.

12.4 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.

## **Article XIV: Food Handling on Campus**

14.1 UTSC ACF will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

## **Article XV: Precedence of University Policies**

15.1 UTSC ACF will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of UTSC ACF, the University's policies, procedures, and guidelines will take precedent.

## **Article XVI: Legal Liability**

16.1 The University of Toronto Scarborough does not endorse the UTSC ACF's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

**Article XVII: Banking**

17.1 UTSC ACF agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.