

## **Constitution of UTSC Mandarin Christian Fellowship (MCF)**

### **Article I: Name of Organization**

- 1.1 The official name of the organization will be UTSC Mandarin Christian Fellowship.
- 1.2 The UTSC Mandarin Christian Fellowship may be referred to by the acronym UTSC MCF or simply MCF.

### **Article II: Purpose**

- 2.1 The purpose of UTSC Mandarin Christian Fellowship will be to:
  - 2.1.1 Provide a welcoming place for Mandarin-speaking students to explore the Christian faith.
  - 2.1.2 Foster the spiritual growth of Mandarin-speaking Christians at all levels of faith through Bible study and discussion.
  - 2.1.3 Guide students to local churches and further Christian resources.
- 2.2 The UTSC Mandarin Christian Fellowship will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by
  - 2.2.1 Providing a welcoming platform for students to discuss faith, share life experiences and thoughts.
  - 2.2.2 Provide counselling and support for students who seek mental and spiritual support.
- 2.3 The UTSC Mandarin Christian Fellowship 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 Mandarin Christian Fellowship 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 *The Bible*  
We believe that the Bible, consisting of the Old and New Testaments only, is verbally inspired by the Holy Spirit, is inerrant in the original manuscripts, is the infallible and authoritative Word of God, and is the rule for all human conduct.  
(2 Tim. 3:16-17; 2 Peter 1:19-21)
- 3.2 *The True God*  
We believe there is only one true God who exists eternally in three persons, Father, Son, and Holy Spirit. These three are one in essence and equal in every divine perfection.  
(1 Cor 8:6; 1 John 5:7)
- 3.3 *Jesus Christ*  
We believe Jesus Christ is the second person of the Holy Trinity, God the Son. He

was conceived by the Holy Spirit, born of the Virgin Mary, lived and walked among men on this earth, and died on the cross for our sins. He was buried, raised on the third day, and is now seated at the right hand of God the Father, making intercession for the believers. One day He shall return to establish His kingdom on earth and judge both the living and the dead.  
(Luke 1:26-38; Mark 16:19; 1 Cor. 15:23-25; 1 Thess 4:13-18)

### 3.4 *The Holy Spirit*

We believe the Holy Spirit, the third person of the Trinity, is a Divine Person, coming upon the Church at Pentecost. It is He who convicts sinners, imparts new life, indwells all believers, and baptizes all believers into one Body, and gives various spiritual gifts as He determines for ministry in the Church. He fills all yielded believers to live victorious Christian lives.  
(1 Cor 12: 7-11, 13; John 16: 7-8)

### 3.5 *The Fall of Man*

We believe that man, created in the image of God, was tempted by Satan, the Deceiver of the whole world, and fell. Sin and death entered into the world. Because of Adam's sin, all men have sin imputed, are totally depraved, and need to be regenerated by the Holy Spirit for Salvation.  
(Gen.1:26;3:6; Rom 5:10-19; Eph 2:2; 2 Cor 4:4; Rev 20:10)

### 3.6 *Satan*

We believe that Satan is the angel who fell into sin, and the demons are the angels who followed in his disobedience. Satan and his demons are the enemies of God, His Plan, and God's people. He is the deceiver, the accuser, the tempter, and the roaring lion seeking to devour. He desires to undermine and destroy the plans of God and God's people in every way he can. Ultimately, he and his fallen angels will be defeated and judged, and Satan himself will be cast into the lake of fire for all eternity.  
(Genesis 3:1-6; Job 1:6-7; Revelation 20:1-3,7-8,10)

### 3.7 *Salvation by Grace*

We believe that Salvation consists in the remission of sins, the imputation of Christ's righteousness, and the gift of eternal life received by faith alone, apart from works. All who accept Christ as Saviour are born again from above, are eternally secure in Christ, and are to inherit God's kingdom.  
(John 3:3-16, 10:27-29; Acts 16:31; Rom 4:3, 5; 10:9-13; 1 Cor 1:30; Eph 1:7; 2:8-9)

### 3.8 *The Church*

We believe that the universal Church is established by Jesus Christ. He is the head of the Church and the Church is His Body for service. All born again believers through the manifestation of local church are members of Christ's Body. Each one, having individual spiritual gifts and functions, is responsible for the growth and maturity of His Body.

(Eph 1:22-23; 4:1-16; Gal 3:28)

3.9 *The Ordinances*

We believe there are two church ordinances: Baptism and Holy Communion. Through Baptism, a born again believer identifies himself with Christ in His crucifixion, burial, and resurrection; henceforth to live not for himself, but for Christ who lives in him. Holy Communion is the commemoration of our Lord's death until He comes, the bread and wine being symbols of His Body and Blood. (Rom. 6:3-11; 1 Cor. 11:23-26; 1 Cor. 10:16-17).

3.10 Missions

We believe that Christ commanded the Church to go into all the world and preach the Gospel to every creature, baptizing and teaching those who believe. (Matt 28:18-20; Mark 16:15-16)

3.11 The Return of Christ

We believe that the return of Christ to earth is imminent, and that it will be visible and personal. (Acts 1:11; John 4:3; 1 Thess 4:13-18)

3.12 *Resurrection of the Dead*

We believe that the saved will be raised to everlasting life and blessedness in heaven, and that the unsaved will be raised to everlasting and conscious punishment in hell. (1 Thess 3:16-17; Rev 20: 4, 11-12; Jude 14-15)

**Article IV: Membership**

4.1 Membership in the UTSC Mandarin Christian Fellowship is open to all registered students of the University of Toronto Scarborough. Staff, faculty, and alumni are subject to invitation.

4.2 The term of membership for the UTSC Mandarin Christian Fellowship will be from September 1 to August 31 each year.

4.3 Each member shall be afforded the following rights through membership in the UTSC Mandarin Christian Fellowship:

4.3.1 The right to participate in club gatherings and activities.

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

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

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

4.3.5 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;

- 4.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 4.4 Each member is responsible for the following relative to participation in the UTSC Mandarin Christian Fellowship:
  - 4.4.1 Support the purpose of the organization;
  - 4.4.2 Uphold the values of the organization;
  - 4.4.3 Contribute constructively to the programs and activities offered by the organization;
  - 4.4.4 Attend general meetings;
  - 4.4.5 Abide by the constitution and subsequent official organizational documents;
  - 4.4.6 Respect the rights of peers and fellow members by conducting oneself in a responsible manner;
  - 4.4.7 Contribute constructively to the programs and activities offered by the organization;
  - 4.4.8 Abide by all laws with jurisdiction within the UTSC MCF context, including University of Toronto policies, procedures, and guidelines, as well as any laws of the land, including but not limited to the Criminal Code of Canada.
- 4.5 The UTSC Mandarin Christian Fellowship will not collect a membership fee from each member each year.
- 4.6 The UTSC Mandarin Christian Fellowship values and respects the personal information of its members. The UTSC Mandarin Christian Fellowship secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 4.7 The UTSC Mandarin Christian Fellowship will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 4.8 The process for becoming a member of the UTSC MCF is as follows:
  - 4.8.1 Participate in any event at least once held by UTSC MCF and agree with Article III. An 'event' may include, but not be limited to: a weekly fellowship gatherings, a social gathering or dinner, or any function that is organized by UTSC MCF.
  - 4.8.2 Was added to the UTSC MCF Group Chat by one of our Executive Committee members.
- 4.9 Active Members are members who attended the MCF weekly fellowship gatherings more than 6 times in the past semester.

## **Article V: Executive Committee**

- 5.1 The executive committee of this organization shall include: President, Vice President, Communications Director, Events Director, Operations Director, Treasurer, and other committee members at large.
- 5.2 The broad responsibilities of each executive position are as follows:
  - 5.2.1 The President is the official representative of the organization and provides the overall direction of the club, with guidance and support from the executive committee members and mentors.

- 5.2.2 The Vice President (VP) assists the President in all tasks. The VP is also responsible for organizing larger scale outing events (e.g. retreats, field trips, joint fellowships)
- 5.2.3 The Communications Director leads the Communications team to manage social media platforms.
- 5.2.4 The Events Director leads the Events team to hold regular events.
- 5.2.5 The Operations Director leads the Operations team to setup and clean up the classroom used in the weekly gathering.
- 5.2.6 The Treasurer is responsible for managing and recording bank accounts, transactions, payment lists, taking attendance, and creating monthly financial reports.
- 5.3 Only student members of the organization may hold executive committee positions.
- 5.4 The collective responsibilities of the executive committee are as follows:
  - 5.4.1 Organizing programs and scheduling of weekly gatherings including but not limited to: Bible studies and discussion, worship, group outings
  - 5.4.2 Planning and managing outreach opportunities for recruiting new members.
  - 5.4.3 Maintaining communications with the school, student government and other student clubs regarding school events and policies.
  - 5.4.4 Supporting each other and other members through prayer.
- 5.5 Each executive committee member is individually responsible for the following:
  - 5.5.1 Prompt attendance of  $\geq 90\%$  of each semester served unless informed the executive committee and received approval in advance.
  - 5.5.2 Regular church attendance.
  - 5.5.3 Maintaining strong personal devotion and spiritual growth.
- 5.6 Responsibilities will be delegated based on each serving member's strengths and availability. While members are responsible for their delegated tasks, should any vacancy occur due to unforeseen circumstances, the member responsible will notify the executive committee immediately to arrange appropriate support.
- 5.7 The term of each executive committee member will last from May 1 following their election to April 30 of the following year. Each executive will serve a minimum of 2 school semesters, after which renewal and/or positions may be filled by new members.
- 5.8 Any executive committee member of the organization may resign, provided the resignation is made in writing to the executive committee. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.
- 5.9 Leaves of absences may be taken provided they align with the semesterly time frame and are communicated prior to or within the final weeks of each semester. Leaves occurring outside this time frame are permissible provided that the serving member notifies the executive committee two weeks in advance.
  - 5.9.1 Upon leaving/taking a leave of absence from the executive committee, members are responsible for transferring all duties to other executive committee members, including passing along relevant documents and

resources. Responsibilities will be redistributed among the remaining executive committee members.

- 5.10 Any vacancy of executive committee members shall be filled by the President or designate of the organization until such a time where a by-election is held or a permanent appointment occurs.
- 5.11 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.
- 5.12 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 or a permanent appointment occurs.

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

- 6.1 All graduates are automatically removed after 6 months of graduation..
- 6.2 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:
- 6.2.1 A member or executive has engaged in unlawful actions or activities;
  - 6.2.2 A member or executive has violated the constitution;
  - 6.2.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
  - 6.2.4 A member or executive has violated the rights of a fellow member;
  - 6.2.5 A member or executive has not fulfilled their organizational responsibilities;
  - 6.2.6 Evidence for any serious offense or violation of membership responsibilities outlined in 4.4
  - 6.2.7 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 6.3 The process for removing a member or executive may also be initiated when:
- 6.3.1 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.
  - 6.3.2 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.
- 6.4 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:
- 6.4.1 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.

6.4.2 Second Tier:

- Initiated because the member or executive has violated section 6.2 after receiving a first tier warning relative to a particular action or behavior.
- An executive member will be designated to handle the case.
- The designated executive member 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 designated executive member 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 6.2 will be given fourteen (14) calendar days from receiving the designated executive member's written response to demonstrate progress or correction of behavior.

6.4.3 Third Tier:

- Initiated because the member or executive has violated section 6.2 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.

## **Article VII: Finances**

7.1 The funds of the organization shall be funded by freewill offerings.

7.2 All usage of the fund should be subject to the consent of the majority of the general members.

7.3 The executive committee will keep records of the group's income and expenditures. Financial records (if any) will be presented annually to the group's membership.

7.4 UTSC Mandarin Christian Fellowship will ensure that proper and accurate financial records (if any) are maintained and passed on to incoming executives.

7.5 UTSC Mandarin Christian Fellowship will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

7.6 UTSC Mandarin Christian Fellowship 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.

- 7.7 The group's executive or members may not engage in activities that are essentially commercial in nature.

### **Article VIII: Gatherings & Meetings**

- 8.1 MCF weekly fellowship gatherings will consist of Bible study and discussion or other group activities, including but not limited to: worship nights, group outings, retreats(off-campus) etc.
- 8.2 Planning meetings are to be held once a month or as needed at the discretion of the President to discuss and make decisions on day-to-day matters affecting the organization:
- 8.2.1 Planning meetings will be called by the President, who will also provide an agenda before the meeting.
- 8.2.2 The attendees of the planning meetings are limited to executive members and mentors, other participants are subject to invitation.
- 8.2.3 The minutes of all planning meetings will be recorded and maintained by the executive members.
- 8.3 All decisions made will be unanimously agreed upon by all executive committee members, and will be opened to discuss during the weekly fellowship gatherings.
- 8.4 General meetings is the meeting that comprises at least two-third of the active members (outlined in 4.9), and will be held by the President or a member of the executive committee.
- 8.5 Emergency meetings can be called by the executive committee for extenuating or unforeseen circumstances that may arise from time to time and will operate on the same guidelines for regular meetings.

### **Article IX: Elections**

- 9.1 Elections will take place during the general meeting prior to April 1 each year. Voters will vote for two categories: one for President, and the other for Executive Committee members.
- 9.2 Only Active Members outlined in 4.9 have the right to vote. They will vote in person and anonymously.
- 9.3 Candidates for executive committee positions shall be nominated by peers and agreed upon by all Mentors.
- 9.4 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Election Oversight Committee.
- 9.5 Elections shall be conducted by secret ballot, and overseen by an Election Oversight Committee. This committee will be composed of two (2) non-executive general members and one (1) executive.
- 9.6 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.



- 9.7 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.
- 9.8 If an error in the process is found, the election should be re-held at another general meeting with a new Election Oversight Committee.
- 9.9 Candidates who run for a position 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.

### **Article X: Amendments**

- 10.1 Amendments to the constitution require the approval of two-thirds of the members at a meeting that includes over two-thirds of Active Members outlined in 4.9.
- 10.2 Executive committee cannot make amendments to the Constitution of UTSC Mandarin Christian Fellowship without fulfilling the requirement outlined in 10.1.
- 10.3 Notice of a meeting called to consider such a resolution shall be given as follows:
  - 10.3.1 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;
  - 10.3.2 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.
- 10.4 Active Members must have the final say on amendments to the constitution.

### **Article XI: Transition**

- 11.1 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.
- 11.2 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.
- 11.3 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.

### **Article XII: Emergency Powers**

- 12.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 12.2 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.

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

12.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

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

13.1 UTSC Mandarin Christian Fellowship 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 XIV: Precedence of University Policies**

14.1 UTSC Mandarin Christian Fellowship 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 Mandarin Christian Fellowship, the University's policies, procedures, and guidelines will take precedence.

### **Article XV: Legal Liability**

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

### **Article XVI: Banking**

16.1 UTSC MCF 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.

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