

# University of Toronto Chinese Christian Fellowship Constitution

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## Section I: Constitution

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### ***Article I: Name***

The name of the organization shall be University of Toronto Chinese Christian Fellowship, hereafter referred to as "UTCCF".

### ***Article II: Purpose***

1. To deepen the spiritual lives of the members of the UTCCF and to have fellowship with one another.
2. To bear witness to the Lord Jesus Christ.
3. To prepare the Christian student for life after university as socially responsible individuals who remain in their faith with integrity.
4. To stimulate active interest in evangelistic work on campus.

### ***Article III: Statement of Faith***

1. The unity of the Father, the Son, and the Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgment.
3. The divine inspiration and infallibility of the Scriptures, and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
5. 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.
6. The resurrection of Jesus Christ from the dead.
7. 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.
8. The indwelling and work of the Holy Spirit in the believer.
9. The one holy universal Church, which is the body of Christ, and to which all true believers belong.
10. The expectation of the personal return of the Lord Jesus Christ.

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

### **Membership Eligibility**

1. Membership is available to any individual who has attended eight (8) or more meetings in the preceding twelve (12) calendar months, and who has read the Purpose (Article II) and the Statement of Faith (Article III) of UTCCF and understands the principles and implications contained therein.

### **Responsibilities of Membership**

2. Members are responsible for their own conduct in all matters within the UTCCF context; specifically their actions shall not violate any laws or by-laws that have jurisdiction within the UTCCF context whether they be University of Toronto by-laws or other laws of the land. Members shall support UTCCF by recognizing the purpose, the ideology and the work of UTCCF. Furthermore, members shall know and understand the UTCCF Constitution and agree to abide by the articles and by-laws contained therein.

### **Grounds for Revocation of Membership**

3. Failure to meet the responsibilities, as specified in the above paragraph, by a member is sufficient grounds for the revocation of his or her membership. Revocation of membership shall be decided by a unanimous vote by the Executive Committee. This vote shall be carried out at the discretion of the Executive Committee. Should the Executive Committee unanimously decide to revoke a person's membership, the member under scrutiny shall have the right to defend their membership rights through discussion with the Executive Committee. The member under scrutiny also has the right to appeal to the general membership if he or she disagrees with the Executive Committee's final decision. The appeal for revocation shall be decided by a majority vote by the general membership and Executive Committee. The vote must consist of no less than two-thirds of the general membership's population.
4. Failure to meet eligibility for membership as defined in Article IV.1 will result in immediate revocation of UTCCF membership and associated privileges.

### **Membership Term**

5. The term of membership shall last from the time of enrolment until the end of the term as described in Article V.4, unless otherwise stated at the time of enrolment.

## ***Article V: Executive Committee***

1. The Executive Committee members shall be UTCCF members and students of the University of Toronto who recognize the purpose, ideology and the work of UTCCF.
2. The officers of the Executive Committee shall be:
  - a. President
  - b. Vice President
  - c. Secretary-Treasurer

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- d. Social Coordinator
  - e. Outreach Coordinator
  - f. Devotional Leaders (one brother and one sister)
  - g. Worship Coordinator
3. In the case that an executive officer's position cannot be filled at the election during the Annual General Members' Meeting, a member may be appointed to the position by the Executive Committee upon a unanimous Executive Committee vote. This appointment must then be ratified and approved by no less than two-thirds of the general membership through a majority vote. There shall be, at most, one such appointed executive committee member per term.
  4. 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 1<sup>st</sup> of May and end on the 30<sup>th</sup> of April of the following year.

### ***Article VI: Finance***

1. The UTCCF shall be generally supported by free will offerings.
2. The fiscal year of the UTCCF shall be from the 1<sup>st</sup> of May to the 30<sup>th</sup> of April of the following year.

### ***Article VII: Amendments***

1. The first version of this Constitution was adopted on 1970 June 13 by an affirmative vote of two-thirds of the total membership of the UTCCF.
2. This version of Section I of the amended Constitution was adopted on 2007 Sept 25 by an affirmative vote of more than two-thirds of the total membership of the 2007-2008 term.
3. This version of Section II of the amended Constitution was adopted on 2007 Sept 12 by an affirmative vote of 8 of 8 of the executive committee of the 2007-2008 term.
4. This version of Articles IV, V, XII, XIV of the amended Constitution was adopted on 2009 Sept 28 by an affirmative vote of more than two-thirds of the total membership at the time (as of 2009 Sept 15).
5. This version of Articles IV, VI, XII of the amended Constitution was adopted on 2015 March 8 by an affirmative vote of more than two-thirds of the total membership of the 2014-2015 term prior to the redefinition of an eligible member. (76.1% voter turnout, 100% approval)
6. This version of Articles V, VI, VIII, XII of the amended Constitution was adopted on 2016 March 27 by an affirmative vote of more than two-thirds of the total membership of the 2015-2016 term.
7. 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 membership of the UTCCF. By-law amendments and additions shall be adopted by an affirmative vote of at least two-thirds of the total membership of the Executive Committee, pending the non-objection of at least two-thirds of the total membership of UTCCF.

**Section II: By-laws**

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***Article VIII: Functional Duties of the Executive Committee***

1. President
  - a. Articulates a vision for UTCCF communally discerned by the executive committee
  - b. Plans, coordinates and directs the general welfare and improvement of UTCCF in alignment with its purpose and vision
  - c. Calls and oversees all executive meetings
  - d. Reminds concerned parties to carry out decisions of executive meetings
  - e. Represents UTCCF in external affairs (e.g. contact speakers, other groups and fellowships)
  - f. Audits the financial report in conjunction with a member appointed by the committee.
2. Vice President
  - a. Assists in the responsibilities of the president and takes up the president's responsibilities during his or her absence.
  - b. Coordinates all small groups.
  - c. Works in collaboration with the devotional leaders in overseeing small groups and maintaining accountability with small group leaders.
  - d. Is responsible for the development of UTCCF leaders.
3. Secretary-Treasurer
  - a. Is responsible for all correspondence on behalf of the Fellowship
  - b. Takes minutes for all executive meetings and is responsible for the maintenance of all archival material
  - c. Compiles and updates directory and makes it available to members of UTCCF
  - d. Prepares the annual budget of the Fellowship
  - e. Keeps records of the accounts of the Fellowship
  - f. Is responsible for all acknowledgements of gifts to the Fellowship
  - g. 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
  - h. Promotes, collects and distributes all funds needed for the work of the Fellowship
  - i. Makes arrangements for worship leaders and chairpersons for public meetings
4. Social Coordinator
  - a. Is responsible to foster an inclusive, vibrant, loving community life
  - b. Oversees and supports all UTCCF social events and ministries
  - c. Arranges for ushers and general management details in preparation for public meetings
  - d. Makes arrangements for refreshments, recreation when necessary
  - e. To make hospitality arrangement for short-term visitors to the Fellowship
  - f. Is responsible to help new-comers connect and integrate into UTCCF.

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5. Outreach Coordinator
  - a. Is responsible to foster a culture of outreach in UTCCF where every member is empowered and equipped to live missionally.
  - b. Coordinates outreach events and opportunities for the fellowship
  - c. Is responsible for promotion of UTCCF on campus.
6. Devotional Leaders (One brother and one sister)
  - a. Care for the spiritual needs of the brothers and sisters in UTCCF
  - b. Coordinate the follow-up of brothers and sisters in UTCCF
  - c. Work in collaboration with the Vice President in overseeing small groups
7. Worship Coordinator
  - a. Coordinates the large group programs for the school year
  - b. Works alongside committee to communicate and implement vision for UTCCF in the large group programs
  - c. Works & contacts ministry leaders for execution of large group programs
  - d. Ensures program is communicated clearly and creatively in the large group setting
  - e. Create a worshipful and hospitable environment at large group meetings for everyone
  - f. To grow a culture of worship that extends beyond CCF

### ***Article IX: Sub-Committees***

When necessary, the Executive Committee shall appoint sub-committees whose office will be terminated when the specific duties are fulfilled. Members of the Executive committee shall be appointed to coordinate with the sub-committee.

### ***Article X: Meetings***

1. Executive Meetings are to be held once a month or when necessary to decide on the program and general welfare of the Fellowship.
2. Meetings with Guest Speaker are to be held at least once a month or as decided by the Executive Committee.
3. For every four meetings, one of the four shall be a Bible Study.
4. Prayer and Fellowship meetings are to be at least once a month or as decided by the Executive Committee.
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.
6. General Members' Meeting is to be called by an affirmative vote of at least two-thirds of the executive members whenever the need arises.
7. Extra-ordinary General Members' Meeting may be called by the president when necessary in case of urgent matters which require the majority decisions of members.

### ***Article XI: Publications***

The Executive Committee reserves the right to approve all publications endorsed by UTCCF.

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## **Article XII: Elections for the Executive Committee**

1. All members are eligible to elect.
2. All members are eligible to be elected. Non University of Toronto members can fill a maximum of 25% of the members sitting on the Executive Committee.
3. The election will take place by secret ballot.
4. 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
5. All nominations should have the consent of the nominee prior to the election.
6. All posts of the Executive Committee shall be elected by two-thirds of the members present and voting at the election meetings.
7. It is preferred for a member not to hold a specific post for more than two consecutive terms.

## **Article XIII: Quorums**

1. The quorum for an Annual General Members' Meeting or Extra-ordinary General Members' Meeting shall be two-thirds of the total members of the UTCCF.
2. The quorum for the Executive meetings shall be two-thirds of the Executive members.

## **Article XIV: Honourary Advisor(s)**

Suitable person(s) experienced and committed in student ministry shall be recommended by the Executive Committee in office to be Advisor(s) of UTCCF, whose term of office shall last until the end of office of the current Executive Committee.

The objective for the positions of Advisor is to allow UTCCF 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 UTCCF Advisor(s) should include, but not limiting to, the following:

- a. Providing support, guidance, and consultation for the Executive Committee.
- b. Participation in the Election subcommittee.
- c. Providing counseling for the participants of UTCCF.

*This constitution was last amended 2016 March 27.*