

Constitution of the Chinese Christian Fellowship (Waterloo)

Section 1 - Constitution

Article 1 - Name

The organization is named "The Chinese Christian Fellowship (Waterloo)" (hereafter referred to as the CCF).

Article 2 - Purpose

- a. To be a witness for Christ on campus and to stimulate an active interest in evangelism;
- b. To enrich the spiritual lives of CCF members;
- c. To help members develop a broad Christian worldview;
- d. To encourage members to glorify God with their academic and post-graduate endeavours;
- e. To encourage members to have a healthy church life.

Article 3 - Doctrinal Basis

- a. The Doctrinal Basis of the CCF shall be the fundamental truths of Christianity;
- b. The unity of the Father, the Son, and the Holy Spirit is the Trinity of the Godhead, existing eternally;
- c. The divine verbal inspiration and infallibility of the Holy Scripture (Old and New Testaments) as originally given and its supreme authority in matters of faith and conduct;
- d. The universal sinfulness and guilt of human nature since the Fall, rendering man subject to God's wrath and condemnation;
- e. The Resurrection of Jesus Christ from the dead and His ascension to Heaven;
- f. Redemption from the guilt, penalty and power of sin only through the sacrificial death (as our Representative and Substitute) of Jesus Christ the incarnate Son of God;
- g. The necessity of the work of the Holy Spirit to make the death of Jesus Christ effective to the individual sinner invoking in him repentance toward God and faith in Jesus Christ;
- h. The indwelling and infilling of the Holy Spirit in the believer, enabling him to lead a holy life;
- i. The one holy universal church, as a visible body of Christ, who are joined together for the worship of God, for the edification through the word of God, the proclamation of the Gospel, and the observance of the ordinances;
- j. The expectation of the personal and visible return of the Lord Jesus Christ and a bodily resurrection of the believer unto life and unbeliever unto judgement.

Article 4 - Membership

- a. While the CCF is a Christian group on campus with purposes as stated in Article 2 of this document, we welcome all people to attend, participate, and obtain membership in all our functions and activities.
- b. Members shall support the purposes of CCF and our doctrinal basis, as stated in Articles 2 and 3 of this document, respectively.
- c. All Full CCF members are expected to:
 1. Make an effort to attend CCF general meetings (defined in Article 12), members' meetings and prayer meetings.
 2. Support CCF initiatives.
- d. The CCF in the University of Waterloo is administratively affiliated to the Federation of Students (hereafter referred to as FEDS).

- e. All Full Members of CCF shall be registered undergraduate or graduate students of the University of Waterloo and members of FEDS.
- f. Associate membership of CCF is open to the Faculty, Staff and members of the community-at-large, who are members of FEDS.
- g. Both Full and Associate members shall be permitted to nominate and second a nomination for the CCF Executive Committee. But only a Full Member may vote and run for the Executive Committee
- h. All Full Members and Associate Members of CCF are required to sign a membership form to be submitted to the Executive Committee of CCF for approval. Application for or renewal of all memberships is available any time of the year. This membership when approved by the Executive Committee in office is valid until the end of the following September.
- i. Full membership and Associate membership will be terminated upon the persons leaving the university and the community, respectively.
- j. In addition, at the discretion of the Executive Committee all memberships in CCF may be revoked if one or more of the following conditions applies:
 - 1. The member ceases to meet the membership requirements contained in this Article;
 - 2. The member is found to misrepresent and/or slander CCF;
 - 3. The member negotiates unauthorized transactions in the name of CCF;
 - 4. The member practices or advocates activities which endorse such things such as violence, racism, hatred, or sexism.

Article 5 - Finance

The fellowship is supported by freewill offering. We acknowledge the support of FEDS to our fellowship and will, according to the discernment of the Executive Committee, accept the standard club funding provided each term.

Article 6 - Amendment

- a. This constitution adopted on April 18th, 1975, and amended on October 3, 1980, March 6, 1982, January 28, 2000, and April 13, 2016 may be amended only by an affirmative vote of two thirds of the total membership of the CCF.
- b. Under no circumstances shall Article 3 be changed.
- c. The Bylaws may be amended by an unanimous vote of the Executive Committee. This amendment must be presented for information at the next general meeting.

Article 7 - Executive Committee

The Committee shall consist of the following positions:

- a. Chairperson;
- b. Vice-Chairperson;
- c. Devotional Coordinator(s);
- d. Secretary;
- e. Program Coordinator.

An Executive Committee member should already be a Full Member of the CCF.

Article 8 - Provisional Executive Committee

Starting on May 1, 2016 until April 30, 2017, the Committee shall consist of the following positions with the roles and responsibilities as outlined in Article 11:

- a. Chairperson;
- b. Vice-Chairperson;
- c. Men's Internal Care (up to 2 men);

- d. Women's Internal Care (up to 2 women);
- e. External Coordinator;
- f. Administrator.

An Executive Committee member should already be a Full Member of the CCF.

All members of the Executive Committee must partake in a vote regarding the structure of the future of the Executive Committee. This vote will determine whether Articles 8 and 11 (and any related changes) will replace Articles 7 and 10 of the constitution and must be confirmed by April 30, 2017. If no vote is held by this date, the structure of the Executive Committee will default to the original structure as outlined in Articles 7 and 10 and Articles 8 and 11 will consequently be removed from the constitution.

Changes to Article 11 can be made through a unanimous vote of the Executive Committee.

Article 9 - Interpretation of the Constitution

The Executive Committee in office along with the Advisor(s) shall be responsible for the interpretation of the Constitution of the CCF, its Bylaws, and their ancillary documents.

Section 2 - Bylaws

Article 10 - Functional Duties of the Executive Committee

- a. Chairperson
 1. Plans, coordinates and directs the general welfare and improvement of the CCF;
 2. Chairs all Executive Committee meetings and prepares the agenda;
 3. Represents the CCF where external affairs are concerned.
- b. Vice-Chairperson
 1. Assists the Chairperson in all his/her duties;
 2. Takes on the responsibilities of the Chairperson in his/her absence;
 3. Prepares the monthly budget-financial report and the annual financial report of the CCF;
 4. Keeps records of the accounts of the CCF;
 5. Undertakes acknowledgements of gifts to the CCF;
 6. Promotes, collects and distributes all funds needed for the work of the CCF;
 7. Oversees evangelistic activities.
- c. Devotional Coordinator(s)
 1. Promotes and oversees cell groups and prayer meetings on campus;
 2. Prepares Bible study material for the Bible study meeting(s).
- d. Secretary
 1. Prepares the agenda, takes minutes during all the Executive Committee meetings, and keeps CCF records in file;
 2. Takes charge of all CCF correspondence;
 3. Reminds concerned parties to carry out decisions made at Executive Committee meetings;
 4. Oversees the CCF newsletter.
- e. Program Coordinator
 1. Oversees the process and procedures at each weekly meeting;
 2. Takes care of the publicity of the CCF.

Article 11 - Provisional Functional Duties of the Executive Committee

Starting on May 1, 2016 until April 30, 2017, the functional duties shall be as follows:

Each member of the executive committee must be committed to the creation and protection of a culture of intentional, cross-centred, grace-driven discipleship and community.

a. Chairperson

1. Guides the CCF according to the constitutional purpose;
2. Directs all aspects of the fellowship to be consistent with the established vision;
3. Oversees the teaching and direction of the fellowship;
4. Coordinates with the vice-chairperson to assess initiatives according to the health and welfare of the fellowship (including but not limited to bible studies, topical nights, and ministry direction);
5. Leads the executive committee in all of its endeavours;
6. Responsible for maintaining accountability with the executive committee members regarding their responsibilities and spiritual lives;
7. Provides an agenda for all executive committee meetings;
8. Mediates any concerns or issues that may arise regarding the fellowship;
9. Acts as the representative between the CCF and FEDS.

b. Vice-Chairperson

1. Assists the chairperson and assumes their responsibilities in their absence;
2. Oversees the wellbeing and growth of the fellowship;
3. Responsible for engaging with internal care to assess the holistic health and welfare of the fellowship;
4. Coordinates with the chairperson to assess initiatives according to the health and welfare of the fellowship (including but not limited to bible studies, topical nights, and ministry direction);
5. Oversees the development of Christian leadership within the fellowship;
6. Mediates any internal concerns or issues that negatively affect the welfare of the fellowship.

c. Men's Internal Care

1. Oversees the general accountability of male members of the fellowship;
2. Maintains communication and accountability with male leaders;
3. Organizes and facilitates weekly prayer meetings;
4. Coordinates and monitors the progress of all small groups and discipleship groups and suggests improvements that can be made;
5. Assists the Chairperson and Vice-Chairperson in the creation and preparation of bible studies if required.

d. Women's Internal Care

1. Oversees the general accountability of female members of the fellowship;
2. Maintains communication and accountability with female leaders;
3. Organizes and facilitates weekly prayer meetings;
4. Coordinates and monitors the progress of all small groups and discipleship groups and suggests improvements that can be made;
5. Assists the Chairperson and Vice-Chairperson in the creation and preparation of bible studies if required.

e. External Coordinator

1. Integration of frosh and new members into the CCF community;
2. Acts as link to other student groups on campus. Oversees any event/function that is done in partnership with another group;

3. Directs evangelistic efforts of the fellowship on campus and in the KW area.
- f. Administrator
 1. Responsible for maintaining all of the CCF records (ie. minutes, agendas, mail, Bible study handouts, etc.);
 2. Responsible for booking rooms;
 3. Compiles and updates the CCF emailing list;
 4. Collects and appropriates all funds needed for the work of the CCF;
 5. Coordinates communication within the CCF (calendar activities, weekly emails, facebook posts, etc.);
 6. Keeps record of the CCF budget;
 7. Prepares all cheque reimbursements and deposit forms required by the FEDS;
 8. Responsible for delegating said tasks to others as necessary.

Article 12 - Subcommittees

The Executive Committee has the power to appoint (and dissolve) subcommittees when a specific need arises. At least one Executive Committee member should be appointed to coordinate with the subcommittee.

Article 13 - Publications

The Executive Committee reserves the rights to approve all publications of the CCF.

Article 14 - Meetings

- a. Executive Committee
 1. Meets once a month (or when necessary);
 2. Decides on the program and general welfare of the CCF.
- b. General Meeting
 1. It is held weekly and open to all those who are interested.
 2. Bible study should be held at least once a month (or more often as decided by the Executive Committee).
 3. Its features include message by special speakers, fellowship, singspiration, etc.
- c. Members' Meeting
 1. It is held to discuss the vision and administrative matters of the CCF.
 2. Is called monthly by the Executive Committee.
 3. May be called by the Chairperson in case of urgent matters requiring the majority decision of the members (quorum must consist of at least half of the members presently staying in the K-W area).

Article 15 - Election of the Executive Committee

- a. The Executive Committee shall appoint an Election subcommittee no later than the last week of January.
- b. The purpose of the Election subcommittee is to ensure that the election process is carried out in compliance with the requirements of the CCF Constitution, as well as the CCF Executive Committee Election Procedures and Guidelines. The specific duties of the Election subcommittee are outlined in Appendix A of the CCF Executive Committee Election Procedures and Guidelines.
- c. Election subcommittee should consist of four people, including one CCF Advisor (when available), and some current (or previous) Executive Committee members, and/or experienced CCF members. CCF members serving on the subcommittee should have decided not to run for the coming election.

- d. The general election meeting shall be held no later than the last week of March.
- e. Only Full Members are eligible to be nominated to the Executive Committee.
- f. Candidates for the Executive Committee (who have already given their consent to serve) shall be nominated by one member and seconded by two more.
- g. Election shall take place during the general election meeting by secret ballot and simple majority of the Full Members. Full Members temporarily not residing in the K-W area shall be informed of the list by mail and their votes shall be accepted before the end of the general election meeting.
- h. Candidates shall not be nominated, voted, or elected by specific posts within the Executive Committee. Individual posts shall be determined by common consent or majority vote within the Committee-elect with advice from the current Executive Committee.
- i. Within their terms of office, the elected members of the Executive Committee may by consensus appoint other Full Members to take up any unfilled positions (except the Chair) in the Executive Committee. But such power of appointment may not be delegated to the appointed members of the Executive Committee.
- j. Under normal circumstances, only elected committee members may take up the positions of the Chair. Should a non-elected Full Member be appointed to this position, the appointment need to be endorsed by the majority vote of Full Members attending a general CCF meeting before he/she takes office. If this is not feasible in the case of emergency, the appointment should be ratified within two weeks thereof by a majority vote of Full Members attending a general CCF meeting.
- k. The elected committee with the advice of the committee in office will decide (by common consent or majority vote) on the posts of the next Executive Committee.
- l. The term of office for the Executive Committee either elected or appointed shall be one year: from September to the following August unless physically not present.
- m. Should an elected member wish to resign from his/her post:
 - 1. He/she must first discuss with the Executive Committee and/or Advisor(s);
 - 2. Then, if he/she still wishes to resign, he/she must submit a written statement to the Executive Committee in office at least a month prior to the intended date of resignation.
- n. Should a committee member fail to carry out his/her duties, the Executive Committee, by consultation with the Advisor(s) may first request him/her to resign from his/her post, and if no action is taken, the Executive Committee may vote to have him/her removed from their post (majority vote of two thirds required).
- o. The Executive Committee in office shall be responsible to fill any vacant post(s) after seeking counsel from the Advisor(s).

Article 16 - Advisor(s)

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

The objective for the positions of Advisor is to allow CCF 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 CCF Advisor(s) can include, but is not limited 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 CCF.