

The Bay Christian Family Church

Stellenbosch LIVE



Constitution

2021/2022

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1. Preamble

We, The Bay Christian Family Church Stellenbosch LIVE, accept this document as the Constitution and bind ourselves to the principles set out in the Constitution, as well as the principles set out in the Societies Council Constitution.

The society is known as The Bay Christian Family Church Stellenbosch LIVE herein after referred to as (“The Bay CFC Stellenbosch LIVE”)

Accepted by The Bay CFC Stellenbosch LIVE:

Ratified by the Student Representative Council:

2. Mission statement

2.1 The primary mission of The Bay CFC Stellenbosch LIVE is to equip believers and to disciple every nation into the full maturity of Christ Jesus and to undertake projects to equip the body of Christ for the work or ministry on the Stellenbosch campus. We accomplish this mission through the following: -

2.1.1 Organising events;

2.1.2 Planning and executing projects on Stellenbosch campus and online where required;

2.2 A further mission of The Bay CFC Stellenbosch LIVE is to teach the people to prosper at the University of Stellenbosch. We accomplish this mission through the following:

2.2.1 Organising events

2.2.2 Planning and executing projects on Stellenbosch campus and online where required

2.3 The Bay CFC Stellenbosch LIVE will also aim to disciple each person in the below mentioned aspects to be builders in the Kingdom of God. We accomplish this vision through the following:

2.3.1 Worship: acknowledging God our Father as our only source of all life;

2.3.2 Intimacy: an ever-deepening relationship with God our Father;

2.3.3 Stewardship: the obedience to God through the accurate management of resources and the application of gifts;

2.3.4 Evangelism: growing the community by reaching out and leading others to Christ Jesus;

3. Definitions

The explanations of certain terms and phrases, as used in the constitution, are given below. Any other interpretation will be explained within context of the respective clause.

- 3.1 Simple majority – 50% plus 1 of members present who are voting.
- 3.2 General or ordinary member – registered student who fits the profile of membership to the society.
- 3.3 Associate member – a non-student who expresses the desire to work with the society in forms of promotion and/or other support.
- 3.4 Honorary member – a patron or donor of the society.

4. Membership

- 4.1 Any registered student of the University of Stellenbosch who professes a sincere intention to be part of The Bay CFC Stellenbosch LIVE can become a member. In the case of honorary or associate membership, the Executive Committee will make the decision regarding the membership should someone express interest in becoming such a member.
- 4.2 There will be no annual membership fee that must be paid by members of The Bay CFC Stellenbosch LIVE.
- 4.3 Voluntary termination of membership:
 - 4.3.1 If any of the members of the society no longer wants to be a member of The Bay CFC Stellenbosch LIVE, he or she must orally inform a member the executive committee
- 4.4 Rights of members:
 - 4.4.1 Elected office bearers can represent The Bay CFC Stellenbosch LIVE as decided upon by the Executive Committee.
 - 4.4.2 Registered members of The Bay CFC Stellenbosch LIVE are entitled to take part in all the events organised by this society.
- 4.5 Responsibilities of members:
 - 4.5.1 Elected office bearers must attend meetings regularly, actively take part in organising events and be part of all events organised by The Bay CFC Stellenbosch LIVE.
 - 4.5.2 Registered members should attend meetings on a regular basis and be active participants in events organised by The Bay CFC Stellenbosch LIVE.

Should a member not be able to attend a meeting, a notice of absence a day before a meeting can be considered as participation.

5. Office bearers: The Executive Committee – The management of The Bay Christian Family Church Stellenbosch LIVE

5.1 Composition of the Executive Committee:

5.1.1 The Executive Committee consists of four members.

5.1.2 The portfolios available are chairperson, vice chairperson, treasurer and secretary.

5.2 Election of office bearers:

5.2.1 Candidates for office bearers can only be nominated in writing by registered members of The Bay CFC Stellenbosch LIVE and must be seconded. The nominated candidate needs to sign this nomination as a means of accepting it.

5.2.2 Election process:

- a) The date for the election of new office members must be made known one month before the election takes place.
- b) All members must be notified of elections and the date of the election meeting via e-mail.
- c) Voting must take place by way of a secret ballot during a special election meeting.
- d) 50% of the registered members need to be present at the election meeting for voting to take place.
- e) The four candidates with the highest number of votes form the Executive Committee. The candidate with the most number of votes is the chairperson. The other portfolios are chosen by the Executive Committee themselves.
- f) Should a position on the Executive Committee become vacant, an election will be held to select the new executive member. Nomination will take place in the same manner as discussed in 5.2.1 and voting will be done at an official meeting.
- g) Should a member not able to attend the special election meeting, but would like to vote, electronic voting will be accepted. In such a case, the member would receive an e-mail with a list of nominees and would cast their vote via

e-mail. The e-mails containing votes will be sent to and handled in confidence by a trustworthy, non-nominated party.

- h) Should a member have a valid reason to believe that a nominee is unsuitable to stand for the Executive Committee, their concerns must be expressed in writing and handed to the Executive Committee at least a day before the election takes place. This concern will be dealt with accordingly.

6. The office bearers and their duties

- 6.1 The Chairperson of The Bay CFC Stellenbosch LIVE is responsible for:
 - 6.1.1 Serving as chair at meetings of The Bay CFC Stellenbosch LIVE and of the Executive Committee;
 - 6.1.2 The general supervision of The Bay CFC Stellenbosch LIVE's administration and business activities; and
 - 6.1.3 Representing the interest of The Bay CFC Stellenbosch LIVE to Stellenbosch University. This includes public and media relations as well as other external communications.
- 6.2 The three members of The Bay CFC Stellenbosch LIVE who serve on the Executive Committee are responsible for meeting all their obligations as determined by the Executive Committee.
- 6.3 The Treasurer of The Bay CFC Stellenbosch LIVE is responsible for:
 - 6.3.1 The composition of The Bay CFC Stellenbosch LIVE budget;
 - 6.3.2 The financial administration of The Bay CFC Stellenbosch LIVE;
- 6.4 The Secretary of The Bay CFC Stellenbosch LIVE is responsible for:
 - 6.4.1 Registration of members;
 - 6.4.2 Distributing the agenda of The Bay CFC Stellenbosch LIVE, a minimum of two University days before date of the meeting to all members of The Bay CFC Stellenbosch LIVE;
 - 6.4.3 Distributing the minutes of The Bay CFC Stellenbosch LIVE meetings, within two weeks after the meeting of The Bay CFC Stellenbosch LIVE;
 - 6.4.4 Maintenance of The Bay CFC Stellenbosch LIVE's records;
 - 6.4.5 Correspondence addressed to The Bay CFC Stellenbosch LIVE;
 - 6.4.6 Acting as secretary for meetings of The Bay CFC Stellenbosch LIVE; and
 - 6.4.7 Keeping records of The Bay CFC Stellenbosch LIVE members and attendance of meetings.

- 6.5 The Vice Chairperson of The Bay CFC Stellenbosch LIVE is responsible for:
 - 6.5.1 Assisting the Chairperson in his or her duties;
 - 6.5.2 Acting as chairperson in situations when the Chairperson is not available.
- 6.6 The Bay CFC Stellenbosch LIVE webpage/ social media management is considered a separate portfolio to be undertaken by a willing Committee member or by any another able and willing member.
- 6.7 Extra office bearers may be elected, via application form, during the year to assist the Executive Committee in the execution of their duties.

7. Discipline

- 7.1 The disciplinary procedures are subordinate to those compiled in the Student Union Constitution, Societies Constitution and the 'Studente Reglement'.
- 7.2 Any member or office bearer of The Bay CFC Stellenbosch LIVE will be subject to disciplinary action under the following conditions:
 - 7.2.1 Behaving inappropriately during meetings; or during any event organised by The Bay CFC Stellenbosch LIVE. Such behaviour includes swearing, disrupting the proceedings of a meeting or event, aggression and inappropriate shouting or noise;
 - 7.2.2 Bringing the name of The Bay CFC Stellenbosch LIVE or the University of Stellenbosch in disrepute;
 - 7.2.3 Defamation of The Bay CFC Stellenbosch LIVE;
- 7.3 Discipline of members:
 - 7.3.1 Should The Bay CFC Stellenbosch LIVE decide that a member has disregarded the regulations of the Constitution, the Executive Committee will
 - a) Investigate the matter;
 - b) Solve the matter by, if necessary, conducting a meeting with the member concerned;
 - c) Should this not solve the matter, it can consider bringing the matter before the Student Court.
 - 7.3.2 In situations where a member has potentially done great damage to the image of The Bay CFC Stellenbosch LIVE and/or the University of Stellenbosch;

- a) The issue will be addressed at the first possible The Bay CFC Stellenbosch LIVE meeting. The Bay CFC Stellenbosch LIVE will decide via a two-thirds majority decisive vote whether serious damage has indeed been done.
- b) Should it be decided that serious damage has indeed been done, it must be determined whether the member must face disciplinary action.
- c) The Executive Committee must then determine the best method to solve the problem: To suspend the member, expel or have the membership be terminated.

7.4 Appeal:

7.4.1 A member may appeal against a decision of The Bay CFC Stellenbosch LIVE or the Executive Committee. The appeal must:

- a) Be delivered to the Student Court in writing;
- b) Be delivered within seven working days from the date of the decision being approved by Stellenbosch Live or the Executive Committee.

7.5 Discipline of office bearers:

7.5.1 In situations where an office bearer has potentially done great damage to the image of The Bay CFC Stellenbosch LIVE and/or the University of Stellenbosch;

- a) The issue will be addressed at the first possible The Bay CFC Stellenbosch LIVE meeting. The Bay CFC Stellenbosch LIVE will decide via a two-thirds majority decisive vote whether serious damage has indeed been done.
- b) Should it be decided that serious damage has indeed been done, it must be determined whether the member must face disciplinary action.
- c) The other three members of the Executive Committee must then determine the best method to solve the problem: To suspend the member, expel or have the membership be terminated.

7.5.2 The office bearer may appeal against a decision of The Bay CFC Stellenbosch LIVE or the Executive Committee. The appeal must:

- a) Be delivered to the Student Court in writing;
- b) Be delivered within seven working days from the date of the decision being approved by The Bay CFC Stellenbosch LIVE or the Executive Committee.

7.5.3 In the event of a vote of no confidence against any member of the executive – if by a simple majority (50% + 1) then the Executive Committee member against whom it is made must vacate his/her seat.

- 7.5.4 The office bearer against whom a simple majority has voted in favour of a vote of no confidence has the right to appeal against it only on procedural grounds to the Student Court.

8. Meetings

8.1 AGM:

- 8.1.1 An Annual General Meeting takes place in the 1st University term.
- 8.1.2 Registered members are notified via e-mail / telephonically.
- 8.1.3 The agenda and minutes of the previous AGM are made known to registered members via e-mail / telephonically.

8.2 Special Meetings

- 8.2.1 If the need arises for special meetings, registered members are notified via e-mail/ telephonically;
- 8.2.2 The agenda for the special meeting must accompany the notice to the meeting (via e-mail/ telephonically);

8.3 Executive Committee meetings.

- 8.3.1 The Committee will meet at least once every month, excluding University examination periods.
- 8.3.2 The Chairperson of The Bay CFC Stellenbosch LIVE will act as chair of the meeting.
- 8.3.3 The agenda of the meeting will be composed in consultation with the members of the committee.

8.4 Excuses

- 8.4.1 Committee members must inform The Bay CFC Stellenbosch LIVE, if and when they are unable to attend any meeting via e-mail or acknowledged instant message 24 hours before the meeting.
- 8.4.2 In the case of an emergency, exception will be made but The Bay CFC Stellenbosch LIVE should still be informed as soon as possible.

9. Constitutional Amendments

- 9.1 A 2/3 majority of the Executive must agree to a constitutional amendment. This assent to the amendment must be confirmed by a vote in favour thereof by 2/3

majority of the members present at the meeting regarding a constitutional amendment.

- 9.2 All members of the society must be notified regarding the time and place of a meeting that will vote for a constitutional amendment.
- 9.3 Constitutional amendments must take place at a reasonable time and place.
- 9.4 The notice given to members needs to specify the reason for the proposed constitutional amendment.
- 9.5 A minimum of 2 weeks' notice needs to be given to all members.

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