

# **Constitution of Adventist Christian Fellowship Student Association**

## **Article I – Name & Authority**

Section 1: The name of this organization is Adventist Christian Fellowship Student Association (ACF SA), hereafter referred to as “The Association”.

Section 2: The Association shall operate by the authority and with the consent of the North American Division of Seventh-day Adventists Administration under the direction of the Youth and Young Adult Ministries department.

## **Article II - Vision**

Section 1: North American Division Public Campus Ministries (NAD PCM) Vision Statement:

- A. Reach the campus – Change the world

Section 2: ACF SA Vision Statement:

- A. To see Christ recognized on our campuses as the source of truth and redemption through a movement of Adventist students fully dedicated to His mission.

## **Article III - Mission and Purpose**

Section 1: NAD PCM Mission Statement:

- A. Build Christian fellowship chapters on public campuses that honor God and nurture the spiritual lives of students in North America
- B. Engage students in the mission of the church through relational evangelism and Christ-like student fellowship
- C. Empower local ACF chapters, churches and sponsors through pastoral support, professional training and access to resources.

Section 2: ACF SA Mission and Purpose:

- A. The Association is a body of Adventist students attending non-Adventist institutions, that:
  - i. Connects chapters and students to academic, professional, missional, and faith communities
  - ii. Serves as a means of representation of public campus students throughout the North American Division of Seventh-day Adventists to pertinent organizations
  - iii. Provides access to relevant resources for advancing public campus ministries.

## **Article IV - Membership**

Section 1: Members are defined as students:

- A. Enrolled in an accredited degree-granting program at a non-Adventist college or university in the territory of the North American Division of Seventh-day Adventists,
- B. Involved as members of an Adventist Christian Fellowship (ACF) Chapter which is currently registered as a student organization on a non-Adventist college or university campus

- C. Aligned with the ACF Student Association vision and mission
- D. That agree to the following membership statement: "I support the beliefs and practices of the Seventh-day Adventist Church"
- E. Registered with NAD ACF as a member of an ACF Chapter

Section 2: Assessment of Membership:

- A. The Executive Committee in consultation with the Board of Advisers shall be able to assess the membership.
- B. ACF Chapter membership is valid for one year and must be renewed annually.

Section 3. Resignation of Membership:

- A. A member may resign from The Association at any time, and must do so by providing The Association Secretary with a written notice.
- B. An ACF chapter may withdraw from The Association at any time, and must do so by providing The Association Secretary with a written notice.

**Article V - Structure**

Section 1. The Association is comprised of the following arms:

- A. The General Assembly
- B. The Senate
- C. The Executives
- D. The Board of Advisers

**Article VI - General Assembly**

Section 1. The General Assembly consists of members of The Association. While in session, it is the highest authority for The Association.

Section 2. The purpose of the General Assembly is to vote new leadership, accept executive reports, and vote changes to the bylaws and working documents.

Section 3. The function of the General Assembly:

- A. The General Assembly shall convene annually during the ACF Institute.
- B. Additional meetings of the General Assembly may be called by formal written request of at least one third of the current membership through the Executive Secretary
- C. Notice for meetings shall be sent to, but not limited to: the General Assembly, the Executives, the Senate, and the Board of Directors.

**Article VII - Senate**

Section 1: The Senate shall consist of one representative from each of the nine Unions in the North American Division of Seventh-day Adventists.

Section 2: The purpose of the Senate is to function as a representative form of governance throughout the NAD. Union Representatives are:

- A. Members of the Seventh-day Adventist Church in regular standing
- B. Active members of an ACF Chapter within the Union territory they represent
- C. Appointed by the Union Youth Director or Union Public Campus Ministry Coordinator as outlined in the Bylaws
- D. Present at the annual meeting

Section 3: The function of the Union Representatives is to be the representative voice of the ACF chapter members throughout their union or conferences.

### **Article VIII – Executive Officers**

Section 1. The Executives shall consist of the following positions:

- A. President
- B. Executive Secretary
- C. Vice-President of Logistics
- D. Vice-President of Resources
- E. Vice-President of Regions
- F. Vice-President of Networking
- G. Vice-President of Communication
- H. Vice-President of Programming

Section 2. The purpose of the Executives shall be to serve as the primary officers of The Association who shall be:

- A. Members of The Association
- B. Nominated by the Senate
- C. Reviewed by the Board of Advisers
- D. Approved by the General Assembly through a majority vote.

Section 3. The primary functions of the Executive Officers are to oversee the fulfillment of the mission and purpose, general policies, programs, and activities of The Association.

- A. Each Executive shall act in accordance of the duties for the positions they hold as outlined in the Bylaws
- B. Each Executive shall attend the General Assembly sessions
- C. Each Executive may not hold more than one position at a time – neither as an Executive carrying two offices, nor as an Executive and Union Representative (Senator)

Section 4. Each term will be two years, renewable once.

- A. Half of the Executive positions will be up for election on alternate years
- B. Terms share run from August 1 to July 31

Section 5. Executive positions may be added or reduced as recommended by the Executive Committee, reviewed by the Board of Advisers, and approved by the Senate.

### **Article IX - Board of Advisers**

Section 1: The Board of Advisers consist of the following positions:

- A. Chair – NAD PCM Volunteer Coordinator
- B. Secretary – NAD PCM Director
- C. NAD Education Associate Director for graduate education
- D. 2 Union PCM Directors (serve 3 years)
- E. 2 PCM Chaplains or Practitioners (serve 3 years)
- F. 2 ACF Alumni Officers – Past President, Past Executive Secretary (serve 2 years)

Section 2: The purpose of the Board of Advisers shall be to serve as advisers to the Executive Officers who shall be:

- A. Members of the Seventh-day Adventist Church in regular standing

- B. Designated by the leadership positions that they hold
- C. Appointed by the NAD PCM Director, NAD PCM Volunteer Coordinator, NAD Education Associate Director
- D. Present at the annual meeting

Section 3. The functions of the Board of Advisers are:

- A. Give support and leadership counsel to all members of The Association
- B. Review actions and provide counsel regarding policies and procedures of the church
- C. Be the liaison between The Association and church administrators at all levels of leadership

## **Article X – Committees**

Section 1: The Association shall have standing committees as identified in the Bylaws which shall act in accordance with the Constitution and Bylaws:

Section 2: Standing Committees shall exercise their duties outlined in the Bylaws and carry out additional assignments deemed necessary by the Executive Committee.

Section 3: Parliamentary authority that will govern committee procedures shall be Robert's Rules of Order unless specified otherwise in the Bylaws for a specific committee.

## **Article XI - Bylaws**

Section 1: The Bylaws are the operating guidelines of The Association.

Section 2: The Bylaws shall be amended upon request of the Executive Committee, reviewed by the Board of Advisers, and approved by the Senate by a 2/3 majority vote.

## **Article XII – Amendments**

Section 1: Amendments to this Constitution may be proposed by either one of the following:

- A. The Executive Committee
- B. The Senate
- C. The Board of Advisers
- D. One-third of the members present at an annual meeting.

Section 2: Ratification of amendments to this Constitution shall be:

- A. Presented by the Executive Committee
- B. Reviewed by the Senate
- C. Reviewed by the Board of Advisers
- D. Approved by a two-thirds majority vote of the General Assembly present at the annual meeting.

# **Proposed – Bylaws of Adventist Christian Fellowship Student Association**

## **Article I – The General Assembly**

Section 1: The General Assembly is the students on non-Adventist university campuses who are affiliated with an Adventist Christian Fellowship chapter which is registered annually on the NAD ACF website.

## **Article II – Senate Representation**

Section 1: The Senate is made up of nine unions representatives as follows:

- A. ACF current and former chapter officers serve on Conference PCM Advisories
- B. Conference Youth Director and Volunteer Coordinator appoint one ACF Student Advisory member as a conference representative to the Union PCM Advisory
- C. All Conference student representatives from each conference throughout a union serve on the Union PCM Advisories
- D. Union Youth Director and / or Volunteer Coordinator appoint one ACF Student Advisory member from the Union PCM Advisory as the union's ACF Student Association Senator to serve with the NAD ACF Student Association
- E. Each of the appointed Union ACF Student Association Senators will also represent the ACF students in their union on the NAD Year End Meeting Executive Committee.
- F. All Senate Representatives (Senators) must be members of the Seventh-day Adventist Church in regular standing

## **Article III – Duties of the Executive Officers**

Section 1: The duties of the executive officers are as follows

- A. The responsibilities of the President shall be:
  - i. To serve as the spokesperson of The Association when directed by the executive officers
  - ii. Responsible for executing the orders of The Association.
  - iii. To preside at meetings of The Association and serve as chair of the Executive Committee.
  - iv. To appoint all chairpersons and members of the Executive Committee, subject to approval of the Executive Committee.
  - v. To delegate presidential responsibilities when deemed appropriate.
  - vi. To represent the ACF SA at the NAD Year End Meeting Executive Committee
- B. The responsibilities of the Executive Secretary shall be:
  - i. To be the custodian of the official records of The Association.
  - ii. To prepare and record minutes of The Association meetings.
  - iii. To maintain an accurate list of the membership of The Association.
  - iv. To assume the office of the president in his/her absence or vacancies.
  - v. To perform other such duties as deemed necessary by the membership and or constitution.

- C. The responsibilities of the Vice-President of Logistics shall be:
- i. To facilitate any logistics necessary for a successful implementation of the ACF Institute and any other events.
  - ii. To collect monies and receipts for events and pass them on to NAD PCM Office for payment of expenses
  - iii. To perform other such duties as deemed necessary by the membership and or constitution.
- D. The responsibilities of the Vice-President of Resources shall be:
- i. To compile, develop and distribute resources relevant to public campus ministries.
  - ii. To identify relevant information for distribution through volumes or publications.
  - iii. To organize and facilitate conferences and forums
  - iv. To develop and connect students with mission/service opportunities.
  - v. To perform other such duties as deemed necessary by the membership and or constitution.
- E. The responsibilities of the Vice-President of Regions shall be:
- i. To serve as a liaison between the Executive Committee and the Senators.
  - ii. To coordinate with all the unions to ensure adequate representation.
  - iii. To assist the Senators in the execution of projects and programs.
  - iv. To perform other such duties as deemed necessary by the membership and or constitution.
- F. The responsibilities of the Vice-President of Networking shall be:
- i. To develop, manage, maintain and update The Association's membership database.
  - ii. To develop, manage, maintain and update The Association's professional network.
  - iii. To connect students with relevant vocational and educational opportunities
  - iv. To perform other such duties as deemed necessary by the membership and or constitution.
- G. The responsibilities of the Vice-President of Communication shall be:
- i. To work in cooperation with the NAD ACF Communications Coordinator regarding the NAD ACF website and social media platforms
  - ii. To send official correspondence to the members of The Association
  - iii. To answer all general emails inquiring about The Association in consultation with the President and the Executive Secretary
  - iv. To implement social media strategies for an effective online presence.
  - v. To perform other such duties as deemed necessary by the membership and or constitution.
- H. The responsibilities of the Vice-President of Programming shall be:
- i. To work in cooperation with the Executive Committee in planning and carrying out program details for events and activities
  - ii. To perform other such duties as deemed necessary by the membership and or constitution.

## **Article IV Executive Committee**

Section 1: The Executive Committee shall consist of the elected and appointed officers of The Association as designated in Constitution with The Association President serving as its chairperson. A quorum shall be the majority of its elected officers.

Section 2: The purpose of the Executive Committee shall be to foster cooperation and coherency among the executive officers.

Section 3: A regular meeting of the Executive Committee shall be called at least one time quarterly by the chairperson or by request of one-fourth of its members.

Section 4: Invitees to the Executive Committee have voice but no vote. Invitees may include:

- A. Board of Advisers Chair
- B. Board of Advisers Secretary
- C. Adventist Intercollegiate Association (AIA) President
- D. Guests as deemed relevant to the Executive Committee Agenda

## **Article V – Standing Committees**

Section 1: The Association shall have the following standing committees in addition to, and that report to the Executive Committee:

- A. Membership – Shall be chaired by the Executive Secretary
- B. Logistics – Shall be chaired by the Vice President of Logistics
- C. Resources – Shall be chaired by the Vice-President of Resources
- D. Communication – Shall be chaired by the Vice-President of Communication
- E. Programming – Shall be chaired by the Vice-President of Programming
- F. Elections – Chair shall be appointed by the Executive Committee

Section 2: The Executive Committee shall create additional committees, as necessary.