

SAMPLE – ADVENTIST CHRISTIAN FELLOWSHIP

CHAPTER CONSTITUTION

Note: Check with your school to see if they have a sample constitution that should be used for student organizations. If not, then this sample ACF Chapter Constitution may be used and modified as needed.

Article I – Name

- A. The name of this organization shall be called Adventist Christian Fellowship, which may be abbreviated as ACF.
- B. Adventist Christian Fellowship is the official organization of Adventist college students on college and university campuses throughout North America.



Article II – Purpose

- A. ACF is a fellowship of Adventist students living and sharing their faith on college and university campuses.
- B. ACF chapters helps students grow in their faith and stay connected to the mission of their church during their college years.
- C. Adventist Christian Fellowship is a religious organization whose purpose is to:
 1. Be a supportive and encouraging community for faculty, staff and students
 2. Provide various service opportunities for students and faculty
 3. Provide a variety of programs that encourage spiritual growth and meaning.

Article III – Membership

- A. Membership in Adventist Christian Fellowship is open to all students, staff and faculty of the University.
- B. Alumni and non-student spouses of current members are honorary members of the organization, but they will have no vote in the administration of the association.
- C. Membership shall not be denied to any eligible person because of age, race, sex, religion, disability or national origin.
- D. A roster of the current membership shall be kept by the ACF chapter.

Article IV – Officers

- A. Elected officers of the association are to be a president, a vice president and a
- B. secretary/treasurer.
- C. A faculty or staff advisor is also to be selected.
- D. President: is the chief officer, calls and conducts meetings and shapes policy in consultation with the advisor and other officers.
- E. Vice President: Assists the president in his/her duties, serves in the president's absence and is responsible for club communications and publicity.
- F. Secretary/Treasurer: Keeps a brief log of all meetings and the business transacted, keeps all records (including current membership roster), handles correspondence as directed by the president, collects, keeps and disperses all ACF chapter funds and maintains financial records with accompanying accountability.
- G. ACF elected officers are required to support the beliefs and practices of the Seventh-day Adventist Church.

Article V – Elections

- A. The process of electing ACF officers shall be determined by the ACF chapter.
- B. Officer elections shall be held annually.

Article VI – Funds

- A. All funds received shall be handled by the ACF chapter treasurer and should be recorded accurately and permanently.
- B. Signatories shall be the president and the treasurer.
- C. All revenues shall be dispensed as described by the officers during the first officers' meeting at the beginning of term of office, or during an emergency session in which two-thirds of the officers must be in attendance.
- D. Members shall be kept informed of all financial decisions.
- E. Accountability for university funds are to be in accordance with the university policy.
- F. Accountability for church funds are subject to the local church treasurer.

Article VII – Adherence

- A. ACF chapters shall adhere to the Student Handbook and to all other laws, rules and regulations governing the university.
- B. ACF chapters shall also seek to uphold and adhere to the principles as taught by the Seventh-day Adventist Church.

Article VIII – Business Meetings

- A. At all duly called business meetings of the chapter where issues related to the operation and/or constitution, etc. shall be discussed, a quorum of two-thirds of the regular membership in attendance shall be required.

Article IX – Dissolution

- A. If an ACF chapter does not continue to operate, any physical or monetary assets provided to the chapter should be returned to the entity that provided them.