

Article 1: Name

The name of the student group shall be the Cantonese Emmanuel Christian Fellowship, also known as CECF

Article 2: Purpose of Group

CECF is designed for university students who came from Hong Kong. We will organize different games, outdoor activities, to get closer with God and study his words. CECF is held every Friday night at 7pm, 2nd floor of Winnipeg Chinese Alliance Church.

Article 3: Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the group is undergraduate students.

Memberships for the group last for a full academic year, September to August.

Article 4: Compliance with UMSU/SGPAC Policies and Procedures

CECF will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Article 5: Executive Officers and Duties

The following are the Executive officers of UM-Cantonese Christian Fellowship, along with their duties:

Chairperson

- The Chairperson is the team leader of all Executive members. He or she will oversee the work done by each Executive member and guide him or her along.
- The Chairperson will call and chair all Executive Committee Meetings.
- The Chairperson will handle the welcoming, offering and news announcement sessions at each Emmanuel meeting.
- The Chairperson will keep the offering amount.

Secretary / Vice-Chairperson

- The Secretary will prepare minutes and keep minutes of all Executive Committee Meetings.
- The Secretary will take over the responsibility of the Chairperson during his/her absence.
- The Secretary will look after the Bulletin Board.

Accountant

- The Accountant will keep proper records of all incomes and expenditures. He or she will prepare financial reports and report to the fellowship on a regular basis.
- The Accountant will be responsible for counting offerings at each meeting, in the presence of another person.
- The Accountant will collect money or fees for meals and activities.

Devotional Leader

- The Devotional Leader, together with the Counsellors, will look after the spiritual needs of Emmanuel, such as encouraging members to have daily devotion with God, initiating prayer partners, initiating sharing or group prayers when necessary, etc.

Caring Coordinator

- The Caring Coordinator will be responsible for promoting and facilitating caring within Emmanuel.
- The Caring Coordinator will look after newcomers or guests.
- The Caring Coordinator will post programs to the Emmanuel facebook page.

Recreation Coordinator

- The Recreation Coordinator will coordinate recreational and outing activities.
- The Recreation Coordinator will take attendance at each meeting.

Worship Leader

- The Worship Leader will handle the worship part of each meeting, i.e. will invite people to lead worship, play piano/guitar.
- The
- Worship Leader will be responsible for the physical arrangement of facilities and AV before/during meetings and cleaning up after meetings.

Article 6: Executive Elections and Terms of Office

Terms of Executives will be from May to October and November to April.

CECF executive committee members are appointed by Counsellors from Winnipeg Chinese Alliance Church. Counsellors are senior members from Winnipeg Chinese Alliance Church and Church's Deacon Board approves them.

Article 7: Transition of the Executive

- A. During the period from the end of the second week of April until the first day of May, when the new Executive will assume office, it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs. This includes teaching the incoming executive about student group and Students' Union policies and procedures, transitioning custodianship of club records and materials and preparing the new Executive to be effective in their roles for the next year's work.
- B. It is the responsibility of the departing Chairperson to ensure that all student requirements to the Students' Union, including submission of a complete annual report and the removal of all student group records, have been fulfilled before the incoming Executive assumes office.
- C. It is the responsibility of the departing Chairperson and Accountant to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.
- D. It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group and for all club requirements to the Students' Union commencing with the first day of May.

Article 8: Meetings

The Chairperson may call an Executive meeting at any time, but must give the other Executive officers at least 48 hours notice. There shall be at least one Executive meeting per 2 month during the academic year (September to April).

The Executive will schedule at least two meetings a year for the entire CECF membership.

Article 9: Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by a formal vote of the Executive Committee and present to all members of the group.

The proposed changes must be made available to all members of the group at least two weeks before the meeting, and require the support of at least two-thirds of the Executive Committee present and voting at the meeting.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting.