

Believers Loveworld Incorporated (BLW)

Campus Ministry Constitution

ARTICLE I.

Section A. The name of the organization shall be Believers Loveworld Incorporated - Campus Ministry.

Section B. The objectives of the BLW Campus Ministry is to spread the message of Christ in the University of Manitoba. We aim to bring God to students in his simplicity and teach on how to live the life he wants you to live. Our arms are open to all people regardless of race, age, gender, origin or status. We are in accordance with the University's policies, federal and provincial laws.

Section C. Believers Loveworld Incorporated will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

ARTICLE II. INTERPRETATION

The BLW Campus Ministry at the university of Manitoba shall make all determinations and interpretations with due regard to accepted rules of procedure. This procedure shall be in the form of a written appeal to the coordinator or assistant coordinator, who shall be regarded as sources for interpretation of this constitution.

ARTICLE III. MEMBERSHIP

Our membership is open to all University Students. Our membership is open and free to all university students who want to join us.

ARTICLE IV. MEETING PROCEDURES

Meetings will occur once a week and the responsibility to call a meeting is given to the Co-coordinator or Assistant Co-coordinator. The determinant for an

onsite or online meeting is based on the type of meeting, and the circumstances in which that meeting is called. A notice of no less than 36 hours will be given for any meeting that is to take place. In the event of an emergency meeting, such a meeting is likely to be conducted online and such a 'special' meeting can only be called by the Co-coordinator. In the event that the Co-coordinator is absent due to unforeseen circumstances, the Co-coordinator may call the meeting.

ARTICLE V. QUORUM

A quorum of membership for voting purposes shall be reached when at least 80% of those present are those who have shown consistent availability and have shown themselves to be of excellent character.

ARTICLE VI. OFFICERS, QUALIFICATIONS AND DUTIES

The officers of the organization shall be the following: Coordinator, Assistant coordinator and (others designated as necessary).

The duties of the officers shall be as follows:

Coordinator

The Duties of the coordinator include the following:

- To oversee other members of their executive in their duties
- To call 'special' meetings
- To be responsible for all administrative activities of the organization
- To be responsible for the growth and structure of the organization
- To be responsible with the association and liaison of external organizations
- The planning of all events and meetings
- To have co-signing authority on behalf of the organization
- To appoint a member as an officer in the event that the seat is vacant.

The Coordinator presides at all meetings, appoints the committee chairpersons and presents all motions to the membership.^[L]_{SEP}

Assistant Coordinator

The Duties of the Assistant Coordinator include the following:

- To assist the coordinator in his/her duties

- To call ‘special’ meetings in the absence of the coordinator
- The planning of all events and meetings
- Assume the duties of the Coordinator in his or her absence
- Advise the committee chairpersons and make arrangements for the meetings.

Other Designated Offices

Secretary

The Duties of the Secretary include the following:

- To organize all online and onsite meetings
- To handle communications among officers and members and keep correspondence.
- The planning of all events and meetings
- Take minutes of the meeting and distribute
- Engage in membership development activities

Treasurer

The Duties of the Treasurer include the following:

- To be responsible with financial dealings regarding the organization
- Responsible to assisting the coordinator in his/her duties
- The planning of all events and meetings
- Keep account of financial transaction
- Organize community outreaches. Most esp. youth communities.

Senate Representative

Should be a second or third year student

The Duties of the Senate Representative include the following:

- To apply for the reinstatement of the group to university of Manitoba students union each year
- The planning of all events and meetings

- Report to fellowship regarding the student union activities and other issues raised.

ARTICLE VII. ELECTION OF OFFICERS

The term of each office is for one year with the ability to run for one more year.

Due to the nature of our organization being a faith-based organization, voting for positions are not held but rather, our officers are appointed based on Clarifications will be done by the Co-coordinator and if the situation requires further assistance, it is escalated to the church body for counseling.

ARTICLE IX. PROCEDURES REGARDING ALLEGATIONS OF WRONGDOING AND DISCIPLINARY ACTION

To bring up an allegation, a letter including the people involved and the time of offense must be written and submitted to the coordinator and assistant coordinator. A copy must also be sent to the accused. The accused must then send a letter to the Coordinator and Assistant coordinator regarding the said incident.

After this occurs, there will be a meeting between the Co-coordinator and Assistant coordinator and the accuser, and another with the accused.

Upon conclusion of this meeting, a hearing date will occur the week after at which 3 executives must be present and then a decision by ballot will be made by the executives.

In the event that the accused or accuser is an executive, then only 1 executive will be involved and 2 members who are potential executives.

If there is an officer facing or making an allegation he/she must declare a 'leave of absence' (must be communicated to Co-coordinator in writing) in the duration of assessment of such allegations, and the duties of that officer will be distributed among other executives. The officer must not contact any executive concerning the incident once a letter has been received or the decision to make an accusation has been made and that officer is responsible to appeal against any allegation in writing as stated earlier and should establish a degree of self-control in such a situation so as to carry out all hearings in a civil manner.

Persons present during the hearing must be either an officer, the accuser or an external associate of the organization who has the permission of the Co-coordinator.

ARTICLE X. FINANCIAL RESPONSIBILITY

Financial responsibility is the jurisdiction of the Treasurer. The coordinator and Treasurer are the sole signing authorities. The responsibility for creating the budget and financial reports, approving the budget, and maintaining the financial records of the organization is the job of the Treasurer.

Being a faith-based organization, funds obtained and used will be properly documented within the organization. If and when a need arises the funds are properly allocated and allocations are documented.

All financial records must be kept secured and accessible only by the Co-coordinator, or the Treasurer.

***ARTICLE XI. DUES**

We do not have dues. When projects or needs arise, financial dues are to be given at the discretion of the members involved. This doesn't affect membership and we do not induce or coerce our members in anyway.

ARTICLE XII. EMPLOYMENT STANDARDS

We do not hire. Your services are voluntary.

ARTICLE XIII. COMMITTEES

No committees exist at the moment. Our executives take charge of the organizations of events and/or meetings.

ARTICLE XIV. ADVISORY/MANAGEMENT BOARDS

We don't operate a business hence, an advisory/management board is not needed. However counseling will be done with guidelines from the church, Christ Embassy Christian Center.

ARTICLE XV. EXTERNAL AFFILIATIONS

Our jurisdiction is the University of Manitoba. Membership is for students, teachers and faculty. We are an affiliate of Believers Love world Incorporated a.k.a Christ Embassy.

ARTICLE XVI. BY-LAWS AND AMENDMENTS

In the event that a By-Laws and/or Amendments to be adopted, the amendment must be brought forth and supported by at least 2 officers. The procedure will take 1 month to introduce to the constitution, pending the voting procedure to approve proposed changes, and quorum requirements being 75% of those present.

ARTICLE XVII. RATIFICATION

This constitution shall be enforced upon ratification by 3/4 of the voting body, and upon approval of this constitution by the Clubs Registration Committee and the Centre of Student Community & Leadership Development.