



THE CONSTITUTION OF

THE UNIVERSITIES AND COLLEGES CHRISTIAN FELLOWSHIP,

CAVE HILL CAMPUS

I ASSENT,

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THE CONSTITUTION OF THE

UNIVERSITIES AND COLLEGES CHRISTIAN FELLOWSHIP

[APRIL 17<sup>th</sup>, 2014]

NOW, THEREFORE, the following provisions shall have effect as the Constitution of the Universities and Colleges Christian Fellowship:

1. NAME AND ADDRESS OF GROUP

The name of the group shall be the UNIVERSITIES AND COLLEGES CHRISTIAN FELLOWSHIP OF THE UNIVERSITY OF THE WEST INDIES, CAVE HILL CAMPUS, hereinafter known as THE GROUP.

The address of THE GROUP shall be at the UNIVERSITY OF THE WEST INDIES, P O BOX 64, CAVE HILL, BRIDGETOWN, BARBADOS, WEST INDIES, or at such other place as may be determined by the Executive Committee.

2. STATEMENT OF PURPOSE

THE GROUP shall be a non-denominational, non-sectarian, Evangelical fellowship of all

Believers in the LORD JESUS CHRIST, committed to:

- a) Presentation of the claims of the LORD JESUS CHRIST to all men, especially to University students with a view to leading each to a personal faith in JESUS CHRIST.
- b) To encourage the deepening and strengthening of the spiritual lives of Believers by prayer, the study of the Bible and Christian fellowship, with a view to increasing their effectiveness in carrying out the command of the LORD JESUS CHRIST to evangelise the world (individually and corporately).
- c) To emphasise the essential personal duty and privilege of the Believer to take a definite interest in, and support worldwide evangelism; to give, pray and serve as GOD directs.

- d) The establishing of similar groups in institutions of higher learning and schools in Barbados.

3. AFFILIATIONS

THE GROUP shall not take part in joint activity with any body or group of persons which does not substantially uphold the truths stated in the DOCTRINAL BASIS of THE GROUP, except with the joint unanimous consent of both the Executive Committee and the National Board of Directors of the INTER-SCHOOL/INTER-VARSITY CHRISTIAN FELLOWSHIP BARBADOS, hereinafter known as IS/IVCF BARBADOS.

4. THE DOCTRINAL BASIS

- a) The attitude of THE GROUP to the HOLY SCRIPTURE shall be that expressed in

2 Peter 1:20, 21 and 2 Timothy 3:16, 17 (King James Version, KJV)

(Knowing this first, that no prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man:

but holy men of God spake *as they were* moved by the Holy Ghost. All

Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.)

b) The belief in the fundamental truths of Christianity as revealed in the Holy Scripture, the attitude being that expressed in (a) above. Consequently, the following are THE GROUP's beliefs:

- i) The unity of the FATHER, the SON and the HOLY GHOST in the GODHEAD;
- ii) The sovereignty of GOD in creation, revelation, redemption and all judgment;
- iii) That the man JESUS CHRIST was GOD manifested in the flesh;
- iv) The divine inspiration and infallibility of the Holy Scripture as originally given, and its SUPREME AUTHORITY in all matters of faith and conduct;
- v) The universal sinfulness and guilt of human nature since the Fall rendering Man subject to GOD's wrath and condemnation;

- vi) In the existence of a supernatural being called Satan who is the adversary of JESUS CHRIST, and all of CHRIST's followers;
- vii) Redemption from the guilt, penalty and power of sin ONLY through the sacrificial death - as our representative and substitute - of JESUS CHRIST, the SON OF GOD;
- viii) The historic fact of the bodily resurrection of JESUS CHRIST from the dead;
- ix) The presence and power of the HOLY SPIRIT in the work of regeneration in the individual;
- x) The fullness of the HOLY SPIRIT as a necessity for effective Christian life and witness;
- xi) The One Holy Universal Church which is the Body of CHRIST and to which all true Believers belong;
- xii) The expectation of the personal return of the LORD JESUS CHRIST.



5. MEMBERSHIP

a) Membership in THE GROUP shall be open to and confined to individuals who are students of the UNIVERSITY OF THE WEST INDIES, CAVE HILL CAMPUS, in accordance with Section 6 of the Constitution of the Guild of Students, which outlines membership to the Guild of Students.

b) Membership in THE GROUP shall be open to and confined to individuals who subscribe to the above doctrinal basis and who sign the following declaration:

i) I desire in joining this GROUP to declare:

My faith in JESUS CHRIST as MY SAVIOUR, MY LORD and GOD, whose atoning sacrifice is the only ground of my salvation.

ii) My faith in the final authority of Holy Scripture in all matters of faith and conduct.

SIGNED \_\_\_\_\_

- c) This declaration shall, except for reasons acceptable to the Executive Committee, be signed by present members of the Group upon the ratification of this Constitution, and hereafter by prospective members of the Group during or before the end of the first semester of each academic year.
  
- d) It shall be the responsibility of the Executive Committee to ensure that prospective members be thoroughly acquainted with the aims and Constitution of THE GROUP.
  
- e) Membership may be revoked by the Executive Committee after consultation with the National Board of Directors of the IS/IVCF BARBADOS. Reinstatement is subject to the decision of the Executive Committee after consultation with the National Board of Directors of the IS/IVCF BARBADOS.

6. THE ADVISORY BOARD

There shall be an Advisory Board, which shall consist of all the members of the National Board of Directors of the IS/IVCF BARBADOS, hereinafter known as the National Board.

The term of office of the Advisory Board, as far as possible, shall coincide with the term of office of the members of the National Board.

The members of the Advisory Board may, at the invitation of the Executive Committee, attend meetings of the Executive Committee in the capacity of observers or advisors.

The tertiary staff worker assigned to THE GROUP by the National Board shall be:

- (a) The liaison between the National Board and THE GROUP.
- (b) Actively involved in the affairs of THE GROUP.
- (c) The representative of the National Board at all meetings to which the Board is invited.

The limit of the Advisory Board's powers shall be set out in this Constitution as stated in Section 11.

7. THE EXECUTIVE COMMITTEE

There shall be an Executive Committee of THE GROUP which shall be responsible for the general running of the affairs of THE GROUP, and which shall consist of:

- (1) The President.
- (2) The Vice-President.
- (3) The Secretary.
- (4) The Treasurer.
- (5) The Public Relations Officer.
- (6) The Prayer Coordinator.
- (7) The Worship Coordinator.
- (8) The Cell Group Coordinator.
- (9) The Hospitality Coordinator.

The roles and responsibilities of the Executive Committee are set out in the First Schedule of this Constitution.

The President shall preside over all meetings of the Executive Committee and in his/her absence the Vice-President, and in the absence of both, the Secretary shall preside.

The Executive Committee shall endeavour to meet at least once per week to pray specifically for and discuss the needs of THE GROUP.

The Executive Committee shall have the power to establish other posts for the Committee which may be deemed necessary from among the members of THE GROUP for such period and for such purpose as the Executive Committee shall determine.

The Executive Committee shall have the power to establish sub-committees and select members of each sub-committee from among members of THE GROUP for such period and for such purpose as the Executive Committee shall determine.

8. APPOINTMENT OF EXECUTIVE COMMITTEE

1) (a) Members of the Executive Committee (also referred to as the Executive) shall be selected exclusively from the membership of THE GROUP, and further,

(b) The selection of each member of the Executive shall be guided by the following considerations:

- i) The member's evident zeal for the work of Evangelism, especially among University students.
  - ii) The consistency and maturity of the member's spiritual life.
  - iii) The member's demonstrated ability to lead.
  - iv) The member's demonstrated ability to organise.
- 2) The term of office of the Executive Committee shall be for the entire duration of the academic year, except in the advent of a CONTINGENCY.
- 3) The new Executive Committee shall normally be selected by the end of April of each year. The appointment shall be announced at the first regular meeting of THE GROUP after this date. The selection of the new EXECUTIVE COMMITTEE shall be as follows:

- (1) General nominations: The group members as well as present Executive leaders shall give nominations for each available position.
- (2) The Executive shall then meet to discuss the persons nominated for each position (keeping in mind the qualities of an executive member and the responsibilities of each position.
- (3) The nominations list shall be narrowed down to two persons for each position by the Executive Committee.
- (4) The first person for each position shall then be asked to CONSIDER the position. Each person shall be informed about the responsibilities for the position they are being asked to consider and asked to reread the Constitution and the doctrinal statement. If they agree, they shall be interviewed before being OFFICIALLY selected.
- (5) If the first person declines the position, the second person shall then be asked, and the process in (4) above repeated.
- (6) The interview shall involve present Executive leaders, as well as the IS/IVCF BARBADOS tertiary staff worker, as the interview panel. The seven questions listed below may be utilised, as well as any other relevant questions.

- (7) A final decision shall be made by the interview panel and told to the selected person and announced to the general members before the term ends.
  - (8) If the interview reveals anything that rules out the first person, they should be informed that they were not selected and the second person should then be asked and interviewed.
  - (9) (6) and (7) above should then be repeated.
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- 4) After the appointment of the new Executive Committee, its members shall sit in at the meetings of the outgoing Executive Committee for the remainder of the academic year, but shall assume no formal responsibility until the official end of the academic year.

9. HANDING OVER OF OFFICE

The outgoing Executive Committee shall formally cease responsibility for the affairs of THE GROUP at the official end of the academic year, at which time such responsibility shall be formally handed over to the new Executive Committee.



10. GENERAL MEETINGS

- 1) Attendance at General Meetings is restricted to members of THE GROUP (including the Advisory Board) and to such other persons as the Executive Committee and the Advisory Board acting separately and in concert, shall approve.
  
- 2) An Annual General Meeting of THE GROUP shall be held in the second semester of each academic year, four weeks' notice of this meeting shall be given to members. Each Annual General Meeting shall not normally be held at the time of regular group meetings.
  
- 3) Extraordinary General Meetings may be called by the Executive Committee or by the Advisory Board at other times during any semester, of which at least three weeks' notice shall be given to members, or of which, in the event of an emergency, and at least one week's notice shall be given to each member in writing.

- 4) If a written application is made to the Secretary or President signed by at least ten per cent of the membership of THE GROUP but not less than five persons, and stating the business to be submitted, the Executive Committee shall convene an Extraordinary General Meeting within two weeks of any such application.
  
- 5) At any General Meeting at least fifty per cent of the members shall be necessary to form a quorum.

11. CONTINGENCY COMMITTEE

In this Constitution, "Contingency" means a future event or circumstance that is possible but cannot be predicted with certainty.

There shall be a Contingency Committee which will consist of the members of the Advisory Board, referred to in Section 6 above. The Contingency Committee shall, after a contingency is declared by the Executive Committee, have the power to conduct the affairs of THE GROUP for a period of three months starting from the date on which the contingency is declared.

A two-thirds majority of the Executive Committee shall be necessary to declare a contingency.

A contingency may be declared by the Executive Committee on account of:

- (a) Discord among members of the Executive;
- (b) Disagreements based on doctrine;
- (c) Persistent harassment of the Executive by other groups or organisations;
- (d) The ineffectiveness of the Executive in carrying out its duties as found in this Constitution; or
- (e) Other reasons as deemed necessary by the Executive.

The Contingency Committee may declare the existence of a "contingency" only at an Extraordinary Meeting of THE GROUP, in accordance with Section 10 (4) above.

In the event of a vacation, exceeding twenty days occurring within three calendar months of the declaration of the "contingency", the period of contingency shall be deemed to date from the date of declaration of contingency until the ninth day following the intervening period of vacation.

On or before the last date of the period of contingency, the Advisory Board shall conduct elections for a new Executive Committee from among the members of THE GROUP.

12. FINANCES

- 1) THE GROUP shall be responsible for meeting all its financial requirements and may raise funds from such activities as determined by THE GROUP.
  
- 2) THE GROUP shall have an account with a bank in Barbados selected by the Executive Committee. All funds on that account shall be the funds of THE GROUP and not the property of any particular member.
  
- 3) Joint signatures of (a) the President, (b) the Vice-President, and (c) the Treasurer shall be necessary for withdrawal of funds from the account. In the event of the incapacity of any of these persons to sign for a withdrawal, the Executive Committee shall appoint the Secretary, or hereafter, any other person or persons to sign on the account.

13. CHANGES IN THE CONSTITUTION

No changes shall be made to this Constitution other than at a General Meeting of THE GROUP and by a two-thirds majority vote, and with the written permission of the Advisory Board.

14. FINALITY

This Constitution annuls any previous Constitution of THE GROUP.

15. RATIFICATION

This Constitution shall have effect on April 17<sup>th</sup>, 2014 by the assent of the President of THE GROUP AFTER a two-thirds majority vote by the Executive Committee and the Members of THE GROUP. This constitution shall forthwith govern the affairs of THE GROUP.

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FIRST SCHEDULE

EXECUTIVE ROLES AND RESPONSIBILITIES

These are the roles and responsibilities governing the Executive Committee of the UNIVERSITIES AND COLLEGES CHRISTIAN FELLOWSHIP OF THE UNIVERSITY OF THE WEST INDIES, CAVE HILL CAMPUS.

**THE PRESIDENT:**

- Has knowledge of the duties of all other officers in THE GROUP.
- Sees that each Executive member carries out his/her duties faithfully.
- Prays for and socialises with the Executive Committee.
- Meets regularly with the Executive Committee to discuss the planning of meetings and the running of THE GROUP.
- Maintains overview of THE GROUP (strengths, weaknesses, progress, spiritual dynamics).
- Leads the Executive as a TEAM (conducts meetings; facilitates planning, implementation & evaluation; develops team).
- Sets deadlines for future accomplishments.
- Ensures goals and activities are accomplished.
- Maintains close relationship with IS/IVCF staff.
- Shows appreciation to all members of THE GROUP for their service.

**THE VICE PRESIDENT:**

- Works alongside the President in delegating work.
- Leads meetings in the absence of the President.
- Ensures the involvement of members in activities.
- Is able to recognize talent and abilities in others and suggest their involvement in activities.

**THE TREASURER:**

- Prepares an annual budget of THE GROUP with the help of the Executive.
- Receives and banks all funds that come to THE GROUP.
- Keeps a proper record of all funds.
- Pays bills and disburses funds when authorised to do so by the Executive.
- Keeps copies of bills and receipts as supporting documents for book keeping.
- Coordinates solicitation of funds from “outside sources” (parents, churches, individuals, etc.)
- Gives a complete financial report at committee meetings.
- Informs THE GROUP of the need for funds when applicable.
- Plans and coordinates fundraising projects.
- Coordinates giving/sharing of resources with the National Board (IS/IVCF BARBADOS).
- Impresses on members the value of giving as revealed in the Scriptures.
- Encourages members of THE GROUP to give towards funding of meetings, events, etc.

**THE SECRETARY:**

- Keeps an accurate and lasting record of all group events for future reference.
- Keeps minutes of the Executive Committee meetings.
- Ensures all Executive members receive minutes of meetings and decisions taken at meetings.
- Reads the minutes from the last meeting at the start of an Executive meeting.
- Notifies all Executive members of upcoming Executive Committee meetings.
- Keeps a list of all Executive members and their duties.
- Maintains contact with other IS/IVCF groups and the IS/IVCF office.

- Communicates correspondence from IS/IVCF staff and office to the members of THE GROUP.
- Keeps information on speakers invited to speak at THE GROUP.
- Keeps record of members' responses and opinions on THE GROUP.
- Sends letters of invitations and Thank You's to speakers.
- Reads reports on activities regularly.

**PUBLIC RELATIONS OFFICER:**

- Advertises UCCF to the entire UWI population.
- Keeps a record of activities that are being planned by the Executive.
- Coordinates announcements, flyers, making and placement of posters and other such methods of advertising around UWI.
- Advertises general UCCF meetings as well as special events and activities.
- Keeps contact information for other IS/IVCF groups.
- Informs other IS/IVCF groups and the IS/IVCF office about upcoming events.

**PRAYER COORDINATOR:**

- Instills in members of THE GROUP the vital need for prayer.
- Supervises the planning of days and times of prayer meetings.
- Reminds THE GROUP of issues to pray for.
- Keeps abreast of THE GROUP's activities in order to remember them in prayer.
- Keeps a book to record items for prayer.
- Teaches and encourages the members of THE GROUP to pray.
- Encourages private devotions.



**CELL GROUP COORDINATOR:**

- Coordinates cell group activities.
- Visits all cell group meetings regularly.
- Organises joint cell meetings and events.

**CELL GROUP/SMALL GROUP LEADER:**

- Initiates and maintains the **fellowship** of students from a specific faculty, place of residence, year or programme.
- Uses CREATIVE and RELEVANT **Bible studies and prayer** to nurture group members.
- Develops and executes insightful and creative **evangelistic/outreach** events for the general body of students in faculty/halls of residence/year/programme.
- Encourages the **development of group members' gifts and talents** by allowing them to serve in different aspects of the cell group.
- Finds imaginative ways of connecting group members with other cell groups, and the rest of the UCCF body.
- **Reports** verbally and in written form to the Cell Group Coordinator.

**BIBLE STUDY COORDINATOR:**

- Prepares Bible studies for cell groups, weekly meetings and camps, and leads them where necessary.
- Is responsible for encouraging Bible reading and development of Bible study.
- Helps maintain doctrinal accuracy of THE GROUP as determined by its Doctrinal Basis, which is fundamentally based on the WORD OF GOD.

**WORSHIP COORDINATOR:**

- Leads the worship team.
- Recruits and seeks to utilise other talent within the body – drama, dance, singing, etc.

**RESOURCES COORDINATOR:**

- Maintains a list of all material and equipment available to THE GROUP.
- Ensures that all members of THE GROUP are aware of such material and equipment, and is able to access such.
- Serves as THE GROUP's librarian.
- Acquires resources such as are necessary to THE GROUP's needs.
- Is responsible for the sale of books and CDs.

**EXTERNAL AFFAIRS REPRESENTATIVE:**

- Represents THE GROUP at meetings of the National Board.
- Represents THE GROUP to all off-campus groups, including liaisons with other ISCF and IVCF groups.

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SECOND SCHEDULE

INTERVIEW QUESTIONS FOR PROSPECTIVE EXECUTIVE MEMBERS

- (1) Why do you want to be on the student committee?
- (2) Do you think God is calling you to undertake this responsibility? Explain.

- (3) Are you growing in your relationship with Christ? Explain.
- (4) Are you in agreement with the IS/IVCF Doctrinal Statement?
- (5) Are you willing to devote the required time and energy to IS/IVCF tasks?
- (6) Do you have a clear idea of what gifts and abilities you can contribute to the group?
- (7) What other leadership experience do you have? Have you had a positive experience?