

CHINHOYI UNIVERSITY OF TECHNOLOGY ADVENTIST ALUMNI



CONSTITUTION DOCUMENT FOR CHINHOYI
UNIVERSITY OF TECHNOLOGY ADVENTIST
ALUMNI(CUTAA)

CONSTITUTION FOR THE CHINHOYI UNIVERSITY OF TECHNOLOGY ADVENTIST ALUMNI.

Article I: NAME AND AFFILIATION

Section I: The name of this organization shall be the Chinhoyi University of Technology Adventist Alumni (CUTAA).

Section II: The CUTAA shall be affiliated to the Chinhoyi Central Seventh-day Adventist Church.

Article II: MISSION STATEMENT

Enhancing networking, revival and unity of the Alumni as well as promoting outreach programs for soul winning.

Article III: PURPOSE.

Section I. The objectives of the Chinhoyi University of Technology Adventist Alumni are:

- a. To provide the opportunity to become acquainted with and enjoy the fellowship of alumni who hold membership and have interest in the Seventh-day Adventist denomination.
- b. To promote spiritual growth, both personal and cooperate.
- c. To encourage members in personal service and evangelistic outreach for others.
- d. To keep members informed of recent trends and concerns of the Seventh-day Adventist church.

Article IV: MEMBERSHIP

Section I Qualifications

1. All members should have been baptised in the Seventh-day Adventist Church.
2. Any member from CUT gets an automatic entry into CUTAA
3. Other members from other universities can join CUTAA after the production of recommendation letters from their churches which shows that they are in good and regular standing however in the case where there are no recommendation letters these members are not barred from attending the programs but they will not be allowed to active service such as prayers, sermons or music etc

4. Membership shall also be extended to other local youths and adults provided they bring recommendation letters.
5. There shall be no discrimination in membership privileges based on age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, or status.

Section II: Subscriptions

Members are entitled to pay a \$20 subscription fee on a yearly payable \$5 on a quarterly basis. This amount is subject to change depending on the current committee. Members who can exceed the prescribed amount can do so. The money collected from the subscriptions shall be used to finance Alumni and Campus programs such as Zunde, Music days etc. A certain percentage should be channelled towards the Chinhoyi Central building Project. The percentage to be determined by the executive committee.

Article V: OFFICERS

Section I. The officers of this organization shall be the president, vice-president, secretary, treasurer, and chaplain and other committee members. All officers of this organization must be officially registered .

Section II. The executive board shall consist of the president, vice-president, treasurer, and the board of sponsors.

Section III. Qualifications and Terms for Holding Office

1. Only those members committed to and in agreement with the Statement of Faith and the Purpose of this organization, who are members of the Seventh-day Adventist Church in good and regular standing and Should have learnt at Chinhoyi University of Technology.
2. Students on attachment can hold office if the period of attachment is in line with the term of office but the number of such students should not exceed two (2).
3. Students in final year at University can be a member of the committee and the number of such should not exceed two (2)

Section IV: Terms of Office

Elected leaders shall serve for one year (12 months) and are eligible for at least one more term. Serving of the second term is not automatic and should be only by vote of the alumni. The term of office is from July to June the following year.

Section V: Duties of Officers:

1. President

The President shall advance the goals of the organization by scheduling and presiding over regular and special meetings, setting the place and time for elections, calling for the setup of committees, delegating authority, handling public relations matters, and if not otherwise delegated, maintaining the organization web site and sending electronic mail to the organization membership. The

President shall represent the organization at functions and meetings if necessary. In the event that the president resigns, or is impeached and removed from office, the vice President shall act as President and preside over a special election to elect a new president.

2. Treasurer

The Treasurer shall maintain a proper record of the organization's fiduciary matters, appropriating funds as directed by actions of the executive board, and assist in any planning related to financial matters or fund raising. The Treasurer shall submit a written report of the state of the organization's finances to the executive board at the end of each quarter.

3. Secretary

The Secretary shall maintain a record of all regular and special business meetings that includes attendance, any motions brought forth, a summary of the discussion, and actions taken including votes for and against each measure or motion. These records shall constitute the minutes for the meeting. The Secretary also has the responsibility of declaring a quorum at each meeting and taking and tabulating electronic votes. The Secretary shall disseminate the meeting minutes to all active members by electronic mail within one week of the meeting. The Secretary shall also maintain a roster of all members and their status and assist the President in communications to members (via telephone, electronic mail, postal mail, the World Wide Web, etc.). The Secretary shall maintain the organization contact list. The Secretary shall send special notification of upcoming regular or special business meetings to any active member in danger of falling under the category of persistent non-attendance. If the active member does not attend the next meeting and there are no extenuating circumstances, the Secretary shall revoke the active membership of that person. The Secretary shall distribute organization records from any general or special business meeting to any member upon request within one week. Records of executive board meetings (if taken) may be released by a majority vote of the executive board. The Secretary shall maintain the Constitution and the By Laws. The Secretary shall delegate his/her responsibilities to another officer if he/she is absent.

Article VI: ELECTIONS OF OFFICERS

Section I: Regular Elections

Regular elections to elect new officers shall be held once per year. All officer positions are open to active members (Only those from Chinhoyi University of Technology): an active member may be elected to the same office position for consecutive terms, however an active member may only hold one office position at a time (e.g., the same person cannot be both President and Treasurer). The members will choose if they want to adopt the special committee or the nominating committee or they will go for the secret ballot method.

The outgoing president will conduct the elections. The notice for elections shall be three (3) weeks before the actual election date.

Section II: Special Elections

Special elections shall be held within one month of the vacancy of any officer position. A special election has the same procedure as a regular election, but is only for the vacant officer position(s). The president may appoint a person to temporarily fill the vacant position in the interim. The procedure for an election (regular or special) is as follows: at least one week before the election the acting President shall announce the date/time/place of a regular or special business meeting for the election and declare that the floor is open for nominations. Any active member may nominate any active member (including themselves) for an officer position up until the floor is closed for nominations just before the election vote.

Newly elected officers shall begin their term immediately after the election. All officer terms shall last until the next regular election or until they leave the country, resign their position, or are removed from office.

Section III: Removal of Officers.

Officers may be removed from their position for reasons of discipline or lack of performance. Should they fail to conduct their office according to their duties as laid out in the Constitution, or grossly violate the ideals of the organization while representing the organization, any officer may move to impeach another officer at a regular or special business meeting. If the motion of impeachment is entertained, a voice vote shall be taken. If a majority votes in favor of the motion, then the process of impeachment shall begin. The officer shall be given due process of such proceedings, receiving written notification a minimum of seven days prior to impeachment proceedings explaining that he/she has been impeached, such reasons for impeachment, and of the right to speak on one's behalf. At the next regular or special business meeting, the impeached officer will be given the opportunity to present his/her case before the members as to why he/she should not be removed from his/her officer position, including any evidence if necessary. Then a secret vote shall be taken regarding whether to remove the officer from that officer position. If a majority votes in favor of removal, the officer shall be removed from his/her position, and the acting President shall appoint another officer to fill the position temporarily until a special election is held to fill that officer's position. Note that removal from an officer position does not constitute revocation of active membership.

Article VII: MEETINGS

Section I: Business Regular Meetings

The date/time/place of regular business meetings shall be determined by the President and announced to all members by the Secretary at least seven days in advance. When a simple majority (greater than 50%) of the active members is present, a quorum shall be declared and votes taken on actions will be binding. If less than a majority of the active membership is present at a meeting, motions may be fielded and discussed, but any vote will not be binding.

Section II: Special Business Meetings:

A special business meeting follows the same procedures as a regular business meeting, but is generally not scheduled on the calendar. Any officer may call special business meetings provided that a minimum of three days notice is provided to all active members.

Section III: Executive Board Meetings: The executive board is comprised of the officers of the organization. The executive board shall meet (either in person, or through an electronic meeting) at least once per month, the date/time/places determined by the President and communicated to the officers. The general purpose of executive board meetings is to plan activities and events that advance the mission of the organization. The executive board also shall decide financial matters for any expenditure that is over the maximum amount as set in the By Laws. For any executive vote to be binding on a measure at an executive board meeting, a simple majority of the board must vote in favor of the measure.

Section IV: Electronic meetings:

The President may call an electronic meeting for the purpose of taking votes on non-critical measures, and for planning purposes. The procedure for an electronic meeting is as follows. The Secretary shall call the meeting to order in the form of an electronic mail or Whatsapp to all active members. All communications of the meeting shall be distributed to all active members, unless it is an electronic meeting for just the executive board, in which case, all communications will go just to the executive board. Any member may then make motions on non-critical matters (i.e., on matters not pertaining to Constitutional amendments, elections, or membership removal). If seconded by another active member, then the floor is opened for discussion for a period of at least one day. When discussion is closed, and a motion is passed to vote on the motion, then an electronic vote will be taken by the Secretary, and the results will be announced. The electronic meeting will close when a motion to close the meeting is passed. The Secretary shall disseminate the minutes from the electronic meeting as if it were a regular meeting (unless it was an electronic executive board meeting).

Article VIII – FINANCIAL STRUCTURE

The Treasurer shall be in charge of finances and conduct the finances of the organization in compliance to the laws on appropriate use of funds. If needed, he/she shall maintain a bank account in the name of the group and record the source of all incoming funds and how they are used, alternatively he/she can use Telecash or Ecocash. Purchasing authority for a specific item may be granted to any officer of the organization by the majority vote of the committee and signed by the President and the treasurer on a form prepared by the Treasurer stating what will be purchased, the approximate price, and the maximum price limit. For any purchase, a receipt must be obtained and kept for the records by the Treasurer. The treasurer will present the financial report to members at least twice a year to ensure transparency in the handling of finances.

Article IX-PROGRAMMES.

We shall have programmes at most twice a month to ensure availability of members at their respective local churches.

All ASA Harare programmes to fall under Alumni.

Those on attachment can attend programmes as Alumni and may be required to pay subscriptions during the attachment period.

The Alumni can provide their own speakers or invite speakers provided that they are in good and regular standing.

Article X- MUSIC

Homeland glory to provide music for programmes, and a group can be invited on the condition that they sing good adventist music.

Article XI-DISCIPLINE

As CUTAA we acknowledge and adhere to principles of discipline as set forth in the presiding church manual and that should our members misbehave during our programs, such as where require appropriate discipline, the issue will be reported to their local church and the members suspended or sent home from the program.

Article XII—STATEMENT OF FAITH

We as CUTAA we hold Christ's birth, life, sacrifice on the Cross at Calvary, subsequent resurrection, His High Priestly ministry in the heavenly Sanctuary and the promise of His soon return as the central theme and ultimate focus of our faith. The suffering and death of Jesus Christ and the sacred history portrayed in the Bible provide evidence of the eternal salvation that comes through our faith in Him and our acceptance of His righteousness. We accept the Bible as our only creed and hold certain fundamental beliefs, as set forth herein, to be the teaching of the Holy Scriptures. We believe in the mission of the church as commanded by Jesus in Matthew 28:19-20 of preaching the gospel to the entire world,

Article XIII- CONSTITUTION AND AMMENDMENT

Section I- This constitution will be adopted with a general consensus of the officers of the organization following a general meeting and two-thirds vote of the active members.

Section II- This constitution may be amended by a general consensus of the officers of this organization (or a two-thirds vote of the active members), provided that any change made in the Purpose and Statement of Faith is biblically sound such as to glorify God and lead people to His kingdom.

Section III- Amendments to this constitution will not become valid until copy of said amendments has been placed with the CUTAA and approved.