

BUNDA COLLEGE

SEVENTH-DAY ADVENTIST

CLUB

CONSTITUTION

1. SECTION I: NAME, PREAMBLE, OBJECTIVES, AND METHODOLOGY

1.1 NAME

The club for which this is the constitution shall be known as **BUNDA COLLEGE SEVENTH-DAY ADVENTIST CLUB**

1.2 PREAMBLE

Considering the fact that seventh-day Adventists happen to be among the highly blessed young men and women who get selected top attend higher education at the University of Malawi's Bunda College of Agriculture, it was deemed necessary to find a club that might act as a tool to facilitate their oneness in in-reaching and out-reaching the souls that are in-need of the word of God.

1.3 MISSION STATEMENT

It is the mission of the club, with a number of strategies put in place, to help checking and upholding the moral and spiritual values among the club members in their capacity both as Christians and academic students. In such a way, it was undoubtedly anticipated that students might be moulded, preserved and offered to the world as true and good citizens of young BLOOD of sound spiritual, professional, and social character.

1.4 OBJECTIVES OF BUNDA COLLEGE S.D.A CLUB

- a. To foster out-reaching within and without the campus
- b. Bunda College S.D.A Club shall with other stakeholders, or on its own take the initiative to revive the spiritual life of Adventist students and any other students if need arises in the campus.
- c. Bunda College S.D.A shall assist in solving spiritual problems amongst the students
- d. Bunda College S.D.A Club shall collaborate with other constituent colleges clubs in the University of Malawi in addressing spiritual and social problems the Adventists University students might be facing and to find probable solutions to address the identified problems
- e. The Club shall promote and strengthen the relationship between Bunda College Adventists students and students from other learning institutions from within Lilongwe District

1.5 METHODOLOGY

- a. Bunda College S.D.A shall organize crusades and similar out-reaching activities in order to achieve objective 1.3 (a) and in part objective 1.4 (b).

- b. Bunda college S.D.A club shall achieve objective 1.3 (b) through activities such as prayer bands, Wednesday Vespers, Sabbath opening and closing on Friday and Sabbath evenings, respectively.
- c. He patron and chairperson of the club shall meet the administration to liase with them on behalf of the members of the in case of the imposed activities that shall go against the biblical principles hence fundamental beliefs of the Seventh - day Adventist.
- d. Objectives 1.3 (d) and 1.3 (e) shall be achieved by registering with University of Malawi Adventist Youth Conference (UMAYC) and Union of Lilongwe S.D.A Clubs (ULISDAC).

2. SECTION II: MEMBERSHIP, SUBSCRIPTION

2.1 MEMBERSHIP

- a. Any S.D.A student studying at Bunda College of Agriculture shall be required to register as a member of the club
- b. All registered members shall be expected to pay a subscription fee, which shall be determined by the Club's Executive from time-to-time, in order to meet the club's financial needs.
- c. Any registered student members shall be entitled to attend, participate in any activity, and shall have a right to vote and be voted for during election for the new executive committee so long as they abide by biblical principles, which are fundamental beliefs of The Seventh- Day Adventist Church
- d. All non-S.D.A students shall be regarded as members as long as they show interest to observe all biblical principles which are fundamental beliefs of The Seventh - day Adventist Church.

3. SECTION III: LEADERSHIP AND ITS DUTIES

3.1 Leadership of the Club

- a. The Patron/ Matron
- b. The Executive Body

The executive body shall consist of the following:

1. The chairperson
2. The vice-chairperson
3. The treasure
4. The secretary
5. The vice-secretary
6. The music director
7. The vice-music director
8. The Librarian
9. The Male and Female Social welfare Directors
10. The Class Representatives

3.2 DUTIES OF OFFICE BEARERS

3.2.1 PATRON/ MATRON

- a. The patron/ matron shall be the advisor of the Bunda College S.D.A club
- b. He/ She shall have the right to comment on the activities of the club
- c. Shall with the assistance from the executive body intermediate between the Bunda College S.D.A club, Bunda College Administration, the Seventy- Day Adventist Church and other stakeholders.
- d. Shall on behalf of the Bunda College S.D.A club contact responsible local authorities requesting the permission to conduct crusades, village visitation, revival meetings, get-togethers, and meetings of such kind in the premises of which they are set.

3.2.2 THE EXECUTIVE BODY

3.2.2.1 THE CHAIRPERSON

1. Shall be the executive head of Bunda College S.D.A club and the chair of the executive and with the executive body shall be responsible for the implementation of the decision of the club
2. During his/ her term of office s/he shall be required top serve as the executive member of the University of Malawi Adventist Youth Conference (UMAYC) and Union of Lilongwe S.D.A Clubs to which Bunda College S.D.A club is affiliated.
3. Shall facilitate the income generating activities as s/he is required to work hand-in-hand with the treasurer.
4. Shall preside over all club meetings and coordinating the workings of the executive committee and the club.
5. Shall be responsible for visiting and counseling the member students in their rooms whenever perceived right to do so.
6. Shall present general progress reports of the club at a particular club meeting in order to enforce transparency and accountability of the club status on its way to accomplish various missions.
7. Shall be a chair of business meetings.
8. Shall be the main signatory of the club financial accounts.
9. Shall be responsible of booking College vehicles with the transport officer.
10. Shall be responsible for all club announcements.

3.2.2.2 VICE -CHAIRPERSON

1. Shall assume the duties of the chairperson during his/her absence or incapacitation
2. Shall assume the duties of the Prayer-Band coordinator
3. Shall make all necessary arrangements for vespers and remind the prospective speakers with assistance of the vice-secretary.

4. Shall collect meal cards and submit them to the Cafeteria management whenever the club is having an outing.
5. Shall keep all club assts other than books.
6. Shall be the chair of disciplinary and finance sub-committees.

3.2.2.3 THE TREASURER

1. Shall receive all club financial contributions and keep an accurate record of all financial assets and liabilities.
2. Shall be held responsible of auditing all the financial accounts of all the club sub-committees.
3. Shall together with the chairperson and the secretary be the signatories of the Bunda S.D .A club accounts at the bank to be used in its fiscal issues.
4. Shall initiate the fund raising activities in collaboration with the vice-chairperson.
5. Shall produce financial reports from time-to-time to inform the club on the financial stand and progress of the club.

3.2.2.4 THE SECRETARY

1. Shall, in consultation with the chairperson, prepare and circulate the agenda of the meetings of Bunda College S.D.A club executive committee and communicate anything that arises pertaining to the meeting or any other gathering.
2. Shall prepare and keep minutes of all club meetings.
3. Shall book venues for club and executive meetings and make sure that rooms are well prepared for the meetings in terms of furniture and decorations.

3.2.2.5 THE VICE-SECRETARY.

1. Shall assume all responsibilities of the secretary in his/her absence or incapacitation.
2. Shall by virtue of her/his office act as the publicity secretary of the club publicizing every club meeting through written memorandums pinned on highly accessed students notice boards.
3. Shall be responsible for contacting guest speakers.

3.2.2.6 THE MUSIC DIRECTOR

1. Shall be the overseer of all music issues in the club. He shall make sure that all established days such as Wednesdays, Fridays, and Saturdays are lively with hymns, special songs and choruses of which s/he is obliged to lead if s/he hasn't delegated the responsibilities to another member of the club.
2. Shall be in the position to take records and keep the names of the established singing groups from within the club and draw a duty roster for their singing at respective meetings of the club.
3. Shall censor all songs before or after being presented at any duty particular gathering organized for the club's interests.

4. By virtue of his office, s/he shall take the duty of the choirmaster for Bunda College S.D.A club choir both during rehearsals and stage performance.
5. Shall work in close collaboration with music leaders of singing groups in order to facilitate a thorough programming of responsibilities as far as singing in church ceremonies and services may be concerned.
6. Shall be held answerable to executive committee whenever music department and its choir will be seen losing members and songs sang in the gatherings are questionably devoid of spiritual and moral values.
7. Shall be responsible for visiting and encouraging the backsliding choir members not to terminate their services at such times when they are highly anticipated.

3.2.2.7 THE VICE-MUSIC DIRECTOR.

1. Shall assume all the duties of the music director whenever and wheresoever s/he has been delegated to or when the director is incapacitated or in hi/her absence.
2. Shall ensure that the records of old and new songs are kept and readily available whenever needed by the club choir.

3.2.2.8 THE CLASS REPRESENTATIVES.

The representatives will represent respective classes of students namely the first year, the second year, third year, fourth year and post graduates (Masters, PhD). The duties of the representatives shall be as follows:

1. To communicate to their respective classes on emergencies or matters.
2. To conduct door-to-door visitation of his/ her members who have proved to be spiritually backsliding or misbehaving in one way or another.
3. To collect meal coupons from their respective members and deliver them to the vice-chairperson.
4. To report any issue(s) of bereavement, sickness and squabbles to the office of the social welfare directors.

3.2.2.9. THE LIBRARIAN

1. Shall keep all records of books belonging to the club
2. Shall keep all non-borrowed books in place s/he feels to be of maximum security.
3. Shall record the names of students and date when any person has borrowed or returned a library book.
4. Shall be obliged to formally or informally request the well wishers to freely donate books to the club in order to have larger stock.
5. Empowered by the executive committee, the librarian shall ask for replacement or payment of the part of the cost of the lost book(s) from any book borrower who may happen to lose the books.
6. The librarian shall be answerable to the executive committee if some books may happen to get lost mysteriously.
7. S/he may carry the books to the venue of the club gathering if s/he is comfortable to do so.

3.2.2.10. THE SOCILA WELFARE DIRECTORS

1. Shall be responsible for informing and leading some choosen members of the club to condolence visitation whenever one of the members is bereaved or sick.
2. When consulted by a member who might be in need of financial help in order to visit a sick member of his or her family, attend a funeral or meeting a well defined need s/he may refer him/her to the chairperson who might accompany him/her to the treasurer for some help if funds may be sufficient enough to support the needy person in question.
3. Shall, when asked by the chairperson, visit and counsel any member who may be perceived to be down in misery due to some frustrations perpetuated by some extra spiritual circumstances.
4. Shall be an executive member of Bunda College Students Union (BSU) Social Welfare Committee as provided in the BSU constitution.

4. SECTION IV: THE EXECUTIVE COMMITTEE, THE SUBCOMMITTEES AND THEIR FUNCTIONS.

Bunda College S.D.A shall have the executive committee and the following subcommittees:

1. The Disciplinary Committee
2. The Social Welfare Committee
3. The Choir Committee
4. The Finance Committee

4.1The Executive Committee

a. The Composition shall consist of:

The chairperson
The vice-chairperson
The treasure
The secretary
The vice-secretary
The Librarian
The music director
The vice-music director
The Male and Female Social welfare Directors
The Class Representatives

b. Functions of the Executive Committee

1. Shall prepare a work plan for the required duration this issue referred to as a semester.

2. Shall implement all the programmes of the club
3. Shall report to members of the club about the activities taking place in the club
4. Shall be able to delegate responsibility to an executive or non-executive member to represent the club at any forum meeting, seminar, symposium, congress, camp, or any other similar meeting.
5. Shall nominate representatives for UMayC or ULISDAC to which the club is affiliated.
6. Shall appoint the organizing committee to care for specific areas of the club business such as farewell party and crusades.

4.2. SUB COMMITTEES

4.2.1 The Disciplinary Committee

(a).The composition shall consist of:

The Vice-Chairperson

The Patron

Any choosen member

Class representatives.

(b).Functions:

- i. Shall be responsible for resolution of conflicts and shall be able to elect members to handle such cases where need arises.
- ii. Shall be able to set up a committee of inquiry and recommend its findings to the executive committee.
- iii. Shall be responsible for disciplining members of the club for moral improvement.

4.2.2 The Social Welfare Committee

(a) The composition shall consist of:

The social welfare directors

Class representatives

The chairperson

The social welfare director shall be the chair of the committee

(b) Functions

- i. Shall be responsible for welcoming and taking care of the visitors, and arrange for room and reception bookings and finding out what the visitors shall need in the course of their stay.
- ii. Shall be responsible for drawing budgets for guests if any, farewell parties, condolences or any other related social activities for members of Bunda College S.D.A club.
- iii. Shall organize and pay visits to members who might be discovered to be down with a certain social problem that may come about due to some circumstances within or outside the campus.

- iv. Shall investigate in issues or rumours that may be felt strong enough to tarnish the image of the club and church at large and if deemed necessary the committee shall refer such cases to the disciplinary committee to take action.

4.2.3 THE FINNCE COMMITTEE

(a) Shall consist of the following:

Vice Chairperson
Treasurer
Chairperson
Any two members of the general assembly.

The **vice-chairperson** shall be **Head of the Finance Committee**

(b). Functions:

- i. Shall produce budget for the entire academic year
- ii. Shall approve budgets of the subcommittees
- iii. Shall be responsible for organizing fund raising activities for the entire academic year.

4.2.4. The Music Committee

(a). The music committee shall be composed of:

Music directors
Leaders of singing groups within the club

The **music director** shall be the **Head of the Committee**.

(b). Functions:

- i. Shall be responsible for handling all music related matters in the club
- ii. Shall censor all songs sung in the club
- iii. Shall be responsible for producing singing roster, which shall include all the established singing groups of the club.
- iv. Shall keep record of all established singing groups of the club.

5. SECTION V: BUSINESS MEETING ASSEMBLY, ELECTIONS, QUORUM, AND VOTE OF NO CONFIDENCE.

5.1 Business Meeting

Shall be presided by the chairperson. It

- a. Shall be a meeting of all members of Bunda College S.D.A club and shall be convened at times decided by the executive committee if any need arises
- b. Shall be held mainly during Wednesday vespers.
- c. Shall be a platform where the executive committee shall outline the policies and plans of action of Bunda College S.D.A club and where members shall convey their views
- d. Shall be mandated subject to constitution to:

- i. Propose alterations and revisions of the club constitution provided that such observation have been submitted to the secretary to form items of the agenda
- ii. Deal with reports of the activities of the club's position holders.
- iii. Receive, assess and eventually adopt or annul the club's budget, and suggest any means of fund-raising or appropriation of funds according to the financial report hereby presented by the treasurer or his/her delegate.
- iv. A platform to receive the report from all departments (subcommittees) of the club.

5.2 Elections.

- a. Shall be conducted towards the end of the current academic year
- b. The business meeting shall nominate the Nominating Committee
- c. Only members that are in good standing shall be chosen to serve in the nomination committee.
- d. There is no ex-officio in the nomination committee. However, the patron shall be allowed to sit with the committee and act as a counselor during the nomination and the election process.
- e. The nominating committee shall be called together soon after its formation to choose the election committee owed to contest for positions other than they have recently served.
- f. All club members that shall be in good standing shall be considered as legitimate candidates.
- g. If any office shall become vacant because of death, removal, incapacitation or any other cause, the executive committee shall nominate a successor to fill the vacancy for the remainder of the tenure of office.
- h. UMAC and ULISDAC representatives shall be nominated by the executive committee whenever the term of office for the recent representatives expired or been terminated. These and only these two office bearers shall be allowed to hold an additional executive position, which is not that of the chairperson or his vice.

5.2.1. The Election Process.

- * The electing process is based on the cast of lots as was done way back in the Bible times
- * Names shall be suggested and screened basing on the observance of the doctrines that are enshrined in the Holy Bible
- * Candidates' names that shall have passed the screening process shall be secretly coded by an independent member (a devoted Adventist). One code number shall represent a name of a particular candidate.
- * Members of the election committee shall be found to have the highest frequency, shall be declared the new office bearer.
- * This procedure shall apply even to nomination of other persons for specific duties depending on the gravity of the objective.

5.3. Quorum

- a) A quorum shall be valid when two-thirds majority of the executive members including the chairperson or his vice are present for any executive meeting.
- b) For any business meeting, a quorum shall be at least two-thirds of the members including members of the executive body.

- c) The quorums for other club committees shall be decided by the committee members themselves.

5.4. Vote of no confidence

Shall be conducted during a business meeting

- a. Any executive member shall be relieved off his duties if s/he has been dis-fellowshipped by the Seventh-Day Adventist Church.
- b. The vote of minority shall be accordingly considered equally important

6. SECTION VI

6.1 Funds and accountability

Funds of the club, if in monetary value, shall be kept by one of the local banks and withdrawal shall be possible under the signatories of the Chairperson, Treasurer, and Secretary.

6.2 Sources of Funds

Funds in form of money or material shall be raised through:

- a) Income-generating activities such as piecework, fundraising programmes at church e.t.c.
- b) Proposal written to stakeholders such as Field Office or any organization those that can welcome the club requests.
- c) Pledge forms to be distributed by the club members to well-wishers of S.D.A faith.
- d) Subscription fees shall be required to be paid in each semester of the academic year.
Every member shall be obliged to subscribe towards the club in order to meet the financial needs of the club. The subscription fees shall be determined by the executive committee currently in office. The fees shall be paid either in full or in half installments in each semester of the academic year.

6.3. Accountability of funds.

- i. Every subcommittee shall be responsible for producing records of receipts and payments of their finances that shall be signed by at least two thirds of that subcommittee
- ii. Where it is evident that club funds have been allegedly embezzled, the embezzler shall be kindly asked to recover the fund of the same amount before the end of that semester.
- iii. Failure to abide by section 6.3 (ii) the culprit shall face disciplinary action to be engineered by the executive body, undertaken by the disciplinary committee and referred to the church depending on the gravity of the case.
- iv. A member at the verge of fulfilling condition of section 6.3(ii) shall be dropped from executive committee if s/he was a member and if just a member, the club shall never again succumb to his/her plea of financial help if such unfaithfulness is proven to be out of crockery.
- v. The club, in general, shall require a monthly disposition and an audited semester report to be presented at one of the established meeting days.
- vi. All matters of funds shall be accessible⁴ for auditing.