

# **CONSTITUTION AS AMENDED AT THE 53<sup>rd</sup> PROVINCIAL CONFERENCE.**

## **1. PREAMBLE:**

We, the Anglican Students' Federation (A.S.F.) of the Anglican Church of Southern Africa affirm our belief in:

- 1.1 God, the Sovereign Creator and Sustainer of us all;
- 1.2 Jesus Christ, our Lord and Saviour;
- 1.3 The Holy Spirit, who empowers and indwells all believers; and we earnestly desire to base our lives on the Scriptures and on prayer, to know the will of God, and to be His faithful servants in the world.

## **2. AIMS:**

- 2.1 To proclaim the Gospel of Christ.
- 2.2 To strive to participate fully as members of Anglican Students Societies (AN'SOCs).
- 2.3 To exercise a meaningful ministry of reconciliation among the people of Southern Africa.
- 2.4 To demonstrate that Christians are one in Christ.
- 2.5 To exercise a prophetic role, particularly in discerning and speaking out against the evils in our society.
- 2.6 To be hope-instillers and agents of God's healing, both for individuals and society.

## **3. FUNCTIONS:**

- 3.1 To worship God.
- 3.2 To be a co-ordinating body for Anglican Students' Societies (An'socs).
- 3.3 To stimulate awareness and concern as Christians for the broader society in which we live, for example through ASF Publications, Provincial and Regional conferences.
- 3.4 To seek to alleviate the sufferings of those around us.

- 3.5 To seek, prayerfully, to work out the practical implications of being Christians in our society.
- 3.6 To encourage people to live out the practical implications of being Christians in our society.

#### **4. MEMBERSHIP:**

- 4.1 Membership shall be of 3 categories namely Regional membership, Associate Membership and Friends of ASF.

##### **4.1.1 Regional Membership.**

- A] All regions complying with the requirements of section 5.3 shall together constitute the ASF.
- B] Regions shall be constituted by AN'SOCs at institutions of tertiary education.
- C] If region does not affiliate, they loose their voting rights.
- D] Membership shall be renewed annually by the payment of affiliation fees which will be determined by the PEC.
- E] The PEC shall have power to review regional membership.
- F] Regions must affiliate 14 days prior to the conference. Failure to do so, section 4 bullet C will be effected.
- G] Where there is no AN'SOC at such institutions individuals may apply to the REC of their respective regions for membership.
- H] The conditions of such membership shall be determined by the particular REC.

##### **4.1.2 Associate Membership.**

- A] Individuals who are not registered but are in secondary school may apply to their respective branches for Associate Membership. The conditions of such membership shall be determined by the REC.
- B] Associate members will not have any voting rights and they shall not participate at all during AGM's. However, they are entitle to observe the process.

##### **4.1.3 ASF ALUMNIE**

- A] Alumnie is any person who was once a member of ASF and any person

- recommended by an Alumnie.
- B] Alumnie are advised to adopt at least one (1) primary learner (as per united nation definition) to provide mentorship under control and monitoring of the REC.
  - C] Alternatively Alumnie should pledge 12 hours of service annually towards ASF branch.
  - D] Alumnie will apply to attend the ASF conference and pay full fees.
  - E] Alumnie have no voting rights but are allowed full participation.

#### **4.1.3 Friends of ASF**

- A] To be an ASF friend is a super status thus one has to certify Alumnie mandate.
- B] Friends status will be awarded by region recommendation.
- C] NB Keep bullet B and C as D and E (old version).

<b>5. ORGANISATION:</b>
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- 5.1 The General Meeting, to be held at least once a year, shall have authority over the Federation.
- 5.2 The Management of the Federation between General Meetings shall be vested in the PEC, which shall meet at least twice a year.
- 5.3 Organisations in the regions shall be as follows:
  - A] **Swaziland**
  - B] **Gauteng – Mpumalanga**  
**NB: once a University has been established in Mpumalanga, these two will separate and exist independently**
  - C] **North West**
  - D] **Limpopo**
  - E] **Lesotho**
  - F] **Free State**
  - G] **Eastern Cape**
  - H] **Western Cape**
  - I] **Mozambique**
  - J] **KwaZulu-Natal**
  - K] **Namibia.**
  - L] **Angola**
- 5.3.1 Regions shall be governed by their own regional constitutions which shall be consistent with the Provincial constitution of ASF.

- 5.3.2 Such constitutions shall be approved by the PEC.
- 5.3.3 The Federation shall have overriding powers over decisions of all its regions.
- 5.4 The PEC may choose a person for the position of Honorary President of ASF, whose appointment shall be ratified by the Annual General Meeting. The Honorary President shall have no power in the decision-making process of the Federation.

<p><b>6. EXECUTIVE COMMITTEE:</b></p>
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6.1 The Provincial Executive Committee shall consist of the following:

- 6.1.1 President.**
- 6.1.2 General Secretary**
- 6.1.3 Provincial Treasurer**
- 6.1.4 Media and Projects Officer (MPO)**
- 6.1.5 Gender Education and Transformation Officer (GET)**
- 6.1.5 Provincial Chaplain**
- 6.1.6 The Liaison Bishop**
- 6.1.7 Ex Officio (Regional Chairpersons)**
- 6.1.8 Organiser**

**6.2 Resignation**

A) PEC will be the custodian of the constitution between conferences.

**6.2 Powers and Duties of the PEC:**

**6.2.1 President**

The President

- A) Shall be a co-ordinator, who can represent, and speak on behalf of ASF after consultation with at least one other executive member and the Provincial Chaplain.
- B) Should be aware of the needs and activities of local AN'SOCs, and maintain contact with them.
- C) Shall be responsible for the organisation and chairing of executive committee meetings, and the Annual General Meeting.

**6.2.2 General Secretary & Treasurer**

The General Secretary and Treasurer shall,

- A) Form the secretariat of ASF with the Administrative Secretary.
- B) Be responsible for co-ordinating the executive with the President, drawing

- up the programme of action of the organisation and informing branches about the working of ASF.
- C) Be responsible for organising ASF conferences and PEC meetings with the Administrative Secretary.  
Be expected to give a brief quarterly report to the an'soc about the progress of ASF.
- D) Be responsible for organising ASF conferences and PEC meetings acting in accordance with the advice of the organiser, the president and the administrative secretary.
- E) In consultation with the President, draw up an Agenda for meetings, compile and distribute minutes with the help of the Administrative Secretary.

### **6.2.3 Provincial Treasurer**

- A) Be responsible for drawing up budgets and implementing general financial policies.
- B) Draw up avail financial report on quarterly basis.
- C) The provincial treasurer must consolidate regional finance with assistance from regional treasurer.
- D) Present an audited financial report (Provincial) at the AGM

### **6.2.4 Gender, Education and Transformation Officer**

The Gender, Education and Transformation Officer shall,

- A) Collect and disseminate resources about gender issues in the Church and society.
- B) Organize an educational and productive Gender programme
- C) Work together with other progressive Gender desks in student Christian organizations and other related organizations.
- D) Initiate joint programs with other Christian organizations on Gender related issues.
- E) Organise projects that relate to the empowerment of women, especially black woman in Southern Africa.
- F) Link up with the Provincial Transformation offices and governments' education and transformation systems.
- G) Disseminate information of transformation to regions and branches.

### **6.2.5 Media and Projects Officer**

The Media and Projects Officer shall:

- A) Edit, produce and distribute ASFacts at least once a quarter.
- B) Co-ordinate ASF membership of other Media organizations.
- C) Establish a Media and Projects Committee in the region where he/she is based to assist him/her.
- D) Establish a Province-wide media network by ensuring that each region has

an ASF media representative who will serve as a link between the region and the Media and Projects team.

- E) Organise at least one Provincial outreach project each year, this project shall be discussed and approved by the PEC.

#### **6.2.6 Regional Chairpersons:**

The Regional Chairpersons shall:

- A) Represent their respective regions on the PEC.
- B) Keep the President, ASF organiser and Provincial Chaplain informed of the needs and activities of AN'SOCs in their respective regions.
- C) Plan a programme including motivation of An'socs, forming new An'socs, An'soc visits and strategic planning workshops for the ASF organiser to facilitate.
- D) Ensure that the region presents financial statements at the regional conference, for the grant received by the region from ASF to be accounted for.
- E) Organise an annual regional conference with a theme related to any one of the focus areas of ASF decided upon at conference.

#### **6.2.8 Provincial Chaplain:**

The Provincial Chaplain shall:

- A) Identify the current chaplains at different An'socs.
- B) Determine regional bases for visitation and whether a regional committee exists.
- C) Offer support to Chaplains, committees and AN'SOCs;
- D) Attempt to assess the needs within the campus and consequently to gain an overall perspective of the Tertiary Chaplain's work and needs.
- E) Meet with the PEC in order to help plan each year's Provincial Conference.
- F) Build up and support the PEC of ASF. (Although each person is primarily the responsibility of the local Chaplain).
- G) Meet with the Liaison Bishop, sharing issues arising from travel and other duties, giving him advance notice of planned events, presenting him with issues to be discussed at Episcopal synod etc.
- H) Clarify the Provincial Chaplaincy's financial situation with the Provincial Administration.
- I) Be responsible for the annual chaplain's conference.
- J) Produce a plan of action and present a report back at the Annual General Meeting.
- K) Distribute literature on spirituality.
- L) Raise awareness of scripture in all branches.
- M) Assist in formulating the position of the PEC on Theological questions raised by various branches or regions.

N) Provide Theological resources to regional and Provincial conferences.

### **6.2.8 Ex Officio Members**

All regional chairpersons will be ex officio members of the PEC

- A) Therefore become non voting ex officio members of the PEC, only as a mechanism to ensure accountability subject to PEC and conference..
- B) They may be required to attend PEC meetings to give full report to the PEC on work being done in the other structures.
- C) They will be required to give full accounts at Provincial conference and at any given time of their portfolios.
- D) They will receive Administrative backing from the head office of ASF.

**6.3** The PEC shall be responsible for the running of the Provincial Conference, and shall meet regularly during this time for joint assessment, reflection and planning.

**6.4** The PEC shall hold office from the time of their commissioning after the Annual General Meeting, until a new PEC is commissioned.

**6.5** In case of a resignation or vacancy occurring in the membership of the PEC, the PEC may either elect a new member for the vacant office among their own number or co-opt a new member.

**6.6** Each member of the PEC must be a full member of an AN'SOC affiliated to ASF.

**6.7** The PEC may take legal action against any individual or organisation; provided it is agreed upon by the PEC that this is an appropriate and necessary measure.

## **7. FINANCES:**

7.1 Affiliation fees for regional membership shall be determined by the PEC.

7.2 The Financial Year of the Federation shall end on 31 December of the respective year (to coincide with that of the ACSA) and that a provisionally audited statement be presented to conference.

7.3 Ultimate responsibility for the central fund shall rest with the PEC.

7.4 AN'SOCs shall make a contribution to their respective regions. Contributions shall be determined by the REC.

7.5 The Regional Chairpersons shall liaise between the local AN'SOCs, trying to see that the financial needs of the regions are met.

7.6 The books of the federation must be audited annually as per the ACSA financial

year from the 1<sup>st</sup> January- 31<sup>st</sup> December and the ASF treasurer must prepare a financial statement from the 1<sup>st</sup> January to 31<sup>st</sup> May.

## **8. GENERAL MEETINGS:**

- 8.1 An Annual General Meeting shall be called once a year by the PEC.
- 8.2 Special General Meetings may be called by the PEC or at the request of at least half of the total of member regional executives. A quorum for such meeting shall be one-third of the total number of member AN'SOCs of all regions.
- 8.3 A quorum at an Annual General Meeting shall be half of the total number of member regions and half of the PEC.
- 8.4 At least six weeks notice of the holding of a General Meeting and/or Provincial Conference shall be given to member AN'SOCs and individuals.
- 8.5 Nominations for the PEC, resolutions and amendments to the Constitution (see 9) should be submitted to the PEC and displayed at least twelve hours before the commencement of the Annual General Meeting. This time limit may be altered at the discretion of the PEC. Any person nominated for a position on the PEC must be a student at a tertiary educational institution.
- 8.6 The business of the Annual General Meeting shall be:
  - 8.6.1 Confirmation of the minutes of the previous Annual General Meeting.
  - 8.6.2 Reports from the President, General Secretary and Treasurer, Organiser and Provincial Chaplain.
  - 8.6.3 The election of the Executive Committee:

The following shall be elected, in order given, by majority vote:

- A] President
- B] General Secretary
- C] Provincial Treasurer
- D] Gender, Education and Transformation Officer
- E] Media and Projects Officer
- F] Provincial Chaplain

This order of election may be altered at the discretion of the PEC.

- 8.6.4** The Provincial Chaplain shall be elected annually by majority vote by the members present. After a period of three years, this position must be resigned. The resigning Provincial Chaplain will then only become re-eligible after one year out of office.

- 8.6.5** Hearing and voting on resolutions and amendments to the constitution.
- 8.6.6** Any other relevant business.
- 8.6.7** All members present including chaplains at a General Meeting shall be entitled to one vote each, providing that no single member region shall be entitled to more than one-quarter of the total number of voting delegates present, and providing further that the chairperson shall have the casting vote. In the case of a region having more than a quarter of the total delegates present, the region concerned shall decide, by whatever means, which delegates shall have the power to vote.
- 8.7** The business of the Special General Meeting shall be the confirmation of the minutes of the previous AGM, reports and election of the PEC.
- 8.8** The REC shall be elected in accordance with regional constitutions at the regions' AGM.
- 8.9** All elected Regional chairpersons shall be presented to the Federation's AGM before assuming office.

8.10.1 Conference should have a set timetable on conference hosting for fairness

- Namibia
- Gauteng-Mpumalanga
- KZN
- Mozambique
- Western Cape
- North West
- Swaziland
- Lesotho
- Limpopo
- Free State
- Angola

8.10.2 A region cannot host conference more than once while other regions have not hosted.

## **9. AMENDMENTS TO THE CONSTITUTION:**

No change shall be made to the Constitution without the consent of three-quarters of the total voting strength present at a General Meeting.

- A] All the amendments should be effective after AGM.
- B] The newly amendments constitution should be circulated to all regions within 30 days after the conference by the general secretary.

- C] No change to the constitution will be made OUTSIDE AGM.

### **ASF BURSARY SCHEME**

- A) ASF bursaries should cater for primary school pupils as per UN definition of primary school.

#### **10. ASF BURSARY SCHEME:**

- 10.1 This scheme is designed to assist students who wish to further their studies at tertiary level, but find it difficult to raise the required funds.
- 10.2 An Applicant must:
- A] Be an ASF member.
  - B] Have passed a first year at a tertiary educational institution.
  - C] Submit three references, one from a member of staff at his/her educational institution, one from his/her Chaplain or priest, and one other.
  - D] Submit curriculum vitae, giving academic record, involvement in AN'SOCs and other societies, position of leadership and other interests.
  - E] Compile a statement of his/her views of his/her role in the church, and the church's role in Southern Africa.
  - F] Submit a financial statement of personal and parents' income.
  - G] State what course of study he/she proposes to follow and his/her career objectives.
- 10.3 The General Secretary/Treasurer may, with the help of another PEC member, administer the Bursary Scheme with his/her local Chaplain as co-signatory.
- 10.4 A Bursary Fund Selection Committee shall be responsible for the selection of the Bursary recipients. This committee shall consist of:
- 10.4.1 A Chaplain to one of the AN'SOCs in the region in which the Bursary Fund Officer studies.
  - 10.4.2 A representative from at least one other AN'SOC in the region in which the Bursary Fund Officer studies.
  - 10.4.3 The Bursary Fund Officer.
- 10.5 The Liaison Bishop shall be the patron. He shall be informed of the selection committee's choice of the bursary recipient(s), and shall have the power to veto that choice.

#### **11. DISSOLUTION:**

- 11.1 The Federation may only be dissolved by a four-fifths majority vote at a General Meeting.
- 11.2 In the event of dissolution, all assets and effects of ASF shall be surrendered to

the Standing Committee of the Anglican Church of Southern Africa.