

**CONSTITUTIONAL AND BY LAWS OF THE DISTRICT YOUTH FEDERATION OF THE ADVENTIST YOUTH EFFECTED IN 2010**

**PREAMBLE**

Whereas, it is our desire to unite our efforts in good service and to promote unity of purpose, We the young people of the Lilanda Mission District in Central Zambia Conference of the Seventh-Day Adventist Church, do hereby form this District federation and establish constitution to promote friendliness and goodwill among our societies, to unite efforts for more extensive missionary endeavor to provide varied spiritual, social, physical and recreational activities and to develop the leadership of our young people to higher scholastic achievement.

**ARTICLE I (A) NAME**

This organization shall be known as the Lilanda Mission District Youth Federation of Central Zambia conference of the Seventh Day Adventist Church hereby called Adventist Youth Federation.

**ARTICLE I (B) - TERRITORY**

The District territory shall be known as Lilanda Mission District, area boundaries shall be determined by the Conference.

**ARTICLE II - PURPOSE**

The purpose of this organization shall be the proclamation of the Adventist message by any and all legitimate means proposed by the District Federation council or conceived by individual members of the District Youth Federation council of youth ministry.

**ARTICLE III - MEMBERSHIP**

The membership of this federation council shall be all registered members from the affiliated societies of Youth Ministry in Lilanda Mission District of the Seventh-Day Adventist Church

- 1..... 2.....3.....
- 4.....5.....6.....
- 7.....8.....9.....



Membership shall be of two (2) classes, which are:

(A) ACTIVE: All senior youths

(B) HONORARY: These are the Conference youth Director, Conference Youth chairperson, Conference Regional Chairperson, District Pastor, Local Society sponsors and Church Elder in charge of Youth Dept of sponsoring Societies.

## **ARTICLE IV - OFFICERS**

### **SECTION I – FEDERATION EXECUTIVE**

The officers of the Federation Executive shall be:

The President, Vice President, Secretary, Vice Secretary, Treasurer, Vice Treasurer, Chaplin, Assistant Chaplin Federation, Ambassador Director, Master Guide Director Pathfinder Area Coordinator, Federation Adventurer Coordinator, Parliamentarian, Projects Coordinator, Music Co-coordinator, Master Guide Secretary, Communication and Publicity secretary, Vice Communication and Publicity Secretary ,Planning Chairperson, Social and Recreational Secretary and Sponsors as many as the federation may desire to have.

### **SECTION I - ADVISORS**

The District pastor shall be the Chief Advisor on church policies governing youth ministry. All current conference youth executive officers, Regional Officers, District pastor and former presidents before and after this constitution has been enacted or become law shall serve as advisors both the Executive and the federation council.

## **ARTICLE V - MEETINGS**

### **SECTION I - ADMINISTRATIVE/EXECUTIVE**

This committee shall comprise of: President, Two Vice President, Executive Secretary, Vice Secretary, Treasurer, Vice Treasurer, District Pastor, Sponsors, Chaplain, and Federation Master Guide Director.

President shall be the Chairperson  
Coordinating all matters pertaining to the work of the federation



The Administrative Committee/Executive committee shall set the time, date and place of their Meetings.

The Administrative/Executive Committee Meeting shall be held at least once per month.

## **SECTION II - FEDERATION COUNCIL**

The federation council shall be convened at the convenient time as desired by the executive committee. (Say every 3<sup>rd</sup> Sunday of each month).

The Members shall be:

AY Leader, Associate Leader, Secretary/treasurer, Associate Secretary/treasurer Sponsor and Elder in Charge of youth Department

Ambassador Director, Master Guide Director, Area Pathfinder co-ordinator and Area Adventurer Co-coordinator.

All invested Master Guides.

## **SECTION III- EXTRA ORDINARY COUNCIL**

The federation extra ordinary council shall be convened at the convenient time as desired by the executive committee. (At least once per quarter)

Members shall be as in **Article III**

The extra ordinary council meetings shall be held, within the last quarter of each calendar year.

## **SECTION VI QUORUM**

This shall be formed of two thirds (2/3) or fifty one percent (51%) of the members present of the active societies for business to go on.

## **ARTICLE VI BY-LAW**

The members of this federation may make by-laws and amend them at any duly called federation council meeting. The scope of such by-law may embrace all subjects consistent with the constitution.



## ARTICLE VIII- OFFICERS

### SECTION A TERM OF REFERENCE

The officers shall serve a term of two (2) years. Any officer may be re-elected to the same or any other office of leadership. However, the executive committee shall fill any vacancies or recommend replacement any one not performing his/her duties in between elections.

### SECTION B QUALIFICATION

The officers of the youth federation shall be open to any active member in good regular and active standing in the church youth society and well vested in the operations and the policies of the church.

- (A) Associate members shall be elected to any standing committee or any other special committee.
- (B) Honorary members may be elected to any special committee.

## ARTICLE IX OFFICERS AND DUTIES

### SECTION 1- PRESIDENT

Shall:

- A. Be an active **MASTER GUIDE** with at least three years of experience in the youth movement.
- B. Perform other duties as assigned by the District Pastor and the Executive Committee.
- C. Ensure smooth operation of the federation by coordinating various activities. He/she shall be a member of the federation youth council.
- D. Presides at all administrative committee, Executive committee meetings and all youth council meetings of the federation with an attendance of meeting at 75%.
- E. Enthusiastically promote youth work within the Federation, and encourage every club to be an active part of the Federation.
- F. Serve as chairperson of the Federation Extra Ordinary Youth Council.



- G. Serve as chairperson of the Executive Committee of the Federation.
- H. Serve as an ex-officio member in all committees.
- I. Under the guidance of the Executive Committee, ensure that the uniform dress code is adhered to.

## **SECTION 2 - VICE-PRESIDENTS**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least three years of Experience.
- B. Perform all other duties of the president in his/her absence.
- C. Enthusiastically promote Youth ministries within the Federation, and encourage each Society to be an active part of it.
- D. To serve in the absence or disability of the president or when called upon by the president.
- E. Responsible for the smooth operation of the federation and coordination of various committees.
- F. Serve as an ex-official member in all committee.
- G. Shall coordinate all societies' activities as signed by the president.
- H. Attend all executive committee meetings, youth councils and any other meetings with attendance of least 75%.

## **SECTION 3– Executive SECRETARY**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least three years of Experience.
- B. In the absence of the President and Vice-President, act as Chairman of the Executive Committee.



- C. Perform duties assigned by the President or Executive Committee.
- D. Handle all correspondence pertaining to the Youth Federation.
- E. Send out all information to all societies regarding meetings.
- F. Handle all youth Correspondence assigned by the President or Executive Committee.
- G. Compile and maintain a current list of active members in the Federation.
- H. Act in the absence of the Assistant Executive Secretary to perform the duties as outlined in **Section 4** below.
- I. The custodian of the constitution and any other relevant information.
- J. To send a copy of the minutes of all meetings to the federation president and District Pastor, must know the youth movement operation and policies.

#### **SECTION 4 – ASSISTANT EXECUTIVE SECRETARY**

**Shall:**

- A. Be an active **MASTER GUIDE** with at least two year of experience or a Master guide in training with three years of experience in youth Ministries.
- B. Provide copies of Council meetings for distribution to all AY Leaders.
- C. Be responsible for the more accurate recording of minutes in all meetings of the Federation and Executive Committee.
- D. Perform other duties as assigned by the president and/or Executive Committee.
- E. Send minutes of all meetings to the District Pastor, C.C Chairman and Youth Ministries Leaders.
- F. To serve in the absence or disability of the secretary or when called upon by the secretary or president to do so.



## SECTION 5 – THE TREASURER

### Shall:

- A. Be an active **MASTER GUIDE** with at least three years of experience.
- B. Prepare a yearly operational budget for the Federation.
- C. Be responsible for the receiving and disbursing of all funds in harmony with the actions of the Administrative Committee, Executive Committee.
- D. Render reports once per month to the Executive Committee, Federation council.
- E. Keep an updated record of the financial obligations of all members and clubs.
- F. Provide and distribute an annual report at the Council.
- G. Present books and records for audit with the District auditor and review whenever requested.
- H. Possess a working knowledge of bookkeeping.
- I. Be a Chairperson of the Finance Committee.

## SECTION 6 - ASSISTANT TREASURER

### Shall:

- A. Be an active **MASTER GUIDE** with at least two years of experience a Master guide in training with three years of experience in Youth ministry.
- B. Assist the treasurer in the performance of his/her duties, when called upon to do so.
- C. Coordinate fund-raising activities for the Federation.
- D. Collect delinquent payments for the Federation.
- E. Maintain a log of all the holdings of the Federation.



- F. Give an annual report of the holdings of the Federation within each Quarter.

## **SECTION 7 – THE CHAPLAIN**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least three years of experience.
- B. Coordinate a yearly outreach program for the Federation.
- C. Perform or be responsible for all devotional activities at the Executive Committee and general meetings.
- D. Be a resource person and arrange movements to inform clubs of matters pertaining to spiritual growth.
- E. Shall be responsible for Distributing Devotion and sermons materials to Societies and selection of speakers.

## **SECTION 8 – ASSISTANT CHAPLAIN**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least two years of experience.
- B. Assist the Chaplain in the performance of his or her duties.

## **SECTION 9 – PARLIAMENTARIAN**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least three years of experience.
- B. Serve as parliamentarian of the Federation and must be one well – vested with Chairmanship procedures.
- C. Serve as Chairperson of the Constitution and by-law Committee procedures.
- D. Present reports of the Constitution and by-law Committee to the federation council.





- E. Interpret the Constitution and to guide the chairperson at meeting when questions become naughty.
- F. Attend all Executive and council meetings.
- G. Decisions, which should be based upon recognized chairmanship.
- H. Ensure that all members and societies obey all Regulations, Instructions and Orders.
- I. Ensure that all members and Clubs participate and co-operate in all District, Region and Conference events.
- J. Furnish information concerning parliamentary procedure to any member at any called meeting of the federation as outlined in **ARTICLE VII** of the Constitution.
- K. Guide the chairperson presiding at any meeting of the Lilanda Mission District Federation Council as stipulated in **ARTICLE VII** the Constitution and By-laws of the Lilanda Mission District youth Federation, to ensure safe, fair and proper conduct of business.
- L. Shall put on Adventist Youth uniform at all meetings.

## **SECTION 10 - MASTER GUIDE DIRECTOR**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least three years of experience and evaluate progress made and plan ways to stimulate the interest of youth.
- B. Keeps an accurate record of all federation books.
- C. Organise all examinations through the executive committee and promote Honours, outdoor nature club.
- D. Shall be a Chairperson of the Board of Examiners.
- E. Coordinate all Master Guides in the Federation.
- F. Must have a basic knowledge in education – be credible in the way he/she conducts him/her in discharging duties, express congenially.



## **SECTION 11 – SPONSOR**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least one year of experience.
- B. Adult person with keen interest in the young people.
- C. Be a member of Administrative committee, Executive Committee and Federation council.
- D. Be thoroughly familiar with the objectives and methods of the Pathfinder Ministry.
- E. Serve as guide, chief counselor to all the pathfinders.
- F. Be a Grown up person vitality interested in the young people preferably a qualified Master Guide.
- G. Be a member of Administrative committee Executive Committee and federation council with attendance of at least 75%.
- I. Be thoroughly familiar with the objectives and methods of the youth movement.
- J. Serve as guide, chief counselor to all the youths.

## **SECTION 12 - PROJECTS COORDINATOR**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least three years of experience
- B. Be a secretary for the finance committee and shall coordinate with projects coordinators at local levels.
- C. Advise the house on profitable projects.
- D. Be a member of CZC Region C project Coordinator's committee.

## **SECTION 13 – COMMUNICATION AND PUBLICITY SECRETARY**

### **Shall:**



- A. Be an active **MASTER GUIDE** with at least two years of experience.
- B. Seek opportunities to promote the Youth federation program by writing and collecting articles for publication in the federation's Newsletter and other papers.
- C. Keep record of all activities in the form of, pictures, bulleting` and videos.
- D. Be the Editor - in Chief of the federation Newsletter.
- E. Keep the activities of the federation in all media in collaboration with the Lilanda Mission District Communication secretary.
- F. Ensure that the website is opened and properly maintained and updates.
- G. **Not become a mail runner.**

#### **SECTION 14 – MUSIC COORDINATOR**

**Shall:**

- A. Be an active **MASTER GUIDE** with at least three years of experience with knowledge in music.
- B. Have power to accept or reject songs brought in by members into the federation youth Choir and local Sunshine band.
- C. Advise the house on music codes made by the District Music Director.
- D. Ensure that each society has Sunshine Band (youth Choirs) and do not turn youth program into singing programming.
- E. Take great care on which songs to be sung in the singing bands and any one wishing to teach songs to the federation should pass through the music Coordinator.
- F. Ensure that all members of the Sunshine Band are affiliated to the local societies.
- G. Ensure that all members attend at least 75% of their lessons on Sabbath and Sundays before they are allowed to participate.



## **SECTION 15 – SOCIAL AND RECREATION SECRETARY**

### **Shall:**

- A. Be an active **MASTER GUIDE** with at least one year of experience and having an Honor in physical fitness.
- B. Be responsible for the organization of games and social outings.
- C. Create activities that match the season of the year and availability of facilities.
- D. Be able to come up with a balanced program that does not overdo any one activity.

## **SECTION 16 – MATRON/PATRON**

### **Shall:**

- A. Be an adult above 35years with an interest in the affairs of the youths and with a good spiritual life.
- B. Counsel all the youths on social issues.
- C. Act as the Chaplain in the absence of the chaplain.
- D. Preferred an invested Master Guide.

## **ARTICLE X - COMMITTEES**

There shall be two kinds of committees in this organization

- (A) STANDING COMMITTEE**
- (B) SPECIAL COMMITTEE**

These committee shall be formed by the council as need arises. Their function such as: music program (choir), camp survey, transport, catering, first aid etc.

The council shall state their term of reference.

## **SECTION I - SPONSORING COMMITTEE**

This committee will plan all fundraising programmes, and evaluating the progress of the planning committee of the Youth Ministry.



## **Members**

- The chairperson is the Treasurer
- All sponsors.
- Project co-coordinator is the secretary.
- Communications and Publicity secretary.
- Three other members chosen by the council.

## **SECTION II -FINANCE COMMITTEE**

### **Shall:**

- A. Be able to plan all fund raising programmes and other activities and any activities that may be deemed fit in the realization of the federation.
- B. Collect offering at all federation gatherings.
- C. Receive Donation as per youth ministry manual.
- D. Receive Affiliations from societies.
- E. Federation sponsored temperance events.
- F. Receive contribution by member and societies.

### **Member**

- The Treasurer as chairperson of the committee.
- A secretary shall be the executive secretary.
- Sponsors shall be a member.
- Executive federation secretaries shall be member.

A secretary elected by the nominating committee.

Three (3) other elected by the nominating committee.



### SECTION III - CONSTITUTION & BY-LAWS COMMITTEE

**Shall:**

- A. Be voted at the time of election to serve for a period of two years.
- B. The committee will receive all recommendations for ratification.
- C. Study proposals of amendment to the constitution and report its recommendation to a duly called federation council.
- D. A Constitution & By-laws Committee shall be voted at the time of election to serve for a period of two years. The committee shall comprise of one representative from seven members.
- E. Notify the District Pastor and President when an office is not being maintained according to the provisions of the constitution and by - law. The District Pastor, President, Sponsor and Parliamentarian shall counsel the offending officer or society and recommend the action if any Committee will receive all recommendations for ratification.
- F. Take the following steps when the District pastor, President, and Parliamentarian shall decide that an officer is still negligent of counseling E. If an officer fails to function according to the duties outlined in the constitution and by-laws, the following steps will be taken:
  - i. The officer (will) be informed of their deficiency/concern.
  - ii. A period of thirty (30) days will be given to respond.
  - iii. Sixty (60) days will be given for implementation and a plan for correction.
- F. . If the above is not followed the officer shall be removed by two-thirds (2/3) of the voting membership at a duly called meeting of the Council.
- H. The parliamentarian shall call a meeting of the constitution committee to send the offending youth or society with a written notice that recommendation is being made to the constituency that his office be declared vacant or officer be suspended.



- G. The constitution and by – Law committee shall be empowered to call a constituency meeting which the executive committee or federation council fail or refuse to do so.

### **Members**

Parliamentarian as the Chairperson.

A secretary elected by the Nominating committee.

Pastor (Ex – officio).

Four (4) members elected by the nominating committee.

### **SECTION – IV PLANNING COMMITTEE**

The committee shall consist of the following persons:

- a) A Chairperson elected by the nominating Committee.
- b) A secretary elected by the nominating Committee.
- c) Three other members elected by the nominating Committee.

The responsibilities and duties of this Committee shall be:

- a) To plan and coordinate youth activities and programs designed by the Executive and Youth federation Council.
- b) To render reports and submit all Committee decisions to the Executive and Youth federation council for approval.

### **ARTICLE XI – ELECTION**

#### **SECTION I – TERM OF OFFICERS**

- A. The term of office shall be for a period of two (2) years. The council shall reserve the right to remove any officer who shall not be performing his/her functions according to their duties as outlined in the constitution and bylaws.

#### **SECTION II - TIME OF ELECTIONS**

- A. The election of officers shall be held by or before the end of the last quarter of the biennium. The youth Council or Combined Youth Ministries Council or any other location deemed appropriate by the Executive Committee or Combined Executive Committee. In a Combined



election the youth Ministry shall send two delegates to the Nominating Committee.

### **SECTION III – PROCEDURE**

- A. Those to attend the election shall be incoming and outgoing local executive officers of the four (4) ministries namely: Adventist youth, Ambassador, pathfinder and Adventurer and all must come from registered societies and clubs.
- B. Elder with youth work at heart shall attend the meeting through request from the District Pastor's Office.
- C. Prior to elections, the youth Federation Executive members shall present their reports which shall be approved by the 2/3 of the members present.
- D. The nomination committee shall consist of the following:
  - i. One member from each of the present local club.
  - ii. Three (3) members of the current executive committee nominated by the executive itself.
  - iii. The District Pastor shall be the Chairman or he may delegate the Chair to anyone in the nominating committee.
  - iv. Three (3) First Church Elders shall be appointed by the District Pastor to serve on the Nominating committee.
  - v. An extra person may be included as if necessary to make an odd number from among the Advisors.
  - vi. Current executive committee members shall present their reports to the council and must be approved by two third of the delegations present.
  - vii. The Committee shall complete and present its work to the council for voting at the time scheduled for the election of officers.

### **SECTION IV - VOTING**

Voting eligibility shall:-





- A. Be restricted to all elected officers, plus all registered delegates attending the youth Council or in a combined Youth Ministries Council.
- B. In order for delegates to vote, the society they represent must be current in paying annual membership fee(s) as outlined in the Constitution and By Laws.
- C. All discussions shall be opened to the Council member present and representing the society within the Federation at the time of election.
- D. Voting shall be by secret ballot after names have been placed in nomination and have been properly discussed.

**ARTICLE XII - FINANCES**

**SECTION I - MEMBERSHIP FEE**

- A. There shall be an annual membership fee of (K.....) per year per society, which is due and payable by March 31 of each year.
- B. The federation shall self sponsor event through registration fee, Camp fees, Camporee fees and other projects.
- C. Funds receive by the Federation Treasurer shall be deposited with the District Treasurer.

**SECTION II - WITHDRAWAL**

- A. The withdrawal of funds from the District treasurer shall be on the following conditions any one (1) authorized signatory by the Council.
- B. The following officers shall be authorized to sign withdraw slip.
  - i President, Executive Secretary and Treasurer
- C. No more than (K.....) shall be spent without the approval of the Executive Committee.

## **ARTICLE XIII - ARTICLE XIV - DISCIPLINE**

### **SECTION 1- BEHAVIOUR**

- A. Any member or society of the youth federation who shall himself/herself or itself in any offensive behavior/activity such as fighting, use of abusive language, disbursement of organization funds, immorality, etc. that may bring reproach to the standards of the church shall be liable to disciplinary action in keeping with the church manual and as the council may see it fit.
- B. The ways to set up a standard and bring members of this federation up that standard is through the uniform and good conduct. Every individual or club becomes a very vital representative of youth federation and the church at large. Standard of dressing and department may be laid down and adhered to.
- C. Parents/Guardians must be willing to co-operate with the regulations and activities of the youth ministry (federation). At times they will be asked to supply money or any other materials and time to support the membership of their youth (s).
- D. Members or Clubs will be expected to participate and co-operate in all District, Region, Conference and Union Conference events.
- E. Members or Societies who will not comply with the Laws and regulations will be suspended or dropped from membership of the society.

### **SECTION 1I- PERSONAL CONDUCT**

The following shall not be allowed to a member of the Youth federation.

- A. Plating of any manner and treating of hair in uniform.
- B. Hair bands and rings (ornaments)
- C. Removing of eye bows, lips stick painting and nail extension and painting.
- D. Mini skirts, slits above the knees and tightly cloths.



- E. Wearing sleepers and tropical when in uniform.
- F. Fun hair cut,
- G. Abusive language or street language and fighting
- H. Civil hair dressing when in uniform.
- I. Improper dressing such as untucked and sagging.

A member who shall go against the above shall be punished or dropped from the Membership.

**SECTION III - ABSENTEES**

Any member or society that shall absent or dodge two consecutive meeting without genuine excuse and any society shall absent itself from any federation program shall be liable of a fine of K.....or Suspended as federation council shall agree.

**SECTION IV – NON – ACTIVE SOCIETIES**

Such societies shall be visited by the Federation Administrative Committee and Executive Committee and assess their situation and take appropriate measures.

**ARTICLE XIV – UNIFORM**

**SECTION I – WEAR OF UNIFORM**

The official youth uniform shall be worn only on duty as stipulated in the manuals failure to which will attract a penalty, as the council shall deem it fit.

**SECTION II - INCORRECT WEAR – UNIFORM**

Any incorrect wearing of the uniform as outlined in the Youth Ministry Manual shall attract disciplinary action as may be deemed fit by the Constitution & By-laws Committee, Executive and District Pastor’s office.

- (A) Every youth must own and regularly wear a complete Adventist Youth uniform. He/she must come to the youth meeting and in all events.

- (B) The uniform must be worn in the following occasions.
- (i) At all regular meetings
  - (ii) At special programmes. (Every Executive meetings)
  - (iii) At any public gathering when any or call to act as: Messengers, Usher, First Aid Detailers, Colour Guards, Guard of Honour.
- (C) The uniform description for example for young adults shall be as follows:
- (i) **BOYS**
    - Grey Trousers
    - White shirt
    - Maroon necktie
    - Navy blue braze jacket
    - Black shoes
    - Black or Grey socks
    - Navy Scarf
  - (ii) **GIRLS**
    - Grey skirt
    - White shirt
    - Maroon necktie
    - Navy blue braze Jacket
    - Black Flat shoes
    - White socks.
    - Navy scarf

Similarly other uniforms like the Pathfinder, adventurer, ambassador and master Guide uniforms may be worn correctly as stipulated in the manuals.

- (D) The uniform must be neat and tidy at all times.
- (E) Wearing it commonly for ordinary play or work that lowers its dignity. Shall not be allowed.
- (F) Any incorrect wearing of uniform as outlined in the youth ministry shall attract disciplinary action as it may be deemed fit by the Leaders and invested Master Guide.



## **ARTICLE XV - POLICY**

The District federation shall be governed by policies laid down by the youth ministry of the conference/region of the Seventh Day Adventist church.

## **ARTICLE XVI - AMENDMENTS**

Any amendments to this constitution and by-law may originate either from the executive or in the council at large. it shall be submitted in writing to the constitution and by-law committee then it shall be submitted to the executive committee, finally come to the federation council, a vote of  $\frac{3}{4}$  in the council and approved by the District Pastor, it shall be so ordered.

