

THE CONSTITUTION 2010

'Everyone a faithful disciple of Christ'

Charity Registration number 1126774

Head Office: Top House, Shawheath Close, Manchester, M15 4BQ



PREFACE

The following constitution was approved at the AGM held in _____ on _____

OFNC Constitutional Review Committee
July 2010

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THE CONSTITUTION OF THE OVERSEAS FELLOWSHIP OF NIGERIAN CHRISTIANS (OFNC) Ltd

ARTICLE 1 NAME

- 1.1 The Organisation shall be known as 'THE OVERSEAS FELLOWSHIP OF NIGERIAN CHRISTIANS'.
- 1.2 OFNC shall be a charitable Christian organisation and non-denominational in character.
- 1.3 The OFNC is both a registered incorporated charity as well as a Company Limited by Guarantee (hereinafter CLG), OFNC Ltd registration no 6534207. It can in the future be registered or incorporated as any other legal entity necessary to fulfil its objects.
- 1.4 The symbol of the OFNC shall be a logo consisting of a cross radiating rays of light superimposed over the map of Nigeria with the acronym 'OFNC' and/or full name "Overseas Fellowship of Nigerian Christians". This logo shall appear on all official documents or media at national, regional or branch levels.
- 1.5 The motto, 'Everyone a faithful disciple of Christ', shall appear on all official documents or media at national, regional or branch levels.
- 1.6 The United Kingdom Charity Registration Number: 1126774 shall appear on all official documents or media at national, regional or branch levels.

ARTICLE 2 OBJECTS & POWERS

2. The objects and powers shall be:

OBJECTS

- 2.1. The OFNC's objects are:

- 2.1.1 The advancement of the Christian faith and the relief of persons in conditions of need, hardship and distress.

POWERS

- 2.2 In furtherance of the above objects, but not otherwise, the National Executive Council (hereinafter called NEC) may exercise the following powers:
 - 2.2.1 To encourage members to be firm believers in Jesus Christ through prayers, Bible studies, talks, conferences and other Christian activities.
 - 2.2.2 To train members for the purpose of playing active and constructive roles in the development of their country of residence.
 - 2.2.3 To assist in the spiritual, social and cultural development of members, their offspring, local churches and communities.
 - 2.2.4 To proclaim the Lordship of Jesus Christ through members' lifestyle, evangelism, and through encouraging members to play an active role in their local churches and communities.
 - 2.2.5 To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
 - 2.2.6 To sell, lease or otherwise dispose of all or any part of the property belonging to the OFNC. In exercising this power, the OFNC must comply as appropriate with sections 36 and 37 of the Charities Act 1993.
 - 2.2.7 To borrow money and to charge the whole or any part of the property belonging to the OFNC as security for repayment of the money borrowed. The OFNC must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if it wishes to mortgage land.
 - 2.2.8 To acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity formed for any of the OFNC's objects.
 - 2.2.9 To employ and remunerate such staff as are necessary for carrying out the work of the OFNC.
 - 2.2.10 To apply the income and property of the OFNC solely towards the promotion of its objects.
 - 2.2.11 To pursue any other purpose within and outside of the United Kingdom, which is consistent with the OFNC's charitable and CLG status and complements, promotes and supplements the objects of the OFNC as contained in article 2.

ARTICLE 3 BIBLICAL FOUNDATIONS

The Biblical foundations of the OFNC shall be the fundamental truths of Christianity as revealed in the Holy Bible, including:

- 3.1 The unity of the Father, the Son and the Holy Spirit in the Godhead.
- 3.2 The sovereignty and grace of God in creation, providence, revelation, redemption, and the final judgement.
- 3.3 The full deity of Christ Jesus, the incarnate Son of God, His death on the cross, His resurrection and His present reign in heaven and on earth.
- 3.4 The universal sinfulness and guilt of fallen man, rendering him subject to God's wrath and condemnation.
- 3.5 Redemption from the guilt, penalty and power of sin only through the sacrificial death of Jesus Christ, the incarnate Son of God, as our representative and substitute.
- 3.6 The justification of the sinner entirely by the grace of God through faith in Jesus Christ, our Mediator.
- 3.7 The necessity of the work of the Holy Spirit in making the atoning work of Christ effective, to and in the individual sinner, granting him repentance towards God and faith in Jesus Christ.
- 3.8 The indwelling of the Holy Spirit in all those regenerated, producing in them Christ-like character and behaviour, and empowering them for effective witness in the world.
- 3.9 The baptism of the Holy Spirit with the full manifestation of His gifts and ministries.
- 3.10 The divine and plenary inspiration and inerrancy of the Holy Bible in its message and its supreme authority in all matters of faith and conduct.
- 3.11 The priesthood of all true believers, who form the Universal Church, which is the Body of Christ and of which Christ is the Head.
- 3.12 The second coming of our Lord Jesus Christ in power and glory, the resurrection of the body and life everlasting.
- 3.13 The imperative of all Christians to live out and share the gospel of Jesus Christ, which is the roadmap to salvation.
- 3.14 The commandment of Jesus that all Christians should first love God with their whole being, then love their neighbour as themselves.

ARTICLE 4 ADMINISTRATIVE STRUCTURE

4.1 OVERVIEW OF GOVERNANCE AND ADMINISTRATIVE STRUCTURE

- 4.1.1 The OFNC is an organisation with branches located in various countries, cities and towns. The branches are not separate legal entities but hold all properties, assets, monies and liabilities in trust for the OFNC as stated in articles 9.2.1 and 9.2.2 of this constitution.
- 4.1.2 The OFNC governance structure is set out below:
 - i) First tier - The General Assembly (GA)
 - ii) Second tier -The National Executive Council (NEC)
 - iii) Third tier - The Branch Executive Committee (hereinafter called the BEC)
 - iv) Fourth tier -The Local Branch (hereinafter called the Branch)
 - v) Fifth tier -The Local Branch Sub Groups
- 4.1.3 Each tier is not autonomous. The Local Branches and their Sub Groups are subject to the authority of the BEC which is subject to the NEC which in turn is subject to the GA.
- 4.1.4 In cases of conflict between the decisions made by the NEC and the BEC, the NEC decisions shall prevail and be implemented by the Local Branches.
- 4.1.5 In all cases of conflicts and inconsistencies between this constitution and any other OFNC document, this constitution shall prevail.

4.2 THE GENERAL ASSEMBLY (GA)

- 4.2.1 The GA shall consist of the membership of the OFNC in session at the Annual General Meeting, (hereinafter called AGM).
- 4.2.2 The final authority over policy making of the OFNC shall rest with the GA.
- 4.2.3 The GA shall receive, consider and ratify all reports from the NEC.
- 4.2.4 The GA shall receive new NEC members into office.
- 4.2.5 The GA shall upon the recommendation of the NEC adopt new Branches.

4.3 NATIONAL EXECUTIVE COUNCIL (NEC)

4.3.1 The NEC shall consist of the following elected and appointed officers:

- a) National Chairman
- b) National Secretary
- c) Assistant National Secretary
- d) National Financial Secretary
- e) National Treasurer
- f) National Publicity Secretary
- g) National Youth Co-ordinator
- h) National Children's Co-ordinator
- i) National Women's Co-ordinator
- j) National Men's Co-ordinator
- k) 18-30's Representatives
- l) Area Secretary of each OFNC Branch
- m) Ex Officio Members
- n) Any other officer positions as recommended by the NEC and approved by the GA

4.4 FUNCTIONS OF THE NATIONAL EXECUTIVE COUNCIL (NEC)

4.4.1 It shall implement all GA decisions.

4.4.2 It shall take all major decisions with respect to national and international events.

4.4.3 It shall draw up annual operational budgets, strategic plans and develop strategies for fund raising for the new administrative year.

4.4.4 It shall execute programmes that encourage the spiritual development of OFNC members and provide or facilitate the provision of relevant training for OFNC officers and members.

4.4.5 It shall take appropriate steps to encourage the implementation of the objects of the OFNC at every level including, as appropriate, any delegation to sub committees.

4.4.6 It shall speak for the OFNC at national and international levels on issues of relevance to the Fellowship.

4.4.7 It shall engage the services of professionals or agencies at national and international levels to facilitate the execution of its objects, aims and vision as and when necessary.

4.4.8 It shall prescribe a financial limit for any single transaction to be incurred on its behalf by a(n) NEC officer.

4.4.9 It shall recommend the granting of formal recognition to a new branch of the OFNC and present such to the AGM.

4.4.10 It shall function as the board of directors for the OFNC Ltd in accordance with the requirements of the OFNC Ltd Memorandum and Articles of Association.

4.4.11 It shall uphold the Biblical Foundations of the OFNC.

4.4.12 It shall carry out any other function that will enable the OFNC to operate as a CLG and to achieve the OFNC's objects, aims and vision.

4.5 BRANCH EXECUTIVE COMMITTEE (BEC)

4.5.1 The BEC shall consist of the following officers/offices:

- (a) Area Secretary
- (b) Financial Secretary
- (c) Treasurer
- (d) Prayer Secretary
- (e) Bible Study Secretary

4.5.2 with the option of either of the last two offices being held alongside other posts or by the same officer in smaller branches.

4.5.3 The BEC may also include:

- (f) Assistant Area Secretary
- (g) Evangelism/Discipleship Secretary

- (h) Youth Co-ordinator
- (i) Children's Co-ordinator
- (j) Women's Co-ordinator
- (k) Men's Co-ordinator
- (l) Welfare Officer
- (m) Any other officer the Branch shall deem necessary to fulfil the OFNC's objects, aims and vision.

4.5.4 No members of the same family shall hold the offices of the Area Secretary, Financial Secretary and Treasurer.

4.5.5 The offices in 4.5.3(f) to 4.5.3(m) can be held concomitantly by the same officer.

4.6 FUNCTIONS OF THE BRANCH EXECUTIVE COMMITTEE (BEC)

4.6.1 The BEC shall organise Local Branch programmes which reflect the OFNC theme for the year and it shall ensure that the day-to-day activities and decision making reflect the OFNC's objects, aims, vision and national policies.

4.6.2 It shall execute programmes that encourage the spiritual development of OFNC members and provide relevant training for OFNC members.

4.6.3 It shall manage its assets and liabilities on behalf of the OFNC National, maintain accounts and investments consistent with the constitution, Memorandum and Articles of Association, as approved by the NEC.

4.6.4 It shall provide representation for the Branch through the Area Secretary or his/her nominated representative at NEC meetings.

4.6.5 It shall implement all NEC decisions.

4.6.6 The BEC shall keep a register of all regular members, which shall be reviewed annually and provided to the NEC.

4.6.7 It shall draw up annual operational budgets and develop strategies for fund raising for the new administrative year.

4.6.8 It shall prescribe a financial limit for any single transaction to be incurred on its behalf by a BEC officer and ensure proper documentation of its accounts, budgets, assets and expenditure.

4.6.9 Any application for external funding by any Branch or sub group may only be made after approval has been sought through the Chairman on behalf of the NEC. Any application made in breach of this provision will render the person responsible financially and personally liable.

4.6.10 It shall be responsible for the Branch sub groups and shall receive regular reports from the Branch sub group leadership.

4.6.11 It shall uphold the Biblical Foundations of the OFNC.

4.6.12 It shall ensure proper documentation of all its activities.

4.6.13 It shall carry out any other functions that will enable the OFNC to operate as a CLG and achieve the OFNC objects and vision.

4.7 THE REGIONS/ZONES

4.7.1 All Branches that make up the OFNC membership shall be divided into Regions as defined in the Definitions, Interpretation and Notes section of this constitution at article 15.

4.7.2 Each Region shall be supported by a National Officer.

4.7.3 The Regions shall uphold the Biblical Foundations of the OFNC and implement its objects, aims and vision.

4.7.4 The Regions shall execute programmes that encourage the spiritual development of OFNC members.

4.7.5 The Regions shall provide a forum for networking and closer relationship between Branches.

4.8 THE LOCAL BRANCH

4.8.1 The Local Branch shall meet regularly to implement a programme of activities in pursuant of the OFNC's objects, vision and aims.

- 4.8.2 It shall elect its own BEC subject to the provisions of article 7.2.
- 4.8.3 It shall receive annual reports, including financial reports, from the BEC.
- 4.8.4 It shall uphold the Lordship of our Lord Jesus Christ in all matters affecting the Branch and its members.
- 4.8.5 It shall uphold the Biblical Foundations of the OFNC.
- 4.8.6 The title 'OFNC Branch' can only be conferred on a Group or Local Fellowship by the GA of the OFNC.
The conferment shall be contingent upon:
 - i) A viable number of believers or committed Christians having been meeting regularly for at least six months in line with article 4.8.1.
 - ii) Demonstration of a commitment to the OFNC objects, vision, aims and Biblical Foundations.
 - iii) Their collective expression of a desire to become an OFNC Branch.
 - iv) Election of pro tem officers in accordance with articles 4.5.1 and 4.5.2.
 - v) Financial viability.
 - vi) Ascertaining the viability of the Group or Fellowship following a visit by the National Chairman and the Assistant National Secretary.
 - vii) A decision of the NEC to adopt a Group or Fellowship as an OFNC Branch following a proposal by the Assistant National Secretary.
 - viii) A presentation of this Group or Fellowship and its pro tem officers to the GA to be adopted as an OFNC Branch.

4.9 LOCAL BRANCH SUB GROUPS

- 4.9.1 The OFNC shall have and utilise various subgroups such as Men's Fellowship, Women's Fellowship, and Musical Groups and any other subgroups, to facilitate its objects, aims and vision.
- 4.9.2 The leadership of each sub group shall include at least the following officer:
 - i) The Co-ordinator
 And if the sub group so wishes:
 - ii) Any other officer(s) that the sub group shall deem necessary to fulfil its objects, aims and vision subject to articles 4.1.3 and 4.9.8.
- 4.9.3 All sub group officers shall be responsible to and report directly to the BEC through the Area Secretary in the first instance and ultimately to the NEC through the National Chairman.
- 4.9.4 Any local sub group decisions shall be approved by the NEC through the BEC.
- 4.9.5 Local sub group programmes shall be subject to approval by the BEC and all Branch programmes shall take precedence over a sub group's programme.
- 4.9.6 The financial transactions of any subgroup shall be approved by the Area Secretary of the Branch.
- 4.9.7 Any application for external funding by any Branch or sub group may only be made after approval has been sought through the Chairman on behalf of the NEC. Any application made in breach of this provision will render the person responsible financially and personally liable.
- 4.9.8 The Branch Treasurer and Financial Secretary shall remain the financial officers for all the branch subgroups. However, a subgroup may appoint a person to collect money during its meetings.

ARTICLE 5 QUORUM AND MEETINGS

5.1 NATIONAL EXECUTIVE COUNCIL (NEC) MEETINGS

5.1.1 General Meetings

- 5.1.1.1 The NEC shall meet at least quarterly within the administrative year.
- 5.1.1.2 At least two week's notice shall be provided before any meeting is convened and an agenda for the meeting shall be circulated at the time notice is given.
- 5.1.1.3 For the purpose of general meetings, half of the members of the NEC shall suffice for a quorum.

- 5.1.1.4 Decisions shall be by consensus but when not possible, three-quarters of the majority of those present will suffice.
- 5.1.1.5 Minutes shall be taken of all meetings and a copy signed by the National Chairman and National Secretary at the following quarterly meeting.
- 5.1.1.6 All minutes shall be archived once they are signed.

5.1.2 Emergency meetings

- 5.1.2.1 Emergency meetings of the NEC shall be summoned by the National Chairman through the National Secretary on receipt of a notice of two-thirds majority of its members.
- 5.1.2.2 The Chairman may call an emergency meeting through the National Secretary.
- 5.1.2.3 In matters affecting the National Chairman, the National Secretary shall summon the meeting through the Assistant National Secretary and in matters affecting the National Secretary, the National Chairman shall summon it through the Assistant National Secretary.
- 5.1.2.4 At least one week's notice shall be provided before an emergency meeting is convened and an agenda for the meeting shall be circulated at the same time.
- 5.1.2.5 For the purpose of emergency meetings, two-thirds of the members of the NEC will suffice for a quorum.
- 5.1.2.6 Decisions shall be by consensus but when not possible, two-thirds majority of those present shall suffice.
- 5.1.2.7 Minutes shall be taken of emergency meetings and a copy signed subject to articles 5.1.2.2 and 5.1.2.3 at the following quarterly meeting.
- 5.1.2.8 All minutes shall be archived once they are signed.

5.2 BRANCH EXECUTIVE COMMITTEE (BEC) MEETINGS

5.2.1 General Meetings

- 5.2.1.1 The BEC shall meet at least four times a year and all meetings must be appropriately synchronised to allow sufficient time for relevant issues to be added to the agenda of the next NEC meeting.
- 5.2.1.2 All meetings must be minuted.
- 5.2.1.3 Minutes must be signed by the Area Secretary and the minute taker at the following BEC meeting and shall be archived.
- 5.2.1.4 For the purpose of general meetings, a simple majority of the BEC members shall suffice for a quorum.
- 5.2.1.5 Decisions shall be by consensus but when not possible, a simple majority of those present shall suffice.

5.2.2 Emergency meetings

- 5.2.2.1 The Area Secretary shall call an emergency meeting of the BEC on receipt of a notice of two-thirds majority of the committee.
- 5.2.2.2 For the purpose of emergency meetings, simple majority of the BEC members shall suffice for a quorum.
- 5.2.2.3 Decisions shall be by consensus but when not possible, two thirds of those present shall suffice.
- 5.2.2.4 Minutes shall be taken of emergency meetings and a copy signed at the subsequent BEC meeting.
- 5.2.2.5 All minutes shall be archived once they are signed.

ARTICLE 6 MEMBERSHIP

6.1 ORDINARY MEMBERSHIP

- 6.1.1 Membership of the OFNC shall be open to all who:
 - 6.1.1.1 Are over 18 years of age and
 - 6.1.1.2 Accept the Biblical foundations and principles of the OFNC and

- 6.1.1.3 Have attended Branch meetings regularly for at least 50 percent of the time within the past six months and
- 6.1.1.4 Have expressed an intention to become an OFNC member.
- 6.1.2 Membership shall be open to anyone under 18 years if:
 - 6.1.2.1 The person is a child or a ward of a member or
 - 6.1.2.2 The person currently attends an educational institution within the area covered by a Branch and has expressed an intention to join the Branch, provided that such a person shall be disciplined by the Branch Youth Co-ordinator or any other person appointed by the Area Secretary.
- 6.1.3 All aspiring members must be proposed by a current member and seconded by a member of their BEC.
- 6.1.4 Both proposer and seconder shall vouch for the new member's attendance and compliance with the requirements enumerated in article 6.1.1 or 6.1.2.
- 6.1.5 A person who has attended OFNC meetings as a child or ward of another member shall, if he/she so wishes, be proposed for membership and seconded in accordance with article 6.1.3 immediately, or as soon as possible after his/her 18th birthday. His/her previous attendance shall be taken into consideration in making a final decision.
- 6.1.6 The Area Secretary, in consultation with the BEC may also grant discretionary membership to anyone who has not attended the required number of meetings, if in their opinion, all other conditions apply, and membership will benefit the OFNC.
- 6.1.7 If for any reason, the BEC considers that a person who has met the attendance requirement should not be granted membership, it should consult with the National Chairman.
- 6.1.8 Members shall have the right to vote and be voted for.
- 6.1.9 Members shall also have the right to seek any assistance from the OFNC through the BEC, in accordance with approved Branch or National policies.
- 6.1.10 A person who moves to a place within the United Kingdom, where there is no branch of the OFNC and wishes to remain a member of the OFNC may, if he/she chooses, have his/her records retained in his/her former Branch, until such a time as a Branch is formed in his/her new location, or he/she moves to a new Branch. Such a person shall upon continuing to demonstrate commitment to the OFNC, have membership rights in the branch where his/her records are kept.
- 6.1.11 All benefits associated with membership are conferred at the discretion of the Area Secretary in consultation with the BEC and are only for members not Affiliates.
- 6.1.12 Every member shall be entitled to a membership pack, with a registration number, which shall contain the OFNC code of conduct, the OFNC Comments and Complaints Procedure, the OFNC Constitution, and signposts to other policies, procedures and information about the OFNC.
- 6.1.13 Members are expected and encouraged to give of their time, talents and substance in the furtherance of the objects, aims and vision of the OFNC to enhance their ability to function as an effective member of the OFNC.
- 6.1.14 Nothing in this article shall prevent any person from attending a National or Branch programme or event on the grounds that he/she is not a member of the OFNC, so long as the programme or event is advertised as open to all.

6.2 TRANSFER OF MEMBERSHIP

- 6.2.1 A member who moves to another Branch shall not be required to re-apply for membership if he/she can show satisfactory proof of membership to the Area Secretary.

6.3 STUDENT MEMBERSHIP

- 6.3.1 A person who moves to another Branch for the purpose of study shall be regarded as a student member, once he/she can show proof of membership at a previous Branch. A student member shall have full rights of membership in the Branch where he/she is studying, but may also return to his/her originating Branch during holidays. In all other respects, a student member may not claim the same rights from two different Branches.

- 6.3.2 A person currently attending an educational institution within the area covered by a Branch and who has expressed an intention to join the Branch may be accepted as a student member subject to articles 6.1.1, 6.1.3, 6.1.4 and 6.1.6.
- 6.3.3 A person granted student membership under article 6.3 may choose to:
 - 6.3.3.1 Have his/her records removed from his/her originating Branch.
 - 6.3.3.2 Maintain his/her records in the originating Branch, but retain an entry as a student in his/her new Branch.
 - 6.3.3.3 Have no records in the new Branch, while attending all Branch activities.
- 6.3.4 A person who moves to the United Kingdom for the purpose of study may apply for student membership in accordance with articles 6.1.1, 6.1.3, 6.1.4 and 6.1.6. If he/she leaves the United Kingdom, his/her rights of membership shall expire unless he/she wishes to be an Affiliate member in accordance with article 6.4.
- 6.3.5 A person who is granted student membership may remain a member of the OFNC upon completion of his/her studies, if they so wish. If he/she has links to 2 Branches, he/she shall choose one Branch in which to enjoy full membership.

6.4 AFFILIATE MEMBERSHIP

- 6.4.1 A person who moves to a place outside the United Kingdom may remain an Affiliate member of the OFNC. He/she shall have his/her records maintained by the last Branch which he/she attended and shall be kept informed of Branch and National activities. Wherever possible, Affiliate members may participate in Branch or National meetings and activities.

6.5 CESSATION OF MEMBERSHIP

- 6.5.1 A person shall cease to be a member of the OFNC:
 - i) Upon resignation;
 - ii) Upon commission of an act so serious, as to be considered as bringing the name of the OFNC into disrepute.
- 6.5.2 A decision based on article 6.5.1 (ii) shall only be taken by the BEC in exceptional circumstances, and must be approved by the NEC in accordance with article 11.3.6 and the appeal procedure in article 11.5. The decision may be rescinded if the member shows sufficient remorse, and if the BEC recommends such action to the NEC through the National Chairman.

7 ELECTORAL AND VOTING SYSTEM

7.1 NATIONAL ELECTIONS

- 7.1.1 All OFNC elections shall be conducted prayerfully and by secret ballot, using the first-past-the-post system of voting.
- 7.1.2 The elections to the National offices shall be held once every two years and at the last NEC meeting of the OFNC administrative year before the AGM.
- 7.1.3 Nominees must be born again, committed Christians as understood from the Holy Bible.
- 7.1.4 Members of the OFNC who have served in the NEC or BEC for at least six months shall be eligible for nomination with their consent and on the OFNC nomination form, to any OFNC National office apart from the post of National Chairman.
- 7.1.5 The candidate for the post of National Chairman shall be a born again, committed Christian, considerate, articulate and well informed on a range of issues. He/she shall be committed to the requirements of an overseer in 1 Timothy 3:1-7.
- 7.1.6 The OFNC Chairman shall be nominated by NEC members with his or her consent and on the OFNC nomination form, and elected by the NEC. It shall be desirable for an aspirant to the office of Chairman of the OFNC to have had NEC experience (i.e. served in past NECs).
- 7.1.7 Nominations for all other National offices shall be made by any OFNC member apart from nominations for the posts of National Women's Co-ordinator, National Men's Co-ordinator and 18-30s Representative(s) which shall come from their constituents within the OFNC.

- 7.1.8 The Returning Officer shall be appointed by the NEC on the recommendation of the Chairman at least 6 months before the elections.
- 7.1.9 The Returning Officer shall be a person of integrity, evidently and objectively impartial, who shall not run for any office in an election in which he/she acts as Returning Officer.
- 7.1.10 All nominations shall be forwarded to the Returning Officer, at least six weeks before the election date.
- 7.1.11 The returning officer shall send a list of nominees to the candidates and members of the NEC at least two weeks before the elections.
- 7.1.12 The term for any OFNC office shall be two years.
- 7.1.13 No officer of the OFNC shall serve in any one office for more than two consecutive terms (four years) except in exceptional circumstances by prior consent of the NEC.
- 7.1.14 A candidate who has just completed the maximum terms for an office shall not be precluded from being nominated for election for a different office.
- 7.1.15 The newly elected NEC shall assume office at the AGM.

7.2 BRANCH ELECTIONS

- 7.2.1 It is up to individual Branches to determine which offices they wish to create and for which nominations for elections shall be sought. Branches must refer to articles 4.5 and 4.9 for guidance.
- 7.2.2 However, the posts of Area Secretary, Financial Secretary, Treasurer, Bible Study and Prayer Secretaries shall be mandatory for each Branch subject to articles 4.5.2 and 4.5.4.
- 7.2.3 Elections to Branch offices shall be held in accordance with the provisions of article 7.1.1 above. Elections are to be conducted once every two years and concluded at least four weeks before the last NEC meeting during the OFNC administrative year.
- 7.2.4 Except in exceptional circumstances by prior consent of the BEC, nomination to BEC offices is open to all who would have been members of any Local Branch of the OFNC for at least six months except the post of Area Secretary where candidates should also have served on the BEC or NEC.
- 7.2.5 All candidates shall be born again, committed Christians.
- 7.2.6 Nominations shall be made by members of the respective Branches with the consent of the candidate and on the OFNC nomination form.
- 7.2.7 The Returning Officer shall be appointed by the BEC on the recommendation of the Area Secretary.
- 7.2.8 He/She shall be a person of integrity, evidently and objectively impartial, who shall not run for any office in an election in which he/she acts as returning officer.
- 7.2.9 The candidates and Branch members shall be informed of the nominations at least one calendar month before the elections by the Branch Returning Officer.
- 7.2.10 A candidate who has just completed a term of office shall not be precluded from being nominated for a further term.
- 7.2.11 No Branch officer shall serve in any one office for more than 2 consecutive terms (four years) except in exceptional circumstances and by prior consent of the BEC and the NEC.
- 7.2.12 Following Branch elections, the list of new officers shall be forwarded to the National Returning Officer who will present it to the NEC for approval.
- 7.2.13 The newly elected BEC shall assume office at the AGM.OFNC 2003.
- 7.2.14 Any internal elections and appointment within a subgroup must be conducted in accordance with the principles of the OFNC and must be approved by the BEC.

Constitution

7.3 RESIGNATION & BY ELECTIONS

- 7.3.1 OFNC officers shall be expected to serve their full term (two years) and resignations shall be discouraged.
- 7.3.2 In the event of a resignation, the NEC (for National officers) and the BEC (for Branch officers) shall conduct a by election into the vacant office in accordance with the election procedure in Article 7.

- 7.3.3 The resignee, if a National officer, shall be required to return all OFNC property to the National Chairman or the National Secretary (in the absence of the Chairman).
- 7.3.4 If the resignee is a Branch officer, they shall be required to return all OFNC property to the Area Secretary or to a designated officer in the absence of the Area Secretary.
- 7.3.5 Gross misconduct and conviction for a criminal offence may be grounds for the NEC or BEC to request resignation (Please see article 11), particularly:
 - i) Behaviour which brings the OFNC into disrepute and
 - ii) Behaviour unbecoming of a Christian leader.

ARTICLE 8 OFNC OFFICERS AND THEIR DUTIES AND RESPONSIBILITIES

8.1 NATIONAL CHAIRMAN

The National Chairman shall:

- 8.1.1 Have the overall responsibility for the spiritual and organisational welfare of the OFNC as its head and Chief Executive Officer (CEO) and shall preside over the AGM and NEC meetings subject to article 5.1.2.3.
- 8.1.2 Represent the OFNC as a spokesperson at national and international levels and on all matters and at events.
- 8.1.3 Liaise with the Charity Commission, Companies House and other government and inter government agencies on matters affecting the OFNC.
- 8.1.4 Have overall responsibility for decisions relating to OFNC's status as a CLG.
- 8.1.5 Ensure that OFNC develops, maintains and updates its policies and procedures in compliance with statutory requirements and relevant national legislation.
- 8.1.6 Lead the NEC in executing the objectives of the OFNC and the policy decisions of the GA in collaboration with the BECs.
- 8.1.7 Relate the activities of the OFNC to the Branches by maintaining effective communication with the BECs through the Area Secretary.
- 8.1.8 Convene NEC general and emergency meetings in consultation with the National Secretary and in accordance with articles 5.1.1 and 5.1.2.
- 8.1.9 Have overall responsibility for any staff that the OFNC shall employ in pursuant of its objects.
- 8.1.10 Give approval and authorisation for all expenditure incurred on behalf of the National Office, subject to article 4.4.8 and shall be a signatory to all OFNC National accounts.
- 8.1.11 Present to the GA an annual report, an annual budget and business plan for the OFNC administrative year.
- 8.1.12 Be accountable to the GA through the NEC.
- 8.1.13 Keep an up-to-date file of the office of the National Chairman.
- 8.1.14 At the end of tenure of office, prepare and present hand-over notes to the incoming Chairman.
- 8.1.15 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.2 NATIONAL SECRETARY

The National Secretary shall:

- 8.2.1 Administer the National secretariat and maintain up-to-date records of its activities.
- 8.2.2 Perform the secretarial duties of the National OFNC.
- 8.2.3 Summon NEC general and emergency meetings at the direction of the National Chairman and in accordance with articles 5.1.1 and 5.1.2 and subject to article 5.1.2.3.
- 8.2.4 Arrange for the minutes of AGM and NEC meetings to be taken, signed and archived.
- 8.2.5 Act for the National Chairman in his/her absence.
- 8.2.6 Ensure all OFNC submissions with the Charity Commission, Companies House and other government and inter government agencies are up to date.
- 8.2.7 Collate and produce regularly updated OFNC membership list.
- 8.2.8 Be accountable to the GA and the NEC through the National Chairman.
- 8.2.9 Keep an up-to-date file of the office of the National Secretary.

- 8.2.10 At the end of tenure of office, prepare and present hand-over notes to the incoming National Secretary.
- 8.2.11 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.3 ASSISTANT NATIONAL SECRETARY

The Assistant National Secretary shall:

- 8.3.1 Be responsible for National outreaches, the establishment of new Branches and the co-ordination of the welfare activities of the OFNC.
- 8.3.2 Co-ordinate the national prayer activities of the OFNC including the production and dissemination of regular prayer newsletters.
- 8.3.3 Carry out the duties of the National Secretary and the National Publicity Secretary in their absence.
- 8.3.4 Play an active role in the planning and execution of National conferences.
- 8.3.5 Assist the National Secretary in his/her duties.
- 8.3.6 Be accountable to the GA and the NEC through the National Chairman.
- 8.3.7 Keep an up-to-date file of the office of the Assistant National Secretary.
- 8.3.8 At the end of tenure of office, prepare and present hand over notes to the incoming Assistant National Secretary.
- 8.3.9 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.4 NATIONAL FINANCIAL SECRETARY

The National Financial Secretary shall:

- 8.4.1 Ensure that adequate processes and procedures are in place to provide effective and efficient systems of accounting for the OFNC.
- 8.4.2 Prepare financial guidelines and regulations for the OFNC in keeping with best practice.
- 8.4.3 Ensure that all Branch Financial Secretaries and Treasurers are adequately trained to adopt a consistent and efficient system of book keeping and financial presentation.
- 8.4.4 Keep up-to-date records of payments, assets and liabilities of the OFNC and process all National payments.
- 8.4.5 Keep copies of bank statements of the National and individual OFNC Branch accounts, and liaise with the bank, HMRC, Charity Commission, Companies House and other government and inter government agencies on financial matters affecting the OFNC.
- 8.4.6 Ensure that appropriate close down instructions are in place to facilitate the preparation of annual audited accounts.
- 8.4.7 Ensure that the consolidated accounts of the OFNC are prepared and audited by a registered auditor appointed by the OFNC.
- 8.4.8 Ensure that annual returns due to the Charity Commission, Companies House and other government and inter government agencies are completed and return as required.
- 8.4.9 Collate annual budgets for the NEC.
- 8.4.10 Keep records of all deeds of covenants, investments, and assets valuations.
- 8.4.11 Ensure that annual audited accounts are presented for approval at the AGM and recommend the appointment of an auditor to the GA.
- 8.4.12 Be a signatory to all OFNC National and Branch accounts subject to OFNC financial policy and procedures.
- 8.4.13 Sit on any committee set up to purchase or acquire property for the OFNC and be co-signatory to any legal documents processed in respect of property acquisition.
- 8.4.14 In consultation with the National Chairman, recommend the appointment of an internal auditor to the NEC.
- 8.4.15 Be accountable to the GA and the NEC through the National Chairman.
- 8.4.16 Keep an up-to-date file of the office of the National Financial Secretary.

- 8.4.17 At the end of the tenure of office, prepare and present hand over notes to the incoming National Financial Secretary.
- 8.4.18 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.5 NATIONAL TREASURER

The National Treasurer shall:

- 8.5.1 Bank all cash and cheque receipts of the NEC and keep a record of receipts of the OFNC national account.
- 8.5.2 Be a signatory to all OFNC National and Branch accounts subject to OFNC financial policy and procedures.
- 8.5.3 Maximise donations to OFNC by ensuring effective implementation and publicising to the Branches, of any government tax efficiency schemes designed for charities, such as gift aid scheme, for the maximum financial benefit of the organisation.
- 8.5.4 Ensure that adequate records of donors to the gift aid scheme are maintained.
- 8.5.5 Liaise with external financial advisers with respect to investments activities, ensure compliance with the Trustee Investments Acts and ensure that all dividends and returns are collected and duly banked.
- 8.5.6 Carry out regular budgetary reviews of expenditure incurred by NEC officers.
- 8.5.7 Work with the National Financial Secretary to ensure that all Branch Financial Secretaries and Treasurers are adequately trained to adopt a consistent and efficient system of book keeping and financial presentation.
- 8.5.8 Carry out the duties of the Financial Secretary in his/her absence including the preparation of annual accounts and other financial reports as required by the NEC and the GA.
- 8.5.9 Be accountable to the GA and the NEC through the National Chairman.
- 8.5.10 Keep an up-to-date file of the office of the National Treasurer.
- 8.5.11 At the end of the tenure of office, prepare and present hand over notes to the incoming National Treasurer.
- 8.5.12 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.6 NATIONAL PUBLICITY SECRETARY

The National Publicity Secretary shall:

- 8.6.1 Be responsible for the publicity needs of the OFNC and shall in liaison with the Chairman, be the Public Relations Officer of the OFNC.
- 8.6.2 Oversee the production and publication of the OFNC newsletter and magazines through the Editorial Board of which he/she shall be chairman.
- 8.6.3 On the advice of the National Chairman, appoint an Editor for OFNC publications.
- 8.6.4 Oversee the updating and upgrading of the OFNC website, ensuring an intra and inter face for the OFNC.
- 8.6.5 Ensure the OFNC keeps up to date with using modern technology for its publicity and communication needs and purposes.
- 8.6.6 Explore avenues of raising funds for the OFNC and represent the OFNC together with the National Chairman or National Secretary on projects to raise funds from external bodies ensuring compliance with the Charities Act and the OFNC constitution.
- 8.6.7 Be accountable to the GA and the NEC through the National Chairman.
- 8.6.8 Keep an up-to-date file of the office of the National Publicity Secretary.
- 8.6.9 At the end of the tenure of office, prepare and present hand over notes to the incoming National Publicity Secretary.
- 8.6.10 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.7 NATIONAL YOUTH CO-ORDINATOR

The National Youth Coordinator shall:

- 8.7.1 Co-ordinate youth programmes, including youth development and training in liaison with the Branches.
- 8.7.2 Work and liaise with the Branch Youth Co-ordinators to implement the OFNC's vision, aims and policies for the youth.
- 8.7.3 Provide support and training for Branch Youth Co-ordinators to ensure effective and functioning youth groups in all OFNC branches.
- 8.7.4 Keep up to date with and ensure the OFNC complies with all government regulations concerning youth work.
- 8.7.5 Lead the organisation and planning of the National Youth Conference and the youth provision at the National Conference.
- 8.7.6 Be involved in the organisation and planning of the youth activities at any other conference of the OFNC.
- 8.7.7 Explore funding opportunities for OFNC youth programmes.
- 8.7.8 Develop and implement strategies to facilitate the retention and progression of OFNC youth into the 18 to 30s group.
- 8.7.9 Work closely with the National Men's Co-ordinator, the National Women's Co-ordinator, the National Children's Co-ordinator and the 18-30s' Representatives, to ensure a joined up approach to supporting families within the OFNC.
- 8.7.10 Be accountable to the GA and the NEC through the National Chairman.
- 8.7.11 Keep an up-to-date file of the office of the National Youth Co-ordinator.
- 8.7.12 At the end of the tenure of office, prepare and present hand over notes to the incoming National Youth Co-ordinator.
- 8.7.13 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.8 NATIONAL CHILDREN'S CO-ORDINATOR

The National Children's Co-ordinator shall:

- 8.8.1 Co-ordinate children's programmes, including development and training in liaison with the Branches.
- 8.8.2 Work and liaise with the Branch Children Co-ordinators to implement the OFNC's vision, aims and policies for the children.
- 8.8.3 Provide support and training for Branch Children Co-ordinators to ensure effective and functioning Children's work in all OFNC branches.
- 8.8.4 Keep up to date with and ensure the OFNC complies with all government regulations concerning children's work.
- 8.8.5 Lead the organisation and planning of all national children's outing and the children's provision at the National Conference.
- 8.8.6 Be involved in the organisation and planning of the children's activities at any other conference of the OFNC.
- 8.8.7 Explore funding opportunities for OFNC children's programmes.
- 8.8.8 Develop and implement strategies to facilitate the retention and progression of OFNC children into the youth sub group.
- 8.8.9 Work closely with the National Men's Co-ordinator, the National Women's Co-ordinator, the National Youth Co-ordinator and the 18-30s' Representatives, to ensure a joined up approach to supporting families within the OFNC.
- 8.8.10 Be accountable to the GA and the NEC through the National Chairman.
- 8.8.11 Keep an up-to-date file of the office of the National Children's Co-ordinator.
- 8.8.12 At the end of the tenure of office, prepare and present hand over notes to the incoming National Children's Co-ordinator.
- 8.8.13 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.9 NATIONAL WOMEN'S CO-ORDINATOR

The National Women's Co-ordinator shall:

- 8.9.1 Co-ordinate the women's sub group and activities within the OFNC to meet the OFNC's objects.
- 8.9.2 Lead the organisation and planning of all OFNC national women's conferences.
- 8.9.3 Provide support, development and training for Branch Women's Co-ordinators to ensure effective and functioning women's sub groups in all OFNC branches.
- 8.9.4 Work closely with the National Men's Co-ordinator, the National Youth and Children's Co-ordinators and the 18-30s' Representatives, to ensure a joined up approach to supporting families within the OFNC.
- 8.9.5 Explore funding opportunities for OFNC women's programmes and events.
- 8.9.6 Be accountable to the GA and the NEC through the National Chairman.
- 8.9.7 Keep an up-to-date file of the office of the National Women's Co-ordinator.
- 8.9.8 At the end of the tenure of office, prepare and present hand over notes to the incoming National Women's Co-ordinator.
- 8.9.9 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.10 NATIONAL MEN'S CO-ORDINATOR

The National Men's Co-ordinator shall:

- 8.10.1 Co-ordinate the men's sub group and activities within the OFNC to meet the OFNC's objects.
- 8.10.2 Lead the organisation and planning of all OFNC national men's conferences.
- 8.10.3 Provide support, development and training for Branch Men's Co-ordinators to ensure effective and functioning men's sub groups in all OFNC branches.
- 8.10.4 Work closely with the National Women's Co-ordinator, the National Youth and Children's Co-ordinators and the 18-30s' Representatives to ensure a joined up approach to supporting families within the OFNC.
- 8.10.5 Explore funding opportunities for OFNC men's programmes and events.
- 8.10.6 Be accountable to the GA and the NEC through the National Chairman.
- 8.10.7 Keep an up-to-date file of the office of the National Men's Co-ordinator.
- 8.10.8 At the end of the tenure of office, prepare and present hand over notes to the incoming National Men's Co-ordinator.
- 8.10.9 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.11 NATIONAL 18-30s' REPRESENTATIVES

The National 18-30s' Representative shall:

- 8.11.1 Co-ordinate the 18-30s' sub group and activities within the OFNC to meet the OFNC's objects.
- 8.11.2 Lead the organisation and planning of all national 18-30s' conferences and events.
- 8.11.3 Work closely with the National Women's Co-ordinator, the National Men's Co-ordinator and the National Youth and Children's Co-ordinators to ensure a joined up approach to supporting families within the OFNC.
- 8.11.4 Explore funding opportunities for OFNC 18-30s' programmes and events.
- 8.11.5 Be accountable to the GA and the NEC through the National Chairman.
- 8.11.6 Keep an up-to-date file of the office of the National 18-30s Representatives.
- 8.11.7 At the end of the tenure of office, prepare and present hand over notes to the incoming National 18-30s' Representatives.
- 8.11.8 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.12 EX OFFICIO

The Ex Officio shall:

- 8.12.1 Undertake any assignments as requested by the National Chairman through the NEC.

- 8.12.2 Be accountable to the GA and the NEC through the National Chairman.
- 8.12.3 Keep an up-to-date record of all such assignments.
- 8.12.4 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.13 AREA SECRETARY

The Area Secretary shall:

- 8.13.1 Be the executive and spiritual leader of the Branch and lead the BEC in overseeing the spiritual affairs and other matters of the Branch.
- 8.13.2 Attend or provide representation for the Branch at the NEC.
- 8.13.3 In consultation with the Assistant Area Secretary, or where the post does not exist, the Branch Financial Secretary, convene and chair BEC Meetings.
- 8.13.4 Be a signatory to the Branch account and give approval and authorisation for all expenditure on behalf of the Branch subject to article 4.6.7.
- 8.13.5 Maintain adequate communication with the Chairman in relation to the spiritual and welfare matters affecting the Branch.
- 8.13.6 Ensure adequate and prompt dissemination of information between the National OFNC and the Branch, as well as among the Branch members and Affiliates.
- 8.13.7 In consultation with the BEC, grant Branch membership and determine the benefits for each Branch member.
- 8.13.8 Where the Branch does not have an Assistant Area Secretary, carry out some of the duties of the post in agreement with the Branch Financial Secretary.
- 8.13.9 Be accountable to the BEC, and the GA and NEC through the National Chairman.
- 8.13.10 Keep an up-to-date file of the office of the Area Secretary.
- 8.13.11 At the end of the tenure of office, prepare and present hand over notes to the incoming Area Secretary.
- 8.13.12 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.14 ASSISTANT AREA SECRETARY

The Assistant Area Secretary shall:

- 8.14.1 Carry out the secretarial and publicity duties of the Branch.
- 8.14.2 Act for the Area Secretary in his/her absence.
- 8.14.3 Keep members informed of Branch programmes and activities.
- 8.14.4 Ensure minutes are taken at BEC meetings and signed and archived.
- 8.14.5 Keep an up-to-date record of members of the Branch and ensure this is forwarded to the National Secretary annually.
- 8.14.6 Keep an up-to-date record of visitors to the Branch.
- 8.14.7 Be responsible to the BEC, the NEC and GA through the Area Secretary.
- 8.14.8 Keep an up-to-date file of the office of the Assistant Area Secretary.
- 8.14.9 At the end of the tenure of office, prepare and present hand over notes to the incoming Assistant Area Secretary.
- 8.7.10 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.15 BRANCH FINANCIAL SECRETARY

The Branch Financial Secretary shall:

- 8.15.1 Carry out at the Branch level, as appropriate and relevant, the duties specified for the National Financial Secretary.
- 8.15.2 Keep statements and prepare accounts for the Branch and all sub groups of the Branch.
- 8.15.3 Provide records of all financial transactions at the Branch level to the National Financial Secretary to facilitate the preparation of the annual audited accounts of the Branch.

- 8.15.4 **Not** liaise directly with the HMRC Companies House, the Charity Commission, or any other government or inter government agency.
- 8.15.5 Attend financial and book keeping training as required by the NEC.
- 8.15.6 Act for the Area Secretary in his/her absence in Branches where there is no Assistant Area Secretary.
- 8.15.7 Where the Branch does not have an Assistant Area Secretary, carry out some of the duties of the post in agreement with the Area Secretary.
- 8.15.8 Be responsible to the BEC, the NEC and GA through the Area Secretary.
- 8.15.9 Keep an up-to-date file of the office of the Branch Financial Secretary.
- 8.15.10 At the end of the tenure of office, prepare and present hand over notes to the incoming Branch Financial Secretary.
- 8.15.11 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.16 BRANCH TREASURER

The Branch Treasurer shall:

- 8.16.1 Carry out at the Branch level, as appropriate and relevant, the duties specified for the National Treasurer except being co-signatory to any legal documents processed in respect of property or land acquisition.
- 8.16.2 Collate budgets for the Branch.
- 8.16.3 Ensure that adequate systems are in place and records maintained in respect of gift aid scheme donors.
- 8.16.4 Be co-signatory to any special bank account opened to manage special grants received for special projects.
- 8.16.5 Apply for external funding on behalf of sub-groups after obtaining approval from the NEC through the Chairman. Any application made without due approval shall make the person responsible financially and personally liable.
- 8.16.6 Attend all financial and book keeping training as required by the NEC.
- 8.16.7 Be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.16.8 Keep an up-to-date file of the office of the Branch Treasurer.
- 8.16.9 At the end of the tenure of office, prepare and present hand over notes to the incoming Branch Treasurer.
- 8.16.10 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.17 BRANCH PRAYER SECRETARY

The Branch Prayer Secretary:

- 8.17.1 The offices of Branch Prayer Secretary and Branch Bible Study Secretary may be held by two individuals or by a single individual or in accordance with the provision of Article 4.5.2 as appropriate.
- 8.17.2 Shall prayerfully and in collaboration with other members of the BEC, especially the Area Secretary, prepare and circulate local prayer needs and organise and lead prayer events.
- 8.17.3 Shall ensure the dissemination of the national prayer newsletter.
- 8.17.4 Shall work with the Assistant National Secretary to ensure effective prayer cover at all OFNC conferences.
- 8.17.5 Shall be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.17.6 Shall keep an up-to-date file of the office of the Branch Prayer Secretary.
- 8.17.7 Shall at the end of tenure of office, prepare and present hand-over notes to the incoming Branch Prayer Secretary.
- 8.17.8 Shall undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.18 BRANCH BIBLE STUDY SECRETARY

The Branch Bible Study Secretary:

- 8.18.1 The offices of Branch Bible Study Secretary and Branch Prayer Secretary may be held by two individuals or by a single individual or in accordance with the provision of Article 4.5.2 as appropriate.
- 8.18.2 Shall prayerfully and in collaboration with the Area Secretary, prepare Bible study outlines in the light of the OFNC theme for the year.
- 8.18.3 Shall be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.18.4 Shall keep an up-to-date file of the office of the Branch Bible Study Secretary.
- 8.18.5 Shall at the end of tenure of office, prepare and present hand-over notes to the incoming Branch Bible Study Secretary.
- 8.18.6 Shall undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.19 BRANCH EVANGELISM/DISCIPLESHIP SECRETARY

The Branch Evangelism/Discipleship Secretary shall:

- 8.19.1 In collaboration with the Area Secretary, devise a programme of evangelism and discipleship for the Branch membership.
- 8.19.2 Be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.19.3 Keep an up-to-date file of the office of the Branch Evangelism/Discipleship Secretary.
- 8.19.4 At the end of tenure of office, prepare and present hand-over notes to the incoming Branch Evangelism/Discipleship Secretary.
- 8.19.5 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.20 BRANCH YOUTH CO-ORDINATOR

The Branch Youth Co-ordinator shall:

- 8.20.1 Ensure a programme of activities is provided and delivered for the Branch youth sub group.
- 8.20.2 Attend all training and development as required by the National Youth Co-ordinator through the NEC.
- 8.20.3 Work with the National Youth Co-ordinator to implement the objects, vision, aims, policies and procedures of the OFNC.
- 8.20.4 Work with the National Youth Co-ordinator to ensure that the Branch keeps up to date with, and complies with all government regulations concerning youth work.
- 8.20.5 Be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.20.6 Keep an up-to-date file of the office of the Branch Youth Co-ordinator.
- 8.20.7 At the end of the tenure of office, prepare and present hand over notes to the incoming Branch Youth Co-ordinator.
- 8.20.8 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.21 BRANCH CHILDREN'S CO-ORDINATOR

The Branch Children's Co-ordinator shall:

- 8.21.1 Ensure a programme of activities is provided and delivered for the Branch children's sub group.
- 8.21.2 Attend all training and development as required by the National Children's Co-ordinator through the NEC.
- 8.21.3 Work with the National Children's Co-ordinator to implement the objects, vision, aims, policies and procedures of the OFNC.
- 8.21.4 Work with the National Children's Co-ordinator to ensure that the Branch keeps up to date with, and complies with all government regulations concerning children's work.
- 8.21.5 Be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.21.6 Keep an up-to-date file of the office of the Branch Children's Co-ordinator.

- 8.21.7 At the end of the tenure of office, prepare and present hand over notes to the incoming Branch Children's Co-ordinator.
- 8.21.8 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.22 BRANCH WOMEN'S CO-ORDINATOR

The Branch Women's Co-ordinator shall:

- 8.22.1 Ensure a programme of activities is provided and delivered for the Branch women's sub group.
- 8.22.2 Attend all training and development as required by the National Women's Co-ordinator through the NEC.
- 8.22.3 Work with the National Women's Co-ordinator to implement the objects, vision and aims of the OFNC.
- 8.22.4 Be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.22.5 Keep an up-to-date file of the office of the Branch Women's Co-ordinator.
- 8.22.6 At the end of the tenure of office, prepare and present hand over notes to the incoming Branch Women's Co-ordinator.
- 8.22.7 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.23 BRANCH MEN'S CO-ORDINATOR

The Branch Men's Co-ordinator shall:

- 8.23.1 Ensure a programme of activities is provided and delivered for the Branch men's sub group.
- 8.23.2 Attend all training and development as required by the National Men's Co-ordinator through the NEC.
- 8.23.3 Work with the National Men's Co-ordinator to implement the objects, vision and aims of the OFNC.
- 8.23.4 Be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.23.5 Keep an up-to-date file of the office of the Branch Men's Co-ordinator.
- 8.22.6 At the end of the tenure of office, prepare and present hand over notes to the incoming Branch Men's Co-ordinator.
- 8.23.7 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

8.24 BRANCH WELFARE OFFICER

The Branch Welfare Officer shall:

- 8.24.1 In collaboration with the Area Secretary, be responsible for the welfare needs of the Branch.
- 8.24.2 Organise and manage effective visitation within the Branch.
- 8.24.3 Organise and manage entertainments within the Branch.
- 8.24.4 Organise presents/gifts to members on behalf of the Branch.
- 8.24.5 Keep an up-to-date file of the office of the Welfare Secretary.
- 8.24.6 Be responsible to the BEC, NEC and GA through the Area Secretary.
- 8.24.7 At the end of tenure of office, prepare and present hand-over notes to the incoming Branch Welfare Secretary.
- 8.24.8 Undertake any other duties as required, necessary to fulfil the objects of the OFNC and in accordance with its Memorandum and Articles of Association.

ARTICLE.9 FINANCES, TRUSTEESHIP, BUSINESS AND EMPLOYMENT

9.1 FINANCES

OFNC shall be funded by:

- 9.1.1 Voluntary donations,
- 9.1.2 The free-will offerings of members of the OFNC,

- 9.1.3 Donations and tithes of members of the OFNC and other sources approved by the NEC,
- 9.1.4 Any grants and funds which are consistent with the objects, aims and visions of the OFNC,
- 9.1.5 Income or annuities accruing from any business enterprise consistent with the aims and objects of the OFNC Ltd.

9.2 TRUSTEESHIP, ASSETS AND LIABILITIES

- 9.2.1 All NEC members are trustees of the OFNC and directors of OFNC Ltd in accordance with article 1.3 and shall hold the properties, finances and other assets of the OFNC in trust.
- 9.2.2 All assets, liabilities and properties of individual OFNC Branches and the NEC belong to OFNC and, are held in trust as stated in article 9.2.1.
- 9.2.3 Purchase of capital assets (e.g. houses, vehicles, etc.,) by OFNC Branches or the NEC, shall be in the name of the OFNC and shall be carried out on her behalf by the NEC. The NEC could mandate an OFNC Branch for this purpose. The NEC shall specify in writing the extent of any mandate given to any Branch.
- 9.2.4 For the purpose of the acquisition and disposal of OFNC land and property, the signatories to the Deed of Transfer shall be the National Chairman, the National Treasurer and the Area Secretary of the Branch where the property or land is situated or any other NEC officers authorised by the NEC in writing.
- 9.2.5 In the event of the dissolution of the OFNC, each trustee shall contribute a sum not exceeding £10 towards the payment of debts and liabilities of the OFNC.

9.3 BANK SIGNATORIES

- 9.3.1 For OFNC National accounts, any two of the elected NEC officers shall be signatories subject to the OFNC financial policies and procedures.
- 9.3.2 For OFNC Branch accounts, any two of the elected BEC officers, shall be signatories subject to the OFNC financial policies and procedures.
- 9.2.3 The National Financial Secretary shall have access to all Branch accounts.

9.4 BUSINESS

- 9.4.1 The income and property of the OFNC shall be applied exclusively towards the promotion of the objects of the OFNC as set out in this constitution. No part or portion thereof shall be paid or transferred either directly or indirectly, by way of individual bonuses or profits to a member or members of the OFNC provided that nothing shall prevent the re-payment of out of pocket expenses and any approved costs incurred in the service of and on behalf of the OFNC by any of its individual workers, officers or members.
- 9.4.2 No income or property shall be paid or transferred directly or indirectly to any member of the OFNC except for payments to a member:
 - i) In return for any services rendered or goods supplied in the ordinary and usual course of business to the OFNC; or
 - ii) Of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or
 - iii) Annuity or interest accruing from Common Investment Funds (CIF) or Common Deposit Funds (CDF) investments.
- 9.4.3 All funds raised must be used for the purposes for which they were intended.
- 9.4.4 The NEC shall regularly monitor the finances of OFNC Ltd and make decisions on its investment strategy.
- 9.4.5 The OFNC as an incorporated charity is able to dispose of its properties subject to the decision of NEC. The Branch mandated by the NEC to purchased a property, or within which a property is situated shall be involved in the decision making process and all arguments for and against the proposal presented to the NEC.
- 9.4.6 The OFNC as an incorporated charity is able to take secured loans or mortgages against its properties, or unsecured loans such as temporary overdraft subject to the decision of NEC.

- 9.4.7 In pursuant of 9.4.5 and 9.4.6, all the details of such proposed action must be declared and competent, impartial advice must be sought. Failure to do so shall be regarded as imprudent conduct and may leave trustees financially and personally liable for the consequences.

9.5 EMPLOYMENT OF STAFF

- 9.5.1 All staff employed by the OFNC shall be accountable to the NEC through the National Chairman.
- 9.5.2 All staff shall be appointed by the NEC and shall have clear reporting routes.
- 9.5.3 The OFNC shall ensure that adequate supervision within a clear organisational structure, is provided for staff.
- 9.5.4 Where appropriate, OFNC staff shall seek to attract funding to contribute to all or part of their salary cost.
- 9.5.5 The OFNC shall provide to every employee: a contract of employment, a job description and all relevant information concerning their employment.

ARTICLE 10 AUDITORS

- 10.1 An external auditor shall be appointed annually by the GA to audit the OFNC accounts and report back to the GA at the next AGM.
- 10.2 The NEC may appoint internal auditors on the recommendation of the National Financial Secretary.

ARTICLE 11 COMMENTS & COMPLAINTS; DISCIPLINARY PROCEDURES & APPEALS

11.1 GUIDING PRINCIPLES

- 11.1.1 The OFNC being a Christian body in submission to the authority of the Holy Bible, shall treat all members of the fellowship in the light and authority of the Holy Bible.
- 11.1.2 The guiding principles in all disciplinary issues shall be the Christian virtues of reconciliation, restoration and rehabilitation.

11.2 COMMENTS & COMPLAINTS

- 11.2.1 Every member shall have the right to make any suggestions, comments or complaints about any event, activity or provision of the OFNC.
- 11.2.2 Any complaints shall be expressed in accordance with the OFNC comments and complaints policy and procedure.
- 11.2.3 The comments and complaints procedure shall be given to all new members, and a copy shall be kept in the custody of the Area Secretary and the National Secretary.
- 11.2.4 No one making a comment or complaint shall in any way be victimised.

11.3 DISCIPLINARY PROCEDURES

- 11.3.1 Any officer (or officers) of the OFNC shall cease to hold office if convicted of a criminal offence by a court of competent jurisdiction.
- 11.3.2 Every disciplinary matter shall, as much as possible, be governed by a sense of confidentiality and respect for one another.
- 11.3.3 Any member who believes that another should be subject to a disciplinary charge shall present the facts of the allegation to the appropriate competent officer, as provided for in this article. A disciplinary charge may be brought against any member, if that member:
- i) Acts in a manner inconsistent with article 3 of the constitution,
 - ii) Acts in a manner that brings the fellowship into disrepute, or
 - iii) In the case of a Branch or National officer, fails to discharge their duty under article 7 or commits an act unbecoming his/her office.

- 11.3.4 A matter of discipline involving the National Chairman shall be referred to the NEC through the National Secretary who shall then summon a meeting of the NEC discuss the issues. The NEC shall, by at least a two thirds majority, as in accordance with article 5.1.2.6, pass a resolution containing its findings and the actions it considers appropriate as a result. The NEC may, if appropriate, ask for the resignation of the Chairman if found guilty of the alleged misconduct. Under these circumstances, the National Secretary shall take over the duties of the National Chairman pending a by election into the office of the Chairman in accordance with article 7.
- 11.3.5 A matter of discipline involving an NEC member including Area Secretaries, shall be referred by the Chairman to the NEC, which shall, after deliberation, pass a resolution containing its findings and decisions and the actions it considers appropriate as a result. The NEC may, if appropriate, ask for the resignation of the officer if found guilty of the alleged misconduct.
- 11.3.6 A matter of discipline involving a member of the BEC other than the Area Secretary shall be referred to BEC and a report of the proceedings shall be forwarded to the NEC for a decision. The final decision of the NEC shall be communicated to the Branch and the member as soon as possible.
- 11.3.7 A matter of discipline involving a non-officer shall be dealt with by the BEC, which shall convene a disciplinary meeting for that purpose. The decision of the BEC shall be communicated to the NEC and the Branch as soon as possible. Where the BEC is unable to reach a consensus, the matter shall be referred to the NEC for a decision.

11.4 COMPLAINTS & DISCIPLINARY PRACTICE:

- 11.4.1 The NEC or BEC dealing with a complaint or disciplinary matter shall consider all relevant written and oral evidence before coming to a conclusion. It may also request further evidence if it considers it necessary to reach a satisfactory conclusion.
- 11.4.2 The officer or member making a complaint or bringing a charge shall be called to give evidence but shall not be party to the deliberation or decision making process.
- 11.4.3 The decision making body must in all matters be seen to be transparent and fair.
- 11.4.4 The decision making body shall reach its conclusions by a simple majority vote, except as provided for in article 11.5.5 of this constitution.
- 11.4.5 The reasons for any decisions shall be contained in a written document. In the case of a disciplinary matter, this will be kept securely and may only be made available to the person facing disciplinary action and in the case of a BEC decision, the NEC. In the case of a complaint, any learning shall be fed into the OFNC quality system to improve OFNC practices and procedures.
- 11.4.6 The Fellowship shall compile detailed disciplinary and comments and complaints procedure to be contained in a separate document and made available to each member.

11.5 APPEALS

- 11.5.1 All persons subject to disciplinary procedures at either the National or local Branch level, shall have the opportunity to appeal to the NEC through the National Chairman or to the BEC through the Area Secretary who shall be responsible for setting up a panel to re-examine the case.
- 11.5.2 A panel to consider an appeal against a disciplinary decision shall be made up of not more than five honourable members of the OFNC not previously involved, and having no vested interest in the case.
- 11.5.3 The panel shall have access to all the information relevant to the proper execution of its duties.
- 11.5.4 The recommendation of a panel shall be forwarded to the NEC in cases involving National Officers and to the BEC in cases involving BEC officers or Branch members.
- 11.5.5 The BEC could in cases where it was unable to arrive at a decision following an appeal, forward the findings of the panel to the NEC for a decision. A two thirds majority is required to overrule the decision of the appeals panel.

ARTICLE.12 PATRONS

- 12.1 The OFNC shall have up to a maximum of five Patrons who shall be appointed by the NEC for a renewable term of three years.
- 12.2 They shall be mature, committed born-again Christian leaders of distinction, considerate, articulate and well informed on a range of issues. They shall have had experience in leadership within the body of Christ or in the workplace and be capable of giving spiritual guidance.
- 12.3 Some of these Patrons may be drawn from the constituency of past National Chairmen of the OFNC.
- 12.4 Their role shall be advisory.
- 12.5 They shall uphold the objects, aims, vision and Biblical foundations of the OFNC.

ARTICLE 13 AMENDMENT OF THE CONSTITUTION

- 13.1 This constitution may be amended by a proposal, either from the NEC or from a Branch of the OFNC. The NEC may, by motion passed at a meeting, propose an amendment to the constitution, so long as the motion has been passed at least 4 months before the AGM.
- 13.2 Any proposal to amend this constitution made through a local Branch shall be made in writing by a Branch member and submitted to the BEC through the Area Secretary. The proposal shall become a Local Branch motion if and when it has been approved by the local Branch membership. The Area Secretary shall submit the motion to the National Chairman at least four months to the AGM.
- 13.3 The National Secretary shall make any motion to amendment the constitution available to all OFNC Branches for discussion before it is presented to the NEC for consideration and possible ratification. Comments by branches on the proposal or motion shall be taken into account by the NEC in its deliberations and decisions.
- 13.4 The motion to amend the constitution and the recommendations or decisions of the NEC shall then be presented by the National Chairman to the GA at its next meeting. The motion shall be carried by two thirds majority vote of the GA present at the meeting after which the amendment shall take effect.
- 13.5 No addition, alteration or amendment shall be made to or in this constitution unless the same has been previously submitted to and approved by the GA.
- 13.6 It shall be the responsibility of the National Secretary to ensure that any amendment which has been approved by the GA is incorporated into the constitution that is lodged with the Charity's Commission and the Companies' House.
- 13.7 No amendment may be made to article 1.1(the name of the charity), article 2(objects), article 14.2 (dissolution of the OFNC) or this article without prior written approval of the Charity Commissioners.

ARTICLE 14 DISSOLUTION

14.1 DISSOLUTION OF AN OFNC BRANCH

- 14.1.1 A Branch shall be considered for dissolution where any of the following conditions exist:
 - i) There are insufficient members for the Branch to continue to meet regularly.
 - ii) There is no longer a demonstration of commitment to the OFNC's objects, vision, aims and Biblical Foundations.
 - iii) The members have expressed a collective desire to cease to be an OFNC Branch and have minuted that at a meeting.
 - iv) The Branch is consistently unable to meet the number of essential officers required to form a BEC as in Article 4.5.1(a) to (e) and 4.5.2.
 - v) The Branch is no longer financially viable despite every effort to provide assistance from the NEC.
- 14.1.2 The Assistant National Secretary must be satisfied that following extensive engagement and provision of support, the Branch is no longer viable and shall make a recommendation to the NEC for its dissolution.
- 14.1.3 A decision to dissolve of an OFNC Branch shall be made by the GA on the advice of the NEC.

- 14.1.4 Upon the dissolution of a Branch, the National Financial Secretary shall ensure that all its bank accounts are closed and all its assets and liabilities transferred to the NEC.
- 14.1.5 In no circumstances shall the net assets of the Branch be distributed among any of its members.
- 14.1.6 This shall not preclude a Branch being established in that country, city or town in the future subject to meeting the requirements in article 4.8.6.

14.2 DISSOLUTION OF THE OFNC

- 14.2.1 If in the event of a winding up or dissolution of the OFNC, there remains, after satisfaction of all outstanding debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the OFNC but transferred to any other institution or to some other institutions having objects similar to the charitable objects of the OFNC, provided that such institution or institutions is or are prohibited from so distributing their own income or property among members. The recipient or recipients of the said OFNC income and property is to be determined by the GA at or before the dissolution.

ARTICLE 15 DEFINITIONS, INTERPRETATION AND NOTES

In this Constitution

AGM	The Annual General Meeting of the OFNC.
Affiliates	Former members who are unable to remain members due to relocation outside the United Kingdom but who would like to retain links with the OFNC in accordance with article 6.4.1.
BEC	The Branch Executive Committee of the OFNC.
Branch/es	An OFNC Branch or Branches located in various countries, cities or towns and established in accordance with article 4.8.6. Used interchangeably with “local Branch”.
Committed Christian	A born again Christian as understood within the meaning of the Holy Bible.
Directors	All OFNC Charity Trustees, that is, all current NEC members as defined by Section 97 of the Charities Act 1993.
Ex Officio Members	Immediate past National Officers nominated by the National Chairman with the approval of the NEC with full voting rights for an initial term of 2 years and subject to re appointment for a further term.
Fellowship	A group of Christians who regularly meet together for prayers, Bible studies, talks, conferences and other Christian activities.
GA	The General Assembly, the membership of the OFNC in session at the AGM.
National Officers	The Officers as listed in articles 8.1 - 8.11; that is NEC members with the exception of the Area Secretaries and the Ex Officio Members.
NEC	The National Executive Council of the OFNC as listed in article 4.3.1.
OFNC Branch	A Fellowship that has been granted formal recognition by the NEC and has been presented to the GA in accordance with article 4.8.6.

OFNC Charity	The OFNC registered as a charity with the Charity Commission with registered charity registration number 1126774.
OFNC Ltd	The OFNC Company Limited by Guarantee (CLG) and registered with the Companies House with Company Registration Number 6534207.
OFNC Members	The entire body of believers who make up the membership of the OFNC in accordance with article 6. "OFNC members" and "members" are used interchangeably.
OFNC National:	The entire body of believers who make up the OFNC including the GA. "OFNC National" and "OFNC" mean the same thing.
OFNC Officer	An officer of the OFNC elected at either the Branch or National level and commissioned by the GA of the OFNC.
Region	A group of OFNC Branches in a geographical area as approved by the NEC, associating together for the furtherance of OFNC objects, vision and aims. "Zone" and "Region" are used interchangeably.
Sub Committee	A group of people drawn from the membership of the OFNC, appointed and commissioned by the NEC to complete a task or assignment in furtherance of the objects, vision and aims of the OFNC.

ARTICLE 16 DECLARATION & SIGNATURE CLAUSE

We declare that the God of Heaven and earth is our God, and He will give us success, therefore "Let us rise and build" (Nehemiah 2:18).

This Constitution of the Overseas Fellowship of Nigerian Christians Ltd (OFNC) was approved this 28th day of August 2010 by:

Name: Dr Abel Kehinde Adegoke

Office: National Chairman 2007-2011

Signature:

In the Presence of

Name: Dr Albert Okoye

Office: National Secretary 2007-2011

Signature: