

# CONSTITUTION

UNITED KINGDOM ZAMBIAN  
ADVENTIST FELLOWSHIP  
(UKZAF)

## **PREAMBLE**

Pursuant to the resolution of the United Kingdom Zambia Adventist Fellowship General Assembly (GA) in the United Kingdom hereinafter referred to as UKZAF, we hereby adopt this constitution this 20<sup>th</sup> day of October 2012.

It shall be understood that in the formation of UKZAF, certain premises are taken for granted, chief of which is that UKZAF shall reflect in philosophy and practice, the generally accepted standards of the Seventh-day Adventists (SDA) Church as confirmed officially by the British Union Conference (BUC) and the General Conference (GC).

## **ARTICLE I: NAME**

The name of this organization shall be known as United Kingdom Zambia Adventists Fellowship (hereinafter referred to as “UKZAF”).

## **ARTICLE II: PURPOSE**

Our mission in general as UKZAF is to create a strong, vibrant and united family of Zambian Adventists in the UK and to make disciples of all people, communicating the everlasting gospel in the context of the three angels' messages of Revelation 14:6-12

The specific objectives of UKZAF will include:

- I. Fellowship and Support
  - a. Days of fellowship (planned ahead and rotated in regions)
  - b. Social support in Diaspora
  - c. Crisis illness and death
  - d. Prayer network
  - e. Social events – national or regional/local
- II. Evangelism locally and abroad
  - a. Grow where you are planted
  - b. Local initiatives
  - c. Sponsor and/or engage in evangelism projects in Zambia
  - d. Be a brother's keeper
- III. Networking
  - a. Days of fellowship
  - b. Interest groups e.g. professional interests, hobbies, social events etc (skills audit – know what your members can offer).
  - c. Prayer networks
- IV. Development
  - a. Human capital – sponsor underprivileged kids in primary/secondary schools
  - b. Promoting excellence – best student prizes at a University e.g. Rusangu University
  - c. Infrastructure (Maranatha Model) for churches, schools, books, computers in Zambia
  - d. Fundraising events

## **ARTICLE III: TERRITORY**

The territory of UKZAF shall be the United Kingdom, which in general terms shall be referred to as ‘the UK’.

## **ARTICLE IV: MEMBERSHIP**

Membership of the Association shall consist of the following:

- i. Full membership;
  - a. Zambian and Non-Zambian Seventh-day Adventists residing in the UK that have paid in full, the membership fee as agreed by the General Assembly (GA).

- b. Non-Zambian Adventist spouses that have paid the membership fee in full.
  - c. Non-Zambian Adventist Children that have paid the membership fee in full.
- ii. Associate membership;
- Can be any of the above categories of membership that have not paid the membership fee in full.
  - Non Adventist who share the vision of UKZAF

iii. Mode of Membership

Members shall be admitted by: a) completion of a membership application form and b) payment of an annual membership fee.

iv. Full Members Rights, Privileges and Obligations

It shall be the reserve of the UKZAF National Council (NC) to constantly review what constitutes the rights, privileges and obligations of the members, which will be approved by the UKZAF general assembly. However, such members' rights, privileges and obligations shall include, *inter alia*:

1. The right to attend the general assembly and the rights to participate in the discussions and voting during such assemblies.
2. The right to dissent to any UKZAF resolution and the right to register any such dissent.
3. The right of eligibility to take any office within the UKZAF structure, without any discrimination, whether by gender, race, tribe, ethnicity or age or any other, as long as the role's specifications are duly met.
4. The obligation to pay any fees or provide any services as stipulated by the national council of UKZAF in serving the interests of UKZAF's mission and purpose.
5. The obligation to execute any other legitimate UKZAF resolution in serving the interests of UKZAF's Mission and purposes as directed by the national council or relevant officer(s).

v. Associate Members Rights, Privileges and Obligations

Only Full Members shall be elected to offices of UKZAF. Associate Members may be elected only to offices of subsidiary committees. Associate Members should be entitled to attend the GA meetings and take part in the management of the organisation affairs as requested by the NC but may not vote. However, when elected as officers or members of subsidiary committees they shall be entitled to vote in that committee.

vi. Register of Members

The Secretary shall keep an accurate register of all members and their contact addresses. The Secretary shall update the register annually at the GA. Members shall notify the Secretary of any change in address and/or contact details in the interim period.

## ARTICLE V: AFFILIATION

UKZAF shall not affiliate itself with any other body, be that body a church, a company, a professional association or any other institution, except as such an affiliation shall be discussed and so resolved by the UKZAF NC, subject to ratification by the GA.

## ARTICLE VI: ORGANISATION STRUCTURE

The NC shall enact, amend or repeal the organisation's constitution regularly. The amendments will become binding upon ratification by the GA.

UKZAF shall maintain a structure outlined below, which structure outlines an order of administrative hierarchy:

- a. **The General Assembly:** Consisting of all members in meeting.
- b. **The National Council :** The national management team consisting of the:
  - Chairperson
  - Deputy Chairperson
  - Executive Secretary
  - Assistant Executive Secretary
  - Treasurer
  - Assistant Treasurer
  - Chaplain
  - Regional Representatives
  - Publicity Secretary
  - Legal advisor
  - Projects and Logistics Coordinator
  - Events Coordinator
  - Recruitment and membership coordinator

*Provided that all current committee members will continue to function until full adoption of the constitution by the General Assembly.*

- c. **UKZAF Regional Representation:** Day-to-day administration of the regions as appointed by the GA. The Regional Representative shall facilitate formation of a Regional Council similar to the NC, subject to numbers, and the appointments shall be ratified by the GA.

However, regions will be expected to report to UKZAF NC on issues that will help serve or foster the overall interests of UKZAF's mission and purposes as expressed in this constitution.

### d. **INTERNAL AUDITORS**

The GA shall recommend independent Internal Auditors who shall ensure that UKZAF finances and officers run the association in compliance with UKZAF's mission, purposes, and objectives.

**e. Functions of NC offices**

**1. Chair Person**

The Chair person shall serve as the main coordinator and mission driver of UKZAF and shall, *inter alia*, carry out the following functions:

- 1.1 Preside over the UKZAF officers, UKZAF NC and the GA meetings, and is an ex-official to all committees and sub-committees within UKZAF.
- 1.2 Provide the overall administration and supervision of all UKZAF activities, including projects.
- 1.3 Serve as Chief spokesperson and public relator of UKZAF.
- 1.4 Ensure that all UKZAF officers prepare their annual plans, budgets, and reports.
- 1.5 Perform any other duties as shall be prescribed by the GA or the NC.
- 1.6 Be ultimately responsible for all activities of UKZAF.
- 1.7 Have the casting vote.
- 1.8 Be a signatory to all UKZAF payments.

**2. Deputy Chairperson**

- 2.1 Deputise for the Chairperson
- 2.2 Shall be the coordinator of all the UKZAF regions
- 2.3 Shall act as the Chairperson in the absence of the Chairperson for whatsoever reason that may necessitate such an absence.

**3. Executive Secretary**

- 3.1 Shall be the chief administrative Officer of the UKZAF as directed by the chairperson, NC and GA.
- 3.2 Shall keep an accurate register of all members and their contact addresses. The Secretary shall update the register annually at the general assembly. Members shall notify the Secretary of any change in address and/or contact details in the interim period.
- 3.3 Shall take, keep and distribute minutes of the GA and NC.
- 3.4 Shall act as Chair in the absence of the Deputy Chairperson for whatsoever reason that may necessitate such an absence.
- 3.5 Shall receive, keep and distribute minutes of the regional bodies.

- 3.6 Shall liaise with the Chairperson in ensuring that all UKZAF correspondence/communication, including legal documents, are tended to and are in proper custody.
- 3.7 Shall be the chief instrument in organizing for the General Assembly and NC meetings.
- 3.8 Shall perform any other duties as shall be prescribed by the GA, NC or the Chairperson.
- 3.9 Shall be alternate signatory to all UKZAF payments.

#### **4. Assistant Executive Secretary**

- 4.1 Shall deputise for the Executive Secretary.
- 4.2 Shall coordinate the skills audit of all members of UKZAF and the formation of interest groups and prayer networks.
- 4.3 Shall perform any other duties as prescribed by the NC and GA.

#### **5. Treasurer**

- 5.1 Shall manage all financial aspects of UKZAF
- 5.2 Shall coordinate all financial reports from all Officers of the UKZAF in preparation for the finance committee.
- 5.3 Finance committee shall compose: Treasurer (Chair), deputy Treasurer, the Chairperson, a member without portfolio appointed by the national council.
- 5.4 Shall be the chief disbursement officer of all UKZAF funds as provided for in the approved UKZAF fiscal budget.
- 5.5 Shall prepare all UKZAF fiscal budgets, approved by the finance committee, whether current operations or capital, and shall present them for final approval by the GA.
- 5.6 Shall prepare and present various financial statements as shall be stipulated by the General Assembly and NC.
- 5.7 Shall be in charge of executing all the necessary accounting functions on behalf of UKZAF.
- 5.8 Shall maintain all the bank accounts that shall be approved by the NC and GA.
- 5.9 Shall be the chief financial officer of UKZAF who shall counsel and guide all the financial activities of UKZAF.
- 5.10 Shall be the chief custodian of all UKZAF's assets.
- 5.11 Shall perform any other duties as shall be prescribed by the GA or the NC.

5.12 Shall be a signatory to all UKZAF payments.

## **6. Assistant Treasurer**

6.1 Shall carry out all duties of the Treasurer as directed by the Treasurer and the NC.

## **~~7.~~ Projects and Logistics Coordinator**

7.1 Shall chair the projects committee that will investigate, receive and propose to the NC and GA, what type of projects UKZAF should engage in.

7.2 Composition: Project coordinator (Chair), Treasurer, members without portfolio appointed by the NC and ratified by the GA.

7.3 In liaison with the Chairperson, shall be the chief solicitations officer for resources needed to execute approved projects.

7.4 Shall provide coordination of projects approved by UKZAF NC and the GA.

7.5 Shall actively engage in identifying and keeping records of potential donors.

7.6 Shall lead on the delivery of Article II para IV of this constitution.

7.7 Shall perform any other duties as shall be prescribed by the NC and GA.

## **8. Chaplain**

8.1 Shall give the spiritual guidance and direction at all levels of UKZAF.

8.2 In liaison with other officers, the Chaplain shall draw up plans and programs that will fulfill the creation of a strong, vibrant and united family of UKZAF as espoused in our mission.

8.3 Shall coordinate all evangelism programmes carried out by UKZAF.

8.4 Shall be a serving Minister employed by the BUC

8.5 Shall act as the main conduit between UKZAF and the SDA conferences in which UKZAF is undertaking projects, meetings or social events. The officer shall be deliberate in ensuring that the likelihood of UKZAF being misunderstood within the missions it's operating in is minimized.

8.6 Shall perform any other duties as shall be prescribed by the NC and GA.

## **9. Events Coordinator**

9.1 In liaison with the other officers, shall draw up plans and programs that will fulfill the creation of a strong, vibrant and united family of UKZAF as espoused in the mission statement.



- 9.2 Shall produce a yearly plan of events including at least three UKZAF days of fellowship, social events and/or fundraising functions to include all members of UKZAF.
- 9.3 Shall perform any other duties as shall be prescribed by the GA or the NC.

#### **10. Publicity Secretary**

- 10.1 Shall act as the spokesperson of UKZAF as directed by the chairperson.
- 10.2 In liaison with the other officers, shall publish articles on behalf of UKZAF to raise awareness of its activities and mission.
- 10.3 Shall promote and raise awareness of all upcoming events through all possible media channels to all members and otherwise.
- 10.4 Formulate a plan on how to publicise UKZAF projects in Zambia through locally available media channels.
- 10.5 To manage the UKZAF website
- 10.6 Shall perform any other duties as shall be prescribed by the NC and GA.

#### **11. Legal Adviser**

- 11.1 Shall guide the NC and GA in all matters concerning the law of the land where UKZAF may be operating.
- 11.2 Shall prepare and/or edit sensitive official communications on behalf of UKZAF and its officers.
- 11.3 Shall perform any other duties as requested by the NC and GA.

#### **12. Regional Representative**

- 12.1 In liaison with the regional members, shall draw up plans and programs that will fulfill the creation of a strong, vibrant and united family of UKZAF as espoused in the mission statement.
- 12.2 Shall perform any other duties as shall be prescribed by the General Assembly or the NC.
- 12.3 Act as main point of contact / communication for the region

#### **13. Recruitment and Membership Coordinator**

- 13.1 Shall effect a vigorous recruitment campaign for UKZAF as approved by the NC and GA.
- 13.2 Shall work with all relevant officers within UKZAF to ensure that the element of recruitment is not lost in all fellowship meetings, social events, projects and in planning.

- 13.3 Shall create an accurate membership database upon recruitment to be kept and managed by the Executive Secretary.
- 13.4 Shall perform any other duties as shall be prescribed by the NC and GA.

#### **14. Internal Auditors**

**Preamble:** This proposition of Internal Auditors is intended to build in an element of checks and balances within the fabric of UKZAF structure.

- 14.1 The GA shall appoint internal auditors from the floor whose responsibilities will be to make objective assessments of UKZAF's financial management and that set objectives are being met.
- 14.2 They will provide counsel for improving controls, processes and procedures, performance and risk management.
- 14.3 The auditors will report directly to the GA .

#### **f. TENURE OF OFFICE**

UKZAF NC and Regional Council officers shall hold office for a period of two years. All UKZAF positions are on a voluntary basis without any monetary payment in return. However officers shall be required to sacrifice a great deal of their time, resources and prayers.

#### **g. POLICY BOARDS**

The GA and NC shall be the only organs empowered to make any and all official policies, rules, and regulations that shall guide the operations of UKZAF. The said organs shall have the right to delegate the crafting function of such policies, rules and regulations, but shall in any case still be the only organs to adopt such policies, rules and guidelines by formal resolution on behalf of UKZAF.

<b>ARTICLE VII: NATURE AND FUNCTIONS OF POLICY BOARDS</b>
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#### **1. The General Assembly (GA)**

Shall serve as the supreme body of UKZAF and shall, *inter alia*, carry out the following functions:

- 1.1 Election of UKZAF NC, Internal Auditors, Regional Councils or any other worker or organ that would serve the interests of UKZAF.
- 1.2 Removal and/or the reassignment of any UKZAF appointee, including the dissolution of any UKZAF organ, notwithstanding whether such an organ shall be a Council or a Committee.

- 1.3 The enactment, amendment, revision or repeal of the Constitution part thereof.
- 1.4 Receive and approve reports from the NC and any other UKZAF organ.
- 1.5 Serve as the final authority and final point of appeal on all issues involving the management, administration, arbitration, interpretation and execution of UKZAF affairs.
- 1.6 Carry out any other functions as the General Assembly in meeting may decide.

## **2. The National Council (NC)**

Except otherwise voted by the General Assembly, the NC shall serve as the immediate subordinate body to the General Assembly. The NC shall in essence carry both delegated and administrative authority emanating from and on the behalf of the General Assembly. As such, the NC shall, *inter alia*:

- 2.1 Act on behalf of the GA in between the GA meetings. In this capacity, except otherwise stated, the NC shall perform all functions outlined as functions of the General Assembly. This notwithstanding, the resolutions shall still be subject to the authority of the General Assembly. The NC shall appoint Sub-committees as the need may be.
- 2.2 Shall appoint a standing Committee to investigate and recommend to the GA how UKZAF shall offer social support to its members especially in an event of crisis, illness or death of a close relative in the UK or abroad.
- 2.3 Should the position of Chair Person for any reason become vacant in between General Assembly meetings, the NC **shall** nominate the new interim Chairperson subject to the ratification of the GA.
- 2.4 The NC shall arrange to meet quarterly. Other meetings in between may however be arranged as the NC **may** deem fit or as may be mandated by the GA.

## **3. MEETINGS**

### **1. General Assembly Meetings.**

- 1.1 **Biannual Meetings:** UKZAF shall hold biannual meetings at such a time and place that the NC shall designate. Such meetings shall be held for a period of at least an hour, preferably during the weekend.
- 1.2 **Notice period:** Notice of the General Assembly meetings shall be given to the regions and other members at least two months in advance.
- 1.3 **Agenda circulation:** At least three weeks before a General Assembly meeting, an agenda shall be circulated to all UKZAF NC members and to all members.
- 1.4 **Quorum:** As long as a minimum of two months notification is given for the meeting the members present at any General Assembly or Special meeting

shall constitute a quorum for the transaction of business. (provided that the notification period of a special meeting may be shorter)

- 1.5 **Regional Representatives to attend:** It is a requirement for all regional representatives to attend GA meetings or Special meetings. In the event that the Regional representative is unable to attend, the appointed representative shall deputize.
- 1.6 **Voting:** Only the members present at the time of voting shall be counted in registering a resolution. Proxy voting by email or signed documents or any legal document will be accepted.
- 1.7 **Resolutions:** Resolutions shall be passed by a simple majority (51%) of the voting members at the time of voting.
- 1.8 **Invited Attendees:** The NC shall reserve the right to invite non UKZAF members as special attendees. Such attendees shall however be voted to attend and the General Assembly shall decide whether to accord them full or partial rights and privileges, or none of the said rights and privileges for that matter.
- 1.9 **Minutes:** Minutes of the General Assembly or the Special General Assembly, shall be circulated to the NC members, and any other recipients approved by either the General Assembly or the NC. Individual members shall have the right to access the minutes through their respective regional representative. The said minutes shall be circulated within, but not later than, thirty days after any such meeting. Another thirty days after the first thirty days, shall be provided for objections, clarifications, corrections or any other observations, before the NC shall approve such minutes and make them part of the official record of UKZAF.
- 1.10 Special or ad-hoc GA meetings can be called by giving a minimum of one month notice.

## 2. Day of Fellowship Meetings

- 2.1 **Definition:** Any UKZAF fellowship meetings that occur within the designated cycle shall be designated as a day of fellowship.
- 2.2 **Notice period:** Notice for all UKZAF fellowship days shall be at least two month. Such a notice will also outline the intended program.
- 2.3 **Frequency of Meetings:** At least three times a year

<b>ARTICLE VIII: ELECTIONS</b>
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### 1. Nominating Committee.

- 1.1 **Regional representatives:** Each region shall choose two representatives from their region as members of the nominating committee. Such members shall not include the incumbent regional representative.

**1.2 NC representatives:** The NC shall choose three members from the incumbent NC to serve as members of the nominating committee.

**1.3 Code of ethics:** The NC shall prepare and distribute in advance a code of ethics to be observed by the nominating committee members.

## **2 Parliamentary procedures**

In conducting meetings, all organs of UKZAF shall adhere to the professional ethics and protocols of the generally understood and accepted parliamentary procedures. Special attention shall be given to the customs, traditions, procedures and standards as generally practiced by the S.D.A. Church. At their discretion, the GA and the NC shall appoint a parliamentarian who shall give counsel and guidance during their meetings.

## **3 ELECTIONS**

### **3.1 General Assembly to Appoint Officers**

All UKZAF officers, and any UKZAF standing committees, shall be elected by the voting members during the GA. Such appointed officers and standing committees shall hold their offices for two years from the date of appointment . In the event that, for whatsoever reason(s), the GA fails to appoint new officers or standing committees, the incumbent officers or the incumbent standing committees shall continue holding office until their respective successors are duly elected. In essence, the UKZAF offices shall not be vacated or dissolved, but shall continue to run until the incumbent officers are duly replaced by the GA.

Members shall be eligible and can only be considered to take up any UKZAF office if they are current members of a recognised SDA Church and are in good and regular standing.

### **3.2 Nominating Committee**

#### **3.2.1 Composition**

The Nominating Committee shall be composed of two representatives from each region, and three representatives from the NC. .

#### **3.2.2 Nominating Committee Chairperson/Secretary**

The nominating committee shall also choose its own chairperson and secretary.

#### **3.2.3 Tenure**

The nominating committee shall conduct business only for the respective GA, and only for the duration of that particular GA. In the event that the nominating committee does not complete its business, the NC shall complete the remaining business.

#### **3.2.4 Inception**

The nominating committee shall be formed not later than two months before the GA, but not earlier than four months before the GA.

#### **3.2.5 Functions**

- a. Shall receive 'Intent to Run for Office' petitions from interested members.
- b. Shall interview the interested prospects.
- c. Shall choose, and recommend to the GA, for election, names for all UKZAF Councils, Committee and standing Committees.
- d. Where and when there are no volunteers, the committee shall nominate officers who, after such officers have accepted the offices, shall be recommended to the GA for election.
- e. Shall perform any other functions as may be prescribed by the GA.

### **3.3 Intention to run for Office Petition**

**Preamble:** It shall be the policy of UKZAF to let all offices and standing committees, be available to members without restriction, prejudice or discrimination. To this extent, any member shall be eligible, except otherwise stated within this constitution, to aspire for any UKZAF office by petitioning for the intended office. Such petitioning shall be guided by the following:

- 3.3.1 The prospective officers shall fill out the official petitioning form as shall be provided by the NC. Such a form shall request for, but not limited to, such information as the office aspired for, academic/professional qualifications, experience, and reasons for aspiring for the office in question.
- 3.3.2 The petition shall be submitted to the nominating committee chairperson not later than one month before the GA.
- 3.3.3 The nominating committee shall, at its own discretion, hold personal interviews with prospects of its choice.
- 3.3.4 Prospective officers are not authorized to campaign or advertise their candidature to the UKZAF members at large. If prospective officers are discovered carrying out campaigning or advertising their candidature they shall be disqualified for holding any office that term.

<b>ARTICLE IX: CONSTITUTIONAL REVIEWS</b>
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#### **1. AMENDMENTS, REVISIONS AND REPEALS**

The Constitution of UKZAF may be amended, revised or repealed at any duly called GA meeting. The resolution to amend, revise or repeal, shall however be so entered by a two thirds vote in favor. However, should such be the case, the members should be informed/notified 6 months before the meeting and the issues should be clearly stated.

#### **2. DISSOLUTION**

Without exclusion to the fact that some unforeseen external factors may lead to the dissolution of UKZAF in ways heretofore unknown, the dissolution of UKZAF shall lie in the prerogative of the GA for whatever reason(s) they shall deem fit. Upon such dissolution, the same GA shall decide as to how the net assets of the Association shall be disposed of, in line with the requirement of the non-profit organization status.

### **3. MISCELLANEOUS**

**Volunteer Workers:** It shall be understood that all appointments for UKZAF offices, in whatever capacity, except otherwise stated, shall be carried out without pay, whether in cash or kind, or whether retrogressive or accrued. The offices in UKZAF shall be purely on voluntary and at will basis, with all risks in their various types and/or forms, being borne by the willing volunteer without any claimable consequence or incrimination upon UKZAF.

4. **Contracts:** No one, except otherwise stated by the GA or the NC , shall present herself/himself as an agent of UKZAF with capacity to bind UKZAF in contractual obligations of any sort. All contracts shall be engaged and executed by a resolution of either the GA or the NC as requested by the GA.

<b>ARTICLE X: DISCIPLINARY PROCEDURES</b>
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### **UKZAF DISCIPLINARY CODE**

**Preamble:** UKZAF in its organised capacity is God's instrumentality for preserving order and discipline among its membership. As a corporate body subject to the rulership of God, who is the God of order, and one who calls all his followers to have rules and regulations that ensure the preservation of order; whereby such order requires the recognition of the administrative structure that has been established with all the duly elected officials of the UKZAF National Council (NC), Regional Councils ( RC) and select committees and all properly organised channels of dispensing discipline..

It is the spirit of UKZAF that all members should make every effort to avoid tendencies that would divide them and bring dishonour to the cause of UKZAF as it is God's purpose that his children shall blend in unity. Pursuant to that, it shall be the mandate of the NC to discourage every action that threaten harmony among its membership, in doing so the NC are guided to settle differences among UKZAF members and contain the controversy within the smallest possible spheres. Accordingly NC shall;

- (A) Cause all erring member(s) to account for their mischief and/or omissions
- (B) Such disciplinary action shall be dealt with promptly and communication of such actions shall be in writing to and from such member.
- (C) Offences shall include but not limited to;
  - (i) Failure to carry out the UKZAF duties
  - (ii) Violation of UKZAF constitution
  - (iii) Physical violence and/or abusive language at any UKZAF gathering.
  - (iv) Fraud or willfully misrepresentation of business

- (v) Failure to manage UKZAF projects
- (vi) Disorderly conduct which brings reproach upon the UKZAF
- (vii) Adhering to or taking part in divisive or disloyal movements or organisations working against UKZAF
- (viii) Persistent refusal to recognise duly elected UKZAF officials
- (ix) Failure to turn-up or attend three consecutive meetings without acceptable reason(s) to the meeting concerned
- (x) Failure to submit minutes and any such reports for the consideration of the concerned meeting, council or committee.
- (xi) Any other conduct that the NC may deem unbecoming, within reason.

(D) For spiritual problems (unlike disciplinary matters) and sensitive matters including family problems that come to the attention of the NC or NC members, the NC shall mandate the Chaplain together with a few carefully selected elders to address such matters in a prayerful and confidential manner without a requirement to report back to the NC. The Chaplain may report to the NC if further action is required or an impasse has been reached.

#### (E) SANCTIONS

The NC shall at all cost encourage repentance and reconciliation amongst its membership, which is centered at fostering unity of purpose (Matthew 18: 15-18). However, for the sake of order and preservation of the organisation, the NC may issue any such sanctions as may be deemed fit;

- (1) Censure or suspension for a period not more than one (1) year.
- (2) Removal from holding membership or office as the case may be.
- (3) Written warning for lesser offences
- (4) And any other sanction that the NC may consider suitable.

#### (F) RIGHT TO APPEAL

It shall remain the right of all such members as may be affected by or cause to believe that they have not been fairly heard and or sanctioned to appeal against such actions of the NC to the GA within thirty (30) days of the hearing or sanction for further recourse. Such appeal shall be heard at the next sitting of the GA. Such appeal shall be heard by a select committee of the GA who are at liberty to seek any clarification from the NC. The select committee shall submit its finding to the GA who will pass the final verdict.

(G) The Regional Councils and other select Committees have no right to discipline the members, but shall refer such erring ones to the NC for consideration.