

CONSTITUTION



&



CODE OF CONDUCT

OF THE

ZION CHRISTIAN CHURCH

STUDENT FELLOWSHIP

**As amended and adopted by Stellenbosch
University Branch Executive Committee
(BEC)**

(ZCCSF)

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ZION CHRISTIAN CHURCH STUDENT FELLOWSHIP CONSTITUTION

SECTION 1

1.1 THE NAME

The name of the organisation shall be the **ZION CHRISTIAN CHURCH STUDENT FELLOWSHIP (ZCCSF)**.

1.2 MOTTO

“Peace Be Unto You”

1.3 EMBLEM



1.4 PREAMBLE

Whereas we the **Zion Christian Church Student Fellowship** at Institutions of Higher Learning realised that we are members of **Zion Christian Church** before we are students, and committed ourselves to the principle of the Zion Christian Church as our basic principle of operation and further committed to:

- Unite, and organise all students in a religious manner to work towards transformation within institutions of higher learning;
- Maintain and uphold Christianity within institutions of higher learning and further contributing positively towards activities and programs of the Zion Christian Church.

1.5 BROADER AIMS AND OBJECTIVES

- a) To produce not only effective and successful academics, but also highly respected citizens who uphold Christianity principles guided by norms and customs of the **Zion Christian Church**;

- b) To establish unity, peace and love amongst its members;
- c) To ensure that our members are progressive also academically through providing necessary supporting mechanism for effective studying;
- d) To promote peace and Christianity within institutions of higher learning;
- e) To make necessary arrangements for our members to participate to all activities of the **Zion Christian Church**;
- f) To encourage leadership and social responsibility to all members;
- g) To improve the standard of education in our country;
- h) To provide moral support to all our members in times of sorrow and happiness;
- i) To provide a safe and Christianity and Zionist friendly environment for Sunday School learners when admitted to Higher Education and Further Training institutions;
- j) To ensure that the Higher Education produces graduates who are not only job seekers but also job creators.

SECTION 2

POWERS AND RESPONSIBILITIES OF THE ZCCSF

- 2.1 The **ZCCSF** shall operate on a national and branch level at institutions of higher learning;
- 2.2 The **ZCCSF** shall define its powers of responsibility as per section 4 of the structure of the **ZCCSF**;
- 2.3 The programs and activities of the **ZCCSF** shall rest in its membership and structures in accordance with its Constitution.
- 2.3 The **ZCCSF** shall be responsible for maintaining, improving the integrity and the good name of the **Zion Christian Church** and institutions where its branches subsist.

SECTION 3

MEMBERSHIP

- 3.1 Membership shall be open to all ZCC members who are registered students at Institutions of Higher Learning who understand and accept principles of **ZCCSF**;
- 3.2 Alumni who have participated in the programs and activities of **ZCCSF** shall also be allowed to be members;
- 3.3 All members shall on the acceptance into the branches of the **ZCCSF** solemnly declare their readiness and willingness to serve the Structure by further committing themselves to the Constitution and other guiding documents of the structure;
- 3.4 A membership fee of R150 is required

SECTION 4

STRUCTURES OF THE ZCCSF

- 4.1 National Conference (NC)
- 4.2 National General Council (NGC)
- 4.3 National Executive Committee (NEC)
- 4.4 Provincial Conference (PC)
- 4.5 Provincial Executive Committee (PEC)
- 4.6 Branch Annual Meeting (BAM)
- 4.7 Branch Executive Committee (BEC)
- 4.8 Branch Advisory Committee (BAC)

SECTION 5

Powers and Functions of the National Conference (NC)

- 5.1 The NC shall be the highest decision making body of the ZCCSF;
- 5.2 Shall receive and consider reports of the National Executive Committee, which shall be presented by the National Chairperson and Secretary General and further deliberate on the policies and programs of the ZCCSF;
- 5.3 Shall ensure the elections of the NEC office bearers.
- 5.4 The NC shall convene within two years by the NEC;
- 5.5 Have power to elect or appoint any commission or committee and assign specific tasks and duties to such Commission, Committee or Individual(S) as the case may be.
- 5.6 Shall be attendant by all PEC members and branch delegates as prescribed by the NEC.

SECTION 6

Powers and Functions of the National General Council (NGC)

- 6.1**The NGC shall convene once between NC;
- 6.2** Shall be the second highest decision making body between NC;
- 6.3** Shall assess the state of the ZCCSF and any matter that desire its attention; **6.4** Shall be attendant by all branches delegates.

SECTION 7

Composition of the National Executive Committee (NEC)

7.1 The NEC shall be constituted by the following office bearers:

- a) National Chairperson (Alumni)
- b) Deputy National Chairperson
- c) Secretary General (Alumni)
- d) Deputy Secretary General
- e) National Resources Officer
- f) Legal and Transformational Officer
- g) Educational Transformation Officer
- h) National Organiser
- i) 4 Additional Members and
- j) Provincial Chairperson and Provincial Secretary as ex-officio
- k) Any former NEC member may be invited to NEC meeting(s) and act on an ex-officio status that has no decision-making powers.

7.2 All Branch Chairpersons and Secretaries shall act as ex-officio members in the Extended NEC (ENEC) meetings;

7.3 Office Bearers shall be both male and female members of the structure and minimum of four (4) or maximum of five (5) must be Alumni;

7.4 NEC member who was a BEC member shall seize his position in a branch and all NEC members are ex-officio members of the PEC and BEC.

SECTION 8

Powers and Functions of the National Executive Committee (NEC)

8.1 The NEC shall:

- a) Carry out the decisions and instructions of the National Conference;
- b) Issue and send directives to and receive monthly reports from branches;
- c) Supervise and direct the work of the Structure;
- d) Supervise and monitor all its branches;
- e) Manage and control all national property and resources;
- f) The NEC shall meet at least once per academic quarter.

8.2 Functions of the NEC Office Bearers

8.2.1 National Chairperson

- a) The Chief Executive Officer of the ZCCSF;
- b) Shall be the Chairperson of all meetings of the NEC, NC and NGC;
- c) Shall give the state of the year sociological annual report on behalf of the NEC;
- d) Issue statements on behalf of the structure and represent it whenever necessary;
- e) Shall ensure that there's unity amongst NEC members;
- f) Shall be responsible in delegating duties to members of the NEC, PEC and Branches;

8.2.2 Deputy National Chairperson

- a) Shall perform all duties of the National Chairperson as and when a need arises;
- b) Shall act as National Chairperson when for whatever reason the National Chairperson is unable to continue carrying out his functions as a National Chairperson;
- c) Shall ensure that there's discipline amongst ZCCSF members and shall also act as the Chairperson of the disciplinary committee;
- d) Shall ensure the marketing of projects of the structure;
- e) Shall perform all other activities delegated to him/her/er by the National Chairperson.

8.2.3 Secretary General

- a) The chief administrator of the ZCCSF;
- b) Shall ensure the effective running of the daily activities of the ZCCSF;
- c) Shall manage and ensure the communication of all activities of the ZCCSF;
- d) Keep records of all the proceedings of meetings;
- e) Shall ensure that all branches submit quarterly progress reports to the NEC;
- f) Shall maintain the existence of regular communication with the Deputy Secretary General;
- g) Shall work in collaboration with the Deputy Secretary General;
- h) Shall prepare and present the status quo progress report to the NAM;
- i) Shall perform all other activities delegated to him/her by the National Chairperson;

8.2.4 Deputy Secretary General

- a) Perform all secretarial duties in aid to the Secretary General, this includes:
 - i. Recording minutes of proceedings at all meetings;
 - ii. Compile and maintain the assets of the ZCCSF;
 - iii. Shall act as the Information and publicity;
 - iv. Shall perform all other activities delegated to him/her by the National Chairperson and/or the Secretary General.

8.2.5 National Resource Officer

- a) The resource manager of the ZCCSF;
- b) Shall implement the provisions of the Resources policy of the ZCCSF;
- c) Shall be responsible of mobilising resources for the ZCCSF;
- d) Shall compile and present resource report to the NAM;
- e) Shall ensure the establishment of the Resource Committee and be the Chairperson;
- f) Shall perform all other activities delegated to him/her by the National Chairperson and/or the Secretary General.

8.2.6 Legal and Transformational Officer

- a) Shall be responsible for legal and constitutional matters of the ZCCSF;
- b) Ensure adherence to the Code of Conduct by NEC members;
- c) Ensure the establishment and implementation of policies;
- d) Shall be responsible to ensure that all members are aware of and adhere to the principles and norms of the Zion Christian Church;

- e) Shall perform all other activities delegated to him/her by the National Chairperson and/or the Secretary General.

8.2.7 Educational Transformation Officer

- a) Shall interpret the priorities of Higher Education Act and Transformation in Higher Education to the NEC in order to ensure the activities of the structure compliment the core business of the institutions of higher learning, which is teaching & learning, research and community services;
- b) Shall Liaise with Kganya Group to ensure that members of the ZCCSF plays a major role in complementing, participating and supporting the activities of the Zion Christian Church;
- c) As we are also interested on producing graduates that are self-employed, this office liaise also with ZCC Chamber of Commerce & Industries (Lekgotla La Baipereki) to ensure that our members get necessary entrepreneur's skills;
- d) Shall liaise with Alumni;
- e) Shall perform all other activities delegated to him/her by the National Chairperson and/or the Secretary General.

8.2.8 National Organiser

- a) Shall be responsible for organising and coordination of all national projects;
- b) Keep progress reports of all projects;
- c) In consent with the Resource Officer, he shall mobilise funds;
- d) Shall perform all other activities delegated to him/her by the National Chairperson and/or the Secretary General.

8.2.9 Additional Members

- a) The NEC in its first meeting shall allocate positions of responsibilities to all Additional Members.

SECTION 9

Powers and Functions of the Provincial Conference (PC)

- 9.1 Shall receive and consider reports of the Provincial Executive Committee, which shall be presented by the Provincial Chairperson and Provincial Secretary and further deliberate on the policies and programs of the ZCCSF in the Province;
- 9.2 Shall ensure the elections of the PEC office bearers.
- 9.3 The PC shall convene annually by the PEC;
- 9.4 Shall be attendant by all branch delegates as prescribed by the NEC.

SECTION 10

Composition of the Provincial Executive Committee (PEC)

10.1 The PEC shall be constituted by the following office bearers:

- a) Provincial Chairperson
- b) Deputy Provincial Chairperson
- c) Provincial Secretary
- d) Deputy Provincial Secretary
- e) Provincial Resources Officer
- f) Legal and Transformational Officer
- g) Educational Transformation Officer
- h) Provincial Organiser

10.2 Responsibilities of the PEC shall be guided by **Section 8.2** of the constitution although its powers shall be limited to the Provincial jurisdiction.

SECTION 11

Powers and Functions of the Branch Annual Meeting

- 11.1 The Branch Annual Meeting shall be composed of all branch members;
- 11.2 Shall receive, discuss and adopt the annual reports by the Branch Chairperson and Branch Secretary;
- 11.3 Shall decide on the POA of the Branch;
- 11.4 Shall elect the Branch Executive Committee (BEC) and the Advisory Committee;
- 11.5 All BEC and Advisory Committee members shall be constituted by both male and female members.

SECTION 12

Composition of the Branch Executive Committee (BEC)

- 12.1 Branch Chairperson
- 12.2 Deputy Branch Chairperson
- 12.3 Branch Secretary
- 12.4 Deputy Branch Secretary
- 12.5 Resources Officer
- 12.6 Legal & Educational Transformation Officer
- 12.7 Organiser
- 12.8 Three Additional members
- 12.9 NEC and PEC members shall be ex-officio member

SECTION 13

Powers and Functions of the BEC

13.1 The BEC powers shall be that of:

- a) Co-ordinate the general activities of the branch;
- b) Submit its POA to the PEC and/or NEC;
- c) Look after the resources and properties of the branch;
- d) Submit quarterly progress reports to the PEC and/or NEC;
- e) Consider the applications of the membership of the structure;
- f) Meet at least twice per month.

SECTION 14

Functions of the Office Bearers

14.1 Branch Chairperson

- a) The Chief Executive Officer of the branch;
- b) Shall be the Chairperson of all meetings of the BEC;
- c) Shall give the state of the year sociological annual report on behalf of the BEC;
- d) Issue statements on behalf of the branch and represent it whenever necessary
- e) Shall ensure that there's unity within the branch;
- f) Shall be responsible in delegating duties to members of the BEC;

14.2 Deputy Branch Chairperson

- a) Shall perform all duties of the Branch Chairperson as and when a need arises;
- b) Shall act as the Branch Chairperson when for whatever reason the Branch Chairperson is unable to continue carrying out his/her functions as a Branch Chairperson;
- c) Shall ensure that there's discipline amongst branch members and shall also act as the Branch Chairperson of the disciplinary committee;
- d) Shall ensure the marketing of projects of the branch;
- e) Shall perform all other activities delegated to him/her by the Branch Chairperson.

14.3 Branch Secretary

- a) The chief administrator of the branch;
- b) Shall ensure the effective running of the daily activities of the branch;
- c) Shall manage and ensure the communication of all activities of the branch;
- d) Keep records of all the proceedings of meetings;
- e) Shall submit a branch quarterly progress report to the NEC;
- f) Shall maintain the existence of regular communication with the Deputy Branch Secretary;
- g) Shall work in collaboration with the Deputy Branch Secretary;
- h) Shall prepare and present the status quo progress report to the BAM;
- i) Shall perform all other activities delegated to him/her by the Branch Chairperson and/or the Branch Secretary.

14.4 Deputy Branch Secretary

- a) Perform all secretarial duties in aid to the Branch Secretary this includes:
 - i. Recording minutes of proceedings at all meetings;
 - ii. Compile and maintain the assets of the branch;
 - iii. Shall act as the Information and publicity of the branch;
 - iv. Shall perform all other activities delegated to him/her by the Branch Chairperson and/or the Branch Secretary.

14.5 Branch Resources Officer

- a) The resource manager of the branch;
- b) Shall manage the income and expenditure of the branch;
- c) Shall implement the provisions of the resource policy of the ZCCSF;
- d) Shall be responsible of resource mobilisation for the branch;
- e) Shall compile and present a sound financial report to the BAM;
- f) Shall ensure the establishment of the Branch resource Committee;
- g) Shall perform all other activities delegated to him/her by the Branch Chairperson and/or the Branch Secretary.

14.6 Legal and Educational Transformation Officer

- a) Shall be responsible for legal and constitutional matters of the structure;
- b) Ensure adherence to the Code of Conduct by branch members;
- c) Ensure the establishment and implementation of policies;
- d) Shall be responsible to ensure that all members adhere to the rules and regulations of the ZCC and ZCCSF;
- e) Shall be responsible for academic & entrepreneurship issues in the branch;
- f) Shall perform all other activities delegated to him/her by the Branch Chairperson and/or the Branch Secretary.

14.7 Branch Organiser

- a) Shall be responsible for organising and coordination of all branch projects;
- b) Keep progress reports of all projects;
- c) In consent with the Branch Resources Officer shall raise funds;
- d) Shall be the Head of Preaching Department;
- e) Shall also be responsible for supervising all groups in the branch;
- f) Shall perform all other activities delegated to him/her by the Branch Chairperson and/or the Branch Secretary.

SECTION 15

Composition of the Advisory Committee (AC)

- 15.1 Advisory Head
- 15.2 Deputy Advisory Head
- 15.3 Advisory Secretary
- 15.4 Deputy Advisory Secretary
- 15.5 Three Additional Members

- 15.6 All BEC Members as ex-officio members
- 15.7 Any PEC and/or NEC members on ex-officio status

SECTION 16

Powers and Functions of the Advisory Committee

- 16.1 The Advisory Committee shall be a strategic committee in the branch constituted by both male and female members;
- 16.2 Its role is to advise the BEC on branch strategic issues;
- 16.3 Shall not be responsible for operational issues of the branch;
- 16.4 Shall be constituted by both male and female;
- 16.5 Advisory Committee members must be experienced members in the branch, preferable former BEC member;
- 16.6 The Advisory Committee shall meet at least once per month.

SECTION 17

Term of Office

- 17.1 The term of office for NEC shall be two years;
- 17.2 The term of office for PEC, BEC and AC shall be one year;

SECTION 18

Discipline

- 18.1 The conduct of members of the ZCCSF shall be governed by the Rules and Regulations and the Code of Conduct of the ZCCSF.

SECTION 19

Quorum

- 19.1 A quorum of the ZCCSF membership or committee gatherings or meetings, shall be 50% plus one of eligible participants.

SECTION 20

Meetings

- 20.1. It is compulsory for all meetings to be attended and notwithstanding provisions within the Constitution;
- 20.2. In case of one being absent from a meeting, a valid letter of apology should be handed prior to the meeting and shall be treated as present;
 - 20.2.1. All meeting procedures must be adhered to;
 - 20.2.2. Punctuality is required from all meetings;

SECTION 21

Elections of the Office Bearers

- 21.1 All ZCCSF Office Bearers shall be elected through a ballot;
- 21.2 The NEC shall appoint an Electoral Committee to conduct elections of the NEC;
- 21.3 The NEC shall act as an Electoral Commission for the elections of the PEC;
- 21.4 The NEC and/or PEC shall act as an Electoral Commission of the elections of the BEC and Advisory Committee;
- 21.5 The PEC and/or BEC shall act as an Electoral Commission for the elections.

SECTION 22

Eligibility of Candidates

- 22.1 All candidates shall be eligible if they are officially baptised in the ZCC;
- 22.2 The NEC candidates shall be eligible to be elected if nominated by a branch and supported by three other branches confirmed through the Branch Chairperson or Secretary's Signature;
- 22.3 The PEC candidates shall be eligible to be elected if nominated by a branch and supported by one other branch confirmed through the Branch Chairperson or Secretary's Signature;
- 22.4
- 22.5 The BEC candidate shall be eligible if nominated by a branch member and supported by three other branch members through a show of hands;
- 22.6 The BEC candidates shall be eligible if they have served as a branch member for a minimum of six months;
- 22.7 The Advisory Committee candidates shall be eligible if he have served as a branch member for a minimum of one year and six months;
- 22.8 Elections of all committees shall take place in the third and fourth quarter of the year.

SECTION 23

Amendments

23.1 Any proposed amendments to the Constitution shall be submitted to the NEC prior to the National Annual Meeting for consideration and can only be passed by majority votes.

SECTION 24

Dissolution

24.1 The NEC shall officially be dissolved through official hand-over and or by the NGC;

24.2 The BEC, Advisory Committee and PEC shall be dissolved by the NEC and/or through an official hand-over;

SECTION 25

Definition of Terms

25.1 Alumni – A former full-time member of the ZCCSF who have participated in the activities of the ZCCSF;

25.2 Branch – a basic unit of the ZCCSF, where members of the ZCCSF are recruited;

SECTION 26

Promulgation

26.1 This Constitution shall (upon its adoption) be effective and be upheld as the supreme governing principles of the ZCCSF and its membership. This means that all other Constitutions that existed prior to this Constitution are *null and void*.

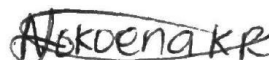
26.2 The ZCC Head Quarters (MORIA) authorities has powers to advice and recommend changes in the constitution which the NEC shall effect and inform lower structures of such changes.

As amended and adopted on Monday 15 September 2021 the by Stellenbosch University BEC:

Signed:



**Ms NP Segwale
Branch Secretary**



**Ms KR Mokoena
Branch Chairperson**

Date: 15 September 2021

SECTION 27

<p style="text-align: center;">CODE OF CONDUCT OF THE ZION CHRISTIAN CHURCH STUDENT FELLOWSHIP</p>

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1. INTRODUCTION

- I. The Zion Christian Church Student Fellowship is an organisation of students at Tertiary Institutions of Learning whom, out of the common desire to build a united, and organised students in a Christianity religion to work towards transformation within institutions of higher learning; have voluntarily joined together and accepted a common discipline;
- II. The basic rights and duties of our members are therefore set out in the basic documents of the organisation, namely the Constitution and other policy documents;
- III. We seek to create our own standards based on the religious, academic, social and community base projects in line with our aims and objectives;
- IV. This is the document, which by its nature needs to be studied and understood by the whole membership, for in the last resort, it is high voluntary assumption of rights and duties by members, which lies at the heart of all discipline.

2. GENERAL GUIDING PRINCIPLES

2.1 Responsibility

- (a) Members must develop a high sense of responsibility and discipline with all matters relating to the ZCCSF.
- (b) Members affiliated should refrain from gossiping, rumour mongering, spreading of malicious information and distortion of facts.
- (c) Their statements must reflect the ideas, principles and programs of the ZCCSF and the one of the Zion Christian Church.

2.2 Offences

A person(s) shall be charged with a serious offence against the ZCCSF if he/she: -

- (a) Acts in a way that exposes members to serious physical harm or death;
- (b) Deliberately destroy or behave dishonestly in relation to the property of the ZCCSF.
 - (c) Behave corruptly in seeking or accepting any kind of bribes for performing or not performing any task on behalf of the ZCCSF.
- (d) Engage in abuse of office to obtain any other undue advantage from members or other.
- (e) Persistently sowing racism, regionalism or tribalism in the ZCCSF.
- (f) Behave in such a way to provoke serious divisions and a breakdown of the unity in the ZCCSF.
- (g) Without good cause, acts against a decision of the Constitutional Structure of the ZCCSF.

3. DISCIPLINARY PROCEDURES

3.1 Guiding Principles

The disciplinary procedures at all levels of the ZCCSF shall be guided by the following principles: -

- 3.1.1 Discipline should not be used as a means of stifling debate, of denying members their basic democratic rights guided also by the Constitution.
- 3.1.2 It should not be used as a means of solving private problems or interfering in the private lives of members where the norms of the ZCCSF are not directly affected, unless such conduct constitutes a violation or an offence affecting the ZCCSF.
- 3.1.3 Any person facing disciplinary proceedings shall receive due written notice of any hearing and of the basic allegations and charges against him/her/ her and be afforded a reasonable opportunity to make his or her defence.
- 3.1.4 All discipline proceedings shall be attendant to as speedily as possible.

3.2 Disciplinary Structures

- 3.2.1 Disciplinary proceedings shall normally be conducted at a level where the alleged violence or offence took place, namely Branch, Provincial or National, and may be heard by the relevant structure.
- 3.2.2 The NEC may direct that the disciplinary proceedings should be heard at a higher level from where the alleged violation or offence took place.
- 3.2.3 The NEC / PEC / BEC shall appoint a National / Provincial / Branch Disciplinary Committee from amongst its ranks and other members or former members of the ZCCSF.

3.2.4 Disciplinary Committee shall be appointed at a Branch, Provincial or National by the BEC, PEC or NEC as and when need arise.

4. THE RIGHT TO APPEAL

- (a) Any person found guilty in a disciplinary proceeding, or the complainant has a right, within 14 days to appeal against the conviction or sentence, to the next highest body of the ZCCSF.
- (b) The NEC may direct that an appeal against the decision by a branch or province should be heard directly by the National Disciplinary Committee.
- (c) An appeal of the DC handled at the National level shall be done to the NGC or NAM that shall appoint a National Appeal Committee and provide it with terms of references.

5. SCHEDULE PENALTIES

Should one be found guilty of an offence, a violation of discipline or an abuse of the ZCCSF rules, one shall be liable to -

- **an act of compensation, performance of useful tasks or community service**
- **Re-deployment** – member shall be re-deployed if misconduct is related to his/her position. Re-deployment shall not always imply or mean demotion.
- **Demotion** – a member holding a position in the ZCCSF shall be demoted if s/he continued holding of the position is defensible, inexplicable or embarrassing as a result of a particular transgression.
- **Temporary forfeitures of membership rights** – shall be imposed if in the opinion of the adjudicating body, such measures shall achieve corrective results in the event of the commission for serious offence or violation of discipline.
- **Temporary suspension** – when a member suspended, the organ suspending her/him/her shall state the period and conditions of suspension. In respect of serious offence, the period of suspension should not exceed two months.
- **Expulsion** – Only the NAM has powers to expel any member and judiciary body that shall recommend expulsion to the NAM shall treat the expulsion as a temporary suspension until the NAM take a final decision.