

ASSOCIATION OF CHAPLAINCY EVANGELICAL TEAM

[ACET]

SLOGAN: ACET!

MESSENGERS OF CHRIST!

CONSTITUTION ABRIDGED



THE PREAMBLE

THE ASSOCIATION LOGO AND COLORS

ARRANGEMENT OF CHAPTERS

1. The Constitution
2. Name of the Association
3. Mission statement and Visions
4. Credence of the group
5. Membership
6. Governments
7. Administration
8. Appointment of Executives/Appointees
9. Financing and Auditing
10. Bye Laws
11. Amendments
12. Interpretation



ARRANGEMENT OF ARTICLE AND VERSES

CHAPTERS

1. THE CONSTITUTION

- 1.1 Supremacy of the Constitution*
- 1.2 Enforcement of the Constitution*
- 1.3 Defense of the Constitution*

2. NAME OF THE ASSOCIATION

- 2.1 The Association's Name*
- 2.2 Change of name of the Association*

3. MISSION STATEMENT AND VISIONS

- 3.1 Mission statement*
- 3.2 Visions*

4. CREDESCENCE OF THE ASSOCIATION

5. MEMBERSHIP

- 5.1 Qualification for membership*
 - 5.1.1 For any Individual*
 - 5.1.2 For any Group Organization*
- 5.2 Meeting dates and Times*
- 5.3 Benefits of a member*
- 5.4 Class of membership [Children and youth]*

6. GOVERNMENT

- 6.1 The Board of Directors*
- 6.2 The Board of Trustee*
- 6.3 The General Executives*
 - 6.3.1 The National Executives*
 - 6.3.2 The Area Executives*
 - 6.3.3 The Sectorial Executives*
- 6.4 The National Appointees*
- 6.5 The Advisory Team*



7. ADMINISTRATION

7.1 BOARD OF DIRECTORS

- 7.1.1** *The General Overseer*
- 7.1.2** *The First Deputy Gen. Overseer*
- 7.1.3** *The Second Deputy Gen. Overseer*
- 7.1.4** *The General Secretary*
- 7.1.5** *The Finance Officer*

7.2 THE GENERAL EXECUTIVE

7.2.1 The Board Members

7.2.2 The National Executives

- A.** *The Area heads*
- B.** *The Missions/Evangelism director*
- C.** *The Bible Study coordinator*
- D.** *The Organizer*
- E.** *The Prayer Secretary*
- F.** *The Music Director*
- G.** *The Matron*
- H.** *The Executive Member*

7.3 THE NATIONAL APPOINTEES

- 7.3.1** *School coordinator*
- 7.3.2** *Protocol Team [Ushers and decoration team]*
- 7.3.3** *Drama and Choreography Team*
- 7.3.4** *Committee*

7.4 THE AREA EXECUTIVES

- 7.4.1** *Area head*
- 7.4.2** *Assistant Area head*
- 7.4.3** *Area Secretary*
- 7.4.4** *Area Treasurer*
- 7.4.5** *Area Organizer*
- 7.4.6** *Sectorial heads*
- 7.4.7** *Executive Member*

7.5 THE SECTORIAL EXECUTIVES

- 7.5.1** *Sector heads*
- 7.5.2** *Assistant Sector heads*

- 7.5.3** Sectorial treasurers
- 7.5.4** Sectorial secretary
- 7.5.5** Organizer
- 7.5.6** Bible Studies coordinator
- 7.5.7** Executive member

8. APPOINTMENT OF EXECUTIVES

- 8.1** Nominations
- 8.2** Mode of Appointment

9. FINANCING AND AUDITING

- 9.1** *The Financing of the Association*
- 9.2** *Auditing of the Association*

10. BY LAWS OF GROUP

- 10.1** *Laws of the association*

11. AMENDMENTS

- 11.1** *The Amendment of the Constitution*

12. INTERPRETATION

- 12.1** *The interpretation of the Constitution*



THE PREAMBLE

The Love of God which is so much essential to all the inhabitants of this world, much to the fact that it is the key that opens the gate for the Lord Jesus Christ to come and bring salvation unto all during this dispensation of grace.

Not only from that point of view but based mainly on the greatest commission assigned unto us serving as the body of Christ to go and proclaim the good news to all and Sundry.

The association is therefore established to help enhance and carry on this greatest commission and to help utilize the various gift of the Holy Spirit, endowed unto every Christian or believer as the body of Christ and the Association.

Be it resolves that we recognize ourselves as the body of Christ in the spiritual plan of the association, in order that we may spread the good news.

Exercising all our rights and privileges granted to the religious body and hereby adopt articles for this constitution and agreed to be governed by them.

THE ASSOCIATION LOGO

The association's logo is the emblem that describe the major believe or credence of the association. The logo has been described below;

Individual description

1. Blue black Circle: This stands for the God head
2. Hand drawn red colored Bible: This indicates the word of God, which is also the son of God according to John 1:1
3. The yellow or gold fire: This indicate the consuming fire of the Holy Spirit of God
4. ACET: This is the name of the association as Association of Chaplaincy Evangelical Team
5. Blue black bordered ribbon: This blue black bordered ribbon indicates the whole association with the description messengers of Christ.

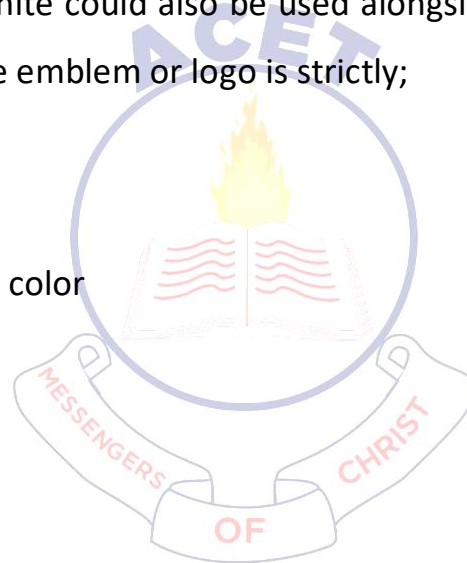
Collective description

The collective description of the logo is that the God head with the son and the Holy Spirit as the triune God is our major believe and the fact that they are exactly above means that we are under the power and control of the trinity and we do nothing without God secondly the fact that the name ACET is above and the blue-black bordered ribbon is below also indicates that we have the trinity imbedded in us.

The color of the association

The association employs blue black, red, yellow or gold to describe her main colors other colors such as black and white could also be used alongside. Meanwhile the accepted and approved colors for the emblem or logo is strictly;

- Blue black
- Red
- Yellow or Gold color



1. THE CONSTITUTION

1.1 Supremacy of the Constitution

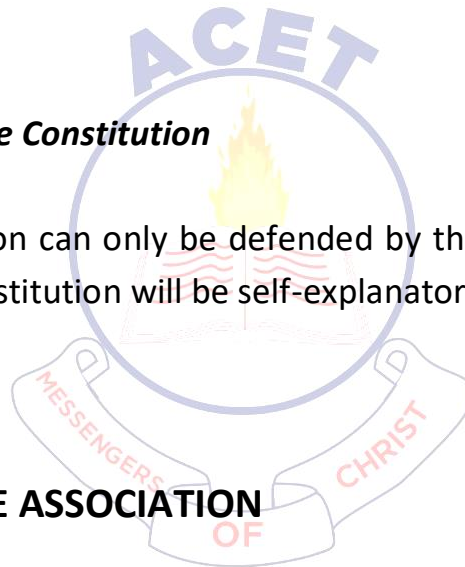
The constitution shall be the highest law that will govern the association and all activities of the association must abide by the rules and regulations of the constitution.

1.2 Enforcement of the Constitution

Each Member of the association irrespective of the position of that fellow within or outside the group must abide by the rules and regulation of the constitution.

1.3 Defense of the Constitution

The constitution can only be defended by the board of directors and the course of the constitution will be self-explanatory.



2. THE NAME OF THE ASSOCIATION

2.1 The Association Name

The name of the association shall be **“ASSOCIATION OF CHAPLAINCY EVANGELICAL TEAM {ACET}.”** Association of Chaplaincy Evangelical Team shall be a Christian Non-Denominational Evangelical Team

2.2 The Change of Name of the Association

The association shall only have her name changed when two thirds of the general executives go into concession

3. MISSION STATEMENT AND VISIONS

3.1 *Mission Statement*

Association of Chaplaincy Evangelical Team is committed to ministry of Evangelism in all part of the world. We believe our calling is to **“Reach the Unreached with the gospel of Christ”** as commanded in **Mark 16:15**

3.2 *Visions*

The general overview of visions of the association are outlined as follows;

3.2.1 *Soul Winning*

We commit to effective soul winning through open-air crusade, house to house evangelism, dawn broadcasting, Anagkazo and radio/TV programs

3.2.2 *Revival*

To help quicken the spirits of backslidden Christians that we come across before, during and after outreach program and or missions

3.2.3 *Spiritual development*

We develop ourselves spiritually through bible studies, fasting and prayers, frequent fellowship in sectors and membership involvement in program leading

3.2.4 *Discipleship and Mentorship*

The association aims at mentoring and developing leaders and pastors to help enhance their various churches/group’s activities and provide opportunity to be trained and choose Mentors.

3.2.5 *Guidance and Counselling*

The association also provide guidance and counselling for marriages, career, health and spiritual advices to members within and outside the group before, during and after our outreach programs

3.2.6 Reach out to foster care/hospitals/prisons/schools

We embark on periodic visitation to foster care, prisons and hospitals with materials such as food, clothing, drinks and cash donation and provide scholarship funds for members in need when required



4. CREDESCENCE OF THE ASSOCIATION

4.1 The Holy Scriptures

We believe in the holy bible and that all that is written thereof is given by the inspiration of God and it is profitable for doctrine for reproof, for corrections, for instructions in righteousness, that beloved of God may be complete and equip for every good works *Ref. 2 Timothy 3:16:17*

4.2 The Holy Trinity

We believe in the Holy Trinity, and One true God that exists in three persons as God the Father, God the son and God the holy Spirit. *Ref. "Mark 16:15, 2 Corinthians 13:14"*

4.3 The Salvation of the lost

We believe in the salvation of lost souls, and that humanity's nature is depraved and sinful, God sent his son to die and saved their souls from hell *Ref. John 3:16*

4.4 The Gifting of the Holy Spirit

We believe in the gifting of the Holy Spirit given to beloved to operate for edification of the saints *Ref. 1 Corinthians 12:8-11*

4.5 The Second coming of Jesus Christ

We believe in the second coming of our Lord Jesus Christ and that everyone both great and small before the throne of God will be judged and rewarded according to his/her works *Ref. Rev. 22:12*

4.6 The fellowship of the beloved

We believe in the fellowship of the beloved and not forsaking the assembly but exhorting one another *Ref. Hebrews 10:25 and Acts 2:42*

4.7 The Giving and Donations

We believe in giving and donation to support God's work which should be done willingly with all cheerfulness. *Ref. 2 Corinthians 9:7*

5. MEMBERSHIP

5.1 Qualification for membership

Membership is defined in this constitution for individual and a group who is born again and willing to go out and win souls.

5.1.1 For any Individual

- a. Must attend at least 3 ACET National program*
- b. Must have a membership card*
- c. Must duly pay his/her dues*

5.1.2 For any Group Organization

- a. Application letter to the ACET Board members*
- b. They must accept the credence/visions of the association*
- c. They will be governed by the constitution of the association*
- d. They will join as members not as leaders*
- e. They must have a membership card*
- f. Must duly pay dues*

5.2 Benefits of a member

- 5.2.1** Members are eligible to hold office in the association
- 5.2.2** Members can partake in any activity within the association during, before and after program
- 5.2.3** As Members of the association, the team shall attend marriage ceremony after prior notice is sent to the association and Any bereaved member shall be visited and comforted according to the principle for such arrangement within the association

5.3 Suspension/Ex-communication of membership

- 5.3.1** A member may be suspended by the Board, if his/her personal proclamation departs from the aims and basis of faith of the association. Such person shall surrender all the properties of the association in his/her possession, failure to do so, appropriate measures approved by the Board [Including court prosecution] will be used to recover the aforesaid.

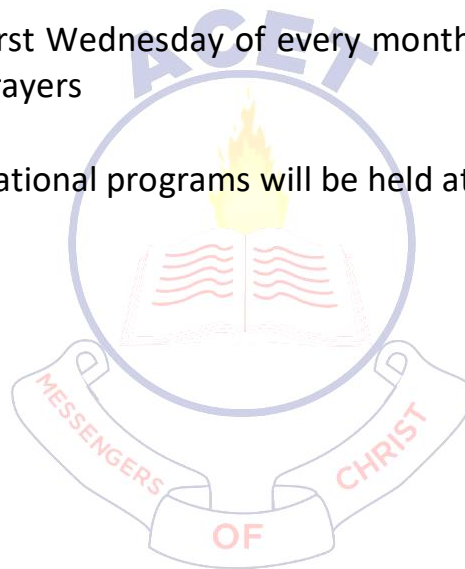
5.3.2 *Any Member of the team must adhere to the Biblical principle governing marriages and a member shall be married to an opposite sex, be husband and or wife of one. NO HOMOSEXUALITY and or LESBIAN relationships. ANY member who violate such principles shall be rendered NON-MEMBER from the association*

5.4 Meeting dates and Times

5.4.1 The association has specific meeting days within their sectors as agreed by the sector executives and approved by the area head

5.4.2 First Wednesday of every month will be used for fasting and prayers

5.4.3 National programs will be held at least 3 times in a year



6 GOVERNMENT

The group shall be governed by the various arms stated in the articles and section below;

6.1 The Board of Directors

The board of directors consist mainly of five members and performs general functions stated below;

- 6.1.1** The board Shall be responsible for leading the group from National to international level
- 6.1.2** The board shall review and appoint the executives and appointees when required.
- 6.1.3** The board shall remain the highest and final decision-making body for the whole association.
- 6.1.4** The board Shall lead the national and international meeting
- 6.1.5** The board shall be responsible for amendments of the constitution.
- 6.1.6** The board shall visit all areas at least once every year and meet with the area executives and discuss the progress of the group in the area.
- 6.1.7** The board shall endeavor to visit new sectors in an area
- 6.1.8** The board shall exhibit elevated level of respect for their executives
- 6.1.9** The board shall review/reshuffle any executive offices when the need arises
- 6.1.10** The board shall commission new sectors within an area

6.2 The Board of Trustee

6.2.1 The board of trustees is mainly the board members

6.2.2 They serve as signatories to the association's account

NB. All the board of trustees are signatories to the association's account and any two at any time could make a withdrawal with the consent of the General Overseer

6.3 The General Executives

The General executives comprise the board and the national executives, they are the second level decision making body of the association. They meet at least 3 times in a year

6.3.1 The National Executives

The National executives comprises of the National head and the other offices such as the Area heads, Missions director, Bible study coordinator, the organizer, the prayer secretary, the music director, the matron and the executive member.

6.3.2 The Area Executives

The area executives comprise of the area head and the area executives and are the first level decision making body of the association in a region/area with the consent of the board, they meet frequently to organize people in the area for upcoming national program within their area.

6.3.3 The Sectorial Executives

The Sector executives comprise of the Sector head and the sector executives and are the first level decision making body of the association in their sectors with the consent of the area head and they organize people for upcoming area and national program

6.4 The National Appointees

6.4.1 The national appointees are branches within the association that hold specific functions that are not within the national executive block.

6.4.2 They are appointed by the board and can be considered for any executive appointment within the association

6.5 The Advisory Team

6.5.1 The office consists of minimum of three and maximum of 5 members

- 6.5.2** This office is responsible for correcting people's action/inactions in terms of relationships and marriage within the group
- 6.5.3** The office is responsible for advising individuals on their questionable private life
- 6.5.4** The office Seeks to advise individuals with fallen countenance/morale
- 6.5.5** The office recommends disciplinary action to the board based on their findings after investigation
- 6.5.6** The office is not responsible for enforcing any disciplinary action
- 6.5.7** The office will not publicly rebuke any member but will invite the said party or parties for advice
- 6.5.8** The office will monitor the life style of members during/after the program
- 6.5.9** The office seeks to encourage members to attend programs
- 6.5.10** The office endeavor to keep individual issues private, there shall be no leakage of any confidential information to the public. [NB. All private issues to be reported to Board members ONLY]

7 ADMINISTRATION

7.1 Board of directors

7.1.1 General Overseer

Accountable: He is accountable to the association

Purpose: To serve as the Chief executive officer [CEO] of the association and exercise general administrative responsibility for the entire organization of the association and be responsible for ensuring that all board members, executives and appointed officers and committees function and carry out their duties and responsibilities

Roles/Responsibilities

- a. The General Overseer is the overall head of the association
- b. He Chairs the affairs of the association
- c. He Chairs the board meeting and the national/international executive meetings
- d. He makes the final decision for the association
- e. He has the Power to Veto his plans in the absence of the other board members
- f. He meets periodically with the 1st Deputy General overseer and/or the board of directors and/or the national executives to review past progress and future efforts and priorities.
- g. He Presides at all meetings of the association
- h. He Represents the association for other relating matters and sign or countersign all legal documents
- i. He represents the association in any part of the world

7.1.2 First Deputy General Overseer

Accountable: He is accountable to the General Overseer

Purpose: To serve as the second-level executive of the association and work with all executives and appointed officers and committees to assist them in carrying out their assigned duties and responsibilities

Roles/Responsibilities

- a. He assists the General overseer to discharge his duties
- b. He manages the individual affairs of the executives
- c. He Oversees the general affairs of the group in the absence of the General Overseer
- d. He seeks the consent of the General overseer/board members before carrying out any action
- e. He collects the individual reports of the board members and that of the executive's prior general meeting
- f. He presides at all meetings of the association at the request of or in the absence of the General Overseer
- g. He meets periodically with the General Overseer to review past progress and plan future efforts and priorities
- h. He coordinates calendar activities for the year.
- i. He will be responsible for employee Job description and personal records and review them annually and to spearhead other upcoming projects

7.1.3 Second Deputy General Overseer

Accountable: He is accountable to the General Overseer

Purpose: He keeps records of the old and new members of the association and follow up with newly created sectors and monitors activity progress in these areas

Roles/Responsibilities

- a. He assists the General Overseer to discharge his duties
- b. He manages the association's membership database and contacts in collaboration with the finance officer
- c. He Oversees the general affairs of the association in the absence of both the General overseer and the first deputy General Overseer
- d. He seeks the consent of the General Overseer/board members before carrying out any action plan
- e. He keeps record of individual that attend the program from day one to the last day in collaboration with Finance officer

7.1.4 General Secretary

Accountable: He is accountable to the General Overseer

Purpose: To help keep minutes of the association meetings and conduct all official correspondence of the group.

Roles/Responsibilities

- a. He is responsible for taking minutes of meeting
- b. He is responsible for reading minutes of meeting
- c. He keeps a permanent record of all the minutes of the association
- d. He is the custodian of the official seal of the group
- e. He is responsible for notifying board/executive members of the date, time and place of regular and special meeting
- f. He Periodically report significant action of the board/executives to the` association
- g. He is responsible for writing reports after every program
- h. He is responsible for conveying information/announcements to all members in the group, most especially during the program

7.1.5 Finance Officer

Accountable: He is accountable to the General Overseer

Purpose: He helps to manage the financial aspect of the association by keeping proper income and expenditure account, preparation of budget and helps in soliciting for sponsorship.

Roles/Responsibilities

- a. He is responsible for managing the finances of the association
- b. He prepares yearly budget for the association based on the available resources
- c. He keeps proper record of cash inflow and outflow from the association at all time
- d. He is part of the signatories to the association's bank account
- e. He manages the association's membership database and contacts in collaboration with the second deputy General overseer

- f. He keeps record of individual that attend the program from day one to the last day in collaboration with Second Deputy General overseer
- g. He makes no personal decision without talking to the general overseer in terms of cash outflow
- h. He is responsible for soliciting for funds for the group in terms of sponsorship in conjunction with the 1st deputy General Overseer
- i. He will manage the list of pledges and follow up with pledges from persons within/outside the association
- j. He will give proper financial statement during the board and executive meetings

7.2 General Executives

7.2.1 The Board of directors

Reference: 6.1

7.2.2 The National Executives

A. Area head

Roles/Responsibilities

- a. The Area heads are responsible for choosing their area executives after pre-informing the board of the Persons chosen
- b. They will be responsible for opening of ACET branches in their areas / regions
- c. The Area heads will manage the various branches of the association in their area
- d. They will be responsible for following up with new ACET members in newly established sectors
- e. They will be responsible for pre-ACET program preparation and organization in their Area
- f. They will represent their areas or regions during the national executive meeting
- g. They will head the area executive meetings
- h. They will take directives from the board on any other assigned duties

B. Missions director

Roles/Responsibilities

- a. The Missions director will be responsible for mobilizing people or persons for evangelism during ACET programs
- b. The Missions/Evangelism director will be responsible for keeping track of the new souls won during the program
- c. The Missions/Evangelism director will be responsible for keeping record of the new souls and the record will be sent to their various churches
- d. The Mission/Evangelism director will be required to do proper follow up on the souls won
- e. The Mission/Evangelism director will be responsible for meeting the young and the new souls won during ANAGKAZO
- f. They will take directives from the board on any other assigned duties

C. Bible Studies Coordinator

Roles/Responsibilities

- a. He/she will be responsible for the preparation of ACET bible studies
- b. He/she will be responsible for keeping to time before and during the bible studies
- c. He/she will lead and select different bible studies leaders during national ACET programs
- d. He/she will work hand in hand with the board members for proper review of the prepared bible studies
- e. He/she will take directives from the board on any other assigned duties

D. The Organizer

Roles/Responsibilities

- a. The Organizers will be responsible for mobilizing members at the grounds on time
- b. The Organizers will be responsible for closing of the rooms doors and making sure Personnel's items are secured
- c. The Organizers will be responsible for waking members up for dawn broadcast
- d. The Organizers will account for any personnel present during ACET programs
- e. Organizers will make sure all personnel are well catered for
- f. He/She will take directives from the board on any other assigned duties

E. The Prayer Secretary

Roles/Responsibilities

- a. The Prayer Secretary will be responsible for managing the prayer activities of the association
- b. The Prayer Secretary will be responsible for choosing and forming Prayer team for the association
- c. The prayer Secretary will head the team during prayers
- d. The prayer secretary will take directives from the board on any other assigned duties

F. The Music Director

Roles/Responsibilities

- a. The Music director will be responsible for leading the music team
- b. The Music director will be responsible for selecting persons who will be leading ACET praises and worship
- c. The Music director will also head the sound engineering team and make sure all the instruments are in proper shape.
- d. He will establish ACET choir and either lead or select person(s) to lead the choir.
- e. He will take directives from the board on any other assigned duties

G. The Matron

Roles/Responsibilities

- a. He/She will work hand in hand with the board before, during and after the program for proper accountability of food stuff
- b. He/She will be responsible for cooking, negotiate and make proper arrangement for food ordering.
- c. He/She will be responsible for distribution of food to all ACET members
- d. He/She will take directives from the board on any other assigned duties

H. The Executive Member

Roles/Responsibilities

- a. Executive member will be responsible for assisting the other executives
- b. Executive member will act in the absence of any national executive.
- c. Executive member will keep record of whatever position she acted and will handover same to the executive in question
- d. Executive member should be proactive enough to know how other executives work within their offices.
- e. Executive member office is a floating office
- f. Executive member will lead the follow up teams
- g. Executive member will work hand in hand with mission director to meet new members during programs
- h. Executive member will take directives from the board on any other assigned duties

7.3 The National Appointees

7.3.1 School Coordinator

Roles/Responsibilities

- a. He/she will coordinate all matters relating to the association in various schools

- b. He/she will be responsible for establishing ACET in schools
- c. He/she will coordinate/liaise with the missions' director and school representatives
- d. He/she will spear head the organization of students for national programs
- e. He/she will plan school visitation and submit to board for approval
- f. He/she will take directives from the board regarding decision making concerning schools

7.3.2 The Protocol Team

Roles/Responsibilities

- a. They will be responsible for escorting board and other dignitaries
- b. They will work hand in hand with the organizer in arrangements and stage decorations
- c. They will be responsible for assisting during deliverance section
- d. They will be responsible for seat allocation during service
- e. They will always be available to run quick and unplanned errands
- f. They are herein called the Ushers and the decoration team
- g. They will receive directives from the board of directors

7.3.3 The Drama and Choreography Team

Roles/Responsibilities

- a. They will be responsible for Drama and choreography shows during program
- b. They will plan and rehearse on whether to carry out Drama or choreography with the consent of the board
- c. They will take directives from the board of directors

7.3.4 The Committee

Roles/Responsibilities

- a. They will be set up by the board as deemed necessary

- b. They will provide appropriate report to the board after task is carried out
- c. The committee set up are mostly temporary depending on the task required
- d. Protocol will take directives from board members

7.4 The Area Executives

Roles/Responsibilities

- a. **Area head**: Responsible for heading the affairs of ACET at the area level.
- b. **Assistant Area head**: Shall support the area head to discharge his duties
- c. **Area secretary**: Keep records of the documents and minutes of meeting
- d. **Area treasurer**: Shall manage the finances at the area level. And shall see to the collection of their transportation, dues, 40% tithe and voluntary contribution
- e. **Sectorial head**: shall consist of leaders chosen for the various branches within an area. Should be equal to the total number of branches within the area
- f. **Organizer**: shall manage and be responsible for visiting and mobilizing members in that area for weekly meetings and for upcoming national program.
- g. **Executive member**: He/she must be able to act in place of any of the above executives, person must be able to multitask and take instructions from the leader

7.5 Sector Executives

Functions of the Sector Executives

- a. They manage ACET group in their sectors
- b. They work to increase their Sector membership
- c. They keep records of the actual members for their sector
- d. They are responsible for organizing their members for national programs

- e. They report directly to their Area executives
- f. They make no decision on their own without consulting with the Area executives
- g. They draft quarterly programs for their sector/local branches.
- h. They periodically meet with Area leaders to plan how to improve their sector
- i. They collect the dues from members and submit same to the area treasurer
- j. They keep proper financial documents for the sector
- k. They organize mini-programs for their sector.
- l. They Constantly visit their members [mandatory]
- m. They live an exemplary/blameless life style

7.5.1 Sectorial Head

Roles and Responsibilities

- a. He/she manages ACET in their sectors
- b. He/she chairs the sector executive meeting
- c. He/she is part of the area executive
- d. He/she periodically meets with the area heads
- e. He/she represent the interest/well-being of the sector members in the area level
- f. He/she reports directly to the area head.
- g. He/she makes no major decisions without consulting with the area heads
- h. He/she prepares financial statement with the sectorial treasurers for auditing

7.5.2 Assistant Sectorial head

Roles and Responsibilities

- a. He/she assist the sectorial head in managing the sector
- b. He/she chairs the sector executive meeting in the absence of the sectorial head
- c. He reports directly to the sectorial head
- d. He manages the database of the sector

7.5.3 Secretary

Roles and Responsibilities

- a. He/she takes minutes during sector executive meeting
- b. He/she reads minutes of previous meeting
- c. He/she reports to the sectorial head
- d. He/she is responsible for making announcements in the sector

7.5.4 Organizer

Roles and Responsibilities

- a. He/she Organizes ACET members for sector meetings
- b. He/she is responsible for venue arrangement prior meeting
- c. He/she leads the visitation team
- d. He/she reports to the sectorial head

7.5.5 Sectorial treasurers

Roles and Responsibilities

- a. He/she is responsible for the collection of sector dues from members
- b. He/she is responsible for the distribution of ACET membership card
- c. He/she is responsible for keeping voluntary offering or collection
- d. He/she keeps proper records of all the cash inflow and outflow to/from the sector
- e. He/she reports directly to the sectorial head
- f. He/she prepares financial statement with the sectorial head for auditing

7.5.6 Bible Studies Coordinator

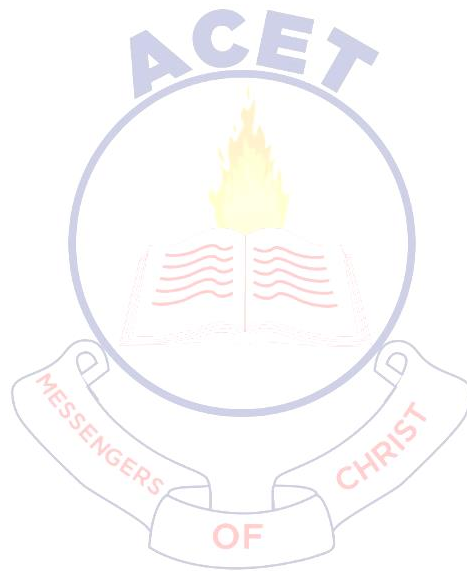
Roles and Responsibilities

- a. He/she prepares the bible studies outline for the sector
- b. He/she leads the bible studies for the sector
- c. He/she reports directly to the Sectorial heads

7.5.7 Executive Member

Roles and Responsibilities

- a. Executive member will be responsible for assisting the other executives
- b. Executive member will act in the absence of any of the Sector executive.
- c. Executive member reports directly to the sectorial heads



8. APPOINTMENT OF EXECUTIVES

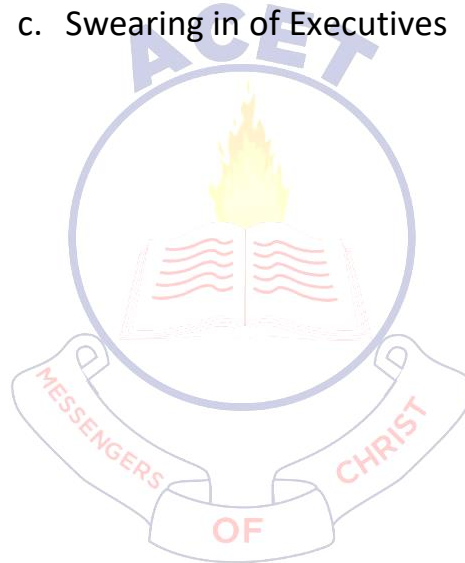
8.1 Nominations

Executives positions in the association will be by appointment and nominations by the board of directors

8.2 Mode of Appointment

Nominated executives will be contacted and go through the processes outlined below;

- a. Interview
- b. Letter of appointment
- c. Swearing in of Executives



9. FINANCING AND AUDITING

9.1 The Financing of the Association

9.1.1 Sources of funds

Sources of funds shall be from;

- a. Monthly contribution from members of the association [Dues]
- b. Fund raising during programs
- c. Voluntary contributions from Members
- d. Mandatory contributions from General executives monthly
- e. Offerings
- f. Donations from sponsors inside/outside the association

9.1.2 Usage of funds

The funds generated from the association shall be used for;

- a. Welfare of the members
- b. Program expenses
- c. Purchasing of assets for the association such as Instruments, lands, vehicles etc
- d. Visitation to foster care/prisons/hospitals
- e. Scholarship funds for less privileged
- f. Periodic support to members

9.2 Auditing

The association auditing will be in the mode outlined below;

9.2.1 Area and Sector audit

The Area and sector audit will be carried by the financial officer and national finance committee

9.2.2 National and International Audit

The board shall set up an auditing team from the association to audit the associations finances

10. BYLAWS OF THE ASSOCIATION

10.1 Bylaws of the association

The laws include the do's and the don'ts of the association which will determine the code of conduct of any member of the association

Association Members

- a. Any Member of the association must partake in day to day activity of the association *Ref. Acts 2:42 & Hebrews 10:25*
- b. Any Member of the association must have due respect for any of the executives and everyone in the association *Ref. Hebrews 13:17*
- c. Any Member of the association must conduct himself/herself in a Godly Manner *Ref. Matt. 5:13-16*
- d. Any Member of the association in relationship within/outside the association must inform the board
- e. Any Member of the association must pay their monthly dues
- f. Any Member of the association must accept the credence and visions of the association
- g. Associate Members of the association must stay up to date and support the group as often as they can ***NB. Associate Members are affiliates members of the association***
- h. Any Member of the association must adhere to the Biblical principle governing marriages and a member shall be married to an opposite sex, be husband of one and or wife of one *Ref. Eph. 5:31, Gen. 2:24, Matthew 19:4:5 & Mark 10:7:8*
- i. Any Member of the association who wishes to invite the association to any functions [Marriage, Funeral and Naming Ceremony] must pre-inform the board as early as possible
- j. There shall be no renting out of association's Public-Address systems meant for evangelism to any party or group or church body. Except those meant for business purposes

- k. No member of the association shall make any announcement directly linked with the association regarding ceremonies such as [Marriage, Funeral and naming ceremony]. This should be done only by the board of directors

Association Executives

- l. The Executives of the association [General, National, Area and Sector] must keep individual issues private, there shall be no leakage of any confidential information from executive meetings and/or from individual to the public. **NB. All Private issues maybe reported to Board Members ONLY [Ref. Article 6.5.10]**
- m. The Executives of the association [General, National, Area and Sector] must adhere to the directives from the board of directors
- n. All General executive position in the association is subject to periodic review by Board of Directors

10.2 Disciplinary Actions

- a. Any member who flout any provision of the constitution shall be referred to the advisory team and referred to the board in case of enforcement of disciplinary sanctions.
- b. Any member who defaults in the payment of his/her welfare dues shall forfeit the benefits/privilege offered to members during occasions like Marriage, Funeral and naming ceremony.
- c. NO POLYGAMY, EXTRA MARITAL AFFAIRS, HOMOSEXUALITY and or LESBIAN relationships. Any Member of the association found involved, shall be excommunicated from the association
- d. Any leakage of confidential information by any of the executives of the association [General, National, Area and Sector] will be subject to appropriate disciplinary sanctions by the board of directors.
- e. Any Member of the association suspended shall surrender all the properties of the association at his/her disposal, failure to do

so, appropriate measures approved by the Board [Including court prosecution] will be used to recover the aforesaid

- f. The disciplinary sanctions to be applied by the Board of directors shall include,
1. Admonition
 2. Verbal Warning
 3. Written Warning
 4. Suspension for a stated period
 5. Excommunication
 6. Court Prosecution

NB. Executives of the association and the Advisory team have the power to apply Sanctions stated below;

- i. Admonition
- ii. Verbal Warning
- iii. Written warning with the consent of the board



11 THE AMENDMENT OF THE CONSTITUTION

11.1 Amendment of constitution

- a. The constitution of the association shall be amended after two thirds of the General executives agree
- b. The amendment of the constitution shall solely be done and approved by the board of directors

12 THE INTERPRETATION OF THE CONSTITUTION

12.1 Interpretation of the constitution

12.1.1 The constitution can only be interpreted by the board of directors.

ACET!!! MESSENGERS OF CHRIST

