



# CAMBRIDGE CHINESE CHRISTIAN FELLOWSHIP

## Constitution

### **Article 1 — The Name**

- 1.1. The fellowship shall be named the Cambridge Chinese Christian Fellowship (CCCF).

### **Article 2 — Objectives**

- 2.1 To proclaim<sup>1</sup> the gospel of Jesus Christ, primarily to students of Chinese origin<sup>2</sup> in and around Cambridge.
- 2.2 To prepare members to serve and live for Christ, and in particular to equip them to proclaim the gospel, while seeking to encourage one another in His love.
- 2.3 To help members integrate into Christian churches in Cambridge and in their home countries, and to cooperate with those churches and Christian societies - with the precondition that their positions agree with our Doctrinal Basis - in the attainment of the objectives under Articles 2.1 and 2.2<sup>3</sup>

### **Article 3 — The History**

- 3.1 The CCCF is historically linked to the Chinese Overseas Christian Mission (COCM) and the Cambridge Chinese Christian Church (CCCC).

### **Article 4 — Doctrinal Basis**

The doctrinal basis of the CCCF shall be the fundamental truths of Christianity, including:

- 4.1.1 The divine inspiration and infallibility of the Holy Scriptures as originally given, and their supreme authority in all matters of faith and conduct;
- 4.1.2 The unity of the Father, the Son and the Holy Spirit in the Godhead;
- 4.1.3 The universal sinfulness and guilt of human nature since the Fall, rendering man subject to God's wrath and condemnation;
- 4.1.4 Redemption from guilt, penalty and power of sin only through the sacrificial death once for all time of our representative and substitute, Jesus Christ, the only mediator between God and man;
- 4.1.5 The resurrection of Jesus Christ from the dead;
- 4.1.6 The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting the person repentance toward God and faith in Jesus Christ;
- 4.1.7 The indwelling of the Holy Spirit in; all those thus regenerated, producing in them an increasing likeness to Christ in character and behaviour, and empowering them for their witness in the world;
- 4.1.8 The one Holy Universal Church which is the Body of Christ and to which all true believers belong;

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<sup>1</sup> Includes ancillary activities that seek to clear obstacles to gospel proclamation, such as apologetics and bridging cultural differences, although the proclamation of the gospel must remain central.

<sup>2</sup> Cultural differences are a reality in a fallen world that awaits the return of Christ. In that respect, the CCCF maintains a distinct cultural (as opposed to spiritual) identity, so as to reach out more effectively to those from a Chinese culture.

<sup>3</sup> This provision is underpinned by the biblical view of the body of Christ as one comprised of peoples from every tribe, nation and tongue, united under the headship of Christ, and of which the CCCF is merely a part. In that regard, the CCCF should guard against isolating itself from the larger body of Christ, bearing in mind the biblical warnings against insularity.

- 4.1.9 The future personal return of the Lord Jesus Christ, who will judge all men,  
executing God's just condemnation of the impenitent and receiving the redeemed to eternal glory;
- 4.1.10 The sovereignty of God in creation, revelation, redemption and final judgement;
- 4.1.11 The full deity of the Lord Jesus Christ, the incarnate son of God; his virgin birth and his real and sinless humanity; his death on the cross, his bodily resurrection  
and his present reign in heaven and earth;
- 4.1.12 Justification as God's act of undeserved mercy, in which the sinner is pardoned of all his sins, and accepted as righteous in God's sight, only because of the righteousness of Christ imputed to him, this justification being received by faith alone.
- 4.2 The CCCF is, at the same time, aware that because of the present state of the Church at large, denominational differences do exist; and for this reason it shall be stressed that the CCCF is an inter-denominational fellowship for all evangelical believers.

#### **Article 5 — Finances**

- 5.1 The CCCF shall meet its expenses and financial obligations in accordance with Biblical principles.

#### **Article 6 — Membership**

- 6.1. Membership shall be granted to those approved by the CCCF Committee. The Committee may reject applications for membership if Article 6.3 is not complied with. A rejection on any other grounds must be approved by an Advisor.
- 6.2. Application for membership shall be made in writing to the CCCF Secretary.
- 6.3. Applicants for membership shall:
  - 6.3.1. *be required to give their personal assent to the statement, "I believe in the Lord Jesus Christ as my only Saviour, Lord, and God";*
  - 6.3.2. subscribe fully to the objectives and doctrinal basis of the CCCF (see Article 4), regardless of their own denominational affiliation.
- 6.4. Members shall have the collective responsibility to
  - 6.4.1. promote one another's well-being through mutual care, love and concern;
  - 6.4.2. *render support to the CCCF by meeting regularly, giving, participating in evangelistic efforts, and contributing to the life of the CCCF in general.*
- 6.5. Membership implies the right to
  - 6.5.1. vote in all referenda held;
  - 6.5.2. nominate, second and vote for candidates in the CCCF Committee elections;
  - 6.5.3. submit motions for consideration by the CCCF Committee and for the General Meetings;
  - 6.5.4. stand for elections to be in the CCCF committee.
- 6.6. Members are not required to relinquish their home Church membership.
- 6.7. Membership may be terminated by the CCCF Committee when a member either
  - 6.7.1. withdraws his/her membership voluntarily by giving written notice to the CCCF Secretary; or,
  - 6.7.2. is found living or teaching contrary to the Biblical principles of the CCCF and shows no repentance after being admonished in love by the CCCF Committee; or,
  - 6.7.3. leaves Cambridge permanently; or,
  - 6.7.4. is no longer actively participating in organised meetings and activities of the CCCF.

## **Article 7 — The CCCF Committee**

- 7.1 Nominees must be members who have given their full and prior assent to the Doctrinal Basis. Before standing for election at a General Meeting, nominees are to reaffirm their assent to the Doctrinal Basis.
- 7.2 The CCCF Committee shall include the Chairman, Secretary, Treasurer, Prayer Secretary and Evangelism Secretary. It may also include the Vice-Chairman and member(s) without portfolio.
- 7.3 CCCF Committee members shall be elected by secret ballot at the Annual General Meeting, except insofar as provided for in Articles 7.3.1 and 7.7.
- 7.3.1 The Chairman and, if applicable, Vice-Chairman may be elected in an Extraordinary General Meeting (EGM) in advance of the election of the rest of the Committee.
- 7.3.2 The Chairman and, if applicable, Vice-Chairman shall be elected into these specific offices.
- 7.4 After the election of a new committee, the outgoing Committee shall set a date for the Official Handover, which shall be no later than the first week of Easter Full Term.
- 7.4.1 From the date of the Official Handover, the newly-elected Committee shall take over responsibilities from the outgoing Committee.
- 7.4.2 On the day of Official Handover, the Chairman and the Treasurer of the outgoing committee shall present their reports to the CCCF.
- 7.5 CCCF Committee Members shall hold office until the next Official Handover, unless re-elected at a GM.
- 7.6 A Committee member may be asked to vacate his/her position at the written request of the Advisors, exercising their right in Article 9.8.
- 7.7 In the event of
- a. A Committee member being asked to vacate his/her position in accordance with Article 7.6; or
  - b. The resignation by a Committee member from his/her position,
  - c. The Committee consisting of fewer persons than the roles prescribed in Article 7.2,
- the CCCF Committee shall decide whether to absorb the duties of the vacated office or hold an immediate election at a General Meeting.
- 7.8 The CCCF Committee shall
- 7.8.1 take action in all matters concerning the CCCF and its objectives;
  - 7.8.2 administer the funds of the CCCF;
  - 7.8.3 form and dissolve sub-committees, where necessary, and supervise their work;
  - 7.8.4 convene the General Meetings of the CCCF, and prepare the agenda;
  - 7.8.5 consider the applications for membership;
  - 7.8.6 make available upon request minutes of its meetings to CCCF members;
  - 7.8.7 nominate Advisor(s);
  - 7.8.8 keep the Advisor(s) informed and seek advice where necessary;
- 7.9 There shall be no less than two-thirds of the committee members present at all Committee meetings.
- 7.10 Decisions shall be made by a simple majority at Committee meetings; in the event of a tie, the Chairman shall have the casting vote.

## **Article 8 — Constitutional Duties of the Committee Members**

- 8.1 The Chairman shall
- 8.1.1 lead the CCCF in seeking and following God's direction for the realisation of the CCCF's objectives;
  - 8.1.2 chair all Committee meeting and General Meetings, and be responsible for the agenda.
- 8.2 The Vice-Chairman shall
- 8.2.1 assist the Chairman in overseeing the ministry of the CCCF;
  - 8.2.2 act on behalf of the Chairman in his or her absence.

- 8.2.3 In the event that the office of the Vice-Chairman is vacant, the duties thereof shall be transferred to or shared among the other committee members.
- 8.3 The Secretary shall
  - 8.3.1 keep minutes for all Committee meetings and General Meetings;
  - 8.3.2 deal with all external correspondence in consultation with the Chairman;
  - 8.3.3 supply minutes to the Advisor(s) of the CCCF, and to individual members upon their request.
- 8.4 The Treasurer shall
  - 8.4.1 in conjunction with the Chairman administer the Operational Account(s) of the CCCF;
  - 8.4.2 in conjunction with the Chairman plan the budget and ensure the soundness of the CCCF's financial position;
  - 8.4.3 prepare an annual financial report to be presented at the Annual General Meeting.
- 8.5 The Prayer Secretary shall
  - 8.5.1 promote the discipline of prayer as a priority for the CCCF.
- 8.6 The Evangelism Secretary shall
  - 8.6.1 promote and co-ordinate CCCF evangelistic efforts.
- 8.7 Committee member(s) without portfolio shall
  - 8.7.1 perform duties assigned to each by the Committee.
- 8.8 At the discretion of the Committee, administrative tasks can be shared within the Committee.

#### **Article 9 — Advisor(s)**

- 9.1 The CCCF shall have at least one Advisor at any one time.
- 9.2 Nominated Advisor(s) shall be approved at a General Meeting.
- 9.3 Appointment of the Advisor(s) shall be subject to renewal at every AGM.
- 9.4 A motion may be raised at a GM to reconsider the appointment of an Advisor.
- 9.5 The Advisor(s) shall subscribe fully, in writing, to the Doctrinal Basis and objectives of the CCCF. This should be done yearly before every renewal of appointment.
- 9.6 The Advisor(s) may participate as an observer and give advice in all Committee meetings and General Meetings; he shall have no voting rights.
- 9.7 The Advisor(s) shall have the right to ask the Committee and the CCCF to reconsider any decision which is felt to be inconsistent with the Doctrinal Basis and objectives of the CCCF.
- 9.8 The Advisor(s) shall have the right to request a Committee member to vacate his/her position, if the Advisor(s) believe that it is contrary to the Doctrinal Basis and/or objectives of the CCCF for this Committee member to continue leading. If there is more than one Advisor, the Advisors must exercise this right jointly and in full agreement.

#### **Article 10 — General Meeting**

- 10.1 There shall be an Annual General Meeting (AGM) within Lent Full Term of each academic year.
- 10.2 Elections for the Committee shall be carried out at the AGM.
- 10.3 An Extraordinary General Meeting (EGM) may be called by the Committee, or at the written request of ten CCCF members submitted to the Secretary, detailing the proposed motion(s).
- 10.4 Notice of a General Meeting shall be served at least two weeks prior to the meeting.
- 10.5 Motions to be discussed at any GM, duly proposed and seconded, shall be submitted to the Secretary in writing at least one day before the commencement of the meeting.
- 10.6 A quorum of fifty per cent membership shall be observed at all General Meetings.
- 10.7 Decisions shall be made by simple majority, except for proposed amendments to the Constitution (refer to **Article 11— Amendments to the Constitution**).

### **Article 11 — Amendments to the Constitution**

- 11.1 Proposals for amendments to the Constitution shall be seconded and duly submitted in writing to the Secretary.
- 11.2 Proposals shall be considered at a Committee meeting, before they are put to the vote at a General Meeting; the CCCF Committee shall decide whether proposals will be dealt with at an EGM or at the next AGM.
- 11.3 Such amendments shall be accepted if they are approved at a General Meeting, with a two-thirds majority.
- 11.4 No part of **Article 2 — Objectives** and **Article 4 — Doctrinal Basis** shall be amended without the written consent of the Advisor(s).

### **Article 12 — Regulations**

- 12.1 Regulations concerning the CCCF shall be made, varied or revoked as necessary by the Committee, with no less than a seventy-five per cent majority vote.
- 12.2 No regulation shall have retrospective effect.
- 12.3 Changes to regulations shall be updated at a GM.

### **Article 13 — Termination of the CCCF**

- 13.1 In the event of the termination of the CCCF, all moneys remaining after the discharge of debts and other liabilities, and properties of the CCCF, shall be handed over to the Henry Martyn Trust.

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NB: This Constitution was promulgated by the CCCF at an AGM held on 24<sup>th</sup> April 1997, and first amended at an AGM held on 20<sup>th</sup> February 2003.  
A second amendment was made at an EGM held on 12<sup>th</sup> March 2007.  
A third amendment was made at an EGM held on 5<sup>th</sup> March 2012  
A fourth amendment was made at an AGM held on 18<sup>th</sup> March 2013



# CAMBRIDGE CHINESE CHRISTIAN FELLOWSHIP

## Regulations

### **1 Other Duties of the Committee Members**

- 1.1 The Chairman (and Vice-Chairman) shall
  - 1.1.1 watch over the well-being of the other committee members and ensure that the workload is appropriately shared between them;
  - 1.1.2 seek to identify potential leaders and help to train them;
  - 1.1.3 be responsible for establishing Bible Study (BS) groups for members and for selecting and training groups leaders;
  - 1.1.4 keep in close contact with BS group leaders in order to keep track of the progress of the groups;
  - 1.1.5 identify and deal with potential threats to the well-being of the CCCF and its members, with the help of the Advisor(s) and the CCCF committee.
- 1.2 The Secretary shall
  - 1.2.1 contact speakers at least one month before they are due to speak and confirm the engagement – this responsibility can be shared with the Chairman or Vice-Chairman at the discretion of the Committee;
  - 1.2.2 send out a weekly update during full term;
  - 1.2.3 maintain the CCCF email and membership database;
  - 1.2.4 maintain in good order all official CCCF documentation and records.
- 1.3 The Treasurer shall
  - 1.3.1 encourage CCCF members in Christian giving;
  - 1.3.2 promote the responsible use of the CCCF's funds;
  - 1.3.3 be responsible for the booking and administrative details of the venue.
- 1.4 The Prayer Secretary shall
  - 1.4.1 promote attendance at prayer meetings and stimulate the prayer life of members;
  - 1.4.2 regularly compile the CCCF prayer letter/calendar;
  - 1.4.3 organise and encourage attendance at prayer meetings.
- 1.5 The Evangelism Secretary shall
  - 1.5.1 be responsible for organising and publicising evangelistic meetings;
  - 1.5.2 encourage the CCCF to fulfil the Great Commission;
  - 1.5.3 promote an awareness of spiritually needy areas and of opportunities for service therein.
- 1.6 Members of the Committee shall be responsible for the maintenances of the CCCF Website.
- 1.7 The CCCF Committee shall comply with all Health and Safety regulations.

### **2 Other duties of the Advisor(s)**

- 2.1 The Advisor(s) shall
  - 2.1.1 give advice and pastoral care to members, and especially leaders, of CCCF;
  - 2.1.2 provide training and teaching when called upon to;
  - 2.1.3 make themselves available for CCCF members to approach

### **3 Election of Committee Members**

- 3.1 All nominations, proposed and seconded, shall be submitted in writing to the Secretary by a closing date to be determined by the Committee.
- 3.2 The number of offices in the incoming Committee (if more than the five stipulated in the constitution) shall be decided by the outgoing Committee.
- 3.3 Voting shall be by secret ballot.
- 3.4 If the number of candidates exceeds the number of offices, the required number of candidates with the highest number of votes shall be elected, subject to a minimum of twenty per cent of the votes cast.
- 3.5 If the number of candidates does not exceed the number of offices, each candidate shall be endorsed by simple majority of the votes cast.
- 3.6 The Committee shall appoint a previous CCCF Committee member as a Returning Officer for the election.
  - 3.6.1 The returning officer shall be a neutral party and shall not be permitted to vote.
- 3.7 The Returning Officer shall count the votes, in the presence of a witness.
- 3.8 In the event of a tie, the Chairman of the outgoing Committee shall have the casting vote.
- 3.9 The counting of the votes may be challenged by any CCCF member within one hour after the election.
- 3.10 Upon election, incoming Committee members shall decide the specific assignment of the remaining offices among themselves.

The outgoing Committee shall recommend the assignment of offices to the incoming Committee, which shall prayerfully and duly consider the recommendation before they decide their specific assignment of offices.

### **4 Administration of the CCCF Funds**

- 4.1 Withdrawals on any account/fund shall be by crossed cheques, direct debits or internal transfers.
- 4.2 All cheques/direct debit mandates shall be signed by any two authorised signatories.

### **5 Publicity of Events by other Societies**

- 5.1 In accordance with the objectives of the CCCF, publicity of events organised by external societies and churches shall be restricted to those whose positions agree with our doctrinal basis.