CONSTITUTION

NATIONAL WOMEN'S FELLOWSHIP
THE CHURCH OF THE FIRSTBORN OF JAMAICA, INC.
AND
OVERSEAS FELLOWSHIPS

ARTICLE 1 NAME

Under the leadership and direction of the respective pastors and the Executive Committee of ***The Church of the First Born of Jamaica, Inc.*** (hereinafter referred to as The Church), the Women's Fellowships of The Church shall be organized in a nationally-structured manner in order to make a greater contribution for more effective ministry. The ministry shall be called "The National Women's Fellowship" (hereinafter referred to as The Fellowship).

ARTICLE 2 OBJECTIVES

The objectives of The Fellowship are to:

a) create opportunities which will facilitate the development of meaningful fellowship among the women of The Church

b) develop and implement programmes which will provide training for the women in The Church

c) motivate the women of The Church towards an evangelistic awareness and create avenues for meaningful evangelistic encounters

d) motivate the women of The Church towards an appreciation for social outreach and create avenues for its practical demonstration

e) develop programmes and activities which will enhance the development of the women and The Church in general

ARTICLE 3 NATIONAL WOMEN'S COUNCIL

There shall be a National Women's Council within The Church (hereinafter referred to as The Council). The Council shall consist of the President and one (1) other officer of each of the local Women's Fellowships within The Church.

SECTION I ROLE AND FUNCTIONS

a) Set general policies relating to the women and their ministries within The Church in accordance with established guidelines.

SECTION II EXECUTIVE OF THE COUNCIL

There shall be an Executive of The Council (hereinafter referred to as the Executive) which shall consist of nine (9) members, who shall be appointed by the Annual General Meeting as follows:

a) President

b) Vice-President

c) Secretary

d) Treasurer

e) Four (4) Zone Co-ordinators

f) One (1) ex-officio member to be named by the Executive

The officers of the Executive shall be President, Vice-President, Secretary and Treasurer. A Zone Co-ordinator may serve in an additional capacity.

SECTION III **PREREQUISITES FOR SERVICE**

Persons must have the following as prerequisites for service:

a) be active members of the Women's Fellowship of the local church

b) demonstrate Christian maturity **and skills in the related area of service**

c) be able to identify with and relate to issues affecting women

SECTION IV **TENURE OF OFFICE**

The tenure of office for the first President shall be for a period of three (3) years and thereafter the tenure shall be for a period of two (2) years. Other members of the Executive shall serve for a period of two (2) years. No officer shall hold an office for a period exceeding two (2) **consecutive** terms.

SECTION V **ELECTION OF EXECUTIVE**

There shall be an election of members/officers every two (2) years at the relevant Annual General Meeting, presided over by the President. The election for the office of President shall be presided over by the Superintendent or the General Secretary of The Church or their nominee. If for any reason a vacancy arises prior to the time of election, the Executive shall exercise the right to fill, by resolution, such vacancy.

SECTION VI **DUTIES OF THE EXECUTIVE**

Executive members and officers shall perform their individual role in co-operation with others to achieve the stated objectives of The Fellowship.

PRESIDENT

a) Co-ordinate the functions of The Council, with the view of effecting harmonious relationships.

b) Represent (or her nominee) The Executive and The Council before The Executive Committee of The Church in matters pertaining to The Fellowship, with prior notice.

c) Preside over the election of The Executive.

VICE PRESIDENT

a) Assist the President and to act in her absence

b) <u>Serve as Public Relations Officer (PRO) for the Council</u>

SECRETARY

a) In consultation with the President, prepare agendas for Executive and Council meetings

b) Notify members of Executive and Council meetings.

c) Record and distribute to members the minutes of Executive and Council meetings

TREASURER

a) Responsible for the collection, recording, disbursement and safe-keeping of the Council's funds

b) Keep accurate and appropriate financial records

c) Prepare and present periodic financial statements, as required from time to time

ZONE CO-ORDINATOR

Each zone (East, Corporate Area, Central and West) shall have a Co-ordinator who shall:

a) Implement the Council's programmes in the respective zone

b) Promote integration and harmony among Women's Fellowships within their respective zone of The Church

SECTION VII MEETINGS

a) The Council shall meet at least twice per year, one of which shall be known as the Annual General Meeting.

b) Any ten (10) members of The Council may, in writing, request an extra-ordinary meeting of The Council.

c) The Executive shall meet at least quarterly to plan the business of The Fellowship.

d) The President may call additional meetings of The Executive, as she sees fit.

FUNCTIONS OF ANNUAL GENERAL MEETING

a) Select The Executive of The Council, as outlined above

b) Establish and approve general policies and plans of The Fellowship

c) Adopt reports from the various portfolios within The Executive

SECTION VIII DISCIPLINE

The Executive shall exercise disciplinary control over its membership and in relation to any matter affecting the smooth running of the Executive and/or The Council. The Executive shall also have authority to recommend to the Superintendent and/or relevant Pastor that a member on the Executive and/or Council be disciplined.

ARTICLE 4 LOCAL WOMEN'S COUNCIL

Each local congregation of The Church shall elect a council of the women's fellowship comprising:

a) President

b) Vice-President

c) Secretary

d) Treasurer

e) Three (3) other members

This shall be done annually and shall be exercised prior to the Annual General Meeting of The Fellowship. The President shall, however, serve for two years. **The election for the office of President shall be presided over by the Pastor of the local Church. The election of other officers shall be presided over by the President.**

ARTICLE 5 LIMITATIONS

The Fellowship and the Executive of The Council, in all their activities, planning and programmes, shall be subject to the leadership, direction and general authority of the Executive Committee of The Church, and nothing in this Constitution shall or shall be deemed to contravene the Constitution of The Church, and the provisions of the Constitution of The Church shall be deemed to be a part of this Constitution where relevant.

ARTICLE 6 AMENDMENTS

This Constitution may be amended at an Annual General Meeting by a two-thirds majority vote of all the members of The Council. Notice of amendment shall, however, be circulated within the Fellowships at least two (2) months before the Annual General Meeting. Amendments to this Constitution shall not take effect until they are ratified by the Executive Committee of The Church.

The first draft of this Constitution was read to the:

- *Ministers' Retreat, August 28, 2004, HEART, Runaway Bay*
- *Executive Committee of The Church, October 9, 2004 (with amendments from the Retreat), 95 Waltham Park Road, Kingston 11. Acceptance in principle was indicated, subject to amendments recommended. Subsequent to this meeting, a second draft was prepared.*

The second draft was read to the:

- *National Women's Council's 1-day Retreat, November 27, 2004, in Mandeville*
- *National Women's Council meeting on January 29, 2005, at 95 Waltham Park Road, Kingston 11 (Final reading). Here, three (3) amendments were recommended and effected. These appear in bold and are underlined for easy identification at:*

*(i) Page 2 – **SECTION III** (b)*

*(ii) Page 3 – **VICE PRESIDENT** (b)*

*(iii) Page 4 - **ARTICLE 4** last sentence.*

These [(i) – (iii) above] represent the only amendments since those recommended by the Executive Committee of The Church. ***The National Women's Fellowship Council then unanimously voted for the presentation of the Constitution to the Executive Committee of The Church for approval and adoption at its meeting in April, 2005****, having been previously circulated to members of The Executive of The Church.*

PRESENTED TO **: THE EXECUTIVE COMMITTEE OF THE CHURCH AT MEETING HELD AT 95 WALTHAM PARK ROAD, KINGSTON 11, ON APRIL 9, 2005 FOR APPROVAL.**

Audrey Bradford
President/Chairperson
National Women's Fellowship Council & Executive

Miriam Gordon
Secretary

Marcia H. Blake
Facilitator
Executive Committee Member, The Church
(*as mandated by The Executive of The Church)*

Dated this 8th day of April, 2005

APPROVED BY: **THE EXECUTIVE COMMITTEE OF THE CHURCH AT QUARTERLY MEETING HELD AT 95 WALTHAM PARK ROAD, KINGSTON 11, ON APRIL 9, 2005.**

Clinton E. Hoffenden
Superintendent/Chairman

Reuben Gray
General Secretary

Dated this 9th day of April, 2005

NATIONAL WOMEN'S FELLOWSHIP
THE CHURCH OF THE FIRSTBORN OF JAMAICA, INC.
AND
OVERSEAS FELLOWSHIPS

MISSION STATEMENT

TO FOSTER AND FACILITATE THE UPLIFTMENT OF WOMEN IN OUR CHURCHES WITH A VIEW TO EMPOWER THEM FOR SELF DEVELOPMENT AND EFFECTIVE MINISTRY

OBJECTIVES

- create opportunities which will facilitate the development of meaningful fellowship among the women of The Church

- develop and implement programmes which will provide training for the women in The Church

- motivate the women of The Church towards an evangelistic awareness and create avenues for meaningful evangelistic encounters

- motivate the women of The Church towards an appreciation for social outreach and create avenues for its practical demonstration

- develop programmes and activities which will enhance the development of the women and The Church in general