



ACSA



ANGLICAN CHURCH OF SOUTHERN AFRICA
ST. BERNARD MIZEKI MEN'S GUILD

www.bernardmizeki.org.za

THE CONSTITUTION OF THE

ST BERNARD MIZEKI

MEN'S GUILD

THE FOREWORD



FROM THE ANGLICAN ARCHBISHOP OF CAPE TOWN
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Congratulations to the Executive of the Saint Bernard Mizeki Guild as well as the Legal Sub-committee and all who helped to finalize this Constitution.

From time to time I remind people in our Province pertaining to constitutions in our Church, that these are supposed to help us in ordering our Church life and should be used in a cold punitive and legalistic manner.

And so, in congratulating Bernard Mizeki for putting this Constitution together- for ordering their Mission and Ministry among God's people, I wish to restate that this Constitution should be a tool and conduit for the members of the Bernard Mizeki Guild to express the Love of God who created all of us; to foster reconciliation and to enable each member to be Anchored in the Love of Christ, Committed to God's Mission, and Transformed by the Holy Spirit. For these are the ultimate guiding principles of our Province at this time.

Then lastly, every Diocesan or Parochial or Extra-Parochial Constitution is always read, bearing in mind that it is subject to the Canons and Constitution of our Church and the Constitution of the countries where ACSA serves.

Once again, well done, for this remarkable work.

Yours in the Love of Christ

+ Thabo Cape Town

PREAMBLE

Whereas:

Inspired by the Holy Spirit,

And Whereas:

This Constitution is a tool to guide and direct the members to walk in the footsteps of the Saints, Apostles, Prophets and Martyrs, especially the cherished Bernard Mizeki of Africa.

And Whereas:

Touched by the life and commitment of Bernard Mizeki, members should pursue a common goal, of following God's Mission and Ministry.

Now therefore:

The said members of the St Bernard Mizeki Men's Guild do agree to put forth in their own behalf and those they represent to establish the following Rules as the Constitution of the St Bernard Mizeki Men's Guild in the Anglican Church of Southern Africa.

TABLE OF CONTENTS

Section	Page
1. Name.....	6
2. The Motto.....	6
3. Vision.....	6
4. Aims And Objectives.....	6
5. The Character Of The guild.....	6
6. The Guild's Prayer.....	7
7. Head quarters.....	7
8. Membership.....	7
9. The Rights, Duties And Obligations Of Members.....	7
10. The Suspension Of Membership.....	8
11. The Termination Of membership.....	8
12. Finance.....	8
13. The Sources Of Funding.....	9
14. Levels Of The Guild.....	9
15. The Structure Of The Guild.....	9
16. The Powers And Authority Of Provincial Conference.....	9
17. The Provincial Council Meetings.....	10
18. The Provincial Executive Committee.....	11
19. The Composition Of The Provincial Executive Committee.....	11
20. The Elections Of The Provincial Executive Committee.....	11
21. The Roles, Duties And Functions Of Provincial Executive Committee Members.....	12
22. The Powers And Authority Of Diocesan Conference.....	15
23. The Diocesan Council Meetings.....	15
24. The Diocesan Executive Committee.....	16
25. The Composition Of The Diocesan Executive Committee.....	16
26. The Election Of The Diocesan Executive Committee.....	17
27. The Roles, Duties And Functions Of Diocesan Executive Committee Members.....	17
28. The Diocesan Patron.....	19
29. The Powers And Authority Of Parish Conference.....	19
30. The Parish Council Meetings.....	20

31.	The Parish Executive Committee.....	20
32.	The Composition of the Parish Executive Committee.....	21
33.	Elections of the Parish Executive Committee.....	21
34.	The Roles, Duties and Functions of Parish Executive Committee.....	21
35.	The Parish Patron.....	22
36.	The Amendments.....	23
37.	Uniform.....	23
38.	Discipline.....	23
39.	General Provisions.....	24
40.	Conflict of Laws.....	24
41.	Dissolution.....	24

1. NAME

The name of the organisation is: “St. Bernard Mizeki Men’s Guild”, hereafter referred to as “The Guild”.

2. THE MOTTO

“How can a young man keep his way pure? By guarding it according to thy word. (Ps. 119: 9)

3. VISION

St Bernard Mizeki is a Christ-centered Men’s Guild within the Anglican Church of Southern Africa, called to:

- 3.1 Ensure that men stay pure and obey the word of God.
- 3.2 Carry out Christ’s work of peace and reconciliation in the world
- 3.3 Represent Christ and his church at all times.
- 3.4 Take its place in the life, worship and governance in the church.
- 3.5 Know, love and follow Jesus, so as to change the world into the Kingdom of God.
- 3.6 Proclaim the Kingdom of God as manifested in Jesus Christ.

4. AIMS AND OBJECTIVES

- 4.1 To promote and encourage the participation and nurturing of men’s leadership in the life of the church.
- 4.2 To encourage the participation and nurturing of boys in the life of the Church.
- 4.3 To encourage the Bible Study and Faith.
- 4.4 To practice stewardship.
- 4.5 To undertake visitations, carrying for those in trouble, sorrow, need, sickness and any other adversities, and practicing the ministry of healing.
- 4.6 To be involved in the affairs of the community.
- 4.7 To promote fellowship amongst God’s people.
- 4.8 To imitate Christ daily.

5. THE CHARACTER OF THE GUILD

- 5.1 It is a men’s Guild.
- 5.2 The Guild’s constitution, its policies, procedures and guidelines shall be consistent with the Constitution, Canons, Acts and Policies of the Anglican Church of Southern Africa.
- 5.3 The Guild services, while being faithful to the spirit of our cherished Anglican tradition shall seek to express the rich African spiritual heritage, and help members to be rooted in Christ, and be connected with the realities and daily needs of the people.

6. THE GUILD'S PRAYER

It shall read as follows:

“Lord of all nations, by the conversion of Bernard Mizeki
You raised up from the people of Africa, a Missionary faithful even unto death:
Fill us your people with love in the face of hatred and fear, and make us ready to live and
die for the name of Jesus; who is alive and reigns with you and the Holy Spirit
One God, now and for ever. Amen.”

7. HEAD QUARTERS

7.1 The seat of the Provincial Office shall be Cape Town.

8. MEMBERSHIP

8.1 Membership of the Guild shall be open to all men who are in good standing in the Anglican Church of Southern Africa.

8.2 The age limit for admission of members shall be eighteen (18) years.

8.3 Prospective members shall serve a probation period of at least six (6) months.

8.4 Membership fees shall be determined by the Provincial Council.

8.5 The member's annual membership fees shall be paid on or before 18 June of each Calendar year.

9. THE RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF MEMBERS

THE RIGHTS OF A MEMBER:

9.1 Take a full and active part in the discussion, formulation and implementation of the policies and decisions of the Guild.

9.2 Receive and be informed on all aspects of the Guild and its activities.

9.3 Take part in elections, and be elected or appointed to the Guild's structures and committees.

THE OBLIGATIONS OF A MEMBER:

9.4 Commit themselves as followers of Jesus Christ.

9.5 Come together every week for corporate worship, work, and prayers.

9.6 Give generously for the spread of the Kingdom of God.

9.7 Attend special worship services and Guild activities.

9.8 Uphold the 18th of June as the commemoration date of St Bernard Mizeki.

THE RESPONSIBILITIES OF A MEMBER:

- 9.9 Put aside time to come to God in personal daily prayer.
- 9.10 Be regular in a prayerful reading and study of the Bible.
- 9.11 Follow Jesus Christ daily and speak about him openly as the Lord whom they know.
- 9.12 Be witness to the Lord Jesus through his word and the power of the Holy Spirit.
- 9.13 Be God's witnesses by example and discipline.
- 9.14 Bring others to the knowledge of the Lord.
- 9.15 Avoid the abuse of alcohol and drugs.
- 9.16 Receive Eucharist frequently and in expectant Faith.
- 9.17 Work for justice, peace and reconciliation.
- 9.18 Uphold the Christian standard of marriage.
- 9.19 Bring up children to the love and service of the Lord.
- 9.20 Give money to God's work.
- 9.21 Be of service to the church and in the community.
- 9.22 Live a life marked by simplicity and self-denial.

10. THE SUSPENSION OF MEMBERSHIP

Subject to clause 38 underneath membership may be suspended through:

- 10.1 A member shall be put on temporal/ precautionary suspension pending disciplinary proceedings.
- 10.2 A sanction emanating from a disciplinary hearing.

11. THE TERMINATION OF MEMBERSHIP

Membership shall be terminated by:

- 11.1 Resignation.
- 11.2 Failure to be a member in good standing within ACSA.
- 11.3 Due to a disciplinary proceedings outcome that has a sanction of termination of membership.
- 11.4 Failure to attend three consecutive Guild worship services, or activities without an apology.
- 11.5 Death.

12. FINANCE

- 12.1 The Financial Year for the Guild shall be 1 August to 31 July.
- 12.2 The Guild shall be responsible for the management of its Finances.
- 12.3 The Financial resources of the Guild shall be disbursed according to and in line with the aims and objectives of the Guild.
- 12.4 The Financial reports shall be presented at all levels of the Guild and at Conferences.

- 12.5 That Audited Financial Statements shall be presented at Conferences of the Guild at all levels with the exception being that at parish level the Financial Statements presented at the Parish Conference may not be audited.
- 12.6 That at the Parish level, in compliance with Diocesan Rules where applicable, Guild finances shall be reported as part of the Parochial Accounts presented at Vestry in terms of Canon 27.6 of ACSA.
- 12.7 The Financial reports shall also be presented at all levels of the Church and at Parish Vestry as per the Canons of the Church and rules of the applicable Diocese.
- 12.8 The Financial reports must also be presented at Provincial, Diocesan, and at Parish Executive Committee Meetings.

13. THE SOURCES OF FUNDING

The Guild shall raise funds in the following manner:

- 13.1 Membership fees.
- 13.2 Donations.
- 13.3 Fees charged at the Guild's Functions.
- 13.4 Levies charged on members.
- 13.5 Fundraising.

14. THE LEVELS OF THE GUILD.

St Bernard Mizeki is a Provincial Guild which is constituted by the following levels:

- 14.1 Province.
- 14.2 Dioceses.
- 14.3 Parishes.

15. THE STRUCTURE OF THE GUILD.

The Guild shall consist of the following structures:

- 15.1 The Provincial Conference, the Provincial Council and the Provincial Executive Committee.
- 15.2 The Diocesan Conference, Diocesan Council and the Diocesan Executive Committee.
- 15.3 The Parish Conference, the Parish Council and the Parish Executive Committee.

16. THE POWERS AND AUTHORITY OF PROVINCIAL CONFERENCE

- 16.1 It shall be the supreme decision making structure of the Guild.
- 16.2 It shall be convened by the Provincial Executive Committee every three years at a place and venue decided upon by the Provincial Council.
- 16.3 It shall be authorised to elect the Provincial Executive Committee
- 16.4 It shall decide and determine the policy, program and the constitution of the Guild.

- 16.5 It shall determine its own procedures in accordance with democratic principles and consensus.
- 16.6 Voting and elections shall require a simple majority and shall be by show of hands.
- 16.7 It shall be under exceptional circumstances that a secret ballot should be allowed.
- 16.8 The Provincial Conference shall be constituted by the Provincial Executive Committee and delegates from Dioceses as submitted.
- 16.9 The Provincial Conference shall be constituted by at least two-thirds of the Provincial Executive Committee and two-thirds of the delegates from Dioceses as submitted.
- 16.10 The Provincial Executive Committee shall submit a Provincial Executive Committee report detailing the State of the Guild.
- 16.11 It shall consider motions submitted by Provincial Council, Provincial Executive Committee, Dioceses and delegates.
- 16.12 Such motions shall be submitted to the Provincial Secretary 2 months before Conference.
- 16.13 It shall consider motions and matters submitted or referred by the Liaison Bishop and/or Synod of Bishops or Provincial Synod.
- 16.14 The PEXCO may call a Special Provincial Conference when required to do so. Such a Special Conference shall have the same authority and status as the ordinary Provincial Conference.
- 16.15 The PCM shall, by way of two-thirds majority of Dioceses, have the authority to call a Special Conference through the PEXCO.

17. THE PROVINCIAL COUNCIL MEETINGS

- 17.1 It shall serve as a decision making structure in-between Provincial Conferences of the Guild.
- 17.2 It shall be constituted by Provincial and Diocesan executive committees.
- 17.3 A simple majority of Dioceses in good standing shall be present at the Council meeting to constitute a quorum.
- 17.4 It shall be the Guild's highest structure in between Provincial Conferences.
- 17.5 It shall meet at such times and at a venue as the Provincial Executive Committee shall determine.
- 17.6 Subject to conference directives, it shall determine and review the policies, activities and programs of the Guild.
- 17.7 It shall receive and discuss reports of the Provincial Executive Committee.
- 17.8 It shall have the right to ratify, rectify, alter or rescind any decision taken by PEXCO or any Diocese except for those decisions which were regarded as urgent and those ordinarily resident within the authority of the Provincial Executive Committee or the Diocese.
- 17.9 It shall have the authority to discuss any issue it deems necessary taking into account policies and directives of the Provincial Conference.

- 17.10 It shall consider matters referred to it by the Provincial Conference.
- 17.11 It may discuss whatever issue or matter that in its view shall bring growth to the Guild.

18. THE PROVINCIAL EXECUTIVE COMMITTEE

- 18.1 The Archbishop shall be the Patron of the Guild.
- 18.2 The Provincial Executive Committee shall be the highest structure in between Provincial Council Meetings.
- 18.3 It shall be elected at the Provincial Conference.
- 18.4 It shall carry out the decisions and instructions of the Provincial Conference and the Provincial Council Meetings.
- 18.5 It shall issue and send directives and instructions to and receive reports from Dioceses.
- 18.6 It shall supervise and direct the work of the Guild in all its structures at all levels.
- 18.7 It shall ensure that all structures at all levels function effectively.
- 18.8 It shall execute and carry out all other work delegated by the Provincial Conference.
- 18.9 The quorum for meetings of the PEXCO shall be by simple majority.
- 18.10 It shall meet at such times and venues as PEXCO shall determine.
- 18.11 It shall be accountable for the finances of the Guild to Provincial Conference and Provincial Council Meetings.

19. THE COMPOSITION OF THE PROVINCIAL EXECUTIVE COMMITTEE

It shall be constituted as follows:

- 19.1 The President, who shall be a priest that is licensed and is in active service in the Church.
- 19.2 The Chairman, who shall be a layman.
- 19.3 The Provincial Secretary, who shall be a layman.
- 19.4 The Deputy Provincial Secretary, who shall be a layman.
- 19.5 The Treasurer, who shall be a layman.
- 19.6 The Chaplain, who shall be a priest that is licensed and is in active service in the Church.
- 19.7 The Communication Officer
- 19.8 The Social Development Officer
- 19.9 The Training and Development Officer
- 19.10 The Legal Advisor, who shall have legal expertise

20. THE ELECTION OF THE PROVINCIAL EXECUTIVE COMMITTEE

- 20.1 The Provincial Executive committee shall subject to clause 16.7 above be elected, by show of hands at the Provincial Conference and shall hold office for three years.
- 20.2 A person shall be a member in good standing to be eligible for nomination and election to the Provincial Executive Committee.
- 20.3 The delegates at the Provincial conference shall have the right to nominate any member in good standing for any position and in such an event, the Electoral Officer shall ask for seconders to the nomination. If such nomination is seconded, then such nomination must be regarded as having been duly seconded, in which event the name of such nominee shall compete with other names if any. However if nomination fails to secure a seconder such nomination shall fall away.
- 20.4 Each delegate shall vote once for each position.
- 20.5 If any Diocesan Executive Committee member is elected to PEXCO, such a member shall vacate any Diocesan position.
- 20.6 Members of the Executive shall be elected for a three year term at a Provincial Conference and shall be eligible for re-election for no more than one (1) consecutive term in the Executive Committee. Thereafter such members shall not be eligible for re-election in the PEXCO for two consecutive terms.
- 20.7 The elections of the PEXCO shall be conducted by an independent body.

21. THE ROLES, DUTIES AND FUNCTIONS OF PROVINCIAL EXECUTIVE COMMITTEE MEMBERS

a) The President

- 1) Shall be the head and spokesman of the Guild.
- 2) Shall make pronouncements for and on behalf of the Guild outlining and explaining its constitution, policy, rules, orders and activities, as informed by resolutions and decisions of the Provincial Conference, the Provincial Council and the Provincial Executive Committee.
- 3) Shall preside over executive committee meetings.
- 4) Shall together with the Chairman oversee discipline in the Guild.
- 5) Subject to PEXCO directions, shall represent the Guild in ACSA structures, in compliance and as informed by Canon 1 section 2(b).

b) The Chairman

- 1) Shall chair Conference and Council meetings.
- 2) Shall be the custodian of the policies adopted and decisions taken by the Provincial Conference and Council subject to directives from PEXCO.
- 3) Shall oversee discipline together with the President.
- 4) Shall be responsible and accountable for the executive functions provided for in the Constitution.

- 5) He must develop and co-ordinate the executive for the exercise of its power and the performance of its duties, acting in accordance with the powers entrusted by the constitution.
 - 6) Shall nurture and build relations with other Guilds.
 - 7) In the absence of the President shall assume the functions of the President.
 - 8) Shall serve as a signatory of the Guild.
 - 9) Shall operate a bank account together with the Secretary and Treasurer.
- c) The Provincial Secretary**
- 1) The Provincial Secretary shall be the Chief Administrative Officer of the Guild.
 - 2) Shall communicate all decisions of the Guild in regard to the Provincial Conference, the Provincial Council meetings, and the Provincial Executive Committee meetings.
 - 3) Shall ensure the safe keeping of all records of Provincial Conference, Provincial Council meetings and Provincial Executive Committees.
 - 4) Shall record the minutes of the meetings.
 - 5) Shall prepare and present to Provincial Conference the Provincial Executive Committee report.
 - 6) Shall coordinate the work of portfolios subject to directions from PEXCO.
 - 7) Shall operate a bank account together with the Chairman and Treasurer.
 - 8) Shall serve as a signatory of the Guild at Provincial level.
- d) The Deputy Provincial Secretary.**
- 1) The Deputy Provincial Secretary shall assist the provincial Secretary, deputise for him when necessary and carry out functions entrusted to him by the Provincial Secretary and or PEXCO.
- e) The Treasurer**
- 1) Shall receive, make such payments as are required and bank money on behalf of the Guild.
 - 2) Shall be the custodian of the funds and property of the Guild.
 - 3) Shall operate a bank account together with the Chairman and Provincial Secretary.
 - 4) Shall serve as a signatory of the Guild.
 - 5) Shall keep such books of account as may be necessary to record clearly the financial position of the Guild.
 - 6) Shall submit to the Provincial Conference a report showing the income and expenditure account and balance sheet of the Guild for the period since previous Provincial Conference.
 - 7) Shall submit periodic financial reports to PEXCO and Provincial Council Meetings.

- 8) Shall prepare annual budget in consultation with the PEXCO.
- 9) Shall see to the growth and stability of the financial positioning of the Guild.
- 10) Shall coordinate fund raising activities for the Guild.

f) The Chaplain

- 1) Is the spiritual leader of the Guild.
- 2) Shall guide and lead all members in prayer.
- 3) Shall be responsible for the spiritual training and development of all members.
- 4) Shall, in conjunction with the Training & Development Officer, be responsible for the development of capacity building programmes for the Guild.
- 5) Shall conduct theological research.
- 6) Shall in conjunction with the President and the Chairman intervene and mediate when there is potential conflict within and amongst Guild members.
- 7) Shall serve as the head of the Guild in the absence of the President and the Chairman.

g) The Communications Officer

- 1) Shall coordinate communications, public relations, marketing & publicity as well as media functions of the Guild.
- 2) Shall conduct research.
- 3) Shall be responsible for publications of the Guild in consultation with the PEXCO.

h) The Social Development Officer

- 1) Shall coordinate development and social responsibility projects of the Guild.
- 2) Shall be responsible for the liaison with the relevant institutions in the Church and the broader society.
- 3) Shall, in pursuance to Clause 4.6 supra, be responsible for the identification of programmes and projects for the Guild to involve itself in the affairs of the community.

i) The Training and Development Officer

- 1) Shall coordinate training, empowerment and capacity building programs of the Guild.
- 2) Shall, in conjunction with the Chaplain, be responsible for the development of capacity building programmes for the Guild.
- 3) Shall liaise with relevant institutions in the Church and broader Society to establish partnerships for the purposes of advancing the capacity of the Guild.

j) The Legal Advisor

- 1) Shall advise the Guild on constitutional and legal matters affecting the Guild.

- 2) Shall ensure legal compliance and alignment of the Guild with the ACSA Constitution, Canons, Policies and Procedures as determined from time to time by the Provincial Synod and the Provincial Standing Committee or any other competent structures as established by the Archbishop.

22. THE POWERS AND AUTHORITY OF DIOSECAN CONFERENCE

- 22.1 The Diocesan Conference shall be convened by the Diocesan Executive Committee every three years at a place and a venue decided upon by the Diocesan Council.
- 22.2 It shall be authorised to elect the Diocesan Executive Committee.
- 22.3 It shall decide and determine the activities and programs of the Guild at Diocesan level.
- 22.4 It shall determine its own procedures in accordance with democratic principles and consensus.
- 22.5 Voting and elections shall require a simple majority and shall be by show of hands
- 22.6 It shall be under exceptional circumstances that a secret ballot should be allowed.
- 22.7 The Diocesan Conference shall be constituted by the Diocesan Executive Committee and members of the parishes in the Diocese as submitted.
- 22.8 The Diocesan Conference shall be constituted by two-thirds of the Diocesan Executive Committee and two-thirds of the parish members representing the parish executive committee as per Clause 32.
- 22.9 The Diocesan Executive Committee shall undertake Conference preparatory work and shall circulate conference information in advance to Parishes.
- 22.10 It shall receive and discuss the Diocesan Executive Committee Report on the State of the Guild.
- 22.11 It shall consider motions submitted by Diocesan Council meeting, Diocesan Executive committee meetings, and Parishes. Such motions shall be submitted to the Secretary two months before the Conference.
- 22.12 The DEXCO may call a Special Diocesan Conference when required to do so .Such a Special Conference shall have the same authority and status as the ordinary Diocesan Conference.

23. THE DIOCESAN COUNCIL MEETINGS

- 23.1 It shall be constituted by Diocesan executive committee members and Parish Executive members.
- 23.2 At least a simple majority of parishes in good standing shall be present to constitute a quorum.
- 23.3 It shall be the Guild's highest structure in between Diocesan Conferences.
- 23.4 It shall meet at such times and at a venue as the Diocesan Executive Committee shall determine.
- 23.5 Subject to conference directives, shall determine and review the programs and activities of the Guild.

- 23.6 It shall receive and discuss reports of the Diocesan Executive Committee.
- 23.7 It shall have the right to ratify, rectify, alter or rescind any decision taken by DEXCO or any parish except for those decisions which were regarded as urgent and those ordinarily residing within the authority of the Diocesan Executive Committee.
- 23.8 It shall have the authority to discuss any issue it deems necessary taking into account programs and directives of the Diocesan conference.
- 23.9 It shall consider matters referred to it by conference.
- 23.10 It may discuss whatever issue or matter that in its view will bring growth to the Guild.
- 23.11 It shall serve as the consultative structure of the Guild.

24. THE DIOCESAN EXECUTIVE COMMITTEE

- 24.1 The Diocesan Executive committee shall be the highest structure in between Diocesan Council meetings.
- 24.2 It shall be elected at Diocesan conference once every three years.
- 24.3 It shall carry out the decisions and instructions of the Diocesan conference and the Diocesan council meetings.
- 24.4 It shall issue and send directives and instructions to and receive reports from parishes.
- 24.5 It shall supervise and direct the work of the Guild and all its structures in the Dioceses.
- 24.6 It shall ensure that all structures at Diocesan level and Parishes function effectively.
- 24.7 It shall execute and carry out all other work delegated by the Diocesan conference.
- 24.8 The quorum for meetings of the DEXCO shall be by simple majority.
- 24.9 It shall meet at such times and venues as DEXCO shall determine.
- 24.10 It shall be accountable for the finances of the Guild to Diocesan Conference and Diocesan Council.

25. THE COMPOSITION OF THE DIOCESAN EXECUTIVE COMMITTEE

It shall be constituted as follows:

- 25.1 The President, who shall be a priest that is licensed and in active service in the Church.
- 25.2 The Chairman, who shall be a layman.
- 25.3 The Secretary, who shall be a layman.
- 25.4 The Deputy Secretary, who shall be a layman.
- 25.5 The Treasurer, who shall be a layman.
- 25.6 The Chaplain, who shall be a priest who is licensed and in active service in the Church.
- 25.7 The Communications Officer.
- 25.8 The Social Development Officer.

- 25.9 The Training and development officer.
25.10 The Legal Advisor, who shall have legal expertise.

26. THE ELECTIONS OF THE DIOCESAN EXECUTIVE COMMITTEE

- 26.1 The Diocesan Executive committee shall subject to clause 22.6 above be elected, by show of hands at the Diocesan Conference and shall hold office for three years.
- 26.2 A person shall be a member in good standing to be eligible for nomination and election to the Diocesan executive committee.
- 26.3 The delegates at the Diocesan conference shall have the right to nominate any member in good standing for any position and in such an event, the Electoral officer shall ask for seconders to the nomination. If such nomination is seconded, then such nomination must be regarded as having been duly seconded, in which event the name of such nominee shall compete with other names if any. However if nomination fails to secure a seconder such nomination shall fall away.
- 26.4 Each delegate shall vote once for each position.
- 26.5 Members of the Executive shall be elected for a three year term at a Diocesan Conference and shall be eligible for re-election for no more than one (1) consecutive term in the executive committee.

27. THE ROLES, DUTIES AND FUNCTIONS OF DIOCESAN EXECUTIVE COMMITTEE MEMBERS

a) The President

- 1) Shall be the head of the Guild.
- 2) Shall make pronouncements for and on behalf of the Guild outlining and explaining its constitution, policies, rules, orders and activities.
- 3) Shall preside over executive committee meetings
- 4) Shall together with the Chairman oversee discipline in the Guild.
- 5) Subject to DEXCO directions shall represent Guild in other ACSA structure at the Diocesan level.

b) The Chairman

- 1) Shall chair Council and Conference meetings;
- 2) Shall be the custodian of the policies adopted and decisions taken by the Diocesan Conference and Council subject to directives from DEXCO
- 3) Shall oversee discipline together with the President
- 4) Shall nurture and build relations with other Guilds
- 5) Shall be responsible and accountable for the executive functions provided for in the Constitution
- 6) He must develop and co-ordinate the executive for the exercise of its power and the performance of its duties, acting in accordance with the powers entrusted by the constitution;
- 7) In the absence of the President shall assume the functions of the President.

- 8) Shall serve as a signatory of the Guild.
 - 9) Shall operate a bank account together with Secretary and Treasurer
- c) The Diocesan Secretary**
- 1) Shall communicate all decisions of the Guild.
 - 2) Shall ensure the safe keeping of all records of the Diocesan Conference, Diocesan Council meetings and Diocesan Executive committees meetings.
 - 3) Shall record the minutes of the meetings
 - 4) Shall prepare and present to Diocesan Conference the Diocesan Executive Committee Report.
 - 5) Shall operate a bank account together with the chairman and treasurer
 - 6) Shall coordinate the work of portfolios subject to DEXCO directives
 - 7) Shall be a signatory of the Guild at the Diocese level.
- d) The Deputy Diocesan Secretary**
- 1) The Deputy Diocesan Secretary shall assist the secretary, deputise for him when necessary and carry out functions entrusted to him by the secretary and or DEXCO.
- e) The Treasurer**
- 1) Shall receive and bank money on behalf of the Guild.
 - 2) Shall be the custodian of the funds and property of the Guild.
 - 3) Shall operate a banking account together with the Chairman and the Secretary.
 - 4) Shall keep books of account as may be necessary, to record clearly the financial position of the Guild.
 - 5) Shall submit to the Diocesan conference a report showing the income and expenditure account and balance sheet of the Guild for the period since previous diocesan conference.
 - 6) Shall submit periodic financial reports to DEXCO and Diocesan Council Meetings
 - 7) Shall prepare annual budget in consultation with the Diocesan Executive Committee
 - 8) Shall coordinate fund raising activities for the Guild.
 - 9) Shall serve as a signatory of the Guild
- f) The Chaplain**
- 1) Is the spiritual source of the Guild.
 - 2) Shall guide and lead all members in prayer
 - 3) Shall be responsible for the spiritual training and development of all members
 - 4) Shall conduct theological research
 - 5) Shall, in conjunction with the President and the Chairman, intervene and mediate when there is potential conflict within and amongst the Guild members.

g) The Communications Officer

- 1) Shall coordinate communications, public relations, marketing & publicity as well as media functions of the Guild.
- 2) Shall conduct research
- 3) Shall be responsible for publications of the Guild in consultation with the DEXCO.

h) The Social Development Officer

- 1) Shall coordinate development and social responsibility projects of the Guild
- 2) Shall be responsible for the liaison with the relevant institutions in the Church and the broader society.
- 3) Shall, in pursuance to Clause 4.6 supra, be responsible for the identification of programmes and projects for the Guild to involve itself in the affairs of the community.

i) The Training and Development Officer

- 1) Shall coordinate training, empowerment and capacity building programs of the Guild.
- 2) Shall, in conjunction with the Chaplain, be responsible for the development of capacity building programs for the Guild
- 3) Shall liaise with relevant institutions in the Church and broader Society to establish partnerships for the purposes of advancing the capacity of the Guild.

j) The Legal Advisor

- 1) Shall advise the Guild on constitutional and legal matters.
- 2) Shall ensure legal compliance and alignment of the Guild with the Diocesan Rules as determined from time to time by the Diocesan Synod and the Diocesan Council or any other competent structures as established by the Bishop.

28. THE DIOCESAN PATRON

28.1 The Bishop shall be the Patron of the Guild at the Diocesan level.

28.2 He/ She may attend any meetings called

28.3 He/ She may call the Executive Committee and/or Diocesan Council meetings when the need arise.

28.4 He/ She shall be invited to attend the Diocesan Conference

28.5 The Guild shall operate in compliance with the Diocesan Rules as determined from time to time by the Diocesan Synod.

29. THE POWERS AND AUTHORITY OF PARISH CONFERENCE

29.1 The Parish Conference shall be convened by the Parish Executive Committee once a year.

- 29.2 It shall elect the Parish Executive Committee.
- 29.3 It shall decide and determine the programs and activities of the Guild.
- 29.4 Voting and elections shall require a two thirds majority and shall be by show of hands. It shall under exceptional circumstances that a secret ballot should be allowed.
- 29.5 The Parish Conference shall be constituted by two thirds of Parish members in good standing.
- 29.6 The Parish Executive Committee shall undertake Conference preparatory work and shall circulate conference information in advance.
- 29.7 It shall receive and discuss the Parish Executive Committee Report and Financial report.
- 29.8 The Parish Executive Committee may call a Special Conference when required to do so.
- 29.9 Such a Special Conference shall have the same authority and status as the ordinary Parish Conference

30. THE PARISH COUNCIL MEETINGS

- 30.1 It shall be constituted by Parish members.
- 30.2 At least a simple majority of the Parish members shall be present to constitute a quorum.
- 30.3 It shall be the Guild's highest structure in between Parish Conferences.
- 30.4 It shall meet at least six (6) months after election of the Executive Committee and at a place and venue as the Executive Committee shall determine.
- 30.5 It shall review the programs and activities of the Guild
- 30.6 It shall receive and discuss reports of the Parish executive committee.
- 30.7 It shall have the right to ratify, rectify, alter or rescind any decision taken by Parish executive Committee.
- 30.8 It shall have the authority to discuss any issue it deems necessary taking into account policies and directives of the Parish conference.
- 30.9 It shall consider matters referred to it by Conference.
- 30.10 It may discuss whatever issue or matter that in its view will bring growth to the Guild.

31. THE PARISH EXECUTIVE COMMITTEE

- 31.1 It shall be the highest structure in between Councils.
- 31.2 It shall be elected at a Parish Conference once a year.
- 31.3 It shall carry out the decisions and instructions of the Parish Conference and Council.
- 31.4 It shall supervise and direct the work of the Guild at Parish level.
- 31.5 It shall ensure that the Guild functions effectively at the Parish level.
- 31.6 The quorum for meetings of the Parish Executive Committee shall be by a simple majority.

- 31.7 It shall meet at such times and venues as Parish Executive Committee shall determine.
- 31.8 It shall be accountable for the finances of the Guild to the Parish Conference and Parish Council meetings.
- 31.9 It shall submit reports to Diocese

32. THE COMPOSITION OF THE PARISH EXECUTIVE

It shall be constituted as follows:

- 32.1 The Chairman, who shall be a layman.
- 32.2 The Secretary, who shall be layman.
- 32.3 The Deputy Secretary, who shall be layman.
- 32.4 The Treasurer, who shall be layman.
- 32.5 The Communications Officer, who shall be a layman.
- 32.6 The Social Development Officer.
- 32.7 The Training and Development Officer.

33. THE ELECTION OF THE PARISH EXECUTIVE

- 33.1 The Parish Executive committee shall be elected by show of hands.
- 33.2 A person must be a member in good standing to be eligible for nomination and election to the Parish Executive Committee.
- 33.3 The delegates at the Parish Conference shall have the right to nominate any member in good standing for any position in such an event, the Electoral Officer shall ask for seconders to the nomination. If such nomination is seconded, then such nomination shall be regarded as having been duly seconded, in which event the name of such nominee shall compete with other names if any. However if nomination fails to secure a seconder such nomination shall fall away.
- 33.4 Each member shall vote once for each position.

34. THE ROLES, DUTIES AND FUNCTIONS OF PARISH EXECUTIVE COMMITTEE MEMBERS

a) The Chairman

- 1) Shall chair Conference and Council meetings.
- 2) Shall oversee discipline together with the Patron.
- 3) Shall nurture and build relations with other Guilds.
- 4) Shall serve as a signatory of the Guild.
- 5) Shall operate a bank account together with Secretary and Treasurer, in line with the Financial Management Systems applicable in the Parish and guided by the relevant Diocesan Rules.

b) The Secretary

- 1) Shall communicate all decisions of the Guild.
- 2) Shall ensure the safe keeping of all records at Parish level.
- 3) Shall record the minutes of the meetings
- 4) Shall prepare and present reports to Parish Conference and Parish Council Meetings.
- 5) Shall coordinate the work of portfolios subject to Executive Committee directives.
- 6) Shall operate a bank account together with the chairman and treasurer

c) The Deputy Secretary.

- 1) The Deputy Secretary shall assist the secretary, deputise for him when necessary and carry out functions entrusted to him by the secretary and or Parish Executive Committee.

d) The Treasurer

- 1) Shall receive, bank money on behalf of the Guild
- 2) Shall be the custodian of the funds and property of the Guild.
- 3) Shall operate a banking account together with the Chairman and Secretary
- 4) Shall keep such books of account as may be necessary to record clearly the financial position of the Guild.
- 5) Shall submit to the Parish Conference a report showing the income and expenditure account and balance sheet of the Guild for the period since previous Parish conference.
- 6) Shall submit financial periodic reports to Parish Executive Committee and Parish Council Meetings
- 7) Shall prepare annual budget in consultation with the Parish Executive Committee
- 8) Shall coordinate fund raising activities for the Guild.

e) The Communications Officer

- 1) Shall coordinate public relations and media functions of the Guild.

f) The Social Development Officer

- 1) Shall coordinate development and social responsibility projects of the Guild

g) The Training and Development Officer

- 1) Shall coordinate training, empowerment and capacity building programs of the Guild.

35. THE PARISH PATRON

35.1 The Rector or Priest in-charge shall be the Patron of the Guild at the Parish level.

35.2 He/ She may attend any meetings called

35.3 He/ She may call the Executive Committee and or Council meetings when need arise.

35.4 He/ She shall be invited and officiate the Parish Annual Conference

36. THE AMENDMENTS

36.1 All amendments to the constitution must be approved by the Provincial Conference.

36.2 The liaison bishop, Synod of Bishops and/or Provincial Synod may suggest amendments to the constitution.

36.3 The Constitution of the Guild shall be in compliance with the Constitution and Canons of ACSA and shall be subject to the approval of the Synod of Bishops.

37. UNIFORM

It shall be as follows:

37.1 Waistcoat (purple unitex with five white buttons);

37.2 White shirt;

37.3 Black and grey clerical shirt or white shirt with the tie bearing the Guild's emblem (in case of the clergy);

37.4 Black tie with St. Bernard Mizeki Men's Guild emblem;

37.5 The Guild's brooch pin (heart shaped, white edged with gold bindings, St. Bernard Mizeki written in gold letters, knob kierre, a cross and a spear in white);

37.6 Black blazer;

37.7 Grey flannel pair of trousers;

37.8 Black, polished and laced shoes;

37.9 Black socks.

37.10 It shall be compulsory for Guild members to be in uniform when attending the Guild meetings and worship services.

37.11 Members may wear their uniform when attending local worship services, e.g. at funerals for persons other than Guild members and of other denominations.

37.12 Subject to 37.10 and 37.11 above members of the Guild shall have the discretion to decide when or where they wear their uniform.

38. DISCIPLINE

38.1 The Executive Committee, in consultation with the patron, shall at all levels of the Guild have disciplinary powers with regard to the transgression of the constitution, rules and regulations of the Guild.

38.2 The Provincial Council shall adopt Rules, Regulations and Disciplinary Procedures for the effective and appropriate implementation of discipline in the Guild.

38.3 The institution of disciplinary measures against members and Executive Committee members of the Guild at all levels, who are clergy, shall be in accordance with Chapter VII of the Canons of the ACSA in respect of Ecclesiastical Tribunals and the Discipline of Ministers of the Church.

39. GENERAL PROVISIONS

- 39.1 Dioceses may develop and regulate their arrangements, proceedings and procedures.
- 39.2 Develop their own rules and orders concerning the effective and efficient management of their own affairs, provided that their arrangements, proceedings, procedures, rules and orders are not in conflict with the provisions of the constitution, Provincial Conference resolutions and Provincial Council.
- 39.3 That the arrangements, proceedings, procedures, rules and orders are not in conflict with the Constitution and the Acts of the Anglican Church of Southern Africa and any Diocesan Rules.

40. CONFLICT OF LAWS

- 40.1 The Constitution of the Guild shall be the supreme law of the Guild and shall override any decisions of any level of the Guild.
- 40.2 Should any conflict exist between the Constitution of the Guild and the Constitution and Canons of the ACSA, the Constitution and Canons of the ACSA shall prevail in so far and to the extent of the conflict.

41. DISSOLUTION

- 41.1 In the event that the Guild is dissolved, all its funds and assets shall be distributed according to this procedure:
 - 41.1.1 ACSA shall inherit the funds and assets of the Provincial Structure of the Guild
 - 41.1.2 A Diocese shall inherit the funds and assets of the Diocesan Structure of the Guild.
 - 41.1.3 A parish shall inherit the funds and assets of the Parish Structure of the Guild.

ACRONYMS

ACSA	Anglican Church of Southern Africa
DC	Diocesan Conference
DCM	Diocesan Council Meeting
DEXCO	Diocesan Executive Committee
PC	Provincial Conference
PCM	Provincial Council Meeting
PEXCO	Provincial Executive Committee

GLOSSARY OF TERMS

<i>Appeal</i>	A resort or an application to a higher authority for a decision.
<i>Clergy</i>	For the purposes of this constitution, shall mean a priest who is licensed and in active service in the Church or a deacon.
<i>Consistent with Constitution</i>	Agreeing, compatible, or not contradictory.
<i>Co-ordination</i>	Shall mean organising.
<i>Diocesan Executive Committee</i>	shall be the executive committee members at the Diocesan level of the Guild
<i>Fees charged at the Guild function</i>	Shall mean a form of fundraising
<i>Fundraising</i>	is the process of soliciting and gathering voluntary contributions as money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies
<i>In consultation</i>	Before taking a decision you consult the other party for purposes of a consensus
<i>Layman</i>	Laity
<i>June 18</i>	Shall mean celebration of St. Bernard Mizeki
<i>Legal expertise</i>	shall mean well versed with the Law
<i>Level</i>	Means structures of the Guild
<i>Levies charged from members</i>	is a form of fundraising
<i>Member</i>	A man who has been robed as a member of the Guild and subscribes to the Constitution of the Guild <i>Membership fees:</i> shall mean subscription fees which shall be paid by both prospective and registered members
<i>Member not in good standing</i>	A member who fails to pay his subscriptions or membership fees by the 18 th of June and whose membership has lapsed.
<i>Men</i>	Shall refer to persons of the male gender who are 18 years or older
<i>New member</i>	shall mean a prospective member or member undergoing probation
<i>Nominate</i>	To propose by name as candidate for election in the Executive Committee.
<i>Ordained Priest</i>	as described in the Constitution and the Canons of ACSA
<i>Ordinarily resides with the Executive Committee</i>	shall mean the authority delegated or which is simply a competence of the Executive Committee

<i>Parish Executive Committee</i>	shall be the executive committee members at the Parish level of the Guild
<i>Patron</i>	Shall mean an Archbishop, Bishop, Rector or Priest in charge.
<i>Penalties</i>	Shall mean a kind of punishment e.g. failure to wear an appropriate uniform
<i>Probation period</i>	Shall mean a trial period
<i>Prospective member</i>	Shall mean a new member (new recruit)
<i>Provincial Executive Committee</i>	Shall mean the executive committee members at the Provincial level of the Guild
<i>Quorum</i>	The minimum number of members of a structure, committee, usually a majority, who must be present for the valid transaction of the business of the meeting.
<i>Ratify</i>	Approve, give formal sanction to.
<i>Registered members</i>	Shall mean Members in good standing.
<i>Rescind</i>	To repeal.
<i>Review</i>	The reconsideration of an acceptance or refusal of membership.
<i>Saint</i>	Any of certain persons of exceptional holiness of life, formally recognized as such by the Christian Church, especially by canonization
<i>Second</i>	Show of endorsement of a nomination or proposal.
<i>Simple majority:</i>	Shall mean 50% plus 1.
<i>Special Conference</i>	Shall be called by the Executive Committee when required to do so. It is special in the sense that it may be called before the term of office ends.
<i>Structures</i>	: Shall refer to hierarchical levels of the Guild
<i>Supervise</i>	: To direct and inspect the performance of work, to oversee.
<i>Suspend/Suspension</i>	: To bar for a period from a privilege, office or position, to render temporarily ineffective or inoperative under certain conditions.
<i>Tied vote</i>	Is a state of equality of votes
<i>Urgent matters or business</i>	Matters or business that need immediate attention
<i>Vestry meeting</i>	As is described in the Constitution and Canons of ACSA
<i>Visitations</i>	Shall mean visits