

CONSTITUTION

AND

BYE LAWS

OF

SERVANTS OF THE WORD

(SOW)

PREAMBLE

We the people and persons who have formed ourselves into an Association to be known and called 'Servants of the Word' are desirous of giving ourselves this constitution, and having firmly undertaken

- To obey the teachings of the Holy Bible;
- To live a life of self-sacrifice as we aim to serve other people;
- To give honor to all human beings - created in the image and likeness of God - regardless of sex, race, colour, nationality, tribe, religion, socio-economic and educational status;
- To be benevolent to all persons in need of God's help;

Hereby resolve as follows:

ARTICLE 1 NAME

The name of this organization shall be- 'Servants of the Word', herein after to be referred to as SOW, or the Organization.

ARTICLE 2 ADDRESSES

The address of the Organization shall be:

Postal address: SOW
P.O. Box 2328
Serrekunda.

Physical Address: No. 2 Booster Extension, Dansoma Road
Fajara
Tel: 8906932
Mob: 6186031
Email: sowgambia@gmail.com

ARTICLE 3 AIMS AND OBJECTIVES

The aims and objectives of SOW shall be:

1. To obey the principles of the word of God as recorded in the 66 books of the Holy Bible at all times.
2. To propagate the Christian faith in culturally relevant and scripturally acceptable ways, and to plant churches in partnership with other organizations and churches both within and outside of the Gambia.
3. To provide Christian educational programs and services for Christians in general, and workers at the grass roots of Christian ministry in particular. eg Bible Schools for religious instruction.
4. To provide educational programs and services at the early Development, Basic, Senior and Tertiary levels for the overall development of the communities in which we serve.

ARTICLE 6 **RULES/REGULATIONS**

1. Members are under obligation to uphold the teachings of the 66 canonical books of the bible.
2. Members are to adhere and comply with the constitution of the organization.
3. It is incumbent upon every Member to respect and submit to the constituted authorities in SOW, in the church, and the state.
4. Every member must make it a point of duty to participate in functions organized by the respective ministries of SOW.

ARTICLE 7 **DISCIPLINARY ACTIONS**

1. A member shall be suspended from the organization if he/she blatantly refuses to comply with the rules and regulations of SOW.
2. Disciplinary action will be taken under the following terms:
 - d. If a Member violates the fundamental truths of the word of God as recorded in the 66 canonical books of the bible.
 - e. If a Member acts in a manner prejudiced to the interest of the organization.
 - f. If a Member is absent from meetings for 12 consecutive months with no formal excuse acceptable to the leadership as legitimate.
 - g. If a Member is in negligence of his/her monthly pledge for six consecutive months without an acceptable excuse.

ARTICLE 8 **POWER**

The Board of Trustees, herein after referred to as The Board, is empowered by SOW to undertake the following:

1. To raise funds for the servicing of the various ministries of SOW in compliance with relevant requirements of the law of the Gambia.
2. To buy, maintain, lease, sell, mortgage or exchange any property necessary for the achievement of the aims and objectives of SOW.
3. To employ staff as and when necessary for the proper pursuit of the objectives of SOW.
4. To co-operate with churches, ministries, other organizations and statutory authorities in furtherance of the objectives of similar charitable purposes, and to exchange information and advice with them when so requested.
5. To appoint and constitute such advisory committees as the Board may think fit.
6. To take the initiative to do all such other lawful things as necessary for the achievement of the objectives of SOW.

ARTICLE 9 LEGAL STATUS

SOW will work as a charitable organization. All funds acquired shall be by donations and will be used for fulfilling its objectives.

SOW is a membership organization and will be directed by the Executive Committee.

ARTICLE 10 BOARD OF TRUSTEES.

This shall be the highest human governing body of Sow.

10.1 Composition.

The Board of Trustees shall comprise of twelve (12) members in the following categories:

1. Not less than Two (2) female and not more than eight (8) male members from different fields of life.
2. At least Three (3) members below age 40 and at most Three (3) members above age 60.
3. There must be at least two (2) ministers of the Christian religion and one (1) educationist on the Board.

10.2 Membership of the Board of Trustees.

Board Members shall serve voluntarily without any monetary remuneration.

Membership on the Board shall be by invitation from the Executive Committee. Those invited must have fulfilled the general membership requirements stated in Article 5, *and be willing to:*

1. Pray for SOW regularly
2. Give regular voluntary financial support
3. Endeavor to encourage other like-minded Christians to support SOW
4. Provide pastoral care [spiritual, social, emotional, psychological, financial, material support] for a staff/missionary of SOW
5. Offer hospitality to guests of SOW
6. Attend not less than two Board meetings a year.
7. Serve on a sub-committee which will have its own job description
8. Represent SOW to the public and before government.

10.3 Length of Term.

1. A term shall be two consecutive years.
2. A Board member can serve for a maximum of three consecutive terms after which he/she must leave office.
3. A member who has served for three consecutive terms can be re-appointed after a break of one term.

10.4 Termination and Voluntary resignation

1. Membership on the Board will be terminated automatically when membership of the organization is terminated.
 2. Membership will also be terminated when a Board member is no longer able to fulfil the requirements for Board membership as stated in Article 10.2
 3. Termination of membership will be decided by other members of the Board and communicated in writing to the person concerned.
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4. A Board member may resign at any time by submitting a resignation letter to the General Secretary.
 5. Decision on such a letter will be taken by other members of the Board and communicated in writing to the resignee.
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10.5 Times of meeting.

1. The Board shall meet not less than twice a year.
2. The Executive Committee shall meet as and when necessary to address any emergency issues.
3. Sub-committees shall meet in accordance with the mandate of the committee in question.

10.6 Quorum and Decisions.

1. Seven (7) members of the Board and four (4) members of the Executive Committee shall respectively constitute a quorum provided the General Secretary is present in each case.
2. A decision shall be endorsed if a two-third majority of those in attendance are in support of it.

10.7 Functions of the Board.

1. Shall pray for SOW regularly
2. Shall ensure adherence to the Doctrinal basis of faith and the vision of SOW.
3. Shall implement the aims and objectives of SOW as outlined in Article Three (3) of this document.
4. Shall be responsible for drawing up policies for the overall guidance of SOW.
5. Shall give advice to the various sub-committees responsible for the various ministries of SOW. Such advice shall cover spiritual, social, financial, educational, legal, administrative and other matters as deemed relevant by the Board.
6. Shall raise funds for the servicing of the various ministries of SOW
7. Shall buy, maintain, lease mortgage or exchange any property necessary for the achievement of the aims and objectives of SOW.
8. Shall employ staff as and when necessary for the proper pursuit of the objectives of SOW.
9. Shall appoint and constitute such advisory committees as the Board may think fit.
10. Shall appoint members of the Executive Committee

10.8 Executive Committee

The Board shall compose the Executive Committee as follows:

1. Chairman
2. Vice Chairman
3. General Secretary
4. Assistant General Secretary
5. Financial Secretary
6. Treasurer
7. PRO

10.9 FUNCTIONS OF THE EXECUTIVE COMMITTEE

10.9.1 The Chairperson

- A) Shall preside over all meetings of the organization, or delegate to the vice chairperson.
- B) Report on the activities of the executive committee to the annual general mssembly.
- C) Shall be a signatory to financial documents and to bank accounts in the name of SOW.
- D) Shall sign minutes of meetings of the executive committee, the board, and annual general meeting.
- E) Shall lead in all policy decision making
- F) Represent SOW before government.

10.9.2 The Vice Chairperson

- a) Shall assist the Chairperson in the execution of his/her duties.
- b) Perform any other duties that may be delegated by the Chairperson.
- c) In the event where the Chairperson is absent, the Vice Chairperson shall act as Chairperson.

10.9.3 The GENERAL SECRETARY

- a) Shall serve as the Chief Executive Officer (CEO) of the organization.
- b) The CEO shall be a full time staff of SOW with a detailed job description and a salary to be determined by the Board.
- c) Shall be the principal signatory to all financial documents, and to bank accounts in the name of sow.
- d) Shall be responsible for the secretariat of the organization
- e) Shall prepare and circulate notices for meetings, prepare minutes of meetings of the Executive Committee; the Board, and the Annual General Meeting.
- f) Shall be responsible for supervising any project that the organization may undertake.
- g) Shall be responsible for all correspondence and communications between the organization and external bodies.
- h) Shall keep proper records of all official and legal documents of SOW

10.9.4 The ASSISTANT GENERAL SECRETARY

- a) Shall assist the Secretary General in the execution of his/her duties.
- b) Shall perform the duties of the General Secretary in his/her absence.
- c) Shall perform any other duties that may be delegated by the General Secretary.

10.9.5 The TREASURER

- a) Shall be responsible for ensuring the practice of proper accounting procedures, and for presenting audited accounts to the Annual General Assembly.
- b) Shall present a financial report to the Board during its annual retreat; and the audited financial report at the end of the year before presentation at the AGM.
- c) Shall be a signatory to all financial documents, and to bank accounts in the name of SOW.

10.9.6 Financial Secretary

- 1. Shall receive monies and deposit them at the appropriate Bank Account.
- 2. Shall have an impress of not exceeding D1000 at any given time.
- 3. Shall keep up-to-date records of SOW finances and work in conjunction with the treasurer.
- 4. Shall perform the duties of the treasurer in his/her absence.

10.9.7 PRO

- 1. Shall be responsible for the publicity of information to members and the general public.
- 2. Shall undertake the marketing of SOW ideals to churches, other Christian organizations and the general public.
- 3. Shall work in conjunction with the office of the General Secretary.

ARTICLE 11**DOCTRINAL STATEMENTS****DOCTRINAL BASIS OF FAITH.**

The doctrinal basis of faith shall be the fundamental truths of Christianity, as revealed in the Holy Scripture, including:

- a. The unity of the Father, the Son and the Holy Spirit in the Godhead.
- b. The sovereignty of God in creation, revelation, redemption and final judgment.
- c. The divine inspiration and infallibility of Holy Scripture as originally given and its supreme authority in all matters of faith and conduct.
- d. The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
- e. 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 rule over all heaven and earth.
- f. Redemption from the 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.

- g. Justification as God's act of undeserved mercy, in which the sinner is pardoned all his sins and accepted as righteous in God's sight only because of the righteousness of Christ imputed to him – justification being received by faith alone.
- h. The necessary work of the Holy Spirit to make the work of Christ effective in the individual sinner, granting him repentance toward God and faith in Jesus Christ.
- i. The indwelling of the Holy Spirit in all those regenerated, manifesting through them certain spiritual gifts for the common good of the body, producing in them an increasing likeness to Christ in character and behaviour, and empowering them for his witness in the world (Rom 12:6-8; 1 Cor 7:7; 1 Cor 12:8-10,28; Eph 4:11; 1 Pt 4:11).
- j. The one holy universal church, which is the body of Christ, and to which all true believers belong.
- k. The expectation of the future personal return of the Lord Jesus Christ who will judge all men, executing God's just condemnation on the impenitent and receiving the redeemed to eternal glory.

ARTICLE 12 FINANCE

1. A voluntary regular contribution based on the financial ability of each member shall be required. Each member will be asked to pledge what they can contribute regularly.
2. For special programs, projects and needs, members shall be asked to make pledges and voluntary donations as and when necessary.
3. The organization shall operate bank account(s) at any notable Bank as shall be decided by the Board.
4. Signatories to the account shall be the Chairman, General Secretary and Treasurer. Any of the two can sign with the General Secretary as the principal signatory.
5. The account shall be audited every six months by an internal auditor of the organization or an appointed person. The annual financial report shall be audited by an external auditor.
6. All monetary transactions of the Association shall be approved by the Executive Committee.
7. The organization is free to seek funds from individuals, churches and any other organization by biblically acceptable and legal means.

Article 13 MEETINGS

1. The Annual General Meeting (AGM) of the organization shall be held once a year.
2. The exact time and place shall be determined by the Executive Committee.
3. At the Annual General Meeting copies of written reports shall be distributed to those in attendance
 - a. As shall be presented by the Chairman (on policy matters),
 - b. The General Secretary (on the activities of the organization for the year under review),
 - c. The Auditor and Treasurer respectively (on the finances of the organization for the period under review).
4. Special meetings may be called at any time by the Executive Committee.
5. Whenever a meeting is called to remove or elect an officer(s), the quorum shall consist of all current Officers with the exception of the person in question.
6. Every decision shall be by a two-thirds majority of those in attendance in all cases, except where otherwise required by this Constitution.

ARTICLE 14 DISSOLUTION

Where the Executive Committee decides that it is necessary or advisable to dissolve the organization, a general meeting shall be called with a notice of at least 21 days. The notice shall state the terms of the resolution to be proposed.

If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall dispose of any assets held by or on behalf of the organization to settle any debts and liabilities.

Any assets remaining after paying off debts and liabilities shall be given or transferred to FES-Gambia or any other organization having objectives similar to the objectives of SOW. The decision of the Board on such transfers shall be final.

ARTICLE 15 AMENDMENTS

This constitution or any part of it, with the exception of Article 11, may be amended with the approval of two-thirds votes of members of the organization eligible to vote at such a meeting.

ARTICLE 16 RATIFICATION

This Constitution is hereby ratified and adopted on this ...**16th** day of ...**November**.... in the year of our Lord**2013**..... by us the undersigned:

EXECUTIVE COMMITTEE			
OFFICE	NAME	CONTACT DETAILS	SIGNATURE
Chairman	Rev Dr Caruthas Donkor	7997287	
Vice Chairman	Pst Noble Ropberts	3953151	
General Sec	Pst Steven Musa-Kormayea	7783844	
Ass Gen Sec	Prof Kathy Lewis	7467016	
Financial Sec	Mr Andrew Demba	9929916	
Treasurer	Mrs Isha Agedo	7089520	
PRO	Mrs Angela Hughes	9982580	