

A DOCUMENT FOR THE STUDENTS' NATIONAL EXECUTIVE COMMITTEE (SNEC) OF THE
GHANA FELLOWSHIP OF EVANGELICAL STUDENTS (GHAFES)

ARTICLE I THE SNEC

1. SNEC is the Students National Executive Committee for Ghana Fellowship of Evangelical Students (GHAFES) and is the governing body for matters relating to students within the Fellowship with the approval of the Executive Council.
2. The SNEC shall comprise the
 - a) President of each member Fellowship of GHAFES one of whom shall be elected as the SNEC Chairperson for a year.
 - b) The Secretary of each member Fellowship of GHAFES
 - c) The Students National Executive Committee Secretary

ARTICLE II ROLES AND AUTHORITY OF SNEC

1. Subject to the approval of the Executive Council, the Students National Executive Committee may make, alter and revoke regulations for the internal management of GHAFES as relates to students.
2. Subject to approval by the Executive Council, the Students National Executive Committee may establish such committees as shall be deemed necessary for the effective performance of its functions.
3. Within the policy framework of the Executive Council and the Annual General Meeting, the Students Executive Committee shall be responsible for the administration and execution of the aims of GHAFES as relates to students.
4. The Students National Executive Committee shall elect the SNEC Chairperson and the SNEC Prayer Coordinator based on a simple majority vote during an annual SNEC Congress meeting.
5. The Students National Executive Committee shall nominate and elect a fellowship to host the annual SNEC congress based on a simple majority vote.
6. The Students National Executive Committee shall monitor and report on all issues relating to Fellowships and students in consonance with the reporting structure and format included in this document under article XI.
7. The Students National Executive Committee shall participate in all national activities of GHAFES whilst mobilizing the students of each fellowship to partake in GHAFES national events.
8. Members of the Students National Executive Committee shall serve as examples and role models for students in all matters of spiritual and social conduct.

9. The Students National Executive Committee shall approve new fellowship affiliations and shall then advise the Executive Committee concerning endorsing the affiliation prior to the Annual General Meeting during which newly affiliated fellowships will be out-doored.

ARTICLE III SNEC OFFICERS

1. Aside the SNEC Chairperson and Secretary, there shall be other SNEC officers who will assist the SNEC Chairperson and Secretary whilst performing specialized duties as stipulated in article IV of this document. The number of SNEC officers shall depend on the administrative work requirements of the SNEC.
2. The SNEC officers shall with the exception of the SNEC Chairperson and Prayer Coordinator be appointed from among the SNEC by the SNEC in consultation with the Zonal Training Secretaries and the General Secretary, and shall consist of
 - a) The SNEC Chairperson
 - b) The SNEC Secretary
 - c) The Prayer Coordinator
 - d) The Zonal Presidents
 - e) The Finance Committee Members.

ARTICLE IV DUTIES OF SNEC OFFICERS

1. **THE SNEC CHAIRPERSON**
 - 1.1 The SNE Chairperson shall be Primus inter pares for the Students National Executive Committee and shall coordinate all the activities of the SNEC.
 - 1.2 The SNEC Chairperson shall chair all SNEC meetings.
 - 1.3 The SNEC Chairperson shall serve as a liaison between the Executive Council and the Students National Executive Committee.
 - 1.4 The SNEC Chairperson shall together with the out-gone SNEC Chairperson prepare an annual report on all issues relating to students, which the SNEC chairperson shall present at the Annual General meeting.
 - 1.5 The SNEC Chairperson shall help coordinate National Student Conferences and other student related events.
 - 1.6 The SNEC Chairperson shall with the SNEC Secretary serve as the student Representatives on the Executive Council and attend all Executive Council meetings.
 - 1.7 The SNEC Chairperson shall have the decisive vote when there is a tie vote and shall reserve the right to exercise the veto power where it becomes difficult to reach a consensus.
 - 1.8 The SNEC Chairperson shall call for all SNEC meetings in agreement with the regulations concerning SNEC meetings under article X.

- 1.9 Shall ensure that decisions reached at SNEC meetings are carried out by the various member fellowships through the zonal presidents.
- 1.10 The SNEC Chairperson with the SNEC Secretary must attend at least one zonal programme in each zone within a semester and become familiar with the running of the various student fellowship issues.
- 1.11 Shall together with the SNEC officers and the GHAFES staff in charge of conferences draw a programme for the SNEC Congress.

THE SNEC SECRETARY

- 1.12 The SNEC Secretary shall write and keep comprehensive up-to-date minutes for the SNEC and ensure that minutes are available as and when necessary.
- 1.13 The SNEC Secretary shall assist the SNEC Chairperson in executing his/her responsibilities and perform tasks as directed by the SNEC Chairperson.
- 1.14 The SNEC Secretary shall with the SNEC Chairperson serve as student representatives on the Executive Council and attend all Executive Council meetings.
- 1.15 Shall compile an official and current list of all SNEC members and keep proper stock of all SNEC documents.
- 1.16 The SNEC Secretary shall be in charge of all correspondence for the SNEC.
- 1.17 The SNEC Secretary shall inform all SNEC members of all pending SNEC meetings at least three weeks ahead of time.
- 1.18 The SNEC Secretary shall with the SNEC Chairperson attend at least one zonal programme in each zone within a semester and become familiar with the running of the various student fellowship issues.
- 1.19 Shall in the absence of the SNEC chairperson assume full responsibility of the SNEC Chairperson.

2. THE SNEC PRAYER COORDINATOR

- 2.1 The Prayer Coordinator shall coordinate all issues concerning prayer for the SNEC.
- 2.2 The Prayer Coordinator shall in consultation with the GHAFES Prayer Coordinator coordinate all the prayer directors of the various Fellowships.
- 2.3 The Prayer Coordinator shall coordinate prayers at SNEC congress and national Student events and conferences.
- 2.4 Shall be responsible for the preparation of SNEC prayer bulletins at the beginning of each semester.
- 2.5 Shall make occasional visitations and contacts the individual fellowships with the aim of acquainting himself with the running of fellowships prayer activities.

2.6 Shall together with the zonal fellowships prayer secretaries, organize zonal prayer festivals, where appropriate

2.7 The Prayer Coordinator shall perform duties as requested by the SNEC chairperson.

3. THE ZONAL PRESIDENTS

3.1 The Zonal President shall coordinate all the Presidents and Secretaries within their respective zones and ensure that all decision reached at SNEC are carried out in the various fellowships.

3.2 The Zonal President shall chair all zonal SNEC meetings including zonal Congresses and shall have the decisive vote when there is a tie vote.

3.3 The Zonal President shall report to both the SNEC Chairman and Secretary all issues concerning the zone every month within a semester.

3.4 The Zonal President shall present a zonal annual report at the SNEC Congress in consonance with the reporting structure and format outlined under article XI of this document.

3.5 Shall visit all the fellowships within the zone at least once in each semester.

4. THE FINANCE COMMITTEE

4.1 The Finance Committee shall consist of a representative each from each zone.

4.2 The Finance Committee shall be responsible for allocating both the GHAFES National quota and the SNEC quota to each fellowship and ensuring that each Fellowship pays its quota on time.

4.3 The Finance Committee shall help coordinate the Mustard Seed Partnership Club (MSCP) of GHAFES and develop strategies in raising students' interest in subscribing to the MSCP.

4.4 The Finance Committee shall prepare all SNEC budgets and review all other SNEC Sub-committee budgets as instructed by the SNEC and submit these budgets to the SNEC Chairperson.

4.5 The Finance Committee shall manage the finances of the SNEC in consultation with the SNEC Chairperson and Secretary as well as manage any financial projects established by the SNEC.

4.6 Shall devise strategies for raising fund for SNEC activities and shall be actively involved in national fundraising schemes of GHAFES.

4.7 Each zonal representative from the finance committee shall present at the SNEC congress, a zonal finance report which should showcase the general financial state of fellowships in the zone, the financial contribution of the zone to GHAFES, and some peculiar financial issues relating to the zone.

ARTICLE V SNEC ELECTIONS

1. The SNEC Chairperson and Prayer Coordinator shall be nominated and there after elected based on a simple majority vote by the SNEC at an annual SNEC Congress normally held between February and April, particularly during the Easter Thursday to Monday, each year.
2. All sitting Presidents who will be in school till the next SNEC Congress are eligible for nomination for the position of SNEC Chairperson provided their fellowships have paid for their GHAFES National quota unless otherwise decided by the SNEC.
3. The number of nominees, if above five, should be short-listed till there are not more than five and yet not less than two nominees. The criteria for short-listing shall be based on the nominees' knowledge about the GHAFES.
4. All nominees must consent to their nomination and should be briefly examined by the SNEC before voting.
5. Each member of the SNEC shall be entitled to a single vote including nominees but staff shall not vote.
6. The election process shall be coordinated by the SNEC officers with supervision by at least a GHAFES staff.
7. The SNEC Secretary shall be appointed by the SNEC Chairperson who shall automatically become a member of the local Fellowship Executive committee.
8. The SNEC Prayer Coordinator shall be elected from among the presidents and of the SNEC based on a simple majority vote by the SNEC.
9. Zonal Presidents and Zonal finance committee representative shall appointed by the zonal training Secretaries in consultation with the Zonal SNEC.
10. The Chairperson for the finance committee shall be elected by the SNEC by a simple majority vote and shall automatically become the zonal financial committee representative for his/her zone.

ARTICLE VI SNEC HANDING OVER

1. The SNEC handing over shall be hosted by the Fellowship of the newly elected SNEC Chairperson at the most a month after the SNEC election.
2. The SNEC handing over must be attended by all SNEC members especially those within the zone, and should any member anticipate failure to attend, a notification must be sent to the newly elected SNEC Chairperson at least a week before the handing over.
3. The GHAFES General Secretary, any member of the GHAFES Executive council, a Training Secretary or an Associate shall officiate the SNEC handing over ceremony.
4. The new SNEC officers shall be required to take an oath of office.

ARTICLE VII GHAFES NATIONAL QUOTA AND SNEC QUOTA

1. Each Fellowship shall be required to pay without excuse the GHAFES National quota which is a ten percent levy on the Fellowship's regular income as calculated by the Finance Committee in a year.
2. The GHAFES National quota shall be calculated based on an audited annual financial report submitted by the Fellowship at the Zonal SNEC Congress before the National SNEC congress.
3. The GHAFES National quota must be paid to the zonal Training Secretary or through the zonal financial representative to the zonal Training Secretary who shall then make payment into the GHAFES office account.
4. A SNEC quota or levy may be established by the SNEC as and when necessary and shall be paid with guide lines as decided by the SNEC.
5. All payments must be made latest by the end of the year after the billing.

ARTICLE VIII SNEC AND STAFF

1. The SNEC must maintain a close coordination with the staff in meeting the goals within the framework of GHAFES.
2. Staff may make suggestions and recommendations to the SNEC but shall not have a vote in the decisions of SNEC.
3. Staff may advise and serve as a guide to the SNEC in all matters.
4. Staff shall ensure that the SNEC work within the ethos of the ministry.

ARTICLE IX SANCTIONS

1. QUOTA PAYMENT AND SANCTIONS
 - a) Failure to make payment of either the GHAFES National quota or the SNEC quota within the stipulated time shall attract a 5 percent increment on the quota to be paid.
 - b) There shall be a one month extension of the deadline for payment of either quota and fellowships who fail to pay the quota plus the increment within this period will be sanctioned as decided by the SNEC.
 - c) Intangible reasons given for failure to make payment shall attract a penalty which may include the following.
 - i. Payment of a fine of an amount which shall be decided by the SNEC.
 - ii. Owing fellowships will be mentioned at the Annual General Meeting along with the amount owed and any arrears.

- iii. Fellowship President and Secretary shall not be eligible for nomination for the post of a SNEC officer.
- iv. Fellowship President and Secretary will not have a vote at SNEC until after full payment of quota plus increments or arrears if any.

2. SNEC MEETINGS

- a) Should any SNEC member fail to attend a SNEC meeting without permission or notification he/she would be required to write a letter of apology to the SNEC which should be copied to the SNEC Chairperson and Secretary, and shall state clearly in this letter the reason(s) for being absent.
- b) Should a SNEC member fail to execute a responsibility assigned by the SNEC he/ she shall be required to write a letter to the SNEC which should be copied to the SNEC Chairperson and Secretary and must state the reason(s) for failing to perform the duty.
- c) As judged by the SNEC any intangible reasons given for any of the above will attract a sanction which shall be decided by the SNEC. Sanctions will include the following.
 - i. Culprits (not their fellowships) will pay a fine of an amount as decided by the SNEC to the SNEC.
 - ii. Culprits will read out a letter of apology to the SNEC and take a vow never to repeat the offence.
 - iii. Culprit shall be deprived of a voting permit at the SNEC meeting following the one at which he/she was absent.
- d) Any other negative conduct or attitude of any SNEC member will attract a sanction as decided by the SNEC. Sanctions for misconduct will include the following.
 - i. Culprits will be suspended from their post as President, Secretary or SNEC officer for a period as decided by the SNEC, in which case the Fellowship's Vice-President or Assistant Secretary (if any) shall assume the post of President and Secretary respectively.
 - ii. Culprits shall read out a letter of apology to the SNEC and take a vow never to repeat the offence.
 - iii. Culprits shall not have a vote at the SNEC till a voting permit is given by the SNEC.
 - iv. Culprits of repeated offences may attract complete release from their posts as President, Secretary or SNEC officer.

3. SNEC REPORTS

- a) Should a SNEC member fail to submit either the financial report or the fellowship report for the administrative year at the Zonal SNEC or the SNEC congresses he/she must state the reason(s) for this which the SNEC shall judge as tangible or vice-versa.
- b) Failure to submit reports of at least half the total number of fellowships in the zone during Zonal SNEC meetings will attract a punishment.
- c) Any intangible reasons given for the above will attract a punishment as decided by the SNEC.

ARTICLE X SNEC MEETINGS

1. The Students' Executive Committee shall meet at such times and places as it may be determine, but in any case not less than two times in every year.
2. A two-third of the SNEC members shall form a quorum.
3. All SNEC members and delegates are entitled to a single vote during voting but GHAFES staff shall not have a vote.
4. Aside the Zonal SNEC Congress there shall be at least one (1) Zonal SNEC meeting which shall be held early during each semester to plan to enable the zone plan into the semester.
5. Any other Zonal SNEC meetings such as emergency meetings shall be called by the Zonal President in consultation with the Zonal Training Secretary as and when necessary.
6. All SNEC members eligible for attendance as stipulated by this document must attend SNEC meetings.
7. SNEC members may delegate a member(s) of their fellowship executive committee to represent them should they be indisposed and they must notify the chair for the SNEC meeting at least a week before time.
8. With the exception of the SNEC and Zonal SNEC congresses all other SNEC meetings should last for at most three hours unless otherwise decided by the SNEC.

a) SNEC CONGRESS

- i. The SNEC congress shall be a weekend retreat which is purposed at spiritually edifying the SNEC, reporting and assessing student related events over the past year and electing the SNEC Chairperson for the coming year.
- ii. The SNEC congress shall be held in the various zones in rotational manner in the following order; Accra Zone, Kumasi Zone, Northern Zone and the Cape Coast/Winneba Zone.
- iii. A fellowship from the zone due to hold the congress shall be elected by a simple majority vote to host the congress at least 5 months before the congress and shall be tasked to make the necessary arrangements for the event.

- iv. The SNEC congress must be attended by the current/incoming fellowship Presidents and Secretaries and the out gone/outgoing fellowship President.
- v. Any SNEC member who may not be able to attend the SNEC congress must notify the SNEC Chairperson, the SNEC Secretary and his/her Zonal President at least a week before the congress, and only after permission is granted by the SNEC Chairperson can he/she miss the congress.
- vi. All SNEC members who wish to leave within the course of the congress must seek permission from the SNEC Chairperson and only after permission is granted can they leave.
- vii. The SNEC officers and the Zonal Presidents shall give annual reports for their term of office and zonal events respectively.
- viii. All fellowships must however submit a hard copy of both an audited financial report and the fellowship report which shall be given to the SNEC Chairperson and Secretary.

b) ZONAL SNEC CONGRESS

- i. The Zonal SNEC congress must be held at the least three (3) weeks and at most 6 weeks before the SNEC congress and shall be a sub version of the SNEC congress.
- ii. Each fellowship must present a detailed audited financial report and fellowship report and should make enough (at least half the number of fellowships in zone) copies available for other fellowships in the zone.

ARTICLE XI SNEC REPORT

- 1. All SNEC congress reports must be formally written typed and signed by the appropriate signatories.
- 2. The reporting period must be for the administrative year from the period the last report was given till date.
- 3. All financial reports must have at least an income and expenditure account plus a receipt and payment account.
- 4. The annual fellowship reports must follow the format below and must explicitly address the listed issues plus any other issue of relevance to the SNEC;
 - i. Introduction
 - ii. Membership
 - iii. Maturity Class
 - iv. Major Programmes
 - v. Zonal Activities

- vi. National Activities
 - vii. Relationship with Campus Chaplaincy/Denominations
 - viii. MSPC
 - ix. Associates and Staff
 - x. GHAFES/SNEC Quota (Indicate if paid or not with reasons)
 - xi. Challenges
 - xii. Recommendations
 - xiii. Miscellaneous/Other matters
 - xiv. Conclusion
 - xv. Audited Financial report
 - xvi. List of all Executives, their post, Tel. numbers and email addresses.
5. Zonal Presidents will give a report for their zone at the SNEC congress which must address the following;
- i. Introduction
 - ii. Number of Fellowships in Zone
 - iii. Membership of fellowships
 - iv. General Activities of fellowships
 - v. Zonal and Joint fellowship activities
 - vi. Zonal Participation in National activities
 - vii. MSPC
 - viii. Challenges of the Zone (For individual fellowships and for the Zone in general)
 - ix. Recommendations
 - x. Miscellaneous/ Other matters
 - xi. Conclusion
6. Apart from the Zonal Presidents, all other SNEC officers shall present their reports based on their duties as stated in article IV of this document.

7. Zonal Presidents must report to the SNEC Chairperson and Secretary every month about all issues of relevance in the zone and this report must be copied to the President of each fellowship in the zone and the other Zonal Presidents.
8. Zonal Presidents must forward the monthly report received from other Zonal Presidents to the President of each fellowship in the zone. Reports must address key issues including challenges, testimonies, prayer requests etc.
9. All inconsistent reports as judged by the SNEC will have to be edited and submitted at a later date as decided by the SNEC.

ARTICLE XII AMENDMENT

- 1.1 This document shall be amended only after four years in operation and that so after each amendment unless amendment at an earlier date becomes necessary based on a quorum decision by the SNEC.
- 1.2 The document shall be amended by a quorum of the total number of SNEC members at a SNEC meeting.
- 1.3 Any SNEC member can propose an amendment and must forward such a proposal in writing to the SNEC Chairperson or Secretary.
- 1.4 The SNEC secretary shall circulate details of the said amendment to all SNEC members at least two weeks before the next SNEC meeting.

ARTICLE XIII INTEPRETATION

Any question of interpretation of this document shall be decided by the SNEC whose decision shall be final.

ARTICLEXIII COMMENCEMENT

This document shall be effective from 24th April, 2011.

SIGNED

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Ernest K Buanya -Mensah
SNEC Chairman

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Matilda Ofori-Boateng
SNEC Secretary

