



**THE  
CONSTITUTION  
OF THE  
MEN'S CHRISTIAN  
ASSOCIATION (MCA)**

**THE PRESBYTERIAN CHURCH OF NIGERIA**

## **PREAMBLE**

WHEREAS, the report of the Committee on the structure of the Synod of the Presbyterian Church of Nigeria was received in 1979, and the men's work of the Church came under the Propagation and Proclamation Committee, and WHEREAS, the Synod had given the directive (Synod minute 2079, 11th August, 1979) to form a Men's Association to coordinate the activities of the various branches of Men's Association of the Church, and WHEREAS, the Men of the Church, under God, realized the need to assist in the spiritual, social and economic progress of the Church, and that THEREFORE a meeting was held on the tenth day of May, 1980 at St. Andrew's Presbyterian Church of Nigeria, Aba, with the Publication Committee and the Reverend Emory Van Garpen as Convener, to discuss the proposal, and WHEREAS, at the meeting, the forty men (five from each of the Church's eight Presbyteries) unanimously resolved to form a Men's Association to be known as the Men's Christian Association of the Presbyterian Church of Nigeria, and WHEREAS in accordance to minute 2722.37 and 2722.40 of the twenty second Synod of the Presbyterian Church of Nigeria drew a Constitution for all the Arms including the Men's Christian Association, WHEREAS, following the restructuring of the Church to the General Assembly status in 1987, the General Assembly in 1989 approved the Constitution for all the Arms of the Church to reflect the subsisting administrative structure of the Church, and WHEREAS, in 1999 the General Assembly adopted a new administrative structure, which requires that all the Arms should align themselves with this new structure.

IN view of the above, the Central Working Committee of Men's Christian Association (MCA) amends her Constitution.

## **ARTICLE ONE – NAME**

The organization shall be called Men’s Christian Association of the Presbyterian Church of Nigeria (hereinafter referred to as “MCA”).

## **ARTICLE TWO – MCA NATIONAL ANTHEM (REVISED CHURCH HYMNARY, RCH 344: All verses)**

1. Rise up, O men of God!  
Have done with lesser things;  
Give heart and soul and mind and strength  
To serve the King of Kings.
  
2. Rise up, O men of God  
His Kingdom tarries long;  
Bring in the day of brotherhood,  
And end the night of wrong.
  
3. Rise up, O men of God!  
The Church for you doth wait,  
Her strength unequal to her task;  
Rise up and make her great.
  
4. Lift high the Cross of Christ!  
Tread where His feet has trod;  
As brothers of the Son of Man  
Rise up, O men of God!

## **ARTICLE THREE**

### **1. THE MCA PLEDGE**

I pledge by the help of God:

1. I will refrain from committing any known sin;
2. I will live in obedience to God’s will;
3. I will spend time each day in private prayers;
4. I will be a diligent student of God’s word;
5. I will confess Christ publicly;

6. I will give liberally as God prospers me;
7. I will do something definite for the Lord Jesus Christ. So, help me God.

## **2. AIMS AND OBJECTIVES OF THE MCA**

1. To promote fellowship and Bible Study
2. To promote and foster Christian principles within their membership
3. To encourage MCA members to give Spiritual, Moral and Financial support to the churches
4. To promote cooperation with other organizations within the Presbyterian Church
5. To promote cooperation with Men's Association of other Christian Churches.
6. To promote such activities as will aid the spiritual progress of the MCA and the cooperation Presbyterian Church of Nigeria.

## **ARTICLE FOUR – THE SEAL**

The MCA logo shall be the seal of the Association and it shall be used on all the documents of the Association.

### **SECTION ONE – INAUGURATION**

1. The inauguration of the Parish MCA shall be done in the same service where mother Parish is inaugurated.
2. Irrespective of (1) above, the Parish MCA shall be under the supervision of the session.

### **SECTION TWO – FUNCTIONS**

1. To promote the spiritual welfare and encourage fellowship among the men of the Congregation/Parish
2. To encourage cooperation with the other Arms and organisations of the Congregation/Parish.
3. To promote cooperation with other Men's Christian Association of other denominations.
4. To give spiritual and financial support for the growth of the Parish

### **SECTION THREE – MEMBERSHIP**

1. The MCA shall encourage all its member to be registered and be active members of the parish.
2. Membership shall be open to all adult male members of the Congregation/Parish who are twenty-one years and above
3. The enrolment fee shall be determined by the Parish MCA and shall be paid before a membership card is issued.

### **SECTION FOUR – PROGRAMMES**

#### **1. Meetings**

- a. Regular Meetings – Regular meetings shall be conducted once every month
- b. Emergency Meetings – Emergency meetings shall be summoned as the need arises.

#### **2. Annual Election of Officers**

- a. Annual election of Officers shall be conducted not later than the third week in the month of August each year.
- b. A full communicant member of the Presbyterian Church of Nigeria holding membership in the Parish MCA shall be eligible to vote and be voted for.
- c. **Voting Procedure**
  - i. All financial members are entitled to vote and be voted for
  - ii. Voting shall be by open/secret ballot
- d. **Quorum**
  - i. One-third of the financial members shall constitute a quorum.
  - ii. At least half of the number of all the Congregations within the Parish in a multi-Congregational Parish shall be present.
  - iii. The election shall be conducted by the Parish Minister or his/her duly appointed representative.

#### **3. Fellowship Meeting**

- a. Bible Study shall be conducted once a month using the National MCA Bible Study Guide.
- b. At the discretion of the Parish Executive Committee, more fellowship meetings can be arranged.
- c. Where there is more than one congregation in a Parish, joint fellowship meetings may be held rotationally as convenient.

#### **4. Other Activities**

- a. Shall celebrate MCA Anniversary on the third Sunday of June every year, the Sunday known as "Fathers' Day".
- b. At the discretion of the Parish MCA Executive Committee any activity which would promote the spiritual welfare of the Parish MCA may be arranged with the approval of the Parish Session.

### **SECTION FIVE – OFFICERS' DUTIES, TENURE OF OFFICE, VACANCIES**

#### **1. President**

- a. Shall be responsible for the overall running of the Parish MCA
- b. Shall preside at all Parish MCA meetings
- c. Shall sign, along with the Secretary the Minutes and all other documents of the Parish MCA
- d. Shall be an ex-officio member of Sub-Committees
- e. Shall perform any other duty as may be assigned by the Parish MCA or Executive Committee

#### **2. Vice President**

- a. Shall assist the President
- b. Shall act on behalf of the President when called upon to do so or in the absence of the President
- c. Shall perform other duties as may be assigned by the President
- d. Shall perform other duties as may be assigned by the Parish MCA or the Executive Committee

#### **3. Secretary**

- a. Shall be in charge of the Parish MCA Secretariat
- b. Shall write accurate and concise Minutes of all meetings of the Parish MCA and sign along with the President
- c. Shall maintain files of all Parish MCA business meetings, programmes and activities
- d. Shall deal with all correspondences on behalf of the Parish MCA and maintain files for same
- e. Shall perform any other duty as may be assigned by the Parish MCA or Executive Committee

#### **4. Assistant Secretary**

- a. Shall assist the Secretary and act in his absence
- b. Shall carry out such duties as may be directed by the Secretary
- c. Shall perform any other duty as may be assigned by the Parish MCA or Executive Committee

#### **5. Treasurer**

- a. Shall keep an up-to-date account record showing all receipts, payments and current balance of the Parish MCA
- b. Shall maintain an account in the name of the Parish MCA
- c. Shall maintain an Imprest Account at the discretion of the Parish MCA
- d. Shall pay bills approved by the Executive Committee or Parish MCA.
- e. Shall reconcile account with the Financial Secretary regularly prior to preparing financial statement to the Parish MCA business meeting
- f. Shall in conjunction with the Financial Secretary present financial records for audit early annually. This shall be completed so that a copy of the audited report shall reach the Parish Board before the Stated Annual Meeting.
- g. Shall pay all monies into the Parish for custody in keeping with the Practice and Procedure of The Presbyterian Church of Nigeria.
- h. Shall perform any other duty as may be assigned by the Parish MCA or Executive Committee

#### **6. Financial Secretary**

- a. Shall receive all monies for the Parish MCA and record details
- b. Shall on receipt pay all monies to the Parish MCA Treasurer except in the IMMEDIATE absence of the Treasurer, pays within 48 hours of collection all monies to the Church account for custody.
- c. Shall in conjunction with the Treasurer present financial records for audit early annually. This shall be completed so that a copy of the audited report shall reach the Parish Board before the Stated Annual Meeting.
- d. Shall perform any other duty as may be assigned by the Parish MCA or Executive Committee

#### **7. Publicity Secretary**

- a. Shall arrange for publicity of meetings as may be directed by the Parish MCA President.

- b. Shall liaise between the Parish MCA and the public as may be directed by the parish MCA
- c. Shall maintain orderliness at all meetings
- d. Shall perform any other duty as may be assigned by the Parish MCA or Executive Committee

**8. Welfare Officer**

- a. Shall receive, keep and follow up old and new members of the Parish MCA
- b. Shall organize all welfare matters of members of the Parish MCA
- c. Shall perform any other duty as may be assigned by the Parish MCA or the Executive Committee

**9. Tenure of Office**

- a. Every office shall be voted upon each year.
- b. An Officer shall hold office for a maximum of 6 years of 3 years of 2 tenures, subject to annual re-election.
- c. Any officer could be elected into any other office except the one he held previously at the expiration of his tenure. This is to encourage positive continuity where necessary. This does not apply to the President who must wait for at least one year to elapse before holding any other office.
- d. Irrespective of [c] above, no officer shall serve as an Exco member more than 6 consecutive years.

**10. Vacancies**

Any vacancy arising shall be filled by a bye-election at the next regular meeting, but the Officer so elected shall still be subjected to regular annual re-election the same time along with other serving Officers.

**SECTION SIX – SUPERVISORY ELDER**

- 1. There shall be a supervisory Elder who is recommended by MCA and approved by the Parish Session.
- 2. He/She shall supervise and advise the Parish MCA accordingly.
- 3. He/She shall liaise between the Parish MCA and the Parish Session.



## **SECTION SEVEN – COMMITTEES**

### **1. Executive committee**

#### **a. Membership**

- i. All elected Officers of the Parish MCA
- ii. The Chairman of Planning Committee appointed by the Exco
- iii. Supervisory Elder

#### **b. Duties**

- i. They shall meet monthly and see to the smooth running of the Parish MCA.
- ii. They shall appoint members to be in charge of the different aspects of programmes and activities
- iii. They shall prepare the annual budget. This shall be presented at the last regular meeting of each year for implementation in the ensuing year.
- iv. They shall receive and consider report(s)
- v. They shall consider cases brought before it and take appropriate action.

### **2. Planning Committee**

#### **a. Membership**

- i. Three members shall be appointed by the Parish MCA during annual election
- ii. One of the three shall be appointed the Chairman by the Executive Committee

#### **b. Tenure of Office**

Shall be appointed annually to serve at the pleasure of the Parish MCA

#### **c. Duties**

- i. In line with the PCN General Assembly and the MCA at the Synod and Presbytery calendar, the Committee shall prepare the Parish MCA calendar of events for the coming year. This is to be announced at the first regular meeting of the year.
- ii. The Committee shall plan details of any activities of the Parish MCA

- iii. The Committee shall carry out any other duties as may be assigned by the Parish MCA or the Executive Committee.

### **3. Ad-Hoc Committee**

- a. The Parish MCA and/or its Executive Committee may appoint an ad-hoc or sub-committees whenever the need arises
- b. The ad-hoc or sub-committee shall complete its task according to the terms of reference set by the Parish MCA or the Executive Committee
- c. Report from the ad-hoc or sub-committee shall be submitted to the Parish MCA regular meeting through the Executive Committee or directly to the appointing body.

## **SECTION EIGHT – FINANCES**

### **1. Monthly Subscription**

Members shall pay a monthly subscription which shall be fixed, SUBJECT TO review by the Parish MCA.

### **2. Levies**

Special levies may be imposed by the Parish/Congregational MCA if and when necessary

### **3. Assessments**

Annual assessment made by the Presbytery and Synod MCA shall be collected by the Parish MCA Treasurer for onward remittance to higher bodies of the MCA

### **4. Fund Raising Projects**

These shall have the approval of the Parish Session before being embarked upon.

### **5. Annual Audit/Financial Report**

- a. Auditor shall be appointed by the Parish MCA to audit the account of the Parish MCA
- b. The Treasurer shall prepare – the Annual Statement of Receipts and Payments (the Treasurer’s balance sheet) which shall be certified by the Auditors.

## **SECTION NINE – BYE LAWS**

Parish MCA may formulate their own bye-laws to be patterned after this Constitution and which shall in no way conflict with any part of this Constitution.

## **ARTICLE SIX – PRESBYTERY MCA**

### **SECTION ONE – INAUGURATION**

1. The inauguration of the Presbytery MCA shall be done in the same service where mother Presbytery is inaugurated.
2. Irrespective of (1) above, the Presbytery MCA shall be under the supervision of the Presbytery.
3. Inauguration Service of the Presbytery MCA shall be conducted by the Presbytery Moderator.

### **SECTION TWO – FUNCTIONS**

1. Shall organise conferences, retreat and leadership training courses
2. Shall promote the fellowship and participation of all constituent Parishes of MCA.
3. Shall promote cooperation with the Men’s Christian Association of other denominations within the bounds of the Presbytery.
4. Shall administer, regulate and supervise activities of the Parish MCA.

### **SECTION THREE – MEMBERSHIP**

Five representatives from each Parish MCA which shall include the President, Secretary, Treasurer and any other two persons (preferably those serving in the higher bodies of the MCA).

### **SECTION FOUR – PROGRAMMES**

#### **1. Meetings**

- a. Regular Business Meetings – a regular meeting shall be conducted at least quarterly.
- b. Emergency Meetings – Emergency meeting shall be summoned as the need arises.

## **2. Annual Election of Officers**

- a. Election of Officers shall be conducted not later than the third week in December of each year.
- b. Any of the five accredited members from the Parish MCA shall be eligible to stand for election.
- c. Voting Procedure
  - i. The five representatives from each Parish MCA are entitled to vote and be voted for.
  - ii. Voting shall be by open/secret ballot
- d. Quorum
  - i. Two-thirds of the representative Parish MCA shall constitute a quorum.
  - ii. The election shall be conducted by the Presbytery Moderator or his/her duly appointed representative.

## **3. Fellowship Meetings**

- a. These shall be held at least four (4) times a year
- b. At the discretion of the Executive Committee of the Presbytery MCA more fellowship meetings may be arranged.

## **4. Other Activities**

- a. At the discretion of the Executive Committee of the Presbytery MCA, any activity which could promote the spiritual well-being of the Presbytery MCA may be arranged.
- b. The annual programme of the Presbytery MCA shall be submitted to and approved by the Presbytery in good time before implementation.

## **SECTION FIVE – OFFICERS’ DUTIES, TENURE OF OFFICE, VACANCIES**

### **1. President**

- a. Shall be responsible for the overall running of the Presbytery MCA
- b. Shall preside at all Presbytery MCA meetings
- c. Shall sign, along with the Secretary the Minutes and all other documents of the Presbytery MCA
- d. Shall be an ex-officio member of sub-committees

- e. Shall be signatory to the Presbytery MCA account
- f. Shall authorize expenditures and sign the approvals of expenditures which have been agreed by either the Presbytery MCA or Executive Committee
- g. Shall perform any other duty as may be assigned by the Presbytery MCA or Executive Committee

**2. Vice President**

- a. Shall assist the President
- b. Shall act on behalf of the President when called upon to do so or in the absence of the President
- c. Shall perform other duties as may be assigned by the President.

**3. Secretary**

- a. Shall be in charge of the Presbytery MCA Secretariat
- b. Shall write accurate and concise Minutes of all meetings of the Presbytery MCA and sign along with the President
- c. Shall maintain files of all Presbytery MCA business meetings, programmes and activities
- d. Shall deal with all correspondences on behalf of the Presbytery MCA and maintain files for same
- e. Shall be signatory to the Presbytery MCA account
- f. Shall perform any other duty as may be assigned by the Presbytery MCA or Executive Committee

**4. Assistant Secretary**

- a. Shall assist the Secretary and act in his absence
- b. Shall carry out such duties as may be directed by the Secretary
- c. Shall perform any other duty as may be assigned by the Presbytery MCA or Executive Committee

**5. Treasurer**

- a. Shall keep an up-to-date account record showing all receipts, payments and current balance
- b. Shall maintain an account in the name of the Presbytery MCA
- c. Shall maintain an Imprest account.

- d. Shall pay bills approved by the Presbytery MCA or the Executive Committee.
- e. Shall reconcile account with the Financial Secretary regularly prior to preparing Financial Statement to the Presbytery MCA regular meeting.
- f. Shall in conjunction with the Financial Secretary present financial records for auditing annually. This shall be completed so that a copy of the audited report shall be presented to the Presbytery MCA at the first regular meeting of each year.
- g. Shall be signatory to the account
- h. Shall perform any other duty as may be assigned by the Presbytery MCA or Executive Committee

**6. Financial Secretary**

- a. Shall receive all monies for the Presbytery MCA and record details
- b. Shall on receipt pay all monies to the Presbytery MCA Treasurer, within 48 hours, except in the absence of the Treasurer pays within seven days of collection.
- c. Shall in conjunction with the Treasurer present financial records to audit annually. This shall be completed so that a copy of the audited report shall reach the Presbytery MCA at the first regular meeting of each year.
- d. Shall perform any other duty as may be assigned by the Presbytery MCA or Executive Committee

**7. Publicity Secretary**

- a. Shall arrange for publicity of meetings as may be directed by the Presbytery MCA or President or Secretary.

**8. Tenure of office**

- a. Every office shall be voted upon annual.
- b. An Officer shall hold office for a maximum of 3 years, subject to annual re-election
- c. Any other Officer could be elected into any other Office except the one he held previously. This is to encourage positive continuity where necessary. This does not apply to the President who must wait for at least one year to elapse before holding any other office.
- d. Irrespective of (c) above, no Officer shall serve as an Exco member more than 6 consecutive years.

## **9. Vacancies**

- a. Any vacancy arising shall be filled through a bye-election at the next regular meeting, but the Officer so elected shall still be subjected to regular annual re-election the same time along with other serving Officers.

## **SECTION SIX – PRESBYTERY COORDINATOR**

1. There shall be a Presbytery Coordinator who is recommended by MCA and approved by the Presbytery
2. He/she shall supervise and advise the Presbytery MCA accordingly
3. He/she shall liaise between the Presbytery MCA and the Presbytery
4. He/she shall serve at the pleasure of the Presbytery.

## **SECTION SEVEN – COMMITTEES**

### **1. Executive Committee**

#### **a. Membership**

The following shall be members of the Executive Committee

- i. All elected Officers
- ii. The Chairman of the Planning Committee
- iii. The Presbytery Coordinator

#### **a. Duties**

- i. They shall meet quarterly
- ii. They shall appoint members who shall be in charge of the different aspects of the meeting and activities
- iii. They shall prepare the annual budget. This shall be presented at the last Business Meeting of each year for implementation in the ensuing year.
- iv. To disseminate and circulate information promptly from higher bodies to the Parishes.

### **2. Planning Committee**

#### **a. Membership**

- i. Three members shall be appointed by the Presbytery MCA during annual election.
- ii. One of the three shall be the Chairman Planning Committee

**b. Tenure of Office**

Shall be appointed annually and shall serve for a maximum of 3 years at the pleasure of the Presbytery MCA

**c. Duties**

- i. The Committee shall prepare the Presbytery MCA calendar of events for the coming year. This is to be announced at the first regular meeting of the year.
- ii. The Committee shall plan details of any activities of the Presbytery MCA.

**3. Ad-Hoc Committee**

- a. The Presbytery MCA and/or its Executive Committee may appoint Committees whenever the need arises.
- b. The Committee so appointed shall complete its task according to the terms of reference whereby it was set up.
- c. Report from the Committee shall be submitted to the Presbytery MCA business meeting through the Executive Committee or directly to the appointing body.

**SECTION EIGHT – FINANCES**

**1. Assessments**

The Presbytery MCA shall make assessments upon all Parish MCA within the bounds of the Presbytery.

**2. Levies**

Special levies may be imposed by the Presbytery MCA upon all Parish MCA upon all Parish MCA within the bounds of the Presbytery when the need arises.

**3. Fund Raising Projects**

These shall have the approval of the Presbytery before being embarked upon.

**4. Annual Audit/Financial Report**

- a. Auditor shall be appointed by the Presbytery MCA



- b. The Treasurer shall prepare the Annual Statement of Receipts and Payments which shall be certified by the Auditors.

### **SECTION NINE – PATRONS/MATRONS**

The Presbytery MCA may appoint Patrons/Matrons with the approval of the Presbytery.

### **SECTION TEN - BYE LAWS**

The Presbytery MCA may formulate their own bye-laws to be patterned after this Constitution and which shall in no way conflict with any part of this Constitution.

## **ARTICLE SEVEN – SYNOD MCA**

### **SECTION ONE – INAUGURATION**

1. The inauguration of the Synod MCA shall be done in the same service where mother Synod is inaugurated.
2. Irrespective of (1) above, the Synod MCA shall be under the supervision of the Synod.

### **SECTION TWO – FUNCTIONS**

1. Shall organise conferences, retreats and leadership training courses
2. Shall promote the fellowship and participation of all constituent Presbytery of MCA.
3. Shall promote cooperation with the Men’s Christian Association of other denominations within the bounds of the Synod.
4. Shall administer, regulate and supervise activities of the Presbytery MCA.

### **SECTION THREE – MEMBERSHIP**

Five representatives from each Presbytery MCA which shall include the President, Secretary, Treasurer and any other two persons (preferably those serving in the higher bodies of the Association).

### **SECTION FOUR – PROGRAMMES**

1. **Meetings**
  - a. Regular Business Meetings shall be conducted quarterly.
  - b. Emergency Meeting shall be summoned as the need arises.

## **2. Annual Election of Officers**

Election of Officers shall be conducted not later than the third week in February of each year.

Any of the five accredited members from the Presbytery MCA shall be eligible to stand for election.

### **c. Voting Procedure**

- i. The five representatives from each Presbytery MCA are entitled to vote and be voted for
- ii. Voting shall be by open/secret ballot

### **d. Quorum**

- i. Two-thirds of all the expected delegates from the constituent Presbyteries shall constitute a quorum.
- ii. The election shall be conducted by the Synod Moderator or his/her duly appointed representative.

## **3. Fellowship Meetings**

- a. These shall be held at least four (4) times a year
- b. At the discretion of the Executive Committee of the Synod MCA more fellowship meetings may be arranged.

## **4. Other Activities**

- a. At the discretion of the Executive Committee of the Synod MCA, any activity which could promote the spiritual well-being of the Synod MCA may be arranged
- b. The annual programme of the Synod MCA shall be submitted to and approved by the Synod in good time before implementation.

## **SECTION FIVE – OFFICERS’ DUTIES, TENURE OF OFFICE, VACANCIES**

### **1. President**

- a. Shall be responsible for the overall running of the Synod MCA
- b. Shall preside at all Synod MCA meetings
- c. Shall sign, along with the Secretary the Minutes and all other documents of the Synod MCA
- d. Shall be an ex-officio member of sub-committees

- e. Shall be signatory to the Synod MCA account
- f. Shall authorize expenditures and sign the approvals of expenditures which have been agreed by either the Synod MCA or Executive Committee
- g. Shall perform any other duty as may be assigned by the Synod MCA or Executive Committee

**2. Vice President**

- a. Shall assist the President
- b. Shall act on behalf of the President when called upon to do so or in the absence of the President
- c. Shall perform other duties as may be assigned by the President.

**3. Secretary**

- a. Shall be in charge of the Synod MCA Secretariat
- b. Shall write accurate and concise Minutes of all meetings of the Synod MCA and sign along with the President
- c. Shall maintain files of all Synod MCA business meetings, programmes and activities
- d. Shall deal with all correspondences on behalf of the Synod MCA and maintain files for same
- e. Shall be signatory to the Synod MCA account
- f. Shall perform any other duty as may be assigned by the Synod MCA or Executive Committee

**4. Assistant Secretary**

- a. Shall assist the Secretary and act in his absence
- b. Shall carry out such duties as may be directed by the Secretary
- c. Shall perform any other duty as may be assigned by the Synod MCA or Executive Committee

**5. Treasurer**

- a. Shall keep an up-to-date account record showing all receipts, payments and current balance
- b. Shall maintain an account in the name of the Synod MCA
- c. Shall maintain an Imprest Account

- d. Shall pay bills approved by the Synod MCA or the Executive Committee
- e. Shall reconcile account with the Financial Secretary regularly prior to preparing financial statement to the Synod MCA regular meeting
- f. Shall in conjunction with the Financial Secretary present financial records for auditing annually. This shall be completed so that a copy of the audited report shall be presented to the Synod MCA at the first regular meeting of each year.
- g. Shall be signatory to the Synod MCA account
- h. Shall perform any other duty as may be assigned by the Synod MCA or Executive Committee.

#### **6. Financial Secretary**

- a. Shall receive all monies for the Synod MCA and record details.
- b. Shall on receipt pay all monies to the Synod MCA Treasurer within 48, except in the absence of the Treasurer pays within seven days of collection
- c. Shall in conjunction with the Treasurer present financial records to audit annually. This shall be completed so that a copy of the audited report shall reach the Synod MCA at the first regular meeting of each year.
- d. Shall perform any other duty as may be assigned by the Synod MCA or Executive Committee.

#### **7. Publicity Secretary**

- a. Shall arrange for publicity of meetings as may be directed by the Synod MCA or President or Secretary.

#### **8. Tenure of Office**

- a. Every office shall be voted for annually.
- b. An Officer shall hold office for a maximum of 3 years, subject to annual re-election.
- c. Any other Officer could be elected into any other Office except the one he held previously. This is to encourage positive continuity where necessary. This does not apply to the President who must wait for at least one year to elapse before holding any other office.

- d. Irrespective of (c) above, no Officer shall serve as an Exco member more than 6 consecutive years.

## **9. Vacancies**

- a. Any vacancy arising shall be filled by a bye-election at the next regular meeting, but the Officer so elected shall still be subjected to regular annual re-election the same time along with other serving Officers.

## **SECTION SIX – SYNOD COORDINATOR**

1. There shall be a Synod Coordinator who is recommended by MCA and approved by the Synod
2. He/she shall supervise and advise the Synod MCA accordingly
3. He/she shall liaise between the Synod MCA and the Synod
4. He/she shall serve at the pleasure of the Synod.

## **SECTION SEVEN – COMMITTEES**

### **1. Executive Committee**

#### **a. Membership**

- i. All elected Officers of Synod MCA
- ii. The Chairman of the Planning Committee
- iii. The Synod Coordinator

#### **b. Duties**

- i. They shall meet quarterly
- ii. They shall appoint members who shall be in charge of the different aspects of the meeting and activities.
- iii. They shall prepare the annual budget. This shall be presented at the last Business Meeting of each year for implementation in the ensuing year.
- iv. To disseminate and circulate information promptly from higher bodies to the Presbyteries.

### **2. Planning Committee**

#### **a. Membership**

- i. Three members shall be appointed by the Synod MCA during annual election.

- ii. One of the three shall be appointed the Chairman Executive Committee.

**b. Tenure of Office**

Shall be appointed annually and shall serve for a maximum of 4 years at the pleasure of the Synod MCA.

**c. Duties**

- i. The Committee shall prepare the Synod MCA calendar of events for the coming year. This is to be announced at the first business meeting of the year.
- ii. The Committee shall plan details of any activities of the Synod MCA.

**3. Ad-Hoc Committee**

- a. The Synod MCA and/or its Executive Committee may appoint Committees whenever the need arises
- b. The Committee so appointed shall complete its task according to the terms of reference whereby it was set up
- c. Report from the Committee shall be submitted to the Synod MCA business meeting through the Executive Committee or directly to the appointing body.

**SECTION EIGHT – FINANCES**

**1. Assessments**

The Synod MCA shall make assessments upon all Presbytery MCA within the bounds of the Synod

**2. Levies**

Special levies may be imposed by the Synod MCA upon all Presbytery MCA within the bounds of the Synod, when the need arises.

**3. Fund Raising Projects**

These shall have the approval of the Synod before being embarked upon

**4. Annual Audit/Financial Report**

- a. Auditors shall be appointed by the Synod MCA

- b. The Treasurer shall prepare the Annual Statement of Receipts and Payments (the Treasurer's Balance Sheet) which shall be certified by the Auditors.

#### **SECTION NINE – PATRONS**

The Synod MCA may appoint Patrons with the approval of the Synod.

#### **SECTION TEN - BYE LAWS**

The Synod MCA may formulate their own bye-laws to be patterned after this Constitution and which shall in no way conflict with any part of this Constitution.

### **ARTICLE EIGHT – CENTRAL WORKING COMMITTEE**

#### **SECTION ONE – FORMATION**

The Central Working Committee of the Presbyterian Men's Christian Association shall be established by an act of the General Assembly through the Board of Faith and Order. It shall be the coordinating body to the entire MCA, and shall be responsible to the General Assembly through the Board of Faith and Order through the Men's Desk Coordinator.

#### **SECTION TWO – FUNCTION**

1. It shall develop and maintain relationship with Men's Association of other denominations nationally and globally.
2. It shall coordinate the work of the men of the Presbyterian Church of Nigeria in conjunction with the Men's Desk Coordinator.
3. It shall arrange and organize Biennial National Programmes (Conferences, Retreats, Prayer Summits, etc.) to be hosted in rotation by the Synods.
4. It shall serve as a link--body between MCA and the General Assembly through the Men's Desk Coordinator through the Board of Faith and Order.
5. It shall handle any other responsibility assigned to it by the General Assembly through the Board of Faith and Order.

#### **SECTION THREE – MEMBERSHIP**

1. Four representatives from each Synod MCA which shall include the President, Secretary, Treasurer and Chairman Planning Committee.

2. The Men's Desk Coordinator.

#### **SECTION FOUR – PROGRAMMES**

##### **1. Meetings**

- i. Regular meeting shall be conducted in the months of March, July and October of every year
- ii. Emergency meetings may be summoned whenever need arises

##### **2. Quorum**

Half of all the total number of Synods with at least half of the total delegates shall constitute a quorum.

##### **3. Fellowship Meeting**

Fellowship meetings in form of National Conferences, Prayer Retreats, Trainings, etc. shall be conducted biennially by the Central Working Committee with the approval of the General Assembly through the Board of Faith and Order.

#### **SECTION FIVE – OFFICERS' DUTIES, TENURE OF OFFICE, VACANCIES**

##### **1. Chairman-in-Sitting**

- a. Shall be elected by the CWC at the first meeting of the year, and shall hold office for not more than one (1) year.
- b. Shall chair meetings of the CWC.
- c. Shall sign along with the Secretary the Minutes and other documents that may require his signature.

##### **2. Secretary-in-Sitting**

- a. Shall be elected by the CWC at the first meeting of the year, and shall hold office for not more than one (1) year.
- b. Shall perform all secretarial and administrative duties
- c. Shall maintain files of business meetings, programmes and activities.
- d. In case of vacancy, the CWC shall elect a Secretary who serves the remaining period of the current tenure. Such a person is eligible to stand election at the beginning of another year.



### **3. Treasurer-in-Sitting**

- a. Shall be elected by the CWC at the first meeting of the year, and shall hold office for not more than one (1) year.
- b. Shall receive all monies and present financial report to the CWC.
- c. In case of vacancy, the CWC shall elect a Treasurer who serves the remaining period of the current tenure. Such a person is eligible to stand election at the beginning of another year.
- d. Shall prepare his handover note and submit same at the first meeting of the year to his successor.

### **ARTICLE NINE - THE MEN'S DESK COORDINATOR**

- a. The Men's Desk Coordinator shall be appointed by the General Assembly of the Presbyterian Church of Nigeria.
- b. Shall coordinate all MCA activities nationwide.
- c. Shall constitute all CWC meetings.
- d. Shall liaise between the MCA and the General Assembly of the Presbyterian Church of Nigeria through the Board of Faith and Order.
- e. Shall attend all CWC meetings.
- f. Shall provide direction and guidance to the MCA.
- g. Shall lead the MCA CWC in representing the Men's Christian Association nationally and globally.
- h. Shall prepare the Annual Father's Week program.
- i. Shall prepare the Annual MCA Bible Study Guide.
- j. Shall liaise with the CWC in planning and executing the Biennial National MCA Conferences.
- k. Shall be available to the MCA at all levels – Congregational, Parish, Presbytery and Synod.
- l. Shall liaise effectively with the MCA Coordinators at The Synod, Presbytery, Parish and Congregational levels to ensure the smooth running of the MCA at all levels.
- m. Shall perform any other duties assigned him by the General Assembly of the Presbyterian Church of Nigeria.

## **SECTION SEVEN – FINANCES**

1. Levies
2. Special levies may be imposed upon all the Synod MCA for National assignments and the upkeep of CWC functions as the need may arise.

## **ARTICLE TEN – UNIFORM**

1. The MCA uniform nationwide shall remain short sleeve white Bull shirt upon black trouser and black shoes/sandals.
2. However, Parishes may be allowed to wear ceremonial uniforms in keeping with their local cultural dressing during the Fathers' Day celebration.

## **ARTICLE ELEVEN – AMENDMENT**

1. Written proposal(s) for amendments of this Constitution may be presented by any Synod MCA to Men's Desk Coordinator.
2. The proposed amendment(s) shall be circulated to all Synod MCA.
3. If accepted by the two-thirds of Synod MCA, the approved proposed amendments shall be forwarded to the General Assembly through the Men's Desk Coordinator to Congregational Ministries Department/Board of Faith and Order for final approval.