

Rules of ACFA

1. Association name

- a. The Association shall be known as the Association of Christian Financial Advisers also ACFA. In these rules ACFA may be referred to as the Association.
- b. The main correspondence address for the association will be that of the serving Chairman unless otherwise agreed. This address may be published on the Association's Web site.

2. Background

- a. The Association of Christian Independent Financial Advisers (ACIFA) was formed in June 1988 when a handful of Christians in the profession decided to draw together for fellowship, support and encouragement following the introduction of regulations under the Financial Services Act 1986.
- b. Following depolarisation in June 2005, it was agreed to change the name and emphasis of the association to more widely reflect the makeup of the financial advice community. This decision was ratified by the current members at the AGM on 24th November 2005.

3. Aims and Objectives of ACFA

- a. To provide a network and forum for Christians in the profession, sharing experiences and knowledge particularly relevant to the Christian.
- b. To uphold the standards of the Gospel and promote a high level of professionalism in the industry.
- c. To encourage spiritual growth of our members.
- d. To combat isolation within the profession and provide mutual support.
- e. To be a resource for biblical financial teaching to both members, and the public through members.
- f. To co-ordinate initiatives by members or their associates to promote advice within the Christian community.
- g. To be a point of referral for anyone seeking a Christian financial adviser or a Christian who works within the financial advice sector.
- h. To eventually have membership accreditation.
- i. To encourage the nurturing of new Christian workers within the financial advice sector to develop their careers and to encourage and train these workers regarding biblical principles relating to money advice.

4. Statement of Faith

- a. All members must read the Statement of Faith and annually renew their membership through the signing of a document stating they have read, understood and can agree to the statement.

5. Membership

- a. All members must in some way be connected with the providing of financial advice or be employed within the financial services sector.
 - i. There are 2 categories of membership:
 - Member (voting)
 - Associate member

The distinction is drawn between those who are offering advice to members of the public and those who are either in a support role or

not involved in client contact. The following table sets out most scenarios with the fee levels:

Category	Job title/description	Annual fee
Member (voting)	FSA recognised Registered Individual (RI)	£75
	Debt counsellor (working for /as charity)	£25
	Will writer	£75
	Insolvency practitioner	£75
	Philanthropy	£75
	Accountant	£75
	Solicitor	£75
Associate Member	Paraplanners	£30
	Financial planning support staff	£30
	Employees/owners of service providers	£30
	Non-client facing	£30
	Charity staff	£15
Advertisers/Sponsors*	Organisation with full/associate member	c£200

- ii. Advertisers/Sponsors will be companies or organisations who wish to advertise on the web-site primarily. These organisations must have at least one Director, Partner or Controller who is a member (any category) of the association.

6. Membership requirements

Anyone wishing to become a member of the Association must fulfil the following criteria:

- a. Have read and signed the Statement of Faith
- b. Subscribe to the Rules of Association
- c. Subscribe to the Code of Conduct included as part of these rules
- d. Provide references from their church or fellowship
- e. Pay the relevant membership fee

7. Membership fees

- a. All Members will be required to pay an annual membership fee, as prescribed by the Executive Committee and published from time to time.

8. Compliance

- a. All members shall adhere to the Code of Conduct. If there is any reason to question a member's conduct or professional behaviour, this matter will be dealt with in accordance to the guidelines laid out in: Members - Discipline.
- b. Non compliance with the requirements of membership will result in forfeiture of membership.

9. Complaints

- a. Members will be expected to fully support the activity of the Association. If any member feels concerned about any of the activities of the Association, they should raise this with the Chairman in writing. If they are still unhappy, they may exercise their right to call an extraordinary special meeting or to resign from the Association. (see: Executive Committee - Accountability)

10. Resignation

- a. Any member wishing to resign from the Association should do so in writing.
- b. Members will automatically be deemed to have resigned from the association if they do not renew their membership.

11. Code of Conduct

- a. As Christian financial advisers, money advice workers and workers within the financial services sector we all are ambassadors for Christ. Our ethics and work standards help to formulate our client's and peer's opinion of 'Christians'. This is a responsibility that we take seriously and therefore endeavour to excel in every area of our professional life.
- b. Our professional relationships should always be permeated with our Christian ethics and these ethics should not be compromised in any way to material advantage.
- c. We will not force our Christian beliefs upon our clients or peers but rather show our Christian beliefs by our deeds as opposed to our words.
- d. We will respect our clients right to their own religious beliefs
- e. We will ensure that the financial well-being of our clients is not prejudiced by conflicts of interest or by failure to disclose facts or affiliations relevant either now or as they arise in the future.
- f. We will act with the highest integrity in our professional lives and ensure fair dealing as we seek to provide the best solution for each of our clients.
- g. We will, where appropriate, endeavour to maintain sufficient levels of financial and spiritual resources to meet our business and spiritual commitments.
- h. We will seek, at all times, to be emulating Christ and therefore act with fairness and professionalism towards our employees, employers and associates.
- i. When given permission, we will liaise on behalf of our clients with other agencies who are committed to meeting the needs of those clients.
- j. We will treat with respect and recognise the authority of the Financial Services Authority.
- k. We will endeavour to observe the letter and the spirit of the relevant professional regulations, keeping ourselves well informed of new developments and avail ourselves of training, as and when it becomes necessary. We act honourably towards regulatory agencies and bodies, ensuring they are fully informed of relevant details at the appropriate time.

12. Discipline

- a. Should a member fail to behave in a way deemed appropriate i.e. by failing to adhere to the Code of Conduct, or for some other clearly explained reason, the Association shall consider the following actions:
 - i. A written clear warning to the member concerned
 - ii. Suspension of membership until such time as the matter has been resolved
 - iii. Expulsion of the member, due to an unwillingness or inability to resolve the matter
 - iv. Should the member wish to be re-admitted at a later date, this will be entirely at the discretion of the Executive Committee

13. Meetings

The Association shall hold a general meeting in each year, which will incorporate the Annual General Meeting, in addition to any other meetings in that year, and shall specify the meeting as such in the notice calling it.

- a. Not more than fifteen months shall elapse between the date of one Annual General Meeting of the Association and the date of the next. The Annual General Meeting shall be organised by the Executive Committee.
- b. All general meetings other than Workshops and Annual General Meetings shall be called Extraordinary General Meetings.

- e. The notice shall specify the place, the day and the hour of the meeting, and the general nature of the business to be transacted; and shall, in the case of an Annual General Meeting, specify the meeting as such. Notice shall be given to the members of the Association and to the Executive Committee.
- ~~f. The minimum number of members present at a meeting shall be the minimum.~~
- c. If the minimum required are not present within half an hour after the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next month, at the same time and place, or to such other day and at such other time and place as the Executive Committee may determine.
- d. The Chair of the Executive Committee shall preside as Chair at every general meeting of the Association. If there is no such Chair, or if they are not present or are unwilling to act, the Executive Committee members present shall elect one of their number to be Chair of the meeting.
- e. A resolution proposed at any general meeting shall be approved if at least two-thirds of the votes cast at the meeting are in favour of the resolution, except where the resolution or these Rules prescribes a different majority.
- f. At any general meeting, a resolution put to the vote of the meeting shall be decided on a show of hands (in which case, every member present in person shall have one vote)
- g. A declaration by the Chair that a resolution has been carried or lost on a show of hands, whether unanimously or by a particular majority. An entry to that effect in the minutes of proceedings of the Association, shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against the resolution.

15. Voting

- a. Each member(voting), upon having their membership confirmed, shall have one vote in any matter put forward in a meeting and requiring a vote.
 - i. Should a member wish to vote on a certain issue, but knows in advance that they will be unable to attend the meeting, they should email or write to the Chairman with their vote which is to arrive at least seven days before the meeting is due to commence.
 - ii. No acknowledgement of the postal/email vote will be given and if the Chairman does not receive the vote in the prescribed time the vote will be invalid.

- b. If in the event they are able to attend, they will only have one vote on each matter and the vote accorded to the proxy will be declared null and void.

16. Executive Committee:

- a. The Executive Committee is a body of about five members (who are not suspended from membership) elected from among the voting members.
- b. No Executive Committee member may serve longer than three consecutive years unless they offer themselves for re-election onto the Executive Committee and are accepted by a vote of the membership.
- c. No Executive Committee member is exempt from the disciplinary procedures of the Association.
- d. Each Executive Committee member shall have one vote on any resolution being put forward for such a decision.
- e. The Executive members shall vote in place a Chairperson, a secretary, a treasurer and any other officer that the executive committee see as necessary or desirable.
- f. Executive committee members can be paid at the rate of £50 per half day for their work on behalf of the association, but not if this causes the association to go into debt..
- g. It is anticipated that the Chairperson role will be apportioned round the Executive committee on an annual basis, although this will be at the discretion of the Executive committee.
- h. A non-executive committee member should examine the accounts annually and provide a written statement of satisfaction. Any concerns over accounting procedure should be addressed to the Executive committee.
- i. The Executive Committee shall meet as frequently as is deemed necessary by its members, and the arrangements for such meetings shall be made between the members, but also made available to all the members of the Association, should anyone wish to raise any matters of concern.
- j. Any of these rules can be overridden by a majority vote at the full Executive, if it would benefit the association to do so. If this power was used, a declaration must be made at the next AGM to all members, stating why and how this power was used.

17. Powers and Duties

The Executive Committee shall have authority as granted by the members to make decisions pertaining to the function of the Association, including but not exclusively:

- a. That the Association operates in accordance with any and all legal requirements appropriate to its function
- b. That the Association adheres to its own Rules
- c. That any members who do not adhere to the Association Rules are dealt with according to the rules.
- d. That the Chairman keeps a full account of all meetings, votes and resolutions
- e. That the Association continues to be financially secure and operates as efficiently and effectively as possible
- f. That the Association continues to support its members and respond appropriately to their needs
- g. All financial issues including fundraising
- h. The setting of annual fees and the authority to canvas the members for extraordinary financial support, should the need arise
- i. The Advertising and promotion of the Association
- j. Correspondence between the Association and any other bodies, organisations or individuals
- k. The calling and arrangement of meetings, both Committee level and wider level
- l. The admittance of new and care of existing members

- m. The executive Committee has the power to delegate duties including the preparation of Accounts where it is prudent to do so but is still overall responsible for such delegated duties.

18. Accountability

- a. The Executive Committee shall be accountable to the members of the Association for their actions and decisions.
- b. If any member feels an injustice has been done, or if any individual member, or indeed the entire Committee has made an error of judgement, any member of the Association may challenge that judgement.
- c. This concern should be made in writing, and there should be opportunity for other members to comment if they wish. Any comments should also be put forward in writing so that a record may be kept.
- d. If the member with concern is sufficiently unhappy with the process of resolution they may propose a vote of 'no confidence' in the Executive Committee (or the individual concerned) and call an Extraordinary General Meeting. The rules of calling such a meeting are shown elsewhere in these rules and must be complied with. If the requisite number of members do not subscribe to the meeting and a following meeting is called which also does not have the required number of subscribers then the vote is voided.
- e. Once the vote has been made, and the Chair declares the result, that shall be noted in the minutes of the meeting, and will remain the final result.

19. The Chair

- a. The Chair shall have a casting vote in the event of any tied vote.
- b. The Chair shall preside and conduct all General meetings.
- c. The Chair may abstain from Chairing on a particular issue and appoint another Executive Committee member in his place.

20. Ratification of Rules

- a. These rules were updated and amended at the AGM on 3rd December 2004. They were adopted by a vote from members present.
 - i. [Replace with] These rules were updated and amended at the AGM on 24th November 2005. They were adopted by a vote from members present.