



Christadelphian

HERITAGE

C O L L E G E

Hamilton

CONSTITUTION

UPDATED - FEBRUARY 2016

1. DEFINITIONS

- 1.1. "Committee Member" or "Committee Members" means a brother or sister from Participating Ecclesias elected to serve on the School Service Committee.
- 1.2. "Service Committee" and "School Service Committee" are one in the same.
- 1.3. "Participating Ecclesia" means any ecclesia operating under the Birmingham Amended Statement of Faith with a vested interest in the school (i.e. Sunday School students enrolled.)
- 1.4. "Overseeing Ecclesia" is the Book Rd Christadelphian ecclesia represented by their Arranging Board.

2. OBJECTS AND PURPOSES

- 2.1. To establish and maintain a Christadelphian religion school of instruction for children and youths.
- 2.2. All activities of the school shall be carried on without purpose of financial gain for its officers. Any profits or other gain shall be used in promoting the school's objectives.
- 2.3. The school shall seek to:
 - 2.3.1. Maintain a safe and happy environment that will encourage Godly values and morality and support the work of parents in developing a love of God in their children; an environment where students feel loved, valued and respected and where individual needs are addressed; where there is respect for authority and discipline and where the students reflect acceptable standards of behaviour and dress.
 - 2.3.2. Provide quality education within a Biblical context.
 - 2.3.3. Prepare its students for the challenges of this modern age by developing in them the basic skills necessary to earn a living and for a life in Christ.
 - 2.3.4. Operate in a manner to make attendance accessible to as many Christadelphian Sunday School students as possible.

3. OVERSIGHT

- 3.1. CHC is accountable to the Book Road Christadelphian Ecclesia, hereinafter referred to as the "Overseeing Ecclesia".
- 3.2. The directors of the school, for insurance purposes, will be the serving brethren on the CHC Service Committee.
- 3.3. If the school were ever to be dissolved all assets would be donated to an Amended Christadelphian charity decided upon by the Service Committee and the Overseeing Ecclesia.

4. SCHOOL SERVICE COMMITTEE

- 4.1. The CHC Service Committee exclusively manages the affairs and assets of the School in accordance with the objectives of the school.
- 4.2. Each year an election will be held to determine members of the service committee. There shall be a minimum of 6 committee members and a maximum of 8. The election will consist of a nomination period and election as outlined below. Members of the committee who choose to stand for re-election will not require nomination. Ballots will only be distributed to baptized parents/guardians of CHC students.
 - 4.2.1. During the first week of February, nomination forms will distributed. Nominations will be accepted from parents of children in attendance at CHC and are due by the end of February.
 - 4.2.2. Each nominee is required to be a brother or sister in Christ and must receive three nominations; which nominations will be returned to the CHC committee and then delivered to the Overseeing Ecclesia's Arranging brethren for their approval. The nominees must be commended to CHC by the arranging brethren of their respective ecclesias. When making recommendations, particular regard shall be paid to the special interests of the School including its objects and purpose and the brother and sister's capacity to meet those interests, objects and purposes.

- 4.2.3. The list of approved nominees will be submitted to the parents of CHC students during the first week of April. Two weeks shall be given for ballots to be returned.
- 4.2.4. For nominees to hold office they must be chosen by ballot on at least 50% of the ballots cast.
- 4.2.5. Newly elected committee members will begin their term in August of the year they are elected but are required to start attending the monthly CHC service committee meetings immediately after election. Service committee members who are not re-elected will continue until the end of their term in July.
- 4.3. The Service Committee will have the power to appoint officers and employees of the School, and may delegate any of its powers to such officers and employees.
- 4.4. The Service Committee offices shall include a Chairman and Treasurer. Committee members will elect the office holders from among the brethren on the Service Committee and determine the periods for which they are respectively to hold office.
- 4.5. The Service Committee will strive to include proportionate representatives of all Participating Ecclesias on the Service Committee where possible.
- 4.6. The School Service Committee shall call an Annual General Meeting.

5. REMOVAL OF SCHOOL SERVICE COMMITTEE MEMBERS

- 5.1. The office of a Service Committee Member shall be removed:
 - 5.1.1. If he/she is prohibited from being a Committee Member or is removed by a majority decision of the Committee or does not meet the requirements of his duty.
 - 5.1.2. If he/she becomes of unsound mind
 - 5.1.3. If he/she is no longer a member of a Participating Ecclesia
 - 5.1.4. If he/she is absent from Service Committee meetings for three consecutive meetings without special leave of absence
 - 5.1.5. If by notice in writing to the Service Committee he/she resigns their office

6. PROCEEDINGS OF SCHOOL SERVICE COMMITTEE

- 6.1. Service Committee Members shall meet together at least quarterly.
- 6.2. Two Committee Members may, at any time, call a meeting of the Service Committee.
- 6.3. Questions arising at any meeting shall be decided by a majority of votes. Each Committee Member present shall have one vote.
- 6.4. Subcommittees
 - 6.4.1. The service committee may delegate any of its powers to a sub-committee consisting of brethren or sisters as they think fit.
 - 6.4.2. Any sub-committee formed shall conform to any regulations that may be imposed upon it by the Service Committee. The meetings and proceedings of the sub-committee shall be governed as the meetings and proceedings of the Service Committee.
 - 6.4.3. Resolutions in writing signed by all Committee Members or subcommittee representatives are valid as if they had been passed at a meeting of the Service Committee or a subcommittee.
 - 6.4.4. Minutes of all meetings shall be sufficient evidence of the meeting

7. FINANCE

- 7.1. The Treasurer of the Service Committee will have signing authority for the finances. Two additional Committee Members may be appointed to have signing authority also.
- 7.2. The Service Committee will appoint an Auditor to audit the accounts of the School. The auditor will not be a Committee Member, officer OR involved in the management of the affairs of the school.
- 7.3. A financial statement and auditors report will be made available at the Annual General Meeting, to the Overseeing Ecclesia and to the Participating Ecclesia's Arranging Boards.

8. CHANGING THE RULES

- 8.1. These rules can only be changed by a majority vote of 2/3 of the Service Committee and then the approval of the Overseeing Ecclesia Arranging Board.

9. GENERAL MEETINGS

- 9.1. General Meetings are intended to provide CHC parents and other interested parties with information and input regarding the operations of CHC. All CHC parents and other interested parties (i.e. grandparents, staff, and participating ecclesial arranging boards) are invited to attend regular General Meetings.
- 9.2. Scheduling of meetings
 - 9.2.1. There will be one scheduled General Meeting during each school year. This meeting will take place, God willing, in May.
 - 9.2.2. Special General Meetings may be called as follows:
 - 9.2.2.1. The Service Committee may call a Special General Meeting at any time by a majority vote.
 - 9.2.2.2. The Overseeing Ecclesia may request a Special General Meeting. Requests must be in writing, signed by the recording brother stating the purpose of the meeting and given to the Service Committee Chair.
 - 9.2.2.3. Parents may request a Special General Meeting. Requests must be in writing, signed by five parents stating the purpose of the meeting and given to the Service Committee Chair.
 - 9.2.3. Upon receipt of a request from either the Overseeing Ecclesia or the stipulated number of parents, the Service Committee will convene a Special General Meeting for the purpose specified in the request.
- 9.3. Attendance at Special General Meetings will be limited to the Service Committee, the Arranging Board of the Overseeing Ecclesia, CHC parents, and staff.
- 9.4. Participating Ecclesias, staff and parents will be notified in writing of meetings a minimum of one week before they take place, two weeks if the matter is not time sensitive.
- 9.5. The meetings will be chaired by a brother appointed by the Service Committee.
- 9.6. Standard meeting agendas will follow the format below:
 - 9.6.1. Opening hymn and prayer
 - 9.6.2. Scripture reading
 - 9.6.3. Approval of the minutes of the previous General Meeting
 - 9.6.4. Review of the actions of the CHC Service Committee, as recorded in the minutes of the meetings held since the previous General Meeting.
 - 9.6.5. Standard reports
 - 9.6.5.1. Financial (review and approve budget & expenditures)
 - 9.6.5.2. Principal's report
 - 9.6.5.3. Subcommittee reports, if applicable
 - 9.6.6. New business
 - 9.6.6.1. Items of new business must be sent to the Service Committee Chair one week before the General Meeting. The Committee Chair will be responsible for compiling and distributing the agenda to participating ecclesias, staff and parents by the Monday before the General Meeting.
 - 9.6.6.2. If an item of new business not on the agenda is raised at the meeting, it will only be voted on with the unanimous consent of eligible voters at the meeting, abstentions excluded.
 - 9.6.7. Concluding hymn and prayer
- 9.7. Proceedings:
 - 9.7.1. Voting will be done by baptized parents and Service Committee members.
 - 9.7.2. A quorum will consist of 30% of parents and Service Committee members.
 - 9.7.3. If a quorum is not met within thirty minutes after the appointed time, the meeting is dismissed and will be reconvened at the convenience of the Service Committee.
 - 9.7.4. As a general rule, majority vote will consist of 50%+1 of voters present. A higher threshold may apply in extenuating circumstances (for example the proposed purchase of a building) as determined by the Service Committee.

- 9.8. All decisions made at the General Meeting are subject to review and approval by the Overseeing Ecclesia.
- 9.9. If a concern raised at a General Meeting or Special General Meeting is not adequately addressed by the Service Committee, then the following process shall apply:
 - 9.9.1. Five parents shall deliver a letter to the Chair of the Service Committee stating the nature of the concerns and requesting a special meeting of the Service Committee.
 - 9.9.2. If after the special meeting the concerns are still not adequately addressed, the parents shall deliver a letter to the Arranging Board of the Overseeing Ecclesia stating the nature of the concern and the actions that have been taken to have it addressed., and requesting a meeting with the Service Committee and the Overseeing Ecclesia Arranging Board.
 - 9.9.3. Upon receiving such a request, the Arranging Board shall in conjunction with the Service Committee set up a meeting to be attended by the Service Committee, the Arranging Board and the concerned parents to hear all sides of the issue.
 - 9.9.4. After this meeting, the Arranging Board shall meet to determine the course of action, and shall inform all parties of their decision.

10. MINUTES

- 10.1. Proper minutes of all meetings of the School and of meetings of the Service Committee and of the Parents' Forum and any of sub-committee, will be kept in minute books. The minute books shall be kept at a place determined by the School Service Committee. minutes will be made available, upon request of Participating Ecclesias, Overseeing Ecclesia, Committee Members or parents.

11. INDEMNITY

- 11.1. Every sub-committee person, or other officer or servant of the School shall be indemnified by the School against (and it shall be the duty of the Service Committee to pay out of the funds of the School) all costs, losses and expenses which he may incur or become liable to by reason of any contract entered into or act or deed done by him as such officer or servant or in any way in good faith in the discharge of his duties (but excluding any liability that may by law or otherwise attach to him in respect of any negligence, default breach of duty or breach of trust of which he may be guilty in relation to the School) and the amount for which such indemnity is provided shall immediately attach as a lien on the assets of the School and have priority over all other claims.
- 11.2. Without limitation of the provisions of rule 11.1, the Service Committee shall indemnify every, sub-committee person, representative of Parents' Forum or other officer or servant or any auditor of the School against any liability incurred by him in defending any proceedings whether civil or criminal in which judgment is given in his favour or in which he is acquitted or in connection with any application in relation thereto in which relief is under the law granted him by the courts.