

# **LEWIS CHRISTIAN EDUCATION ASSOCIATION**

## **CONSTITUTION**

### **1. Name**

- 1.1. The organisation shall be known as “The Lewis Christian Education Association.”

### **2. Purpose**

- 2.1. The Association’s purpose is to advance education with Christian principles by the establishment and maintenance of non-denominational Christian schools thereby assisting parents in carrying out their Biblical responsibility to educate their children in a Christ centred manner according to God’s Word and in furtherance thereof but not otherwise to engage in such other educational activities as shall promote and support this purpose.

### **3. Statement of faith**

- 3.1. We believe and accept the revelation of the triune God given in the Scriptures of the Old and New Testaments, as expressed in the Reformed Confessions of our land, namely the Westminster Confession (1646) and Baptist Confession (1689). We therefore believe in:

- The divine inspiration of Holy Scripture and its supreme authority in all matters of faith and conduct.
- The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgement.
- The sinfulness and Guilt of man, making him subject to God’s wrath and condemnation.
- The substitutionary sacrifice of the incarnate Son of God as the sole and all-sufficient ground of redemption from the guilt and power of sin, and from God’s wrath and condemnation.
- The justification of the sinner solely by the Grace of God through faith in Christ crucified and risen from the dead.
- The regenerating, illuminating, indwelling and sanctifying work of God the Holy Spirit. The abiding authority of the moral law of God.
- The Personal, visible return of the Lord Jesus Christ in power and in Glory to judge the world.
- The bodily resurrection of all mankind, the believer to life everlasting and the unbeliever to eternal damnation.

#### **4. Education Principles**

- 4.1. The Association seeks to ensure that children are taught in an environment where the word of God rules and the Lordship of Jesus Christ is recognised in the whole curriculum and discipline of the school. This will enable the children to develop their individual God-given gifts for a life of service to God and thereby to the world.

#### **5. Membership**

- 5.1. Full Membership is open to any person that can satisfy the Board of Governors as to his/her Christian commitment, who agree with the Association's purpose and statement of faith and who are willing to indicate such in writing on the "Application for Membership" form as in Appendix A.
- 5.2. Associate Membership is open to those who are not eligible for full membership but nevertheless are committed to Christian education, as stated in item 2. (Purpose) and 4. (Education Principles) of this constitution. Those wishing to apply for associate membership do so by completing the "Application for Associate Membership" form as in Appendix B.
- 5.3. Membership is at the discretion of the Executive Committee and subject to unanimous agreement.
- 5.4. Those being admitted to membership agree to abide by the rules of the Association as set down in this constitution.
- 5.5. Membership shall pay the annual membership fee, as determined by the executive committee.
- 5.6. Every full member shall be entitled to one vote at general meetings of the Association.

#### **6. Association Meetings**

- 6.1. The Association shall hold an annual general meeting and such other meetings as maybe called. The time, place and agenda of such meetings shall be determined by the executive committee, and communicated to the members not less than six weeks before the date of the meeting.
- 6.2. Each full member shall be entitled to table items for the agenda. Items for inclusion in the agenda must be tabled one month before the meetings, and the agenda distributed not less than two weeks before the meetings. Items, may, in addition, be raised under A.O.C.B. but will not be discussed or voted on at that meeting, except at the discretion of the chairman.
- 6.3. Special meetings may be called at any time at the discretion of the Executive Committee or by the members provided such a meeting is requested in writing by at least 25% of the full members. Such a request must state the reason for calling the meeting, and notice of a special meeting must also include a statement of these reasons. 55% of the full membership shall constitute a quorum at each special meeting. Voting shall be by simple majority (i.e. one half of the votes plus one) orally or by ballot as decided at the meeting.

## **7. Executive Committee**

- 7.1. General: The Association shall be governed by an Executive Committee, members of which shall be known as the Directors of the Association and shall bear the collective and individual responsibility of trustees for the purposes of the title to heritable property and administration of all funds.
- 7.2. Membership: The committee shall consist of not less than 5 and not more than 10 full members of the Association, serving for a period of not more than 3 years without re-election. No more than one member of a family may sit as a Director on the Executive Committee. There shall be no restriction on members being re-elected.
- 7.3. Worship: The Executive committee will ensure that all acts of formal worship engaged in by the Association and by any of its subsidiaries, shall be in accordance with the following: Prayer, Bible reading and the singing of Psalms.
- 7.4. Election of Members: Members of the Executive committee shall initially be elected by the Association and thereafter by a 75% majority vote of the Directors as and when the need arises. Directors may be removed from their position through a valid and justifiable 75% majority vote either by the Association in general or by the Executive Committee.
- 7.5. Meetings: Meetings of the Executive Committee require a quorum of 55% of membership. The Executive Committee shall elect from among its members or from among the Association as a whole, officers whose duties are outlined in Appendix c. All meetings of the Executive Committee shall be opened with prayer.
- 7.6. Management and Organisational Structure: The Executive Committee will ensure the Association is managed and organised in accordance to that outlined in Appendix 3.
- 7.7. Minutes: All full members shall have access to all Executive Committee minutes.
- 7.8. Resignation of a member of the Executive Committee: Members wishing to resign must tender their resignation in writing to the secretary, who will take the necessary steps to convene a meeting to elect a replacement.

## **8. Board of Governors**

- 8.1. In the event of the Association forming a school or schools, the Executive Committee shall assume the role of board of governors by the deployment of all necessary Association resources. This will enable the committee to successfully assume responsibility for the day to day running of the school or school(s).
- 8.2. After the formation of a school the election or re-election of members of the executive committee shall be dependent on the ratio of parents of children at the school to other members so that a majority of the membership of the committee are parents of children at the school.
- 8.3. Members of the board of Governors shall be full members of the Association

## **9. Finance**

- 9.1. The Executive Committee shall endeavour to obtain the necessary funds for operation, maintain accurate records and determine how the funds shall be distributed. Funds may be raised by the payment of tuition fees, from donations, from subscriptions and from such other means as are consistent with the constitution.
- 9.2. The Association shall have power to borrow funds as required. Any decision to borrow funds must be approved by a majority decision of the members of the Executive Committee.
- 9.3. Funds raised shall be used to further the aims of the Association. No member is entitled to receive any payment out of the Association's property or finance, other than actual expenses.

## **10. Property**

- 10.1. The Association shall have power:
  - to purchase, lease, hire or otherwise acquire any heritable or movable property for occupation or use by the association in accordance with its stated purpose.
  - to sell, feu, let on lease or tenancy, or otherwise dispose of or deal with buildings or land or any interest therein.
  - to erect, alter, maintain or repair and generally promote the preservation of any buildings or land vested in the association

## **11. Amendment**

- 11.1. No amendments shall be made which would have the effect of causing the Association to cease being a recognised body.
- 11.2. Any change to this constitution shall only be made at a properly convened General meeting of the Association with a 75% majority vote.

## **12. Dissolution**

- 12.1. In the case of dissolution, the property and monies of the Association shall, after realisation and settlement of debts be donated to an organisation involved in the promotion of Christian education, which is itself a charity for tax purposes. The choice of organisation shall be at the discretion of the Executive Committee.
- 12.2. Dissolution shall only take place where a 75% majority of the members are in favour of it

# **Appendices A, B, & C**

Lewis Christian Education Association



**Appendix A – Application for Full Membership**

I agree with the purpose, statement of faith and educational principles of the Lewis Christian Education Association as expressed in its constitution.

I agree to abide by the constitution of the Association.

I agree to pay the annual subscription fee set by the Association. (Currently £5.00)

Signed ..... Date.....

OR

**Appendix B – Application for Associate Membership**

I agree with the purpose, and educational principles of the Lewis Christian Education Association as expressed in its constitution.

I agree to abide by the constitution of the Association.

I agree to pay the annual subscription fee set by the Association. (Currently £5.00)

Signed ..... Date.....

*NB Please ensure that you pick up a copy of our constitution with this form.*

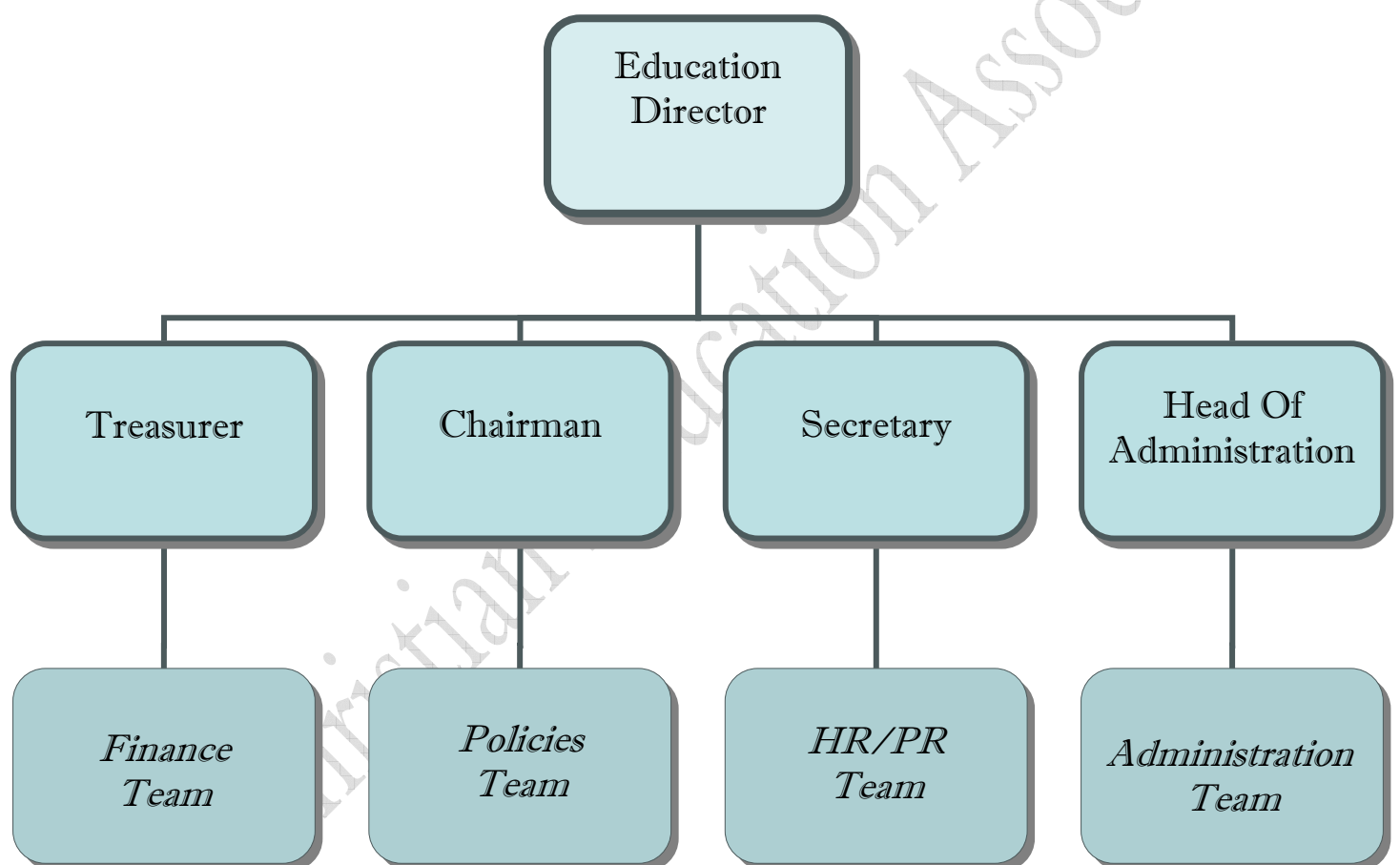
If you feel that you have any skills which you feel could be of benefit to the organisation, please give details of these:

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**LCEA / LICS BOARD**  
**MANAGERIAL STRUCTURE**



## **ROLES AND RESPONSIBILITIES**

The officers of the Lewis Christian Education Association (LCEA) shall consist of a Chairman of the Board of Directors, a Secretary of the Board of Directors, a Treasurer of the board of Directors an Education Director, a Head of Administration and such other officers as the Board of Directors may from time to time establish. No more than one office may be held by the same person. Officers, except for the Chairman, Secretary and Treasurer, need not be Directors. Officers are elected by majority vote of the Board of Directors. The Chairman and Secretary of the Board shall each be elected by a majority vote of all the Directors from among membership of the Board for a term of three years.

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### **Chairman of the Board of Directors**

The Chairman of the Board of Directors shall, when present, preside at all meetings of the Members of the Board of Directors and shall perform such other duties and exercise such other powers as shall from time to time be assigned by the Board of Directors. The Chairman shall lead the organisations Policies team.

The Chairman of the Board shall also have the following responsibilities:

- ensure that the organisation abides by its constitution and established policies
- support and communicate regularly with the Education Director
- work with other officers as and when the need arises
- represent the LCEA to other organisations, the media and the public at large
- in collaboration with the Director of Education, develop agendas for all meetings of the Board of Directors
- report to the Membership
- report periodically to the Board of Directors
- train the incoming Chairman for his /her responsibilities.



## **Secretary of the Board of Directors**

The Secretary shall give notice of the meetings, shall record all actions taken at the meetings, and shall perform other duties as assigned by the Board of Directors. The Secretary is the custodian of records for the Association. The Secretary shall lead the human resources and public relations team. The following outlines the main responsibilities of the Secretary.

- oversee record keeping of meetings, policies, activities, membership and any other records required by law
- oversee minutes of all meetings and teleconferences of the Board of Directors as well as the annual meeting
- within a reasonable period after a meeting, provide the Board with minutes, including a list of motions made and voting results
- review the policies of the Association and present to the Board any policies that may have to be amended, rescinded or reaffirmed
- certify actions taken by the Board
- support and communicate regularly with the Education Director
- work with other officers as and when the need arises
- represent the LCEA to other organisations, the media and the public at large
- train the incoming Secretary for his /her responsibilities.

## **Treasurer**

The Treasurer, subject to the control of the Board of Directors, shall collect and receive, and shall have charge and custody of the funds and securities of the Association. He or she shall have such other duties as are customary to the position of the Treasurer in an Association of this type, and such as may from time to time be assigned him or her by the Board of Directors. The Treasurer shall lead the Finance team.

The following outlines the main duties of the Treasurer:

- oversee, with the Director of Education, the fiscal affairs of the Association
- develop, with the Director of Education and the Finance team, an annual budget for the Association
- monitor budgetary performance of the Association
- report on the financial condition of the Association to the Board of Directors and the Membership
- engage in a continuous process of financial forecasting
- engage and monitor fundraising activities
- support and communicate regularly with the Education Director
- work with other officers as and when the need arises
- represent the LCEA to other organisations
- train the incoming Treasurer for his /her responsibilities.

## **Head of Administration**

The Head of Administration shall coordinate and manage the day to day administration of the Association and its subsidiaries. The Head of Administration shall lead the Administration team. The following outlines the main duties of the Head of Administration:

- ensure all files and filing are systematically kept and where applicable are kept in accordance to the current legislation as in the Data protection act
- ensure that all correspondences are appropriately dealt with
- ensure that all support material and resources are made available or provided for on the request of staff
- oversee all material requirements in the production of publications
- work with other officers as and when the need arises
- support and communicate regularly with the Education Director
- train the incoming Head of Administration for his / her responsibilities.

## **Education Director**

Except as otherwise provided by the Board of Directors, the Director of Education shall be the Chief Executive Officer of the Association, and unless authority be given to other officers or agents to do so, he or she shall negotiate, execute, and manage all contracts and agreements on behalf of the Association which are either authorized generally, or authorized by specific votes of the Board of Directors. It shall be his or her duty, insofar as the facilities and funds furnished to him or her by the Association permit, to see that the order and votes of the Board of Directors and the purposes of the Association are carried out. The Director of Education shall prepare, or cause to be prepared, all necessary reports to the members of the Lewis Christian Education Association.

The following outlines the main responsibilities of the Education Director:

- oversee and manage through a process of delegation or otherwise, all the day to day activities of the Association and its subsidiaries
- engage in cross impact analyses of both the micro and macro environment for the purpose of identifying strengths, weaknesses, opportunities, and threats in relation to the organisation
- formulate strategies and set goals that aspire to meet the long term aims of the Lewis Christian Education Association and its subsidiaries
- provide regular updates to the Directors on all educational and organisational matters as appropriate
- represent the LCEA to other organisations, media and the public at large
- support and communicate regularly with staff

## **Teams**

Each team shall be managed by the officer, as outlined in the individual office roles. Team members must also be members of the Association. Membership of a team will favour parent involvement but ultimately the team leader will enlist in accordance with the best interests of the Association. Membership of a team will, along with the number of members, be at the discretion of the team leader or the Director of Education. Teams will interact with one another when deemed necessary by the team leaders or the Director of Education. New teams may be formed by the Director of Education to deal with specific issues out with the normal activities of the Association. Members may be associated with more than one team.

## **Finance Team**

The Finance team will support and advise the activities of the Treasurer in every way deemed reasonable and necessary.

The following outlines the main duties of the finance team:

- engage in activities that identify budgetary measures
- engage in the processes related to financial forecasting
- work on fundraising activities
- work with other teams when necessary

## **Policy Team**

The Policy team will support and advise the activities of the Chairman in every way deemed reasonable and necessary.

The following outlines the duties of the Policy team:

- formulate policies in keeping with the requirements of the government, local authority and the LCEA
- formulate policies in keeping with the needs of the LCEA in regards to internal customer issues
- identify and evaluate ethical issues and ensure the LCEA view point is taken in the resolution of these issues
- work with other teams when necessary

## **HR/PR Team**

The Human Resources and Public Relations team (HR/PR) will support and advise the activities of the Secretary in every way deemed reasonable and necessary.

The following outlines the main duties of the HR/PR team:

- formulate and implement recruitment processes
- formulate personal development processes for all within the Association
- formulate appraisal techniques appropriate to the needs of individuals and the Association
- formulate and engage in all activities that promotes the good image of the association in accordance to the purposes of the LCEA
- make contact with outside organisations that may complement or enhance the activities of the Association
- work with other teams when necessary

## **Admin Team**

The Administration team will support and advise the activities of the Head of Administration in every way deemed reasonable and necessary.

The following outlines the main duties of the Administration team:

- ensure Filing systems are kept
  - ensure correspondences are dealt with appropriately
  - ensure that staff have all the necessary resources needed to carry out their duties
  - work with other teams when necessary
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