

Soroti BIBLE SCHOOL

P.O. Box 402, Soroti, Uganda, East Africa

CONSTITUTION – SOROTI BIBLE SCHOOL

Preamble

SOROTI BIBLE SCHOOL is an interdenominational Bible school based in Soroti, Uganda. It seeks to provide quality Bible teaching and theological training to all disciples of Jesus Christ who seek it.

1. Purpose of this Constitution

1.1 This Constitution provides the framework for the leadership, strategic direction and management of Soroti Bible School.

2. Name and physical address

2.1 The institution that this Constitution applies to shall be called 'Soroti Bible School'.

2.2 The physical address of Soroti Bible School is Plot 259, Soroti Block 8, Alaki, Soroti Sub-County, Soroti.

3. Vision

3.1 The vision of Soroti Bible School is to equip disciples of Jesus Christ to know more of God and His Word.

4. Mission

4.1 The mission of Soroti Bible School is to provide quality Bible teaching and theological training, practical and vocational skills and opportunities for personal and character development, to disciples of Jesus Christ.

5. Objectives

5.1 Soroti Bible School will provide Bible teaching and theological training at Certificate, Diploma and eventually Degree and Masters' levels from its campus in Soroti.

5.2 Soroti Bible School will work to develop other study centres in order to make its training available from a variety of accessible locations. These centres will be developed alongside a programme of providing training through distance learning and other methods of delivery, as appropriate.

5.3. Soroti Bible School will work to support church planting and partner with other organisations to take the Good News of Jesus Christ to those identified as unreached people groups.

5.4 Soroti Bible School will work to develop practical and vocational training skills and other programmes, as appropriate.

6. Powers of the Board

6.1 The Constitution invests a number of powers in the Board of Soroti Bible School, specifically:

6.1.1 To take all necessary measures to ensure that the School is working to fulfil its Vision, Mission and Objectives, as set out in this Constitution;

6.1.2 To ensure the School is being effectively administered;

6.1.3 To ensure the welfare of staff and students is protected;

6.1.4 To ensure the finances of the School are well-managed and used to fulfil the Vision, Mission and Objectives of the School and comply with all relevant regulations of Uganda;

6.1.5 To hold regular meetings to receive reports about all aspects of the performance and administration of the School, review its policies and make decisions as it deems necessary.

7. Membership of the Board

7.1 The Board of Soroti Bible School shall include the following:

7.2 A Chairperson, elected by all members of the Board for a period of three years and a maximum of two consecutive terms. The Chairperson shall be a non-executive member of the Board.

7.3 A Vice Chairperson, elected by all members of the Board for a period of three years and for a maximum of two consecutive terms. The Vice Chairperson shall be a non-executive member of the Board.

7.4 A School Principal of Soroti Bible School, who shall be a full member of the Board. The School Principal shall lead the executive management team, made up of the other executive directors, and has full authority to appoint, manage and recommend the dismissal of members of staff of the School as appropriate.

7.5 A Director of Strategy and Resources, who shall be a full member of the Board. This role shall include the function of Board Secretary and oversee the administration of the Board.

7.6 A Director of Studies, who shall be a full member of the Board.

7.7 A Director of Outreach, who shall be a full member of the Board.

7.8 Other non-executive members of the Board shall be appointed for a period of three years. No non-executive director shall serve more than two consecutive terms.

7.9 There shall in all circumstances be at least one more non-executive member of the Board than executive members of the Board.

7.10 A Minute Secretary shall be appointed to circulate agendas and take minutes of the meetings of the Board. The Minute Secretary is not a member of the Board and shall not contribute to the discussions or deliberations of the Board meetings.

8. Executive Management

8.1 The day-to-day administration of Soroti Bible School shall be undertaken by an executive management team and this team shall be made up of the School Principal, the Director of Strategy and Resources, the Director of Strategy and the Director of Outreach. Each of these roles, individually and collectively, is accountable to the Board of Soroti Bible School.

8.2 The executive management team is required to produce a number of policies and documents for approval and regular review by the Board. They are:

8.3 A 'Statement of Faith of Soroti Bible School'. This document shall set out the theological stance of the school, within the evangelical tradition, drawing upon and including statements of creed, faith and doctrine from Scripture and church history.

8.4 A 'Strategic Plan', setting out the long-term strategic development of the school over the period of five to 10 years.

8.5 A 'Programmes of Studies at Soroti Bible School'. This document shall set out the different programmes of study that are offered at Soroti Bible School, both theological and vocational, including full-time, part-time, evening and block study programmes. It will summarise the curriculum for programmes of study and examinations that shall be set.

8.6 An 'Entitlement to Study' policy. This policy shall set out what students on each of the programmes in the 'Programme of Studies' are required to fulfil in order to study at Soroti Bible School. This will include the application process for applying for a course of study at Soroti Bible School and any requirements that students are expected to bring with them in order to undertake their studies.

8.7 A 'Fees at Soroti Bible School' policy. This document will set out the fees that students are required to pay in order to undertake their chosen programme of study. The policy will set out the specific process that students are expected to go through in order to make payment to the school for their studies.

8.8 An 'Asset Management Policy and Asset Register'. This document will set out all the assets of Soroti Bible School and the process for registering and disposing of all assets over a certain value. It will set out the exact circumstances in which individual assets can be used by the school and the circumstances, if any, that an individual asset may be allowed to be used by individuals or organisations outside of the school. All assets purchased by the school shall be purchased in the name of 'Soroti Bible School'.

8.9 An 'Annual Work Plan and Budget'. This document will summarise the expected activities, income, donations and expenditure of Soroti Bible School. It will summarise budgets allocated for each department of the School.

8.10 An 'Outreach Programme'. This document will summarise the outreach activity of the school, including teaching programmes delivered at locations outside of the main campus at Soroti, any evangelism activity planned, and activity to promote the work of the school in order to recruit students.

8.11 An 'Annual Accounts of Soroti Bible School'. This document will summarise all income, donations and expenditure of Soroti Bible School for an individual financial year. These accounts shall be audited by an independent audit firm appointed by the Board, before being presented to the Annual General Meeting of the Board.

8.12 A 'Summary of Studies'. This document will summarise the number of students studying on each programme of the school, the overall performance of students in set examinations and any developments in the school curriculum. It will also summarise briefly the onward journey of students following their study at Soroti Bible School and the work to maintain a school alumnus. This document will be presented to the Annual General Meeting.

8.13 A set of 'Standing Financial Instructions'. This document will set out the detailed financial management of the school and the levels of permissions that the executive management team shall have individually and collectively to spend resources.

8.14 A 'Human Resources Manual', setting out the approach of the school to all aspects of staff contracts, employment and staff management and support.

8.15 A 'Schedule of Attendance and Allowances'. This document will set out the allowances payable to all non-executive members of the Board and other activities of the school. Members of the executive team are not entitled to receive allowances for attending meetings of the Board as their attendance will be part of their role at the school and covered by any salary paid for undertaking their duties at the school.

9. Meetings of the Board

9.1 The Board of Soroti Bible School shall meet on a regular basis to receive reports and plans and approve updated policies and make decisions as it deems appropriate. It shall meet at least three times in a calendar year, including its Annual General Meeting.

9.2 The Agenda of each meeting shall be agreed in advance by the Chairperson of the Board. The Board shall aim to set the dates for all its meetings in the forthcoming year at its Annual General Meeting.

9.3 The Chairperson shall give at least 14 days' notice to attend a specific meeting of the Board. Changes in agreed dates of Board meetings shall be notified to all members at the earliest opportunity. The Chairperson can call an extraordinary meeting in exceptional circumstances, giving as much notice to Board members as the circumstances allow.

9.4 At least three non-executive members of the Board are required in order for a decision-making meeting to be held and they must include either the Chairperson or Vice Chairperson. No member of the Board can delegate their attendance to any other individual under any circumstances. A non-executive member who does not attend three consecutive meetings of the Board shall be deemed to have resigned from the Board and seat shall be available to be given to a replacement.

9.5 The Board shall aim to make its decisions by common agreement but it can make its decisions by a formal vote, taken as a secret ballot at the discretion of the Chairperson. Decisions shall be passed by a simple majority of members present.

9.6 Individuals other than members of the Board may, at the discretion of the Chairperson, attend its meetings and speak on individual items of the Agenda but may not vote or seek to influence adversely any decision that the Board shall take. The Minutes of each Board meeting shall be prepared in a timely way and agreed at the next immediate meeting of the Board.

9.7 The Board shall appoint advisory groups, to advise it on any matters, as it so wishes. This could include an advisory group of students, staff and other stakeholders.

10. Amendments to this Constitution

10.1 This Constitution shall be reviewed formally and in full at the Annual General Meeting every five years, if necessary.

10.2 Proposed changes to this Constitution shall be given in writing to the Chairperson of the Board at least 28 days before any Annual General Meeting. Any proposed changes shall be discussed and decided upon at the next immediate Annual General Meeting.

10.3 All changes to this Constitution can only be made with the agreement of at least two-thirds of all the members, executive and non-executive, of the board.

11. Bankruptcy

11.1 The executive management team of the school shall seek to avoid it falling into a state of bankruptcy. It shall provide the Board regularly with updated legal advice of the actions it needs to take in the event that the school is declared to be bankrupt.

12. Dissolution

12.1 The Board of Soroti Bible School can vote to dissolve itself by a formal vote of at least three-quarters of its Board members present at a special meeting. Formal written notice of this special meeting and the intention of it to seek the dissolution of the Board shall be circulated in writing to all members of the Board 28 days before the meeting.

12.2 Such a special meeting of the Board shall decide how best to dispose of the assets of the school, after off-setting the school's outstanding liabilities, in the event of the school being dissolved.