

Constitution of
CHRISTIANS AT WORK
from 30th March 2012

1. Name

The name of the organisation is *Christians at Work*.

2. Status

The organisation has the status of an Unincorporated Association, and is a Registered Charity (No. 254887). The Trustees of the Charity from time to time are the currently serving members of the Council of *Christians at Work* hereafter referred to as "the Council".

3. Objects

The objects of *Christians at Work* shall be:-

3.1 To work for the extension of Christ's Kingdom in every place of work.

3.2 To support, encourage and equip Christians at work and in the world at large towards exemplary working, personal evangelism, fellowship and holy living.

3.3 To unite such Christians in a larger fellowship and in joint activities.

3.4 To provide information, literature and other facilities to the same end, and to exchange ideas and share experiences.

4. Doctrinal Basis

The Doctrinal Basis is:-

'The supreme authority and sufficiency of the Holy Scripture, both Old and New Testaments, as the Revelation of the will of God to men; the unity of the Father, the Son and the Holy Spirit in the Godhead; the love of God to the world; man's fall and spiritual death; redemption from sin and from wrath to come only through the propitiatory sacrifice of the Lord Jesus Christ; the resurrection of Jesus Christ from the dead and His personal return; justification by faith; the necessity of the direct work of the Holy Spirit to impart and sustain spiritual life'.

The doctrinal basis shall remain unalterable.

5. Membership of *Christians at Work*

5.1 Christian people who share the aims and objects, and who agree to and are willing to sign the Doctrinal Basis and prepared to support the work in prayer are eligible to become members of *Christians at Work*.

5.2 Christians in workplace or church groups, those individuals working, but not in a group, and those who have retired or who are unemployed are equally eligible for membership.

5.3 No membership fee is payable but members are encouraged to support *Christians at Work* financially as they are able.

5.4 The Council may refuse membership to applicants who belong to churches or other religious groupings whose teachings or activities it considers to be inconsistent with the Doctrinal Basis of *Christians at Work*.

6. Principles of Co-operation

6.1 *Christians at Work*, being non-denominational and non-ecumenical shall encourage its members to take an active part in the local church fellowships to which they belong, provided that such fellowships are in sympathy and agreement with the Doctrinal Basis.

6.2 Anyone is welcome to attend all public meetings organised by *Christians at Work*.

7. Groups and Group Affiliation

7.1 *Christians at Work* recognises that its aims and objects are best and most effectively (although not exclusively) achieved, by the grace of God, in the establishment and encouragement of groups of Christians meeting together and witnessing in places of work. All such groups are eligible to become affiliated to *Christians at Work*, subject to the following conditions:-

7.1.1 They must be based **either** in a single workplace, **or** in one local area;

7.1.2 They should, wherever possible, hold regular meetings or be in contact on a regular basis by electronic communication (i.e. "virtual" groups), all of which are intended to be for the whole of the group **and** have only a single tier of officers;

7.1.3 Groups must act in conformity with the aims, objects and Doctrinal Basis of *Christians at Work*;

7.1.4 All leaders, officers and committee members in affiliated groups must agree to and sign the Doctrinal Basis at the time of affiliation and annually thereafter;

7.1.5 They should prayerfully support the work of *Christians at Work* and support it financially as they are able.

7.2 Subject to the above conditions, groups have complete autonomy in the direction of their own affairs, and in the appointment of leaders and other office bearers.

7.3 Monies held from time to time by affiliated groups shall not form part of the funds of *Christians at Work*.

7.4 Individuals belonging to affiliated groups do not automatically become members of *Christians at Work*, but are eligible to apply for membership under the conditions set out in Section 5.

7.5 Groups are requested to keep the Director informed whenever they plan any major activity in connection with which the name of *Christians at Work* will be used. The purpose of this is for the information and encouragement of other groups; the possibility of help or support, if desired; and prayer support, if requested.

7.6 *Christians at Work* pledges itself to help and encourage all affiliated groups in the work of bringing the Gospel of our Lord Jesus Christ to every place of work.

7.7 Other Associated Bodies.

For organisations which do not qualify for group affiliation under the criteria set out in 7.1, various other forms of association may be possible, and these will be considered by the Council in each individual case.

8. General Organisation

While outwardly *Christians at Work* may appear to be an association of Christian Fellowships, Christian Unions, and other Christian groups in factories, offices and other places of work (together referred to as 'Groups'), it is more truly a body of individual members committed to the aims and objects of *Christians at Work*, to which groups and individuals are linked by affiliation and membership and certain other bodies by association.

9. Local Organisation

Where a number of groups or members exist in a locality, consideration may be given to the formation of a more formal local organisation. Any office bearers in such an organisation must agree to and sign the Doctrinal Basis.

10. Annual General Meeting

An annual general meeting shall be held every year. Its business shall be to receive the Annual Report and Financial Statement and such other reports as may be appropriate; to discuss such business as may be deemed to be in the interests of *Christians at Work*; and to be addressed by recognised Christian leaders who are in sympathy with the work of *Christians at Work*.

All members of *Christians at Work*, representatives from Christian groups in places of work, and any other persons interested in the work, are invited to participate, and to bring friends.

11. Governance

11.1 Ultimate responsibility under God for the conduct of all affairs of the Registered Charity known as *Christians at Work*, including all financial affairs, shall rest with the Council, each member of which is a Trustee of the Charity.

11.2 Membership of the Council shall be by invitation of the Council and shall be limited to Christians who are not in receipt of any remuneration or benefit from the funds of the Charity.

11.3 All members of the Council must be members of *Christians at Work* and must agree to and sign the Doctrinal Basis on appointment or re-appointment to the Council.

11.4 There shall be no fewer than five members on the Council. The majority of members should be experienced Christian people in regular paid employment and the remainder should have been in paid employment during some period of their working lives.

11.5 All Council members shall serve for a period of not more than four years, and shall be eligible for re-appointment.

11.6 The Council shall publish its proposed appointments in the printed or electronic version of its magazine a minimum of 14 days in advance of an appointment. In addition, the names of the members of the Council and any planned appointments or re-appointments shall be published at the Annual General Meeting. Any member of *Christians at Work* shall be at liberty to comment upon them to the Chairman of the Council at the office of *Christians at Work*. Each such nomination, suggestion or comment shall be carefully considered by the Council and the outcome of this consideration shall be minuted. The decision of the Council shall be final without reasons given.

11.7 It is essential that the Council should be in close touch with the realities of the mission field of *Christians at Work*. Due importance shall be given to the representation on the Council of all grades of employees, all types of workplaces, all parts of the United Kingdom, and of both men and women. To facilitate this, travel expenses may be met from the funds of the Charity.

11.8 A Council member shall cease to be a Council member if he or she:

11.8.1 is disqualified from acting as a member of the Council by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);

11.8.2 is absent from all meetings of the Council held within a period of twelve months and the Council resolve that his or her office be vacated;

11.8.3 notifies to the Council a wish to resign (but only if the minimum number of members of the Council as specified in paragraph 11.4 above will remain in office when the notice of resignation is to take effect);

11.8.4 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.

11.9 Conduct of Council Meetings

11.9.1 Council will meet at least twice each calendar year and meetings shall be convened by a notice issued to all Council members.

11.9.2 The quorum for a meeting shall be three of the five members or 50% of a higher number.

11.9.3 Every matter shall be determined by a majority of votes of the members of the Council present and voting on the question, but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

11.10 Officers of *Christians at Work*

11.10.1 The officers of *Christians at Work* shall be:

Chairman of the Council
Deputy Chairman of the Council
Treasurer

11.10.2 Each of these shall be appointed by the Council from among its own members and shall hold office for a period of not more than four years, or until he or she ceases to be a member of the Council, whichever is the earlier, and shall be eligible for re-appointment. Officers will be eligible for re-election.

11.10.3 In the event of the Chairman and the Deputy Chairman not attending the meeting, those attending will nominate an acting Chairman for the purpose of the meeting.

11.10.4 The Council may appoint other officers as need may arise, and the conditions outlined above shall apply to such appointments.

11.11 Committees and Sub-Committees

The Council may, as the need arises, appoint standing or temporary committees or sub-committees for particular purposes. Their purpose, constitution and duration will be agreed beforehand and they shall make recommendations to the Council.

12. Honorary Appointments and Panel of Reference

The Council may invite suitable Christian men and women to accept such honorary appointments as President, Vice-President, or other, as may appear appropriate to the needs of the work from time to time. It may also invite suitable Christian leaders to serve in an honorary capacity on a Panel of Reference.

The Council shall publish the current list of Panel members and/or honorary appointments from time to time in the *Christians at Work* literature.

13. Staff

13.1. Director

13.1.1 The Director shall be appointed by the Council, and shall be fully accountable to it for all his actions bearing on the work of *Christians at Work* and must agree to and sign the Doctrinal Basis.

13.1.2 The Director's Contract of Employment shall be with the Council, which shall, from time to time, fix his remuneration and benefits.

13.1.3 It is regarded as entirely essential to the right conduct of this Christian work that a working relationship of mutual respect, confidence, and unity in the Holy Spirit should exist between the Council and the Director.

13.1.4 The Director shall attend meetings of the Council, as required by law, and shall present a written report at each meeting of the Council, and at the Annual General Meeting. These reports shall describe his work since the last report, and also the plans, aims and routine matters foreseen up to the time of the next report. At more frequent intervals, to the extent that the above right working relationship requires it, he shall keep the Chairman informed of the progress of his work.

13.2 Other Paid Staff

13.2.1 The Council may employ other staff as may be determined from time to time. The method and conditions for the appointments of all paid staff shall be determined by the Council in each case. All those appointed must agree to and sign the Doctrinal Basis.

13.2.2 Staff shall be accountable first to the Director for their work. In case of grievance they shall have the right of appeal to the Council.

14. Property and Assets of *Christians at Work*

The amassing of property and assets in any form is definitely not part of the objects of *Christians at Work*, and would take place only if the Council considered that God, in His wisdom, had so ordained and provided. However, the Council may acquire, manage and dispose of property and investments of any description and monies for the purposes of *Christians at Work*. This power may be executed in such manner as the Council shall decide.

14.1 Land and Buildings

14.1.1 Any land and buildings belonging to *Christians at Work* shall be vested in no fewer than three and no more than four Property Trustees to be appointed by the Council from among its own members.

14.1.2 A Property Trustee may resign his appointment at any time by giving written notice to the Council.

14.1.3 The Council may at any time, by resolution at a Council meeting, terminate the appointment of a Property Trustee. A Property Trustee's appointment will automatically terminate when he or she ceases to be a member of the Council.

14.1.4 The Council shall maintain the number of Property Trustees within the limits stipulated in sub-paragraph 14.1.1 and to this end may, by resolution at a Council meeting, appoint a replacement for any Property Trustee who ceases to hold office by reason of death, resignation or disqualification, or who has his or her appointment terminated by the Council.

14.2 Financial Assets

14.2.1 Money and investments belonging to *Christians at Work* shall be vested in the currently serving members of the Council who, in accordance with Section 2, are the Trustees of the Charity. However, to ensure the convenience of day-to-day transactions in the interests of the work, the provisions set out below shall apply.

14.2.2 The Director shall have financial discretion to commit *Christians at Work* to expenditure, which shall be limited by:

- (a) an amount in each individual case as the Council shall determine from time to time;
- (b) a total period budget, quarterly, half-yearly or yearly, as the Council shall determine from time to time.

14.2.3 Authority to initiate expenditure via any form of financial transaction on their own authority may be given to the Director, to other members of staff, the Treasurer, and to other nominated trustees or honorary appointees within limits prescribed by the Council from time to time.

14.2.4 Any transaction which does not fall within the provisions of sub paragraph 14.2.3 but has been authorised by two or more members of Council may be executed by the Director, a member of staff or a nominated Trustee. Authorisation may be obtained either in writing or by recordable electronic means.

14.2.5 Any nomination for the purposes outlined above may be withdrawn at any time by the Council, and shall automatically cease to have effect when a nominee ceases to be a Trustee of the Charity.

15. Accounts, Annual Report and Annual Return.

The charity trustees shall comply with the accounting requirements of the Charities Act 2006 (and any subsequent enactments) relevant to the income and expenditure level of the charity with regards to the keeping of accounts, preparation of annual statements of account, the auditing or independent examination of statements of account, and the preparation of the annual report and its transmission to the Charity Commission.

16. Discipline.

16.1 The Council may by a simple majority resolution suspend or remove any member, affiliated group, Council Member, or honorary appointee for conduct deemed prejudicial to the objects, welfare or reputation of *Christians at Work*. The precise wording of any such resolution will be circulated to all Council members at least 14 days in advance of the Council meeting at which the decision is to be taken.

16.2 Disciplinary measures affecting the Director and staff shall be carried out in accordance with their Contracts of Employment.

17. Alterations to the Constitution

Should any alteration to the Constitution be deemed necessary, a notice shall be published in the printed or electronic version of the magazine, stating that an alteration is proposed and giving brief details and that any member or group officer may obtain full details of the proposals on application to the Director, and comment upon them. A period of not less than two months shall be set during which comments or suggestions on the proposals will be received. The matter shall then be resolved at a meeting of the Council, whose decision shall be final.

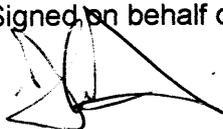
The revised Constitution shall then be published in a manner to be decided by the Council and in accordance with current legislation.

18. Dissolution of the Charity

If the Council decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of the members present and voting, the Council shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the Council of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statements, for the final accounting period of the Charity must be sent to the Commissioners.

This Constitution was formally approved at a meeting of Trustees held on 17th March 2012 to come force on 30th March 2012. It replaces the Constitution dated 1st July 2003

Signed on behalf of the Trustees:



Chairman of Council

Date: 17 MAR 2012