

The South West Ministry Training Course

RULES made pursuant to Article 61 of the Articles of Association

1. Definitions

In these Rules (hereinafter called the "Constitution") the following words and phrases have the following meanings:

"SWMTC"	The South West Ministry Training Course.
"The Council"	The Council of SWMTC which shall be duly constituted by the Members listed in clause 2.1. and whose duties and powers are specified in clause 2.7.
"The Treasurer"	Such person as the Council may from time to time appoint.
"The Core Staff"	The full or part-time salaried teaching staff of SWMTC who are specifically employed in this capacity.
"Associate Staff"	The Associate staff tutors who assist the course by contributing to the staff team for planning and curriculum development, and by occasional teaching and presence at course events.
"The Administrator"	Such person as the Council may from time to time appoint who will act as Secretary to the Council (and any committee or sub-committee thereof).
"The Board of Studies"	A Sub-Committee of the Council appointed by the Council constituted by the Members listed in clause 4.2. to undertake the duties specified in clause 4.1.
"The Finance Committee"	A Sub-Committee of the Council appointed by the Council constituted by the Members listed in clause 3.2. to undertake the duties specified in clause 3.1.
"Participating Churches"	The Church of England, The Methodist Church, The United Reformed Church, The Russian Orthodox Church and such other churches as the Council may from time to time agree.
"The Principal"	The Principal of SWMTC.
"Members"	Members of the Council.
"Trustees"	The Trustees from time to time of SWMTC.
"Articles"	The Articles of Association of SWMTC and any modification thereto.

2. The Council

2.1. The Council will comprise:

- The Chair (ex-officio)
- The Principal (ex-officio)
- The Treasurer (ex-officio)
- The Head of the Department of Theology, the University of Exeter (or his/her representative)
- A representative of the Principal of the College of St Mark & St John (or his/her representative)
- The Representative of any new Participating Church as agreed from time to time by the Council
- If the foregoing do not include two or more Trustees, such number of Trustees as is required to ensure that two are included in the membership of the Council
- The Core Staff of SWMTC
- All other persons who are Trustees.

The following have the power to nominate one Person each to be a Member:

- the Bishop of Exeter
- the Bishop of Truro
- the Bishop of Bath & Wells
- the Methodist Church Formation in Ministry Office
- the United Reformed Church Training Committee
- the General Synod of the Church of England
- the Ministry Division of the Church of England
- the Russian Orthodox Church
- any new Participating Church as agreed from time to time by the Council.

The following will be elected to the Council:

- One Member from each of the First and Second Year Ordinand groups to be elected at Easter School to serve as student representatives for the following year ("The Student Member")
- One Member from the Third Year group to be elected at Easter School to serve as former student for the following year.
- One Member from each of the First and Second Year Reader in training groups to be elected at the April training day to serve as student representatives for the following year ("The Student Member")
- One Member from the Third Year Reader training group to be elected at the April training day to serve as former student for the following year.

The Council may from time to time in addition to the above Members co-opt no more than three persons to be Members.

2.2 Each Trustee appointed to serve on The Council may serve for such a period or periods as the Trustees shall agree amongst themselves save that the number of Trustees serving on The Council shall at all times comprise at least two.

2.3. Each Member may serve on the Council or any Sub-Committee of the Council appointed by the Council for a maximum period not exceeding three years from the date of their election, nomination or co-option save that the Student Members or former Student Member may serve for a maximum period not exceeding one year (for the avoidance of doubt a Member is eligible for re-election, co-option or nomination at the

end of his/her period of office).

- 2.4. Each Member may be re-elected to the Council or any Sub-Committee of the Council appointed by the Council at the end of his or her period of office on the Council
- 2.5. The Council will elect a person to be the Chair of the Council (whether or not such person has previously been a Member); such Chair may serve in such office for a period not exceeding three years from the date of his/her election and at the end of his/her term may be eligible for re-election.
- 2.6. The Council may, where it has the power to appoint the same, elect from time to time Members to fill vacancies on any Committee or Sub-Committee of the Council.
- 2.7. The Council will manage the SWMTC and will (inter alia):
 - 1) promulgate policy for the good conduct and management of SWMTC consonant with the rules of the Participating Churches;
 - 2) have power to appoint and dismiss the Principal, the Core Staff, the Treasurer and the Administrator and dissolve any Committees or Sub-Committees of the Council;
 - 3) receive and evaluate an annual report from the Principal;
 - 4) evaluate and thereafter (if appropriate) approve the annual budget and audited Accounts of SWMTC;
 - 5) appoint the Auditor on the recommendation of the Finance Committee;
 - 6) receive and evaluate minutes and proposals from any Committee or Sub-Committee of the Council, the Core Staff, and such other persons as the Council may from time agree;
 - 7) produce an annual report detailing and evaluating the work of the Council, its Committees and Sub-Committees and SWMTC, which report will be distributed to the appropriate authorities of the Participating Churches;
 - 8) undertake such other duties as the Council may from time to time agree as being necessary for the effective management of SWMTC.

3. The Finance Committee

- 3.1. The Finance Committee will:
 - 1) prepare an annual budget for submission and approval by the Council by no later than 15 March in each year or such other date as the Council may from time to time determine;
 - 2) monitor, advise and report to the Council and the Principal from time to time the financial position of SWMTC in relation to the annual budget;
 - 3) make such other reports and recommendations to the Council from time to time as they believe expedient for the efficient financial management of SWMTC;
 - 4) make recommendation to the Council concerning the appointment of a

Registered Auditor;

- 5) ensure that the accounts prepared by the Treasurer be audited by a Registered Auditor before presentation to the Council;
- 6) prepare and present to the Council the annual accounts of SWMTC by no later than 15 March in each year or such other date as the Council may from time to time determine provided that such date falls before the Accounting Reference Date of SWMTC.

3.2. The following Members will constitute the Finance Committee:

- The Chair of the Council (chair)
- The Principal (who will chair the Committee in the absence of the Chair of Council)
- The Treasurer
- One Member elected by the Council
- Not more than two other Members who may be co-opted by the Finance Committee
- If the foregoing do not include two or more Trustees, such number of Trustees as is required to ensure that two or more Trustees are included in the membership of the Finance Committee.

3.3. The Finance Committee will meet not less than twice in each year and at such times and in such places as the Members of the Finance Committee may from time to time agree.

3.4 The financial year of the SWMTC runs from 1st September to 31st August.

4. The Board of Studies

4.1. The Board of Studies will:

- 1) oversee the educational programme of SWMTC including the content of the curriculum, forms of assessment, and any necessary validation requirements of the Participating Churches;
- 2) work with institutions of higher education with which SWMTC has formal relationships (currently the Department of Theology in the School of Humanities and Social Studies of the University of Exeter), through the relevant personnel and Boards of Studies;
- 3) receive reports from the Principal and the Core Staff on all matters relating to teaching, training, patterns of tutorial support, spiritual and ministerial formation and such other matters as relate to SWMTC;
- 4) develop the co-ordination of the work of SWMTC with the broader concerns of Christian education in the region covered by SWMTC;
- 5) ensure adequate denominational teaching and training as required by the Participating Churches from time to time;
- 6) report to the Council from time to time on all its work.

4.2. The following Members and others so nominated will constitute the Board of Studies:

- The Principal
- The Dean of Studies (who will chair the Committee)
- The Core Staff
- Such other associate staff members as the Council may from time to time agree
- The Head of the Department of Theology, the University of Exeter or his/her representative
- A representative of the Principal of the College of St Mark & St John or his/her representative
- A representative of the University of Exeter's part-time theology programme
- One member elected by the Council
- One member nominated by the Methodist Church Formation in Ministry Office
- One member nominated by the United Reformed Church Training Committee
- One member nominated by the Russian Orthodox Church
- The Diocesan Directors of Ordinands for the Dioceses of Exeter, Truro and Bath & Wells
- The Director of Ministry, Mission and Resources, Truro Diocese
- A representative of each of the three year groups of current Ordinands and Readers in Training, and a representative of Post Licensing Training students
- Not more than two other members co-opted by the members of the Board of Studies
- One member nominated by the Council in their absolute discretion from any ministerial, educational or training agency or body as the Council may determine
- If the Principal is not a member of the Church of England then one further member may be appointed jointly at the discretion of the Bishops of Bath & Wells, Exeter and Truro (or a majority of them)
- One member nominated by the Representative of any new Participating Church

5. General

5.1. A Member who resigns or retires from the Council is deemed to have retired or resigned from any Committee or Sub-Committee of the Council

5.2. Any meeting of the Council, Committee, or Sub-Committee will:

- 1) be notified to Members (as appropriate) in writing or by email, giving the time, location and agenda of such meeting not less than seven working days prior to such meeting taking place;
- 2) be quorate if at least half of Members so notified attend such meeting provided that attendance at the Council must include at least one Trustee;
- 3) when quorate conduct its business by a simple majority where each Member will be entitled to one vote;
- 4) vote by a show of hands unless a majority of Members (by vote) agree to such other form of voting as may appear expedient for the proper conduct of the business of the meeting;
- 5) any member of Council or Trustee may attend any meeting of any Committee or Sub-committee as observer, except that student and former student members may not observe reserved business.

5.3. The Council has the power to amend this Constitution by a vote by a simple majority of

Members.

- 5.4.** The Council has the power to settle any question definitively concerning the interpretation of this Constitution
- 5.5.** This Constitution repeals the existing Constitution of SWMTC dated 17th day of June 1996 as from the 14th of July 2006.