

THE CONSTITUTION OF THE LIBRARIANS' CHRISTIAN FELLOWSHIP

Clause One Name

The name of the society herein constituted shall be "The Librarians' Christian Fellowship" (hereinafter referred to as "the Fellowship").

Clause Two Aims of the Fellowship

- (a) The provision for all Christians engaged in or about to enter upon library work of the opportunity to examine their profession from a specifically Christian standpoint.
- (b) The positive presentation of our Lord Jesus Christ to the library world and through the library world to the general public, especially in the United Kingdom and Eire.
- (c) The promotion of the fellowship and unity between Christians engaged in library work.
- (d) The provision of opportunities for Christian librarians to make their professional training and experience available to the wider Christian community.

Clause Three Doctrinal Basis

The doctrinal basis of the Fellowship shall be the fundamental truths of Christianity as revealed in Holy Scripture, including:

- (a) The Father, Son and Holy Spirit, these three being one God.
- (b) The sovereignty of God in creation, revelation, redemption and final judgement.
- (c) The incarnation, death, resurrection, ascension and future return of Jesus Christ, the Divine Son of God.
- (d) The sinfulness and guilt of human nature since the fall, and the necessity for repentance towards God and faith in Jesus Christ.
- (e) The forgiveness of sins through the sacrificial death of Jesus Christ on our behalf.
- (f) The work of the Holy Spirit in granting repentance and faith, and also in indwelling and sanctifying the individual sinner.
- (g) The one Holy Catholic Church in heaven and earth, which is the Body of Christ and to which all true believers belong.
- (h) The divine inspiration and complete trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.

Clause Four Eligibility for Membership

- (a) All Christians who work in any professional or clerical position in any library, archive or information service, or who have worked in such a position in the past, or who are training to take up such a position, or have trained, shall be eligible to be full members of the Fellowship.
- (b) All Christians who desire to identify with, support and promote the work of the Fellowship but who are not working in the field of library, archive and information work shall be eligible to be Associate Members, enjoying all the rights of Members except that they shall not be able to vote at General Meetings or to be members of the Executive Committee.

Clause Five Admission to Membership

- (a) The membership declaration of the Fellowship shall be: "In becoming a member of the Fellowship I declare my faith in Jesus Christ as my Saviour, my Lord and my God whose atoning sacrifice is the only and all-sufficient ground of my salvation. I will seek both in life and thought to be ruled by the teaching of the Bible, believing it to be the inspired word of God".

- (b) Those wishing to join the Fellowship must:
 - (i) Desire to promote the aims of the Fellowship.
 - (ii) Be in full agreement with the doctrinal basis.
 - (iii) Sign the membership declaration.
 - (iv) Pay such annual subscription as shall be defined from time to time by the Annual General Meeting of the Fellowship.

Clause Six Resignation and Removal from Membership

- (a) Any member wishing to resign from the Fellowship may do so at any time by giving notice in writing to the Secretary.
- (b) Any member failing to pay the annual subscription within three months of its being requested will automatically cease to be a member and shall be informed of this by the Secretary.

Clause Seven President and Vice-Presidents

- (a) The President
 - (i) The President of the Fellowship shall be elected from among prominent Christians in the book and/or library world and must be in sympathy with the aims of the Fellowship and in agreement with its doctrinal basis.
 - (ii) The President shall be elected annually by the Annual General Meeting on the recommendation of the Executive Committee and may serve as many terms of office as the Fellowship may decide.
 - (iii) The President shall take the chair at the Annual General Meeting of the Fellowship and any other conferences and meetings as the Executive Committee shall direct.
 - (iv) The President is not a member of the Executive Committee of the Fellowship.
- (b) Vice-Presidents
 - (i) Vice-Presidents may be appointed from time to time by the Annual General Meeting, and may be appointed for life or for a particular period. Vice-Presidents may be appointed either in recognition of services done for the Fellowship or for a particular purpose.
 - (ii) In the absence of the President one of the Vice-Presidents shall undertake the duties that would normally be fulfilled by the President at the invitation of the Executive Committee or General Meeting as appropriate.

Clause Eight Executive Committee

This shall consist of a Chair, an Honorary Secretary, an Honorary Assistant Secretary, an Honorary Treasurer, an Honorary Membership Secretary, an Honorary Overseas Secretary, an Honorary Publications Editor, an Honorary Web Site Manager, an Honorary Library Assistance Manager, an Honorary Students/New Graduates Officer, no fewer than five and no more than twelve Regional Representatives, and no more than three Members Without Portfolio.

Clause Nine Officers of the Fellowship

- (a) Honorary Chair

The Chair shall:

 - (i) Lead or ensure the supervision of all meetings of the Fellowship and of the Executive Committee.
 - (ii) Be responsible for the presentation of business on behalf of the Executive Committee at the Annual General Meeting, and in the absence of the President and Vice-Presidents the Chairman shall take the chair at the Annual General Meeting.
 - (iii) Be responsible for co-ordinating the policies and activities of the Fellowship.
 - (iv) In the event of a vacancy on the Executive Committee ensure that the duties which would otherwise be left unfulfilled owing to the vacancy are carried out until a substitute is appointed.

- (b) **Honorary Secretary**
The Secretary shall:
- (i) Carry on all correspondence with outside bodies required by the activities of the Fellowship.
 - (ii) Supervise the day-to-day business of the Fellowship.
 - (iii) Keep members informed of the affairs and activities of the Fellowship.
 - (iv) Act for the Chairman if the Chairman is unable to be present or if the Chairman's post is vacant.
 - (v) Undertake any duty not specifically delegated in this Constitution.
- (c) **Honorary Assistant Secretary**
The Assistant Secretary shall undertake such duties as shall from time to time be directed by the Annual General Meeting or the Executive Committee and shall be responsible to the Secretary for the discharge of these duties.
- (d) **Honorary Treasurer**
The Treasurer shall:
- i) Be responsible for all monies and other properties belonging to the Fellowship, and make arrangements for their handling.
 - (ii) Present an annual statement of accounts to the Annual General Meeting.
- (e) **Honorary Membership Secretary**
The Membership Secretary shall:
- (i) Keep an accurate and up-to-date roll of all paid-up members.
 - (ii) Compile and publish from time to time as the Executive Committee shall decide, a members' handbook for the use of individual members of the Fellowship.
 - (iii) Be responsible for enrolment of new members and ensure that the membership requirements laid down in this Constitution are met in all cases.
- (f) **Honorary Overseas Secretary**
The Overseas Secretary shall:
- (i) Carry on all routine correspondence with members living overseas.
 - (ii) Co-ordinate any professional assistance project carried out overseas by members of the Fellowship.
 - (iii) Undertake such other duties as may from time to time be detailed by the Executive Committee or Annual General Meeting.
- (g) **Honorary Publications Editor**
The Publications Editor shall edit the publications of the Fellowship and shall supervise their production, distribution and marketing.
- (h) **Honorary Web Site Manager**
The Web Site Manager shall be responsible for the maintenance and development of the Fellowship's web site and other electronic communications.
- (i) **Honorary Library Assistance Manager**
The Library Assistance Manager shall co-ordinate any library assistance projects carried out in the United Kingdom by members of the Fellowship.
- (j) **Regional Representatives**
The Regional Representatives shall:
- (i) Undertake the promotion of local groups and activities in their areas of responsibility.
 - (ii) Represent the views of their members on the Executive Committee.
 - (iii) Undertake such other duties as may from time to time be detailed by the Executive Committee or Annual General Meeting.
 - (iv) There shall be no fewer than five and no more than twelve Regional Representatives and their areas of responsibility shall be determined from time to time by a General Meeting.

- (k) Honorary Students/New Graduates Officer
The Students/New Graduates Officer shall liaise with and support members of the Fellowship who are students or newly qualified and seek to recruit new members from these areas of the library and information professions.
- (l) Members Without Portfolio
The Fellowship may appoint up to three additional committee members who will attend meetings of the Executive Committee and undertake such duties as may be decided from time to time.

Clause Ten Appointment of Officers

- (a) Nomination of Officers
All candidates for election to the Executive Committee shall be nominated in writing to the Honorary Secretary at least one calendar month before the Annual General Meeting by at least two members of the Fellowship. The candidates should at the same time notify their willingness to stand to the Secretary in writing.
- (b) Terms of Office and Election
The Officers of the Fellowship as defined in Clause Nine of this Constitution shall be elected from the membership by secret ballot, except when only one nomination for a post is received, in which case the candidate is considered to have been elected, and shall serve for a term of two years.
- (c) Co-option to the Executive Committee
The Executive Committee shall have power to co-opt persons to fill posts left vacant by reason of resignation or failure to elect a candidate at the Annual General Meeting.

Clause Eleven Annual and Extraordinary General Meetings

- (a) The Annual General Meeting shall be held before the end of April each year.
- (b) Notification of the Annual General Meeting shall be circulated to all members by the Honorary Secretary at least eight weeks before the date of the Annual General Meeting. A detailed agenda and names of candidates for election shall be sent to all members at least two weeks before the date of the Annual General Meeting. Non-receipt of such notice by any individual member(s) shall not constitute a reason for declaring the proceedings of the Annual General Meeting invalid.
- (c) Any member or members wishing to place before the Annual General Meeting any business that would require a motion shall notify the Honorary Secretary at least one calendar month before the Annual General Meeting, giving full details of the proposals to be put forward.
- (d) Voting for officers of the Fellowship shall be by secret ballot. All other votes shall be by a show of hands.
- (e) Urgent matters requiring a decision by the Annual General Meeting, which cannot be brought to the notice of members in the usual way due to their urgent nature, may be the subject of emergency motions, provided that the consent of the Annual General Meeting is obtained. All other matters requiring a vote from the Annual General Meeting shall be communicated to members in the manner detailed in Clause Eleven (b) above.
- (f) The Annual General Meeting shall receive reports from the Chairman, Secretary and Treasurer upon the business of the Fellowship in the preceding year.
- (g) The Honorary Secretary shall keep minutes of the Annual General Meeting which shall be circulated to all members during the following twelve months, and be subject to approval at the next Annual General Meeting, being taken as read unless there is an objection or doubt as to their accuracy expressed by the members.
- (h) Extraordinary General Meetings
These shall be held from time to time at the discretion of the Executive Committee or at the request of ten or more members. They shall be convened to discuss vital business that cannot be left until the next Annual General Meeting. They shall be convened for one purpose only, and no other business shall be transacted at an Extraordinary General Meeting. Notification of Extraordinary General Meetings, with details of the business to be transacted, shall be sent to all members not less than two weeks before the date appointed, and they shall take place within

six weeks of the original request that an Extraordinary General Meeting be held.

- (i) Any motion put before a General Meeting must be put to a postal ballot of all members if 50% of the members present at the meeting shall so direct. The result of the postal ballot shall be binding and shall have force as if it were a decision of the General Meeting.

Clause Twelve Sub-Committees

The Executive Committee shall have power to appoint sub-committees for specific purposes, to consist of such members of the Fellowship as the Executive Committee may decide. Membership of the sub-committees need not necessarily be confined to officers serving on the Executive Committee.

Clause Thirteen Relations with Other Religious Bodies

The work shall proceed on interdenominational lines, except that no joint activities shall be arranged with any religious body which differs substantially from the doctrinal basis of the Fellowship, and members shall be encouraged to play an active part in their respective churches.

Clause Fourteen Speakers

In general only those speakers whose religious beliefs are known to be in accordance with the basis of the Fellowship shall be asked to address the Fellowship at any of its functions.

Clause Fifteen Revision of the Constitution

- (a) The Constitution may only be revised by a General Meeting of the Fellowship.
- (b) Any proposed amendment must be notified to the Secretary in writing at least one calendar month before the General Meeting and to all members at least two weeks before the General Meeting.
- (c) In order to be carried, two thirds of the members present must vote for the motion.
- (d) The Clauses in this Constitution relating to the Doctrinal Basis, the Membership Declaration, Relations with Other Religious Bodies and with Speakers may only be amended by a referendum of the whole membership, in which more than 40% of the total number of members vote expressing agreement with the changes.

Clause Sixteen Dissolution of the Fellowship

The Fellowship may be dissolved by resolution of a General Meeting. In this event all remaining assets of the Fellowship, after payment of any outstanding debts, shall be divided between such organisations as the Executive Committee may select on the basis that they are considered to promulgate similar aims to those of the Fellowship. The Executive Committee's decision shall be final.

This document includes the amendments agreed by the LCF Annual General Meetings held on 26 April 1986, 4 April 1987, 4 April 1992 and 24 April 1993 and approved by the relevant committees of the Universities' and Colleges' Christian Fellowship, and by the LCF Annual General Meeting held on 25 April 2009.