



ACHETS **INCORPORATED**

Association for Christian Higher Education and
Theological Schools

www.achets.com.ng



CONSTITUTION OF ACHETS

ARTICLE 1: NAME

The name of the Association shall be “ASSOCIATION FOR CHRISTIAN HIGHER EDUCATION AND THEOLOGICAL SCHOOLS” (ACHETS INCORPORATED).

ARTICLE 2: DEFINITION

Association for Christian Higher Education and Theological Schools is an Association of Christian Educators and Christian Schools with Governing Council, Board of Trustees, several working committees at the National, Regional and State levels, individual and corporate members. This Association makes Christ the Centre of all its works

and shall promote the glory of God, and the aims and objectives of the Association.

ARTICLE 3: ESTABLISHED

JULY 14, 2018

ARTICLE 4: INCORPORATED

MARCH 11, 2021, WITH THE ASSOCIATION REGISTRATION NUMBER: IT - 156524

ARTICLE 5: MOTTO

“Symbol of Quality and Excellence”

ARTICLE 6: LOGO

Touch with flame in gray, white, black and ash colors.

ARTICLE 7: ARMS

- 1. ACHETS Directory (college guide, reviews, rankings & more)**
- 2. ACHETS Ministries (fellowships, outreaches, publications etc)**
- 3. ACHETS Foundation (maternity home, home for the needy etc)**
- 4. ACHETS Schools (nursery, primary, secondary etc)**

5. ACHETS College and University (Christian higher education, missionary training, professional courses etc)

ARTICLE 8: OBJECTIVES

The objectives of the Association for Christian Higher Education and Theological Schools shall include the following:

(a.) To organize training, individual and group membership workshop and certification for members.

(b.) To assess and grant accreditation to seminaries, Bible colleges and Christian universities in Nigeria, Africa and internationally - for all categories, be it online, distance and on campus education.

(c.) To carry out training and issuance of certification, accreditation or approval to member schools, seminaries, Bible colleges and Christian universities.

(d.) To provide ranking of Christian schools, seminaries, Bible colleges and Christian universities and nomination for giving of awards to Christian Educators and Christian schools.

(e.) To establish and support churches, ministries, foundations, fellowship centers, and Christian schools.

(f.) To encourage Christian education, ministry tourism, Christian news and publishing to children, their parents and/or guardians.

ARTICLE 9: OUR BELIEFS

We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our every day lives.

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.

We believe that sin has separated each of us from God and His purpose for our lives.

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.

We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live.

We obey the Great Commission "Go therefore and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you." Matthew 28:19–20

We believe that all Christians have a definite Biblical mandate to take the Good News of Jesus to all the parts of the world.

We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.

We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.

We believe that the Lord Jesus Christ is coming back again as He promised.

ARTICLE 10: MEMBERSHIP

ACHETS Incorporated is open to any individuals with background in Christian education, theology, or in any Christian academic /ministry majors, or group of Christians, which operate as a theological educational institution, without any form of discrimination to race, age, sex, creed, color, national origin, physical handicap or political beliefs.

A. INDIVIDUAL MEMBERSHIP

Membership is open to all Christian Teachers, Theologians, Academics, Theological Researchers, Christian Educators, Bible and Theological Teachers, Librarians, Publishers, Counselors, Writers, Authors, Christian Artistes & Actors.

B. CORPORATE MEMBERSHIP

Membership is open to all Christian Higher Educational Institutions, i.e., Bible and Theological Universities, Professional Christian Training Schools, Seminaries, Christian Colleges /Universities, Bible Colleges, and Ministry Training Schools.

C. USE OF NAME AND LOGOS OF THE ASSOCIATION

Use of name and logo of the Association will be allowed for active members in good standing, ACHETS Accredited logo will be allowed for accredited schools only, while ACHETS Directory logo will be allowed for schools who subscribe to custom reviews and ranking services by ACHETS. Unlawful use of name and logos of the Association will face the law.

D. GOOD STANDING

Any member who fails to pay any indebtedness to the Association within thirty (30) days after receipt of written notice from the Association shall forfeit his/her good standing and shall so remain until such indebtedness is paid in full. Only members in good standing are entitled to all benefits, privileges and eligible to hold offices.

E. ELIGIBILITY FOR OFFICE

No member shall be eligible to hold office unless he/she is an active member in good standing.

F . FEES AND DUES

ENTRANCE FEE. Both new and stale members shall pay their annual dues and fees. Application and annual membership fees shall be collected before a new member is enrolled.

Association for Christian Higher Education and Theological Schools - ACHETS Incorporated reserves the right to change and implement new fees without prior notice. Fees and other charges are non-refundable.

ARTICLE 11: SOURCES OF INCOME

As a non-profit, NGO we rely on a variety of sources for funding, including:

- membership dues
- donations
- the sale of goods and services
- grants from other non-profits
- contributions from members and volunteers

ARTICLE 12: ACCREDITATION

FOR CORPORATE MEMBER INSTITUTIONS SEEKING ACCREDITATION

NOTE: MEMBER INSTITUTIONS MUST MAINTAIN MEMBERSHIP FOR ONE OR TWO YEARS BEFORE SEEKING ACCREDITATION.

ACHETS Incorporated does not recognize or accredit any institutions that offer degrees solely for life experiences or for a fee requiring little or no accepted form of educational achievements. Our accreditation is based on a review of an institution's policies, standards, curriculum and faculty by individuals experienced in Christian/spiritual education and various field specialties. The evaluation process includes an examination of course materials being offered as well as the validity of faculty credentials.

Member school only may apply as a "Candidate for Accreditation" by submitting a letter of intent for accreditation on the letterhead of the institution and a copy of the certificate of incorporation by relevant authorities or any other document that proves that the tertiary institution is owned or controlled by Ministries or Denominations recognized by the constitution of the Federal Republic of Nigeria/host country.

Member institutions must agree to meet the standards and guidelines of the Association for Christian Higher Education and Theological Schools - ACHETS Incorporated.

ACHETS Incorporated will conduct external review visit before granting of accreditation.

ACHETS Incorporated has the sole right to refuse, grant or withdraw accreditation.

The "Accreditation" process typically takes one to two years to complete.

Partial Accreditation – renewable annually

Full Accreditation – valid for life

Annual Report is required for all ACHETS-accredited institutions.

ARTICLE 13: INDEPENDENCE AND CO-OPERATION OF MEMBER:

Each member shall be autonomous in its internal affairs, but may receive advice from the Association in case of dissension and sharp disagreement within its fold. Notwithstanding the autonomy, each member shall always be ready to co-operate with the other member, in order to ensure the smooth running of the Association.

ARTICLE 14: SUSPENSION AND TERMINATION/ RESIGNATION OF MEMBERSHIP:

(a). The Executive Committee shall have the power to suspend a member, pending the Association’s final determination of the issue or issues which led to the suspension.

(b). Any member may resign from this Association by submitting resignation letter and said resignation shall become effective upon acceptance by the Executive Committee. However, the Executive Committee has the right to withhold acceptance until all indebtedness has been paid and/or all funds and property have been returned, including ID card and membership certificate.

ARTICLE 15: ORGANS OF THE ASSOCIATION/ MANAGEMENT TEAM:

The organs of the association/management team shall be the following:

MANAGEMENT TEAM

(i) The Governing Council, Board of Trustees

(ii) The National Executive Committee

(iii) The Regional Executive Committee

(iv) The State Executive Committee

I. THE GOVERNING COUNCIL, BOARD OF TRUSTEES

The Governing Council, Board of Trustees shall be the highest Policy making organ of the Association and shall comprise the following officers:

[a] Founder/CEO and Chairman

[b] Managing Director

[c] Registrar

[d] General Secretary

[e] Special Adviser

II. THE NATIONAL EXECUTIVE COMMITTEE

The National Executive Committee shall comprise the following officers:

[a] National Coordinator

[b] Assistant National Coordinator

[c] National Secretary

[d] National Treasurer

[e] National Representative

III. THE REGIONAL EXECUTIVE COMMITTEE

The Regional Executive Committee shall comprise the following officers:

[a] Regional Coordinator

[b] Assistant Regional Coordinator

[c] Regional Secretary

[d] Regional Treasurer

[e] Regional Representative

IV. THE STATE EXECUTIVE COMMITTEE

The State Executive Committee shall comprise the following officers:

[a] State Coordinator

[b] Assistant State Coordinator

[c] State Secretary

[d] State Treasurer

[e] State Representative

ARTICLE 16: DUTIES OF OFFICERS

1. CEO/Chairman: To provide leadership. To ensure the Management Team functions properly. To ensure the Association is managed effectively. To provide support and supervision to the officers. To represent the organisation as its head.

2. Managing Director: The Managing Director must give direction and leadership to the achievement of mission, and the development of the Association. Work closely with the CEO/Chairman to provide support and supervision to the officers.

3. Registrar: Organizing and administering officers and members records. Ensuring administration records, financial records etc are updated. Receive and collate all financial reports. To provide and supervise training of officers and members.

4. General Secretary: Ensuring meetings are effectively organised and minuted. Work with the Managing Director to plan meetings. Maintaining effective records and administration. Answering calls, taking and responding to messages/mails. Handling correspondence. Typing, maintaining diaries and collating reports.

5. Special Adviser: Work closely with the CEO/Chairman, Managing Director and the Governing Council. Collect internal and external documents for the CEO/Chairman's review. and track, monitor and follow projects, and strategies that stem from the Chairman. Create processes for the execution of projects, meetings, events, publications

etc. Plan and prepare timely communications from the CEO/Chairman, draft strategic communications, and prepare external correspondence. Have the ability to interact with high-level individuals, internally and externally. Perform any other relevant duties as assigned.

6. Coordinator: Communicating with officers and members about vision and mission of the Association. To coordinate and supervise the work of officers. To ensure proper compliance of officers and members to the Constitution of ACHETS Incorporated. Coordinate various officer tasks and functions to ensure the Association run smoothly at all times.

7. Assistant Coordinator: To assist the Coordinator in his/her duties as assigned.

8. Secretary: Answering calls, taking messages and handling correspondence. Maintaining diaries and arranging appointments. Typing, preparing and collating reports. Organising meetings (producing agendas and taking minutes).

9. Treasurer: To account for the money received, spent and invested.

10. Representative: Represent and advocate the Association interests. Be the face of the Association and the principal point of contact between a non-member/member and the Association. Act honestly, in good faith and within the law. Have good communication skills, to deal with many different people and situations.

ARTICLE 17: REPLACEMENT OF OFFICERS.

In the event any officer is unable or refuses for any reason to serve therein, the Association may choose a replacement after fourteen (14) calendar days prior notice.

ARTICLE 18: FREQUENCY OF MEETINGS

A. BOARD MEETING

The Governing Council, Board of Trustees shall meet once in three years. It may however meet more often if necessary.

B. ANNUAL GENERAL MEETING

The Annual General Meeting is a meeting of the general membership, Executive Committees, and the Governing Council, Board of Trustees, and shall hold once in a year.

C. EXECUTIVE MEETING

[i] The National Executive Committee shall meet once in a year, it may however meet more often if necessary.

[ii] The Regional Executive Committee shall meet once in a year, it may however meet more often if necessary.

[iii] The State Executive Committee shall meet once in a year. It may however meet more often if necessary.

D. OTHER MEETINGS

Worships, Fellowships, Workshops, Symposiums, Social Events, Seminars, International Events, Fundraisers, Conferences, Awards Dinners and Banquets.

ARTICLE 19: QUORUM AT MEETINGS

The Quorum at every meeting of each of the Organs of the Association shall be at least one-third.

ARTICLE 20: APPOINTMENT AND TENURE OF OFFICERS

A. PERMANENT OFFICERS

[a] Founder, CEO/Chairman

[b] Managing Director

B. APPOINTMENT

(I) The Association shall prayerfully appoint officers, as delegated by the Founder, CEO/Chairman of the Governing Council, Board of Trustees. If the CEO/Chairman is unable, the Managing Director may act on his behalf.

(II) The National Coordinator shall prayerfully appoint officers of the National Executive Committee.

(III) The Regional Coordinator shall prayerfully appoint officers of the Regional Executive Committee.

(IV) The State Coordinator shall prayerfully appoint officers of the State Executive Committee.

C. TENURE OF OFFICERS

Officers may hold office as long as God permits, but shall cease to hold office if he/she; resigns, commits criminal offence, rebels, recommended for removal from office for misconducts by the Governing Council, Board of Trustees

ARTICLE 21: RETIREMENT OF THE CEO/CHAIRMAN AND THE MANAGING DIRECTOR

In the event of retirement or death of the CEO/Chairman, the Managing Director shall occupy the position of the CEO/Chairman.

In the event of death of both the CEO/Chairman and the Managing Director, and their children are falling short of the requirements at the time of death, the Governing Council should prayerfully appoint interims to occupy the positions of the CEO/Chairman and Managing Director till their children are able to meet up with the requirements.

Their children or interims should meet up with the following requirements for the positions of the CEO/Chairman and Managing Director of ACHETS Incorporated:

- 1. He or she should maintain individual membership with ACHETS.**
- 2. He or she should be of at least 25 years of age with theological background.**
- 3. He or she should have at least 3 years of experience in ministry at the time of retirement or death.**
- 4. He or she should have the gift of “administration” (or “leadership”—see Romans 12:8) to a notable degree.**
- 5. The person should be spiritually mature and experienced. His or her leadership will be permeated by a deep sense of the purposes of God and the leading of the Holy Spirit and the mission of the Association for Christian Higher Education and Theological Schools.**
- 6. He or she should be strong enough (in personality, vision, and maturity) to facilitate an effective meeting even when diverse and strongly held opinions are voiced.**
- 7. He or she should be thoroughly familiar with the Association—its history, ministries, strengths and weaknesses, vision and mission, personality and attitudes—and passionate about it.**
- 8. He or she should also be wise enough not to force a decision but to understand the importance of “tabling” an item for further prayer, discussion, and resolution.**
- 9. He or she should be able to follow up on decisions, communicate with the members, and hold people accountable for responsibilities delegated to them.**
- 10. This person must be able to avoid favoritism, opinionated stances, and partiality in any form. He or she must be willing to treat members with absolute respect and fairness.**
- 11. He or she should be willing to resist any member who may be pushing a personal agenda or bias, and must protect the Association from the partiality and dogmatism of others.**

12. He or she should be a person who values the Association, believes in the collective wisdom above his or her own, and recognizes God's ability to work more powerfully than through any individual.

13. He or she should be willing and able to devote the time and energy required to meet his or her leadership responsibilities effectively.

ARTICLE 22: AMENDMENTS

This Constitution may be altered, amended or repealed at a general meeting of this Association at which a quorum is present, by the vote of a majority of the members of the Governing Council, Board of Trustees and the National Executive Committee present in person and shall be published to the members through regular post, email, website, or delivered personally to each member of this Association.

NOTICE: No amendment shall be made, unless by written published notice via the Association website, blog, social media platforms etc, stating the proposed amendment and shall have been at least fourteen (14) calendar days prior to the meeting at which the amendments will be made.

ARTICLE 23: THE ACHETS ORGANOGRAM

THE GOVERNING COUNCIL, BOARD OF TRUSTEES

1. FOUNDER/CEO & CHAIRMAN

2. MANAGING DIRECTOR

3. REGISTRAR, GENERAL SECRETARY, SPECIAL ADVISER

NATIONAL EXECUTIVE COMMITTEE

4. NATIONAL COORDINATOR

5. ASSISTANT NATIONAL COORDINATOR

6. NATIONAL SECRETARY, NATIONAL TREASURER, NATIONAL REPRESENTATIVE

REGIONAL EXECUTIVE COMMITTEE

7. REGIONAL COORDINATOR

8. ASSISTANT REGIONAL COORDINATOR

9. REGIONAL SECRETARY, REGIONAL TREASURER, REGIONAL REPRESENTATIVE

STATE EXECUTIVE COMMITTEE

10. STATE COORDINATOR

11. ASSISTANT STATE COORDINATOR

12. STATE SECRETARY, STATE TREASURER, STATE REPRESENTATIVE