

# THE EGERTON UNIVERSITY- NJORO CAMPUS CHRISTIAN UNION CONSTITUTION

©2022



## Contents

List of Abbreviations.....	iv
PART A: PREAMBLE .....	1
PART B: IDENTITY .....	1
Article 1: Name and Logo .....	1
Article 2: Vision .....	1
Article 3: Mission .....	1
Article 4: Core Values .....	1
Article 5: Objectives .....	2
Article 6: Doctrinal basis .....	2
PART C: MEMBERSHIP .....	2
Article 7.1 .....	2
Article 7.2 Members' Rights and Responsibilities .....	3
PART D: GOVERNANCE .....	3
Article 8.1 Executive Committee .....	4
8.1.1 Powers of the Executive Committee .....	4
8.1.2 Duties of the Executive Committee .....	5
Article 8.1.3 Duties of The Office Bearers .....	5
Article 8.1.4 Interim Executive Committee .....	9
Article 8.2 Advisory Committee .....	9
Article 8.3 The University Chaplain .....	10
Article 8.4 Sub- Committees .....	10
PART E: MINISTRIES, SPECIAL COMMITTEES AND EVANGELISTIC TEAMS .....	11
Article 9.1 Ministries .....	11
Article 9.2 Special Committees .....	11
Article 9.3 Evangelistic Teams .....	12
PART F: MEETINGS .....	12
Article 10.1 General Meetings .....	12
Article 10.1.1 Annual General Meeting (AGM) .....	12

Article 10.1.2 Special General Meeting (SGM) .....	13
Article 10.1.3 Quorum .....	13
Article 10.2 Procedure at General Meetings .....	13
Article 10.3 Other Meetings.....	13
<b>PART G: NOMINATIONS AND REPLACEMENTS .....</b>	<b>14</b>
Article 11.1 Eligibility .....	14
Article 11.2 Nominations College .....	14
Article 11.2.1 Composition of the Nomination College .....	14
Article 11.2.2 Term of Service for The Nomination College.....	14
Article 11.2.3 Duties of the Nomination College .....	14
Article 11.3 The Nominations Process .....	15
Article 11.4 Terms of Service for the Executive Committee .....	15
Article 11.5 Replacement.....	15
Article 11.5.1 Reasons for Replacement .....	16
Article 11.5.2 Mode of Replacement .....	16
<b>PART H: ACCOUNTS AND THEIR ADMINISTRATION .....</b>	<b>17</b>
Article 12.1 Funds .....	17
Article 12.2 Accounts .....	17
Article 12.3 The External Auditor .....	17
Article 12.4 The Union’s Assets .....	18
<b>PART I: ACCOMPANYING DOCUMENTS .....</b>	<b>18</b>
Article 13.1 The Union’s Financial Policy .....	18
Article 13.2 The Leadership Manual .....	18
<b>PART J: DISSOLUTION .....</b>	<b>18</b>
<b>PART K: AMENDMENTS TO THE CONSTITUTION .....</b>	<b>19</b>
<b>PART L: APPLICATION CLAUSE .....</b>	<b>20</b>

## **List of Abbreviations**

*AGM*: Annual General Meeting

*B. COMM*: Business Committee

*BEST- P*: Bible Exposition Self- Training Program

*CBRSM*: Consistent Bible Reading and Scripture Meditation

*CET*: Central Evangelistic Team

*CIC*: Constitution Implementation Committee

*CRC*: Constitution Review Committee

*EMUSETA*: Emulatable University Students Evangelistic Team and Associates

*EUNCCU*: Egerton University Njoro Campus Christian Union

*FFM*: Faith Foundation Ministry

*FOCUS*: Fellowship of Christian Unions

*MUBET*: Mid-Eastern United Brethren Evangelistic Team

*NET*: Nyanza Evangelistic Team

*NC*: Nomination College

*RIVET*: Rift Valley Evangelistic Team

*SGM*: Special General Meeting

*UET*: Uttermost Evangelistic Team

*WESO*: Western Outreach

## **PART A: PREAMBLE**

We, The Egerton University, Njoro Campus Christian Union (EUNCCU), are a Union of Christian students in Egerton University Njoro Campus bound together in common faith in the one and only true God, committed to living according to the Holy Biblical Scriptures, and being exclusively non-political and non-denominational, do adopt, enact and give to ourselves and to the coming Egerton University, Njoro Campus Christian Union generations this constitution.

This constitution is explicit of which otherwise shall be interpreted by the executive committee. We declare that no provision herein shall, or will be construed as to qualify, defeat or in any manner contravene the Holy Biblical scriptures. Any such provision shall to the extent of the contravention have no effect. Without prejudice to the aforesaid, it is specifically provided hereunder that:

## **PART B: IDENTITY**

### **Article 1: Name and Logo**

#### **1.1 Name**

The full name of the association shall be 'Egerton University, Njoro Campus Christian Union (EUNCCU)', and herein referred to as 'The Union'. Its registration number is EU/ AA/ SA/ ASSOC/ 16 as registered in the Office of the Dean of Students, Egerton University, Njoro Campus.

#### **1.2 Logo**

The logo shall be a copyright which uniquely identifies the Christian Union and shall only be used in the furtherance of the vision, mission and specific objectives of the Union. Further details concerning it shall be stipulated within the leadership manual.

### **Article 2: Vision**

To be Christian believers, holistically equipped for service and holy living.

### **Article 3: Mission**

We are committed to cultivating a fellowship of Christian believers, equipped for eternal life and every good work, in the body of Christ and the society, through nurturing and training in God's word.

### **Article 4: Core Values**

The core values of the Union shall be:

1. Holiness
2. Faithfulness to the Holy Biblical Scriptures
3. Unity
4. Integrity
5. Excellence

## **Article 5: Objectives**

1. Evangelism: To share the love of Christ and promote the knowledge of Christian faith within and without the University campus, for the purpose of facilitating individuals' commitment to God, using the Holy Biblical Scriptures as our absolute authority.
2. Discipleship: To promote faithful and practical Christian living among Christians within and without the university campus through the Sunday services, fellowships and other activities, as permitted by the Executive Committee.
3. Leadership development: To train and promote quality Christian leadership and individuals' talents through service to God, among the Union members.
4. Holistic Development: To nurture and impact individuals who are reliable Socially, Economically and Academically as per Biblical teachings.

## **Article 6: Doctrinal basis**

The doctrinal basis of the Union shall be the fundamental truths of Christianity including:

1. The trinity of the Godhead (The Father, The Son and The Holy Spirit).
2. The virgin birth of Jesus Christ.
3. The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and judgment.
4. Salvation by grace through faith in the death and resurrection of Jesus Christ.
5. The presence, power and the work of the Holy Spirit.
6. The atoning power of the blood of Jesus Christ.
7. The second coming of the Lord Jesus Christ.
8. The divine inspiration and truthfulness of the Holy Biblical Scriptures as originally given and its supreme authority in all matters of faith and conduct.
9. The one Holy universal church, which is the body of Christ and to which all true believers belong.
10. The unity of believers in the body of Christ without discrimination on the account of race, tribe, gender, disability or any other manner of discrimination.

## **PART C: MEMBERSHIP**

### **Article 7.1**

**7.1.1 Full membership** to the Union shall be open to all Egerton University undergraduate and diploma students who ascribe to the doctrinal basis of the Union and conscientiously sign the following declaration of faith:

‘I declare my faith in Jesus Christ as my Lord and Saviour. I will live a life worthy of the Christian calling and in joining The Union, I ascribe to its doctrinal basis and commit myself to be actively involved in The Union’s activities as it seeks to fulfill its objectives’.

**7.1.2 Special membership** to the Union shall be open to all other students of Egerton University who conscientiously sign the declaration of faith outlined in *Article 7.1.1* above, and ascribe to the doctrinal basis of the Union.

**7.1.3 Associate membership** to the Union shall be open to all born again former members of the Union and other born-again Christians, who are not students at the university, having signed the declaration of faith outlined in article 7.1.1 and will be willing to participate in the Union’s activities, adhere to and practice the Christian faith as outlined in the doctrinal basis.

**7.1.4** There shall be no membership fees.

### **7.1.5 Termination of membership**

Membership to the Union under categories *7.1.1* and *7.1.2* shall cease under the following conditions:

1. In the event of completion or termination of studies at the university.
2. After a careful consideration by the executive committee in the event that a member renders a resignation letter.
3. After a careful judicious exercise of power conferred to the executive committee in consultation with the Advisory Committee.

## **Article 7.2 Members' Rights and Responsibilities**

### **7.2.1 Full members shall be:**

1. Eligible to hold office and participate in the nomination of the Union's officials.
2. Entitled to vote in general meetings.
3. Entitled to propose amendments to the Union's constitution.

### **7.2.2 Special members shall:**

1. Be entitled to participate in the Union's nominations.
2. Be entitled to vote in general meetings.
3. Not be eligible to be members of the Executive Committee and sub- committees.
4. Be entitled to propose amendments to the Union's constitution.
5. Eligible to serve in short term special committees.

### **7.2.3 Associate members shall:**

1. Be free to participate in the Union's activities.
2. Have an advisory role.
3. Not be entitled to vote in general meetings or participate in the nomination of the Union's officials.
4. Not be eligible to hold any office except for *Article 8.3*.

**7.2.4** No member shall represent the Union in any official capacity except when such authority is delegated to one by the Executive Committee.



## **PART D: GOVERNANCE**

Governance in the Union shall be vested in the following organs:

1. The Annual General Meeting: This is the supreme governing body in the Union as stipulated under *Article 10.1.1.*
2. The Executive Committee.
3. The Advisory Committee.
4. The constitution Implementation Committee.
5. The University Chaplain.
6. The Sub- committees.

### **Article 8.1 Executive Committee**

This shall consist of:

1. The chairperson,
2. The vice- chairperson,
3. The secretary,
4. The vice-secretary,
5. The treasurer,
6. The librarian,
7. The prayer secretary,
8. The music director,
9. The Technical coordinator,
10. The Missions' coordinator,
11. The Bible study coordinator,
12. The organizing secretary.

Of the above members, at least three (3) shall be in their second year of study (Diploma or Degree students), and at most nine shall be in their third year of study (Degree students) or fourth- year Engineering students and Veterinary Medicine students.

### **8.1.1 Powers of the Executive Committee**

The Executive Committee shall:

1. Institute measures on the welfare and discipline of the members in accordance to the Biblical doctrine and this constitution.
2. For more effective management of the Union, appoint sub- committees and/or special committees to deal with special interests pertaining to the Union's affairs.
3. Undertake temporary replacement of any member of the Executive Committee as deemed necessary for the effective running of the Union. 4.
- Authorize all financial transactions on behalf of the Union as outlined within the Union's financial policy. 5.
- Be the policy making body of the Union.
6. Appoint the union's patron(s) in case of a vacancy, misconduct or any other need in consultation with the advisory committee.

### **8.1.2 Duties of the Executive Committee**

The Executive Committee shall:

1. Be the body running the Union on a day to day basis and the custodian of all matters related to the Union.
2. Be responsible for interpreting the Union's constitution, leadership manual and respective policies to the Union. 3.
- Have full authority of reviewing the Union's leadership manual and respective policies pursuant to *PART I* 4.
- Avail themselves to execute their duties even when out of session and/or when the need arises
5. Be in- charge of the Union's Sunday Services, Saturday fellowships and other activities
6. Hold all the Union's assets in trust on behalf of the members
7. Hold its meetings at least once a week with a quorum of not less than two- thirds of all its members
8. Have each of its members head a specific office and make the entire committee aware of the needs and intentions of the office.

## **Article 8.1.3 Duties of The Office Bearers**

### **I. THE CHAIRPERSON**

He/ she:

1. Shall be a full member of the Union who shall have fully and actively participated in the Union's activities for at least two consecutive academic years.
2. Shall have demonstrated a mature Christian conduct during the preceding years.
3. Shall, unless prevented by illness or other sufficient causes, preside over all the Executive Committee meetings and any other meetings of the Union where necessary.
4. Being the principal coordinator and spokesperson of the Union, he/ she shall link the Union to the university's administration and any other persons or institutions, in consultation with the Advisory Committee.
5. Shall be a signatory to the Union's bank account.
6. Shall oversee the functioning of the offices of the other Executive Committee member.

### **II. THE VICE- CHAIRPERSON**

He/ She shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct during the preceding year(s).
3. Perform the duties of the chairperson in his/ her absence or upon delegation by the chairperson.
4. Link the Publicity ministry, Class fellowships, CRC, CIC and Business Committee to the Executive Committee.
5. Shall be the custodian of the constitution, Leadership Manual and policy documents.

### **III. THE SECRETARY**

He/ she shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least two consecutive academic years.
2. Have demonstrated a mature Christian conduct in the preceding years.

3. Keep an up-to date database of all the Union's members in liaison with the Technical Coordinator.
4. Keep the Union's members fully informed of the Union's activities.
5. Call for agenda from the Union's members before any general meetings of the entire Union and those of the Executive Committee, and record the minutes of such meetings.
6. Be a signatory of the Union's bank account.
7. Avail the agenda of the subsequent Executive Committee meeting to the other members, as appropriate.
8. In case of any urgency where the committee cannot be consulted in full membership, consult the chairperson in making decisions which shall be subject to ratification by the Executive Committee during their next meeting.
9. Be in charge of communicating with, and the welfare of, the ministers of the Word and other invited guests.
10. Link the Union's associates to the Executive Committee.

#### **IV. THE VICE-SECRETARY**

He/ she shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct in the preceding year(s).
3. Perform the duties of the secretary in his/ her absence or upon delegation by the secretary.
4. Link the Catering ministry to the Executive Committee.
5. Be in charge of coordinating the Union's new members' orientation Programmes.
6. Shall be a member of the accounts committee by default.

#### **V. THE TREASURER**

He/ she shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct in the preceding year(s)
3. Take care of the Union's monies including those from the Sunday worship services, with the help of the other Executive Committee members

Receive all donations on behalf of the Union except those in *Article 8.1.3 VI (4)*

5. Keep accounts of all the union's incomes and expenditures and present the books of account to the entire Union or the Executive Committee, as expected or on request.
6. Pay bills pertaining to the Union as advised by the Executive Committee and obtain and keep receipts for all payments made.
7. Spend the Union's finances on the union's activities based on priority and in consultation with the Executive Committee, as well as the Advisory Committee, where need be.
8. Be a signatory to the Union's bank account.
9. Keep a copy of the updated record of all the Union's assets
10. Link the Welfare and Accounts committees to the Executive Committee.

## **VI. THE LIBRARIAN**

He/ She shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct in the preceding year(s).
3. Be responsible for purchasing all recommended literature on behalf of the Union; submit the receipts of the bought literature, as well as, any monies that accrue from the sale of any literature, to the treasurer of the union.
4. Receive any donations in form of Christian literature made to the Union
5. Be the custodian of all the Union's library materials
6. Be responsible for handling all the Union's postal mails
7. Link the Literature Ministry to the Executive Committee

## **VII. THE PRAYER SECRETARY**

He/ she shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct in the preceding academic year(s).
3. Coordinate all devotional activities of the Union and in view of this, be the leader of the Union's prayer Ministrations.

4. Sensitize, encourage and mobilize the Union members on prayers.
5. Handle all prayer correspondences.
6. Link the Intercessory and Sunday school ministries to the Executive Committee.

## **VIII. THE MUSIC DIRECTOR**

He/ she shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct in the preceding year(s)
3. Link the Ebenezer, Praise and worship and Choir Ministries to the Executive Committee
4. Shall facilitate the Union's Sunday services and other fellowships in liaison with the technical coordinator

## **IX. THE TECHNICAL COORDINATOR**

He/ she shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year
2. Have demonstrated a mature Christian conduct in the preceding year(s)
3. Link the Media and Instrumentalists' Ministries to the Executive Committee
4. Oversee the management of the Union's assets
5. Be in- charge of all the Union's music equipment
6. Shall facilitate the Union's Sunday services and other fellowships in liaison with the music director
7. Shall in liason with the Union's secretary keep an up to database of all union members.

## **X. THE MISSIONS COORDINATOR**

He/ She shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct in the preceding year(s).
3. Assist the Executive Committee in the laying of strategies on where and when to evangelize within and without campus, in liaison with the In- reach committee and outreach ministry, respectively.
4. Link the Outreach Ministry, In- reach Committee, FFM and Regional evangelistic teams to the Executive Committee.

5. Sensitize, encourage and mobilize the Union's members on matters pertaining evangelistic missions within and without the campus.
6. Coordinate the Union's Missions' training.

## **XI. THE BIBLE STUDY COORDINATOR**

He/ she shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year
2. Have demonstrated a mature Christian conduct in the preceding year(s)
3. Coordinate all the Bible study groups of the Union in liaison with the Pastoral Committee
4. Organize for the Union's baptism process and Holy communion process.
5. In liaison with the treasurer and as agreed upon by the Executive Committee, place an order for the Bible study guides and submit any monies that accrue from the sale of the guides, to the treasurer.
6. Link the Pastoral Committee, CBRSM and BEST- P to the Executive Committee.
7. Organize for the training of all the union's leaders.

## **XII. THE ORGANIZING SECRETARY**

He/ She shall:

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year.
2. Have demonstrated a mature Christian conduct in the preceding year(s).
3. Be responsible for matters pertaining to transport in any of the Union's activities.
4. Be in- charge of booking venues for the Union's functions and activities.
5. Facilitate recreational activities of the Union in liaison with the Brothers and Sisters Committee.
6. Link the Brothers and Sisters Committee and Ushering Ministry to the Executive Committee.
7. Shall be a member of the accounts committee by default.



#### **Article 8.1.4 Interim Executive Committee**

The sitting Executive Committee shall, in consultation with the Advisory Committee, appoint interim members, to run the affairs of the Union at the time when all or some of its members are out of session. When the Executive committee is back to campus, then the interim shall be dissolved.

#### **Article 8.2: The patron:**

Shall be a staff of the university whose rank shall be the equivalent of, or higher than, that of an assistant lecturer and who shall have shown interest in the union's activities. The union shall have two patrons, one of whom shall be a signatory to the union's bank account.

#### **Article 8.3 Advisory Committee**

The Advisory Committee:

Shall have no executive powers.

2. Shall consist of at least 7 associate members, one of whom shall be the convener, and all of whom shall be born again Christians, active participants in the Union's activities and shall be of mature Christian character.
3. Shall advise the Union on such matters as pertains to the promotion of achieving the objectives of the Union
4. Member(s) shall attend the Union's Executive Committee's meetings in consultation with the other Advisory Committee members or when requested to do so by the Executive Committee.
5. Shall serve for two academic years after which they shall be eligible for re- appointment by the Executive Committee and ratified by the AGM or an SGM
6. Members shall comprise of the following:
  1. The three permanent offices namely;
    - a)The union's alumni chairperson
    - b)At most 2 FOCUS staff members
    - c)The two patrons of the union
  - 2.Two temporary offices namely;
    - i)Two university staff members
    - ii)One non-university staff member

## **Article 8.4: The constitution implementation committee (CIC)**

### **Article 8.4.1: Composition of CIC**

Shall constitute of all the immediate former members of CRC. Replacement of members of the CIC shall be in accordance to the criteria of constituting the CRC as in part K.

### **Article 8.4.2: Roles of the CIC**

The CIC shall;

1. Oversee the implementation of the constitution.
2. Make proposals to the Executive Committee on how the constitution can be implemented.
3. Facilitate training of Union officials on matters of the constitution in liason with the Executive committee.

## **Article 8.5 The University Chaplain**

For the chaplain to perform advisory duties within the Union, he/ she must meet the following conditions:

1. Be a born-again Christian,
2. Be an ordained minister of the Word,
3. Ascribe to the objectives of the Union and be willing to work in accordance to its constitution.

## **Article 8.6 Sub- Committees**

The sub- committees shall consist of the officials of all the Ministries, Special Committees and Evangelistic Teams registered under the Union.

1. Each sub- committee shall have at most nine (9) officials who will be proposed by the ineligible outgoing sub- committee officials, and submitted to the Executive Committee for vetting and approval.
2. All officials must be committed members of the Union as stipulated within the leadership manual
3. The respective roles of the office bearers shall be enlisted in the leadership manual as described under *Article 13.2*
4. Every sub- committee shall have a linker to the Executive Committee who shall be a member of the latter.

5. The chairperson of each respective sub- committee shall report to the Executive Committee on matters pertaining to his/ her sub- committee, through their linker, and shall be answerable to the Executive Committee.
6. Apart from the Evangelistic Teams, all other sub- committees shall submit their semester's budgets to the Executive Committee for consideration.
7. Commissioning of the sub- committees shall be done within three weeks after the AGM.
8. All Evangelistic teams' accounts shall be audited by the accounts committee of the union after every financial year of the union.
9. All sub-committees shall strictly adhere to the Union's constitution, the leadership manual, and their respective policy documents **ONLY**.

## **PART E: MINISTRIES, SPECIAL COMMITTEES AND EVANGELISTIC TEAMS**

The above shall conduct their affairs in adherence to the doctrinal basis and in line with the Union's objectives, failure to which will lead to disciplinary measures being carried out, including dissolution of the group when deemed necessary, by the executive committee.

They shall not hold meetings or run activities concurrently with those of the Union, unless with official permission from the executive committee.

### **Article 9.1 Ministries**

There shall be the following ministries in the Christian Union, whose roles shall be enlisted in the Leadership Manual:

1. Catering Ministry
2. Choir Ministry
3. Class Fellowships
4. Ebenezer Ministry
5. Faith Foundation Ministry (FFM)
6. Information Technology Ministry
7. Instrumentalists' Ministry
8. Intercessory Ministry
9. Outreach Ministry
10. Praise and Worship Ministry
11. Publicity Ministry
12. Sunday School Ministry
13. Ushering Ministry
14. Literature Ministry

Any Union member(s) interested in forming an additional ministry shall apply in writing to the secretary of the union for consideration. Its approval or rejection shall be subject to a general meeting's decision. Once approved, it shall become a ministry.

### **Article 9.2 Special Committees**

There shall be the following permanent special committees whose roles shall be enlisted in the Leadership Manual:

1. Accounts Committee

2. Brothers and Sisters Committee
3. Business Committee (B.COMM)
4. In- reach Committee
5. Pastoral Committee
6. Welfare Committee

Any other temporary committee(s) shall be appointed by the Executive Committee and dissolved once they accomplish the task(s) for which they were formed.

### **Article 9.3 Evangelistic Teams**

There shall be the following main regional evangelistic teams:

1. Central Evangelistic Team (CET)
2. Emulatable University Students Evangelistic Team and Associates (EMUSETA)
3. Mid-Eastern United Brethren Evangelistic Team (MUBET)
4. Nyanza Evangelistic Team (NET)
5. Rift-Valley Evangelistic Team (RIVET)
6. Uttermost Evangelistic Team (UET)
7. Western Outreach (WESO)

The evangelistic teams' area of operation shall be confined to their respective branches as outlined in the leadership manual. Their roles shall also be enlisted in the leadership manual.

## **PART F: MEETINGS**

### **Article 10.1 General Meetings**

1. All members of the Union shall have the right to participate in general meetings pursuant to *Article 7.2*.
2. There shall be two categories of general meetings: The Annual General Meeting (AGM) and the Special General Meeting (SGM).

#### **Article 10.1.1 Annual General Meeting (AGM)**

1. There shall be one AGM per academic year.

2. The AGM shall be scheduled to take place not later than the first weekend of the third month of the first semester, except when the academic calendar cannot allow, in which case the executive committee shall decide when to hold it.
3. The Union's AGM shall take place when there are at least two-thirds of the registered members in session.
4. Notice in writing of the AGM and its agenda shall be availed to members of the Union, not less than 21 days before the date of the AGM. The annual statement of accounts shall be availed to all members, 7 days before the AGM.
5. The agenda of the AGM shall consist of the following:
  - a) Confirmation of minutes of the previous AGM
  - b) Reports of the outgoing Executive Committee officials
  - c) Such other matters as the Executive Committee may decide or as to which notice shall be given in writing by a member or members of the Union to the secretary, at least two weeks before the AGM.
  - d) Confirmation and commissioning of the new Executive Committee members and ratification of the Advisory Committee, pursuant to *Article 11.3 (7)* and *Article 8.3 (5)*, respectively
  - e) A questions and answers session.
  - f) Any other business with approval of the chairperson

#### **Article 10.1.2 Special General Meeting (SGM)**

1. An SGM may be called upon for any specific purpose by the Executive Committee. Notice in writing of such a meeting shall be availed to the Union members not less than 7 days before the date thereof
2. One evaluation SGM shall be called by the Executive Committee not earlier than the seventh week, but by the tenth week, of the second semester of the academic year. The main agenda of this meeting shall be evaluation of progress on the matters discussed on the AGM of the previous leadership year, and the annual objectives of the sitting leadership. Notice of this SGM shall be as indicated in (1) above.
3. An SGM may also be requested for a specific purpose by order of at least twenty five percent of the Union's members, in writing to the secretary who will pass it to the Executive Committee. Such an SGM shall be held within 21 days of the date of the requisition. The notice for the SGM shall be as indicated in (1) above and no other matter shall be discussed other than that stated in the requisition.

### **Article 10.1.3 Quorum**

1. The quorum for the general meetings shall not be less than twenty five percent of the Union's registered members who are committed, as described in the leadership manual. However,
2. In the general meeting that seeks to dissolve the Union, the quorum for the meeting shall not be less than two- thirds of the total members of the Union as described in *PART J*, herein.

### **Article 10.2 Procedure at General Meetings**

1. At all general meetings of the Union, the chairperson shall chair the meetings. In his/ her absence, the vice chairperson shall chair the meeting(s), and in absence of both officials, a member of the Executive Committee selected by the other members shall chair the meeting.
2. The secretary shall record the minutes of the meeting and in his/ her absence, this shall be done by the vice- secretary, and in the absence of both officials, a member of the Executive Committee selected by the other members shall record the minutes of the meeting.
3. The chairperson may at his/ her discretion, limit the number of persons permitted to speak in favour of or against any motion(s).

### **Article 10.3 Other Meetings**

1. There shall be weekly meetings on such days and at such times and places as deemed convenient, which shall include: Bible studies, devotions, fellowships, services, ministerial meetings, and any other as the Executive Committee from time to time determines.
2. The Executive Committee shall convene meeting(s) with the sub- committees at least once a semester to discuss matters affecting the Union.

## **PART G: NOMINATIONS AND REPLACEMENTS**

### **Article 11.1 Eligibility**

Refer to *Article 8.1.3* parts (1) and (2) of all office bearers of the Executive Committee

All members in their first and final years of study shall be ineligible to bear any office in the Executive Committee. However, a member who has completed a diploma Programme in Egerton University, Njoro Campus, and immediately enrolls for a degree Programme shall be eligible for appointment to the Executive Committee from their first year of study.

Members in the outgoing Executive Committee, who are not in their final year of study, shall be eligible for re- appointment to the Executive Committee.

## **Article 11.2 Nominations College**

### **Article 11.2.1 Composition of the Nomination College**

It shall be composed of nine to thirteen members who shall be:

1. The ineligible members of the sitting Executive Committee
2. The ineligible members of the former Executive Committee(s) as appointed by (1) above
3. One ineligible reputable member of the Union, appointed by (1) above, who shall have served in a leadership capacity at a committee level other than the Executive Committee, in the Union.
4. A returning officer who shall be a FOCUS staff and shall have an advisory role in the college.

A meeting of (1) above shall be convened by the chairperson of the sitting Executive Committee during which they shall appoint (2) and (3) above.

The first meeting of the entire nominations' college shall be convened by the returning officer, during which they shall elect their **chairman** and secretary.

### **Article 11.2.2 Term of Service for the Nomination College**

1. It shall be constituted and commissioned two weeks before the nominations' date and with the exception of the returning officer, it shall be dissolved by the new executive committee, 30 days after a successful transition in the AGM.
2. They shall be trained after their commissioning and before the nominations.

### **Article 11.2.3 Duties of the Nomination College**

1. The chairperson of the nomination college shall lead the nomination exercise by the Union's members during a fellowship gathering
2. They shall prepare the materials for nominations, issue them to the Union's members on the nominations' day and oversee the nomination's process
3. They shall make the final appointments for each of the offices of the Executive Committee and through the returning officer, shall present the names of the appointed leaders to the entire Union during a fellowship gathering
4. They shall ensure that all offices whose appointees turn down the offer to serve before the AGM are successfully occupied
5. They shall handle objections to any of the appointed candidates and take appropriate measures over such cases before the AGM

## **Article 11.3 The Nominations Process**



1. The Union members shall be notified at least three weeks before the nomination exercise for prayer, fasting and meditation concerning the new Executive Committee officials
2. The introduction of all eligible Union members shall be done at least twice before the nomination date, during the Union's fellowship gatherings
3. The nominations shall be held within the second month of the first semester, except when the academic calendar cannot allow, in which case the Executive Committee shall decide when to hold them
4. Nominations shall entail full and special members of the Union recommending in writing persons whom they have prayerfully felt should form the next Executive Committee
5. The nominations college shall make final appointments for each of the offices of the Executive Committee
6. The returning officer shall present the appointees before the Union's members in a fellowship gathering, two weeks after the nomination process and two weeks before the AGM
7. Objections to any of the appointees must be made in writing to the secretary of the nominations college, for considerations by the entire college, within seven days after their presentation before the Union
8. The appointed leaders shall only take office after ratification by the AGM
9. Advice from persons who have ever served in the Executive Committee(s), not in the nominations' college, may be sought during the entire nomination process

**Article**

#### **11.4 Terms of Service for the Executive Committee**

1. A leadership year shall run between two consecutive AGMs
2. A member shall not serve for more than two terms
3. The chairperson shall not serve for more than one consecutive term

#### **Article 11.5 Replacement**

This entails replacement of a part or the entire Executive Committee before completion of their term of service

### **Article 11.5.1 Reasons for Replacement**

Replacement of any official(s) shall be done as warranted by obligations that render them unable or unavailable to serve in the given capacity during the term of service. Such reasons must be consented and/ or accepted by the sitting Executive Committee, in the case where it refers to part of the Executive committee, and may include, but are not limited to:

1. Where at least two- thirds of the full and special members in a special general meeting pass a vote of no confidence in the entire or part of the Executive Committee.
2. When the entire Executive Committee, or part of it resigns
3. Where a member(s) of the Executive Committee dies
4. Where a member(s) attracts a vote of no confidence amongst the other Executive Committee members, the decision shall be subject to a resolution passed by two- thirds of the full and special members present in an SGM.
5. Academic reasons such as deferment, discontinuation and change of institution
6. Critical health reasons
7. Conduct deemed unfit for the position of service
8. When an office bearer(s) ceases to be a member of the Union within the term of service

### **Article 11.5.2 Mode of Replacement**

1. In the event that all Executive Committee members die or resign, the patron(s) shall immediately convene a meeting of all persons who have ever served in previous Executive Committee(s), who are in session, during which they shall elect a team to assume temporary leadership in the Union before the SGM that ratifies a new Executive Committee.

The temporary leadership in conjunction with the returning officer of the most recent nominations college, shall prepare for the nomination process, appointment and ratification of new leaders during an SGM, within five weeks after the offices have been declared vacant.

2. In the event(s) that:

- a) A part, one or more but not the entire, of the Executive Committee dies or resigns
- b) At least two- thirds of the full and special members in an SGM pass a vote of no confidence in part of the Executive Committee
- c) A member(s) attracts a vote of no confidence among the other Executive Committee officials

Their replacement shall be done by the remaining Executive Committee members in consultation with the Advisory Committee and the returning officer of the most recent nominations college, as outlined below:

- i. An assessment of the need for the replacement shall be done by the remaining Executive Committee members in consultation with the Advisory Committee
- ii. The remaining Executive Committee members shall notify the Union's members of the decisions reached before continuation of the replacement process
- iii. The remaining Executive Committee members in consultation with the returning officer and the Advisory Committee shall then prayerfully appoint other people to occupy the vacant offices
- iv. The replacement shall be made known to the Union's members fourteen days after they were notified of the same
- v. In the case of (b) and (c) above, replacement shall be done with or without a request of resignation by the affected official(s), but must be with their knowledge.

## **PART H: ACCOUNTS AND THEIR ADMINISTRATION**

### **Article 12.1 Funds**

1. The financial year shall run for a period of 12 months and present financial report(s) in pursuant of article 10.1.1(4)
2. The Union shall accept financial and other aid from within and without it
3. All other information regarding the management of the Union's funds shall be contained within the Union's financial policy.

### **Article 12.2 Accounts**

1. The books of accounts and all documents relating thereof, shall be available for inspection at the registered office of the Union, by a member of the Union or any other person recognized or authorized by the Executive Committee, provided that a written request of not less than seven days reaches the Executive Committee through its secretary.
2. The Union's treasurer shall work with the accounts committee in keeping the Union's accounts records up to date and in preparing the accounts' records for auditing

### **Article 12.3 The External Auditor**

1. The external auditor of the following financial year shall be proposed by the executive committee in consultation with the Advisory Committee

2. He/ she shall be a qualified accountant
3. He/ she shall not be an office bearer or a member of the Union
4. All the Union's accounts and record documents shall be open for inspection by the auditor before the AGM
5. A copy of the auditor's report on the account and statement together with the accounts and statements shall be furnished to the Union's members at the same time the statement of account is sent out, pursuant to *Article 10.1.1 (4)*
6. The auditor may be paid such honorarium for his/ her duties as may be resolved by the Executive Committee in consultation with the Advisory Committee

#### **Article 12.4 The Union's Assets**

1. They shall be used towards achieving the objectives of the Union
2. They shall not be leased, lent or given out, unless the Executive Committee deems it necessary and if it is to the Union's interest
3. There shall be an assets' manager who shall ensure accountability and efficiency in assets acquisition, maintenance and disposal. He/ she shall work under the technical coordinator of the Executive Committee.

### **PART I: ACCOMPANYING DOCUMENTS**

#### **Article 13.1 The Union's Financial Policy**

This shall be an accompanying document containing detailed information concerning the management of the Union's funds and assets, and it shall be used in accordance with the provisions made in this constitution. It shall only be reviewed by a resolution of not less than two- thirds of the Executive Committee members.

#### **Article 13.2 The Leadership Manual**

This shall be a policy document containing practical instructions on the Governance of the Union. It shall assume a foreknowledge of the Union's constitution and therefore shall not repeat the contents of this constitution except where necessary. It shall only be reviewed by a resolution of not less than two-thirds of the Executive Committee members.

#### **Article 13.3: Other accompanying documents**

1. Assets policy
2. Partnership policy

3. Evangelistic teams' policy
4. Ministries' policy
5. Missions' policy

#### **PART J: DISSOLUTION**

1. The Union shall not be dissolved except by a resolution passed at a general meeting of its committed members, by a vote of two-thirds of those present, pursuant to *Article 7.2*
2. If the quorum is not obtained, the proposal to dissolve the Union shall be submitted to a further general meeting which shall be held thirty days later. Notice of this meeting shall be given to the Union's members at least fourteen days before the proposed date of the meeting. The quorum for this second meeting shall be half of the committee members, pursuant to *Article 7.2*.
3. If the second quorum in (2) above is not obtained, then the same procedure in (2) above shall be followed in calling for a third SGM whose quorum shall be the number of committed members present
4. However, no dissolution shall be effected without prior permission in writing from the Office of the Dean of Students, obtained after application to him/ her made in writing, and signed by three sitting Executive Committee members.
5. When the dissolution of the Union has been approved by the Office of the Dean of Students, no further actions shall be taken by the Executive Committee other than, to get in and liquidate for cash, all assets of the Union. This shall be done in consultation with the Advisory Committee and the balance thereof shall be distributed to Christian organization(s), as may be decided by the meeting at which the resolution of dissolution is passed.

## **PART K: AMENDMENTS TO THE CONSTITUTION**

Amendments to this constitution shall be done under the following circumstances:

1. During a review process by a Constitution Review Committee (CRC), held after at least three years from the previous review process.

During such a review process, the proposed draft containing the amendments made to the constitution shall be submitted to the Executive Committee, FOCUS Central- Rift Region, the Union's Alumni Association and the Advisory Committee for considerations and recommendations. It shall then be re-submitted to the CRC after fourteen days for final drafting which shall take at most twenty-one days, before being submitted to the Executive Committee. It shall then be ratified in a general meeting, after fourteen days, by at least two- thirds of the members present.

2. In the event that committed member(s) of the Union propose alterations, modifications or any other amendments to this constitution, which shall not be amended unless:
- a) At least twenty-one days' notice in writing of any proposed amendments is given to the secretary of the Union, who shall thereafter, after consultation with the Executive Committee, give fourteen days' notice to the Union's members of an SGM.
  - b) The Advisory Committee's opinion be sought and its recommendations made known during the SGM
  - c) They are accepted by at least two- thirds of the members present in the SGM through voting. They shall then go through the process below:

Any amendments to this constitution shall be done by a Constitution Review Committee (CRC) constituting of at least nine members and at most fifteen members, appointed by the Executive Committee. The members shall consist of only committed members of the Union, who shall have demonstrated a mature Christian conduct and;

- i. There shall be at least one member from each class in session
  - ii. There shall be at most three members from the sitting and/ or former Executive Committees
  - iii. There shall be any other member(s) co- opted by the review commission as deemed necessary, whose appointment to the committee shall be done in consultation with the Executive Committee
- d) The committee shall notify the Union of the proposed amendments
- e) The committee shall then present the final document to the Executive Committee fourteen days before the next general meeting.

This constitution contains cumulative amendments to the original version as set up on 25th March 1967.

1st Amendment 10th October 1972

2nd Amendment 10th October 1992

3rd Amendment 27th January 1996

4th Amendment 31st January 1998

5th Amendment 11th March 2000

6th Amendment 31st March 2007

7th Amendment 12th March 2008

8th Amendment 3rd October 2009

9th Amendment 26th March 2014

10<sup>th</sup> Amendment 4<sup>th</sup> November 2017

11<sup>th</sup> Amendment 11<sup>th</sup> June 2022

#### **PART L: APPLICATION CLAUSE**

This constitution shall:

- i. Be subjected to the Union's general meeting before its adoption
- ii. Come into full effect as soon as the 2022/2023 leadership year Executive Committee is convened
- iii. Be used by the Union's Executive Committee officials
- iv. Come into full implementation at the 2022/2023 AGM