



THE CONSTITUTION OF THE UPPER KABETE CAMPUS CHRISTIAN UNION UNIVERSITY OF NAIROBI

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PREAMBLE

We the Upper Kabete Campus Christian Union, University of Nairobi:

Acknowledging the Sovereignty of God in creation, revelation, redemption and final judgment;

Committed to deepening and strengthening the spiritual life of the individual as members and to witness of the Lord Jesus Christ as God incarnate and to seek to lead others to a personal faith in Him;

Bound to the calling to live holy and righteous lives based on the Holy Bible and following the example of our Lord Jesus Christ;

Appreciating our cultural and gender diversities;

Recognizing the union as non-political, non-denominational and non-racial;

Commit to enact and give this constitution to ourselves and the future generations of the Upper Kabete Campus Christian Union, University of Nairobi.

We declare that the Holy Bible is supreme to this constitution and binds all members of the Upper Kabete Campus Christian Union, University of Nairobi.

We declare that any provision that is inconsistent with the Holy Bible is void to the extent of the inconsistency and any action, addition or omission in contravention of the Holy Bible is invalid.

ARTICLE ONE:
THE UPPER KABETE CAMPUS CHRISTIAN UNION (UKCCU)

1.1 NAME AND THE LOGO

The full name of the society shall be the UPPER KABETE CAMPUS CHRISTIAN UNION (U.K.C.C.U.) of the University of Nairobi, hereinafter referred to as “The Union”.

The Union’s logo shall be as described in Annex I.

The Union’s logo shall only be used in the furtherance of The Union’s aims.

1.2 VISION

To be a congregation of Christ-like believers growing together as a family in love for Christ and fellow men.

1.3 MISSION

To equip every member in Upper Kabete Campus community through fellowship, discipleship, leadership development and mentorship for holistic Christian living in and out of campus and to reach out through evangelism to all communities in Kenya and beyond.

1.4 CORE VALUES

- i. Faithfulness to the Holy Scriptures
- ii. Integrity
- iii. Stewardship
- iv. Excellence
- v. Team work
- vi. Accountability
- vii. Honesty
- viii. Innovativeness

1.5 AIMS

The aims of The Union shall be non-political, non-racial and non-denominational. They shall be as follows:-

- i. To deepen and strengthen the spiritual life of its members through the study of the Bible, Prayer and Christian fellowship.
- ii. To witness the Lord Jesus Christ as God incarnate and to seek to lead others to a personal relationship with Him.
- iii. To encourage members to discover God's calling in their lives and be responsible members in the church and society.
- iv. To develop the members' social and leadership skills through nurturing and developing talents.

1.6 DOCTRINAL BASIS

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

- i. The Unity of the Father, the Son and the Holy Spirit in the Godhead. (Mathew 28:19,2 Corinthians 13:14.)
- ii. The Sovereignty of God in the creation, revelation, redemption and final judgment.(John 1)
- iii. The divine inspiration and entire trustworthiness of the Holy Scripture as originally given and its supreme authority in all matters of faith and conduct. (2 Timothy 3:16)
- iv. The universal sinfulness and guilt of all men since the fall rendering them subject to God's wrath and condemnation. (Romans 3:23)
- v. Divine Conception and birth of Jesus Christ by Virgin Mary. (Mathew 1:21-23)
- vi. Redemption from the guilt, penalty, dominion and pollution of sin solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God. (Hebrews 9:15, Romans 6:22-23, Psalms 111:9)
- vii. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension and glorification to the Right hand of God the Father. (Hebrews 1:3, 1 Peter 1:3)
- viii. The presence and power of the Holy Spirit in the work of regeneration. (John 16:7 – 11)
- ix. The justification of the sinner by the grace of God through faith alone. (Ephesians2:8, Galatians 2:16)
- x. The indwelling and work of the Holy Spirit in every believer. (Acts 1:8, Romans 8, Ephesians 1:13-14)

- xii. The one Holy Universal Church which is the body of Christ and to which all believers belong. (Ephesians 2:19-22)
- xiii. The personal return of the Lord Jesus Christ. (1 Thessalonians 4:16-17)
- xiv. The unity of all believers.(Ephesians 4:11-16, Galatians 3:23)

1.7 AFFILIATIONS

1.7.1. Fellowship of Christian Unions (FOCUS)

The Union shall be affiliated to the Fellowship of Christian Unions (FOCUS). Based on this affiliation, The Union shall be represented in the Regional Students Executive Committee (RSEC) and the National Students Executive Committee (NASEC).

1.7.2. Joint Coordinating Council (JCC)

The Union shall be affiliated to the Joint Coordinating Council (JCC) of the University of Nairobi Christian Unions and shall be represented by the Chairperson and Secretary of the Executive Committee as stipulated in the bylaws of J.C.C.

1.8 PARTNERSHIPS

The Union, if need be, shall partner with organizations, churches and individuals whose objectives are in line with those of the U.K.C.C.U. Either of the interested parties (The Union or organization, churches and individuals) can initiate a partnership in writing of a duly signed letter through the executive committee. The Executive Committee can terminate such partnership by giving a two week written notice to the other party on the following circumstances;

- i. On the request of the partner.
- ii. Upon expiry of the time frame agreed.
- iii. If the subject matter forming the basis of the partnership ends.

- iv. When such partnership ceases to be beneficial.
- v. If during the partnership, The Union discovers that the partner is conflicting with the Union's doctrinal basis.

ARTICLE TWO

MEMBERSHIP

2.1 CATEGORIES OF MEMBERSHIP

There shall be three categories of membership:

- 2.1.1 Full membership
- 2.1.2 Special membership
- 2.1.3 Associate membership

2.1.1. Full Membership:

Full membership of the Union shall be open to all bona fide registered undergraduate students of the Upper Kabete Campus of the University of Nairobi who conscientiously subscribe to and sign the following declaration:

"In joining this Union, I acknowledge my faith in Jesus Christ as my Savior, my LORD and my GOD. I subscribe to the doctrinal basis in its entirety and it is my desire by the Grace of God to live a life consistent with this declaration. I am also determined to give active support to the Union as it seeks to fulfill its aims."

A list of full members shall be kept by The Union. This membership will be renewed annually at the start of each academic year.

2.1.2. Special Membership

Special membership of The Union shall be open to all bona fide registered postgraduate students of the University of Nairobi Upper Kabete Campus, Wangari Maathai Institute of Peace and also to undergraduate students from other University of Nairobi colleges and to all staff members during their term of employment within the campus who conscientiously subscribe to and sign the declaration in 2.1.1

2.1.3. Associate Membership

Associate membership of The Union shall be open to former students of the Upper Kabete Campus and Wangari Maathai Institute of Peace, University of Nairobi, who profess Jesus Christ as their Lord and Savior and whose names have been entered into the associates register and/or

database.

The associates' register and/or database shall consist of the names and contact information of all Associate Members.

There shall be no membership fee.

2.2 MEMBERS RIGHTS AND RESPONSIBILITIES

2.3 Membership (in 2.1.1 and 2.2.2),

Shall cease upon completion or termination of studies at the Upper Kabete Campus and Wangari Maathai Institute of Peace or resignation in writing or in the event of a persistent conduct of the said member that is contrary to the declaration (in 2.1.1) and after repeated unheeded counsel by the Executive Committee and Advisory Committee. This cessation shall be communicated in writing to the member and thereafter publicly announced to The Union.

2.4.1 Full Members shall:

- i. Be eligible to hold any office and participate in the nomination of the officials of The Union.
- ii. Be entitled to vote in The Union's general meetings.
- iii. Be eligible to full participation in all The Union activities.
- iv. Willingly contribute financially to The Union as the Lord leads them.
- v. Be eligible to propose amendments to the constitution subject to article 5.
- vi. Be free to join any Evangelistic-team of their choice.

2.4.2 Special members shall:

- i. Be eligible to fully participate in all activities of The Union.
- ii. Be eligible to hold office only in sub-committee subject to article 4.2
- iii. Be entitled to vote in The Union's general meeting.
- iv. Willingly contribute financially to The Union as the Lord leads them.
- v. Be free to join any Evangelistic team of their choice.

2.4.3 Associate members shall:

- i. Be eligible to participate in the general meeting.
- ii. Be eligible to be members of the Advisory Committee and such other committee as may be set up and approved by an Annual General Meeting.
- iii. Not be entitled to vote in the nomination of office bearers or in any general meeting.
- iv. Aid The Union in achieving its goals.
- v. Willingly contribute financially to The Union as the Lord leads them.

2.5 TERMINATION AND RESTORATION OF MEMBERSHIP

2.5.1. Termination of membership

Other than voluntary termination, membership will be terminated due to deviation from the doctrinal basis of The Union.

This shall be the Procedure for termination:

- i. The notification of the member on the alleged breach of the doctrine
- ii. Special hearing
- iii. Based on the outcome of the special hearing, and at the discretion of the Executive Committee in consultation with the Advisory Committee, the member will be terminated.
- iv. This shall be communicated in writing to the concerned member by the Executive Committee within reasonable duration of time and members of The Union will be informed of the same.

2.5.2. Restoration of membership

Subject to biblical principle of repentance, the suspended member may seek restoration to The Union by applying in writing for restoration to the Executive Committee who shall consider each case on its own merit and in line with the biblical principles and communicate the decision to the member in writing.

Upon restoration of such a member, the chairperson of the Executive Committee shall make a public announcement in The Union meeting.

ARTICLE THREE

LEADERSHIP

3.1 LEADERSHIP STRUCTURE

The leadership structure of The Union shall consist of:

- 3.1.1. The Executive committee,
 - 3.1.2. The Standing sub-committees,
 - 3.1.3. The Advisory committee
 - 3.1.4. Ad-hoc-committees
- 3.1.1. The Executive Committee

The Union shall have an Executive Committee, hereinafter referred to as “The Committee” whose membership and duties shall be as stipulated in this constitution.

3.1.1.1. Duties of the Executive Committee

- i. The Committee shall be responsible for implementing the aims of The Union and for that purpose, may give directions to the individual Executive Committee members as to the manner in which they will carry out their duties.
- ii. The Executive Committee shall appoint the Standing Sub-committees as well as the ad-hoc-committees (and the assistants if necessary) as it may seem desirable. Such committees shall report to the Executive committee, upon which such action shall be taken as seems desirable to The Committee.
- iii. The Executive Committee shall provide for delegation of duties of the office bearer(s) for The Union to preside over The Union matters when respective officebearer(s) are out of session should such a case arise.
- iv. The Committee shall authorize the disbursement of all monies of The Union except as specified (in article 6.2d).
- v. The quorum for the meetings of the committee shall be no less than 60% full membership of the Committee.
- vi. The Committee shall liaise with the chaplaincy of the University of Nairobi.

3.1.1.2. Executive Committee Office Bearers

a) The members of the Executive Committee shall be thirteen and shall include:

- i. Chairperson
- ii. 1st Vice chairperson
- iii. 2nd Vice chairperson
- iv. Secretary
- v. Vice secretary
- vi. Treasurer
- vii. In reach Coordinator
- viii. Outreach Coordinator

- ix. Bible Study and Training Coordinator
 - x. Worship Coordinator
 - xi. Resource Mobilization and Management Coordinator
 - xii. Prayer Coordinator
 - xiii. Creative Ministries Coordinator
- b) All the office bearers shall hold office from the date of inauguration until the succeeding Annual General Meeting. Arrangements shall be made by the Executive Committee to delegate duties of the office bearer(s) when the respective office bearer(s) are out of session as the case may arise.
- c) Any office bearer who ceases to be a member of The Union shall automatically cease to be an office bearer thereof such a vacant office shall be filled as per article 4 (section 4.3)
- d) In the event that a member of The Committee is unable to carry out his/her duties (due to illness or other sufficient cause), except in cases where an assistant is provided for in this constitution, the committee shall appoint any of its members to carry out these duties if two thirds of the committee's term of service has elapsed. If two thirds of the term of the current Executive Committee has not yet elapsed then a replacement shall be sought as per Article 4.3

3.1.2. The Standing Sub- Committees

The Union shall have the following Sub-Committees whose membership and duties shall be as stipulated in this constitution.

- i. In reach sub-committee
- ii. Outreach sub-committee
- iii. Bible Study and Training sub-committee
- iv. Worship sub-committee
- v. Resource Mobilization and Management sub-committee
- vi. Catering and hospitality sub-committee
- vii. ICT and Publicity sub-committee

- viii. Welfare sub-committee
- ix. Orientation sub-committee
- x. Intercessory sub-committee
- xi. Creative Ministries sub-committee
- xii. Joint Evangelistic Team sub-committee
- xiii. Associates sub-committee
- xiv. Mercy ministry sub-committee
- xv. Fellowships subcommittee

3.1.3. Advisory Committee

The Advisory committee is the guardian of The Union:

- a) The Advisory committee shall consist of the graduates who subscribe to the Christian faith and who uphold the aims and doctrinal basis of The Union. However, the Executive committee may at its discretion appoint up to two non-graduate persons to the Advisory Committee as the case may be.
- b) The advisory committee shall consist of a convener and at least three other members but the full membership of the committee shall not exceed six. The convener shall be The Union patron.
- c) The members shall be nominated after prayerful consideration by the Executive Committee and consulted for consent after which they shall be appointed in the Annual General Meeting. The members thus appointed shall be duly informed of the appointment.
- d) A member may be re-appointed any number of times.

3.1.4. Ad-hoc Sub-committees.

Perform duties as mandated by the Executive Committee.

3.2 The leadership manual

There is a leadership manual on the job description of The Union's leadership. It assumes a fore knowledge of this constitution and therefore expounds the contents of this constitution except where necessary.

3.3 DUTIES AND RESPONSIBILITIES OF THE OFFICIALS

3.3.1 EXECUTIVE COMMITTEE

3.3.1.1 Chairperson

Either a female or male member shall hold the office of the Chairperson. The Chairperson shall be responsible for overseeing the carrying out of the aims of The Union and shall (unless prevented by illness or by other sufficient cause), be responsible for:

- i. Giving overall leadership to The Union.
- ii. Presiding over all meetings of the Executive Committee and all General Meetings.
- iii. Making decisions on all matters pertaining to the running of The Union in consultation with the Executive Committee.
- iv. Maintenance of the integrity of The Union's leadership.
- v. Representing, with The Union secretary, The Union in the Joint Coordinating Council (J.C.C) and the Regional Student's Executive Committee (RSEC).
- vi. May delegate any of his or her duties as deemed appropriate to any of The Committee members or to any of The Union members as may be appropriate.
- vii. Overall coordination of the Orientation sub-committee.
- viii. Shall be an ex-officio member of the Joint Evangelistic Teams sub-committee.
- ix. Any other role as stipulated by the job description manual.

3.3.1.2 1st Vice Chairperson

If the chairperson is a male then the 1st vice chairperson shall be a female and shall carry out the following responsibilities:

- i. Shall be responsible for catering and hospitality for The Union.
- ii. Shall be responsible for guiding the sisters' fellowship.
- iii. Shall be responsible for counseling and social welfare of The Union female members.
- iv. Shall represent the Chairperson in his/her absence.

- v. Shall be in-charge of all The Union's utensils and decor.
- vi. Shall perform any other allocated duties as the Executive Committee deems fit

If the chairperson is a female then the 1st vice chairperson shall be male and shall carry out the following responsibilities:

- i. Shall represent the chairperson in his/her absence, and assist him/her as will be necessary.
- ii. Shall be responsible for guiding the brothers' fellowship.
- iii. Shall be in-charge of The Union cell phone and all communications through it.
- iv. Shall be in charge of all social activities of the Union.
- v. Shall be in-charge of all the people who come to minister in the place of meeting and during services.
- vi. Shall be responsible for counseling and social welfare of The Union male members.
- vii. Shall be in charge of the Fellowship sub-committee
- viii. Shall perform any other allocated duties as the Executive Committee deems fit.
- ix. Shall perform any role stipulated in the leadership description manual.

3.1.1.3 2nd Vice Chairperson

If the 1st vice chairperson is male then the 2nd vice chairperson shall be female and shall carry out the following responsibilities:

- i. Shall be responsible for catering and hospitality for The Union.
- ii. Shall be responsible for guiding the sisters' fellowship.
- iii. Shall be responsible for counseling and social welfare of The Union female members.
- iv. Shall represent the Chairperson in his/her absence.

- v. Shall be in-charge of all The Union's utensils and decor.
- vi. Shall perform any other allocated duties as the Executive Committee deems fit

Shall be a male member and shall carry out the following responsibilities;

- i. Shall represent the chairperson in his/her absence, and assist him/her as will be necessary.
- ii. Shall be responsible for guiding the brothers' fellowship.
- iii. Shall be in-charge of The Union cell phone and all communications through it.
- iv. Shall be in charge of all social activities of the Union.
- v. Shall be in-charge of all the people who come to minister in the place of meeting and during services.
- vi. Shall be responsible for counseling and social welfare of The Union male members.
- vii. Shall be in charge of the Fellowship sub-committee
- viii. Shall perform any other allocated duties as the Executive Committee deems fit.
- ix. Shall perform any role stipulated in the leadership description manual.

3.1.1.4 Secretary

Shall be either a male or a female member.

Responsibilities;

- i. The secretary shall deal with all the correspondence of The Union except that which falls to another office or committee.
- ii. In case of urgent matters where the committees cannot be consulted, the secretary shall consult the Chairperson or if not available, the Vice chairperson and/or the 2nd Vice chairperson and the decisions reached shall be subject to ratification (or otherwise) at the next committee meeting.
- iii. The secretary shall in consultation with the Chairperson, issue notices convening all meetings of The Committee and The General Meetings of The Union.

iv.

- v. The secretary shall be responsible for recording, typing, printing and systematically filing the minutes of all such meetings in hard and/or soft copy form.
- vi. The secretary shall be the custodian of all the records of The Union and of The Committee.
- vii. The secretary shall together with the chairperson represent The Union in the Joint Coordinating Council (JCC) and Regional Student Executive Committee (RSEC).
- viii. The secretary shall be the Executive Committee's link person with the Associates Committee in addition to keeping and updating the associates' register and/or database.
- ix. The secretary shall head the Associate Sub-committee.
- x. Any other role as stipulated by the job description manual.

3.1.1.5 Vice Secretary.

- i. Shall be the opposite gender of the Secretary and his or her responsibilities shall be;
- ii. Shall be deputy to the secretary and in the absence of the secretary, shall perform all duties of the secretary and other such duties as shall be assigned by The Committee.
- iii. Shall head the ICT and Publicity sub-committee.
- iv. Shall be the Administrator/manager of The Union's social media and Application in consultation with the chairperson and secretary of The Union as directed by The Committee.
- v. Any other role as stipulated by the job description manual.

3.1.1.6 Treasurer.

Shall be either a male or a female member.

Responsibilities;

- i. Shall receive and also disburse under the direction of The Committee all the monies belonging to The Union, issuing receipts for all monies received and

keeping vouchers for all monies paid by The Union.

- ii. Shall in consultation with the auditor and the committee prepare the annual accounts and annual budget for The Union.
- iii. Shall ensure that proper books of accounts of all monies received by The Union are written up kept in safe custody and are available for inspection.
- iv. Shall keep records of all assets and liabilities of The Union.
- v. Shall head the welfare sub-committee.
- vi. Any other role as stipulated by the job description manual.

3.1.1.7 In-reach Coordinator

Shall be either a male or a female member and shall have the following responsibilities;

- i. Shall be responsible for coordination of missions and evangelism within Campus.
- ii. Shall head the In-reach subcommittee.
- iii. Any other role as stipulated by the job description manual.

3.1.1.8 Outreach Coordinator

Shall be the opposite gender of the In-reach Coordinator. Responsibilities;

- i. Shall be responsible for coordination of missions and evangelism outside Campus.
- ii. Shall head the Outreach subcommittee.
- iii. Shall chair the joint evangelistic team sub-committee meeting
- iv. Shall liaise with the Associates sub-committee in reaching associates towards the funding of The Union's mission activities.
- v. Shall mobilize The Union's members for evangelism activities outside campus
- vi. Shall oversee Mercy Ministry activities
- vii. Any other role as stipulated by the job description manual.

3.1.1.9 Bible Study and Training Coordinator

Shall be either a male or a female member and shall carry out the following responsibilities;

- i. Shall head the Bible Study and Training sub-committee.
- ii. Shall facilitate/ organize all the trainings in the Union.
- iii. Oversee The Union's Baptismal activities and Holy Communion activities.
- iv. Any other role as stipulated by the job description manual.

3.1.1.10 Worship Coordinator

Shall be either a male or a female member and shall carry out the following duties;

- i. Shall head the worship sub-committee and shall be a link between the Executive Committee and the worship sub-committee.
- ii. Shall source for voice coaches so as to ensure that the team is well trained for quality performance.
- iii. Shall oversee the working of the following departments;
 - ✓ Praise and worship department
 - ✓ Choir department
 - ✓ Sound team department
 - ✓ Instrumentalists
- iv. Any other role as stipulated by the job description manual.

3.1.1.11 Resource Mobilization and Management Coordinator (RMMC)

Shall be either a male or a female member and his duties shall be the following;

- i. Shall head Resource Mobilization and Management sub-committee
- ii. Shall be in charge of The Union's assets except current assets
- iii. Shall be in charge of purchase, maintenance and disposal of The Union's resources
- iv. Organize for sourcing of funds/equipment for The Union's projects
- v. Shall oversee and organize any activity pertaining the library
- vi. Any other role as stipulated by the job description manual.

3.1.1.12 Prayer Coordinator

Shall be either a male or a female member and shall have the following duties;

- i. Shall head the Intercessory sub-committee and shall be a link between the Executive Committee and the Intercessory sub-committee.
- ii. Shall once in a month, meet with E-TEAM and class fellowship prayer coordinators to deliberate and harmonize on issues pertaining to prayers of The Union
- iii. Shall work with the sub-committee, E-TEAM and class fellowship prayer coordinators.
- iv. Any other role as stipulated by the job description manual.

3.1.1.13 Creative Ministries Coordinator

Shall be either a male or a female member and shall have the following responsibilities;

- i. Shall head the Creative Ministries sub-committee and shall be a link between the Executive Committee and the Creative Ministries sub-committee.
- ii. Any other role as stipulated by the job description manual.

3.1.2 STANDING SUB-COMMITTEES

The roles of the sub-committees shall be;

- i. Implementation of decisions made by the Executive Committee
- ii. Making recommendations to the Executive Committee members to deliberate on.
- iii. Perform the role as stipulated in this constitution.

3.1.2.3 In reach sub-committee

Shall consist of the following members;

- i. In-reach Coordinator
- ii. Assistant In-reach Coordinator
- iii. The Triennial Leader
- iv. Sunday School Leader

3.3.2.1.1. In reach Coordinator

Shall be responsible for overseeing all the duties assigned to the In reach sub-committee and shall preside over all the meetings of this sub-committee.

3.3.2.1.2. Assistant In-reach Coordinator

Shall be, in conjunction with the In-reach Coordinator, responsible for coordination of evangelism within the campus.

3.3.2.1.3. Triennial leader

Shall be in charge of the Triennial committee

3.3.2.1.4. Sunday School Leader

Shall be in charge of reaching out to children.

3.1.2.4 Outreach sub-committee

Shall consist of the following members:

- i. Outreach Coordinator
- ii. Assistant Outreach Coordinator
- iii. School Ministry Coordinator
- iv. Annual Mission's Team Leader
- v. Commission mobilization Team Leader

3.3.2.2.1. Outreach coordinator

Shall be responsible for overseeing all the duties assigned to the Outreach sub- committee and shall preside over all the meetings of this sub-committee.

3.3.2.2.2. Assistant outreach coordinator

Shall be, in conjunction with the Outreach Coordinator, responsible for evangelism outside campus.

3.3.2.2.3. School Ministry Coordinator

Shall be responsible for evangelism in schools.

3.3.2.2.4. Annual Mission Team Leader

Shall be in charge of the Annual Mission's Team.

3.3.2.2.5. Commission mobilization Team Leader

Shall be in charge of the Commission's Team

3.3.2.2.6. .

3.1.2.5 Bible Study and Training sub-committee

This sub-committee shall be comprised of the following members;

- i. Bible Study and Training Coordinator
- ii. Bible Study Coordinators
- iii. Nurture Leaders
- iv. Bible Exposition Self Training-Program (BEST-P) Coordinator
- v. Ezra mobilization Team leader

3.3.2.3.1. Bible Study and Training Coordinator

Shall be responsible for overseeing all the duties assigned to the Bible Study and Training sub-committee and shall also preside over all the meetings of this sub-committee.

3.3.2.3.2. Bible study coordinators

They shall be two of opposite gender.

Shall organize members in to bible study groups and shall preside over Bible studyleaders' meetings.

3.3.2.3.3. Nurture Leaders

Shall be at least two members with respect to gender who shall coordinate discipleshipand follow-up of The Union members.

3.3.2.3.4. Bible Expository Self Training Program (BEST-P) Coordinator

Shall be responsible for the facilitation of all the BEST-P meetings.

3.3.2.3.5. Ezra mobilization Team Leader

Shall be in charge of the Ezra mobilization Team

3.1.2.6 Worship sub-committee

This sub-committee comprises of the following members;

- i. Worship Coordinator
- ii. Choir Leaders
- iii. Lead Instrumentalist
- iv. Praise and Worship Leaders
- v. Sound Team Leader

3.3.2.4.1. Worship Coordinator

He/she shall be responsible for overseeing all the duties assigned to the Worship sub- committee and shall also preside over all the meetings of this sub-committee.

3.3.2.4.2. Choir Leaders

Shall be two of opposite gender.

They shall lead the choir and shall endeavor to promote the ministry of singing in The Union.

3.3.2.4.3. Lead Instrumentalist

He/ she shall be the leader of the instrumentalists and shall promote the interest of learning how to play musical instruments by the members of The Union.

3.3.2.4.4. Praise and worship leaders

Shall be two of opposite gender.

They shall endeavor to promote the worship life of The Union and shall lead the praise and worship team.

3.3.2.4.5. Sound Team leader

Shall ensure instruments are transported to and returned from the place of usage to the place of storage.

Shall oversee the management of all the musical instruments and public address equipment of The Union in accordance with the music and public address policy subject to the approval by the Executive Committee.

3.1.2.7 Resource Mobilization and Management sub-committee

The Resource Mobilization and Management sub-committee shall be composed of the following members:

- i. Resource Mobilization and Management Coordinator
- ii. Librarian
- iii. Disposal Team Leader

3.3.2.5.1. Resource Mobilization and Management Coordinator

He/ she shall be responsible for overseeing all the duties as stipulated in the leadership manual.

He/she is the custodian of The Union's non-current assets.

3.3.2.5.2. The Librarian

- i. Shall be responsible for all the literature material in The Union i.e. the Union Library and The Union bookstall.
- ii. Shall be responsible for the purchase and sale of books from sources recommended by the Executive Committee.
- iii. Shall handle all bookstall correspondence.
- iv. Shall give account of all the monies received from the sale of books (as required by the Executive Committee treasurer).
- v. Shall organize the lending out of materials to members of The Union and the effective running of the library.
- vi. Shall endeavor to promote the reading of Christian Literature in The Union.

3.3.2.5.3. The Disposal Team Leader

Shall be in charge of the Disposal Team

3.3.2.6 Intercessory Sub-committee

It shall consist of the following:

- i. The Prayer Coordinator
- ii. The Prayer Secretaries
- iii. The Class Fellowship Prayer Coordinators

3.3.2.6.1. The Prayer Coordinator

Shall be responsible for overseeing the duties assigned to the Intercessory sub-committee and preside in all the meetings of this sub-committee.

3.3.2.6.2. Prayer secretaries

Shall be two of opposite gender.

Shall organize all prayer meetings of The Union in order to deepen and strengthen the spiritual life of The Union members.

3.3.2.6.3. Class Fellowship Prayer Coordinators

Shall help the Prayer Coordinator and Prayer Secretaries in organizing all the prayermeetings and prayer events of The Union.

3.3.2.7. Catering and hospitality sub-committee

Shall consist of two leaders of the opposite gender and interested persons from TheUnion.

Shall be responsible for catering and hospitality of The Union.

3.3.2.8. ICT and Publicity sub-committee

Shall consist of the following

members:

- i. The vice secretary
- ii. ICT and Publicity Leader
- iii. Assistant ICT and Publicity Leader

- iv. Any other interested persons drawn from The Union's members.

This team shall be responsible for the receiving and interpreting all publicity needs of The Union. This includes designing, production and putting all The Union announcements, posters, banners, shirts and all other publicity tools employed by the union. It shall also be responsible for the update and management of The Union's socialmedia i.e. Website, Facebook, Twitter and any other social group

3.3.2.9. Welfare sub-committee

Shall be in charge of the welfare of The Union members in need as guided by the Financial Policy.

3.3.2.10. Orientation sub-committee

Shall be headed by The Union's Chairperson.

Shall consist of;

- i. The Class Fellowship coordinator
- ii. The Nurture Leader
- iii. In reach Leader
- iv. 7 other Members appointed by The Committee.

Shall be responsible for guiding and assisting new members of The Union as guided by the Orientation Manual.

3.3.2.11. Joint Evangelistic Team Sub Committee

It shall be headed by the Outreach Coordinator.

Shall consist of;

- i. The Outreach Coordinator.
- ii. The Union's Chairperson as ex-officio.
- iii. All Chairpersons of Evangelistic Teams within The Union.

This committee shall;

- i. Harmonize the programs of Evangelistic Teams with that of the Union.

- ii. Organize Joint Evangelistic Teams activities.
- iii. Help the Missions and Evangelism subcommittee in organizing in reach and outreach activities.
- iv. It holds a special place in The Union. Its activities however should not conflict

With The Union's activities in as far as missions, prayers, retreats or any other event is concerned.

- v. It shall be independent of The Union but must be linked to it through the Chairperson to facilitate the harmonization of its activities with those of The Union.
- vi. The nomination of the Evangelistic Team leaders shall be done after The Union has nominated its leaders.

An Evangelistic Team is a fellowship of members who have a common interest to evangelize to people in a specific geographical area in the Republic of Kenya.

3.3.2.12. Creative Ministries sub-committee

Shall consist of the following members:

- i. Creative Ministries Coordinator
- ii. Chief Usher
- iii. Family of Faith Leader

3.3.2.12.1. Creative Ministries Coordinator

Shall be responsible for overseeing the duties assigned to the Creative Ministries sub-committee and preside in all the meetings of this sub-committee.

3.3.2.12.2. Chief Usher

Shall be in charge of the ushering team.

3.3.2.12.3. Family of Faith Leader

Shall be in charge of the Theatre, Poetry and Recitation team.

3.3.2.13 Mercy Ministry sub-committee

Shall consist of the following:

- i. Chairperson
- ii. Vice chairperson
- iii. Secretary
- iv. Treasurer
- v. Project coordinator
- vi. In charge publicity

3.3.2.13.1 Chairperson

Shall be in charge of chairing all Mercy Ministry meetings.

Shall be responsible spearheading all activities and projects by Mercy Ministry in consultation with the Outreach Coordinator.

3.3.2.13.2 Vice Chairperson

Shall be in charge of the welfare of the Mercy Ministry members.

Shall be responsible for planning bonding and retreat activities for Mercy Ministry members

3.3.2.13.3. Secretary

Shall take up minutes during Mercy Ministry committee meetings.

Shall be responsible for keeping a record of the members of Mercy Ministry (online database and in the Mercy Ministry book)

3.3.2.13.4. Treasurer

Shall be responsible for budgeting for various Mercy Ministry Activities

Shall be responsible for collecting all monies by Mercy Ministry or by the Union directed for Mercy Ministry.

3.3.2.13.5. Project Coordinator

Together with the Chairperson, shall be responsible for coordinating and planning activities by Mercy Ministry.

Shall coordinate all activities to raise money for give back activities.

Shall be responsible for the Mercy Ministry Mercy Baskets.

3.3.2.13.6. In charge Publicity

Shall be responsible for conducting/facilitating Mercy Ministry Fellowships

Shall be responsible for publicizing all activities or projects by Mercy Ministry through text messages, posters among others.

Shall coordinate prayers for the team.

3.3.2.14 Fellowships sub-committee

Shall consist of the following members:

- i. Class fellowships coordinators
- ii. Service coordinators
- iii. Social activities and sports coordinator
- iv. In charge brothers

3.3.2.14.1. Class fellowship coordinators

They shall be two a male and a female

They shall be communication link between the class fellowships and the office of the respective vice chairperson

Shall co-ordinate all the class fellowship leaders

Shall plan for joint class fellowship(s)

3.3.2.14.2. Service coordinators

Shall be two:

- ✓ Friday service coordinator
- ✓ Sunday service coordinator

Shall coordinate the service(s)

Shall meet with and allocate each service leader/participant their specific timings

Shall help the respective vice chairperson guide and welcome the visiting speakers

3.3.2.14.3. Social activities and sports coordinator

Shall help the respective vice chairperson in coordinating any and all social activities of the Union or groups of the Union

Shall co-ordinate any and all sports activities of the Union or groups of the Union

Shall plan the Union's sports' day(s) and retreat(s)

Shall receive and pass to the respective vice chairperson any requests by the Union groups for venues and sports' equipment and information on events they are planning. These should reach the office of the respective vice chairperson at least 14 days before the event.

3.3.2.14.4. In-charge brothers

Shall coordinate all brothers' fellowships and activities

Shall be the communication link between the brothers and the office of the respective vice chairperson

Shall keep an up to date record of all the brothers of the union

3.3.2.15 Associates sub committee

It shall be responsible for planning the associates Sunday and also for effective communication with the associates

ARTICLE FOUR

NOMINATION(S) AND APPOINTMENT(S) OF THE LEADERS.

4.1 NOMINATION PROCEDURE

- a) The nomination shall be held not more than 45 days and not less than 30 days before the Annual General Meeting.
- b) The full members of The Union shall through a secret ballot be asked to recommend in writing to the Electoral College, persons they have prayerfully considered should form the next Executive Committee. Such nomination(s) should reach the Electoral College Convener through the secretary of the Executive Committee at most 72 hours after the nomination(s).
- c) The final year full members shall nominate any two members from any sub-committee to sit at the Electoral College. This College shall comprise of the final year Executive Committee members, the Advisory Committee members, FOCUS staff and the two nominated final year sub-committee members. In case there are less than 2 final year Executive Committee members, a maximum of 5 final year full members of the sub-committees can be nominated to the Electoral College. The convener of the Electoral College shall be The Union Patron.
- d) The Electoral College shall make the final nominations for each of the offices of the Executive Committee at least 21 days before the Annual General Meeting. Names of the nominees will then be circulated to all full and special members of The Union for prayerful consideration at least 14 days before the Annual General Meeting.
- e) Objections to any of the candidates nominated must be in writing and duly signed to the Convener of the Electoral College at least 7 days before the Annual General Meeting. Only full members of The Union can raise such objections.
- f) Any substitutions of the nominees shall be considered and made by the Electoral College.
- g) The sitting executive committee shall prayerfully appoint sub-committee leaders for the various dockets and present them to the electoral college before the Annual General Meeting

4.2 APPOINTMENT(S)

- i) The Electoral College shall prayerfully appoint sub-committee Leader(s) for the various dockets before the Annual General Meeting.
- ii) The Executive Committee shall appoint the Advisory Committee members as per

Article 3 (section 3.1.3c)

4.3 MID-TERM NOMINATION.

In the event that a nominated member is unable to continue with their duties before the Executive Committee has done more than two third of its term, the Executive Committee shall convene a Special General Meeting to appoint a replacement through the following process:

- a) The Executive Committee shall issue a 21 days' notice for this for this Special General Meeting.
- b) The full members shall be asked to recommend in writing to the Executive Committee a person they have prayerfully considered for the office.
- c) Such nominations should reach the secretary of the Executive Committee two weeks before the Special General Meeting.
- d) The Executive Committee in consultation with the Advisory Committee shall from those proposed as in II) above nominate a person and present the name to The Union 7 days before the Special General Meeting.
- e) Objections to the nomination shall be made in writing to the Executive Committee within 3 days from the date of presentation.

4.4 TERMS OF SERVICES

- a) The Union's term of leadership shall run between two consecutive AGMs.
- b) All the Executive Committee members of The Union shall serve for not more than two terms.
- c) The chairperson of The Union shall not serve for more than one term in office. However, he/she may serve as an advisory committee member and/or may be considered an electoral college member.

ARTICLE FIVE

GENERAL MEETINGS

5.1 CLASSES OF GENERAL MEETINGS

There shall be three classes of general meetings:

- i. Annual General Meetings
 - ii. Special General Meetings
 - iii. Mid Annual General Meetings
- a) Annual General Meetings shall be held not earlier than the 6th week but by the end of the 7th week of the first semester of each academic year unless under special and unavoidable circumstances as the Executive committee may deem fit in liaison with the advisory committee. The meeting shall be carried out in a blended mode, both online and physical meeting, for 2 hours. Notices in writing and/or verbal of such Annual General Meeting accompanied by the statement of account and the agenda for the meeting shall be availed to all members not less than seven days before the date of the meeting.
The agenda of the Annual General Meeting shall consist of the following:-
- i. Confirmation of the minutes of the previous Annual General Meeting.
 - ii. Matters arising
 - iii. Reading of reports by the Executive Committee members.
 - iv. Consideration of accounts and approval of The Union budget in line with Article 6.2 (f).
 - v. Inauguration of office bearers.
 - vi. Inauguration of the Advisory Committee members.
 - vii. Such other matters as the Executive Committee may decide or as to which notices shall have been given in writing by a member(s) to the Secretary at least 4 weeks before the meeting.
 - viii. Any other business with the approval of the Chairperson.
- b) Questions to be raised by members are to be forwarded to the respective Executive Committee Members 7 days before the Annual General Meeting. Limited questions, suggestions, comments and contributions shall be allowed during the General Meetings.
- c) The Executive Committee may call a Special General Meeting for any specific purpose. Full or Special members may also propose the calling of such special meetings. Notice of the proposals for such meetings must be in writing to the Secretary of The Union, and such meeting shall be held within 21 days of the date of the requisition. Notices in writing or verbal of such a Special General Meeting shall be availed to the members not less than 7 days before

the date of the meeting. No other matter shall be discussed other than that stated in the requisition.

- d) Mid Annual General Meetings shall be held for evaluation purposes.

5.2 QUORUMS

Quorum for General Meetings shall be at least a 1/3 of the registered full and special members of The Union.

5.3 PROCEEDINGS AT MEETINGS

At all General Meetings of The Union, the Chairperson of The Union or in his/her absence, the Vice Chairperson or the 2nd Vice Chairperson respectively shall be the presiding Chair.

The Chairperson may at his/her discretion limit the number of persons permitted to speak in favor of or against any motion.

Adopting a motion moved by a full or a special member shall be decided by acclamation.

ARTICLE SIX

THE UNION ACCOUNTS

6.1 THE AUDITOR

The Executive Committee shall appoint an auditor, who shall be a qualified CPA (K) holder, for the next financial year. All The Union's accounts, records and documents shall be opened for inspection by the auditor before the Annual General Meeting.

An auditor may be given an honorarium for his/her duties as may be resolved by the committee appointing him/her. No auditor shall be an office bearer or a member of TheUnion.

The auditor shall:

- i. Obtain from the treasurer an account for their receipts and payments and a statement of assets and liabilities made up to date which shall be within two weeks after the end of the financial year before the date of the annual accounts

and statements and also certify that they are correctly duly vouchered.

- ii. Make an audit report on the accounts and statements to be furnished to all members at the same time as the notice concerning the Annual General Meeting is sent out.

6.2 FUNDS

- a) The funds of the union may only be used for the purpose which The Committee considers proper in accordance with the aims of the union and the committees (Ad-hoc-committees) and sub-committees shall be accountable to the Executive Committee.
- b) No standing sub-committee or any other group associated with and/or within the union shall hold an independent bank account for any activities associated with the aims of The Union.
- c) All money and funds shall be received by and paid to the treasurer and shall be deposited by the treasurer of the union in an account in any bank or banks approved by the Executive Committee.
- d) No payments shall be made out of the bank account without the resolution of the committee authorizing such payments and all cheques on such bank accounts shall be signed by the treasurer and any of the following persons: the Chairperson or the Secretary of the Executive Committee.
- e) A certain amount of money approved by The Committee at the beginning of every spiritual year may be kept by the treasurer for petty cash disbursement of which proper accounts shall be kept.
- f) The funds of The Union shall be managed according to a budget made by The Committee approved by an Annual General Meeting.
- g) The financial year of The Union shall be one spiritual year.

6.2. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS.

The books of accounts and all documents relating thereto and a list of the members of the union shall be available for inspection at the office of the union by any officer or member of the union on giving not less than seven days' notice in writing to the Executive Committee through the committee secretary.

ARTICLE SEVEN.

CHANGES TO AND EFFECTS OF THE CONSTITUTION

7.1 CHANGES TO THE CONSTITUTION

- i. Amendments to the constitution
- ii. Review of the constitution

7.1.1. Amendments to the constitution

No amendments shall be made to this constitution unless,

An Annual General Meeting or Special General Meeting shall have considered any such amendments to this constitution. Proposal for such amendments should reach the Secretary of the Executive Committee in writing at least 30 days before the Annual General Meeting. The Executive Committee shall consider the proposed amendments, after which the secretary shall issue a notice of the intended amendments to the members of The Union at least 14 days before the Annual General Meeting or a Special General Meeting.

The advisory committee's opinion shall have been sought and its recommendations made known to the Annual General Meeting.

It is passed by two thirds of full members present by voting at an Annual General Meeting or a Special General Meeting of The Union.

Only full and special members shall be eligible to propose amendments.

7.1.2. Review of the constitution

A review of the entire constitution can only happen at least three years after adoption of the previously reviewed copy. A committee of at least five members shall be appointed by The Executive Committee with each class fellowship representation to spearhead the process.

7.2 APPLICATION CLAUSE

The constitution shall take effect upon being passed by the Annual General Meeting or a Special General Meeting.

7.3 TRANSITION CLAUSE

The membership, The Committee and assets of The Union shall retain the status quo during the period of implementation of the new constitution which shall run to the next A.G.M.

ARTICLE EIGHT

DISSOLUTION

The Union shall not be dissolved except by a resolution passed by a General Meeting of members by a vote of three quarters of the registered members present. The quorum of the meeting shall be three quarters of the registered members. If no quorum is obtained, the proposal to dissolve The Union shall be submitted to a further general meeting, which shall be held one month later provided that this notice shall be such that it takes effect when all Union members are in session and shall have received the notice of dissolution of The Union. Notice of this meeting shall be given to all members of The Union at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

Provided however that no dissolution shall be effective without prior permission in writing by the Registrar obtained upon application to him made in writing and signed by three of the office bearers, according to the statutes of the registration of Societies Act.

When the Registrar has approved the dissolution of The Union, no further action shall be taken by the Executive Committee or any other office bearer of The Union in connection with the aims of The Union other than to get in and liquidate for each of all the assets of The Union. Subject to the balances payments to all the debts of The Union, the balance thereof shall be distributed to such Christian organization(s) as may be resolved by the meeting at which the resolution for dissolution is passed.

ANNEX I

The Union's Logo



Motto: Where it happens, The Kingdom's way.

- iii. The Logo is a symbol of the Union
- iv. It is a product of design skills of the ICT team
- v. The Logo captures the Union as a fellowship based on the Word of God and inspired by the Holy Spirit to bring light to the world. It is derived from Mathew 5:14

Ye are the light of the world. A city that is set on a hill cannot be hid (KJV)

The symbols of the Logo

- i. A globe- represents the world.

- ii. A bright bulb-it's at the centre of the globe hence it is lighting the world. These two symbolises the church lighting the world
- iii. An open book- this symbolises the word of God onto which the fellowship is based.
- iv. The initials UKCCU on a casing which stands for; Upper Kabete CampusChristian Union

The colors of the Logo

The logo shall have the following colors:

When produced in color

- i. Blue #015FE1 – The corporate of the University of Nairobi. This shall be on the casingcovering the initials UKCCU
- ii. Gold #B18910 - a symbol of loyalty herein representing a loyal church inspired by the HolySpirit. This shall be on the globe and the bulb.
- iii. Yellow #F8E832 – this shall be the light shining from the bulb.
- iv. Black #000000 - The convenient color of Nationhood, on the initials UKCCU.
- v. White #FFFFFF- represents peace

When produced in black

The logo shall bear a single solid color, black

- a. There shall be no shading whatsoever on any part of the logo
- b. The colors of the logo shall be as described above, the background color of thepaper notwithstanding.

The proportions of the Logo

The logo shall be as proportional as possible, and any distortion whatsoever shall leadto the revocation from the use intended.

GLOSSARY

UKCCU	-Upper Kabete Campus Christian Union
FOCUS	-Fellowship of Christian Unions
JCC	-Joint coordinating Council
RSEC	-Regional Student Executive Council
NASEC	- National Students Executive Committee
AGM	-Annual General Meeting
SGM	-Special General Meeting
MAGM	-Mid Annual General Meeting
BEST P	-Bible Expository Self Training Programme
ICT	-Information Communication and Technology
TOR	-Terms Of Reference
RMMC	-Resource Mobilization and Management Coordinator
KSCF	-Kenya Students Christian Fellowship
PA	-Public Address
FOF	-Family of Faith
CPA	-Certificate of Public Accountant

THE 2022 CONSTITUTION REVIEW COMMISSION (CRC) MEMBERS

Joseph Kimatu	0705912338	Chairperson
Victor Fahzi	0741691261	Vice-chairperson
Zipporah Mwaniki	0794063922	Secretary
Francis Lekan	0705917507	Vice-secretary
Boaz Pkemoi	0741776284	Treasurer
Aron Lang'at	0715875722	Publicity
		Commissioner

EX-OFFICIO

Simon Karanja	0790740475	FOCUS Staff
Jacob Wainaina	0726065922	FOCUS Staff

LEGAL EXPERTS

Valarie Munagi	0728419818
Edward Maroncha	0718095993

THE 2023 AMENDMENT COMMITTEE MEMBERS

Boaz Pkemoi	0741776284	Chairperson
Sonia Akoth	0741693314	Secretary
Praise Osalla	0757572618	Member
Brian Ogalo	0759935989	Member
Daniel Ingosi	0797464593	Member

