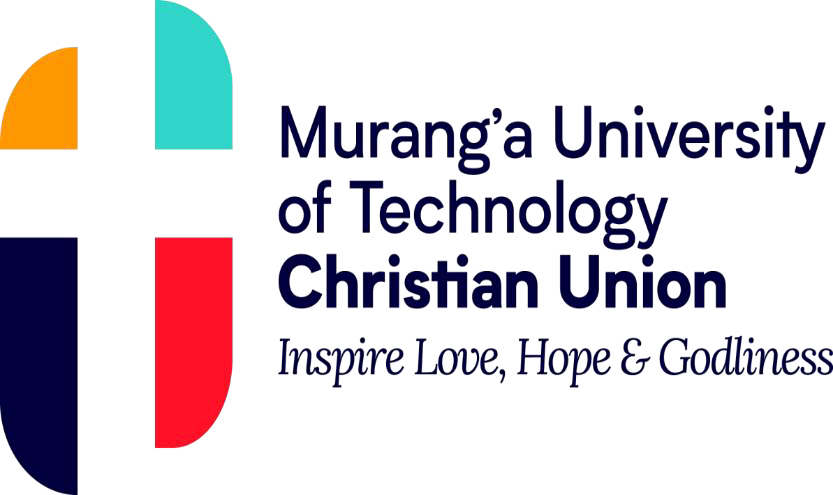
**THE AMENDED 2021 MUT-CU CONSTITUTION**



|  |  |  |
| --- | --- | --- |
|  | **MURANG’A UNIVERSITY OF TECHNOLOGY CHRISTIAN UNION** |  |
|  | **Motto** |  |
| **To Inspire Love, Hope and Godliness** |
|  | | |
|  | **Vision Statement** |  |
| **To be a model Christian Union cultivating Christ centeredness** |
| **among members in impacting the society** |

|  |  |  |
| --- | --- | --- |
|  | **Mission Statement** |  |
| **To raise a family well equipped in all aspects of life exemplarily to Jesus** |
| **Christ by encouraging existence of members as one body of Christ and reach** |
| **out to non-believers within and beyond** |

**S GENERAL REPORT**

**MUTCU: INSPIRE LOVE, HOPE AND GODLINESS**

**THE MURANG’A UNIVERSITY OF TECHNOLOGY** **CHRISTIAN UNION CONSTITUTION**

(The Union’s Constitution as Revised in 2021)

**TABLE OF CONTENTS**

THE PREAMBLE ................................................................................................................................................. 5

ACKNOWLEDGEMENT ...................................................................................................................................... 6

CHAPTER ONE ................................................................................................................................................... 7

Article 1 ........................................................................................................................................................ 7

Name ............................................................................................................................................................ 7

Article 2 ........................................................................................................................................................ 7

The Union Motto .......................................................................................................................................... 7

Article 3 ........................................................................................................................................................ 7

Vision, Mission and Aims .............................................................................................................................. 7

Article 4 ........................................................................................................................................................ 8

Doctrinal Basis .............................................................................................................................................. 8

Article 5 ........................................................................................................................................................ 9

Membership of The Union ........................................................................................................................... 9

Article 6 ...................................................................................................................................................... 10

Members Rights and Responsibilities ........................................................................................................ 10

CHAPTER TWO: LEADERSHIP .......................................................................................................................... 11

Article 7 ...................................................................................................................................................... 11

The Union’s Executive Council ................................................................................................................... 11

Article 8 ...................................................................................................................................................... 11

Duties of The Executive Council ................................................................................................................. 11

Article 9 ...................................................................................................................................................... 12

Duties of The Executive Council Office Bearers ......................................................................................... 12

Article 10 .................................................................................................................................................... 17

Composition of Committees and Duties of Committee Members ............................................................. 17

I. The Advisory Committee ......................................................................................................................... 29

Article 11 .................................................................................................................................................... 31

MUTCU: INSPIRE LOVE, HOPE AND GODLINESS

2

Duties of the Committees .......................................................................................................................... 31

I. Duties of the Advisory Committee ..................................................................................................... 33

CHAPTER THREE: TRANSITIONS, FUNDS AND AMENDMENTS ....................................................................... 35

Article 12 .................................................................................................................................................... 35

Nominations of The Union ......................................................................................................................... 35

Nomination of Committees ........................................................................................................................ 35

Article 13 .................................................................................................................................................... 35

By-Elections ................................................................................................................................................ 35

Article 14 .................................................................................................................................................... 36

Orientation and Handing Over ................................................................................................................... 36

Article 15 .................................................................................................................................................... 36

The Union’s Meetings................................................................................................................................. 36

Article 16 .................................................................................................................................................... 38

Procedures at meetings.............................................................................................................................. 38

Article 17 .................................................................................................................................................... 39

Inspection of accounts and list of members. ............................................................................................. 39

Article 18 .................................................................................................................................................... 39

Auditors ...................................................................................................................................................... 39

Article 19 .................................................................................................................................................... 40

Funds and their administration .................................................................................................................. 40

Article 20 .................................................................................................................................................... 41

Amendments to the Constitution............................................................................................................... 41

Article 21 .................................................................................................................................................... 41

Procedure of Amendment .......................................................................................................................... 41

Article 22 .................................................................................................................................................... 42

Dissolution .................................................................................................................................................. 42

CHAPTER FOUR: GENERAL PROVISIONS ......................................................................................................... 43

Article 23 .................................................................................................................................................... 43

The Union’s Patrons ................................................................................................................................... 43

Article 24 .................................................................................................................................................... 43

Alumni Association Committee .................................................................................................................. 43

Duties of the Alumni Association Committee ............................................................................................ 43

MUTCU: INSPIRE LOVE, HOPE AND GODLINESS

3

Article 25 .................................................................................................................................................... 44

Years’ Fellowship ........................................................................................................................................ 44

Article 26 .................................................................................................................................................... 44

The Union’s Assets ..................................................................................................................................... 44

Article 28 .................................................................................................................................................... 44

The Union’s Ministries ................................................................................................................................ 44

Article 27 .................................................................................................................................................... 45

Definition of Terms ..................................................................................................................................... 45

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4

**THE PREAMBLE**

We, The Union, acknowledges the sovereignty of God in creation, revelation, redemption and final judgment.

Committed to deepen and strengthen the spiritual life of individuals, as members; witnesses of the Lord incarnate and seek to lead others to a personal faith in Him.

Bound by calling to live holy and righteous lives based on the Holy Bible and following the example of Jesus Christ, appreciate our ethnic, cultural, denominational and gender diversities, recognize The Union as non-political, non-denominational and non-profit making society.

We declare that the Holy Bible is Ssupreme to this Constitution and binds all members of the Murang’a University of Technology Christian Union. Any provision that is inconsistent with the Holy Bible is void and to the extent of the inconsistency and any action or omission in contravention of the Holy Bible is invalid.

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5

**ACKNOWLEDGEMENT**

The Constitution Review Commission (C.R.C) wishes to acknowledge the unwavering support of the Executive Council, without whose aid; the overall task of coming up with this Amended Constitution would be in vain. May God eternally bless you all.

The Commission recognizes the hard work that was portrayed by all members of the Sub Committees in coming up with the proposed amendments which constituted the greater thinking of The Commission during the exercise.

In unequivocal terms, The Commission is forever grateful to the members of The Union who have been part and parcel of the whole exercise, tendering their views in the most feasible manner, to ensure The Union gets a thoroughly thought through Constitution. May God forever have you in His bosoms, you have proven your love for The Union to us by engaging The Commission meaningfully and ensuring The Commission provided nothing less than a competent and progressive Amended Constitution. Thank you all members.

In a special way, we appreciate the following commissioners for their hard work during the

entire exercise.

1.

2.

3.

4.

5.

6.

7.

Kevin Kwalanda – Chairman Margaret Wanjiru – Secretary Joshua Kinyua – Treasurer

Esther Wanjiku Thuku – Member Birgen Ambale – Member

Jane Gitau – Member

Otieno Lawi Ondiek – Member

You all poised a strong, diligent, aplenty in knowledge, condor in engagements and resilient in attitude during the entire arduous exercise. Without your over stretching sacrifice, the whole process would have been deuced. May The Almighty stretch His arm of protection and provision to all of you.

Finally, The Commission wishes to tender its utmost gratitude to God, for in Him we live move and have our being. In most circumstances, He gave the Commissioners the wherewithal to make progressive decisions, constantly renewing His spirit of consciousness on the members and

giving guidance in all matters. We cannot thank Him enough; the sacrifice of our praises, the worship of our lips and the devotion of our hearts go unto Him. Thank you Elohim.

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6

**CHAPTER ONE**

**Article 1**   
**Name**

The name of the Society shall be Murang’a University of Technology Christian Union (MUTCU) herein referred to as the **‘The Union’**.

**Article 2**

**The Union Motto**

To inspire Love, Hope and Godliness.

**Article 3**

**Vision, Mission and Aims**   
**Vision Statement**

To be a model Christian union cultivating Christ centeredness among members in impacting the society.

**Mission Statement**

To raise a family well equipped in all aspects of life exemplarily to Jesus Christ by encouraging existence of members as one body of Christ and reach out to non-believers within and beyond.

**Aims of The Union**

The aims of The Union shall be as follows:

**I. Discipleship**

To deepen and strengthen the spiritual life of its members by the study of the Bible, prayer and Christian fellowship.

**II. Evangelism**

To witness in word and deed of the Lord incarnate and seek to lead others to a personal faith

in Him.

**III. Mission Work**

To share in the life of witnessing Christ by encouraging Union members towards practical involvement in the same, according to their calling, gifting and training.

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7

**IV. Leadership Development**

To equip The Union members through modelling and mentorship towards personal

responsibility and communal stewardship so as to become fruitful leaders for positive influence.

**Article 4**

**Doctrinal Basis**

The doctrinal basis of The Union shall be the Fundamental Truth of Christianity including:

i.

ii.

iii.

iv.

The unity of the Father, Son and Holy Spirit in the Godhead (Matthew 28:19, Colossians

2:9).

The sovereignty of God in creation, redemption and final judgment (John 1:1-5);

The divine inspiration and entire trustworthiness of Holy Scripture as originally given

and its supreme authority in all matters of faith and conduct (Hebrews 4:12,

2Timothy3:15-16).

The universal sinfulness and guilt of all men since the fall, rendering them subjects to

a.

God’s wrath and condemnation (Romans 3:10, 23).

v.

vi.

vii.

viii.

ix.

x.

xi.

xii.

Redemption from guilt, penalty, dominion and pollution of sin(s), solely through the

sacrificial death of the Lord Jesus Christ, the incarnate Son of God (Romans 6:23).

The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the

right hand of God the Father (Mark 6:19).

The presence and the work of the Holy Spirit in the work of regeneration (Romans

6:23).

The justification of the sinner by the grace of God through faith alone (Galatians 3:26,

Ephesians 2:8).

The indwelling and the work of the Holy Spirit in every believer (Romans 8).

The one holy universal church which is the body of Christ and to which all believers

belong (Ephesians 2:21).

The expectation of personal return of the Lord Jesus Christ (1 John 2:28).

The unity of all believers in Christ (Ephesians 4:16);

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8

**Article 5**

**Membership of The Union**

The Union shall be a member of the Fellowship of Christian Unions - Kenya (FOCUS- KENYA)

**Types of Membership**

There shall be three types of membership:

i.

ii.

iii.

**I.**

Full membership

Special membership

Alumni membership

**Full Membership of The Union**

Shall be open to all bona fide registered students of Murang’a University of Technology, who are born again and declare their faith in Lord Jesus herein after who consciously sign the following declaration:

**“*In joining this Union, I declare my faith in Jesus Christ as my Savior, my Lord and God 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’s secretary and this declaration shall be renewed annually.

**II. Special Membership of The Union**

Shall be open to all bona fide registered postgraduate and external students of the university

who consciously sign the declaration in article 5(I).

**III. Alumni Membership of The Union**

Shall be open to former students of MUT who profess Jesus Christ as their personal Savior and are concerned with the realization of the aims of The Union. There shall be an Alumni Register, which shall contain the names of all former graduates of Murang’a University of

Technology wishing to retain Alumni membership.

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9

**Article 6**

**Members Rights and Responsibilities**

**I. Full members**

They shall be expected to fully participate in The Union’s meetings and activities, and are:

a)

b)

Eligible to be nominated in the Christian Union leadership except for first, final year

students and for anyone in the leadership of the Student Governing Union.

Entitled to vote in any General meeting and to participate in the nomination of the

officials of The Union except for first years

**II. Special members**

They shall be:

a) Eligible to vote in any General meeting but not to participate in the nomination of the

officials of The Union.

**III. The Union’s Alumni**

They shall be:

a)

b)

Free to participate in any General meeting and be members of Advisory Board and

any other committees as may be set up and approved by an Annual General meeting.

Free to participate in the activities of The Union but shall not be entitled to vote or to

be members of the Executive council.

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10

**CHAPTER TWO: LEADERSHIP**

**Article 7**

**The Union’s Executive Council**

There shall be an executive council that shall consist of the following

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

ix.

x.

xi.

xii.

**Article 8**

The Chairperson

The First Vice Chairperson

The Second Vice Chairperson

Secretary

Vice Secretary

Treasurer

Prayer Coordinator

Music Coordinator

Missions and Evangelism Coordinator

Discipleship, Bible Study and Training Coordinator

Technical Coordinator

Creative Ministry Coordinator

**Duties of The Executive Council**

i.

ii.

iii.

The executive council shall be the principal governing body of The Union.

The council shall be responsible for implementing and upholding the aims of The

Union and for that purpose may give directions to the office bearers as to the manner

in which they will carry out their duties.

The Council may appoint other committees as may seem desirable for a specific

tenure to be in charge of any activities as assigned by the Executive Council

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11

iv.

v.

vi.

vii.

viii.

ix.

x.

xi.

xii.

xiii.

**Article 9**

The council shall authorize the disbursement of all monies on behalf of The Union

except as specified in ***article 19(V)***

The Council shall hold their meetings at such times and days as shall be of convenient

but at least once a week having the quorum which is 2/3 of members

The Council shall have power to co-opt and replace member(s) of the Executive

council and committee as necessary.

The council shall appoint members of the Electoral Commission

The Executive council shall appoint the Asset Manager from members of The Union.

The Executive Council shall appoint interim Executive Council when deemed

necessary

The Executive Council shall appoint the members of the Auditing Committee

The Executive council in conjunction with the Electoral Commission shall appoint the

subcommittee members

The Union at all times ensure practice of sound doctrines

The Union shall appoint the advisory committee not more than three weeks of taking

office

**Duties of The Executive Council Office Bearers**

**I. The Chairperson**

The Chairperson and the first Vice Chairperson shall not be of the same gender. The duties of the Chairperson shall be as follows;

i.

ii.

iii.

iv.

He/she shall be responsible for guiding The Executive Council and The Union in such a

way to achieve The Union’s aims.

Shall preside and convene over all Executive Council meetings.

Shall be a mandatory signatory of The Union’s bank account(s).

Shall together with the Secretary attend all the internal or external Christian Unions

meetings.

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12

v.

vi.

vii.

viii.

ix.

x.

**II.**

i.

ii.

iii.

Shall dissolve the Electoral Commission 21 days after the AGM

Shall disband the acting Executive Council upon handing over to the initial office

bearers.

Shall be the secretary to The Union’s Advisory committee

Shall oversee the leadership development forums and trainings

Shall chair all AGMs and SGMs

Shall oversee to ensure harmonious coordination of all dockets of The Union

**The Office of the Vice Chairpersons**

Shall consist of the 1st and 2nd vice-chairperson.

If the chairperson is a male the first vice chair shall be female and if the chairperson is

a female then the first vice chairperson shall be a male.

The first and second vice chairpersons shall not be of the same gender.

**Roles of the Female Vice-Chairperson.**

i

ii

iii

iv

v

Shall assist the Chairperson in his/her absence by performing duties of the

Chairperson.

Shall be in charge of the sisters’ ministry.

Shall be in charge of the hospitality ministry.

Shall be in charge of the sisters’ discipline.

Shall be in charge of the welfare of The Union’s leaders.

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13

**Roles of the Male Vice-Chairperson;**

i

ii

iii

iv

v

vi

vii

viii

**III.**

i.

ii.

iii.

iv.

v.

vi.

vii.

Shall be in charge of the brothers’ ministry.

Shall be in charge of the brothers’ discipline.

Shall be a member of the Alumni Association Committee.

Shall assist the Chairperson in the absence of the First Vice-Chairperson by

performing the duties of the Chairperson.

Shall organize leadership development forums and trainings for The Union’s leaders.

Shall be the chairperson of the Welfare Committee.

Shall be in charge of the special activities of The Union.

Shall be the custodian of The Union’s constitution.

**The Secretary**

Shall deal with all the correspondence of The Union except those that fall to another

office.

In case of urgent matters where the Executive Council cannot be consulted, the

secretary shall consult the Chairperson and or the 1st Vice-Chairperson. The

decisions reached shall be subject to ratification or otherwise at the next Executive

Council meeting.

The Secretary shall be a signatory of The Union’s bank account.

Shall be responsible for coordinating the speakers for the mid-week fellowship and

Sunday services in conjunction with the Chairperson.

Shall, in consultation with the Chairperson, issue notices conveying all Executive

Council meetings and all general meetings of The Union and shall be responsible for

keeping minutes of all such meetings.

Shall be responsible for keeping the register of all registered Union members and

preservation of all records of The Union.

Shall help the vice secretary on handling The Union’s library as deemed necessary

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14

**IV.**

i.

ii.

iii.

iv.

**V.**

**Vice-Secretary**

Shall be the principal assistant to the secretary of The Union.

Shall head the Literature Department.

Shall be in charge of public relations.

Shall be responsible for coordinating the speakers for the mid-week fellowship and

Sunday services in conjunction with the Chairperson.

**Treasurer**

The Union’s Treasurer:

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

**VI.**

Shall receive and disburse, under the direction of the Executive Council all monies

belonging to The Union. Shall issue receipts for monies received and preserve

vouchers for all monies paid by The Union.

Shall ensure that proper books of account of all monies received and paid by The

Union are always written up, preserved and available for inspection.

Shall be a mandatory signatory to The Union’s bank account.

Shall keep records of all assets of The Union.

Shall advise the Executive Council on the matters of financial status of The Union.

Shall prepare an annual budget in consultation with the Executive Council and shall

review half yearly and thereafter present it for approval in an S.G.M if deemed

necessary.

Shall be a member of the Welfaree Committee

Shall Oversee any fundraising as may be set from time to time.

**Prayer Coordinator**

The Prayer Coordinator shall:

i.

ii.

iii.

Head the Prayer Committee and chair/convene all the committee meeting.

Endeavour to encourage The Union members to pray.

Handle all The Union’s Prayer Committee correspondence.

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15

**VII.**

i.

ii.

iii.

**VIII.**

Shall:

i.

ii.

iii.

**IX.**

Shall:

i.

ii.

**X.**

i.

ii.

**XI.**

i.

ii.

iii.

**Music Coordinator**

Shall chair all of the Music Committee meetings.

Shal be the link between the Executive Council and the Music Committee.

Shall oversee the various ministries in the music docket.

**Missions and Evangelism Coordinator**

Shall be the chair to the Missions and Evangelism Committee.

Shall be the link between the Executive Council and the Missions and Evangelism

Committee.

Shall be responsible for coordinating and carrying out of all duties assigned to the

Missions and Evangelism Committee.

**Bible Study and Discipleship Coordinator**

Chair the Bible Study, Discipleship, & Training Committee.

Be the link between the Executive Council and the Bible Study, Discipleship and

Training Committee.

**Technical Coordinator**

Shall Chair the Technical Committee.

Be the link between the Executive Council and the Technical Committee

**Creative Ministry Coordinator**

Shall chair the Creative Committee meetings.

Shall be the link between the Executive Council and the Creative Committee.

Shall oversee all the Creative Ministry activities.

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16

**Article 10**

**Composition of Committees and Duties of Committee Members**

The Union shall have 9 committees for the specific dockets which shall be as herein stated:

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

ix.

Treasury Committee

Hospitality Committee

Music Committee

Prayer Committee

Missions and Evangelism Committee

Creative Ministry Committee

Technical Committee

Welfare Committee

Bible Study, Discipleship and Training Committee.

i.

ii.

**A.**

The Union shall also have special committees which shall include the following and any

other committee(s) appointed by the Executive Council:

The Union’s Advisory Committee

The Union’s Auditing Committee

**General Committees**

**1.**

**Treasury Committee**

Members shall be:

i

ii

The Union’s Treasurer

Treasurers of all the other sub-committees

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17

**I. The Union Treasurer**

He or she shall:

i.

ii.

iii.

Chair the Treasury Committee.

Convene and preside over the treasury committee meetings.

Link the Treasury Committee and the Executive Council.

**2.**

**Hospitality Committee**

Members shall include:

i.

Female Vice Chairperson

ii.

Hospitality

Leader

iii.

**I.**

Secretary / Treasurer

**Female Vice Chairperson**

She shall:

i.

ii.

iii.

iv.

**II.**

i.

ii.

**III.**

i.

ii.

iii.

iv.

Chair the hospitality committee.

Convene and preside over the Hospitality Committee meetings.

Link the Hospitality Committee and the Executive Council.

Oversee all the hospitality ministry activities.

**Hospitality Leader**

He or she shall be the Principal Assistant to the Female Vice Chair in the Hospitality

Committee.

Shall plan and coordinate the hospitality activities and visitor care with the guidance of

the female vice chairperson.

**Secretary /Treasurer**

Shall take minutes of all meetings held by the Hospitality Committee.

Shall keep records of all financial and secretarial records of the Hospitality Committee.

Shall be the link between the The Union’s Treasurer and the Hospitality Committee.

Shall advice the Hospitality Committee on financial matters.

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18

**3. Music Committee**

Members shall include:

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

ix.

**I.**

i.

ii.

iii.

**II.**

i.

ii.

**III.**

i.

ii.

**IV.**

i.

ii.

Music Coordinator the chairperson of the committee

Secretary/Treasurer

Praise and Worship ministry leader

Assistant Praise and worship ministry leader

Choir ministry leader

Assistant Choir ministry leader

Instrumentalists’ Coordinator

Band leader

Assistant band leader

**Music Coordinator**

He or she shall convene and chair all the Music Committee meetings.

He or she shall be the link between the Executive Council and the Music Committee.

Shall oversee all the music docket’s events and activities.

**Duties of the Choir Ministry Leader**

Shall be responsible for coordinating the Choir Ministry and preside over its practice

sessions.

Shall be the link between the Choir Ministry and the Music Committee.

**Duties of the Assistant Choir Ministry Leader**

He or she shall be the principal assistant to the Choir Ministry Leader.

He or shall be the custodian of all the Choir Ministry records.

**Duties of the Praise and Worship Leader**

Shall be responsible for coordinating the Praise and Worship Ministry and preside over

its practice sessions.

Shall be the link between the Praise and Worship Ministry and the Music Committee.

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19

**V.**

i.

**Duties of the Assistant Praise and Worship Leader**

He or she shall be the principal assistant to the Praise and Worship Leader.

ii.

**VI.**

i.

ii.

**VII.**

i.

ii.

**VIII.**

i.

ii.

**IX.**

i.

ii.

iii.

iv.

He or shall be the custodian of all the Praise and Worship ministry records.

**Duties of the Band Ministry Leader**

Shall be responsible for coordinating the Band Ministry and preside over its practice

sessions.

Shall be the link between the Band Ministry and the Music Committee.

**Duties of the Assistant Band Ministry Leader**

He or she shall be the principal assistant to the Choir Ministry Leader.

He or shall be the custodian of all the Choir Ministry records.

**Duties of the Instrumentalists Coordinator**

Shall be responsible for coordinating the Instrumentalists’ Ministry and preside over its

practice sessions.

Shall be the link between the Instrumentalists’ Ministry and the Music Committee.

**Duties of the Secretary/Treasurer**

Shall take minutes during Music Committee meetings.

Shall be the link between the Music Committee and The Union’s Treasurer.

Shall keep all records of the Music Committee, that is, financial and secretarial.

He or she shall be financial advisor to the Music Committee.

**4.**

**Prayer Committee**

Members shall be;

i.

ii. iii. iv.

v.

vi. vii.

The prayer coordinator Secretary/Treasurer

Fourth year prayer coordinator Third year prayer coordinator Second year prayer coordinator First year prayer coordinator Prayer Committee assistant

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20

**I.**

i.

ii.

**Prayer Coordinator**

He or she shall convene and chair all the Prayer Committee meetings.

He or she shall be the link between the Executive Council and the Prayer Committee.

iii.

**II.**

i.

ii.

iii.

iv.

**III.**

i.

ii.

**IV.**

i.

Shall oversee all the prayer dockets events and activities.

**Secretary/Treasurer**

Shall be taking minutes of all meetings held by the Prayer Committee.

Shall keep records of all financial and secretarial records of the Prayer Committee.

Shall be the link between the The Union’s Treasurer and the Prayer Committee.

Shall advice the Prayer Committee on financial matters.

**Prayer Coordinators**

Shall link between the Years’ fellowship and the Prayer Committee

Shall organize and coordinate prayers in the Years’ fellowship.

**Role of the Member**

He shall be a neutral member of the Prayer Committee and any other duty of the docket

may be delegated to him or her as deemed necessary.

**5.**

**Missions and Evangelism Committee**

Members shall consist of:

i.

ii.

iii.

iv.

v.

vi.

vii.

Missions and evangelism coordinator

Evangelism coordinator

Assistant evangelism coordinator

Hope and restoration ministry leader

Integral mission leader

Secretary

Treasurer

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21

**I.**

**Evangelism Ministry Leader**

i.

ii.

iii.

Primarily be responsible for organizing evangelism programs within campus community.

Be informed of all activities of all evangelistic teams and shall advise them where

necessary. c) Organize all The Union’s missions.

Shall do any other role delegated by the committee.

**II.**

**Assistant Evangelism Coordinator**

i.

ii.

He or she shall be the principal assistant of the Evangelism Coordinator.

Shall do any other role delegated by the committee.

**III.**

**Hope and Restoration Ministry Leader**

i.

ii.

Shall coordinate visits to the prison department, juvenile, hospital, rescue centre,

children home and rehabilitation centrer.

Shall do any other role delegated by the committee.

**IV.**

**Assistant Hope and Restoration Ministry Leader.**

i.

He or she shall be the principal assistant of the hope and restoration leader.

**V.**

**Integral Missions Ministry Leader**

Shall;

i.

ii.

iii.

iv.

Shall be in charge of the high school ministry, Sunday school ministry and youth

ministration in external churches.

Plan and coordinate all advocacy initiatives and campaigns.

Organize all social transformation activities e.g. Corporate social Responsibility

(CSR), Blood donation, Feeding the hungry.

Do any other duty delegated by the committee.

**6.**

**Creative Ministry Committee**

Members include;

i.

ii.

Creative Ministry Coordinator

Secretary/ Treasurer

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22

iii.

iv.

v.

vi.

vii.

**I.**

i.

ii.

iii.

**II.**

i.

ii.

iii.

iv.

**III.**

i.

ii.

iii.

**IV.**

i.

ii.

**V.**

i.

ii.

Drama Ministry leader

Drama Ministry assistant leader

Dancing Ministry leader

Dancing Ministry assistant leader

Poetry Ministry leader

**Creative Ministry Coordinator**

Shall chair the Creative Committee meetings.

Shall be the link between the Executive Council and the Creative Committee.

Shall oversee all the Creative Ministry activities.

**Secretary / Treasurer**

Shall be taking minutes of all meetings held by the Creative Ministry Committee.

Shall keep records of all assets of the Creative Ministry.

Shall be the link between the The Union’s Treasurer and the Creative Ministry

Committee.

Shall advice the Creative Ministry Committee on financial matters.

**Drama Ministry Leader**

Shall coordinate the drama team’s activities and trainings.

Shall mobilize The Union’s members to join the team.

Shall be the link between the drama ministry and the Creative Ministry Committee.

**Assistant Drama Ministry Leader**

He or she shall be the principal assistant to the Drama Ministry Leader.

He or she shall be in charge of all drama ministry records and assets.

**Dancing Ministry Leader**

Shall be responsible for coordinating the dancing ministry and presiding over the

ministry’s practice sessions.

Shall mobilize The Union’s members to join the ministry.

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23

**VI.**

i.

ii.

**VII.**

i.

ii.

iii.

**Assistant Dancing Ministry Leader**

Shall be the principle assistant to the dancing ministry leader.

Shall be responsible for keeping of all the ministerial records.

**Spoken Word Ministry Leader**

Shall be in charge of the spoken word ministration, poetry, Bible recitations, drawings,

paintings and other art works.

Shall be responsible for coordinating the Spoken Word Ministry and presiding over the

ministry’s practice sessions.

Shall mobilize The Union’s members to join the ministry.

**7.**

**Technical Committee**

Shall be:

i.

ii.

iii.

iv.

v.

vi.

**I.**

i.

ii.

iii.

**II.**

i.

ii.

iii.

iv.

Technical coordinator

Publicity Ministry Coordinator

Sound Technician

Ushering Ministry Leader

ICT Leader

Treasurer/Secretary

**Technical Committee Coordinator**

Shall convene and chair all the Technical Committee meetings.

Shall be the link between the Technical Committee and the Executive Council.

Shall report any matters in regard to the purchase and maintenance of The Union’s

instruments and assets.

**Secretary/Treasurer**

Shall take minutes during Technical Committee meetings.

Shall be the link between the Technical Committee and The Union’s Treasurer.

Shall keep all records of the Technical Committee, that is, financial and secretarial

documentation.

He or she shall be financial advisor to the Music Committee.

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24

**III.**

i.

ii.

**IV.**

i.

ii.

**The** **Sound Technician**

He/she shall link with the Asset Manager for proper maintenance of instruments.

He or she shall be the custodian of The Union’s instruments when in use.

**The Publicity Ministry Leader**

Shall publicize all the events of The Union in accordance with all the recommendations of

the committee.

Shall be the custodian of all publicity materials and equipment of The Union.

iii. Shall convene and chair the Publicity ministry meetings.

iv. Shall be the link between the Publicity ministry and the Technical Committee.

v. Shall plan, coordinate and oversee all the Publicity ministry activities and events. vi. Shall coordinate the nomination of all the Publicity ministry departmental leaders.

**V.**

i.

ii.

**Ushering Ministry Leader**

Shall coordinate and preside over the ushering ministry.

Shall be the custodian of all the equipment belonging to the ushering ministry.

iii. He or she shall be the head of the ushering ministry.

**VI.**

i.

ii.

**VII.**

i.

ii.

**Assistant Ushering Ministry Leader**

He or she shall be the principal assistant of the Ushering ministry leader.

He or she shall keep records of all the assets with regard to the ushering ministry.

**ICT Leader**

He or she shall head the ICT Ministry.

Monitor and regulate The Unions’ social media platforms i.e. Facebook, Instagram and

twitter accounts, you tube, telegram.

iii. He or she shall in conjunction with the Content Creator filter the information being posted

on The Union’s social media platforms.

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25

**8. Welfare Committee**

Members shall be:

i.

ii.

iii.

Male vice chairperson - chairperson

Secretary

Treasurer

iv.

v.

Female vice chairperson

Unions treasurer

- member

vi.

One first year’s fellowship member

**I.**

**Male Vice Chairperson**

i.

ii.

iii.

iv.

He shall be the chair to the Welfare Committee.

He shall convene and chair the meetings of the Welfare Committee.

Shall act as a link between The Union’s Executive Council and the Welfare

Committee.

He shall represent the interests of the gents in The Union.

**II. Secretary**

i.

ii.

iii.

**III.**

i.

ii.

iii.

iv.

He/ She shall take minutes during the Welfare Committee meetings.

He/ She shall be the custodian of all the Welfare Committee secretarial documents.

He/ She shall communicate to The Union members concerning all activities organized by

the Welfare Committee.

**Treasurer**

He / She shall keep the financial records of the committee.

Shall be the link to The Union’s Treasury Committee and The Union’s Treasurer.

Shall keep all financial records of the committee.

Shall be the financial advisor to the committee.

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26

**IV.**

i.

**V.**

i.

**9.**

**Christian Union Treasurer**

Shall advice the Welfare Committee on the financial position of The Union relative to the

welfare account.

**First Year Representative**

He or she (Chairperson to the Anza Fyt Program or First Year’s fellowship) shall represent

the interests of The Union’s first years in the Welfare Committee.

**Bible Study, Discipleship and Training and Committee**

Members shall include**:**

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

The Bible study discipleship and training committee coordinator

The secretary/treasurer

The Bible study coordinator

**T**he assistant Bible study coordinator

The nurturing committee

The BEST-P coordinator

The assistant BEST-P coordinator

The years fellowship coordinator

**I.**

i.

ii.

**Bible Study, Discipleship and Training Coordinator**

He/she represents the committee in the Executive council

He/she chairs the committee meetings.

iii. He/she is the link between executive council and the external discipleship Christian

organizations e.g. The Trinity Fellowship.

iv. He/she shall ensure the harmonious running of all the docket’s activities.

v.

He /she shall preside over the Best-p class graduation

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27

**II.**

i.

**Bible Study Coordinator**

Coordinating the committee members to ensure the follow up Bible study leaders for

effective running of the small group Bible study.

ii.

iii.

**III.**

i.

ii.

Issuing of Bible Study guide books and collecting of the monies involved.

Oversee the coordination of study topic on Monday at 4:00pm.

**The Assistant Bible Study Coordinator**

Texting of the committee members of matters of Bible study

Collecting, recording and storing data on small group Bible study meetings every Monday.

iii. Oversee the coordination of the Bible Study topic on Monday at 4:00pm iv. He/she is the principal assistant.

**IV.**

i.

ii.

**The Nurturing Coordinator**

He/she is in charge of the new believers nurturing classes

He/she is in charge of coming up with topics and facilitators of nurturing classes and of

Mumba girls

iii. He/she allocates and ensures proper follow up of the new believers to various disciple

markers.

**V.**

i.

**BEST-P Coordinator**

Ensuring that the Best-p classes are on-going well

ii.

iii.

**VI.**

i.

ii.

iii.

Selecting of facilitators of various Best- p topics

Planning and coordinating of the Best-p graduation.

**Assistant BEST P Coordinator**

Planning and coordination of the formation of the Best-p groups and assignments.

Ensure proper record keeping and attendance

He/she is the principle assistant of the Best-p leader.

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28

**VII.**

i.

ii.

iii.

iv.

v.

**VIII.**

i.

ii.

iii.

**Year’s Fellowship Coordinator**

Ensures that all the yearly fellowships are running effectively

Ensures that all the yearly fellowships are coordinated

Ensures that every year’s fellowship come up with topics and the facilitators each spiritual

year

Coordinates special activities within the yearly fellowship.

Ensures all the yearly fellowship leaders work together in oneness and cooperation.

**Secretary/Treasurer**

Taking of minutes during the committee meetings and avails them for reading and

confirmation in every meeting.

He/she is the custodian of all committee funds and documents

He/she is in charge of special activities within the committee

**B. Special Committees**

**I. The Advisory Committee**

Shall comprise of: -

I. The Union’s Patron

Shall be:

* The Chairperson of the Committee.
* The Patron shall be the convener of the Committee.
* The Patron shall be a member of the MUT teaching staff or a senior administrator of

Murang’a University of Technology and shall uphold the aims and doctrinal basis of The Union.

* The Patron shall be appointed by the Executive Council.
* The Patron together with the Vice Secretary shall link The Union with the

University administration

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29

II.

III.

IV.

V.

VI.

The Union Chairperson- Shall be the Secretary of the Committee.

Two alumni of The Union

Assistant patron

FOCUS staff.

Member - who ascribes to the Christian faith and who will uphold the aims and doctrinal basis of The Union and not the Union’s office bearer

The Advisory Committee shall be appointed by the Executive Council.

The Committee shall serve for one spiritual year.

A member and The Union’s Alumni may be re-appointed any number of times.

**II. Auditing Committee**

Shall comprise of:

i. The Auditing Committee appointed by the Executive Council ii. The Union’s Asset Manager

**Asset Manager**

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

ix.

x.

He or she shall be the link between the Auditing Committee and the Executive Council.

Shall be in charge of all of The Union’s assets.

He or she shall be a member of the Auditing Committee.

Shall in consultation with the Executive Council oversee the purchase and disposal of

The Union’s assets through the Assets Purchase and Disposal Committee.

Shall in conjunction with the Executive Council authorize and maintain a record of The

Union’s items leased.

Shall keep and update records of all The Union’s assets.

Shall in conjunction with the Executive Council approve the leasing of The Union’s

assets.

Shall in conjunction with the Executive Council approve the assets purchase, auction,

donation, disposal, and destruction of The Union’s assets.

Shall in conjunction with the Executive Council handle any loss of or damage on assets.

Shall formulate regulations and procedures governing the use, lease or lending of The

Union’s assets subject to ratification by the Executive Council.

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30

**Article 11**

**Duties of the Committees**

**A.**

**I.**

**General Committees**

**Treasury Committee**

i.

ii.

**II.**

i.

ii.

iii.

iv.

v.

vi.

**III.**

i.

ii.

iii.

**IV.**

i.

ii.

Shall harmonize all of The Union’s budgets.

Shall count and bank all of The Union’s monies.

**Hospitality Committee**

Shall be in charge of all the Hospitality Ministry activities.

Shall register and induct new members into the hospitality ministry.

Shall prepare all the hospitality ministry budgets and do all the budgetary allocations of

the docket.

Oversee the working of all hospitality programs and visitor care ministries.

Coordinate the activities that involve hospitality and care ministries.

Be alert to the needs of The Union membership and ways to serve those needs.

**Music Committee**

Shall:

Be in charge of organizing events that pertains to the Music Docket.

Organize training sessions for members of the music ministries.

Plan proper practicing schedules for the various ministries in the docket.

**Prayer Committee**

Shall organize all prayer meetings for The Union members.

Shall offer immediate assistance to the Prayer Coordinator in undertaking the respective

duties.

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31

**V.**

i.

ii.

**VI.**

i.

ii.

**VII.**

i.

ii.

iii.

iv.

v.

vi.

**VIII.**

i.

ii.

iii.

iv.

**Missions and Evangelism Committee**

Be responsible for all of The Union’s outreaches (missions, rallies, open air

meetings, evangelism and others) as deemed necessary in The Union.

Organize for training sessions for the various ministries under it.

**Creative Ministry Committee**

Shall organize events such as creative night.

Organize for training sessions for the various ministries under it as deemed necessary like

creative workshop.

**Technical Committee**

Oversee all the media activities in the church.

Do all The Union’s decorations and publicize all of The Union’s activities.

Reach out through the website, television and radio programs.

Organize The Union’s fellowships and Sunday services.

Shall be custodians of the instruments.

Organize the training sessions of instrumentalists

**Welfare Committee**

Shall liaise with The Union members to identify those in need and assist them where

possible

Shall in conjunction with the Executive Council approve all proformas to be given to the

identified needy members

Shall in conjunction with the Executive Council issue out loans to the needy members of

The Union and follow up on loan settlement.

Shall be in charge of preparing for the Welfare Committee budgets.

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32

**IX.**

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

ix.

x.

xi.

**Bible Study, Discipleship and Training Committee**

Shall organize for both baptism and training of the members

Shall appoint the nurturing committee with the approval of the Executive Council

Constitution should be able to outline the training sessions under the Bible study,

discipleship and training committee

Shall assign different Bible study pastors to different Bible study groups

Shall select suitable and relevant Bible study guides with the approval of the

Executive Council

Shall train Bible study leaders and year’s fellowship leaders

Shall form and dissolve Bible study groups with the approval of The Executive

Council

Shall oversee the election of year’s fellowship leaders.

Shall organize best p graduation dates with the approval of The Executive council

Shall prepare Bible study, discipleship and training committee budget to be approved

by the Executive Council

Shall organize baptism once or twice in a semester as deemed necessary.

**B.**

**I.**

**Special Committees**

**Duties of the Advisory Committee**

i.

ii.

iii.

iv.

The advisory committee shall be mandated to meet twice a spiritual year

The Advisory Committee will be available to advise, counsel and encourage The Union

leaders and members as may seem necessary.

Shall acquaint themselves with the organization of The Union in order to offer relevant

assistance effectively.

Shall attend The Union’s Executive Council meetings when requested to

At least 2/3 of the advisory committee members shall be mandated to meet the Executive Council twice a spiritual year.

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33

**II.**

i.

ii.

**Duties of the Auditing Committee**

The Auditing Committee shall:

Audit and inspect all of The Union’s books of accounts, assets and liabilities.

Reporting of all financial information regarding The Union.

iii.

iv.

v.

Protection of The Union’s assets.

Facilitating the maintenance of the independence of the External Auditor.

Consider all of the significant matters that were raised during the audit process and advice

The Union as deemed relevant

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34

**CHAPTER THREE: TRANSITIONS, FUNDS AND AMENDMENTS**

**Article 12**

**Nominations of The Union**

Nominations shall be conducted by the Electoral Comission which shall consist of 12 finalists. All the finalists in the Executive Council shall be members of the Electoral Comission. The rest of the members shall be drawn from The Union’s ministries.

The Electoral Coomission shall be formed Fourteen (14) days before nomination day.

a.

b.

c.

d.

The full members of The Union shall be asked to recommend in writing to the

Electoral Commission; persons they have prayerfully felt should form the next

Executive Council in a general meeting. This should be done before the AGM.

The Electoral Commission shall make final nominations for each of the offices of the

Executive Council before the AGM. Names of the nominees will be made known to

the members of The Union at least two (2) weeks before the AGM for a prayerful

consideration.

Objections to any of the candidates nominated by the Electoral Commission must be

made in writing and should reach the Secretary of the Electoral Commission at least

seven (7) days before the AGM. Such objections can only be made by full members.

Any substitution of the nominees shall be considered and made by the Electoral

Commission as in ***(c***) above.

**Nomination of Committees**

The sub committee leaders shall be appointed within fourteen (14) days after the AGM by the Executive Council.

**Article 13**

**By-Elections**

Reappointment of officials shall take place under the following circumstances:

i.

If a vote of no confidence is passed against an Executive Council member by at least

2/3 of the full members present in a special general meeting.

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35

ii.

iii.

iii.

If an Executive Council member is required to vacate his/her office with the approval

of the Executive Council after failing in his/her duties.

If any Executive Council, committee or ministry member desires to vacate his/her office

hereby they will be required to make an official written resignation stating the reasons

for their resignation.

If an Executive Council member dies or defers his/her studies.

**Article 14**

**Orientation and Handing Over**

i.

ii.

Upon confirmation of new leaders, the outgone office bearers shall adequately orient

the new office bearers on all matters concerning their offices.

The outgone office bearer shall officially handover all documents pertaining to the

office. A hand over report shall be signed by both the outgone and the new office

bearer, upon reception of the same by the new office bearer.

**Article 15**

**The Union’s Meetings**

**I**.

i.

ii.

**II.**

**Regular Meetings**

The Union shall arrange for regular meetings as seen convenient, meetings shall

include: Bible study, devotions, fellowships and services among others as the

Executive Council from time to time determines.

The Executive Council shall meet at least once in a week least otherwise on a

convenient day with a quorum of not less than two thirds of all the members.

The Executive Council and all Sub Committees will meet together at least twice a

semester to discuss matters affecting The Union.

**General Meetings**

The Union’s members and other admitted members of the general meeting shall have the right to participate in general meetings

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36

There shall be two classes of general meetings;

i.

ii.

Annual General Meetings.

Special General Meetings.

**1.**

i.

**Annual General Meetings (AGM)**

Annual General Meetings shall be held between the sixth and the eighth week of the first

semester of each spiritual year.

ii.

iii.

iv.

Notice of such Annual General Meetings and agenda for the meeting shall be passed to

all members not less than 21 days before the date thereof.

The annual statement of account shall be provided to members on the material day of the

Annual General Meeting.

The agenda of the Annual General Meeting shall consist of the following;

a)

b)

c)

d)

e)

f)

g)

h)

i)

j)

k)

l)

Preliminaries

Admission of non-members by The Union’s Secretary

Affirmation of The Union’s doctrinal basis by either of The Union’s Vice

Chairpersons

Reading and confirmation of the minutes of the previous Annual general meeting

Reports of the outgoing Executive Council reports

Presentation of The Union’s audited financial statements and reports

Any other matters as the Executive Council may decide of which notice shall be

given in writing by a member(s)to The Union’s Secretary at least fourteen days

to the date of the meeting

Confirmation of the new Executive Council by the Electrol Commission chair

Handing over of reports to the incoming Executive Council as overseen by the

Electrol Commission chair

Commissioning of the New Executive Council

Any other business with the approval of the new chairperson of The Union

Adjournment of the meeting by the new Chairperson

v.

Quorum for Annual General Meeting shall not be less than 25 percent of the registered

full member of The Union.

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37

vi.

In the event of the AGM failing to take place due to lack of quorum another meeting

shall be convened in not less than 14 days and not more than 21 days. The quorum for

this second meeting shall be such members as are present.

**2.**

**Special General Meeting**

i.

ii.

iii.

iv.

May be called for any specific purpose by the Executive Council. The notice moved

by full members of such meeting shall be passed to all members not less than 7 days

before the date thereof.

An SGM may also be requisitioned for a specific purpose by order at least 25% of

full membership in writing to the Secretary and such meeting shall be held within 21

days of such requisition. The notice for such meetings shall be 7 days, and no matter

may be discussed at that meeting other than that stated in requisition.

Quorum for special General Meeting shall be 25 percent of full members of The

Union.

In the event of the SGM failing to take place due to lack of quorum another meeting

shall be convened in not less than 14 days and not more than 21 days. The quorum for

this second meeting shall be such members as are present.

**Article 16**

**Procedures at meetings**

i.

ii.

iii.

The outgoing Chairperson shall chair the Annual General Meeting and Special General Meeting of The Union. In his or her absence the outgoing 1st Vice Chairperson shall

undertake the former’s duties. In the absence of the above office bearers, any the second

vice chair shall chair the meeting. Under no circumstances may general meetings be

held with all the three absent.

The chairperson in ***(a)*** above at his /her discretion may limit the number of persons

permitted to speak in favour of or against any motion provided that both sides are

equally represented.

Resolutions shall be decided by adopting a motion moved by a full member.

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38

**Article 17**

**Inspection of accounts and list of members.**

The books of accounts, all documents relating thereof and list of Members of The Union shall be available for inspection at the registered office of The Union by any member of The Union or any officer on giving not less than seven (7) days’ notice in writing to the Executive

Council through the secretary.

**Article 18**

**Auditors**

The Union shall have two categories of auditors:

* The Union’s Auditing Committee and
* External auditor.

i.

ii.

iii.

iv.

v.

The auditors shall be appointed by the Executive Council for that spiritual year.

External auditor shall neither be an office bearer nor a member of The Union. The

internal auditor must not be an office bearer but must be a member of The Union who

has knowledge in auditing and assurance.

The external auditor shall be a qualified CPA (K).

All of The Union’s accounts, records, and documents shall be open for inspection by

the two auditors before the Annual General Meetings. The treasurer shall give an

account for the receipts, payments and a statement of assets and liabilities made up to

date and certified that they are correct and duly vouchered at the end of the spiritual

year.

A copy of the auditor’s report on the accounts and statements shall be furnished to all

members by the date of the Annual General Meeting. An auditor is appreciated by such

honorarium for his/her duties as may be resolved by the Executive Council appointing

him/her.

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39

**Article 19**

**Funds and their administration**

i.

ii.

iii.

iv.

v.

vi.

vii.

viii.

The funds of The Union may only be used for the purpose which the Executive

Council considers proper in accordance to the aims of The Union.

All monies and funds shall be received and paid to the Treasurer and shall be

deposited by him/her and any one of the two (2) signatories in the name of The Union

in any bank (s) account approved by the Executive Council. All Committees or

ministries that handle any money shall have a treasurer who will keep proper records

and shall report to the Executive Council treasurer.

No payment shall be made out of the bank account without the resolution of the

Executive Council authorizing on payments. Such authorization shall be signed by

any two (2) of the following five persons (signatories): treasurer, chairman, vice

chairman, secretary or vice-secretary.

Signatories to the bank account shall include: The Treasurer, Chairperson and

Secretary to the Executive Council. Any withdrawal from the bank account shall

require signatures of at least two of the above persons.

A sum of money approved by the Executive Council shall be kept by the treasurer for

petty cash disbursement.

The financial year for The Union shall be one spiritual year.

The Union’s monies will not be loaned out under any circumstances, but may be lent

after a written application has been made, considered and approved by the Executive

Council through the Welfare committee.

The total amount lent out at any one particular time shall not exceed 10% of the

expected savings, or any other figure as may be amended by the Executive Council

from time to time.

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40

**Article 20**

**Amendments to the Constitution**

No amendments shall be made to this constitution unless;

i.

ii.

iii.

iv.

At least 28 days’ notice in writing of any proposed amendments shall be given to the

Secretary of The Union who shall thereafter give at least 14 days’ notice to the

members of the AGM/SGM

The opinion of the FOCUS staff and advisory board shall be sought and

recommendation made known to the general meeting.

The amendment is passed by three-quarters (3/4) of full members present through

voting at a special general meeting.

The proposed amendments to this constitution are made by only full members who

are eligible for the same.

**Article 21**

**Procedure of Amendment**

i.

ii.

iii.

iv.

v.

Setting up of an amendment commission herein after referred to as Constitution

Review Commission (C.R.C) which shall consist of seven members appointed by

The Executive Council 21 days before the SGM/AGM. The C.R.C may co-opt other

members who shall not be more than three to represent some Union’s special

interests. Its quorum shall not be less than 2/3 of the commissioners.

Members shall make proposals to the C.R.C within a period given by the same

commission.

The constitution review commission shall analyse proposals and with the advice of

the Advisory Board and FOCUS Kenya staff come up with the proposed

constitution. The proposed constitution shall be presented to The Union members 14

days to S.G.M/A.G.M. Any further amendments shall be agreed on in the

S.G.M/A.G.M and the final draft shall be adopted.

The constitution shall from then henceforth be operational.

The entire constitution shall be reviewed after four calendar years.

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41

**Article 22 Dissolution**

i

ii

iii

Union shall not be dissolved except by a resolution passed at a General Meeting of the

members by votes of three quarters (3/4) of the full members present. If there is

insufficient quorum, the proposal to dissolve The Union shall be postponed to a further

general meeting to be held four weeks later. 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 affected without the prior permission of

the University Registrar obtained upon application to him/her made in writing and signed

by at least three of the office bearers.

When the dissolution of The Union has been approved by the Registrar, no further action

shall be taken by the Executive Council than to liquidate all assets of The Union subject

to the payment of debts of The Union, the balance thereof being paid to any Christian

organization(s) as may be resolved by the meeting at which the resolution for dissolution

was passed.

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42

**CHAPTER FOUR: GENERAL PROVISIONS**

**Article 23**

**The Union’s Patrons**

The Executive Council shall appoint The Union’s Patron (Female or Male) and two Assistant Patrons (Female and Male respectively)

The Patrons shall serve for a period not exceeding 4 years unless their tenure of office is renewed and affirmed during the Annual General Meeting or Special General Meeting.

**Article 24**

**Alumni Association Committee**

There shall be an Alumni Association Committee consisting of the following:

i.

ii.

iii.

iv.

The Chairperson,

The Secretary,

The treasurer

The male Vice Chairperson of The Union

All the above members shall be members of The Union.

**Duties of the Alumni Association Committee**

Shall have the following duties:

i. Keep the link with The Union’s Alumni.

ii. Maintain a record of the Alumni’s database.

iii. Organize the Alumni’s weekend.

iv. The five executive appointees shall be responsible of regular Committees’ activities.

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43

**Article 25**

**Years’ Fellowship**

There shall be years’ fellowship with emphasis on First years’ and Finalists’ fellowship. The other years shall seek to harmonize their fellowship programs with that of The Union.

**Article 26**

**The Union’s Assets**

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Without prejudice and pursuant to the powers conferred upon Executive Committee and

the assets manager, no equipment shall be leased, rent, lent out, unless the assets manager

with the approval of the Executive Committee owing to the evident and compelling

reason(s) deem(s) it necessary.

The equipment shall be used as per The Union’s assets policy.

Disposal of The Union’s assets should be done to the bidder with the highest offer.

Purchase of The Union’s assets should be from the bidder offering the best quality at the

lowest price.

Any loss of assets shall be handled by the asset’s manager and the Executive Council.

**Article 28**

**The Union’s Ministries**

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Praise and worship ministry

Choir ministry

Band ministry

Ushering- ministry

Dancing ministry

Publicity ministry

Drama ministry

viii. Hope and restoration ministry

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Hospitality ministry

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44

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xii.

ICT Ministry

Spoken Word Ministry

Instrumentalists’ Ministry

xiii. Integral Missions and Social Transformation Ministry   
xiv. Evangelism ministry

Any other ministry can be formed from time to time as the executive council deems necessary according to the needs of The Union.

**Article 27**

**Definition of Terms**

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Voting – expressing one’s preference for a proposed resolution of an issue during AGM

and SGM. It can be though secret ballot, simple acclamation and raising of hands.

Elder/ Finalist – a full member of The Union who is on his/her final year of study at

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Murang’a University of Technology.

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Registrar – refers to the office of the Dean of students, Murang’a University of

Technology.

Committee – a group of The Union leaders who meet to make decisions or plans for The

Union members that they represent. A committee can also be formed to perform a given

specific task.

Ministry – a group of The Union members who work under a certain committee and

have specific tasks to accomplish in the fulfilment of The Union’s aims and objectives.

A ministry reports to a committee.

Office bearer – a leader in The Union who has a title that designates him/her to a given

office.

By-nominations – a process whereby The Union’s full members recommend, in writing,

the persons they have prayerfully felt should be appointed into a given office following a

vacancy in that office.

Worship events – refers to any special worship meetings involving the whole church

other than the normal church services and fellowships, organized to bring the church

together in worship of God.

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45

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Records – any document containing the minutes of formal meetings held by the

executive council and the committees the names of the full members of The Union and

all the assets of The Union.

New Believer – a person who has newly confessed and received Jesus Christ.

Resources – refers to any property in terms of finance, physical assets or facilities that

enhance the fulfilment of the objective of The Union.

Spiritual Year – a period from one of The Union’s AGM to the next.

Associate – any other person who is directly affiliated to The Union.

The Docket – The Union’s department headed by a member of the Executive Council.

BEST-P – Bible Exposition Self Training Program

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46