



**KISII UNIVERSITY CHRISTIAN UNION-MAIN CAMPUS  
KSUCU-MC**

**CONSTITUTION**

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## CHAPTER 1.0 PREAMBLE

Kisii University Christian Union-Main Campus is body of Christian students bound together by a common faith in the only one God and joined together with the heavenly calling of Christ according to the Holy Scriptures and it shall be non-political, non-denomination, non-profit making and voluntary.

### 1.1 Supremacy of this constitution and the Word of God

- i. This constitution is supreme to any other document written or spoken within **KSUCU-MC**
- ii. We further declare that no provision herein shall or will be constricted as to qualify, defeat or in any manner contravene the Holy scriptures and such provision shall to the extent of contravention has no effect.
- iii. For effective working of the KSUCU-MC, this constitution recognizes the following documents;
  - a) Strategic plan and implementation
  - b) leadership manual
  - c) Documented approved and filed policies.
  - d) Any other document approved for the effectiveness of KSUCU-MC operations.
- iv. These documents shall not be inconsistent with this constitution neither shall they be supreme to this constitution.

## CHAPTER 2.0 NAME AND LOGO

### 2.1 Name

The full name of the society shall be **KISII UNIVERSITY CHRISTIAN UNION MAIN CAMPUS**  
thus **KSUCU-MC**.

### 2.2 Logo



The symbols in the logo are derived from the doctrinal basis as stipulated in this constitution.

Their meaning is as follows;

- I. **Dove** – Holy Spirit.
- II. **The cross**-Suffering, death and resurrection of Jesus Christ.
- III. **The Bible**-the holy scripture.

## CHAPTER 3.0 ESTABLISHMENT AND REGISTRATION

- i. KSUCU-MC was first introduced to Fellowship OF Christian Union on 13<sup>th</sup> April 2002, there after given certificate of membership on 12<sup>th</sup> April 2003.
- ii. The KSUCU-MC is registered with the office of Dean of students, Kisii University. She has the following contacts which are subject to change with the approval of the incumbent executive committee.
  - i. Postal address: PO BOX 408-40200, KISII
  - ii. Email address: [ksuchristianunion@gmail.com](mailto:ksuchristianunion@gmail.com)
  - iii. Website: [www.ksucumc.org](http://www.ksucumc.org)
  - iv. Twitter: @ksucu-mc
  - v. Facebook page: kisii university Christian union-ksucu
  - vi. You tube: ksucu-mc/ kisii university cu main campus
  - vii. Phone number 0717818140

## CHAPTER 4.0 MISSION, VISION AND OBJECTIVES

### 4.1 Mission

To impact Christian core values and skills to students through equipping, empowering and offering conducive environment for effective living in and out of campus.

### 4.2 Vision

To produce a relevant and an effective Christian to the church and society.

### 4.3 Objectives

#### 4.3.1 Discipleship

- a) To deepen and strengthen spiritual lives of her members through the study of The Bible, prayers, Christian fellowships and obedience to God.
- b) To encourage responsible membership through the exercise of various spiritual gifts. **(added)**
- c) To equip her members with life skills for application during and post campus life**(added)**
- d) To nature her members and new believers in their daily walk with the lord.

#### 4.3.2 Evangelism

- a) To prepare Christian students to take good news to all nations of the world and to play active role in communities where they live.
- b) To encourage members to witness for the Lord Jesus in and outside campus as the incarnate Son of God and seek to lead others to a personal faith in Him.
- c) To equip members of the host church in the mission ground about evangelism, discipleship and missions.

#### 4.3.4 Leadership development

- a) To identify and develop Christian leaders through training and experience in the union.
- b) To develop servant leaders who shall be transformative leaders both in the church and the society.
- c) To provide service opportunities through transitional leadership.

#### 4.3.5 Social transformation

- a) To enable members to extend social services to the society such as mercy and kindness to the less fortunate in the society.
- b) To organize and participate in social action course in campus to address social issues such as, drug abuse, exam irregularities, relationships etc.
- c) To advocate on contemporary issues affecting students within and out of the university.



## CHAPTER 5.0 AFFILIATION AND ASSOCIATION

- i) The KSUCU-MC is affiliated to Fellowship of Christian Unions (FOCUS).
- ii) The KSUCU-MC shall associate with relevant Christian organizations or bodies that help in advancing her objectives and aims as deemed fit by the incumbent executive committee guided by this constitution.
- iii) In case of any formal invitation or not from any organization or church, KSUCU-MC shall not be accountable for any negative outcome to her members involved without her **approval**.

## CHAPTER 6.0 DOCTRINAL BASIS AND CORE VALUES

### 6.1 Doctrinal basis

The doctrinal basis of KSUCU-MC is fundamental truths of Christianity, including:-

- a) The unity of the Father, the Son and the Holy Spirit in Godhead.
- b) The sovereignty of God in Creation, Revelation, Redemption and Judgment.
- c) The divine inspiration and the entire trustworthiness of Holy Scriptures as originally given and its supreme authority in all matters of faith and conduct.
- d) The universal sinfulness and guilt of all men since the fall rendering the subject to God's wrath and condemnation.
- e) Redemption from the guilt, penalty, dominion and pollution of sin solely through the sacrificial death (as our representative and substitute) of the Lord, incarnate Son of God.
- f) The bodily resurrection of the Lord Jesus Christ from death and His ascension to the right hand of the Father.
- g) The presence and power of the Holy Spirit in the work of regeneration.
- h) The justification of the sinner by the grace of God through faith alone.
- i) The indwelling and work of the Holy Spirit in every believer.
- j) The one Holy Universal Church which is the body of Christ and to which all true believers belong.
- k) The expectation of the second coming of the Lord Jesus Christ.
- l) The unity of all believers in Christ Jesus.

### 6.2 Core values

#### 6.2.1 Integrity

We regard integrity as the consistency of actions, values, methods, measures, principles, expectations and outcomes on the basis of an internal code framework of moral and artistic value.

#### 6.2.2 Excellence

We regard excellence as entailing merit, virtue and quality in delivering distinctive results.

#### 6.2.3 Faithfulness to the Holy Scriptures

We regard faithfulness to the Holy Scriptures as commitment to the fulfillment of God's will in all our aspects of ministry that is; in living, teaching, preaching, missions and social responsibilities.

#### 6.2.4 Team work

We regard teamwork as involving people with complementary skills committed to a common purpose and for which they themselves are mutually accountable.

#### 6.2.5 Student centeredness

We regard student centeredness as considering students first and having them assume a high level of responsibility in formulation and implementation of the KSUCU-MC programs.

## CHAPTER 7.0 MEMBERSHIP

### 7.1 Categories of membership

#### 7.1.1 Full Membership

Full membership of KSUCU-MC is open to all undergraduate students of Kisii University Main Campus who consciously sign the following declaration:

**“In joining KSUCU-MC, I declare my faith in Jesus Christ as my savior and my Lord; it is my desire by the grace of God to live a life consistent with the declaration. I am also determined to give active support to KSUCU-MC as she fulfils her aims. I also agree to uphold the doctrinal basis as outlined in this constitution.”**

#### 7.1.2 Special Membership

Special membership of KSUCU-MC is open to any other student of Kisii University and non-student who consciously sign the following declaration:-

**“In joining KSUCU-MC, I declare my faith in Jesus Christ as my savior and my Lord; it is my desire by the grace of God to live a life consistent with the declaration. I am also determined to give active support to KSUCU-MC as she seeks to fulfil her aims. I also agree to uphold the doctrinal basis as outlined in this constitution.”**

#### 7.1.3 Associate Membership

Associate membership of KSUCU-MC is open to born again former students of Kisii University Main Campus who apply for and/ or sign the associate membership form after completion of studies at Kisii University main campus.

### 7.2 Members Rights and Responsibilities

#### 7.2.1 Full members shall be:-

- a) Eligible to hold office and participate in the nominations of the officials of KSUCU-MC.
- b) Entitled to vote in any general meeting.
- c) Eligible to propose amendment to this constitution.
- d) Entitled to pass a vote of no confidence to the entire or a member(s) of the executive committee and or any other office bearers in accordance to provisions stated in chapter 8.

#### 7.2.2 Associate members shall:-

- a) Be free to participate in the activities of KSUCU-MC but shall not be entitled to nominate or to be nominated in any leadership position except the advisory council and audit committee.
- b) Play an advisory role and have associates' fellowship.

### **7.2.3 Special members:-**

- a) Shall be entitled to participate in the activities of the KSUCU-MC.
- b) Shall be entitled to vote in the general meetings except on matters pertaining to the alteration of this constitution with exemption of post graduate and non-student.
- c) Shall not be eligible to hold any office of the KSUCU-MC.
- d) Shall be eligible to participate in the nomination of leaders.

### **7.3 Renewal of membership**

- a) The membership will be renewed at the beginning of every academic year as per the procedure of sub-article 1. Above.
- b) Renewal shall be free and no membership will be charged.

### **7.4 Termination of membership**

- a) If a member does not live according to the declaration in article 7.1 and 7.2 above.
- b) Fails to apply for and/ or sign the associate membership form after completion of studies at Kisii University Main Campus.
- c) A member ceases to be a student in Kisii University Main Campus, with an exemption of associate members.
- d) If a member writes to the secretary of the union declaring to cease being a member of the union.

## CHAPTER 8.0 DISCIPLINARY MEASURES

### 8.1 Members and Subcommittee leaders

- a) The executive committee in consultation with the advisory council shall take disciplinary action against any member(s) or leader(s) whom by belief or practice departs from the aims, objectives and doctrinal basis of the union as provided herein.
- b) The disciplinary action shall be aimed at correcting and restoring the member(s) or leader(s).
- c) The procedure is as follows:
  - I. A written and/ or verbal complaint shall be submitted to and received by the executive committee.
  - II. The executive committee shall choose a team from amongst themselves which shall probe the said member(s) or leader(s) and the witnesses and report back to the executive committee.
  - III. The executive committee in consultation with the advisory committee shall study the report and make a ruling.

### 8.2 Executive committee

A member may petition for a vote of no confidence against any executive member(s) on grounds of:-

- a) Gross violation of this constitution.
- b) Where there are serious reasons for believing that the executive committee member(s) has committed a gross misconduct or abuse of office.
- c) The petition shall be submitted to the patron or assistant patron of KSUCU-MC.
- d) A hearing meeting shall be held comprising of the advisory committee, the complainant and the executive committee member accused to determine the fate of the allegation.
- e) If a vote of no confidence is passed, the executive member accused shall vacate office and a by-nomination shall be held in accordance to chapter 14(4).

## CHAPTER 9.0 GOVERNANCE

### 9.1 The Executive committee

#### 9.1.1 Composition

The executive committee shall consist of:-

- a) Chairperson.
- b) Vice-chairperson.
- c) Secretary.
- d) Publicity Secretary.
- e) Treasurer.
- f) Boards Coordinator.
- g) Bible Study Coordinator.
- h) Prayer Coordinator.
- i) Missions Coordinator.
- j) Worship Coordinator.
- k) Discipleship Coordinator.

#### 9.1.2 Qualification of the executive committee members

Full members of KSUCU-MC shall qualify for the executive committee position if they:-

- a) Are active and committed to the aims and activities of KSUCU-MC.
- b) Possess leadership skills like honesty, understanding, gentleness, self-control, humility, kindness and willingness to learn and serve.
- c) Are people who set good example to other believers in speech, conduct, love, faith and in purity.
- d) Are mature in faith.
- e) Shall neither be in the first or the final years of their study.

#### 9.1.3 Duties of the executive committee members:

##### 9.1.3.1 General roles of the committee

- i. Implement aims and objectives of the KSUCU-MC.
- ii. Choosing ministers/ speakers on behalf of the union to speak at the meetings and administer in such ceremonies as baptism. The ministers/speaker should be known by at least 3 members of the executive committee and is conversant with the student ministry or has been recommended by a reliable person.

- iii. Coming up with the union's programs, implementation and alteration if need arises.
- iv. Has a right to revoke any invitation to any speaker/ minister as it deems fit.
- v. Formation, incorporation and dissolution of any fellowship and/or committee to meet an identified need in the union.
- vi. Carry out disciplinary matters as per article 8.1 of this constitution.
- vii. Ensure all monies disbursed on behalf of the union shall be authorized as stated in the financial policy of KSUCU-MC.
- viii. The executive committee shall choose topics to be taught according to the needs of the union.
- ix. Shall hold all the union's assets in trust for the members, approve their use and ascertain their security within and outside the union.
- x. Shall appoint a leader to any office which remains vacant in the course of leadership whereby a by-nomination cannot be held as per the provisions of this constitution, this includes interim leadership.
- xi. Shall appoint advisory committee members.
- xii. Shall submit audited financial statements during Annual General Meeting or Special General Meeting as members may require.
- xiii. Shall approve all committee members.

## 9.2 Sub-Committee

### 9.2.1 Composition

- i. All executive committee leaders.
- ii. All chairs and secretaries of ministries, classes, boards, and permanent committees.
- iii. All Evangelistic teams' leaders.
- iv. All fellowships leaders.
- v. All ushering ministry leaders.

### 9.2.2 Duties

#### 9.2.2.1 All executive committee members

- i. Shall perform all duties as provided for in the article 9.1.
- ii. The KSUCU-MC chairperson shall be the chair of this committee.
- iii. Shall create awareness to members concerning the KSUCU-MC policy documents.

#### 9.2.2.2 General duties of the Sub-committee



- i. Harmonize every functional units of the union for the achievement of KSUCU-MC objectives.  
For effective running of the Sub-committee, they shall meet twice per semester.  
None of the office bearer or member shall be entitled to any kind of remuneration.
- ii. Ensure effective implementation of strategic plan.
- iii. Ensure effective implementation of this constitution.
- iv. Collaborate with the executive committee to ensure effective implementation of aims and objectives of KSUCU-MC.
- v. Effective running of KSUCU-MC weekly programs and create awareness of KSUCU-MC activities.
- vi. Being responsible and accountable of KSUCU-MC assets.

### 9.3 Other committees

The KSUCU-MC shall have the following permanent committees whose membership shall be renewed annually.

#### 9.3.1 Missions committee

##### 9.3.1.1 Composition

- i. KSUCU-MC Missions coordinator who shall be the overseer.
- ii. Chairperson appointed by the Executive committee.
- iii. Welfare In charge who will be in charge of wellbeing of the members.
- iv. High school ministry leader who shall be in charge of the high school ministration.
- v. Discipleship in charge who shall be a member of discipleship class and will be responsible for follow up of all new believers in the mission ground.
- vi. Treasurer who shall:-
  - a. Receive all monies pertaining the mission's committee.
  - b. Link with the KSUCU-MC treasurer to make sure that the mission money is kept and accurately accounted for.
  - c. All monies for missions follow up and the high school ministration shall be only requisitioned by him/her from the KSUCU-MC treasurer.
- vii. Outreach in charge who shall be responsible for identifying areas of missions outside campus apart from high schools and coordinating the outreaches.

- viii. Compassion in charge who shall:-
  - a. Be appointed from the counseling and compassion ministry.
  - b. Shall be representing counseling and compassion ministry in the committee.
- ix. Other member(s) as deemed fit by the executive committee.
- x. The committee shall be appointed by the executive committee.

#### **9.3.1.2 Duties**

- I. Shall coordinate the KSUCU-MC missions outside Kisii University Main Campus.
- II. The KSUCU-MC shall have at most two (2) missions per spiritual year unless otherwise provided by the executive committee.
- III. Shall identify and organize integral activities as part of mission work.

### **9.3.2 Worship Committee**

#### **9.3.2.1 Composition**

- I. The worship coordinator who shall be the chairperson of this committee.
- II. Choir leader.
- III. Praise and worship leader.
- IV. Publicity secretary.
- V. Instrumentalist leader.
- VI. Prayer coordinator.
- VII. Any other three persons appointed by the Executive committee.

#### **9.3.2.2 Duties**

As directed by the executive committee, shall:-

- I. Organize Friday and Sunday services.
- II. Organize prayer and worship meetings and conferences.
- III. Organize trainings for ministries under it.
- IV. Shall advice the executive committee on the formation of the choir planning and production committee if need arises.

### 9.3.3 Accounts Committee

#### 9.3.3.1 Composition

- I. The KSUCU-MC treasurer who is the overseer.
- II. Seven (7) other members with accounting skills whereby one of them shall be the chairperson who will be appointed by the executive committee.
- III. The committee shall have at most (9) members with equitable representation from every class.
- IV. The outgoing treasurer shall be an ex-officio member.

#### 9.3.3.2 Duties

- I. Maintenance of the books of accounts and preparation of the interim and final financial statements.
- II. Maintaining the KSUCU-MC asset register, showing the condition of every asset at any given time.
- III. Recommending to the Executive Committee on the assets to be disposed.

### 9.3.4 Development Committee

#### 9.3.4.1 Composition

- I. Chairperson appointed by the Executive committee.
- II. The KSUCU-MC treasurer.
- III. The secretary to the instrumentalist ministries.
- IV. The usher in charge.
- V. ICT chair
- VI. Any other member appointed by the executive committee.
- VII. The committee shall have at least nine (9) members.

#### 9.3.3.3 Duties

- I. Mobilization of funds to improve the assets base of the union as directed by the executive committee.
- II. Liaise with the strategic plan implementation oversight committee in the implementation of the strategic plan(s).
- III. Recommend and advise the executive committee on development projects.

### **9.3.5 Elders Committee**

#### **9.3.5.1 Composition**

- I. Shall have eight (8) born again and active finalists.
- II. The finalists' class chairperson and secretary shall be ex-officio members.
- III. A representative from the third year class.

#### **9.3.5.2 Duties**

- I. To link the finalists to the associates fellowship.
- II. To empower the finalists for the life after campus.
- III. Mobilize all members of the union and any other Kisii University member(s) to participate in the stipulated activities.
- IV. Mobilization of funds to steer their activities by means approved by the executive committee.

### **9.3.6 Strategic Plan Implementation Oversight Committee**

#### **9.3.6.1 Composition**

- I. The KSUCU-MC chairperson shall oversee the strategic plan implementation committee.
- II. The chairperson and the secretary shall be appointed by the executive committee.
- III. The development committee chairperson and FOCUS staff shall be default members of this committee.
- IV. Any other member who shall be appointed by the Executive committee.
- V. Shall have at least nine (9) members.
- VI. Shall have an equitable representation of members from every docket.

#### **9.3.6.2 Duties**

- I. Acquaint themselves with the FOCUS strategic plan, the KSUCU-MC strategic plan and harmonize their policies.
- II. Spearhead the implementation of the KSUCU-MC and FOCUS strategic plans.
- III. Advise the Executive committee in the preparation of the ministry Annual Plans (MAPs) based on strategic plans.
- IV. Liaise with the development committee in the implementation of the strategic plan(s).

### **9.3.7 Orientation committee**

#### **9.3.7.1 Composition**

- I. The discipleship coordinator who shall be the chairperson.
- II. The orientation committee which shall have eleven (11) members inclusive of i. above.
- III. The ICT board which shall have at most three (3) members.
- IV. The discipleship committee, that is:
  - a. The discipleship coordinator.
  - b. Discipleship chairperson and secretary.
  - c. Six (6) other members of the class who are appointed by the executive committee.

#### **9.3.7.2 Duties**

They shall plan/strategize on Anza fit Program through:

- I. Welcome the first year's students into the union.
- II. Making the union awareness to the first-year students.
- III. Nurturing and introducing them into the union's activities, ministries and fellowships.
- IV. To register first years in to the union's database.

### **9.3.8 Prayer Committee**

#### **9.3.8.1 Composition**

- I. The prayer coordinator shall be the chairperson to this committee.
- II. The intercessory chairperson shall be the secretary to this committee.
- III. The intercessory secretary shall be a default member.
- IV. The prayer coordinator and the intercessory leaders shall suggest not more than eight (8) other members who will be approved by the Executive Committee.

#### **9.3.8.2 Duties**

- I. Shall identify and set-up prayer points and oversee prayers in those prayer points.
- II. Shall together with the intercessory ministry mobilize all KSUCU-MC members to attend prayer meetings.
- III. Shall organize prayer events within the KSUCU-MC.
- IV. Shall create awareness on union's corporate prayer and fasting day.

### **9.3.9 Discipleship committee**

#### **9.3.9.1 Composition**

Shall comprise of nine (9) members:

- I. The discipleship coordinator.
- II. The chairperson and the secretary.
- III. Six (6) other members from the discipleship class who shall be nominated by the executive committee.

#### **9.3.9.2 Duties**

- a. Shall, together with the discipleship Coordinator:
  - i. Coordinate the new believer's teaching and follow up.
  - ii. Help members develop daily personal devotions.
  - iii. Encourage KSUCU-MC members to read Christian literature.
  - iv. Organize for baptism and training for the baptism candidates.
  - v. Coordinate discipleship classes.

### **9.3.10 Christian minds committee**

#### **9.3.10.1 Composition**

- I. The KSUCU-MC chairperson shall be the overseer to this committee.
- II. The chairperson, secretary and treasurer appointed by executive committee.
- III. At least other five (5) members appointed by the executive committee.

#### **9.3.10.2 Duties**

- I. To equip KSUCU-MC members with life skills for application during and post campus life.
- II. To promote the objective set in article 4.3.4b and c of this constitution.
- III. They shall speak out to the issues affecting students to the administration and relevant institution.

### **9.3.11 BEST-P committee**

#### **9.3.11.1 Composition**

- I. The KSUCU-MC Bible Study coordinator shall be the overseer.
- II. The chairperson, secretary and six (6) other members appointed by the executive committee.

#### **9.3.11.2 Duties**

- i. Make sermons applicable to themselves and then teach them to others.
- ii. Make KSUCU-MC members be ardent and thorough students of the word of God.
- iii. Shall organize for BEST-P classes as stated in their manual.

### **9.3.12 Bible study committee**

#### **9.3.12.1 Composition**

- i. KSUCU-MC Bible study coordinator who shall be the chairperson.
- ii. BEST-P chairperson and secretary.
- iii. Class fellowships chairpersons or secretaries.
- iv. Any other four members appointed by the executive committee.

#### **9.3.12.2 Duties**

- i. Coming up with the bible study guide from focus to be done in the semester according to the needs they have spotted in the Christian union.
- ii. Registering and grouping members to the Bible study programs in the semester.
- iii. Setting a group leader into all groups ensuring they are commissioned and trained for the task of the group he/she is assigned through the set Bible study guide for the semester.
- iv. Managing and reporting consistency of the bible study groups.
- v. Proposing the theme and the speaker for the bible study weekend to the executive committee during the guide exposition and Bible study night weekend.

## **9.4 Boards**

### **9.4.1 Editorial board**

#### **9.4.1.1 composition**

Shall consist of the following: -

- i. KSUCU-MC boards coordinator who shall be the overseer.
- ii. Chairperson and secretary shall be nominated by the board members.
- iii. Two default members pursuing computer related course to help in designing.
- iv. Two default members pursuing literature.
- v. Any other members approved by the board.

#### **9.4.1.2 Duties**

- i. Shall be responsible with publication of the beyond the horizon magazine and any other publication as directed by the executive committee.

- ii. Shall be responsible for any sale of the publication as deemed fit.

## **9.4.2 Media production board**

### **9.4.2.1 composition**

- i. Publicity secretary who shall be the overseer.
- ii. Chairperson and the secretary nominated by the board members.
- iii. Other members approved by the board.

### **9.4.2.2 Duties**

- i. Be responsible for covering of all KSUCU-MC activities where necessary.
- ii. Managing the KSUCU-MC YouTube channel.
- iii. Edit and keep record of all coverage and/or provide them where need arises.
- iv. Advise the executive committee on buying, maintaining and disposing of board's assets.

## **9.4.3 ICT Board**

### **9.4.3.1 composition**

- i. The publicity secretary who shall be the overseer.
- ii. Chairperson and secretary nominated by the board members.
- iii. Other members approved by the board.

### **9.4.3.2 Duties**

- i. Liaise with publicity secretary in preparation and updating of the database.
- ii. Managing the Facebook account.
- iii. Managing the KSUCU-MC website.
- iv. Responsible for projection of all union activities.

## **9.4.4 Communication Board**

### **9.4.4.1 Composition**

- I. The KSUCU-MC publicity secretary who shall oversee this board.
- II. Chairperson and secretary shall be nominated by the board members.
- III. Any other members approved by the board.



#### **9.4.4.2 Duties**

- I. Shall help in publicizing all union activities within the university.
- II. Shall spearhead in creating awareness of social networks and their publications.
- III. Shall help the orientation committee in creating awareness to the first years.
- IV. Shall advice the executive committee on new ways of communication in the union.
- V. Shall help in managing the KSUCU-MC twitter account.

### **9.5 Evangelistic Teams**

The KSUCU-MC shall have Evangelistic Teams which shall enhance regional evangelism through the outreach and in reach.

#### **9.5.1 Definition of Evangelistic Teams**

Evangelistic Team shall comprise of full members of the KSUCU-MC with an aim of evangelism.

Evangelistic Team shall be linked to the executive committee of the KSUCU-MC through the missions' coordinator.

The Evangelistic Teams shall be formed under non-tribal basis.

#### **9.5.2 To empower Evangelistic Teams:**

- I. The handing over shall be held during the KSUCU-MC AGM.
- II. There shall be a maximum of five (5) Evangelistic Teams under the KSUCU-MC unless a need arises from the union.
- III. In case of a need from the union for an additional Evangelistic Team arises, the respective Evangelistic Team shall register itself through a letter to the KSUCU-MC executive committee and upon approval shall be subject to this constitution.
- IV. There shall be at most one Evangelistic Team covering a region.

These include:

- 1) Central Evangelistic Team (CET)-Central region and Nairobi.
- 2) Nyanza Evangelistic Team (NET)-Nyanza region.
- 3) Western Evangelistic Student Outreach (WESO)-Western region.
- 4) Rift Valley Evangelistic Team (RIVET)-Rift Valley region.
- 5) Eastern Students Evangelistic Team (ESET)-Eastern, Coastal and North Eastern region.

- V. The nomination committee shall conduct the nomination of the Evangelistic Team leaders at least seven (7) days before the KSUCU-MC AGM.
- VI. Each Evangelistic Team shall have at most seven (7) officials.
- VII. An Evangelistic Team is subject to dissolution if it does not meet the objectives or violates this constitution.

#### **9.5.3 Guidelines governing the Evangelistic Teams**

- I. The Evangelistic Teams' assets shall be under the custody of KSUCU-MC and will be given when need arises in consultation with the executive committee.
- II. The Evangelistic Teams shall uphold and defend the KSUCU-MC constitution.
- III. The Evangelistic Teams shall be guided by chapter (5) when need for association arises.
- IV. All Evangelistic Teams' communications shall be subject to approval by their overseers.

#### **9.5.4 Mandate of Evangelistic Teams**

Shall seek to fulfill the aims and objectives of KSUCU-MC through:-

- I. Organizing fellowships for their members.
- II. Equipping members for evangelism through relevant programs in harmony with KSUCU-MC program.
- III. Carrying out evangelism activities within Kisii University Main Campus and its environs as directed by the Evangelism Committee.
- IV. Being responsible for reaching out to nearby communities as directed by the Evangelism Committee.
- V. Organizing for missions in their respective regions in harmony with KSUCU-MC program.
- VI. Participating in the missions and evangelistic activities organized by KSUCU-MC.
- VII. Its activities shall be coordinated by the Evangelism Committee.

## **CHAPTER 10.0 MINISTRIES, CLASSES, AND FELLOWSHIPS**

The KSUCU-MC shall have the following ministries, classes, and fellowships and any other approved by the Executive committee.

### **10.1 Ministries**

- a) Church school.
- b) Praise and Worship.
- c) Choir.
- d) Ushering and Hospitality.
- e) Intercessory.
- f) Counseling and Compassion.
- g) Creativity.
- h) Instrumentalists.
- i) High School.

### **10.2 FELLOWSHIPS**

- a) Class fellowships.
- b) Brothers' fellowship.
- c) Sisters' fellowship.

### **10.3 CLASSES**

- a) Discipleship class.
- a) BEST-P (Bible Expository Self Training Program).

### **10.4 OTHER FELLOWSHIPS AND MINISTRY LEADERS**

- a) There shall be assistant ministry leaders in all ministries who shall be the secretaries to the respective ministries.
- b) The Ushering and Hospitality ministry shall have two assistants where one will be ushering in charge and the other one being the catering in charge as well as the secretary.
- c) Sisters and Brothers' fellowship shall have two assistants each where one will be the treasurer and the other one being the secretary.
- d) The Class fellowships shall have two leaders, a lady and a gent, who will be represented in the executive committee by the discipleship coordinator.

## CHAPTER 11.0 PATRON AND ASSISTANT PATRON

### 11.1 Qualification

- a) Shall be a born-again Christian who upholds the doctrine of the KSUCU-MC.
- b) Shall be a teaching staff or senior administrator in Kisii University Main Campus.

### 11.2 Nomination

- a) The executive committee shall propose names of eligible leaders who shall be presented to KSUCU-MC members for nomination.
- b) The proposed names shall comprise of senior staff members who ascribe to the doctrinal basis of KSUCU-MC herein.
- c) Nomination of patron and assistant patron shall be done within the first six weeks of the first semester of an academic year upon end of stipulated terms of service.

### 11.3 ROLES

#### i) Roles of Patron

- a) Shall link KSUCU-MC with the administration.
- b) Shall be the convener of the advisory council meeting.
- c) Shall serve in KSUCU-MC for a term of two (2) years which is renewable.
- d) Shall be available to counsel and advice KSUCU-MC members.
- e) Shall be available to be consulted by KSUCU-MC leadership.

#### ii) Roles of Assistant Patron

- a) Shall assume the roles of the patron in the absence of the patron.
- b) Shall be the secretary and custodian of the advisory council's documents.
- c) Shall be available to counsel and advice KSUCU-MC members.
- d) Shall be available to be consulted by KSUCU-MC leadership.
- e) Shall serve in KSUCU-MC for a term of two (2) years which is renewable.

### 11.4 DISQUALIFICATION

A vote of No confidence passed by two-thirds (2/3) of the members present in a general meeting or special general meeting that is when he/she becomes of a questionable character.

## **CHAPTER 12.0 ADVISORY COMMITTEE.**

### **12.1 COMPOSITION**

Shall consist of:

- a) The patron.
- b) The assistant patron.
- c) An immediate former Executive committee member.
- d) An executive committee member; Chairperson.
- e) An associate member.
- f) FOCUS staff.
- g) A senior staff not necessarily from Kisii University Main Campus who must be born again.

### **12.2 DUTIES**

- a) Will be available to advice, counsel and encourage the KSUCU-MC leaders and members as necessary.
- b) To acquaint themselves with KSUCU-MC constitution and its operation.
- c) Shall meet at least once a month to acquaint(familiarize) themselves with the progress of the KSUCU-MC and its leaders.
- d) Avoid taking any leadership roles within KSUCU-MC in order to encourage student leadership and responsibility in exception of the executive committee member.

### **12.3 APPOINTMENT**

Shall be appointed by the Executive committee at their discretion before the Annual General Meeting upon which members shall approve during the meeting.

### **12.4 TERMS OF SERVICE**

- a) The committee shall serve for two (2) spiritual years.
- b) The former executive committee member, Executive committee member and the FOCUS staff shall be replaced at the beginning of each spiritual year.

### **12.5 DISQUALIFICATION**

A vote of No confidence passed by 2/3 (two-thirds) of the members present in a general meeting; when he or she /they become(s) of questionable character.

## CHAPTER 13.0 MEETINGS

### 13.1 REGULAR MEETINGS

- i. KSUCU-MC shall arrange for weekly meetings on such days, frequent times and venues as seen convenient with the approval of the executive committee.
- ii. The Executive committee shall meet at least once in a week on a convenient day with a quorum not less than 2/3 of all the members.
- iii. The Executive committee and all the Sub-committee leaders must meet at least twice per semester to discuss matters affecting members of KSUCU-MC. The chairperson of KSUCU-MC shall chair this meeting.
- iv. KSUCU-MC gatherings that is, Fellowships, Bible study, Sunday services etc. and activities such as retreats, visits to children's homes etc. shall be open to all people.

### 13.2 GENERAL MEETINGS

- a. Only full and special members shall have the right to participate in general meetings.
- b. The quorum of all general meetings shall not be less than 1/3 of the registered members of the KSUCU-MC. However, if the quorum is not raised within one hour then the meeting shall be postponed to a later date.
- c. There shall be two classes of general meetings:
  - I. Annual General Meeting (AGM)**
    - i. Shall be held not later than the eighth week of the first semester of each academic year, except in cases of unforeseen disruptions of the academic calendar where the Executive committee shall give directions.
    - ii. Notice of the AGM and the agenda of the meeting shall be sent to all members in session 21 days before the date of the meeting.
    - iii. The agenda of the Annual General Meeting shall consist of the following:
      - a. Confirmation of the previous AGM.
      - b. Presentation of the spiritual year's report.
      - c. Confirmation of the new office bearers and their commissioning.
      - d. Such other matters as the committee may decide or for which a member(s) shall have given notice in writing to the secretary at least two weeks before the date of the meeting.
      - e. Any other business with approval of the chairperson.

## **II. Special General Meeting (SGM)**

- a) The executive committee shall call for a special General Meeting for any specific purpose.
- b) Notice shall be given to the members not less than 7 days before the meeting thereof.
- c) Special General Meeting may be requisitioned for a specific purpose by order of at least 20% full members in writing to the secretary who will pass it to the committee.
- d) The quorum of the meeting shall not be less than 33% of registered members of KSUCU-MC.
- e) The chairperson shall wait for the quorum within one hour and if the quorum is not realized the meeting shall be called off or put off.

### **13.3 PROCEDURE AT MEETINGS.**

- a) At the meetings of KSUCU-MC the chairperson, in his/ her absence the vice chairperson or in absence of both officers a member shall be selected by the executive committee to take over the meeting.
- b) The chairperson shall at his/her discretion limit the number of persons permitted to in favor or against any motion.
- c) Resolutions shall be decided by adopting a motion of resolution moved by a full member.

## **CHAPTER 14.0 NOMINATIONS AND APPOINTMENT**

### **14.1 THE NOMINATION COLLEGE**

Shall be formed not less than 6 weeks before the AGM by the finalist executive committee.

#### **14.1.1 Composition**

- a) Shall consist of all finalist executive committee members.
- b) Any full finalist member(s) suggested by (a) above who shall possess the characteristics portrayed in article 9.1.2.
- c) The Nomination College shall be properly constituted for the purposes of its proceedings if it is composed of 9,11 or 13 members considering the number of finalist members in the executive committee in preference of a lower limit thereof.
- d) An ex-officio member, a FOCUS staff.

#### **14.1.2 Duties**

- a) To sensitize KSUCU-MC members concerning nominations.
- b) Ensure prayers are made for nominations in collaboration with the outgoing prayer coordinator.
- c) Preparation of the ballot boxes and papers.
- d) They shall ensure KSUCU-MC members nominate in person.
- e) To coordinate nominations and announce results.
- f) Shall have the final decision on posts in case of any discrepancy.
- g) Shall be responsible for orientation of all new leaders to their responsibilities.
- h) Shall ensure and oversee smooth transition.
- i) Shall be dissolved 21 days after the AGM.

### **14.2 NOMINATION OF EXECUTIVE COMMITTEE MEMBERS**

- a) The eligible members of KSUCU-MC shall be asked to nominate in writing in a convened gathering during the executive nomination day persons they have prayerfully felt should form the next executive committee. Such nominations be done at least (4) weeks before the AGM.
- b) The nomination college shall make final vetting for each of the executive member at least three (3) weeks before the AGM. Names of the nominees shall be circulated to all members for prayerful consideration.
- c) Objections of any candidate nominated by the Nomination College must be made in writing to the nominations college at least 14 days before the AGM by a full member.



- d) Members nominated to the Executive committee shall not hold any other leadership position within KSUCU-MC unless provided herein.

#### 14.3 NOMINATION OF MINISTRY, CLASSES, BOARDS AND FELLOWSHIP LEADERS.

- a. The eligible members of KSUCU-MC shall be asked to nominate in writing in a convened gathering during the sub-committee nomination day persons they have prayerfully felt should be a ministry, class, board or fellowship leaders. Such nominations be done at least three (3) weeks before the AGM.
- b. The nomination college shall make final vetting for each of the officers of the sub-committee at least ten (10) days before the AGM, names of nominees shall be circulated to all members of KSUCU-MC for prayerful consideration.
- c. The nomination college may consult finalist ministry, fellowship, boards or class leaders as they partake of their responsibility given herein.
- d. Objections to any of the candidates' nomination by the nomination college will be made in writing to reach nomination college at least seven (7) days before AGM. Only full members can raise such objections.
- e. Members of a ministry, fellowship, board or class may pass a vote of no confidence against any of their leader(s) if his/her character is questionable and/or if they neglect their duties and responsibilities. The executive committee shall oversee such activity.
- f. Members of a ministry, fellowship, class or board may raise complaints against any ministry, fellowship, class or board leader by writing to the executive committee which shall then take the appropriate action.
- g. In case of case (d and e) above or the leader is asked to leave the office by the Executive committee, the executive committee may appoint a new leader.

#### 14.4 BY-NOMINATION

A by-nomination may be held on the happening of the following:-

- a. Where at least 2/3 full members in a Special General Meeting pass a vote of no confidence in the entire Executive committee or a number of the Executive committee other than the chair person.
- b. Where the executive committee, acting as a majority, asks to vacate owing to evident implication to perform the duties of that office.

- c. In event of (1) and (2), by-nomination shall be held immediately and shall be presided over by an independent person(s) provided herein or otherwise. The members shall appoint persons and nominees with the highest votes to hold office unless otherwise incapacitated.
- d. In case of (a) above happens and is at most 12 weeks to AGM and at least 2/3 of the executive committee are left in office, they shall delegate the roles amongst themselves.
- e. In event of (a) above, the following procedure shall be followed:-
  - i. In the event that the executive committee are less than 2/3, the nomination college shall be recalled.
  - ii. If (i) above is not applicable, the executive committee convened by the patron shall constitute the nomination college.
  - iii. In the event that the executive committee is not in office, the advisory committee shall co-opt at least 5 reputable finalists in KSUCU-MC.
  - iv. The substantive nomination college shall immediately convene a nomination meeting.
  - v. Within 21 days of the substantive nomination college shall preside SGM to ratify the new leaders.
- f. Where the chairperson resigns or attracts vote of no confidence from the executive committee or at least 2/3 of full members in a Special General Meeting then the executive committee shall nominate three of its members who shall thereafter be presented to KSUCU-MC members for a by-nomination.
- g. In case of (f) above the members of the union shall nominate another person to the office that falls vacant.

## CHAPTER 15.0 FINANCES

- a) The funds of KSUCU-MC may only be used for the purposes that the Executive committee considers proper accordance with the aims of KSUCU-MC.
- b) All money and funds shall be received and paid to the treasurer and shall be disbursed by him/her in the name of KSUCU-MC in any banks approved by the executive committee.
- c) No money shall be made out of the bank account without a resolution of the committee authorizing such payment and all cheques on such bank account shall be signed by two of the three: the treasurer, the chairperson and the secretary.
- d) A reasonable amount of money determined by the Executive committee from time to time may be kept by the treasurer for petty disbursements of which proper accounts shall be kept.
- e) Executive committee may from time to time determine the maximum amount that can be authorized by the chairperson in case of emergency as provided in the financial policy of the union. The Executive committee shall be informed of such occurrence in the immediate next meeting.
- f) The financial year of KSUCU-MC shall be one spiritual year.
- g) The accounts committee shall have prepared the accounts 21 days before the AGM.
- h) None of the office bearer or member shall be entitled to any kind of remuneration.

## **CHAPTER 16.0 INSPECTION OF ACCOUNTS AND LIST OF MEMBERS**

The books of accounts and all documents relating thereof and a list of members of KSUCU-MC will be available for inspection at the registration office of KSUCU-MC by any office or member of KSUCU-MC giving not less than seven (7) days' notice in writing to the Executive committee through the secretary.

### **16.1 AUDIT COMMITTEE**

#### **16.1.1 Composition**

- a) Is composed of five members, that is KSUCU-MC auditor who is a member of advisory committee, two associates, two full members and KSUCU-MC treasurer who is an ex-officio member.
- b) The KSUCU-MC auditor is the convener of the committee meetings.
- c) The full members should be undertaking a business related course and at least a CPA student or finalist. He or she should not hold any other leadership position in KSUCU-MC.
- d) The auditor should have requisite auditing qualification and experience.

#### **16.1.2 Duties**

- a) To audit the interim and final financial statement(s) of the KSUCU-MC.
- b) To advice accounts committee on reviewing of the internal control system of KSUCU-MC.
- c) To recommend to the KSUCU-MC to hire an external auditor when need arises.

#### **16.1.3 Appointment**

The members of this committee are proposed by Nomination College two weeks before the AGM and KSUCU-MC members will approve them in the AGM except for the full member who shall be appointed by the executive committee.

The executive committee shall appoint all the members of the committee and members shall adopt them during the AGM.

#### **16.1.4 Terms of Service**

The committee shall serve for a two-year term which is renewable during the AGM upon approval by KSUCU-MC members.

The full member ceases to be a member of this committee upon completion of his/her third year of study unless appointment is delayed with reasons approved by the executive committee.

## CHAPTER 17.0 KSUCU-MC ASSETS

- a) The custodian(s) of the KSUCU-MC assets shall be the executive committee member(s) who oversee a ministry or board responsible for the use of any kind of asset(s).
- b) The custodian shall be responsible for lending, leasing or renting of the assets under them upon approval by the executive committee.
- c) The assets shall not be leased or rented out unless the Executive committee owing to evidence and compelling reasons deem it necessary, this shall be a lease or rental agreement signed by the custodian and the borrower. In this case, the lessee or borrower will be responsible for any damages to the asset(s) while under his/her care.
- d) If the value of an asset reaches  $\frac{1}{2}$  of its buying price or goes below the depreciating amount per annum, it should be disposed.
- e) The lectern, carpet, vestment shall never be rented, leased or lent out to any independent entry whether corporate or religious.
- f) Tents shall be rented or leased within Kisii university in consultation of the incumbent KSUCU-MC executive committee and approval from the KSUCU-MC patron.

## **CHAPTER 18.0 POLICY CLAUSE**

### **18.1 Recognition**

- i. A docket within KSUCU-MC may enact policies to enhance the effectiveness of its operation.
- ii. The policies should be in line with the provisions of this constitution.
- iii. The policies shall be documented and filed with the executive committee members.

### **18.2 Formulation**

- i. Formulation of this policies shall be done within the docket level inclusive of all members.
- ii. The agreed policies shall be forwarded to the executive committee for approval.
- iii. The policies shall come into effect upon its approval by the executive committee.

### **18.3 Amendment**

Amendment of this policies shall follow the same procedure with its formulation as stated in article 18.2, in exception of financial policy which shall be amended by incumbent executive committee.

## CHAPTER 19.0 AMMENDMENT TO THIS CONSTITUTION

No amendment shall be made in this constitution unless:-

- a) A notice in writing of any proposed amendment shall be given to the secretary of KSUCU-MC who shall thereafter present to the Executive committee.
- b) The advisory committee's opinion is sought by the executive committee with regards to the proposed amendments.
- c) Only full members shall be eligible to propose amendment to this constitution.
- d) A constitutional amendment committee shall thus be formed to consider the said amendments.
- e) The union members will be notified of the desired amendments and be encouraged to hand in more recommendations for consideration within 21 days after the notice.
- f) The constitutional amendment committee shall comprise of nine (9) members who shall be appointed by the executive committee members. Among the nine members are:
  - i. The chairperson and the secretary of the incumbent executive committee.
  - ii. Two members from the immediate former executive committee.
  - iii. A full member taking bachelor of law.
  - iv. Four (4) other members who shall be an equal representation of the different years of study.
  - v. Ex officio member who shall be a FOCUS staff.
- g) The constitution review and amendment committee shall present the draft constitution in a Special General Meeting for approval.

## CHAPTER 20.0 DISSOLUTION

- a) The union shall not be dissolved except by dissolution passed at the General Meeting of members by vote of at least three-quarters of the members of the union. The quorum of this meeting shall be 75%, if no quorum is obtained to dissolve the union, the proposed dissolution shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the union at least 14 days before the day of the meeting. The quorum for the meeting shall be the number of members present.
- b) Provided however that no dissolution shall be effected without prior permission in writing to the registrar, obtained upon application to him/her made in writing and signed by any three of the Executive committee.
- c) When the registrar has approved the dissolution of KSUCU-MC, no further action shall be taken by the Executive committee.
- d) In case of dissolution of KSUCU-MC custody of the said Christian Union assets shall be transferred to the headquarters of Fellowship Of Christian Unions (FOCUS).
- e) FOCUS is hereby granted full legal action against any person or legal institution intending to prejudice, underrate or assume ownership of the said property.
- f) Custody of the property in question shall be transferred back to a new Christian Union which is affiliated to FOCUS.
- g) The property mentioned in (f) above shall be as indicated by fixed Asset Registrar Schedule, cash and bank account.



## CHAPTER 21.0 APPLICATION CLAUSE

### **The constitution shall:-**

- a) Come into effect at the beginning of 2022-2023 spiritual year after approval in 2021-2022 Annual General Meeting.
- b) Be used to further the aims of KSUCU-MC.