



TECHNICAL UNIVERSITY OF KENYA CHRISTIAN UNION

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CHRISTIAN UNION (T.U.K.C.U) CONSTITUTION

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ARTICLE 1

1.1 THE PREAMBLE

We the **TECHNICAL UNIVERSITY OF KENYA** Christian union (**T.U.K.C.U**) being:-

- a. A body of Christian students in **TECHNICAL UNIVERSITY OF KENYA** bound together by a common faith in only one God;
- b. Joined with the heavenly calling of Christ;
- c. Committed to living the Holy Scriptures;
- d. Exclusively non-political and non-denominational and non-partisan;

Do adopt, enact and give ourselves and to the **TECHNICAL UNIVERSITY OF KENYA**

Christian Union generations' this constitution.

Declare that no provision here in shall or will be constructed as to disqualify, defeat or in any manner contravene the Holy Scriptures. Any such provisions shall, to an extent of such contravention have no effect, without prejudice to the fore said, as it is specifically provided as here under.

In this constitution, where the word 'HE' appears 'SHE' also applies and the words in singular also applies in plural.

1.2 NAME AND REGISTRATION

The full name shall be **TECHNICAL UNIVERSITY OF KENYA CHRISTIAN UNION** with the symbol as follows; **T.U.K.C.U**. Here-in after referred to as **CHRISTIAN UNION**.

The Christian union shall be registered in the office of the Director of Student Support Services of the **TECHNICAL UNIVERSITY OF KENYA**.

1.3 AIM

The aim of the Union is 'Raising to Serve'.

1.4 MISSION STATEMENT

To equip every believer with the word of God for effective Christian life and service.

1.5 VISION STATEMENT

To be a Union of believers who reflect godly transformation in and out of campus.

1.6 CORE VALUES

The core values of the Christian union shall be;

- a. Unity**
- b. Integrity**
- c. Excellence**
- d. Accountability**
- e. Christian service**

1.7 OBJECTIVES

i. WORSHIP

To glorify Jesus Christ as the center of the Union's corporate and individual lifestyle, programs and worship services.

ii. DISCIPLESHIP

To nurture all its members in their spiritual lives through the regular study of the Bible, prayer and Christian fellowships.

iii. EVANGELISM

To encourage its members to present Jesus Christ to others with the aim of leading them to a personal commitment to Him.

iv. MISSION

To sensitize and mobilize its members into mission work in every area of life to which God calls them.

v. LEADERSHIP DEVELOPMENT AND CAPACITY BUILDING

To stir, develop and enhance the leadership skills and potentials of its members through training.

vi. RESPONSIBLE CHURCH MEMBERSHIP

To encourage the members of the Christian union to uphold and commit to the body of Christ.

1.8 DOCTRINAL BASIS

- a. We believe in** the unity of the Father, Son and the Holy Spirit in the God head.
- b. We believe in** the sovereignty of God in creation, revelation, redemption and final judgment.

- c. **We believe in** the divine inspiration and entire trustworthiness of the Holy Scriptures as originally given and its supreme authority in all matters of faith and conduct.
- d. **We recognize** the universal sinfulness and guilt of all men since the fall, rendering them subjects of God's wrath and condemnation.
- e. **We believe in** the redemption from guilt, penalty, dominion and pollution of sin solely through the sacrificial death (as representative and substitution) of the Lord Jesus Christ.
- f. **We believe in the incarnate son of God.**
- g. **We believe in** the bodily resurrection of the Lord Jesus Christ from the death and His ascension to the right hand of God the father.
- h. **We believe in the** presence and the power of the Holy Spirit in the work of regeneration.
- i. **We believe and are convinced of** the justification of the sinners by the grace of God through faith alone.
- j. **We believe in and acknowledge** the indwelling and work of the Holy Spirit in the life of a believer.
- k. **We believe and subscribe to the Holy Universal and Apostolic Church,** which is the one body of Christ and to which all believers belong.
- l. **We anticipate** the personal return of the Lord Jesus Christ.
- m. **We foster and propagate** the unity of believers in Christ without any discrimination based on race, creed and color.

1.9 ACTIVITIES

The Christian Union activities shall include;-

- a. Sunday service
- b. Fellowship meetings
- c. Prayer meetings
- d. Bible study meetings
- e. Witnessing
- f. weekend challenges and Jesus days
- g. Coffee houses in the hostels
- h. Retreats
- i. services in the hostels
- j. **Annual** mission

- k. Overnight prayer meetings
- l. Morning devotions
- m. General meetings
- n. Holy communion
- o. Discipleship and leadership training conferences
- p. Creative ministry Days
- q. Praise and worship rallies
- r. Mission; in-reach and outreach
- s. Cell group meeting in the hostels
- t. Baptism sessions

The activity day may be varied as the executive committee may decide. Other meetings shall be arranged as the need arises on convenient days. Special groups/ministries shall operate in consultation with and under the executive committee

ARTICLE 2

2.1 MEMBERSHIP

The Christian Union membership shall include the following:

2.1.1 FULL MEMBERSHIP

Shall be open to all registered undergraduate students undertaking fulltime courses in The TECHNICAL UNIVERSITY OF KENYA who conscientiously sign the following declaration;

“I declare my faith in Jesus Christ as my Savior, my Lord and my God and it is my desire by the grace of God to live a life consistent with this declaration. In joining the Christian union, I am also determined to give active support to the union as it seeks to fulfill its aims.”

2.1.2 SPECIAL MEMBERSHIP

Shall be open to all other undergraduate and postgraduate students in the university who conscientiously sign the doctrinal declaration provided in the ARTICLE 1.8 above provided they are not full members of the Christian Union in The TECHNICAL UNIVERSITY OF KENYA.

2.1.3 ASSOCIATE MEMBERSHIP

Shall be open to all former students of the TECHNICAL UNIVERSITY OF KENYA who uphold the Christian faith, the Aims and Doctrinal Basis of the union.

2.2 MEMBERSHIP REGISTRATION

- a. There shall be no membership fee. Members will be expected to contribute as the Lord leads them.
- b. Membership shall be renewed every academic year by signing of the form containing the declaration in Article 1.8 above or entering the names into the associate members register as the case may be.
- c. Membership registration shall be facilitated by the secretary of the Christian Union
- d. One shall cease to a member of the Christian Union when the individual:
 - i. Fails to uphold the union Doctrinal Basis and the objectives as well as the core values, or their practice and conduct has proved to contradict Christian faith as determined by a careful judicious exercise of power conferred to the executive committee in consultation with the advisory committee.
 - ii. Tenders written resignation to the executive committee

2.3 MEMBERS RESPONSIBILITIES

2.3.1 FULL MEMBERS SHALL BE:

- a. Eligible to hold office except the finalists who shall not be eligible to be nominated into any office in the main Governing Council of the Christian union.
- b. Eligible to participate in the nominations of the officials of the Christian union and vote in any General election.
- c. Eligible to participate in all Christian union activities.
- d. Eligible to propose amendments to the constitution.

2.3.2 SPECIAL MEMBERS SHALL:

- a. Be free to participate in the activities of the Christian union
- b. Be entitled to participate in the nomination of the officials in the Christian union
- c. Be entitled to vote in the general meetings.
- d. Shall not be eligible to be members of the executive committee but they may be nominated to any other leadership position in the Christian union.

2.3.3 ASSOCIATE MEMBERS SHALL:

- a. Be free to participate in the activities of the Christian union whenever possible and when called upon.
- b. Play an advisory role as qualified by the executive committee and where possible.
- c. Not be entitled to vote in the general meetings, hold office or participate in the elections of the Christian union.
- d. Have the Christian Union associate fellowships that seek to bring together the associates and assist them to fulfill the role of (a and b) above.

ARTICLE 3

3.1 THE GOVERNING COUNCIL

There shall be a Governing Council which shall comprise of:

- a. The Executive Committee
- b. The sub-committee leaders

3.2 ROLES OF THE GOVERNING COUNCIL

- a. Ensuring the day to day running of the Christian Union.
- b. Enhancing accountability amongst the Christian Union members through the various Sub-committees.
- c. Sensitizing and mobilizing Christian Union members for CU activities.
- d. Providing mentorship among the CU members.
- e. Discipling young believers.
- f. Mobilizing new members into the Christian Union.
- g. Orientation and integration of first years into the Christian Union.

3.3 TERMS OF SERVICE

- a. All the office bearers shall hold the office from the date of the AGM until the succeeding AGM subject to b, c and d below.
- b. Upon a decision to resign, an office bearer of any sub-committee shall give at least two weeks written notice to the Executive Committee who shall declare the office vacant and fill the vacancy by appointment with the exception of an executive committee member.
- c. Any office bearer who ceases to be a member of the Christian union shall automatically cease to be an office bearer thereof.
- d. An office bearer in the executive committee shall not vie for any position in the Student Association of the Technical University of Kenya. In the event that they decide to vie they should tender their resignation letter not later than 7 days after their names have been shortlisted for the respective positions.
- e. A subcommittee leader shall step down not later than 7 days after being elected to a students' council position (Chairperson, deputy chairperson, secretary general, academic secretary, finance secretary, sports and entertainment secretary, gender and special interests secretary, health and accommodation secretary and the speaker) in the Student Association of the Technical University of Kenya.

3.4 THE EXECUTIVE COMMITTEE

- a. Shall comprise of:-
 - 1. Chairperson
 - 2. 1st Vice chair person
 - 3. 2nd vice chair person
 - 4. Secretary
 - 5. Vice secretary
 - 6. Treasurer
 - 7. Discipleship and bible study Director
 - 8. Worship Director.
 - 9. Prayer Director.
 - 10. Men's hostel Director.
 - 11. Women's hostel Director.
 - 12. Mission and evangelism Director.
 - 13. Associate and partnership Director.
 - 14. Media crew Director
- b. The first and the second vice-chairperson of the executive committee shall be of different gender.

3.5 DUTIES OF THE EXECUTIVE COMMITTEE

- a. Shall be responsible for promoting and implementing the aim of the Christian union and for that purpose shall give directions to its members as to the manner in which they will carry out the duties.
- b. Shall be responsible for handling all disciplinary cases in the Christian union in close consultation with the advisory committee for any step(s) to be taken to correct the affected member(s).
- c. Shall authorize all the money disbursed on behalf of the Christian union except as specified in the article on finances.
- d. Shall hold all Christian union assets in trust for the members.
- e. Shall carry out any other duties that seek to promote the achievement of the aim of the Christian union and its effective running.
- f. Shall have the power to appoint special committees and fellowships as it may deem necessary, for a specific tenure and mandate them to be in charge of some activities.

Such committees shall make reports upon which actions shall be taken as seems desirable to the Executive Committee.

- g. The Executive Committee shall, in consultation with sub-committee leaders co-opt/appoint a person (s) as deemed fit or when need arises.
- h. Shall be responsible for making the Sunday Service program for the semester and overseeing its activities with the assistance of the vice secretary.

3.6 DUTIES OF THE EXECUTIVE COMMITTEE OFFICE BEARERS

3.6.1 CHAIRPERSON

- a. Shall lead the executive committee and the Christian union as a whole and give account to the Annual General Meeting on what the Christian union has done.
- b. Shall coordinate the executive committee in carrying out the aim of the Christian union.
- c. Shall preside over all the meetings of the executive committee, all the General meetings unless prevented by illness or other sufficient causes.
- d. Shall link the Christian union with the advisory committee and the chaplain in the absence of the patron.

3.6.2 1st VICE CHAIRPERSON

- a. Shall execute all the duties of the chairperson in his/her absence.
- b. Shall be responsible for catering matters of the Christian union.
- c. Shall be in charge of the well-being of the respective gender, as well as peer education programs.

3.6.3 2nd VICE CHAIRPERSON

- a. Shall do the necessary and timely booking of the university facilities for the Christian union activities.
- b. Shall coordinate the work of the ushering sub-committee that is not represented in the executive committee.
- c. Liaise with the chair persons of sub-committees for the ratifications of speakers, activities and topics of the respective sub-committees.
- d. Shall be in charge of the well-being of respective gender.

3.6.4 SECRETARY

- a. Shall together with the chairperson represent the Christian union in FOCUS student Executive Committee meetings.

- b. Shall record and preserve all the minutes of the executive committee, and General meetings.
- c. Shall be in charge of the external correspondence on behalf of the Christian union except that which falls directly into another office or committee.
- d. Shall receive and make notices to the members on behalf of the committees.
- e. Shall keep a list and addresses of all Christian union members.
- f. Shall keep and take responsibility over all the Christian union files
- g. Shall consult the chairperson or vice chairperson in case of urgent matters where the whole executive committee can't be reached.
- h. Shall be in-charge of the Christian union laptop.

3.6.5 VICE SECRETARY

- a. Shall assist the secretary in external correspondence and shall stand in in the absence of the secretary.
- b. Shall arrange for venues for Executive Committee meetings.
- c. Shall take care over all the sub-committee files and relay them to the secretary.
- d. Shall take over all the responsibilities of the treasurer in his/her absence.
- e. Shall be in charge of the Sunday service in consultation with the executive committee.

3.6.6 TREASURER

- a. Shall receive and keep the Christian union monies.
- b. Shall keep proper books of accounts and financial records.
- c. Shall prepare annual budget for the Christian union in consultation with the executive committee
- d. Shall keep a record of all assets of the Christian union
- e. Shall be in charge and manage all Christian union finances on its behalf.
- f. Shall present the audited financial statements of the union at the AGM.

3.6.7 PRAYER DIRECTOR

- a. Shall sensitize, encourage and mobilize the fellowship on prayers
- b. Shall coordinate all the Christian union prayer activities.
- c. Shall be responsible for choosing and informing in time the person to lead in prayer meetings.
- d. Shall organize special prayer meetings with prayer directors of other sub- committees.
- e. Shall coordinate the intercessory sub-committee.

3.6.8 BIBLE STUDY AND DISCIPLESHIP DIRECTOR

- a. Shall encourage and mobilize the members into study of scriptures and personal growth in the faith.
- b. Shall seek and suggest to the executive committee relevant bible study materials to be used in the Christian union.
- c. Shall coordinate bible study groups in the Christian union.
- d. Shall convene and preside overall bible study leaders meetings.
- e. Shall allocate the Christian union members into bible study groups (families).
- f. Shall liaise with the Discipleship sub-committee.
- g. Shall be the chairperson of the bible study sub-committee.

3.6.9 MISSIONS AND EVANGELISM DIRECTOR

- a. Shall liaise with the in-reach, the outreach, the high school and the creative ministry sub-committees in the Christian union, and coordinate their activities within and without the university

3.6.10 HOSTELS DIRECTORS

- a. Shall organize for services/ fellowships in the respective hostels.
- b. Shall be the link between the executive committee and the hostels.
- c. Shall coordinate the activities of the Christian union in the hostels.
- d. Shall together with the respective vice chairperson, organize periodical relationship clinics and gender fellowships in or outside the context of Queens and Daniels and other such training activities which may go towards ensuring spiritual maturity of members in the Union.

3.6.11 WORSHIP DIRECTOR

- a. Shall be the overall Director of the praise and worship, choir and the instrument sub-committee.
- b. Shall act as a link of the worship team to the executive committee.
- c. Shall co-ordinate all the activities of the praise and worship, choir, and instruments subcommittees.
- d. Shall be in charge of lending, borrowing or renting of instruments in consultation with the executive committee.

3.6.12 ASSOCIATE AND PARTNERSHIP DIRECTOR

- a. Shall head the associate and partnership committee
- b. Shall maintain and regularly update the database of the union's associates and partners.
- c. Shall keep regular contacts with the associates and partners and sensitize them on the activities and projects of the union in consultation with the secretary.

3.6.13 MEDIA CREW DIRECTOR

- a. Shall represent the media crew team in the executive committee.
- b. Shall ensure the Christian Union is visible within and without the university.

ARTICLE 4

4.1 COMPOSITIONS OF SUB-COMMITTEES AND THEIR ROLES

4.2 MISSIONS AND EVANGELISM TEAM

Shall comprise of:-

- a. In-reach sub-committee
- b. Out-reach sub-committee
- c. Creative Ministry sub-committee
- d. High School Ministry sub-committee

4.2.1 IN-REACH SUBCOMMITTEE

4.2.1.1 Composition

- a. In-reach Coordinator
- b. Secretary
- c. Treasurer
- d. Members

4.2.1.2 Functions

- a. Shall sensitize, encourage and mobilize the Christian union members for the in-reach activities.
- b. Shall be in charge of evangelism week, coffee houses, class to class evangelism, sport evangelism and other in reach activities.

4.2.2 OUT-REACH SUBCOMMITTEE

4.2.2.1 Composition

- a. the out-reach Coordinator
- b. Vice Coordinator
- c. Secretary
- d. Treasurer
- e. Members

4.2.2.2 Functions

- a. Shall sensitize, encourage and mobilize the Christian Union members for out-reach activities.

- b. Shall be in charge of organizing and co-coordinating annual missions, weekend mission, and other out-reach activities.

4.2.3 CREATIVE MINISTRY

4.2.3.1 Composition

- a. Coordinator
- b. Vice Coordinator
- c. Treasurer
- d. Secretary.
- e. Members

4.2.3.2 Functions

- a. Shall seek to promote the aim of the Christian union through drama, skits, dances, and other special talents during Creative ministry days and other activities.
- b. Shall seek to help members of the Christian union discover and utilize their talents and gifts.

4.2.4 HIGH SCHOOL MINISTRY

4.2.4.1 Composition

- a. Coordinator
- b. vice Coordinator
- c. Secretary.
- d. members

4.2.4.2 Leaders

- a. Shall be in charge of organizing and coordinating high school missions.
- b. Shall seek partnerships for high school missions in conjunction with Kenya Student Christian Fellowship (KSCF).

4.3 BIBLE STUDY SUB-COMMITTEE

4.3.1 Composition

- a. Director
- b. Coordinator
- c. Treasurer
- d. Secretary

- e. Discipleship Coordinator
- f. members

4.3.1.1 Functions

- a. Shall consider and procure from the FOCUS office or elsewhere the appropriate bible study materials.
- b. Shall ensure that the new believers are followed up in the bible study by keeping close contacts with bible study group leaders.
- c. Shall hold bible study sessions and assess the effectiveness of the study materials to members.
- d. Shall, in consultation with the Executive committee arrange for trainings of bible study leaders.

4.4 WORSHIP TEAM

4.4.1 Composition

- a. Praise and worship sub-committee
- b. Choir sub-committee
- c. Instruments sub-committee

4.4.2 THE PRAISE AND WORSHIP SUB-COMMITTEE

4.4.2.1 Leaders

- a. Praise and worship Coordinator
- b. Secretary
- c. Treasurer.

4.4.2.2 Functions

- a. Shall prepare for and lead praise and worship sessions in the Christian union events, services and any other activities of the Christian union as they may be called upon.
- b. Shall in consultation with the Worship Director organize and carryout training for vocalists and instrumentalists.
- c. Shall organize and facilitate special praise and worship events like rallies and worship concerts
- d. Shall nurture and develop talents and gifts of those interested in praise and worship.

4.4.3 THE CHOIR SUB-COMMITTEE

4.4.3.1 Leaders

- a. The choir Coordinator
- b. Secretary
- c. Treasurer

4.4.3.2 Functions

- a. Prepare and make presentations in form of songs during the Christian union events, services, and other events the Christian union may be called upon.
- b. Shall organize and carry out training for vocalists and instrumentalists
- c. Shall nurture and develop the talents and gifts of those interested in choir ministry.

4.4.4 THE INSTRUMENTS SUB-COMMITTEE

4.4.4.1 Leaders

- a. Instruments Coordinator
- b. Secretary
- c. Technician
- d. Treasurer

4.4.4.2 Functions

- a. Shall be responsible for storage, repair and operation of instruments.
- b. Shall be responsible for timely setting up of instruments during Christian union activities.
- c. Shall mobilize a number of members to serve in the instruments sub-committee.
- d. Shall accompany instruments when they are being lent out and shall do technical inspection of the same upon their return.

4.5 MEDIA CREW TEAM

4.5.1 Composition

- a. Library sub-committee
- b. Publicity sub-committee
- c. Editorial sub-committee

4.5.2 Leaders

- a. Media crew director
- b. Media crew treasurer

4.5.3 PUBLICITY SUBCOMMITTEE

4.5.3.1 Leaders

- a. Publicity Coordinator
- b. Secretary

4.5.3.2 Functions

- a. Shall be in charge of the social media
- b. Updating and maintaining the C.U website and the members' database
- c. Shall be responsible for skillfully creating awareness of the C.U and its activities within and without the University
- d. Designing and printing of posters

4.5.4 EDITORIAL SUBCOMMITTEE

4.5.4.1 Leaders

- a. Editorial Coordinator
- b. Secretary

4.5.4.2 Functions

- a. Shall receive articles and produce magazine or newsletters or contribute on behalf of the C.U to reputable Christian organizations in consultation with the Executive committee.
- b. Capture and record every C.U activity/event as need be.
- c. Be in charge of all printed productions e.g. notebooks, magazines, journals

4.5.5 LIBRARY SUBCOMMITTEE

4.5.5.1 Leaders

- a. Library Coordinator
- b. Secretary

4.5.5.2 Functions

- a. Keep all the records of the captured events of the C.U and thus be in-charge of the storage media e.g. memory cards, flash disks, DVDs, CDs etc.
- b. Sourcing, lending and maintaining the books in the C.U library and thus promote a reading culture in the C.U
- c. Be in charge of selling all productions of the C.U e.g. notebooks, magazines, DVDs etc.

4.6 INTERCESSORY SUB-COMMITTEE

4.6.1 Leaders

- a. Prayer Director,
- b. Assistant prayer Director
- c. Treasurer

4.6.2 Functions

- a. Shall arrange for all prayer meetings of the Christian union.
- b. Shall organize for overnight prayer meetings in the university; receive invitations of the same in consultation with the Executive committee.
- c. Shall work together with missions and evangelism sub-committee to organize prayers for and during missions.

4.7 HOSTELS SUB-COMMITTEES

4.7.1 Leaders

- 1. Hostel Director
- 2. Vice Director
- 3. Secretary
- 4. Treasurer
- 5. Discipleship/follow-up Coordinator
- 6. Bible study Coordinator
- 7. Worship Coordinator
- 8. Prayer Coordinator

4.7.2 Functions

- a. Shall plan and coordinate semester programs for their respective Hostels on behalf of the Executive committee in harmony with the main fellowship program.
- b. Shall nurture the spiritual well-being of its members through the bible study, prayers, fellowship, witnessing and Sunday services.

4.8 DISCIPLESHIP SUB-COMMITTEE

4.8.1 Leaders

- a. Coordinator
- b. Secretary
- c. Discipleship Coordinators from the men and women hostels
- d. Two members

4.8.2 Functions

- a. Shall arrange, in conjunction with the missions and evangelism Committee, for immediate and on-going follow-up (nurture for new believers and Christian union members)
- b. Shall in consultation with the discipleship and bible study Director choose follow-up materials and submit graduates of new believers' classes to bible study groups
- c. Shall be responsible for planning and arranging the new believers' group meetings.
- d. Shall organize for training of disciple makers in consultation with the Executive committee.
- e. Shall mobilize and recruit members of fellowship to be part of the disciple makers' team.
- f. Shall work closely with the discipleship Directors of other fellowships.

4.9 USHERING SUB-COMMITTEE

4.9.1 Leaders

- a. Coordinator
- b. Vice Coordinator
- c. Secretary

4.9.2 Functions

- a. Shall coordinate all the ushering activities as may be designed by the Executive Committee
- b. Shall mobilize and recruit the Christian Union members to take up all aspects of ushering responsibilities in liaison with the 2nd vice chairperson
- c. Shall ensure orderly arranging and decoration of meeting places.
- d. Shall ensure collection and counting of offering in consultation with the CU Treasurer.
- e. Shall usher people into service and ensure orderliness in the meetings.

4.10 HOSPITALITY SUB-COMMITTEE

4.10.1 Leaders

- a. The Coordinator who shall be the 1st vice chairperson of the main fellowship
- b. Vice Coordinator
- c. Secretary
- d. Treasurer

4.10.2 Functions

- a. Shall be in charge of all catering services during Christian union events in coordination with sub-committee in charge.
- b. Shall organize for charitable visits, welfare services as well as cleanliness and proper arrangement of items in the Christian union office.

4.11 ASSOCIATES AND PARTNERSHIP SUB-COMMITTEE

4.11.1 Leaders

- a. Director
- b. Vice Director
- c. Secretary

4.11.2 Functions

- a. Shall coordinate and facilitate fundraising among the associates and partners in support of the Christian union activities and projects.
- b. Shall act as a link for integration of associates and partners to the Christian union activities.

- c. Shall organize occasional Associates' days.

4.12 SUNDAY SERVICE COMMITTEE

4.12.1 Members

- a. Vice secretary
- b. Ladies hostel Director
- c. Men's hostel Director
- d. Media crew Director
- e. Worship Director
- f. Intercessory Vice Director
- g. Discipleship Coordinator

4.12.2 Functions

- a. Shall assign facilitators for different roles during the Sunday service.
- b. Shall ensure effective running of the Sunday service.
- c. Shall organize special events to foster the objectives of the Christian union in conjunction with the executive committee.
- d. Shall publicize the Sunday services.

4.13 SPECIAL FELLOWSHIP/ MINISTRIES

There shall be special fellowships/ministries to cater for various needs of the members and shall be approved by the executive committee and the leaders shall be appointed by the executive committee.

ARTICLE 5

5.1 THE CHRISTIAN UNION PATRON AND CO-PATRON

5.1.1 Appointment of Christian Union Patron

- a. The Christian union patron shall be nominated for appointment biennially by the out-going Executive committee of the Christian union in consultation with the Chaplain and presented for confirmation during the AGM.
- b. Shall be a member of the Advisory Committee.
- c. Shall serve a 2-year term renewable only once.

5.1.2 Appointment of the Christian Union Co-patron

- a. The Christian union co-patron shall be nominated for appointment biennially by the out-going Executive committee of the Christian union in consultation with the Chaplain and presented for confirmation during the AGM.
- b. The co-patron shall be of different gender as that of the patron.
- c. Shall be a member of the Advisory Committee.

5.1.3 Qualifications

- a. Shall be a person(s) who seeks to ascribe to the doctrinal basis as stipulated in Article 1.8.
- b. Shall be a member of the TECHNICAL UNIVERSITY OF KENYA staff fellowship.

5.1.4 Roles of the Patron

- a. Shall act as a link between the Administration and the Christian union in liaison with the chaplain and the Christian union chairperson.
- b. Shall give parental guidance to individuals on personal basis as need be.
- c. Shall be charged with the responsibility of working closely with the Executive committee in order to realize the objectives of the Christian union.
- d. Shall be a convener of the Advisory Committee.

5.1.5 Roles of the co-patron

- a. Shall execute the roles of the patron in his/her absence.
- b. Shall give parental guidance to individual on personal basis as need be.
- c. Shall be charged with the responsibility of working closely with the Executive committee in order to realize the objectives of the Christian union.

d. Shall be a member of the Advisory Committee.

5.1.6 Termination of Service

In the event of inability to function for whatever reason(s), the Executive committee shall reappoint the patron and/or co-patron in an acting capacity in conjunction with the Advisory committee until the next appointment.

5.2 ADVISORY COMMITTEE

5.2.1 Qualifications

Shall be person(s) who ascribe to the doctrinal basis stipulated in Article 1.8.

5.2.2 Composition

- a. The Christian union patron and the co-patron.
- b. Two Associates of different genders with keen interest to the Christian union, preferably not the immediate former.
- c. A member of staff fellowship of the TECHNICAL UNIVERSITY OF KENYA.
- d. Two other members as appointed by the **Nomination College**.
- e. The Protestant Chaplain.

5.2.3 Appointment

- a. Shall be appointed by the **Nomination College** and ratified by the AGM.
- b. A person may be reappointed any number of times.

5.2.4 Roles

- a. Shall advice the Christian union on major policy issues.
- b. Shall assist and advice the Christian union and may engage in the events, functions or activities that can further the aims of the Christian union whenever possible and when called upon.

5.2.5 Term of service for Advisory Committee Members

The term of service will be 2 spiritual years. A member can be reappointed any number of times as already stated in the constitution.

5.2.6 Termination of service

In the event of inability to function of a member for whatever reason(s), The Executive Committee shall terminate their service and appoint another member in an acting capacity, in consultation with the advisory committee, until the next appointment.

5.2.7 Meetings

The Advisory committee shall meet;

- a. At least once per semester
- b. Whenever called upon by the convener

5.3 THE AUDITOR

5.3.1 Appointment

- a. The auditor for the following financial year shall be proposed by the Executive committee and appointed by the AGM.
- b. An auditor is eligible for reappointment as deemed fit by the AGM as proposed by the Executive Committee.

5.3.2 Tenure of office

An auditor's tenure shall be one financial year (from one AGM to the other).

5.3.3 Terms of Service

- a. He/she shall be paid such an honorarium for his/her duties as resolved by the Executive committee.
- b. Have access to the books of accounts of the Christian Union.

5.3.4 Qualifications

- c. Be a qualified accountant.
- d. Shall not be a member (full or special) or an official of the Christian Union.

5.3.5 Roles

- a. Shall inspect the books of accounts of the Christian Union.
- b. Shall give true judgment based on his/her findings.
- c. Advise the Christian union on matters relating to finances.

5.3.6 Termination of Service

The auditor's term of service shall be terminated if:

- a. He/she does not perform the stated functions.
- b. The member pass a vote of no-confidence during the Annual General Meeting.

ARTICLE 6

6.1 MEETINGS

There shall be two categories of meetings:

- a. Leaders meetings
- b. General meetings

6.2 LEADERS' MEETINGS

There shall be three categories of leaders' meetings:-

- a. Executive committee meetings
- b. Subcommittee meetings
- c. Governing Council (G.C) meetings

6.3 GENERAL MEETINGS

There shall be two categories of general meetings:-

- a. Special general meeting (S.G.M)
- b. Annual general meeting (A.G.M)

6.4 PROCEDURE AT MEETINGS

- a. All members shall have a right to participate in any general meeting as in article 2.1.
- b. The quorum for general meeting shall be not less than 25% of registered full members of the TECHNICAL UNIVERSITY OF KENYA Christian union.
- c. If there is no quorum for the second meeting, the quorum shall be the total members present.
- d. The chairperson for the executive committee shall chair all meetings of the Christian union. In his or her absence the vice chairperson shall undertake the duties.
- e. In the absence of both the chairperson and the vice chairperson, a full member selected by the executive committee shall take the chairs' responsibility.
- f. The chairperson may at his discretion limit the number of persons permitted to speak in favor of or against any motion.
- g. Resolution shall be decided by adopting a motion of resolution moved by a full member.

6.5 SPECIAL GENERAL MEETING (SGM)

- a. The executive committee may call a special general meeting for any special purpose. The notice for such a meeting shall be given to members not less than seven days before the date thereof.
- b. A special general meeting may also be requisitioned for a specific purpose by order of at least 25% full membership in writing to the Christian union secretary who will in turn pass it to the executive committee and such a meeting shall be held within 21 days of date of requisition. The notice for such a meeting shall be as stated in (a) above and no matter shall be discussed other than outlined in the requisition.

6.6 ANNUAL GENERAL MEETING (AGM)

- a. Shall be held within the first seven weeks of the second semester of the university academic year.
- b. Notice of such Annual General Meeting shall be given to members not less than 21 days before the date of the meeting.
- c. A copy of the treasurer's annual financial report and agenda for the annual general meeting shall be made available to all members at least seven days before the annual general meeting.

6.6.1 AGENDA OF THE ANNUAL GENERAL MEETING

- a. Reading and affirmation of doctrinal basis as in part 1.8.
- b. Confirmation of the minutes of the previous annual general meeting.
- c. Consideration of accounts and reports.
- d. Confirmation of the office bearers and the committee members.
- e. Such other matters as the executive committee may decide or as to which a member shall have given notice in writing at least two weeks before the date of the meeting.
- f. Any other business within the approval of the chairperson.
- g. The member shall give views and suggestions which shall be considered for necessary action by the incoming executive committee.
- h. Handing over ceremony

- i. The Christian union patron(s) shall preside over the handing over ceremony and in their absence shall appoint another person in consultation with executive committee.

ARTICLE 7

7.1 NOMINATIONS AND REPLACEMENTS

7.2 NOMINATIONS

7.2.1 Nomination College

7.2.2 Composition of Nomination College

- a. Ineligible members of outgoing Executive Committee.
- b. At least three ineligible reputable members who have served in a leadership capacity in the Christian union as appointed by the Executive Committee.
- c. The patron
- d. Campus Ministry Facilitator
- e. STEM Staff.

7.2.3 Qualifications of Nomination College Members

- a. Ineligible to hold office as stipulated in article 2.2.
- b. A reputable members of the Christian Union.
- c. Must have served in a leadership capacity in the Christian Union.

7.2.4 Functions of the Nomination College

- a. Shall mobilize and lead prayers for the nomination exercise.
- b. Shall facilitate civic education before and during the nominations.
- c. Shall conduct and oversee the nomination process.
- d. Shall make the final distribution of offices of the Governing Council.
- e. Shall announce the nominees to the Christian Union.

7.2.5 The Nomination Process

- a. The CU chairperson shall convene the first meeting of the **Nomination College** and the team selects its chairperson and the secretary.
- b. Members of the Christian union shall be asked to elect by nomination and by secret ballot to the **Nomination College** persons they have prayerfully considered should form the next **governing council**. Such nominations should reach the **Nomination College** at least 21 days before the Annual General Meeting.

- c. The **Nomination College** shall make the final nominations and distribution of the offices of the **governing council**. Names of the nominees will then be announced to the members of the Christian union at least 7 days before the annual general meeting.
- d. **Objections to any of the nominee(s) appointed by the Nomination College on the basis of character, morality and doctrine must be made in writing to reach the secretary of the Nomination College at least 4 days before the AGM.**
- e. **Leadership position(s) should be uniformly distributed across all the years of study to avoid vacuum in cases of external attachment.**
- f. The **Nomination College** shall be dissolved one month after successfully handing over.

7.2.6 Tenure of Office

The leadership term of service shall be one Spiritual year which shall run between two consecutive Annual General Meetings.

7.2.7 Eligibility

I. All Executive Committee officials of the Christian union must:-

- a. **Be a full member as indicated in article 2.1.1**
- b. **Have completed at least six months after registration as a Christian union member as stated in article 2.1 prior to the nomination and shall serve for not more than two terms.**
- c. **Be a student by the time of the next Annual General Meeting**

II. All subcommittee leaders of the Christian union must:

- a. **Be a full member or a special member as stated in articles 2.1.1 and 2.1.2 respectively.**
- b. **Be a student by the time of the next Annual General Meeting**

7.2.8 Interim Leadership

- a. **In the event that a subcommittee leader(s) is out for long holiday or on external attachment or is prevented from performing his/her duties by any other cause;**
- b. **The executive committee shall appoint individual(s) to serve as acting leader(s) in the respective position(s)**
- c. **The interim leader(s) shall perform the roles of the absent leader(s)**

- d. The interim leader(s) shall hold office as long as the substantive leader is away. Upon return, the interim leader shall cease to hold office.
- e. The Executive Committee shall organize for an interim leadership training as deemed necessary.

7.3 REPLACEMENT

- I. A replacement may be held on a happening of any of the following:-
 - a. Where at least two third of the full members in a special general meeting pass a vote of no confidence in a member or part of the executive committee.
 - b. Where a member(s) of the executive committee submit letters of resignation(s) which is (are) received and accepted by the executive committee.
 - c. In case of incapacitation, death or discontinuation of a member of the Executive Committee from the University.
 - d. Where a subcommittee leaders(s) is elected to any of the executive positions of the student union of the Technical University of Kenya i.e. the chairperson, vice-chairperson, secretary general, finance, gender affairs secretary, constitutional affairs secretary, special needs secretary, sports secretary, academic secretary, and social welfare secretary.
- II. In the event of any of the above the Executive Committee shall appoint one of its members to temporarily oversee the affairs of that office until the replacement with the exception of (a)
- III. In the event of (a or c) above, nominations shall be held within 14 days of which the immediate former Nomination College shall oversee the nominations.
- IV. In the event of (b or d) the Executive Committee shall oversee the nominations.

ARTICLE 8

8.1 FINANCES AND ASSETS

8.2 FINANCES

- a. The funds of the union shall be used for the purpose of the Christian union as the Executive Committee finds proper in accordance with the aims and objectives of the union.
- b. All money and funds shall be received and paid to the Christian union treasurer and shall be deposited by him/her in the name of the Christian union in the approved bank(s) by the Executive Committee.
- c. No payment shall be made out of the bank without the resolution of the Executive Committee authorizing such payments. All withdrawals on such bank(s) accounts shall be signed by any two of the four signatories that is the Protestant Chaplain, the Patron, the CU Chairperson, and the CU Treasurer.
- d. A sum of money, to be determined, fixed and approved by the Executive Committee at the beginning of the financial year shall be set aside and may be kept by the treasurer for petty cash disbursement of which proper account shall be kept.
- e. At the end of every financial year the union treasurer shall prepare and present accounts for the receipts and payment and a statement of assets and liabilities made up to the date certified by the executive committee. The treasurer shall present audited financial report to the annual general meeting for a period between the closing of the books of account and the Annual General Meetings.
- f. All sub- committees shall give proper account of their financial transactions to the Christian Union treasurer.

8.3 ASSETS

- a. All assets shall be exclusively properties of the Christian Union and shall be used only for the Christian Union functions under the direction of the Executive Committee ensuring total security and storage.
- b. May be lent or given for Christian/University functions as it deem fit by the Executive Committee in consultation with the respective leaders.
- c. In the case of any damage or loss of assets such shall be handled by the Executive Committee.
- d. Disposal of Christian Union assets shall be strictly done to the bidder with the highest offer.

- e. Purchase of Christian union assets shall be from bidder offering the best quality and the lowest price.
- f. If instruments are to be lent out, they must be accompanied by at least one of the Christian union instrumentalists in the union and technical inspection of the same shall be done upon return.

ARTICLE 9

9.1 OTHER PROVISIONS

9.2 INSTRUMENTS OF GOVERNANCE

- I. In addition to this constitution, there shall be the following instruments of governance:
 - a. Leadership manual
 - b. Policy handbook
- II. The format and procedure for policy formulation shall be as stipulated in the policy handbook or any other as the Executive Committee may find appropriate.

Which shall: -

- a. Be used in accordance with the provisions made in this constitution.
- b. Only be reviewed by a resolution of not less than two third of the Executive Committee members.

9.3 AFFILIATION

The Christian union shall be affiliated to the Fellowship of the Christian Unions (FOCUS).

9.4 LIST OF MEMBERS

The list of members shall be available for inspection at the registered office of the Christian Union by a member of the Christian Union or any other recognized by the Executive Committee.

9.5 DISCIPLINE AND DISCIPLINARY ACTIONS

The Executive Committee shall take disciplinary action against any member who by belief or practice departs from the aims, objectives and the doctrinal basis of the Christian Union, as guided by the disciplinary policy.

The Executive Committee may consult the Advisory Committee if need be.

9.6 INTERPRETATION OF THE CONSTITUTION

Interpretation of any part of the constitution shall be vested in the Executive Committee together with the Advisory Committee.

9.7 AMMENDMENT OF THE CONSTITUTION

- a. Only full member shall be eligible to propose alterations, modifications or other amendments to this constitution which shall not be amended unless:-
- b. Any amendment proposed shall be given to the secretary of the union 21 days before a special meeting. The secretary shall then give at least 14 days' notice to the members of the special general meeting.
- c. The Advisory Committee's opinion is sought, obtained and its recommendation made known to the general meeting.
- d. Two third of the full members present in the general meeting pass it.
- e. From the time of promulgation of this constitution, any attempt to amend it shall only be applicable after a minimum period of 2 years.

9.8 DISSOLUTION

- a. The Christian union shall not be dissolved unless by resolution passed at the general meeting of members by vote of at least three quarters of the registered members. If no quorum is obtained the proposal to dissolve the union shall be held no earlier than one month from the submission date. Notice of this shall be given to all members of the union at least 14days before the date of the meeting.
- b. No dissolution shall take effect without prior information in writing to the registrar and signed by any six office bearers of the Executive Committee.
- c. Provided that the registrar has been informed of the dissolution of the Union, there shall be no further action to be taken by the Executive Committee or any other.
- d. Subject to the payment of all debts of the Union, balances thereof shall be transferred to FOCUS.
- e. FOCUS is hereby granted full legal action against any person, group of persons or any legal institution intending to prejudice, underrate or assume ownership of the said balances in (d) above.
- f. Custody of the balance in question shall be transferred to the new Christian Union as long as it affiliated to FOCUS.

9.9 APPLICATION CLAUSES

This constitution shall:-

- a. Be applied for the purposes of leadership transition occurring immediately after its approval in the special general meeting on 29th March 2011.

- b. Come into full effect after its launch in the 2011 AGM.
- c. Be used for the purposes fulfilling all Christian union aims.