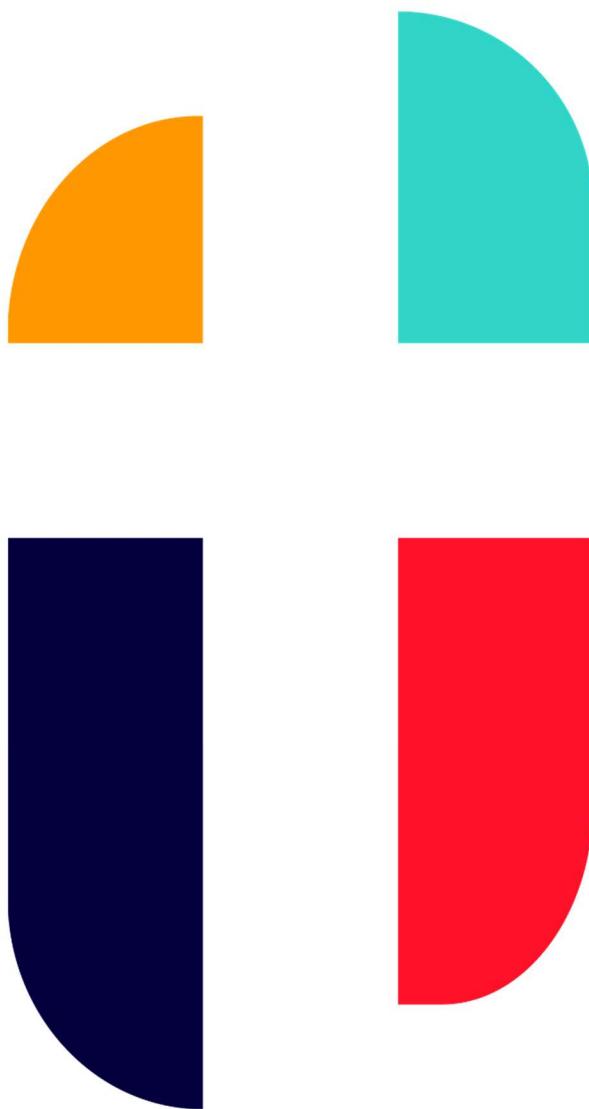


**MURANG'A UNIVERSITY OF TECHNOLOGY CHRISTIAN UNION**



**MUTCU CONSTITUTION, 2025**

**Inspire Love, Hope & Godliness**

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## **PREAMBLE**

We, The Christian Union-

**ACKNOWLEDGE** the sovereignty of God in creation, revelation, redemption and final judgement:

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

**BOUND** by the calling to live holy and righteous lives based on the Holy Bible and following the example of Jesus Christ:

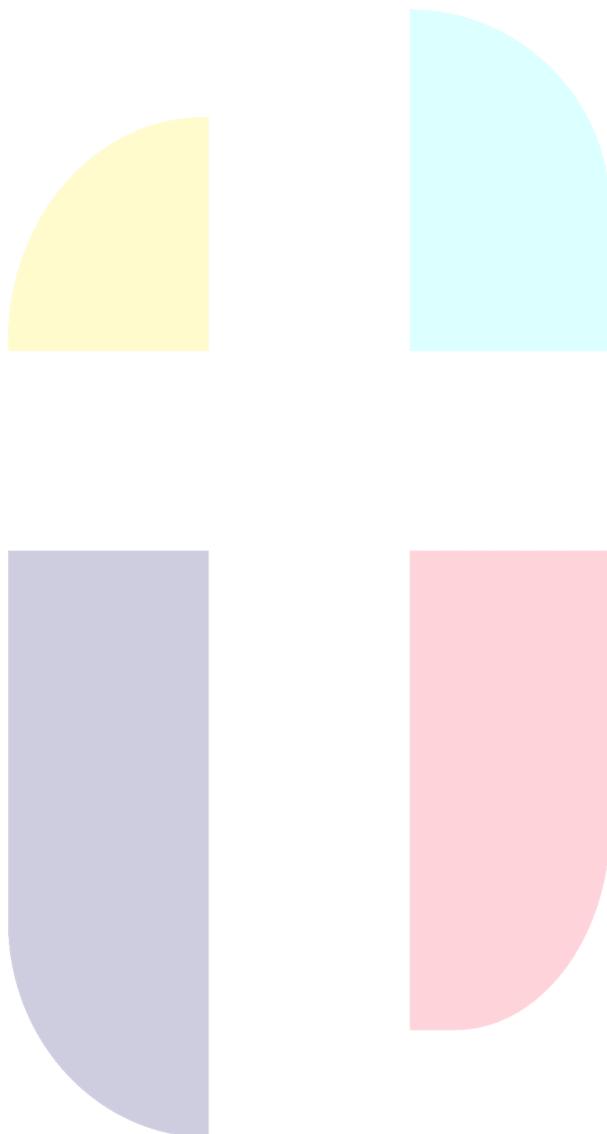
**APPRECIATE** our ethnic, cultural, denominational and gender diversities, recognize The Christian Union as non-political, non-denominational and non-profit making society:

**ADOPT, ENACT** and give this constitution to ourselves and to the future generations of Murang'a University of Technology Christian Union.

**GOD BLESS MUTCU**

## **SUPREMACY DECLARATION**

We declare that the Holy Bible is supreme to this Constitution and binds all members of the Murang'a University of Technology Christian Union. Any provision that is inconsistent with the Holy Bible is void to the extent of its inconsistency, and any act of omission in contravention of the Holy Bible is invalid.



# **CHAPTER ONE: NAME, VISION, AIMS & DOCTRINAL BASIS**

## **Article 1: Name & Identity**

### **1.1 Name**

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

### **1.2 Identity**

The Christian Union shall have a logo that is a unique and memorable symbol that expresses our identity.



The central cross signifies our Christ-centred foundation, while the four colourful quadrants represent the diversity of our members united as one body in Christ.

## **Article 2: The Christian Union Motto**

Inspire Love, Hope and Godliness.

## **Article 3: Registration**

The MUTCU shall be registered under the office of the Dean of Students of the Murang'a University of Technology.

## **Article 4: Affiliation**

The Murang'a University of Technology Christian Union shall be affiliated to the Fellowship of Christian Unions (FOCUS Kenya).

## **Article 5: Vision, Mission and Core Values**

### **5.1 Vision Statement**

To be a model Christian union that cultivates Christ-centeredness among members to positively impact the society.

## 5.2 Mission Statement

Raising a Christ-like family, equipped in all aspects of life, by encouraging unity as one body and reaching out to non-believers within our community and beyond.

## 5.3 Core Values

- 1) **Faith:** We are rooted in the teachings of the Bible and a personal relationship with Jesus Christ expressed through our commitment to prayer, worship, and in-depth Bible study.
- 2) **Love:** We strive to demonstrate God's unconditional love through genuine fellowship and a welcoming heart for all.
- 3) **Hope:** In a world that is often uncertain, we aim to be a source of hope, inspiring our community through our positive words, encouraging actions, and unwavering faith.
- 4) **Godliness:** We are committed to striving for lives that honour and glorify God in all that we do, both in our personal conduct and in our collective activities.
- 5) **Accountability:** We shall demonstrate fellowship, support, and solidarity with one another, fostering welfare and unity within the Christian Union, while being accountable and answerable to one another in all our actions and decisions.
- 6) **Service:** We believe in putting our faith into action by reaching out to serve the practical needs of others within the university and the wider community.

## Article 6: Aims of The Christian Union

The aims of The Christian Union shall be as follows:

- i. **Discipleship**  
To deepen and strengthen the spiritual life of its members by the study of the Bible, prayer and Christian fellowship.
- ii. **Evangelism**  
To faithfully proclaim the gospel of Jesus Christ in word and deed, with the vision of leading individuals into a personal faith in Him and transformed lives as His disciples.
- iii. **Mission Work**  
To share in the life of witnessing Christ by encouraging Christian Union members towards practical involvement in the same, according to their calling, gifting and training.
- iv. **Leadership Development and Mentorship**  
To equip The Christian Union members through modelling and mentorship, fostering personal responsibility and communal stewardship, so that they may grow into fruitful leaders with a positive influence.

## Article 7: Doctrinal Basis

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

- i. The unity of the Father, Son and Holy Spirit in the Godhead (Matthew 28:19, Colossians 2:9).
- ii. The sovereignty of God in creation, redemption and final judgment (John 1:1-5);
- iii. The divine inspiration and entire trustworthiness of Holy Scripture as originally given and its supreme authority in all matters of faith and conduct (Hebrews 4:12, 2 Timothy 3:15-16).
- iv. The universal sinfulness and guilt of all men since the fall, rendering them subjects to God's wrath and condemnation (Romans 3:10, 23).
- v. Redemption from guilt, penalty, dominion and pollution of sin(s), solely through the sacrificial death of the Lord Jesus Christ, the incarnate Son of God (Romans 6:23).
- vi. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father (Mark 16:19).
- vii. The presence and the work of the Holy Spirit in the work of regeneration (Titus 3:5-6).
- viii. The justification of the sinner by the grace of God through faith alone (Galatians 3:26, Ephesians 2:8).
- ix. The indwelling and the work of the Holy Spirit in every believer (Romans 8).
- x. The one holy universal church which is the body of Christ and to which all believers belong (Ephesians 2:21).
- xi. The expectation of personal return of the Lord Jesus Christ (1 John 2:28).
- xii. The unity of all believers in Christ (Ephesians 4:16);

# CHAPTER 2: MEMBERSHIP

## Article 8: Membership of The Christian Union

### 8.1 Membership

MUTCU membership shall comprise of full membership, special membership and associate membership. There shall be no membership fee.

### 8.2 Types of Membership

There shall be three types of membership:

- i. Full membership
- ii. Special membership
- iii. Associate membership

#### I. Full Membership of The Christian Union

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

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

A list of full members shall be kept by The Christian Union's secretary and this declaration shall be renewed annually during the AGM.

#### II. Special Membership of The Christian Union

Shall be open to all bona fide registered postgraduate and Open Distance and E-learning students of the university who consciously profess the declaration in article 8.2 (I).

#### III. Associate Membership of The Christian Union

Shall be open to former students of MUTCU who profess Jesus Christ as their personal Savior and are concerned with the realization of the aims of The Christian Union. There shall be an Associate Register, which shall contain the names of all former graduates of Murang'a University of Technology Christian Union wishing to retain Associate membership.

### 8.3 Members' Rights and Responsibilities

#### I. Full members

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

- a) Eligible to be nominated in the Christian Union leadership except for first, final year students and for anyone in the leadership of the Student Governing Council.
- b) Entitled to vote in any General meeting and to participate in the nomination of the officials of The Christian Union except for first years.
- c) Eligible to propose amendments in The Christian Union's constitution.

## ***II. Special members***

They shall be:

- a) Eligible to vote in any General meeting but not to participate in the nomination of the officials of The Christian Union.
- b) Entitled to participate in The Christian Union's activities.
- c) Eligible to propose amendments in The Christian Union's constitution.

## ***III. Associate members***

They shall be:

- a) Free to participate in any General meeting and be members of Advisory Board and any other committees as may be set up and approved by an Annual General meeting.
- b) Free to participate in the activities of The Christian Union but shall not be entitled to vote or to be members of the Executive council.

## **8.4 Loss of Membership**

A person shall lose membership upon:

- a) Expulsion and/or discontinuation from the University by the authority thereof.
- b) Voluntary withdrawal and by communication to the C.U's Executive Council in writing.
- c) If a member changes their faith.
- d) Contravention of Article 7 and/or their conduct has been proven to contradict the Christian faith prescribed in the Holy Bible.

**PROVIDED THAT** loss of membership under Article 8.4 (d) shall not take effect unless the person affected has been afforded hearing before the disciplinary committee as outlined in Article 8.5.

## **8.5 Discipline and Disciplinary Actions**

The Executive Council in consultation with the advisory board shall take disciplinary action against any member whom by belief or practice departs from the aims, objectives and the doctrinal basis of The Christian Union. 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 Council shall choose a team from amongst themselves which shall probe the said members and the witnesses and report back to the executive committee.
- iii. The Executive Council shall study the report and make a ruling in consultation with the advisory board.
- iv. In case confirmation of allegation, the Executive Council shall serve the member with a written warning.
- v. In case the member persists in his or her apostasy, the Executive Council shall deregister the member from The Christian Union's database thereby denying him/her the privileges of being a member.
- vi. If the member was a leader, they shall be stripped of their leadership position.
- vii. If the member continues in his/her waywardness, the Executive Council shall publicly denounce them before the church and thus excommunicate him/her.
- viii. The deregistered member will have the liberty to apply for registration through a written request to the Executive Council within 14 days.
- ix. The Executive Council shall then make the final decision on whether to re-register the member.
- x. Following any disciplinary action, the Executive Committee, in conjunction with the Advisory Board, shall make reasonable efforts to seek reconciliation and restoration with the member, in a manner consistent with biblical principles.

# **CHAPTER 3: LEADERSHIP & GOVERNANCE**

## **Article 9: Governance**

The governance of the MUTCU shall be vested on three main organs:

1. The Executive Council
2. The Sub-Committees
3. The Advisory Board

## **Article 10: Policy Framework**

There shall be a policy framework handbook which shall contain the guidelines of the operations of the CU ministries and activities.

## **Article 11: Leadership Manual**

There shall be a leaders' handbook referred to as the 'leadership manual', which shall:

- i. Contain practical instructions on the governance of the CU.
- ii. Be used in accordance with the provisions made in this constitution.
- iii. Only be reviewed upon proposal by not less than three quarters of the Executive Council and then approval to amend in a General Meeting.
- iv. Executive Council leaders shall not vie for any political post in the university students' council. Thus, if a sitting Executive Council member wishes to vie for any political post in the university students' council, they shall first resign from their respective role within MUTCU.
- v. Leaders not in the Executive Council of the CU may vie for any non-executive political position in the university students' leadership and responsibilities. However, if they wish to vie for an executive post within the university students' council, they shall first resign from their respective role within MUTCU.

## **Article 12: The Executive Council**

### **12.1 The Composition and Structure**

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

- i. The Chairperson
- ii. The First Vice Chairperson
- iii. The Second Vice Chairperson
- iv. Secretary
- v. Vice Secretary
- vi. Treasurer
- vii. Prayer Coordinator
- viii. Music Coordinator

- ix.** Missions and Evangelism Coordinator
- x.** Bible Study and Training Coordinator
- xi.** Discipleship Coordinator
- xii.** Technical and Media Ministry Coordinator
- xiii.** Creative Arts Ministry Coordinator

## **12.2 Duties of The Executive Council**

The Council shall exercise such powers as given by the constitution and any other in line with the leadership responsibilities provided for in this constitution on behalf of the CU. Its duties shall include:

- i.** The executive council shall be the principal governing body of The Christian Union.
- ii.** The council shall be responsible for implementing and upholding the aims of The Christian Union and for that purpose may give directions to the office bearers as to the manner in which they will carry out their duties.
- iii.** They may appoint other committees as may seem desirable for a specific tenure to be in charge of any activities as assigned by the Executive Council.
- iv.** The council shall authorize the disbursement of all monies on behalf of The Christian Union except as specified in *article 20 (vi)*
- v.** The Council shall hold their meetings at such times and days as shall be of convenience but at least once a week having the quorum which is 2/3 of members
- vi.** The Council shall have power to co-opt and replace member(s) of the Executive council and committee as necessary.
- vii.** The council shall appoint members of the Nomination College subject to *article 17*.
- viii.** The Executive council shall appoint the Auditing Committee from members of The Christian Union.
- ix.** The Executive Council shall appoint an interim Executive Council when deemed necessary.
- x.** The Executive council in conjunction with the Nomination College shall appoint the subcommittee members
- xi.** The Executive Council shall at all times ensure practice of sound doctrine.

- xii. The Executive Council shall appoint the advisory board not more than three weeks after taking office.
- xiii. Shall be the disciplinary committee in conjunction with the Advisory Board.

### **12.3 Decision-Making Process of the Executive Council**

- a) All decisions of the committee shall be made by consensus.
- b) In the case of lack of consensus, voting shall be done.
- c) Where a tie arises, the chairperson's vote shall break the tie.

### **12.4 Eligibility**

- a) Be a full member as indicated in *article 8.2 (I)*
- b) Shall have completed one academic year as a student and shall not be a finalist in the University.
- c) Shall be a student by the time of the next duly constituted Annual General Meeting.
- d) Shall meet the Qualities of CU leaders as stipulated in the Leadership Manual.

### **12.5 Terms of service of the Council Members**

- a) Duly appointed council members shall hold their offices for one spiritual year.
- b) A member can be nominated for an office in the Executive Council for a maximum of two terms.
- c) The chairperson shall not serve for more than one term.

### **12.6 Resignation from the Executive Council**

- a) The resignation of any member of the Council shall be instituted by a letter of resignation addressed to The Executive Council through the secretary of the Christian Union.
- b) In the case of the resignation of the secretary, the letter shall be addressed to the Executive Council through the chairperson.
- c) In case of the resignation from the Executive Council, the letter MUST be copied to the patron and/or Advisory Board.
- d) In the case where two-thirds of the individual members of the executive council write to The Christian Union's Secretary resigning as members of the executive council, it shall amount to a dissolution as per Article 12.7.

### **12.7 Dissolution of the Executive Council**

The Executive Council shall be dissolved if:

- a) The members of The Christian Union pass a vote of no confidence in a duly constituted SGM to the entire executive council.
- b) Two-thirds of the individual members of the executive council write to the Christian Union's Secretary resigning as members of the executive council. In this case, the CU's secretary shall write a letter to the Patron(s) informing 'them' on the same. The letter must be copied to the Advisory Board.

- c) In case of premature dissolution, the Nomination College will be held responsible for the leadership of the C.U. in consultation with the patron and another nomination process shall be held with the coordination of the patron within four weeks from the day of dissolution subject to ***article 17.2***
- d) In the event that the whole Executive Council is dissolved after more than two months in office, the Advisory board in conjunction with representatives from subcommittee leaders shall form an interim executive council before proceeding to forming a new Nomination College to conduct new nominations as will be stipulated by the Advisory Board.

## 12.8 Termination of Office

Other than voluntary resignation, a member of the executive shall cease to hold office on the following grounds:

- a) Gross misconduct and/or;
- b) he/she has been out of session for more than one semester;
- c) differ from the doctrinal basis of this constitution.
- d) Fails to perform duties effectively as stipulated in this constitution.
- e) Where at least two-thirds of the full members in a special general meeting pass a vote of no confidence in the member of the executive council.
- f) Any other sufficient case at the discretion of the executive council in consultation with the office of the patron, the advisory, and a FOCUS staff. This shall be communicated in writing to the concerned member by the executive council within a measurable duration of time and members of the CU will be informed of the same.

## 12.9 Duties of The Executive Council Office Bearers

### A. The Chairperson

The Chairperson and the first Vice Chairperson shall not be of the same gender.

The duties of the Chairperson shall be as follows;

- i. He/she shall be responsible for guiding The Executive Council and The Christian Union in such a way to achieve The Christian Union's aims.
- ii. Shall preside and convene over all Executive Council meetings.
- iii. Shall be a mandatory signatory of The Christian Union's bank account(s).
- iv. Shall together with the Secretary attend all the internal or external Christian Unions meetings.
- v. Shall dissolve the Nomination College 21 days after the AGM.
- vi. Shall disband the acting Executive Council upon handing over to the initial office bearers.
- vii. Shall be the secretary to The Christian Union's Advisory Board.
- viii. Shall oversee the leadership development forums and trainings
- ix. Shall chair all AGMs and SGMs.

- x. Shall oversee to ensure harmonious coordination of all ministries of The Christian Union.
- xi. Shall be the custodian of The Christian Union's constitution.

## B. The Office of the Vice Chairpersons

- i. Shall consist of the 1<sup>st</sup> and 2<sup>nd</sup> vice-chairperson.
- ii. If the chairperson is a male the first vice chair shall be female and if the chairperson is a female, then the first vice chairperson shall be a male.
- iii. The first and second vice chairpersons shall not be of the same gender.

### a) Roles of the Female Vice-Chairperson.

- i. Shall assist the Chairperson in his/her absence by performing duties of the Chairperson.
- ii. Shall be in charge of the ladies' ministry.
- iii. Shall be in charge of the hospitality ministry.
- iv. Shall be in charge of the ladies' discipline.
- v. Shall be in charge of the welfare of The Christian Union's leaders.
- vi. Shall be a member of the Welfare Committee.

### b) Roles of the male Vice-Chairperson.

- i. Shall be in charge of the gents' ministry.
- ii. Shall be in charge of the gents' discipline.
- iii. Shall be a member of the Associates Committee.
- iv. Shall assist the Chairperson in the absence of the First Vice-Chairperson by performing the duties of the Chairperson.
- v. Shall organize leadership development forums and trainings for The Christian Union's leaders.
- vi. Shall be a member of the Welfare Committee.
- vii. Shall be in charge of the special activities of The Christian Union.
- viii. Shall draft and/or oversee and coordinate the Friday and Sunday service programs to ensure effective time management.

## C. The Secretary

- i. Shall deal with all the correspondence of The Christian Union except those that fall to another office.
- ii. In case of urgent matters where the Executive Council cannot be consulted, the secretary shall consult the Chairperson and/or the 1<sup>st</sup> Vice-Chairperson. The decisions reached shall be subject to ratification or otherwise at the next Executive Council meeting.
- iii. The Secretary shall be a signatory of The CU's bank account.
- iv. Shall be responsible for coordinating the speakers for the mid-week fellowship and Sunday services in conjunction with the Chairperson.

- v. Shall, in consultation with the Chairperson, issue notices conveying all Executive Council meetings and all general meetings of The CU and shall be responsible for keeping minutes of all such meetings.
- vi. Shall be responsible for keeping the register of all registered CU members and preservation of all records of The CU.
- vii. Shall help the vice secretary on handling The CU's library as deemed necessary.

#### **D. The Vice-Secretary**

- i. Shall be the principal assistant to the secretary of The Christian Union.
- ii. Shall be in charge of the library.
- iii. Shall be responsible for coordinating the speakers for the mid-week fellowship and Sunday services in conjunction with the Secretary.

#### **E. The Treasurer**

The Christian Union's Treasurer:

- i. Shall receive and disburse, under the direction of the Executive Council all monies belonging to The CU. Shall receive receipts for monies disbursed and preserve vouchers for all monies paid by The CU.
- ii. Shall ensure that proper books of account of all monies received and paid by The CU are always written up, preserved and available for inspection.
- iii. Shall be a mandatory signatory to The CU's bank account.
- iv. Shall keep records of all assets of The CU.
- v. Shall advise the Executive Council on the matters of financial status of The CU.
- vi. The Executive Council shall prepare a budget at the beginning of every semester after the committee and sub-committee treasurers have submitted their proposed budgets; thereafter the Treasurer shall compile the full budget.
- vii. Shall be a member of the Welfare Committee
- viii. Shall oversee any fundraising as may be set from time to time.
- ix. Shall be the link between the auditing committee and the Executive Council.

#### **F. The Prayer Coordinator**

The Prayer Coordinator shall:

- i. Head the Prayer Committee and chair/convene all the committee meetings.
- ii. Endeavour to encourage The CU members to pray.
- iii. Handle all The CU's Prayer Committee correspondence.

#### **G. The Music Coordinator**

- i. Shall chair all of the Music Committee meetings.
- ii. Shall be the link between the Executive Council and the Music Committee.
- iii. Shall oversee the various ministries' events and activities in the music ministry.

#### **H. The Missions and Evangelism Coordinator**

- i. Shall be the chair to the Missions and Evangelism Committee.

- ii. Shall be the link between the Executive Council and the Missions and Evangelism Committee.
- iii. Shall be responsible for coordinating and overseeing all duties assigned to the Missions and Evangelism Committee.

## I. The Bible Study and Training Coordinator

- i. Chair the Bible Study & Training Committee.
- ii. Be the link between the Executive Council and the Bible Study and Training Committee.
- iii. Shall oversee all the activities in the Bible Study & Training Committee.

## J. The Discipleship Coordinator

- iv. Chair the Discipleship Committee.
- v. Be the link between the Executive Council and the Discipleship Committee.
- vi. Shall oversee all the activities in the Discipleship Committee.

## K. The Technical & Media Ministry Coordinator

- i. Shall Chair the Technical Committee.
- ii. Be the link between the Executive Council and the Technical & Media Ministry Committee
- iii. Shall oversee all the activities in the Technical and Media Ministry.

## L. The Creative Arts Ministry Coordinator

- i. Shall chair the Creative Committee meetings.
- ii. Shall be the link between the Executive Council and the Creative Committee.
- iii. Shall oversee all the Creative Ministry activities.
- iv. Shall coordinate and oversee Transformation and Advocacy campaigns in the Christian Union.

# Article 13: The Christian Union Committees

## 13.1 General Committees

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

- i. Treasury Committee
- ii. Hospitality Committee
- iii. Music Committee
- iv. Prayer Committee
- v. Missions and Evangelism Committee
- vi. Creative Arts Ministry Committee

- vii. Technical and Media Ministry Committee
- viii. Welfare Committee
- ix. Bible Study and Training Committee.
- x. Discipleship Committee

## 13.2 Special Committees

The Christian Union shall also have special committees which shall include the following and any other committee(s) appointed by the Executive Council:

- i. The Christian Union's Advisory Board
- ii. The Christian Union's Auditing Committee
- iii. Resource Mobilisation Committee
- iv. The Interim Executive Council

## 13.3 The Office of the Patron

Shall comprise of the CU's Patron and the Assistant Patron.

- i. The Patron shall be a member of the MUT teaching staff or a senior administrator of Murang'a University of Technology and shall uphold the aims and doctrinal basis of The Christian Union.
- ii. The Executive Council shall appoint The Christian Union's Patron (Female or Male) and an Assistant Patron (Female or Male) The Patrons shall serve for a period not exceeding 4 years unless their tenure of office is renewed and affirmed during the Annual General Meeting or Special General Meeting.
- iii. Together with the CU Chairperson, the patron(s) shall link and represent the C.U to the university administration.

## 13.4 The Advisory Board

- A. Its functions will be to assist and advise the leadership and may engage in the events, functions or activities that can further the aims of the CU.
- B. The Advisory board shall be appointed by the Executive Council. The Committee shall serve for one spiritual year.
- C. A member and The Christian Union's Associates representative may be re-appointed any number of times.
- D. The advisory board shall be mandated to meet at least once a spiritual year.

Shall comprise of the following:

- i. **The Patron**  
Shall be the Chairperson and the convener of the committee.
- ii. **Assistant patron**  
Shall be the vice chairperson to the Advisory Board.

**iii. The Christian Union Chairperson**

Shall be the Secretary of the Committee.

**iv. Two Associates of The Christian Union**

**v. FOCUS staff.**

**vi. Member** - who ascribes to the Christian faith and who will uphold the aims and doctrinal basis of The Christian Union and shall not be a student.

## 13.5 The Auditing Committee

Shall comprise of:

- i. The 2 Internal auditors appointed by the Executive Council
- ii. The Christian Union's Asset Manager

### 13.5.1 Duties of the Auditing Committee

The Auditing Committee shall:

- i. Audit and inspect all of The Christian Union's books of accounts, assets and liabilities.
- ii. Reporting of all financial information regarding The Christian Union.
- iii. Protection of The Christian Union's assets.
- iv. Facilitating for the independence of the External Auditor.
- v. Consider all of the significant matters that were raised during the audit process and advice The Christian Union as deemed relevant.

## 13.6 The Resource Mobilization Committee

### 13.6.1 Composition

The committee shall be appointed by the Executive Council and shall consist of members who are creative, diligent, and have a passion for Kingdom Empowerment and Stewardship. The composition is as follows:

1. **Chairperson:** A dedicated and committed member of The Christian Union that will provide strategic and transformational leadership to the committee.
2. **Secretary:** Will be responsible of handling all communications, writing minutes of the meetings and record-keeping for the committee.
3. **Treasurer:** Shall be responsible of managing the specific independent resources acquired by the committee.
4. **The Christian Union's Treasurer (Ex-officio):** To provide financial guidance, oversee reports and ensure alignment with The Christian Union's overall financial management as per Article 9 (V).

5. **Associate Representative:** A member from the Associates Committee (as per Article 24) to act as a direct link to The Christian Union's Associate network.
6. **Three to Five (3-5) General Members:** Full members of The Christian Union known for their integrity and innovative thinking preferably with interest or experience in fundraising, finance or partnerships.

### 13.6.2 Roles and Responsibilities

The primary mandate of the Resource Mobilization Committee shall be to plan, coordinate, implement, and oversee strategies for generating resources for The Christian Union. Its duties shall include:

- i. **Strategic Plan Development:** Formulating an annual or strategic time resource mobilization plan in consultation with the Executive Council, outlining targets, activities, and timelines.
- ii. **Fundraising Initiatives:** Planning, coordinating and executing all fundraising events, campaigns, and activities for The Christian Union.
- iii. **Partnership and Donor Engagement:** Identifying and cultivating relationships with potential and existing partners, including Associates, church partners, friends of The Christian Union and other well-wishers.
- iv. **Proposal Writing:** Drafting compelling proposals for specific projects presented to potential sponsors.
- v. **Collaboration with the Executive Council:** Working closely with the CU Treasurer and Executive Council to ensure all generated funds are properly documented and channeled, and with other committees to understand their financial needs.
- vi. **Reporting:** Providing regular, detailed reports on all fundraising activities to the Executive Council and a summary report for the Annual General Meeting (AGM).
- vii. **Kingdom Financing Culture:** Promote a culture of stewardship, generosity, and financial accountability within The Christian Union.

# **CHAPTER 4: THE CHRISTIAN UNION MEETINGS**

## **Article 14: Regular Meetings**

- i. The Christian Union shall arrange for regular meetings as seen convenient; meetings shall include: Bible study, devotions, fellowships and services among others as the Executive Council determines from time to time.
- ii. The Executive Council shall meet at least once in a week on a convenient day with a quorum of not less than two thirds of all the members.
- iii. The Executive Council and all Sub Committees will meet together at least once a semester to discuss matters affecting The Christian Union.

## **Article 15: General Meetings**

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

There shall be two classes of general meetings;

- i. Annual General Meetings.
- ii. Special General Meetings.

### **15.1 Annual General Meetings (AGM)**

- i. Annual General Meetings shall be held between the sixth and the eighth week of the first semester of each spiritual year.
- ii. Notice of such Annual General Meetings and agenda for the meeting shall be passed to all members not less than 21 days before the date thereof.
- iii. The annual statement of account shall be provided to members on the material day of the Annual General Meeting.
- iv. The agenda of the Annual General Meeting shall consist of the following;
  - a) Preliminaries
  - b) Admission of non-members by The Christian Union's Secretary
  - c) Affirmation of The Christian Union's doctrinal basis by either of The Christian Union's Vice Chairpersons
  - d) Reading and confirmation of the minutes of the previous Annual general meeting
  - e) Reports of the outgoing Executive Council.
  - f) Presentation of The Christian Union's audited financial statements and reports

- g) Any other matters as the Executive Council may decide of which notice shall be given in writing by a member(s) to The Christian Union's Secretary at least fourteen days to the date of the meeting
  - h) Confirmation of the new Executive Council by the Nomination College chair
  - i) Handing over of reports to the incoming Executive Council as overseen by the Nomination College chair
  - j) Commissioning of the New Executive Council
  - k) Any other business with the approval of the new chairperson of The Christian Union
  - l) Adjournment of the meeting by the new Chairperson
- v. Quorum for Annual General Meeting shall not be less than 25 percent of the registered full members of The Christian Union.
- vi. In the event of the AGM failing to take place due to lack of quorum another meeting shall be convened in not less than 14 days and not more than 21 days. The quorum for this second meeting shall be such members as are present.

## 15. 2 Special General Meeting

- i. May be called for any specific purpose by the Executive Council. The notice moved by full members of such meeting shall be passed to all members not less than 7 days before the date thereof.
- ii. An SGM may also be requisitioned for a specific purpose by order at least 25% of full membership in writing to the Secretary and such meeting shall be held within 21 days of such requisition. The notice for such meetings shall be 7 days, and no matter may be discussed at that meeting other than that stated in requisition.
- iii. Quorum for special General Meeting shall be 25 percent of full members of The Christian Union.
- iv. In the event of the SGM failing to take place due to lack of quorum another meeting shall be convened in not less than 14 days and not more than 21 days. The quorum for this second meeting shall be such members as are present.

## Article 16: Procedures at General Meetings

- i. The outgoing Chairperson shall chair the Annual General Meeting and Special General Meeting of The Christian Union. In his or her absence the outgoing 1<sup>st</sup> Vice Chairperson shall undertake the chairperson's duties. In the absence of the above office bearers, the second vice chair shall chair the meeting. Under no circumstances may general meetings be held with all the three absent.
- ii. The chairperson in (a) above at his /her discretion may limit the number of persons permitted to speak in favour of or against any motion provided that both sides are equally represented.
- iii. Resolutions shall be decided by adopting a motion moved by a full member.

# **CHAPTER 5: NOMINATIONS AND TRANSITIONS**

## **Article 17: Nomination College (NC)**

- i. Nominations shall be conducted by the Nomination College which shall consist of 12 finalists.
- ii. All the finalists in the Executive Council shall be members of the Nomination College. The rest of the members shall be drawn from The Christian Union's ministries.
- iii. The Nomination College shall be formed Fourteen (14) days before nomination day.

### **17.1 Duties of the Nomination College**

- i. Shall, during their first meeting nominate the chairperson and secretary of the commission.
- ii. Shall lead the nominations exercise by the CU members during a Sunday Service.
- iii. Shall prepare the materials for nomination, and issue them to the CU members and oversee the nomination process.
- iv. Shall sensitize CU members before and during the nominations.
- v. Shall make the final appointment for each of the offices of the executive council and other leadership positions as guided by the leadership manual.
- vi. Shall ensure that all offices whose appointments turndown the office are successfully replaced before the AGM.
- vii. Shall handle objections to any nominated member and take appropriate measures over such cases before the AGM.

### **17.2 Nomination Process**

- i. The nominations shall be held at-least 3 weeks before the AGM.
- ii. The CU members shall be notified at least one week before the nomination exercise for prayer, fasting and meditation concerning the new Christian Union leadership.
- iii. The full members of The Union shall be asked to recommend in writing to the Nomination College; persons they have prayerfully felt should form the next Executive Council in a general meeting.
- iv. The Nomination College shall make final nominations for each of the offices of the Executive Council before the AGM. Names of the nominees will be made known to the members of The Union at least two (2) weeks before the AGM for a prayerful consideration.
- v. Objections to any of the candidates nominated by the Nomination College must be made in writing and should reach the Secretary of the Nomination College at least seven (7) days before the AGM. Such objections can only be made by full members.

- vi. Any substitution of the nominees shall be considered and made by the Nomination College as in (v) above.

## 17.3 Nomination of Committees

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

## 17.4 Orientation and Handing Over

- i. The Nomination College shall be responsible for smooth transition and handing over.
- ii. The new office bearers shall be dedicated to the Lord's service during the AGM upon ratification.
- iii. The outgoing office bearers shall orient the incoming office bearer on all matters concerning their office.
- iv. The outgoing office bearers shall officially handover all documents pertaining to their offices.
- v. A report showing all that has been handed over will be signed by both the outgoing and the incoming office bearers, upon reception of the same by the new office bearers.
- vi. Official induction and orientation shall be done within three weeks of entering office.

# Article 18: By- Nominations

## 18.1 Vacation of Office

An office shall be declared vacant under the following circumstances:

- i. If a vote of no confidence is passed against an Executive Council member by at least 2/3 of the full members present in a special general meeting.
- ii. Demise.
- iii. Incapacitation due to illness.
- iv. Gross misconduct.
- v. Ineffectiveness in meeting their duties.
- vi. Neglect of responsibilities
- vii. Resignation by the Leader.
- viii. Deferment and change of institution.

## Article 18.2: Procedure for Filling Vacancies

In the event that a vacancy arises on the Executive Council under the circumstances listed in Article 18.1:

### 1. Formation of By-Nomination Committee:

- i. The Executive Council shall, within seven (7) days of the vacancy, exercise its power under Article 12.2 (iii) to appoint a temporary **By-Nomination college** guided by article 17.

- ii. This committee shall consist of five (5) full members who are not current members of the Executive Council.
- iii. The Executive Council shall appoint one of the by-nomination college members to act as the Chairperson of this committee.

The sole mandate of the By-Nomination College shall be to oversee the nomination and appointment of a qualified member to fill the specific Executive Council vacancy.

- 2. **Nomination Process:** The By-Nomination College shall follow the procedure outlined in Article 17.2, adapted for the vacancy. This shall include:
  - i. Notifying the CU members for prayer, fasting, and meditation concerning the vacancy.
  - ii. Asking full members to recommend, in writing, persons they have prayerfully felt should fill the vacancy.
  - iii. Vetting the recommendations and ensuring all candidates meet the eligibility requirements of Article 12.4.
  - iv. Making the final nomination for the vacant office.
- 3. **Presentation and Objections:**
  - i. The name of the nominee shall be made known to the members of the Union at least seven (7) days before their confirmation for prayerful consideration.
  - ii. Objections to the candidate must be made in writing by full members to the Chairperson of the By-Nomination College within a 3 days period.
- 4. **Appointment and Term:**
  - i. The By-Nomination College shall consider any objections and make a final decision on the appointment.
  - ii. The newly appointed member shall be presented and commissioned at the next convenient regular CU meeting.
  - iii. The appointed member shall serve for the remainder of the spiritual year.
- 5. **Dissolution:** Upon the successful appointment of the new member, the By-Nomination College shall be dissolved by the Executive Council after 7 days.

# **CHAPTER 6: FUNDS,ASSETS AND THEIR ADMINISTRATION**

## **Article 19: Inspection of accounts and list of members**

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

## **Article 20: Funds and their administration**

- i. The funds of The Christian Union shall be used for the purpose which the Executive Council considers proper in accordance to the aims of The Christian Union.
- ii. Any funds received by The Christian Union shall be deposited directly into The Christian Union's official bank account(s) or through The Christian Union's Treasurer. When He/she handles cash deposits, the transaction **shall** be conducted with the presence and signature of at least one other committee treasurer.
- iii. All Committees or ministries that handle any money shall have a treasurer who will keep proper records and shall report to the Executive Council treasurer.
- iv. No payment shall be made out of the bank account without the resolution of the Executive Council authorizing payments. Such authorization shall be signed by any two (2) of the following five persons (signatories): treasurer, chairperson, vice chairperson, secretary or vice-secretary.
- v. Signatories to the bank account shall include: The Treasurer, Chairperson and Secretary to the Executive Council. Any withdrawal from the bank account shall require signatures of at least two of the above persons.
- vi. A sum of money approved by the Executive Council shall be kept by the treasurer for petty cash disbursement.
- vii. The financial year for The Christian Union shall run from 1st September to 31st August.

## **Article 21: Auditing**

The Christian Union shall have two categories of auditors:

- a) The CU Internal Auditing Committee and
  - b) External auditor.
- i. The auditors shall be appointed by the Executive Council for that spiritual year.
  - ii. The external auditor shall neither be an office bearer nor a member of The CU. The internal auditor must not be an office bearer but must be a member of The CU who has knowledge in auditing and assurance.
  - iii. The external auditor shall be a qualified CPA (K).

- iv. All of The CU's accounts, records, and documents shall be open for inspection by the two auditors before the Annual General Meetings. The treasurer shall give an account for the receipts; payments and a statement of assets and liabilities made up to date and certified that they are correct and duly vouchered at the end of the spiritual year.
- v. A copy of the auditor's report on the accounts and statements shall be furnished to all members by the date of the Annual General Meeting. An auditor is appreciated by such honorarium for his/her duties as may be resolved by the Executive Council appointing him/her.

## Article 22: The Christian Union's Assets

- i. Without prejudice and pursuant to the powers conferred upon the Executive Council and the assets manager, no equipment shall be leased, rent, lent out, unless the assets manager with the approval of the Executive Council owing to the evident and compelling reason(s) deem(s) it necessary.
- ii. The equipment shall be used as per The Union's assets policy.
- iii. Disposal of The Union's assets should be done to the bidder with the highest offer.
- iv. Purchase of The Union's assets should be from the bidder offering the best quality at the lowest price.
- v. Any loss of assets shall be handled by the asset's manager and the Executive Council.

# **CHAPTER 7: DISSOLUTION, AMENDMENTS AND REVIEW OF THE CONSTITUTION**

## **Article 23: Procedure of amendments**

No amendments shall be made to this constitution unless;

- i. At least 42 days' notice in writing of any proposed amendments shall be given to the Secretary of The Christian Union who shall thereafter give at least 28 days' notice to the members of the AGM/SGM
- ii. The opinion of the FOCUS staff and advisory board shall be sought and recommendation made known to the general meeting.
- iii. The amendment is passed by two thirds (2/3) of full members present through voting at an SGM/AGM.
- iv. The proposed amendments to this constitution are made by only full members who are eligible for the same.

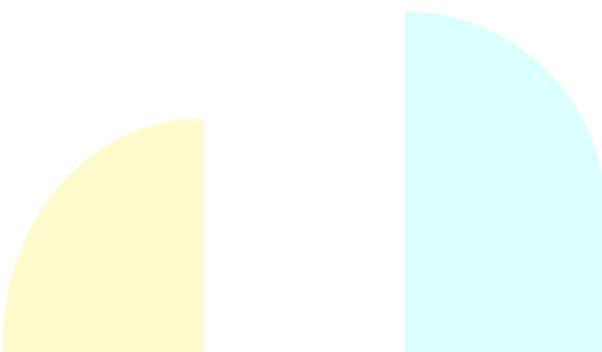
## **Article 24: Constitution Review Process**

- i. Setting up of an amendment commission herein after referred to as Constitution Review Commission (C.R.C) which shall consist of seven members appointed by The Executive Council 42 days before the SGM/AGM.
- ii. The C.R.C may co-opt other members who shall not be more than three to represent some Christian Union's special interests.
- iii. Its quorum shall not be less than 2/3 of the commissioners.
- iv. Members shall make proposals to the C.R.C within a period of 14 days.
- v. The constitution review commission shall analyse proposals and with the advice of the Advisory Board come up with the proposed constitution. The proposed constitution shall be presented to The Christian Union members 14 days to S.G.M/A.G.M.
- vi. The constitution shall from then henceforth be operational.
- vii. The entire constitution shall be reviewed after three calendar years.

## **Article 25: Dissolution**

- i. Union shall not be dissolved except by a resolution passed at a General Meeting of the members by votes of three quarters (3/4) of the full members present. If there is insufficient quorum, the proposal to dissolve The Christian Union shall be postponed to a further general meeting to be held four weeks later. Notice of this meeting shall be given to all members of The Christian Union at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

- ii. Provided, however, that no dissolution shall be affected without the prior permission of the University Dean of Students obtained upon application to him/her made in writing and signed by at least three of the office bearers.
- iii. When the dissolution of The Christian Union has been approved by the Dean of Students, no further action shall be taken by the Executive Council than to liquidate all assets of The CU subject to the payment of debts of The Christian Union, the balance thereof being paid to any Christian organization(s) as may be resolved by the meeting at which the resolution for dissolution was passed.



# CHAPTER 8: GENERAL PROVISIONS

## Article 26: Partnerships

- i. The Executive Council on behalf of MUTCU shall have the right to control or limit as need be any activity or partnership deemed to be subversive to the objectives and doctrinal basis of the union.
- ii. The MUTCU shall partner with other bodies or organizations within and outside the university upholding the same objectives and doctrinal basis according to the partnership policy.

### 26.1 Partnership Guidelines

- i. The MUTCU shall have short- and long-term partnership with possibility of extension after review and evaluation.
- ii. All partnership shall be carefully considered to protect the interdenominational nature of the MUTCU.
- iii. All MUTCU partnership documents shall be filed for reference due to the transitory nature of the MUTCU leadership.

Upon violation of any partnership agreement the following steps shall be followed:

- i. A meeting of the two partners inclusive of the guarantors shall be held to discuss the violated agreement.
- ii. Upon discussion, the partnership shall be given a second chance with recommendations.
- iii. Termination of partnership which shall involve official signing by the partners and the guarantors.
- iv. In case of termination, communication shall be made to the MUTCU members by the chairperson.
- v. Other partnership guidelines shall be adhered to as stipulated in the partnership policy.

## Article 27: Associates Committee

There shall be an Associates Committee consisting of the following:

- i. The Chairperson,
- ii. The Secretary,
- iii. The treasurer
- iv. The male Vice Chairperson of The Christian Union

All the above members shall be members of The Christian Union.

## **27.1 Duties of the Associates Committee**

Shall have the following duties:

- i. Keep the link with The Christian Union's Associates.
- ii. Maintain a record of the Associate's database.
- iii. Organize the Associate's weekend.
- iv. The four executive appointees shall be responsible of regular Committees' activities.

## **Article 28: Dispute Resolution**

In the event of a dispute regarding the interpretation of this constitution or conflicts between ministries that cannot be resolved by the concerned parties, the matter shall be referred to the Executive Council for mediation. If a resolution is not reached, the matter shall be escalated to the Advisory board for a final and binding decision.

## **Article 29: Official Communication**

Official notices for meetings, nominations, and other formal announcements shall be communicated via memo to members through the Secretaries via official Christian Union designated digital platforms. Communication through these channels shall be deemed to have been duly served.

## **Article 30: Definition of terms**

In this Constitution, unless the context otherwise requires:

- i. '**MUTCU**' or '**The Christian Union (C.U.)**' refers to the Murang'a University of Technology Christian Union.
- ii. '**AGM**' refers to the Annual General Meeting.
- iii. '**SGM**' refers to a Special General Meeting.
- iv. '**NC**' refers to the Nomination College responsible for overseeing nominations.
- v. '**C.R.C**' refers to the Constitution Review Commission.
- vi. '**FOCUS Kenya**' refers to the Fellowship of Christian Unions, the national umbrella body to which MUTCU is affiliated for guidance and partnership.
- vii. '**Spiritual Year**' refers to the period from the conclusion of one Annual General Meeting to the conclusion of the next.
- viii. '**Bona Fide Student**' refers to an individual officially registered for a course of study at Murang'a University of Technology for the current academic year.
- ix. '**Executive Council**' refers to the principal governing body of the Christian Union as outlined in Article 12.

- x. '**General Meeting**' refers to either an Annual General Meeting (AGM) or a Special General Meeting (SGM).
- xi. '**Patron**' refers to a member of the University teaching or administrative staff who serves as an advisor and liaison to the University.
- xii. '**Ex-officio**' refers to a member of a committee who serves by virtue of holding another office.
- xiii. '**Quorum**' refers to the minimum number of members that must be present at a meeting for its proceedings to be valid.

## Article 31: Supremacy and Application

This constitution shall be subject to the rules and regulations of the Murang'a University of Technology and the laws of the Republic of Kenya. Where any provision of this constitution conflicts with university regulations or national law, the latter shall prevail.

## Article 32: Appendices

The Executive Council may maintain appendices to this constitution, which shall contain supplementary policies and procedures. These appendices shall be consistent with the provisions of this constitution and can be amended by a two-thirds resolution of the Executive Council. The appendices may include, but are not limited to:

- i. Appendix A: Leadership Manual
- ii. Appendix B: Policy framework
- iii. Appendix C: MUTCU Brand guidelines