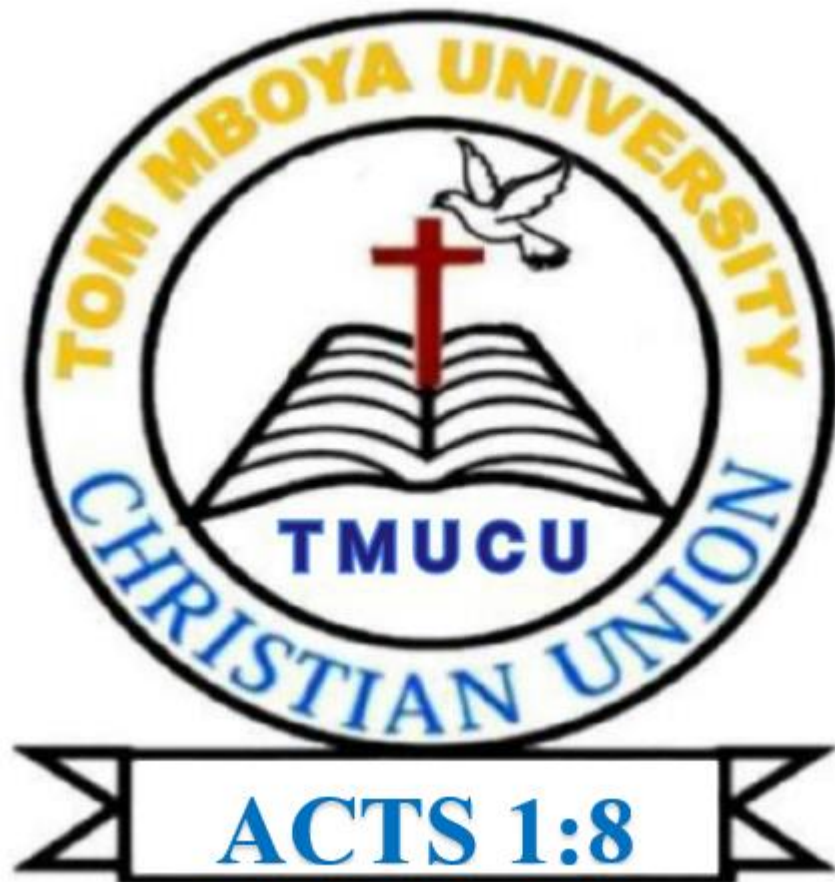


# **TOM MBOYA UNIVERSITY**

## **CHRISTIAN UNION**

### **CONSTITUTION**



**HIS WITNESSES, TRANSFORMING THE WORLD**

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# PREAMBLE AND AFFILIATION.

## PREAMBLE

We the Tom Mboya University Christian Union being; a body of Christian students in Tom Mboya University bound together by faith in God the father, son, and the Holy Spirit. Seeking to live according to the holy word of God (**The BIBLE**), exclusively non-denominational, non-political, non-profit making and non-partisan. Do adopt, enact and submit ourselves and the future Tom Mboya University College Christian Union generations to this constitution. By this constitution, we declare that no provision in this constitution is intended to contravene, defeat, or contradict in any manner the Holy word of God (**The BIBLE**). Any such provision shall to the extent of contravention, defeat, or contradiction have no effect.

## AFFILIATION

The union shall be affiliated to the Fellowship of the Christian unions [**FOCUS-KENYA**]  
The union shall faithfully tithe to the Fellowship of Christian unions [**FOCUS-KENYA.**]

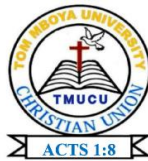
# ARTICLE 1: NAME, LOGO, VISION, MISSION, OBJECTIVES, COREVALUES AND REGISTRATION.

## 1.1 NAME.

The full name of the society shall be **Tom Mboya University Christian Union (T.M.U.C.U)**, herein referred to as the Union.

## 1.2 LOGO AND SOCIAL MEDIA LINKS.

The Christian union shall have a logo as displayed below.



The following social media links shall as follows :

Email [tommboyaunicu@gmail.com](mailto:tommboyaunicu@gmail.com)

Website link [www.tmuchristianunion.org](http://www.tmuchristianunion.org)

Twitter [@tommboyauniversitycu](https://twitter.com/tommboyauniversitycu)

YouTube [tom mboya university christian union](https://www.youtube.com/channel/UCmboyauniversitychristianunion)

TikTok [tom mboya university christian union](https://www.tiktok.com/@tom_mboya_university_christian_union)

Instagram [tommboyauniversitychristianunion](https://www.instagram.com/tommboyauniversitychristianunion)

Facebook [tom mboya university Christian union](https://www.facebook.com/tom_mboya_university_Christian_union)

## 1.3 VISION

To be true agents of transformation living a holy life to the current and coming generations in and outside campus.

## 1.4 MISSION

To equip members to be able to study, practice, and evangelize God's word to the current and generations to come.

## 1.5 CORE-VALUES

- Integrity
- Team work
- Excellence



- Accountability
- Faithfulness to the Holy Scripture

## 1.6 OBJECTIVES

- **Leadership development.**

To identify and develop Christian leaders.

- **Mission and Integral missions**

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

- **Evangelism.**

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

- **Discipleship**

To develop and strengthen spiritual life of its members through the study of the Bible, prayer and Christian fellowships.

## 1.7 REGISTRATION

The union shall be registered with the office of Registrar of Academics of Tom Mboya University as it stands now.

## ARTICLE 2: DOCTRINAL BASIS

We believe in:

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

# ARTICLE 3: MEMBERSHIP, RIGHTS AND RESPONSIBILITIES.

## 3.1: MEMBERSHIP

### 3.1.1: FULL MEMBERSHIP

Shall be open to all undergraduate students of Tom Mboya University who profess the Christian faith and conscientiously sign a membership registration form that shall contain the following declaration at the beginning of the academic year.

#### DECLARATION

*“I..... born again in understanding that TMUCU is a non-denominational fellowship, I declare my faith in Jesus Christ as my Savior, Lord and God. It is my desire by the grace of God to live a life consistent with scriptures. I am also determined to give active support to the Christian Union as it seeks to fulfill its aims and objectives. I also agree to uphold the doctrinal basis as outlined in this constitution.”*

### 3.1.2: SPECIAL MEMBERSHIP

Shall be open to all school-based students, part timers, international students, post graduates who are not former members of the Union who ascribe to doctrinal basis and conscientiously sign the Declaration in Article 3.1.1

### 3.1.3: ASSOCIATES MEMBERSHIP

Associate membership shall be open to all staff, non-students and former students of Tom Mboya University, who profess Jesus Christ as Lord and Savior, ascribe to Doctrinal Basis and their names have been entered into the Associates register. There shall be **NO Membership Fee.**

## 3.2: RIGHTS AND RESPONSIBILITIES

### 3.2.1 FULL MEMBERSHIP:

Shall be:

- i. Eligible to hold office except in the final year of their study. Final year students may hold office in another ad hoc committee (s), except the sub-committee.
- ii. Eligible to hold office except for the Special Membership
- iii. Vote in any General Meeting and participate in the nomination of officials subject to the provisions of this constitution.
- iv. Propose an amendment to the constitution as provided by Article 19.

### 3.2.2 SPECIAL MEMBERSHIP

- i. Shall be free to participate in the activities of the union.
- ii. Shall be entitled to participate in the nominations of the officials of the union.
- iii. Shall be entitled to vote in general meetings.
- iv. Shall not be eligible to be members of the Executive Committee, but may be nominated to any other leadership position in the union through consensus or shall be voted in by a majority of the members of the Executive Committee.

### 3.2.3: ASSOCIATES

- i. Shall be free to participate in the activities of the union
- ii. Shall have an advisory role.
- iii. Shall not be entitled to vote in general meetings or hold any office or participate in the nominations of the officials of the union.
- iv. Shall form an associate's fellowship composed of all associate members of the union.
- v. Shall actively support the union in achieving its Objectives individually or as per the discretion of the Associates Fellowship.

### 3.2.4: Termination of Membership

Membership of the Union shall be terminated if:

- i. A member ceases to be a student of the University.
- ii. If a member writes to the Secretary of the Union declaring to cease being a member of the Union.
- iii. If a member is ex-communicated because of belief and/or practice, which is not in line with the Union's objectives and doctrinal basis

- iv. Contravention of Article 2 and/or their conduct has been proven to contradict the Christian faith prescribed in the Holy Bible.

### 3.2.5: Renewal of Membership

Membership shall be renewed every academic year by signing of the declaration in **Article 3** **OR** otherwise as the Executive Committee deems necessary **OR** entering of the names into the associate members' register as the case may be.

## ARTICLE 4: GOVERNANCE

### 4.1: Executive Committee

#### Composition:

- 1. Chairperson**
- 2. Vice-chairperson**  
Welfare and Compassionate sub-com
- 3. Secretary**  
Secretariate-chairperson
- 4. Vice secretary**
  - a. Secretariate-vice chairperson
  - b. Esthers' and Jacobs' sub-com
- 5. Treasurer**  
Treasury sub-com
- 6. Partnership and Associates Coordinator**  
FOCUS and Associates
- 7. Prayer coordinator**  
Prayer and intercessory sub-com
- 8. Bible study and Discipleship Coordinator**
  - a. Bible study
    - ❖ CBR
    - ❖ Bible study groups
  - b. Discipleship
    - ❖ Best-P
    - ❖ Class-fellowships
    - ❖ Orientation
- 9. Mission and evangelism coordinator**
  - a. In -reach
    - ❖ Door-to-door
    - ❖ Hospital & prison visits
  - b. Out-reach
    - ❖ High school ministry
    - ❖ Annual mission.
- 10. Music coordinator**

- a. Praise and worship
- b. Choir
- c. Instrumentalists

#### **11. Ushering and Hospitality Coordinator**

- a. Ushering and accommodation
- b. Catering and Hospitality
- c. Decorations sub-com

#### **12. Media, Literature and Publicity coordinator**

- a. Media/Publicity sub-com
- b. Editorial and Literature sub-com

#### **13. Creative ministry Coordinator**

Creative sub-com

### **4.1.2: Qualification of the Executive Committee Members**

- I. Apart from being born-again, full members of TMUCU shall qualify for the executive Committee position if they:
- II. Are active and committed to the activities of TMUCU.
- III. Possess leadership skills like honesty, understanding, gentleness, self-control, humility, kindness and are loyal to the union.
- IV. Are people who set a good example to other believers in a speech in conduct, in love, in faith, and in purity.
- V. Are mature in faith.
- VI. Members who qualify for the Executive committee position shall not be in either the first or the final years of the study.

### **4.1.3: Duties and responsibilities of Executive Committee and sub-committee**

#### **4.1.3.1: General duties of Executive.**

- 1. Shall carry out and implement the objective of Tom Mboya University Christian Union as spelled in **Article 1**.
- 2. Shall oversee the working of different ministries.
- 3. Shall pass the plans of various sub-committees.
- 4. Shall organize the union's calendar of events.

5. Shall be responsible for the safe custody of the Union's property.
6. Shall draw up the Union's budget for each financial year and higher an external auditor to assess the union's books of account.
7. Shall have the mandate to elect non-nominated members in the committees and approve nominated members in the sub-committees as may be found appropriate.
8. Shall propose the members of the Advisory Board who shall be ratified in the AGM.
9. Shall link the Union with the University Administration and other Christian bodies.
10. Shall appoint the Union Patron who shall be the convener of the Advisory Board.
11. Shall handle disciplinary cases in the Union.
12. Shall decide on expenditures and ways of raising funds for the Union.
13. Shall ensure that the quorum before holding an Executive meeting shall not be less than two third of the Executive Committee members.
14. Shall adhere to the rule that the Chairperson is a non-voting member in the Executive Meeting not unless there is a tie.
15. Shall be responsible for the formation of new ministries if needed.
16. Shall submit up-to-date reports to the secretary.
17. Shall form an advisory team if need be.

#### 4.1.3.2 General roles of sub-committee

- i. Encouraging members to join their respective ministries.
- ii. Submission of end of semester report through their representative in the Executive Committee.
- iii. All the sub-committee chairperson shall be the member of the welfare committee.

#### 4.1.3.3: Chairperson

- i. Shall chair the Union's Executive meetings.
- ii. Shall call, in liaison with the Secretary, all meetings of the Executive Committee.
- iii. Shall be the spokesperson of the Union to Tom Mboya University Administration.
- iv. Shall chair the Annual General Meeting and Special General Meetings.
- v. Shall coordinate the activities of the Union's Officials.
- vi. Shall be one of the signatories to the documents and financial transactions of the Union.



- vii. Shall approve the plans of various sub-committees as passed by the Executive Committee.
- viii. Shall represent the Union in the Regional Student Executive Committee (RSEC).
- ix. Shall be responsible for maintaining the integrity of the union's leadership.
- x. Make the decisions on all matters about the running of the union in consultation with the executive committee.

#### 4.1.3.4: Vice Chairperson

- i. Shall be immediate to the chairperson.
- ii. Shall perform all duties of the chairperson in his/her absence.
- iii. Shall be in charge of disciplinary cases in liaison with the executive committee.
- iv. Shall be responsible for counseling and social welfare of the union members.
- v. shall oversee the running of the Christian union fellowships and Sunday services programs in liaison with the vice secretary.
- vi. Shall secure venues for all TMUCU meetings.
- vii. Shall be in charge of all who come to minister in the place of meetings and during services in liaison with the various ministries' coordinators and sub-committee, in liaison with the union's secretary.
- viii. Shall be in charge of welfare and compassion.
- ix. Shall coordinate the Friday service.
- x. Shall perform any other allocated duties as the Executive Committee deems fit.

##### 4.1.3.4.1 Welfare and compassionate sub-committee

###### **Composition:**

- a. Chairperson (union's vice chairperson)
- b. Secretary
- c. Treasurer
- d. Two special members
- e. All the chairperson in the sub-committee shall be members of the committee.

#### 4.1.3.4.2 Roles of welfare and compassionate sub-committee

- i. Shall receive information about the bereavement of the Union member's family members and/or relatives and shall be responsible for the conveyance of the information to the Executive Committee and the rest of the Union for support to the person involved.
- ii. Shall be responsible for guiding and counseling matters.

#### 4.1.3.5 Secretary

- a) In consultation with the chairperson issue notices convening, meetings of the executive committee and general meetings of the Christian union shall be responsible for keeping minutes of all such meetings.
- b) Shall be responsible for the safe custody of all the Christian union records and those of the executive committee.
- c) Shall be one of the signatories to all financial transactions of the Union.
- d) Shall be the head of all secretaries in TMUCU and organize their training.
- e) The secretary shall together with the chairperson represent The Union in the Joint Coordinating Council (JCC) and Regional Student Executive Committee (RSEC).
- f) Shall be in charge of the Union's E-mail and post office box.
- g) Receive all the Union's announcements and work on the modalities of their presentation during the Union fellowships and other major Union gatherings.
- h) Any other role is given by the executive committee.
- i) Consult the chairperson and the treasurer in case of urgent matters where the committee cannot be consulted. The decision reached shall be subject to rectification (or otherwise) at the next committee level.
- j) Shall oversee the Friday service together with the vice chairperson.

#### 4.1.3.5.1 The Secretariate Committee

- i. This is a committee comprising all the TMUCU sub-com secretaries.
- ii. The TMUCU Secretary and vice secretary will be the chairperson and vice chairperson, respectively, of this committee, who will also link it to the executive committee.
- iii. This committee will be formed immediately after the AGM, where it will be convened by the union's secretary, and thereafter choose the committee secretary and treasurer.

**It will be composed of:**

- a. Chairperson -Union's secretary.
- b. Vice chairperson-union's vice secretary
- c. Committee secretary
- d. Committee treasurer
- e. All the union's sub-com secretaries.

**4.1.3.5.2 Duties of secretariate committee**

- i. It will be responsible for contacting student ministers during the mid-week services.
- ii. It will organize training on minute writing, typesetting, etc.
- iii. It will be responsible for mobilizing members of the union on the activities of the union and FOCUS, in liaison with PAC.
- iv. It will propose amendments to the constitution if need be. If this occurs, the executive committee will be notified, so that the articulated procedures will take effect.
- v. Shall be responsible for the skillful and timely advertisement of the Union activities.
- vi. It will ensure leadership development by enhancing the commitment of the sub-com leaders at the sub-com (in liaison with the coordinators).
- vii. It has the right to request any executive official to account for his/her activities and decisions on behalf of the union members if need be in a letter form.
- viii. It will perform any other duty which the executive deems fit.

**4.1.3.6 Vice Secretary**

- i. Shall deputize the secretary.
- ii. Shall be the vice chairperson of the Secretariat committee
- iii. Cater for all provisions of the Executive Committee as it holds meetings and the preachers' welfare.
- iv. The vice secretary shall ensure the proper running of the Sunday services in liaison with the vice chairperson.
- v. Be together with the secretary, responsible for keeping minutes of the Executive committee meetings.

- vi. Shall be one of the witnesses in recordings of the monies collected during the union fellowships, together with the union's treasurer and the ushering & Hospitality coordinator.
- vii. Shall oversee the Esthers'(sisters) and Jacobs'(brothers) sub-coms, and represent them to the executive committee.
- viii. Shall perform any other duty delegated to him/her by the Executive Committee

#### 4.1.3.6.1 Jacobs sub-committee

Shall be composed of:

- a. Chairperson (who shall be accountable for counseling gents issues)
- b. Secretary
- c. Treasurer
- d. Two special members

#### 4.1.3.6.2 Roles of Jacobs sub-committee:

- i. Shall organize and coordinate the Jacobs Fellowship.
  - ii. Shall in liaison with the others Sub-Committee organize Joint Fellowships
  - iii. Shall handle counseling issues among the Jacobs in the union.
  - iv. Shall lead the union members in chastity and sexual purity campaigns, in liaison with the Esthers' sub-committee.
  - v. Shall be responsible for guiding the Jacobs fellowship.
  - vi. Shall organize Jacob's Sundays and events, subject to verification by the executive committee.
- **The union's vice secretary shall oversee its activities and link it to the executive committee**

#### 4.1.3.6.3 Esthers' sub-committee

Shall comprise:

- a. Chairperson (who shall be accountable for handling ladies' issues)
- b. secretary
- c. treasurer

- d. two special members

#### 4.1.3.6.5 Roles of Esthers' sub-committee

- i. Shall organize and coordinate the Esthers Fellowship.
  - ii. Shall in liaison with the Jacobs Sub-Committee organize Joint Fellowships.
  - iii. Shall handle counseling issues among Esthers in the union.
  - iv. Shall organize Jacob's Sundays and events, subject to verification by the executive committee.
  - v. Shall lead the union members in chastity and sexual purity campaigns, in liaison with the Jacobs sub-com
- The union's vice secretary shall oversee its activities and link it to the executive committee

#### 4.1.3.7: Treasurer

##### 4.1.3.7.1 Roles of the union treasurer:

- i. Shall ensure safe custody of all monies and financial resources of the Union.
- ii. Shall receive and deposit all monies in the Unions' account(s).
- iii. Shall present the Union budget to a General Meeting for approval and every first week of the month.
- iv. Shall be answerable to the members of the Executive Committee for all money received, and disbursed to and from the Union's account(s) and shall issue receipts and preserve vouchers for all monies paid by the Union.
- v. Shall be one of the signatories to all financial transactions of the Union.
- vi. Shall ensure the Union's records are audited at the right time, by both internal and external Audits.
- vii. Shall supervise any of the Union's fundraising as may be set.
- viii. Shall ensure that proper books of accounts of all monies received by The Union are written up, kept in safe custody, and available for inspection.
- ix. Shall be a member of the welfare sub-committee.
- x. Shall submit financial statements to the union every first Sunday of the new month.

- xi.** Shall oversee the union retreats and the logistics thereof.
- xii.** Shall link the finance and welfare sub-committee to the Executive Committee.
- xiii.** Shall be the chair of the finance committee.
- xiv.** Shall perform any other allocated duties as the Executive Committee deems fit.

#### 4.1.3.7.2 Treasury sub-committee:

The committee shall comprise 3 advisors working hand in hand with the TMUCU-Main treasurer on any duty delegated to them by the treasurer.

**DISCLAIMER:** Any responsibilities and delegated duties of the TMUCU-Main treasury shall only and only be done by the accounting committee of the TMUCU-Main treasurer.

#### 4.1.3.7.3 Roles of Treasury sub-committee

- i. The offertories collected by the ushers are safely kept until they are recorded by the TMUCU-Main treasurer with their help.
- ii. The counting and recording of the Union's offertories shall only be done by the account's committee, therefore they shall always be available for the same.
- iii. The Christian Union's assets are well managed, and them working hand in hand and together with the treasurer.
- iv. They offer advisory help to every TMUCU-Main departmental treasurer in record keeping and where else necessary.
- v. Shall regularly check the Union's accounts.
- vi. Shall control the spending and ensure that the budgetary limits are kept within the stated time.
- vii. Shall ensure that the Union's records are audited at the right time both internal and external audits.
- viii. Shall assist the Union's treasurer to prepare the yearly financial report.
- ix. Shall prepare the budget draft and present it to the Executive Committee for approval and consequent transmission to the AGM by the Union's Treasurer for approval.
- x. Shall make arrangements for accommodation of the Union's guests with liaison with the hospitality coordinator.

- xi. The four members of this sub-committee appointed by the executive committee shall know accounting matters.

#### 4.1.3.8 Partnership and Associates Coordinator (PAC)

##### 4.1.3.5.1 Roles of PAC

- i. Shall oversee the associates' activities
- ii. Shall oversee partnership group
- iii. Shall follow up with associates and all partners and update their database
- iv. Update the associates on the progress of the union as well as the activities involving associates i.e. associates retreats, associates Sundays, and annual missions.
- v. Shall act as a link between the union and the administration
- vi. Shall mobile members of the union partake in FOCUS activities
- vii. Shall represent the union in the inter-Christian forums within the Tom Mboya University, when such formations come into existence.

##### 4.1.3.8.2 The Associates sub-committee

Membership in This committee shall be made up of the following members;

- i. Chairperson
- ii. Secretary- shall keep all the records of the committee meetings, keep the associates' database and also carry out any other role allocated by the chairperson.
- iii. In charge of prayer- shall coordinate the committee's prayers and also carry out any other role allocated by the chair.
- iv. 2 other members- shall help in gathering the associate's details as well as carrying out any other role allocated by the chair.
- v. Keep the associates' database.
- vi. Update the associates on the progress of the union as well as the activities involving associates i.e. associates retreats, associates Sundays, and annual missions.
- vii. Request for financial and spiritual support from the associates if need be.
- viii. In consultation with the executive committee ensure the success of the associate's retreats and associate's Sundays respectively.

### 4.1.3.9 Prayer Coordinator

#### 4.1.3.9.1 Roles of prayer coordinator

- I. Shall be the chairperson of the prayer ministry sub-committee.
- II. Shall organize prayer days and other prayer events, e.g. prayer on the mountain, in the field, prayer nights, prayer week, etc.
- III. Shall link the new converts during the Friday fellowship to new convert class leaders.
- IV. Shall handle all prayer correspondence.
- V. Shall lead the Executive committee prayer meetings.
- VI. Shall organize prayer retreats once per year probably in the second semester.
- VII. Shall be in charge of prayers in mid-week and Sunday services.
- VIII. Shall represent TMUCU in a FOCUS prayer summit and prayer events.
- IX. Shall oversee the prayer ministry sub-committee and represent them in the executive committee.
- X. Shall perform any other allocated duties as the Executive Committee deems fit.
- XI. Shall issue out partners and assistants in individual prayer support.
- XII. Shall help deepen and strengthen prayerfulness among members.

#### 4.1.3.9.2 Prayer sub-committee

Shall comprise of:

- I. Chairperson (who will be the coordinator of the ministry)
- II. Secretary
- III. Treasurer
- IV. Two special members

#### 4.1.3.9.3 Roles of prayer sub-committee

- i. Shall organize and coordinate the union's prayer meetings.
- ii. Shall head the intercessory sub-committee and the intercessory groups.
- iii. Shall help deepen and strengthen prayerfulness among members.
- iv. Shall issue out prayer partners and assistants in individual prayer support.
- v. Shall keep all the records necessary in the ministry and submit them to the coordinator at the end of the spiritual year.



#### 4.1.3.9.10: Mission/Evangelism coordinator

##### 4.1.3.10.1: Roles of Mission/Evangelism coordinator

- i. Shall coordinate evangelism from within and without the university.
- ii. Shall chair the Missions' Committee.
- iii. Shall chair the Evangelistic Committee.
- iii. Shall link the out-reach ministry, in-reach ministry, School Ministry and annual mission committee to the Executive committee.

##### 4.1.3.10.2; The outreach sub-committee

This sub-committee shall be responsible for planning and organizing all the missions and evangelism activities of the union outside the campus. It shall also be responsible for planning and organizing commission conferences within the Union in the year it occurs.

This sub-committee shall be composed of;

1. Outreach Chairperson
2. Outreach secretary
3. School Ministry Coordinator
4. Outreach Treasurer
5. In-charge E-Teams

##### 4.1.3.10.3: Out-reach Chairperson

Roles:

- i. Shall head the outreach sub-Committee
- ii. Shall oversee the following departments;
  - The outreach department shall be in charge of evangelism activities outside the campus, which shall be, but not limited to; mini-missions, annual missions, etc
  - School ministry shall be in charge of evangelism activities in the high schools and primary school including co-working with KSCF, weekend challenges, high school rallies, and other such partnerships.
  - Annual mission department which shall include all logistics and planning of the annual mission as described herein.
- iii. Shall mobilize union members for evangelism activities outside the campus.

- iv. Shall liaise with the Associates' sub-committee in reaching associates toward the funding of the union's mission activities.
- v. In the years in which the commission (mission) conference occurs, the Outreach coordinator will be in charge of all logistics and planning for the commission conference in TMUCU.

#### 4.1.3.10.4; Outreach secretary

##### Roles:

- i. Shall keep records of all committee meetings proceedings.
- ii. Shall sit in the Secretariat committee.
- iii. Shall assume the role of the chairperson of this sub-com in his/her absence.
- iv. Shall mobilize members to partake in the activities of this sub-committee.

#### 4.1.3.10.5: School Ministry

This department entails evangelism activities in primary and high schools including co-working with KSCF, weekend challenges, high school rallies, and other such partnerships. It includes but is not limited to sourcing invitations to minister, honoring such invitations, and mentoring pupils and students in specific selected primary and high schools.

#### 4.1.3.10.6: In-charge school ministry

##### Roles:

- i. Shall head the school ministry department and be a member of the Outreach sub-committee.
- ii. Shall be in charge of all planning and logistics for the annual high school rally.
- iii. Shall seek to widen the scope of the union's reach to high schools by spearheading partnerships and co-working with high school CUs this can include co-working with the KSCF.
- iv. Shall write all reports of school ministry activities and be the custodian of all such records.
- v. Shall work out the school schedules every term to ensure that all invitations are honored effectively.

#### 4.1.3.10.7: Outreach Treasurer

##### Roles:

- i. Shall be a member of the Outreach committee.
- ii. Shall keep all financial records on the Outreach sub-committee which shall include but not be limited to the annual mission.
- iii. Shall keep all petty cash on the Outreach sub-committee and in liaison with the unions' treasurer bank all monies on missions in the Christian union's main account as per the need of the time.
- iv. Shall keep the Outreach sub-committee informed on the financial position of the Outreach department.
- v. Shall write a financial report of the mission funds and other such reports at times deemed necessary.

#### 4.1.3.10.7: Annual Mission Planning

- The Union shall endeavor to hold annual missions to areas least reached by the gospel in obedience to Christ's command, "The Great Commission" Matt 28:18-22
- In such years when FOCUS (Fellowship of Christian Unions) organizes mission conferences dubbed "Commission" the Union shall give priority to the commission over the annual mission.
- The Outreach sub-committee shall be fully in charge of the annual mission/ commission planning as applicable.
- Commencement of the annual mission planning shall be when the Outreach sub-committee is appointed to office.
- The whole detailed procedure towards planning an effective annual mission is well explained in detail in the Missions Hand Book given to the Union by FOCUS. The custodian of the handbook is the Outreach sub-Committee.

#### **Roles of the Outreach sub-Committee as pertain to the Annual Mission/commission**

##### **The committee shall;**

- i. Fully be in charge of the annual mission planning.
- ii. Prepare the annual mission/commission budget.
- iii. Mobilize CU members and other interested members for the mission/commission.
- iv. Mobilize prayer support – before, during, and after the mission/commission
- v. Be in charge of the annual mission/commission logistics.
- vi. Follow up with those who got saved in the mission/commission.
- vii. Do an evaluation and make a recommendation concerning effective mission work.

#### 4.1.3.10.8: In-reach sub-committee

The In-reach sub-Committee This sub-committee shall be responsible for planning and coordinating evangelism and mission activities within the campus fraternity; prepare reports on the said evangelism and missions. It shall also plan and coordinate Tri-annual missions. The In-reach sub-Committee shall comprise of:

- i. The In- reach Chairperson
- ii. In-reach secretary
- iii. In-reach treasurer
- iv. In-charge door-to-door evangelism
- v. In-charge hospital and prison visits

#### 4.1.3.10.9: In-reach chairperson

- i. Shall liaise with the staff fellowship in reaching out to the campus Staff.
- ii. Shall mobilize union members for evangelism activities within the campus
- iii. Shall spearhead evangelism bible study in collaboration with the Bible study and training coordinator f. shall mobilize the members of the union for a person- to -personal evangelism and door to doors
- iv. Shall express interest of the members to be co-opted to the In-reach sub-committee at such a time as mentioned above.

#### 4.1.3.10.10: In-reach secretary

- i. Shall also be a member of the secretariat committee.

- ii. Shall record and keep all meeting proceedings and all records of the evangelism activities which shall include; reports, strategies, etc.
- iii. Shall assist the In-reach chairperson and in his/her absence, carry out all the duties of the chairperson (of this sub-com) in the sub-Committee.
- iv. Shall mobilize the members of the union for person-to-person evangelism and door to doors.

#### 4.1.3.10.11: The in-reach treasurer

- i. Shall also be a member of the finance sub-committee.
- ii. Shall be in charge of income-generating projects if such is employed in raising funds for the Tri-annual mission.
- iii. Shall be accountable to the union's treasurer on the expenditure of finances.

The department shall be headed by the In-reach Chairperson and will involve all members of the in-reach sub-committee. The department will focus largely on campus ministry which shall be done in two ways:

1. General- organizing special campaigns e.g. evangelism in hostels (door to door), crusades, and reaching others through the lifestyle of members.
2. The University mission- an intensive gospel campaign aimed at reaching every individual at least once in their University lifetime and may be done in conjunction with other campuses of the University, dubbed 'Triennial'

#### 4.1.3.10.11: The Nature of a Triennial Mission

It is a mission within Tom Mboya University, for the University community.

- Shall be held in the second semester suitably in the March-May period of such a year.
- Shall be initiated by the Joint Coordinating Council, FOCUS, and the Executive Committee.

- The Tri-annual committee shall be chaired by the In-reach coordinator. The mission and evangelism coordinator shall oversee this committee, and link it to the executive committee
- It shall include one member who served in the previous Tri-annual missions committee preferably an associate.
- Among the tasks of the committee shall be raising money for the Triennial Mission.
- Shall be planned in such a manner that it is intensive, reaching the students, staff, and the University administration in large numbers.
- Planning shall preferably start 6 months before the event.

#### 4.1.3.11: Discipleship Coordinator

##### 4.1.3.11.1: Roles of discipleship coordinator

- i. Shall coordinate the new believer's class teaching and follow-up.
- ii. Shall help members develop daily personal devotions.
- iii. Shall appoint bible study leaders with the coordination of the bible study sub-committee.
- iv. Shall Encourage TMUCU members to read Christian literature in liaison with the union's secretary.
- v. Shall oversee the BEST P ministry.
- vi. Shall oversee the discipleship and bible study sub-committees and represent them in the executive committee.
- vii. Identify the relevant material to be used in Bible study.
- viii. Be in charge of all training and retreat.
- ix. Shall be in charge of all the funds through the committee for the training, EZRA conference, commission, and Bible study guides.
- x. Shall be an ex-official of the orientation committee.
- xi. Shall facilitate bible-study in the executive committee.
- xii. Shall perform any other allocated duties as the Executive Committee deems fit.

##### 4.1.3.11.2: Bible Study sub-committee

Shall comprise of:

- I. Chairperson
- II. Secretary
- III. Treasurer
- IV. Two special members.

#### 4.1.3.11.3: Roles of bible study sub-committee

- i. Mentor and follow up with the Consistency Bible Readers (CBR) members, training, and graduations.
- ii. Shall be responsible for the formation of bible study groups.
- iii. Shall consider the appropriate Bible Study Material and distribute them in the bible study groups.
- iv. Shall be responsible for the nurturing of new believers and follow-up of bible study members.
- v. Shall, in consultation with the Executive Committee, arrange for the training of the bible study leaders and CBR training.
- vi. Shall be responsible for the appointment of the bible study leaders.
- vii. The coordinator is an ex-official in the ministry's meeting and s/he must be there.
- viii. Secretary has to take all the minutes in the ministry and submit them to the coordinator at the end of the spiritual year.
- ix. Treasurer has to keep all monies records and submit them to the coordinator at the end of the spiritual year.

#### 4.1.3.11.4: Discipleship sub-committee

**Shall comprise of:**

- I. Chairperson
- II. Treasurer
- III. Secretary
- IV. Two special members

#### 4.1.3.11.5: Roles of discipleship sub-committee

- i. Shall coordinate Bible Exposition Self Training Program (BEST-P), (BEST-P class).

- ii. Shall coordinate discipleship classes.
- iii. The coordinator will be an ex-official in the ministry's meetings and s/he must be there.
- iv. Shall coordinate follow-up of new believers and organize nature classes.
- v. Shall represent the year fellowships such as ANZA-FIT and VUKA-FIT programs.
- vi. Secretary has to take all the minutes in the ministry and submit them to the coordinator at the end of the spiritual year.
- vii. Treasurer has to keep all monies records and submit them to the coordinator at the end of the spiritual year.

#### 4.1.3.11.6: CLASS FELLOWSHIP COMMITTEE

A Class fellowship is a fellowship of students who are union members and belong to the same year of study.

##### **A Class fellowship:**

- a. Be formed in the 1st year of study of any group during the orientation process and guided by the Bible study & training coordinator and the orientation committee.
- b. Shall be entitled to identity by way of a name and or slogan which captures the fellowship's vision and mission which shall be in line with the Union's aims, core values, vision, and mission. The name shall be obtained after prayerful consideration and should have a biblical basis. It shall be used from its inception to the end of the duration of the study.
- c. Have a leadership nominated by the members of that year's fellowship assisted by the Bible study & training coordinator. Nominations shall be done after one year of service and all members of the class fellowship shall be legible for nominations except those serving in The Executive Committee.
- d. Have its leadership report to the Bible study & training coordinator regularly.
- e. The class fellowship members shall be divided into small units called Families to enhance accountability, foster unity, ensure the welfare of the members, and also ensure the growth of the family as well as for easy mentorship.
- f. The leadership of the class fellowships shall consist of;
  - ❖ Class fellowship chairperson



- ❖ Class fellowship vice chairperson
- ❖ Prayer coordinator
- ❖ Praise and worship coordinator

### **Class fellowship CHAIRPERSON**

- a. Shall chair the meetings of the class fellowship leadership
- b. If the agent Shall co-work with the Jacobs chairperson to organize for social activities of the Union and brothers affairs and If it is a lady Shall co-works with the Esthers' chair to organize for social activities of the Union and Esthers' affairs.

### **Class fellowship vice chairperson**

- a. If gent Shall co-worker with the Jacobs chair to organize for social activities of the Union especially brothers activities and If a lady Shall co-worker with the Esther's chair to organize for social activities of the Union, especially Esther activities.
- b. Shall be the secretary to the class fellowship.
- c. Shall be in charge of refreshments.

### **Class fellowship Prayer coordinator**

- a. Shall lead prayers in the class fellowship
- b. Shall be a member of the intercessory sub-committee

### **Class fellowship Praise and worship coordinator**

- a. Shall be in charge of worship in the class fellowship.
- b. Shall be the treasurer of the class fellowship.
- c. Shall link those interested in praise and worship and in learning instruments to the Union's worship team.

### **Roles of the class fellowship leaders**

- a. Shall organize and prepare the program of all the activities to be carried out by the class fellowship
- b. Shall ensure spiritual, social, and academic growth of its members
- c. Shall group members into families and oversee their smooth running

#### 4.1.3.12: Music Coordinator

##### 4.1.3.12.1: Roles of music coordinator

- i. Shall oversee the Music, Choir, and Instrumentalist Sub-committees and represent them in the executive committee.
- ii. Shall coordinate all the activities of the praise and worship team, Choir, and the Technical team.
- iii. Shall be in charge of praise and worship in mid-week and Sunday services.
- iv. Facilitate the nurturing of the talents in the music team, choir, and instrumentalists.
- v. Shall organize training of the praise and worship, choir, and instrumentalists in liaison with the executive committee (i.e, for external trainers).
- vi. If there will be a need to partner with a local/area church, for either the praise and worship or choir and technical team, there must be valid approval from the executive committee, and will be answerable to the disciplinary team if the condition is violated.
- vii. Shall be responsible for praise and worship in the executive committee fellowships and meetings.
- viii. Shall perform any other allocated duties as the Executive Committee deems fit.

##### 4.1.3.12.2: Praise and Worship Sub-committee

**Shall comprise of:**

- I. Chairperson
- II. Secretary
- III. Treasurer

#### IV. Two special members

##### 4.1.3.12.3: Roles of praise and worship sub-committee

- i. Prepare and lead praise and worship sessions in the union's events, services, and any other activities of the union as they may be called upon.
- ii. In liaison with the music, the coordinator organizes and carries out training for vocalists.
- iii. In liaison with the music coordinator, organize and facilitate special praise and worship events in the union.
- iv. Nurture and develop talents and gifts of those interested in praise and worship.
- v. Keep the records of members in the ministry.
- vi. Submit end-of-year reports to the music coordinator.

##### 4.1.3.12.4: Choir Sub-committee

###### **Shall comprise of:**

- I. Chairperson
- II. Treasurer
- III. Secretary
- IV. Two special members.

##### 4.1.3.12.5: Roles of choir sub-committee

- i. The chairperson should chair all the meetings during the sub-committee meetings.
- ii. Secretary is responsible for taking minutes and securing venues for the sub-committee meetings.
- iii. The treasurer should keep monies records in the ministry.
- iv. Organize choir meeting venues.
- v. Registering new members in the choir ministry.
- vi. Nurturing and developing new talents and gifts of those interested in the choir ministry.
- vii. Keep a register of attendance of choir members.
- viii. Submit the year's reports at the end of the year to the music coordinator.

- ix. Coordinate preparation and presentation in form of songs during the union's services, events, and other activities that the union may be called upon as approved by the executive committee.

#### 4.1.3.12.6: Instrument Sub-committee

**Shall comprise of:**

- I. Chairperson
- II. Secretary
- III. Treasurer
- IV. Two special members.

#### 4.1.3.12.7: Roles of Instrument sub-committee

- i. Shall be responsible for the storage and repair of instruments.
- ii. Shall coordinate the operation and time setting up of the instruments during the union's activities.
- iii. They shall make proposals for replacement and purchase of more instruments as the need arise.
- iv. Secretary is responsible for keeping the records in the ministry and has to submit them to the music coordinator at the end of the spiritual year.
- v. They shall organize the recruitment and training of instruments to the interested members of the ministry.
- vi. Shall organize for at least one person from the ministry to accompany the instruments when they are being lent out and shall do a technical inspection of the same upon their return.
- vii. Treasure should keep monies records and submit them at the end of the spiritual year to the music coordinator.

#### 4.1.3.12.8 BY-LAWS Governing Operations of Instruments

- i. Any person who wishes to be trained on instruments operations must be a member of instrument and video coverage ministry and must learn everything including setting them.

- ii. Members should get permission from the chairperson to the ministries or Boards responsible for the use instruments before operating them.
- iii. Members operating and playing any instruments must be born again and of Godly character.
- iv. All instruments should be kept in the CU office after use or the person whom the Executive committee deems fit.
- v. The instrument hired shall be accompanied by a technician from CU instruments and video coverage ministry.

### 4.1.3.13: Ushering and Hospitality Coordinator

#### 4.1.3.13.1: Roles of the coordinator

- i. Shall prepare the union's refreshments in liaison with the concerned ministry.
- ii. Shall be in charge of the visitors' welfare in liaison with the second vice chairperson and union's treasurer.
- iii. Shall assist the first vice chairperson in organizing social activities in liaison with the various ministries.
- iv. Shall be responsible for the collection and counting of tithes and other offerings in liaison with the union's treasurer.
- v. Shall organize and arrange venues for the union's meetings and usher in members and visitors.
- vi. Shall be in charge of TMUCU catering materials.
- vii. Shall be in charge of beautification during all TMUCU events.
- viii. Shall maintain and ensure replacement of union's utensils.
- ix. Shall ensure every member of the sub-committee has known every event or work that's to take place and his/her role in the meeting/work.
- x. Shall oversee the ushering, accommodation, and hospitality sub-committees.
- xi. Shall perform any other allocated duties as the Executive Committee deems fit.

#### 4.1.3.13.2: Ushering and Accommodation sub-committee

##### **Shall comprise of:**

- I. Chairperson

- II. Secretary
- III. Treasurer
- IV. Two special members

#### 4.1.3.13.3: Role of Ushering and Accommodation sub-committee

- i. Shall be responsible for collecting offerings and tithes.
- ii. Shall organize and arrange venues for the union's meetings and usher in members and visitors.
- iii. Shall be responsible for decorating the various venues in the union's special meetings.
- iv. Shall organize boarding facilities for the union's visitors.
- v. The chairperson should chair all the meetings.
- vi. The coordinator is an ex-official in the ministries' meetings.
- vii. Secretary has to take all the minutes in the ministry and submit them to the coordinator at the end of the spiritual year.
- viii. Treasurer has to keep all monies records and submit them to the coordinator at the end of the spiritual year.
- ix. They shall keep the records of all the members in the ministry.

#### 4.1.3.13.4: Catering and Hospitality sub-committee

**Shall comprise of:**

- i. Chairperson
- ii. Secretary
- iii. Treasurer
- iv. Two special members

#### 4.1.3.13.5: Roles of Catering and hospitality sub-committee

- i. Shall be responsible for catering matters in the union's activities such as overnight vigils, missions, and speaker's meals.
- ii. Shall be responsible for the union's catering utensils.
- iii. The chairperson should chair all the meetings.
- iv. The coordinator is an ex-official in the ministry's meetings.

- v. Secretary has to take all the minutes in the ministry and submit them to the coordinator at the end of the spiritual year.
- vi. Treasurer has to keep all monies records and submit them to the coordinator at the end of the spiritual year.
- vii. They shall keep the records of all the members in the ministry.

#### 4.1.3.14: Media/Publicity and Editorial/Literature Coordinator

##### 14.1.3.14.1: Roles of the coordinator

- a) Oversee the Media/publicity and editorial/literature team which will involve receiving and interpreting all publicity needs of the Union. This includes designing, producing, and putting up all the Union posters, banners, and all other publicity tools employed by the Union.
- b) Be in charge of The Union's publicity assets e.g. computers, laptops, cameras, printers, etc.
- c) Shall be the Administrator/manager of The Union's website in consultation with the chairperson and secretary of The Union as directed by The Committee.
- d) Carry out Any other role allocated by The Executive Committee.
- e) Making video clips for the various departments when required.
- f) Shall oversee the Media and Editorial sub-committees and represent them in the executive committee.

##### 4.1.3.14.2 Media/publicity sub-committee

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

- i. Chairperson
- ii. Vice-chairperson

- iii. Secretary
- iv. Treasurer
- v. One special member

#### 4.1.3.14.3: Roles of media and publicity sub-committee

- i. Shall coordinate the recording of the Union's sermons.
- ii. Be responsible for entering the details of members on the computer and updating the Union's database
- iii. The team which will involve receiving and interpreting all publicity needs of the Union. This includes designing, producing, and putting up all the Union posters, banners, and all other publicity tools employed by the Union.
- iv. Making video clips for the various departments when required.
- v. Shall be responsible for promoting the reading culture of Christian literature by Union Members
- vi. Be responsible for entering the details of members on the computer and updating the Union's database
- vii. Shall be the Administrator/manager of The Union's website in consultation with the chairperson and secretary of The Union as directed by The Committee.
- viii. Shall be in charge of all social platforms of TMUCU. i.e, Youtube, Facebook page, website, WhatsApp groups, etc.

#### 4.1.3.14.4: Editorial and literature sub-committee

This team shall be responsible for receiving and interpreting all literature needs of The Union. This includes writing, purchasing, designing, producing, keeping and selling of union's books, magazines, Christian leaflets and cards as approved by the executive committee. This team shall consist of;

- i. Chairperson
- ii. Vice-chairperson
- iii. Secretary
- iv. Treasurer



- v. One special member

#### 4.1.3.14.5: Roles of Editorial and literature sub-committee

- i. Shall be responsible for the safe custody of the Union's literature material, organizing and Accounting for library materials lend out to the Union members, and ensuring the effective running of the library.
- ii. It will deal with the literature
- iii. Carry out Any other role allocated by The Committee.
- iv. It will be responsible for the union's official documents and books.
- v. It will be the custodian of the union's constitution.
- vi. Shall be responsible for purchasing and sale of Christian literature e.g. books and Magazines as recommended by the Executive Committee.
- vii. Shall be responsible for handling all literature department correspondence.
- viii. Shall be responsible for accounting records of all monies received from the sale of books
- ix. Be in charge of all the Union's stationery including printing of letterheads and envelopes.

#### 4.1.3.15: Creative ministry coordinator

##### 4.1.3.15.1: Roles of Creative ministry Coordinator

- i. Shall chair the creative ministry and link it to the executive committee
- ii. Shall encourage members to discover their talents and use them in glorifying God.
- iii. Shall coordinate the sub-com activities.
- iv. Shall, in liaison with respective ministries, pass information to the union members, in a creative manner.
- v. Shall plan for sporting events
- vi. Shall organize traditional events

##### 4.1.3.15.2: Creative ministry sub-committee

This team shall endeavor to edify the members and serve the lord through their talents. regarding this, the team shall endeavor to identify the endowment of talents within the membership of the Union and seek to develop them. Members should seek to dress decently and carry out activities that are Christ Oriented.

The activities carried out should be included in the union calendar, therefore not overriding The Union's activities. This ministry will comprise of:

- Arise and shine dance group.
- Drama/play.
- Sports.
- Culture and traditions.
- Comedy.
- Poetry and Recitations.
- And any other social activities as deemed by the sub-committee.

### **Shall comprise of:**

- a. Chairperson
- b. vice chairperson
- c. Secretary
- d. Treasurer
- e. In-charge sports
- f. In charge of Drama/Plays
- g. In-charge cultures and traditions

### **Roles:**

- i. his department shall facilitate the development of sporting talent within the Union through the organization of events such as Sports Day
- ii. Shall facilitate all sporting activities of the Union.
- iii. Shall be the custodian of the sporting assets of the Union and ensure they are well maintained.
- iv. Secretary shall take minutes of all the sub-committee meetings and facilitate all the sub-committee prayers
- v. Shall organize all the team building activities during the Union's retreats.

- vi. Shall be in charge of the Theatre, Poetry, and Recitations.
  - vii. Shall be in charge of cultural and tradition week/Sunday.
  - viii. Shall ensure presentations are done wherever requested to have them.
  - ix. Shall co-work with other departments in the Union when they have presentations to ensure quality and relevance.
  - x. Shall ensure quality and creativity in their presentations.
- **The chairperson and the vice chairperson shall not be of the same gender.**

## ARTICLE 5: DISSOLUTION OF THE EXECUTIVE COMMITTEE

- i. The Executive Committee shall be dissolved if the members of the Union pass a vote of no confidence by minimum votes of two thirds of the entire membership.
- ii. In such a situation, another nomination shall be held immediately under the chairpersonship of any one of the members of the Union who is chosen by the other members to do so for a period of 14 days.

## ARTICLE 6: INTERIM EXECUTIVE COMMITTEE

The sitting Executive Committee shall, in consultation with the Advisory Committee, appoint interim members, to run the affairs of the Union at the time when all or some of its members are out of session. When the Executive committee is back on campus, then the interim shall be dissolved. This will apply even when one cohort is on campus.

## ARTICLE 7: THE PATRON

### 7.1 Appointment

- i. Shall be a teaching staff or senior administration in the Tom Mboya University College.
- ii. Shall be appointed by the Executive Committee.

### 7.2 Duration of Office

- i. The patron shall hold the office for a renewable term of two years
- ii. Must be born again and in line with the doctrinal basis laid out in this constitution.
- iii. Must be mature and of good report.
- iv. Should be residing within or around the university.
- v. Should be committed and willing to work with the Christian Union.

### 7.3 Duties

- i. Shall link the Union to the Administration.
- ii. Shall be consulted by the Union members for guidance and counseling.

### 7.4 Reappointment

The Executive Committee shall have the mandate to appoint a new Patron, if the incumbent Patron:

- i. Differs from the sound doctrine as laid out in the Bible.
- ii. Goes out of the country for a period of more than one year.
- iii. Resigns.
- iv. Fails to perform his/her duty effectively as perceived by the Executive Committee.
- v. Passes away.

### 7.5: Vice Patron

#### 7.5.1: Appointment

- i. Shall be a teaching staff or senior administration in the Tom Mboya University.
- ii. Shall be appointed by the Executive Committee.

#### 7.5.2: Duration of office

- i. The vice patron shall hold the office for a renewable term of two years.
- ii. Must be born again and in line with the doctrinal basis laid out in this constitution.

- iii. Must be mature and of good report.
- iv. Should be residing within or around the university.
- iv. Should be committed and willing to work with the Christian Union.

#### 7.5.3: Duties

- i. Shall deputize the patron in his/her absence

#### 7.5.4: Reappointment

- i. The Executive Committee shall have the mandate to appoint a new vice Patron, if the incumbent vice Patron.
- ii. Differs from the sound doctrine as laid out in the Bible.
- iii. Goes out of the country for a period of more than one year.
- iv. Resigns.
- v. Fails to perform his/her duty effectively as perceived by the Executive Committee.
- vi. Passes away.

## ARTICLE 8. MINISTRIES OF THE UNION.

A **ministry** is an organ of the Christian Union that carries out activities aimed at achieving the objectives of the Union. It shall be open to all members of the Christian Union. It shall be headed by a Director and Assistant Director(s) as stipulated in the leadership manual.

### 8.1 Formation

The executive committee shall assess the need for formation of a new ministry proposed by member(s) of the Christian Union. The executive committee shall then present the proposal to the Annual General Meeting (AGM) for approval by members. Ministries of the Union shall be as follows:

- Intercessory ministry
- Ushering ministry
- Catering ministry
- Praise and worship ministry
- Choir ministry
- Creative ministry
- Instruments ministry.
- Media and publicity ministry.
- Editorial and literature ministry
- Jacobs and Esthers ministry.
- Welfare and Compassionate ministry.
- Secretariates

### 8.2 Dissolution

In the event that a ministry fails to meet the objectives of the Christian union; the executive committee shall present the ministry to the members during the Annual General Meeting (AGM) for dissolution.

## ARTICLE 9: NOMINATION AND REPLACEMENT

### 9.1: COMPOSITION

- I. The Nomination Committee shall be composed of 9 members:
  - Three former executive committee members
  - Three non-eligible members of the current executive committee with exception of the chairperson.
  - One reputable member of the union.
- II. Shall nominate their Chairperson and Secretary once the committee is formed.
- III. Be ineligible members of the Executive Committee as appointed by the Executive Committee.
- IV. Be ineligible reputable members of the Union, appointed by the Executive Committee, who have served in a leadership capacity at a committee level in the Union.
- V. FOCUS staff and the Union's Patron/vice patron, who shall have an advisory role.

### 9.2 TERMS OF SERVICE

- I. Shall be appointed by the current Executive Committee two months before the Annual General Meeting, and shall be dissolved one month after successful handing over.

### 9.3: DUTIES OF THE NOMINATION COMMITTEE

- i. The Chairperson of the Nominations Committee shall lead the exercise of the nomination of the Union's Leaders in a fellowship gathering.
- ii. Shall make the final appointments for each of the offices of the Executive Committee.
- iii. Shall present the names of the appointed leaders of the union to the members in a fellowship gathering through the chairperson of the nomination committee.
- iv. Shall ensure that all offices whose nominees turn down the offer to serve before the AGM are successfully occupied.



- v. Shall handle objections to any nominees' candidate and take appropriate measures over such cases before A.G.M

## 9.4 THE NOMINATION PROCESS

- I. The Nominations Committee shall be convened by the Union's Chairperson and thereafter, shall appoint amongst themselves the chairperson and secretary of the committee.
- II. Should be held within the first semester (except where the system cannot allow it) in this case the Executive Committee should decide.
- III. Members of the union shall be notified at least two weeks before the nomination exercise, for, prayers, fasting, and meditation concerning the next leader of the union.
- IV. The nomination exercise shall be done in a fellowship gathering at least three weeks before the AGM, members of the union shall recommend in writing to the Nomination Committee, persons they have prayerfully felt should form the next leadership.
- V. The nomination committee shall make final appointments for all the Union's Leaders and inform members of the union about them at least two weeks before the AGM.
- VI. Objections to any of the candidates appointed by the nomination committee must be made in writing to reach the secretary to the Nomination Committee at least seven days before the Annual General Meeting.
- VII. The appointed leaders shall only take office after ratification by the Annual General Meeting

## 9.5 EXECUTIVE TERM OF SERVICE

- i. The Union's term of leadership is, a leadership year, which shall run between two consecutive AGMs.
- ii. All Executive Committee members of the union shall serve for not more than two terms.
- iii. The Chairperson shall not serve for more than one consecutive term.

## 9.6: REPLACEMENT

This entails replacement of members of the Executive and Subcommittee members of the Union before completion of their term of service

## 9.7: REASONS FOR REPLACEMENT

- i. Replacement of any official of the union shall be done as warranted by obligation that render the latter unable or unavailable to serve in the given capacity during the term of service;
- ii. Such reason must be consented and or accepted by the sitting Executive Committee, and may include, but not limited to:
  - Resignation by the Leader.
  - Academic reason such as: deferment and change of institution.
  - Health reasons.
  - \Conduct, deemed unfit for the position of service.

## 9.8: MODE OF REPLACEMENT

### 9.8.1: Replacement of members of the Executive Committee

#### a. Participants

There shall be a replacement committee mandated to replace an Executive Committee member(s). The committee shall be constituted when the need arises. It shall be composed of:

- i. The Patron who will chair the committee.
- ii. Two other members of the Advisory Committee.
- iii. Two other in-eligible members of the Union who shall be appointed by the Executive Committee

#### b. Procedure of replacement

- i. The Executive Committee shall inform the Advisory committee on the need of replacement of the Executive Committee member.
- ii. The replacement of the Executive Committee member should be done fourteen days after the convening of the Replacement Committee

### 9.9: Orientation and Handing Over

- i. Upon confirmation of new leaders, the outgoing office bearer (and committee Member) shall adequately orient the incoming office bearer (and committee Member) on all matters concerning his/her office.
- ii. He/she shall officially handover all documents pertaining to his/her office. A report.
- iii. 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 bearer.

**\*All the executive committee and the sub- committee leaders shall be trained not late than the second week after the AGM by FOCUS-KENYA**

## ARTICLE 10: BY-NOMINATION

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

- i. Where at least two thirds of the full members and special members in Special General Meeting pass a vote of no confidence in the entire Executive Committee.
- ii. Where the Executive Committee (acting as a majority) asks at least one member to vacate office owing to evident inability to perform the duties of that office.
- iii. In the event that article 12 is passed, the Executive Committee shall facilitate the by-nominations as per Article 12.
- iv. In the event that Article 12 (ii) is passed:
  - The advisory board shall facilitate the choosing of 5 caretakers who shall form the Transition Oversight Committee.
  - The five members shall automatically become non-eligible for nominations.
  - They shall appoint one of them as their chairperson.
  - They will facilitate the nominations as per Article 12.
  - The nominations will be held within 7 days and at most 14 days before the Special General Meeting. Names of the nominees will then be announced to all full members of T.M.U.C.U at least 7 days before the Special General Meeting.

## ARTICLE 11: OFFICIAL MEETINGS

### 11.1 Annual General Meeting (A.G.M)

- i. An Annual General Meeting shall be held at least fourteen days after the Nomination Process.
- ii. Shall be held once in every spiritual year.
- iii. The Annual General Meeting shall be chaired by the Union's Chairperson.
- iv. Agenda shall be communicated to the Union members two weeks before the Annual General Meeting by a notice given to the Union Members.
- v. The Chairperson shall establish a quorum (a two third of the Union registered Members) before the AGM is called into order.

### 11.2 Special General Meeting (S.G.M)

- i. A Special General Meeting shall be called to address critical issues in the Union by the Executive Committee and notice made not less than seven days before the date thereof.
- ii. A Special General Meeting shall be requested to address a critical issue by order of at least two thirds of signatures of the Union registered Members.
- iii. Agenda should be communicated to the Union members at least seven days before the Special General Meeting.
- iv. The Chairperson shall establish a quorum (a two third of the Union registered Members) before the SGM is called into order.

## ARTICLE 12: DISSOLUTION OF EXECUTIVE COMMITTEE

- i. The Executive Committee shall be dissolved after one spiritual year.
- ii. The Executive Committee shall be dissolved if the members of the Union pass a vote of no confidence by minimum votes of three quarters of the registered members present at a Special General Meeting or an Annual General Meeting.

In such a situation, **another nomination shall be held immediately under the chairmanship of the Advisory Board within a period of 14 days.**

## ARTICLE 13: DISCIPLINE

### 13.1: General Discipline

- i. The objective of the disciplinary measures shall be to maintain the glory of God, purity, integrity and spiritual growth of the believers.
- ii. All members shall be expected to treat one another with love and respect.
- iii. General discipline in the Union will be to safeguard Doctrinal Integrity of the Union.
- iv. All members shall be expected to dress decently at all times.

### 13.2: Disciplinary Measures

#### **Disciplinary measures shall include:**

- i. To guide and counsel.
- ii. To admonish: if the offender listens, he/she shall be forgiven
- iii. If an individual repents, he/she shall receive a reaffirmation of love and restoration to the fellowship after evidence of repentance.
- iv. Member(s) who do not change after counseling shall cease to be a member of the Union

### 13.3: Discipline of the Executive Committee

The Executive Committee shall be expected to be disciplined and be an example to others.

Discipline shall be carried out without partiality or favoritism.

The disciplinary measures or procedures stated in Article 16.2 shall apply.

## ARTICLE 14: FINANCES AND ASSETS

### 14.1: Handling of Funds

#### 14.1.1: Finances

- ii. The funds of the Union shall be used for the purposes that the Executive Committee considers as proper and fitting in line with the objectives of the Union and in accordance with the *Financial Policies*.
- iii. All monies shall be received by the Treasurer and shall be deposited by the Treasurer in the Union's appropriate Bank Accounts.
- iv. The Treasurer shall be eligible to read the budget during an Annual General Meeting or Special General Meeting to the Union members.
- v. No payment shall be made out of bank account without a resolution of the Executive Committee authorizing such payments and all the cheques on such Bank Accounts shall be signed by either two of the following persons:
  - Chairperson
  - Secretary
  - Treasurer
- vi. A sum of money agreed by the Executive Committee shall be kept by the Treasurer for petty cash disbursement of which proper accounts shall be kept.

#### 14.2: Assets

- i. All assets shall exclusively be the property of the Christian Union and shall be used towards achieving the objectives of the Union.
- ii. The assets shall be leased out or lent if the Executive Committee finds it appropriate and in the best interest of the Union.
- iii. In case of damage the person or the group to whom instruments had been lend out to shall be required to cater for the repair expenses.
- iv. If the damage is beyond repair the concerned party shall be required to replace the damaged item(s).
- v. The Executive Committee shall reserve the right to accept or reject any request for the instrument(s).



- vi. All assets shall be recorded in the inventory book and updated each time an asset is bought or received.
- vii. Disposal of Union assets shall be strictly done to the bidder with the highest offer.
- viii. Purchase of the Union's asset shall be from the supplier offering the best quality at the lowest price.
- ix. Instruments lent out must be accompanied by at least one of the Union's instrumentalists and technical inspection of the same shall be done upon return.
- x. The assets shall not be leased/rented out unless the Executive committee owing to evidence and compelling reasons deem it necessary. In this case, the lease/borrower will be responsible for any damages to the instruments while under his/her care.

The custodian(s) of the TMUCU assets shall be the Executive committee member(s) who oversees a ministry or board responsible for the use of any kind of asset(s).

## 14.3: Auditing and inspections

### 14.3.1: Auditing

#### a. External Auditor

#### Qualifications:

- Shall be an external person.
- Shall not be a student.
- Shall be born again Christian.
- Shall be a Certified Public Accounts holder.
- i. An external auditor shall be appointed by the executive committee. All the Christian union accounting records and documents shall be open for inspection by the auditor before the Annual General Meeting. The treasurer shall produce updated books of account and a balance sheet at least seven (7) days before the date of the Annual General Meeting.
- ii. A copy of the auditor's report on the books of accounts shall be furnished to all members at the time of the AGM.

iii. The auditor may be paid an honorarium for his/her duties as may be resolved by the executive committee appointing him/her.

**b. Internal Auditor**

***Qualifications:***

- Shall be a student in his/her final year/school auditor.
- Shall be a member of the Christian union.
- Shall be a holder of CPA4 and above.
- Shall be appointed by the executive committee.

**14.3.2: Inspection**

The Union's accounts, all documents relating thereto and list of members of the Union shall be available for inspection by an officer or members of the Union at the registered office of the Union on notice of not less than 14 days made to the Executive Committee.

All the Union's account, records and documents shall be open for inspection by the external auditor before the Union's **ANNUAL GENERAL MEETING**.

The books of accounts and all documents relating thereto and list of members of the Christian Union shall be available for inspection at the registered office of the Christian Union by the officers and members of Christian union on giving a notice not less than seven (7) days in writing to the executive committee through the Christian Union secretary.

## ARTICLE 15: INTERPRETATION

The interpretation of any article in the constitution shall be vested in the Executive Committee together with the Advisory Committee.

## ARTICLE 16: AMENDMENT

The executive committee shall come up with a committee that will be responsible for the amendment of this constitution upon which it shall be dissolved one month after its completion.

No amendments shall be made to this constitution unless

- a. Members desire to do so, in which case:
  - The member will propose an amendment in writing to the executive committee through the union's secretary not later than 21 days to a general meeting.
  - The Executive Committee shall discuss the proposal and if approved, shall be presented to the members seven (7) days to the general meeting.
  - Votes of two thirds of all members present and voting in the General Meeting pass a proposed amendment.
- b. The Executive Committee desires to do so, in which case:
  - The Executive Committee shall discuss and agree on the proposal.
  - The proposed change(s) shall then be presented to the members of the Union seven (7) days to the general meeting.
  - The amendments shall then be presented in a General Meeting for discussion by the members. Amendments shall be passed by two thirds of the votes of all the members present and voting in the General Meeting.
  - The Advisory Board's opinion is sought and its recommendations made known in a General Meeting.

## 16.1: Constitution Review and Amendment committee

Any amendments to this constitution shall be done by a Constitution Review Committee (CRC) constituting of at least nine (9) members and at most eleven members, appointed by the Executive Committee. The members shall consist of only committed members of the Union, who shall have demonstrated a mature Christian conduct and:

- i. There shall be at least one member from each class in session.
- ii. There shall be at most three members from the sitting and/ or former Executive Committees.
- iii. There shall be any other member(s) co- opted by the review commission as deemed necessary, whose appointment to the committee shall be done in consultation with the Executive Committee.
- iv. The committee shall notify the Union of the proposed amendments.
- v. The committee shall then present the final document to the Executive Committee fourteen days before the next general meeting.
- vi. The changes will be passed in an SGM.

## ARTICLE 17: ADVISORY COMMITTEE

### Composition:

The committee shall comprise of;

- The Union's Patron shall be the convener of the committee.
- The Union's Vice Patron.
- Two associates of different gender with a keen interest in Union, preferably not the immediate former.
- One member of the staff fellowship.
- FOCUS-Kenya staff(s) attached to the campus.
- Two members of the former executive committee are still in session.

### 17.1 Roles of advisory committee

The Advisory Committee shall,

- i. Advise and encourage Union leaders and members on exemplary Christian leadership and lifestyle.
- ii. Acquaint with and counsel the Union on its operations.
- iii. Attend the Union meetings when called upon or at their discretion.
- iv. Prioritize close relationships with Union members with a view of sound Christian mentorship.
- v. Together with the Executive Committee be responsible for the revision of the Leadership Manual

## ARTICLE 18: DISSOLUTION

### 18.1 CONDITIONS:

- i. The union shall not be dissolved except by a resolution passed at a General Meeting by vote of two thirds of it's the members present.
- ii. The quorum for this meeting shall be of at least 75% (Two thirds) of the total membership of the union.
- iii. If no quorum is obtained to dissolve the union, the proposed dissolution shall then be postponed to be submitted to a further General Meeting which shall be held one month later.
- iv. Notice of this meeting shall be given to all the union members at least 14 days before the due date.
- v. The quorum for this second meeting shall be 85% of the full members.
- vi. No dissolution shall come to effect without prior permission in writing to the Dean of Students, obtained upon application to him/her and signed by at least six of the Executive Committee office bearers.
- vii. After approval of the dissolution of the union by the Dean of Students, no further action shall be taken by the Executive Committee, the advisory committee, the Patron, the Chaplain or any other body the Union may be affiliated to.
- viii. FOCUS-Kenya is therefore given the mandate to take over the assets, make payment of debts and be in charge of the remaining assets to hand over to the next Union given they affiliate themselves to FOCUS-Kenya.
- ix. FOCUS-Kenya 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 the said assets.

## ARTICLE 19: APPLICATION CLAUSE

The constitution shall:

- i. Be subjected to the Union's Special General Meeting before adoption by the Union.
- ii. Come into effect as soon as 2023/2024 leadership year Nomination Committee is convened.
- iii. Be used for the purposes of and replacement of the Union's leaders.
- iv. Come into full implementation at the 2023/2024 Annual General meeting.