



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY CHRISTIAN UNION CONSTITUTION

**PREAMBLE**

We the Meru University of Science and Technology Christian Union (MUSTCU) being:

- a) A body of Christian students in Meru University of Science and Technology bound together by a common faith in the one only God, the Father, Son and Holy Spirit.
- b) Committed to living by the Holy Scriptures.
- c) Exclusively non-political and non-denominational.

Do adopt, enact and give to ourselves and to the coming Meru University of Science and Technology Christian Union generations this Constitution.

We declare that no provision herein shall or will be construed as to qualify, defeat or in any manner contravene the Holy Scriptures. Any such provision shall, to the extent of the contravention, have no effect. Without prejudice to the fore-said, it's specifically provided as hereunder:

## ACRONYMS

- i. **BEST -P** means Bible Exposition Self Training program. It shall be in charge of inductive Bible study among members in the Union and preparing daily devotions.
- ii. **FOCUS:** Fellowship of Christian Unions
- iii. **KSCF:** Kenya Students Christian Fellowship.
- iv. **SAMU:** Students Association of Meru
- v. **CPA:** Certified Public Accountant
- vi. **AGM:** Annual General Meeting
- vii. **SGM:** Special General Meeting
- viii. **CBR:** Consistent Bible Reading

MUSTCU CONSTITUTION REVIEWED IN 2022

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## CHAPTER 1: NAME, LOGO, AFFILIATION AND REGISTRATION

### 1.0 Name

The name of the union shall be Meru University of Science and Technology Christian Union (MUSTCU) here in referred to as ‘the Union’.

### 1.0 Logo

The Union shall have a logo.

The logo shall be in line with the doctrinal basis.

### 2.0 Affiliation and Partnership

The Meru University of Science and Technology Christian Union (MUSTCU) shall be a member of the fellowship of Christian Unions (FOCUS-Kenya).

The Union may partner with other bodies or organization within or outside the university upholding the same objectives and doctrinal basis according to the partnership policy.

### 3.0 Registration

The Union shall be registered with the office of the Dean of Students at Meru University of Science and Technology.

## CHAPTER 2: VISION, MISSION, OBJECTIVES AND CORE VALUES

### 4.0 Vision

To be faithful disciples and witnesses of Christ in and out of campus.

### 5.0 Mission

To equip every student with Discipleship and Evangelism so as to live a Christ-like life.

### 6.0 Objectives

The objectives of the Union shall be entirely non-political and non-denominational and shall be:

- 1. Evangelism:** *To train, encourage and commit its members to preach Jesus Christ in and out of campus with an aim of leading people to a personal commitment to Him.*
- 2. Discipleship:** *To foster maturity of its members through Bible Study, prayer and fellowship.*
- 3. Mission and Compassion:** *To mobilize members into mission work, compassion activity and societal transformation in every sphere of life as God leads them.*
- 4. Leadership development:** *To identify, develop and enhance leadership skills of its members through training, mentorship and experience.*

### 7.0 Core values

- 1. Unity** –we regard unity as seeking oneness in the midst of our diversity as we value each other and work together to build up the body of Christ.
- 2. Integrity** –we regard integrity as a faithful adherence to a moral code in diverse areas of life
- 3. Accountability** –we regard accountability as the state of being responsible for oneself and others in all aspects that is conduct, statement, time and finances.
- 4. Stewardship** –we regard stewardship as faithful management of resources, abilities and people entrusted to our care by God and knowing that we shall give an account.
- 5. Excellence**–we regard excellence as the quality of being outstanding and delivering quality results in all aspects of life for the glory of God.

### CHAPTER 3: DOCTRINAL BASIS.

Membership shall be open only to those in agreement with the fundamental biblical truths as enumerated below:

- 1) *The unity of the Father, Son and the Holy Spirit in the God head*
- 2) *The sovereignty of God in the creation, revelation, redemption and final judgment.*
- 3) *The divine inspiration and entire trustworthiness of the Holy scripture as originally given and its supreme authority in all matters of faith and conduct.*
- 4) *The universal sinfulness and guilt of all men since the fall rendering them subject to God's wrath and condemnation.*
- 5) *The divine birth of Jesus Christ*
- 6) *Redemption from guilt, penalty, dominion and pollution of sin, solely through the sacrificial and substitution death of our lord Jesus Christ as our representative.*
- 7) *The bodily resurrection of Jesus Christ from the dead and his ascension to the right hand of God the father.*
- 8) *The justification of the sinner by the grace of God alone through faith.*
- 9) *The presence and the power of the Holy Spirit in a believer's life.*
- 10) *The in-dwelling and the working of the Holy Spirit in a believer's life.*
- 11) *The expectation of the personal return of the lord Jesus Christ.*
- 12) *The one Holy universal Church which is the body of the Christ to which all believers belong.*
- 13) *The unity of believers in the body of Christ without discrimination.*

## CHAPTER 4: MEMBERSHIP

### 8.0 Categories of Membership

There shall be the following categories of members:

#### 8.1 Full Membership

a) This shall be open to all who meet the following requirements;

i. All undergraduate students at Meru University of Science and Technology (main campus), who profess the Union's faith and conscientiously sign a membership registration form that shall contain the following declaration at the beginning of their academic year:

*"In joining this Union, I declare my faith in Jesus Christ as my Savior, my lord and my God and it is my desire, by the grace of God to live a life consistent with this declaration and the doctrinal basis of the Christian Union as reflected in the Union's constitution. I am also determined to give active support to the Union as it seeks to fulfill its objectives"*

ii. All undergraduate students of MUST (main campus) who shall be members of a given bible study family within the academic year.

b) There shall be no membership registration fee.

c) Membership shall be renewed every academic year by signing the declaration in article 9.1A (i) above or otherwise as the executive committee deems necessary or entering of the names into the associate member register as the case may be.

#### 8.2 Special Membership

Shall be open to all other undergraduate students of Meru University of Science and Technology such as those pursuing their courses under part-time basis as well as postgraduate students who are not former students of Meru University of Science and Technology. Shall be required to conscientiously sign the declaration provided in 9.1A (i). Also subject to article 9.1C, provided they are not full members of unions in other campuses of MUST.

#### 8.3 Associate Membership

Shall be open to all former students of Meru University of Science and Technology, their spouses and any other person who profess the Union's faith, objectives and doctrinal basis of the Union.

They shall form the MUSTCU associate fellowship.

## **9.0 Membership rights and responsibilities**

### **9.1 All Members Rights.**

All members of the union shall be entitled to:

- i. Participate in all activities.
- ii. Vote in all general meetings.
- iii. Eligible to propose amendments.
- iv. Uphold the doctrinal basis, core values and actively support the union in achieving its objectives.

### **9.2 Full membership.**

- i. Shall be entitled to pass a vote of no confidence in the executive committee.
- ii. Shall be eligible for consideration for assistance from the welfare kitty if and when available as per the guidelines in the welfare policy document.
- iii. Shall be eligible to be nominated in the union leadership subject to chapter 8 of this constitution

### **9.3 Special members.**

- i. Shall not be eligible to be members of the Executive Committee, but may be nominated to any other leadership position in the Union.

### **9.4 Associates members.**

- i. Shall be eligible to be members of advisory committee.
- ii. Shall be ineligible to hold any leadership office in the union in or participate in the nominations of the union's officials.

## **10.0 Termination of Membership**

One shall cease to be a member of the Union when the individual;

- i. Is ex-communicated due to failure to uphold the doctrinal basis and objectives as well as the core values or when their practice and conduct has proved to contradict union's faith as determined by a careful judicious exercise of power conferred to the executive committee in consultation with the advisory committee.
- ii. Tenders a written resignation to the executive committee.
- iii. Ceases to be a student upon termination of their studies in MUST and fails to apply or sign the associate membership form.
- iv. Is expelled or discontinued from the university by the authority thereof.

## **CHAPTER 5: GOVERNANCE**

### **11.0 Governance structure**

#### **1. The Annual General meeting**

This is the supreme governing body in the union.

#### **2. The Advisory Committee**

This is the main advisory body to the union.

#### **3. The Executive Committee**

This is the main policy making and administrative body of the union.

#### **4. The Committees and subcommittees**

### **12.0 The Executive Committee**

- i. There shall be an Executive Committee comprising of 13 members.
- ii. The office bearers shall hold office from the date of inauguration during the AGM, until the succeeding AGM.
- iii. In-case of incapacitation, discontinuity, transfer or deferment of an office bearer, he/she shall automatically cease to be a member of the Executive Committee.
- iv. Upon decision to resign, an office bearer shall give a two weeks' notice to the Executive Committee who shall declare the office vacant for replacement according to CHAPTER 8.

### **13.0 Composition of the Executive Committee**

- (a) Chairperson
- (b) Vice-Chairperson
- (c) Secretary
- (d) Vice-Secretary
- (e) Prayer Coordinator
- (f) Treasurer
- (g) Organizing secretary
- (h) Discipleship Coordinator
- (i) Bible Study coordinator
- (j) Music Coordinator
- (k) Missions and Evangelism Coordinator
- (l) Non-resident Coordinator
- (m) Arts and Media coordinator

**14.0 Duties of the Executive Committee:**

The Executive Committee shall exercise powers as given and stipulated in this constitution. Its duties are as follows:

1. Shall be the central governing body of the Union.
2. Shall be responsible for promoting and implementing the objectives of the Union and for this purpose shall give directions to its members as to the manner in which they will carry out their duties.
3. Shall be responsible for handling all disciplinary cases in the Union in close consultation with the advisory committee for any step(s) to be taken to correct the affected member(s) subject to **(chapter 10 article 41)**
4. Shall authorize all the money disbursed on behalf of the Union in accordance to the finance policy document of the union.
5. Shall hold all Union assets in trust for the members in accordance to the asset policy document of the union.
6. Shall have the power to appoint and dissolve special committees (ad-hoc committees) as it may deem desirable for a specific tenure and mandate. Such committees shall make reports to the Executive Committee upon the conclusion of their given mandate.
7. Choosing of ministers / speakers on behalf of the Union to speak in meetings and to administer in such ceremonies as Holy Communion, baptism etc.
8. Shall be responsible for the appointment of the patron, the advisory committee and external auditor for ratification by the AGM.
9. Shall be responsible for appointment of the Nominations College.
10. Each executive member must prepare a comprehensive report at the end of the semester according to the ministries they represent.
11. Shall be responsible for any change, design, redesign of the Christian union logo in consultation with the advisory committee during the constitution review year if need arises.
12. Shall be responsible for receiving proposals of amendments to the Christian union constitution.
13. Shall be responsible for appointing subcommittee members.
14. Shall choose topics to be taught according to the needs of the union.
15. Shall take part in preparation, implementation and alterations of the union's calendar.

16. Shall carry out any other duties that seek to promote the achievement of the objectives of the union and its effective running.

### **15.0 Duties of Individual Executive Office Bearers**

#### **15.1 Chairperson**

- i. Shall be male or female.
- ii. Shall coordinate the work of the executive committee in carrying out the objectives of the Union.
- iii. Being the Principal Coordinator and representative of the Union, shall link the Union to the University administration in liaison with the patron and the chaplain and any other persons or institution.
- iv. Shall link the Union with advisory and the chaplain in the absence of the patron and the co-patron.
- v. Shall preside over all general meetings and the executive committee meetings.
- vi. Shall be a non-voting member but can have a casting vote in case of ties or deadlocks
- vii. Shall be a signatory to the union's bank account.
- viii. Shall be the Secretary in the Meru University of Science and Technology Christian Union Advisory committee.
- ix. Shall together with the secretary, represent the Union in FOCUS student leadership committee meetings.

#### **15.2 Vice Chairperson**

Shall be of the opposite gender to the chairperson.

- i. Shall assume the duties of the chairperson in his/her absence.
- ii. Shall coordinate brother's and sister's ministry.
- iii. Shall link the induction committee to the executive committee.
- iv. Shall link the welfare committee to the executive committee.

#### **15.3 Secretary**

- i. Shall together with the chairperson, represent the Union in FOCUS student committee meetings.
- ii. Shall record and preserve all minutes of Executive Committee and general meetings.
- iii. Shall be in charge of external correspondence on behalf of the Union except that which falls directly into another office or committee.

- iv. Shall receive and make notices to the members on behalf of the committees.
- v. Shall, in consultation with the Chairperson, issue notices convening all meetings of the committee and in general meetings of the Union.
- vi. Shall conduct registration and keep a database of all Union members.
- vii. Shall be a signatory to the union's bank account
- viii. Shall consult with the Chairperson or in whose absence Vice Chairperson on urgent cases where the whole Executive Committee cannot be reached and the decision reached shall be ratified in the next Executive Committee meeting
- ix. Shall keep custody of all unions official documents and all adopted amendments in the constitution.

#### **15.4 Vice-Secretary**

- i. Shall be the deputy to the secretary and in absence of the secretary, shall perform all duties of the secretary and other such duties as shall be assigned by the secretary.
- ii. Shall arrange for venues for Executive Committee meetings.
- iii. Shall take care over all sub-committee files and relay them to the secretary.
- iv. Shall be the Union's office administrator.
- v. Shall oversee the literature ministry
- vi. Shall link the finalist affairs committee to the executive committee

#### **15.5 Prayer Coordinator**

- i. Shall coordinate the prayer sub-committee.
- ii. Shall represent the Union in prayer events inside and outside the university.
- iii. Shall sensitize, encourage and mobilize the members of the Union on prayer.
- iv. Shall be in charge of the prayer room.
- v. Shall oversee coordination of all prayer activities in the union.

#### **15.6 Discipleship Coordinator**

- i. Shall encourage and mobilize the members into the study of Scriptures and personal growth in faith.
- ii. Shall coordinate discipleship committee.
- iii. Shall oversee Best-P program, and personal devotion training sessions.

- iv. Shall coordinate the faith foundation classes.
- v. Shall oversee the second years' and third year's fellowship subcommittees.
- vi. Shall organize training of members on matters of discipleship e.g. Baptism.
- vii. Shall coordinate and organize the activities that promote Christian discipleship in the union.
- viii. Shall be a member of the annual mission committee.

#### **15.7 Treasurer**

- i. Shall receive and also disburse under the direction of the Executive Committee all the monies belonging to the Union, issuing receipts for all monies received and preserving vouchers for all the monies paid by the Union.
- ii. Shall maintain a record of all the Union's assets and liabilities.
- iii. Shall coordinate the finance sub-committee.
- iv. Shall oversee all other subcommittee treasuries.
- v. Shall ensure that proper books of accounts of all the transactions of the Union are preserved and are available for inspection by an auditor.
- vi. Shall present the audited financial statements of the Union at the AGM as written up.
- vii. Shall oversee the commencement and running of the Union's income generating projects.
- viii. Shall prepare the Union's budget in consultation with the Executive Committee.
- ix. Shall head the asset management committee subject to the asset policy.

#### **15.8 Music Coordinator**

- i. Shall be the overall coordinator of praise & worship, choir and Instrumentalists ministries.
- ii. Shall arrange and coordinate the Union's music related activities in consultation with the Executive Committee.
- iii. Shall be a member of the asset management committee.
- iv. Shall ensure there are nurturing classes in the ministry.

#### **15.9 Organizing Secretary**

- i. Shall ensure timely arrangement of venues for union's meetings.
- ii. Shall be responsible for matters pertaining to transport for union's functions.
- iii. Shall coordinate hospitality docket i.e. ushering and catering ministries.
- iv. Shall coordinate work of all subcommittees not represented in the executive committee.
- v. Shall be in charge of special activities in the union that don't directly fall under any docket.

- vi. Shall link the décor subcommittee to the executive committee.
- vii. Shall be a member of the asset management committee

**15.10 Bible study coordinator**

- i. Shall convene and preside over all bible study leaders' trainings and meetings.
- ii. Shall organize trainings of members on matters of bible study.
- iii. Shall walk closely with the non-resident coordinator to promote bible study to the nonresident students.
- iv. Shall link the bible study subcommittee to the Executive Committee.
- v. Shall link the CBR Committee to the Executive Committee.

**15.11 Non-Resident Coordinator**

- i. Shall head the associates and partnership subcommittee.
- ii. Shall keep regular contact with the associates and sensitize them on the Union activities and projects.
- iii. Shall coordinate and facilitate the fundraising among the associates and partners in support of the Union's activities and projects.
- iv. Shall maintain and regularly update the database of the Union's associates and partners.
- v. Shall mobilize, sensitize and encourage non-resident students for involvement in the MUSTCU Union's activities and meetings.
- vi. Shall assist the Union to monitor student residential areas where it needs to be reached out.
- vii. Shall act as a link for integration for both Union's and FOCUS branch associates and partners to the Union's activities.
- viii. Shall link the advocacy committee to the executive committee.

**15.12 Missions and Evangelism Coordinator**

- i. Shall coordinate the mission and evangelism committee.
- ii. Shall oversee the in reach, outreach schools and their activities.
- iii. Shall handle all the invitation of the union to minister outside the university in consultation with the executive committee.
- iv. Shall link the union to KSCF.
- v. Shall seek to enhance integral mission both inside and outside the campus.
- vi. Shall oversee the school's ministry.
- vii. Shall organize and coordinate the evangelism meeting and training session.
- Viii. Shall be a member of the annual mission committee.

### **15.13 Arts and Media Coordinator**

- i. Shall oversee the creative ministry, IT and Publicity subcommittee
- ii. Shall be in charge of acquisition, keeping and hiring of the union IT and media equipment and materials in consultation with the executive committee.
- iii. Shall oversee the online registration and liaise with the union secretary for collection of data.
- iv. Shall oversee the union website as well as other social media platforms.
- v. Shall be a member of asset management committee.

## **16.0 The Committees of MUSTCU**

The constitution recognizes special committees appointed by the executive committee.

The following are the special committees

- i) Finalists Affairs Committee.
- ii) Induction Committee.
- iii) Advocacy Committee.
- iv) Annual Mission Committee.
- v) Consistent Bible Reading Committee.

### **16.1 Finalists Affairs Committee**

- i. Shall comprise of Chairperson, secretary, treasurer and two other members all appointed by the executive committee
- ii. Shall be formed one month before the end of the academic year
- iii. Shall be in charge of the Vuka-Fit program for elders.
- iv. Shall mobilize and encourage the elders to attend the Vuka fit program.
- v. Shall be in charge of choosing speakers to cover various topics in the Vuka fit program.
- vi. Shall be in charge of follow up of the finalists.
- vii. Shall be responsible for planning for any other activities for elders that seek to promote the objectives of the union.
- viii. Shall be linked to the executive committee by the vice Secretary.

### **16.2 Induction Committee**

Shall comprise of;

- a) Chairperson appointed by the executive committee
- b) Secretary appointed by the executive committee
- c) At most two other members all appointed by the executive committee
- d) Vice chairperson of the union
- e) FFC coordinator

- f) Bible study secretary
- i. It will be formed one month before the end of the academic year.
  - ii. Shall be in charge of orientation and induction program of the first years.
  - iii. Shall ensure that the ANZA FYT Syllabus is effectively covered.
  - iv. Shall be in charge of choosing speakers to cover the various topics in the syllabus.
  - v. Shall be in charge of the first years follow-up.
  - vi. Shall be in charge of planning for any other any other activities for the first years that seeks to promote the achievement of the union objectives.

Chairperson, Secretary and the two other members of the committee shall not be eligible for any leadership position in the subsequent nomination and can only be replaced in accordance to (Chapter 8 article 36.0).

The union's Vice chairperson, FFC coordinator and the Bible study secretary shall be replaced by the new office holder after the subsequent nominations

### **16.3 Finance Committee**

Shall comprise of;

- a) Union's treasurer
- b) Secretary
- c) Utmost 3 full registered members with at least one from the field of business appointed by the Executive Committee.
  - i. Shall regularly check the Union's accounts.
  - ii. Shall control the spending and ensure that the budgetary limits are kept within the stated time.
  - iii. Shall ensure that the Union's records are audited at the right time for both internal and external auditors.
  - iv. Shall assist the Union's treasurer to prepare the yearly financial report.
  - v. 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.

### **16.4 Music Committee**

Shall comprise of the

- a) Music coordinator who shall chair the committee
- b) Music ministry secretary
- c) Praise and worship coordinator

- d) Choir coordinator
- e) Instrumentalist's coordinator
  - i. Shall make decisions pertaining the music ministry as a whole.
  - ii. Shall organize for the members training classes i.e. the nurturing classes and activities in the ministry
  - iii. Shall be represented in the executive committee by the music coordinator.

#### **16.5 Associate and Partnership Committee.**

Shall comprise of;

- a) Nonresident coordinator who shall chair the committee
- b) Associate and partnership secretary
- c) Utmost 3 full registered members appointed by the executive committee.
  - i. Shall be in charge of organizing associates events in the union.
  - ii. Shall be in charge of researching and proposing the potential areas of partnership.
  - iii. Shall be in charge of mobilizing associates to take part in union activities.
  - iv. Shall undertake any duty other involving the docket as delegated by the executive Committee.
  - v. Shall be represented in the executive committee by the Nonresident coordinator.

#### **16.6 Arts and Media Committee**

Shall comprise of;

- a) Arts and media coordinator who shall chair the committee meetings.
- b) Arts and media secretary
- c) IT coordinator
- d) Publicity coordinator
- e) Creative ministry coordinator
  - i. Shall make decisions pertaining the dockets involved as a whole
  - ii. Shall organize training classes for the members of the ministry
  - iii. Shall be represented in the executive committee by the arts and media coordinator

#### **16.7 Discipleship Committee**

Shall comprise of;

- a) Discipleship coordinator who shall chair the committee
- b) Discipleship secretary
- c) FFC coordinator

- d) BEST P coordinator
- e) Year's fellowship coordinator
  - i. Shall oversee the general follow up of the new believers in the union
  - ii. Shall formulate ways of ensuring that union's members are well discipled in the consultation with the executive committee
  - iii. Shall receive reports from discipleship subcommittees and act on them as per their mandate.
  - iv. Shall be represented in the executive committee by the discipleship coordinator

#### **16.8 Organizing Committee**

Shall comprise of;

- a) Organizing secretary who shall chair the committee meetings.
- b) General secretary
- c) The ushering coordinator
- d) Catering coordinator
- e) Decor coordinator
  - i. Shall help in the achieving the obligation of the organizing secretary upon direction or delegation by the Organizing secretary
  - ii. Shall be represented in the executive committee by the organizing secretary

#### **16.9 Mission and Evangelism Committee**

Shall comprise of;

- a) Mission and evangelism coordinator
- b) General Secretary
- c) School's coordinator
- d) In-reach coordinator
- e) Out-reach coordinator
  - i. Shall organize and coordinate evangelism meeting and training in the union
  - ii. Shall mobilize the union's members to take part in evangelism on and off the campus
  - iii. Shall undertake any other duty delegated to them by the executive committee
  - iv. Shall liaise with the executive committee for the follow up of the new believers

#### **16.10 Annual Mission' Committee**

Shall comprise of;

- a) Chairperson

- b) Secretary
- c) Treasurer
- d) Mission and evangelism coordinator
- e) Discipleship coordinator
- f) Four other members appointed by the executive

Chairperson, secretary, treasurer and the four other members shall be appointed by the executive committee

- i. Shall be in charge of identifying places to go for annual mission which shall be subject to approval by the executive.
- ii. Shall be in charge of organizing follow up during and after mission.
- iii. Shall be responsible for organizing training for the missionaries.
- iv. Shall be responsible for preparing the mission budget and coming up with ways of raising the money and resources.
- v. Shall be in charge of mobilizing the union members and other interested in the mission to go for the mission.
- vi. Shall be fully in charge of annual mission planning and be directly answerable to the executive.
- vii. Shall mobilize prayer support before, during and after the mission.
- viii. Shall be in charge of all logistics of issues for the annual mission.

#### **16.11 Advocacy Committee**

Shall comprise of;

- a) Chairperson
- b) Secretary
- c) Treasurer
- d) Non Residents Coordinator
- e) Three other members appointed by the Executive Committee.

Responsibilities of the team will include:

- Identifying areas of issues of engagement within the University, the society around them and the country at large.
- Developing strategies for engaging the issues identified.
- Identifying and engaging, in liaison with the Executive Committee, organizations for partnership to address the issues.
- Mobilize both resources and students to engage in the initiatives agreed upon.
- Liaise with the brothers and sisters in organizing capacity building forums for the Christian Union members and others, stakeholders where necessary.

- Liaise with the Vuka-Fit and come up with forums and programs that will challenge students to view their areas of training and work after campus as mission ground and areas that require transformation.

### **16.12 Consistent Bible Reading (CBR) Committee**

Shall comprise of the

- a. Chairperson
- b. Secretary
- c. Four other members
- d. Bible study coordinator who shall represent the committee to the executive.

Responsibilities

- i. Shall mobilize members of the union to consistently read the bible
- ii. Shall be in charge organizing CBR training(s) for the union' members
- iii. Shall oversee the CBR peer accountability groups in the union

### **17.0 Roles of the docket secretaries**

1. Arranging the venues for the committee meetings.
2. Communication to the committee members.
3. Shall assume the roles of the coordinator in his/her absentia.
4. Shall keep a record of all minutes of the committee meetings.
5. Shall compile all the dockets reports in liaison with other committee members.
6. Shall assist the coordinator in all his/her roles.

### **18.0 The Christian union canteen**

The CU canteen shall be under the union's treasurer who shall be the overall overseer

The Leadership

- i. Canteen coordinator
- ii. Canteen secretary
- iii. Two other members appointed by the Executive Committee
- iv. Other volunteer members who shall be of integrity and approved by the canteen leadership if necessary.

### **19.0 Leadership manual.**

There shall be a leader's handbook referred to as, "leadership manual", which shall:

- i. Contain practical instructions on the governance of the Union.
- ii. Be only in accordance with the provisions made in this constitution.

iii. Only be reviewed by a resolution of not less than three quarters of the Executive Committee members.

#### **20.0 Policy document**

There shall be a document referred to as, “Policy document”, which shall:

- i. Contain the guiding principles of the Union activities.
- ii. Contain rules and regulations of various dockets, ministries and fellowships.
- iii. Only be reviewed by a resolution of not less than three quarters of the subcommittee members of the affected ministry in consultation with the Executive Committee.

#### **21.0 Welfare policy**

There shall be a document referred to as, “welfare policy”, which shall:

- a. Ensure proper recording of transactions and effective operation of the ministry
- b. Ensure that only genuine needy Christian union's members benefit from compassion kitty.
- c. Facilitate proper management of resources in the compassion kitty and activities involved.

#### **22.0 Partnership Policy**

There shall be a document referred to as, “partnership policy”, which shall:

Give clear guidelines in partnership implementation.

#### **23.0 Asset Policy**

There shall be a document referred to as, “Asset policy”, which shall:

1. Ensure accurate recording of asset information.
2. Ensure proper monitoring of the asset movement.
3. Exercise strict physical control over all assets.
4. Provide proper guidelines on acquisition and replacement of assets.

#### **24.0 Financial policy**

There shall be a document referred to as, “Financial policy”, which shall:

Ensure that God’s resources are managed in a systematic, sound and effective manner.

#### **25.0 Dockets, Ministries and Fellowships.**

The following shall exist in the Union.

1. Prayer docket.
2. Finance docket.
3. Music docket.
  - a) Praise and Worship ministry.
  - b) Choir ministry.

- c) Instrumentalists' ministry.
- 4. Sisters' fellowship.
- 5. Hospitality docket
  - a) Catering ministry.
  - b) Ushering ministry.
  - c) Decor ministry.
- 6. Brothers' fellowship.
- 7. Discipleship docket.
  - a) Faith foundation class
  - b) Best P
  - c) Year's fellowship.
- 8. Missions and Evangelism docket.
  - a) In-reach sub docket
  - b) Out-reach sub docket
  - c) Schools' sub docket
  - d) Welfare ministry
- 9. Literature ministry
- 10. Arts and media docket
  - a) Creative ministry.
  - b) IT ministry
  - c) Publicity ministry

## **26.0 Sub-Committees.**

### **26.1 General duties of all Subcommittees**

- i. Encouraging members to join their respective ministries.
- ii. Submission of end of semester report through their representative in the Executive Committee.
- iii. Submission of ministerial assets to the treasurer of the Union.
- iv. Duties of Specific subcommittees are as represented in the leadership manual.

### **26.2 Prayer-subcommittee**

- (a) Composition
  - i. Prayer coordinator

- ii. Secretary
- iii. Representatives of all prayer points appointed by the executive committee

(b) Representation

Shall be represented in the Executive Committee by the prayer coordinator.

**26.3 Praise and worship subcommittee**

**(a)Composition**

- i. Praise and worship Coordinator
- ii. Praise and worship Secretary
- iii. At most three full registered members

**(b) Representation**

Shall be represented in the Executive Committee by the Music coordinator.

**26.4 Choir Subcommittee**

**(a) Composition**

- i. Choir coordinator
- ii. Choir Secretary
- iii. At most three full registered members.

**(b) Representation**

Shall be represented in the Executive Committee by the Music coordinator.

**26.5 Instrumentalists' Subcommittee**

**(a) Composition**

- i. Instruments coordinator
- ii. Secretary
- iii. At most three full registered members

**(b) Representation**

Shall be represented in the Executive Committee by the Music Coordinator.

**26.6 Sisters Sub-Committee**

**(a) Composition**

- i. Sisters' coordinator
- ii. Sisters' Secretary
- iii. Treasurer.
- iv. At most two full registered members.

**(b) Representation**

Shall be represented in the Executive Committee by the vice chairperson.

#### **26.7 Ushering Sub-Committee**

##### (a) Composition.

- i. Ushering coordinator.
- ii. Secretary.
- iii. At most three full registered members

##### (b) Representation

Shall be represented in the Executive Committee by the organizing secretary

#### **26.8 Catering Subcommittee**

##### (a) Composition:

- i. Catering Coordinator
- ii. Secretary
- iii. Treasurer
- iv. At most two full registered members.

##### (b) Representation:

Shall be represented in the Executive Committee by the organizing secretary.

#### **26.9 Brothers Sub-Committee**

##### (a) Composition

- i. Brothers coordinator
- ii. Brothers Secretary
- iii. Treasurer
- iv. At most two full registered members

##### (b) Representation

Shall be represented in the Executive Committee by the vice chairperson.

#### **26.10 Welfare Subcommittee**

##### (a) Composition

- i. Welfare Coordinator
- ii. Treasurer
- iii. Secretary
- iv. At most four full registered members.

##### (b) Representation

Shall be represented in the Executive committee by the vice chair.

### **26.11 Literature subcommittee**

- a) Composition
  - i. Literature coordinator
  - ii. Literature Secretary
  - iii. Treasurer
  - iv. At most two full registered members

- b) Representation

Shall be represented in the Executive Committee by the vice secretary.

### **26.12 Decor subcommittee**

- (a) Composition.
  - i. Decor coordinator
  - ii. Secretary.
  - iii. Treasurer
  - iv. At most three full registered members.

- (b) Representation.

Shall be represented in the Executive Committee by the organizing secretary.

### **26.13 Missions and Evangelism.**

#### **26.13.1 In-reach sub-committee.**

- (a) Composition
  - i. In-reach Coordinator
  - ii. Secretary
  - iii. At most three full registered members.

- (b) Representation

Shall be represented in the Executive Committee by the Missions and evangelism Coordinator.

#### **26.13.2 Out-reach sub-committee**

- (a) Composition
  - i. Out-reach Coordinator
  - ii. Secretary
  - iii. Treasurer
  - iv. At most two full registered members.

- (b) Representation

Shall be represented in the Executive Committee by the Missions and Evangelism Coordinator.

**26.14 Schools' Subcommittee**

(a) Composition

- i. Schools ministry coordinator
- ii. Secretary
- iii. At most three full registered members

(b) Representation

Shall be represented in the Executive Committee by the mission and evangelism coordinator.

**26.15 Creative ministry Subcommittee**

(a) Composition

- i. Coordinator
- ii. Secretary
- iii. Sports Captain
- iv. At most three full registered members.

(b) Representation

Shall be represented in the Executive Committee by the Arts and media Coordinator.

**26.17 Publicity Sub-Committee**

(a) Composition

- i. Publicity Coordinator
- ii. Secretary
- iii. At most three full registered members

(b) Representation

Shall be represented in the Executive Committee by the Acts and media coordinator.

**26.18 I.T. Subcommittee**

(a) Composition

- i. I.T Coordinator
- ii. Secretary
- iii. At most three full registered members.

(b) Representation

Shall be represented in the Executive Committee by the Arts and media coordinator

**26.19 Years' fellowship subcommittee**

(a) Composition

- i. Years' fellowship coordinator

- ii. Secretary
- iii. A representative from second and third years.

(b) Representation

Shall be represented in the Executive Committee by the Discipleship coordinator.

**26.20 Faith Foundation Class subcommittee**

(a) Composition

- i. FFC coordinator
- ii. Secretary
- iii. At most three full registered members

(b) Representation

Shall be represented in the Executive committee by the Discipleship coordinator.

**26.21 Bible study subcommittee**

(a) Composition

- i. Bible study coordinator
- ii. Secretary
- iii. Treasurer
- iv. At most four full registered members

(b) Representation

Shall be represented in the Executive by the Bible study coordinator.

**26.22 BEST P Subcommittee**

(a) Composition

- i. Best-p coordinator
- ii. Secretary
- iii. At most three full registered members.

(b) Representation

Shall be represented in the Executive by the discipleship coordinator.

## **CHAPTER 6: PATRON AND CO-PATRON, CHAPLAIN AND ADVISORY**

### **COMMITTEE**

#### **27.0 The Patron**

##### **27.1 Appointment**

There shall be a patron and a co-patron.

- i. They shall be appointed by the outgoing executive committee of the union and presented for ratification during the AGM.
- ii. They shall be confirmed by the AGM and shall serve from the date confirmed until the next Annual General Meeting.
- iii. May be re-appointed for utmost three times.
- iv. Shall be persons who ascribe to the doctrinal basis of the Union.
- v. Shall be members of the Meru Academic Staff.
- vi. Shall be members of the advisory committee.
- vii. Should be willing and committed to work with the Christian union.

##### **27.2 Duties of the Patron.**

- i. Shall act as a link between the administration and the Union in liaison with the chaplain and the Union's chairperson.
- ii. Shall be the convener of the advisory committee.
- iii. Work closely with the executive committee to ensure that the aims and objectives of the union are met.
- iv. Endeavor to enhance fellowship between staff and students
- v. Shall be consulted by the union members for guidance and counseling.

##### **27.3 Co-Patron.**

Shall assist the patron in all his/her duties as requested or delegated by or in the absence of the patron.

##### **27.4 Cessation of tenure of the patron/co-patron.**

The executive committee shall appoint a new patron/co-patron in an acting capacity in conjunction with the advisory committee until the next appointment if he/she:

- i. Differs from the sound doctrine as laid out in the Bible.
- ii. Is transferred from the university

- iii. Goes out of the country for a period of more than one year.
- iv. Resigns.
- v. Fails to perform his/her duties effectively as perceived by the executive committee.
- vi. Passes away.

## **28.0 Chaplain**

Shall be provided by Meru University of Science and Technology Management.

## **29.0 The Advisory Committee**

- Shall serve for a period of three spiritual year.
- They shall have a meeting at least once per semester.

### **29.1 Composition**

- i. The union's patron who shall be the convener of the committee
- ii. The Co-patron
- iii. Representative from the nearest focus associate branch
- iv. At most three members of the staff fellowship
- v. Focus Kenya staff(s) attached to the campus
- vi. Chairperson of the union who will be the Secretary
- vii. Secretary of the union as a member.

### **29.2 Appointments**

- i. The group shall be appointed by the outgoing executive committee and ratified by the AGM
- ii. Shall be eligible for reappointment any other times as the executive committee

### **29.3 Roles**

- i. Shall assist and advise the executive committee on majorly policy and disciplinary issues and may engage in the event, function or activities that can further the objective of the union whenever possible and when called upon.
- ii. They shall also carry out roles as designed to them under this constitution or as may from time to time be requested by the executive committee

## CHAPTER 7: MEETINGS

### **30.0 Regular Meetings**

- i. The Union shall arrange weekly meetings and programs on such days at such times and places as deemed convenient. The meetings shall include; services, bible study, fellowships, devotions and any other as shall be arranged when need arises.
- ii. The Executive Committee shall meet at least once in a week on a convenient day with a quorum of not less than 2/3 of the members.
- iii. The Executive Committee will convene a meeting of all the committees and subcommittee members which will meet at least twice a semester to discuss matters affecting the Union.

### **31.0 General Meetings**

- i. The Union shall hold two categories of general meetings:
  - a. Special General Meetings (SGM)
  - b. Annual General Meetings (AGM)
- ii. The quorum for the general meetings shall be 25% of the full members of the Union. In a case where there is no quorum the General meeting shall be held within 14 days of the date of the meeting and the quorum shall be the members present.

#### **31.1 Annual General Meetings**

- i. Annual general meetings shall be held on the 8th weekend of the first semester of every academic year.
- ii. In the event where the system cannot allow the Executive Committee shall have the discretion to decide the date of the AGM.
- iii. The notice for the AGM shall be given to members not less than 21 days before the date thereof.
- iv. The agendas of the general meeting shall include:
  - a) Affirmation of the doctrinal basis.
  - b) Confirmation of minutes of the previous A.G.M.
  - c) Reading of reports by Executive Committee members from the various dockets.
  - d) The ratification of the Patron, Co-patron, Advisory Committee, Internal Auditor and the External auditor.

- e) Confirmation of the newly appointed leaders.
- f) Such other matters that the Executive Committee may decide or to which a member requests in a written notice to the Executive Committee through its secretary 14 days before the date of the meeting.
- g) Any other business with the approval of the chair of the meeting.

### **31.2 Special General Meetings**

- i. The Executive Committee shall call for special general meetings whenever necessary in line with the Union's objectives
- ii. An S.G.M shall also be held on requisition by not less than 25 percent (%) of full members of the Union. The request shall be in writing addressed to the Union's secretary who shall hand it over to the Executive Committee.
- iii. The agenda of such a meeting shall be restricted to that/those in the requisition letter and shall be held within 14 days of the day of requisition.
- iv. The notice of the S.G.M shall be given to members not less than seven days before the date there of.

### **32.0 Procedure**

- i. The Chairperson of the Union shall chair all the general meetings in whose absence, the vice chairperson, in the absence of the two any member of the Executive Committee appointed by the present Executive Committee members shall chair.
- ii. A motion shall be passed if two thirds of the members present vote in favor of the motion.
- iii. The chair of the meeting shall at his/her discretion limit the number of people permitted to speak in favor or against any motion.

## **CHAPTER 8: NOMINATIONS, INTERIMS AND REPLACEMENTS**

### **33.0 Eligibility for Nomination**

- i. All the Union's leaders must be reputable full members of the Union.
- ii. Eligible leaders must have completed at least one academic year and must not be a finalist.
- iii. Shall not be holding any leadership position in SAMU.
- iv. Must be a registered member of bible study, ministry and prayers.

## **34.0 The Nominations College**

### **34.1 Composition**

The nomination college shall be composed of 7, 9, 11 or 13 members who shall be;

- i. All ineligible members of the outgoing Executive Committee
- ii. Ineligible reputable members of the Union, appointed by the Executive Committee, who have served in leadership capacity at a committee level in the Union.
- iii. The Patron.
- iv. The Co-patron
- v. The Focus-Kenya Staff attached to the campus.

The patron, co-patron and the Focus- Kenya staff attached to the campus, shall be ex-officio members.

### **34.2 Terms of Service**

Shall be appointed by the current Executive Committee at least four weeks to the nominations, and shall be dissolved after the announcement of the Union's leaders during the A.G.M.

### **34.3 Duties of the Nomination College**

- i. The Chairperson of the Nominations College shall lead the exercise of nomination of the Leaders in a fellowship gathering.
- ii. Shall make the final appointments for each of the offices of the Executive Committee and Subcommittees.
- iii. Shall present the names of the appointed leaders to the members in a fellowship gathering through the chairperson of the nomination college.
- 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 nominee`s candidate and take appropriate measures over such cases before the A.G.M.

### **34.4 The Nomination Process**

- i. The Nominations College shall be convened by the Union's Chairperson and thereafter, shall appoint amongst themselves the chairperson and secretary of the college.
- ii. Should be held within the first semester of the academic year. In the event where the system cannot allow Executive Committee shall have the discretion to decide.
- iii. Members of the Union shall be notified at least two weeks before the nomination exercise, for, prayers, concerning the next leadership of the Union.

iv. 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 College, persons they have prayerfully felt should form the next leadership.

v. The nomination college shall make final appointments of all the Union's Leaders and shall inform the successful appointees of their appointments within fourteen days of nomination.

vi. The nominees shall have the freewill to either take or reject the position.

vii. Objections to any of the candidates appointed by the nomination college shall be made in writing to the chair of Nomination College within four days. Such objections shall be considered by the Nominations College on condition of serious misconduct with evidence beyond reasonable doubt and any changes made shall be final. Only full members can raise such objections.

viii. In case of rejection by the nominee, the Nominations College shall consider and confirm another nominee fit for the position within the fourteen days.

ix. The appointed leaders shall only take office after ratification by the Annual General Meeting.

#### **34.5 Terms 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 one term except the one selected as chairperson

iii. The nomination college committee during evaluation shall consider at least;

- A minimum of four second years in the executive committee terms.

- A minimum of four ladies in the executive committee.

iv. The Chairperson shall not serve for more than one term.

#### **35.0 Interims**

i. It entails the appointment of Union members to act on behalf of the executive members and the sub- committee members when need arises.

ii. Whereby reason of the absence of all the executive committee members from such a period as may necessitate the appointment of such, the Executive committee shall in consultation with the patron and/or co-patron, appoint an interim committee to run the

affairs of the union for such a time as the executive committee shall be unable to discharge their functions as contained in this institution.

iii. In case of absence of one or some of the executive committee or subcommittee members the executive committee shall in consultation with the subcommittee leaders appoint a new person as deemed fit to hold the position left when need arises

### **35.1 Qualifications of an interim**

- i. Shall be a full registered member of the Union.
- ii. Shall be a consistent member of the Union.
- iii. Shall be a member of any ministry and/or docket.
- iv. He/she must be in session.
- v. Must have been a member of the Union for at least one semester for the subcommittee level and at least one academic year for the Executive Committee, unless otherwise decided by the Executive Committee.

### **35.2 Roles.**

- i. Shall assume the delegated responsibilities and roles of the substantive office holder.
- ii. Shall consult the substantive office holder on matters that are beyond their scope.

### **35.3 Terms and Termination of service**

The interims shall serve from the date of appointment till the substantive office holder resume their duties.

## **36.0 Replacement**

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

### **36.1 Reason for Replacement**

- i. Replacement of any official of the Union shall be done as warranted by obligation that renders 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:
  - a) Resignation by the Leader through an official letter to the Executive Committee.
  - b) Academic reason such as: Deferment and change of institution
  - c) Health reasons

- d) Conduct, deemed unfit for the position of service.
- iii) If he/she fails to perform the responsibilities as required to.

### **36.2 Mode of Replacement**

#### **36.2.1 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:

- a) The Patron or co-patron
- b) One other member of the Advisory Committee.
- c) Utmost five other in-eligible members of the Union who shall be appointed by the Executive Committee.

The seven shall appoint one of the in –eligible members of the union to be the chair of the 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.

#### **36.2.2 Replacement of other Leaders of the Union.**

- i. In case a need to reappoint any other official of the Union arises, this shall be done by the Executive Committee.
- ii. Such replacement shall be done with or without a request of resignation by the affected official, but must be with his/her knowledge.

#### **36.2.3 Orientation and handing over.**

- i. Upon confirmation of new leaders, the outgoing office bearer and committee members shall adequately orient the incoming office bearer and committee members on all matters concerning one's office.
- ii. He or she shall officially hand over all documents pertaining to one's office. A report showing that all has been handed over shall be signed by both the outgoing and incoming

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

## **CHAPTER 9: FINANCES, ASSETS AND THEIR ADMINISTRATION.**

### **37.0 Auditors**

There shall be an Internal and External Auditor.

#### **37.1 The Internal Auditor**

- i. Shall be a full member of the Union, and a student in Accounting, Finance and/or CPA.
- ii. Shall inspect the books of accounts prior to the external auditor
- iii. Shall be appointed by the Executive committee.

#### **37.2 External Auditor**

##### **a. Appointment**

The auditor for the following financial year shall be proposed by the Executive Committee and appointed by the Annual general meeting.

##### **b. Term of Service**

- i. An auditor's term of service shall be one leadership year (from one AGM to the next).
- ii. An Auditor is eligible for reappointment as proposed by the Executive Committee and deemed fit by the Annual general meeting.

##### **c. Qualifications**

- i. Shall be a qualified accountant
- ii. The person eligible for appointment shall have portrayed a high level of professionalism.
- iii. Shall be committed and ready to work with the union.
- iv. Shall not be a full or special member of the union but a qualified associate is eligible at not less than five years after graduation.

##### **d. Roles**

Shall inspect the books of accounts of the Union.

- i. Shall give judgment based on his/her findings.
- ii. Advise the Union on matters relating to finances.
- iii. Shall avail a comprehensive report from his/ her findings not less than 14 days before the date of the Annual General Meeting.

##### **e. Remuneration**

The auditor may be paid such an honorarium for his/her duties as may be resolved by the

Executive Committee in consultation with the Finance Subcommittee.

#### **f. Termination of Service**

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

- a) He/she resigns.
- b) Does not perform the stated duties.
- c) Members pass a vote of no confidence during General Meeting.

In case of termination of service of the auditor the Executive Committee will appoint an auditor who will serve in an acting capacity

#### **38.0 Finances**

- i. All monies and funds shall be received and paid to the treasurer and shall be deposited by him/her in the Union's bank account as approved by the Executive Committee.
- ii. The funds of the Union shall be used for the purposes the Executive Committee considers appropriate in accordance with the objectives of the Union.
- iii. No payments shall be made out of the Union account without approval of the Executive Committee.
- iv. The signatories shall be:
  - a. The Chairperson.
  - b. The Treasurer
  - c. The Secretary.
- v. A sum of money to be determined by the finance sub-committee and approved Executive Committee at the beginning of a financial year shall be set aside and shall be kept by the treasurer for petty cash disbursement of which proper account shall be kept.
- vi. The funds of the Union shall be managed according to a proposed budget approved at a general meeting made by the outgoing Executive Committee.
- vii. All Subcommittees and committees shall give proper accounts of their financial transactions to the Unions Treasurer.
- viii. Other financial control measures shall be adhered to as per the Union's financial policy.

#### **39.0 Inspection of accounts and list of members**

- i. The book of accounts and all documents relating thereto and up to date list of members of the union shall be Available for inspection at the union's office provided that a written notice of not less than 7 days is given to the executive committee through the secretary
- ii. Non-members may access the books of accounts and all documents relating thereto and a

list of members through a written request to the Executive committee who may approve or reject the request as it deems fit.

#### **40.0 Assets**

- i. All assets shall exclusively be the property of the Union and shall be used towards achieving the objectives of the Union.
- ii. The Assets Management Committee (AMC) shall be responsible for the maintenance, management, and disposal and leasing of assets as delegated by the Executive committee, however this shall be done in line with the asset policy of the union.

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## CHAPTER 10: OTHER PROVISIONS

### 41.0 Disciplinary and Disciplinary Measures

#### 41.1 Disciplinary Cases

The purpose of Christian discipline in the light of the New Testament is in three-fold

- i. To help the offender to see the seriousness of his/her fault and bring him/her to repentance.
- ii. To maintain the union's witness to the gospel which may be impaired if members are permitted to continue sinning.
- iii. To protect the members of the union from the influence of evil from its midst.

#### 41.2 Cases that require the attention of the disciplinary committee shall include;

- a. Contravening the Christian Union code of conduct.
- b. Failure by the officials to perform their expected duties.
- c. Questionable personal character such as inordinate relationships, misuse of Christian Union funds and property and going against the university rules and regulations.
- d. Involvement in cultic groups and teachings.
- e. Any other misconduct that the disciplinary committee shall deem as unfitting and if not checked can deter the Christian witness in the university community.

#### 41.3 Procedure for Disciplinary Action

The following procedure in reference to Mathew 18:15-17 will be applied;

- a) Individual Confrontation
  - i. The immediate witness will deal with the accused and help him/ her appreciate and work on the situation
- b) Group Confrontation
  - i. If the accused denies the accusation, the immediate witness shall involve a group of individual, family and/ or department who shall help to solve the issue.
  - ii. In case the accused neglects to hear them the matter is forwarded to the executive committee.

#### 41.4 The Disciplinary Committee Level

- i. The disciplinary committee i.e. executive committee and the patron and/or the co-patron after investigations they will come up with a decision which shall be final.
- ii. However, the executive committee will order review of the disciplinary case when the

member so disciplined has shown reformation.

- iii. In case the erring person is a member of the Executive Committee or an office bearer within the Union, he/she shall be relieved off his/her responsibilities, and in the meantime a solution shall be sought.
- iv. If the accused is not remorseful and repentant, he/she shall be excommunicated from the fellowship.

#### **42.0 Other Leadership**

- i. If any member of the Union wishes to vie for any leadership position outside the Union, e.g. SAMU, he/she must uphold the core values and the doctrinal basis and must not in any way contravenes this constitution
- ii. If a subcommittee leader in the Union wishes to vie for any other leadership position outside the Union, he/she must inform the Executive Committee in not less than fourteen days prior to the elections. (The person must be in a position to EFFECTIVELY carry out his/her duties in the Union. Otherwise, the Executive Committee has mandate to relinquish off his/her duties.
- iii) If a coordinator/ secretary in the union wishes to vie for any other leadership position outside the union he/she must inform the executive committee with an official letter in not less than 21 days prior to the elections and must resign.
- iv). If an Executive committee member wishes to vie for any other leadership position, outside the Union, he/she must inform the Executive Committee in not less than one month prior to the elections and must resign in accordance to Article 12.0 (The Executive Committee will be responsible for interpreting the engagements of other leadership positions as compared to the office of the person).
- iv. The Executive Committee, in consultation with the advisory committee, will be responsible for approval in (ii) and (iii) above.

#### **43.0 Interpretation**

The interpretation of any CHAPTER in this constitution shall be vested in the Executive Committee in consultation with the Advisory Committee.

## CHAPTER 11: CONSTITUTION AND AMENDMENTS

### 44.0 Amendments of This Constitution

- i. No amendments shall be made to this constitution unless such amendments are in line with the doctrinal basis.
- ii. The Executive Committee may recommend an amendment to the constitution.
- iii. A notice in writing of any proposed amendment from fully registered members, shall be given to the secretary of the Union at least 21 days to the general meeting who shall thereafter present to the Executive Committee.
- iv. Proposed amendments shall be laid before the members of the Union in a general meeting for discussion and the amendments shall be passed by at least 2/3 of the members present by voting in the general meeting.
- v. Any amendment affecting the leadership structure of the Union shall come into effect as soon as the nomination college of the succeeding leadership is convened such an amendment shall be considered for the purpose of electing leaders of the Union in the applicable year as well as the following year.
- vi. The doctrinal basis of the Union shall not be subject to amendments.
- vii. The secretary of the Union shall document all adopted amendments.
- viii. The documented amendments shall be passed over to the CRC during the year of constitution review.

### 45.0 Review of this constitution

- i. A review of the entire constitution shall only happen at least three years after adoption of the previously reviewed copy.
- ii. The executive Committee shall formulate a Constitution Review Committee comprising of 7, 9,11or13 members three weeks after the AGM.
- iii. The reviewed constitution shall be laid before the Executive for approval and later to the union's members in a general meeting and shall be passed by two thirds of the members present.

### 46.0 Supremacy of This Constitution

- i. This constitution is the supreme law of the Union, apart from the Bible, and binds all persons, dockets and ministries in the Union.

- ii. No person may claim or exercise authority except as authorized in this Constitution.
- iii. The validity or legality of this constitution is not subject to challenge by any person(s).

#### **47.0 Defense of This Constitution**

- i. Every person has an obligation to respect, uphold and defend this constitution.
- ii. Any attempt to establish a leadership otherwise than in compliance with this constitution is unlawful.

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## CHAPTER 12: DISSOLUTION

### 48.0 Conditions

- i. The Union shall not be dissolved except by a resolution passed at a General Meeting by at least a vote of 80% of the members present.
- ii. The quorum for this meeting shall be of at least 75% (Three quarter) 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 members at least 14 days before the due date.
- v. The quorum for this second meeting shall be at least 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 they may be affiliated to.
- viii. 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 assets in (vii) above.

## APPENDIX

### Definition of terms

- Leadership year. The Union's term of leadership is a leadership year, which shall run between two consecutive AGMs.
- Spiritual year: runs between two consecutive AGMs.
- Financial year: Starts from 1st October to 30th of September
- Academic year: Starts from September to April.
- Subcommittee: This is the leadership body of a specific ministry or department within the Union.
- Year's Fellowship: This includes 2nd years and 3rd years' fellowships.
- Elders/Finalists; union members who are in their final year of study.
- Kitty: an amount of money set aside for a specific docket and purpose.
- Vuka-fit: the finalist transition program.
- Anza-fyt: first year transition program.
- Amendment: A change, addition or rephrasing of the constitution with an intention of improvement.
- Constitution Review: Formal revision of the constitution which is done after every three years.
- Ministries: These are groups within the union that are open for membership which shall promote the achievement of the union's objectives.
- Adhoc committee: these are special committee appointed by the executive committee for a special purpose within a specified period of time.

**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY CHRISTIAN  
UNION  
LEADERSHIP MANUAL**

**MUSTCU CONSTITUTION REVIEWED IN 2022**

## **1. PREAMBLE**

The CU constitution acknowledges this leadership tool; the significance and place of this manual.

This document explains in details membership and the roles of the standing committee and subcommittees

recognized in the constitution (article 19.0).

## **2.0 SUBCOMMITTEES**

### **2.1 General duties of all Subcommittees**

- Shall encourage members to join their respective ministries.
- Shall compile and submit the end of semester and annual report through their representative in the executive committee.
- Shall submit ministerial assets to the treasurer of the Union at the end of semester.
- Shall do the overall follow up to the members of the respective ministry

#### **2.1.2 Prayer Sub-Committee**

##### (a) Duties

- Shall identify and set up prayer points in consultation with the non-resident coordinator
- Shall coordinate prayers in all prayer points.
- Shall mobilize members of the union to attend prayers
- Shall organize prayer events within the union.

##### **Secretary**

- Shall convey the necessary announcements to the leaders of the various prayer points.
- Shall keep records and take minutes during the subcommittee meetings.
- Shall communicate the agendas, date and venue and of the subcommittee meeting to the members.

##### **Members**

- Shall help in the coordination of the daily prayer sessions for different prayer groups
- Shall make announcements during prayer sessions.
- Shall assign individuals to lead the prayers and also communicate to them prior to the prayer meetings.
- Shall do all assigned duties by the subcommittee.

#### **2.1.3. Praise and Worship Sub-Committee**

##### (a) General duties

- Shall be responsible for organizing venues for praise and worship practice sessions.

- Shall nurture and develop the talents and gifts of the interested in the praise and worship ministry.
- Shall coordinate the praise and worship team in conducting the praise and worship sessions during the Union's events and services.
- Shall appoint people to lead worship sessions during the union services and events

#### **Coordinator**

- Shall convene and chair subcommittee meetings.
- Shall coordinate all activities in the ministry.
- Shall call for the subcommittee meetings in consultation with the rest of the subcommittee members.
- Shall represent the interest of the ministry in the music committee.

#### **Secretary**

- Shall take and keep records of all minutes during the subcommittee meetings.
- Shall organize for venues for the subcommittee meeting.
- Shall assist the coordinator in running activities in ministry.
- Shall make all communications to the members of the ministry.
- Shall be responsible for keeping records of the members.

#### **Members**

- Shall do all assigned duties by the subcommittee.
- Shall be involved in decision making on matters concerning the ministry.

#### **2.1.4 Choir Subcommittee**

##### **(a) General duties**

- Shall be responsible for organizing for the choir meeting venues.
- Shall nurture and develop the talents and gifts of those interested in the choir ministry.
- Shall coordinate preparation and presentation in form of songs during the Union's events, services and other events that they may be called upon as approved by the Executive Committee.

#### **Coordinator**

- Shall convene and chair all subcommittee meetings.
- Shall coordinate all activities in the ministry.
- Shall represent the interest of the ministry in the music committee.

#### **Secretary**

- Shall keep a register of attendance of choir members
- Shall take and keep records of all minutes during the subcommittee meetings.
- Shall organize for venues for the subcommittee meeting.
- Shall make all communications to the members of the ministry.

### Members

- Shall do all assigned duties by the subcommittee.
- Shall be involved in decision making on matters concerning the ministry.

### 2.1.5 Instruments Subcommittee

All instrumentalists' ministers shall be part of praise and worship or choir ministry

#### (a) General duties

- The committee shall be responsible for the storage and repair of the instruments.
- Shall coordinate the operation and timely setting up of instruments during the Union's activities.
- Shall organize for at least one person from the instrumentalist's ministry to accompany the instruments when they are being lent out and shall do technical.

inspection of the same upon their return.

- Shall make proposals of replacement and purchase of more instruments as the need arises in consultation with the AMC
- Shall organize for the registration and training of instrumentalists.

#### **Coordinator**

- Shall coordinate all activities in the ministry.
- Shall convene and chair all subcommittee meetings
- Shall represent the interest of the ministry in the music committee.

#### **Secretary**

- Shall take and keep records of all minutes during the subcommittee meetings.
- Shall organize for venues for the subcommittee meeting.
- Shall assist the coordinator in running activities in ministry.
- Shall make all communications to the members of the ministry.
- Keep an up-to-date database of all the instrumentalists in the union

#### **Members**

- Shall do all assigned duties by the subcommittee.
- Shall be involved in decision making on matters concerning the ministry.

### **2.1.6 Sisters Sub-Committee**

#### **(a) Duties**

- Shall coordinate all events and activities pertaining to the sister's ministry in consultation with the executive committee.
- Shall deal with the nurture, mentorship and the welfare of the sisters in the Union.
- Mobilize sisters to take part in union's activities
- Oversee general follow up of sisters in the union

#### **Coordinator**

- Shall convene and chair the subcommittee meetings
- Shall coordinate the general running of the ministry.
- Shall oversee the fellowship

#### **Secretary**

- Shall take all the minutes of sisters meetings.
- Shall be the custodian of all records, books and files of the ministry.
- Shall make all communications to the sisters in the ministry.
- Shall organize on the venues for meetings.

### **Treasurer**

- Shall collect all the money circulating in the ministry.
- Shall in consultations with the subcommittee prepare the ministry budget.
- Shall keep records of expenditure and income in the ministry.
- Shall steer and mobilize the sisters towards their project.

### **Members**

- Shall do all assigned duties by the subcommittee.
- Shall be involved in decision making on matters concerning the ministry.

### **2.1.7 Ushering Sub-Committee**

#### **(a) General duties**

- Shall ensure orderly arranging of meeting places.
- Shall oversee collection of offerings in the unions' service.
- Shall oversee the ushering people into the service and ensure orderliness in the meetings
- Maintenance of any item under their care

### **Coordinator**

- Shall convene and chair all the subcommittee meetings.
- Shall coordinate all the ushering activities as may be designed by the OS
- Shall mobilize and recruit the Union members to take up all ushering responsibilities in liaison with the executive committee.
- Shall coordinate all ushering meetings.

### **Secretary**

- Shall organize venues of the meetings.
- Shall take and keep records of all minutes of the sub-committee.
- Shall make all communications to the members.
- Keeping a database of all ministry' members

### **Members**

- Shall do all assigned duties by the subcommittee.
- Shall be involved in making decisions of the ministry.

### **2.1.8 Catering Subcommittee**

#### **(a) Duties**

- Shall be responsible for all catering matters of the Union in such activities
- In charge of proper storage and maintenance catering materials
- Decision making in the ministry in consultation with the Organizing secretary
- Shall be in charge catering services for the union' guests
- Allocation of duties to the MINISTRY' members
- In charge of training of members
- Shall be in charge of the union guest' house

### **Coordinator**

- Shall coordinate the ministry members in all catering matters of the Union.
- Shall convene and chair all subcommittee meetings.

### **Secretary**

- Shall organize venues of the meetings.
- Shall take and keep records of all minutes of the sub-committee meeting
- Shall make all communications to the members.

### **Treasurer**

- Shall liaise with the Union's treasurer in consultation with the coordinator for all monies needed.
- Shall in consultations with the subcommittee prepare the ministry budget.
- Shall be in charge of keeping records of all the transactions in the ministry

### **Members**

- Shall do all assigned duties by the subcommittee.
- Shall be involved in making decisions of the ministry.

## **2.1.9 Brothers Sub-Committee**

### **(a) Duties**

- Shall coordinate all events and activities pertaining to the brother's ministry in consultation with the executive committee.
- Shall deal with the nurture, mentorship and the welfare of the brothers in the Union.

### **Coordinator**

- Shall chair the subcommittee meetings.
- Shall oversee the running of the ministry.
- Shall oversee the brother's forum.

### **Secretary**

- Shall take all the minutes of brothers meetings.
- Shall be the custodian of all records, books and files of the ministry.
- Shall make all communications to the brothers in the ministry.
- Shall organize on the venues for meetings.

### **Treasurer**

- Shall collect all the money circulating in the ministry.
- Shall in consultations with the subcommittee prepare the ministry budget.
- Shall keep records of expenditure and income in the ministry.
- Shall steer and mobilize the brothers' project.

## **Members**

- Shall carry out all duties assigned to them by subcommittee.
- Shall be involved in making of decisions concerning the ministry.

### **2.1.10 Welfare Subcommittee**

#### **(a) General duties**

- ◆ Shall receive information about the bereavement of the member's family members and/or relatives and shall be responsible for conveyance of the information to the Executive.
- ◆ Committee and the rest of the Union members for the purpose of support to the person involved.
- ◆ Shall evaluate the needs of the students who shall apply for consideration to determine the level of assistance to be offered, in consultation with the Executive committee.
- ◆ Shall device ways and means of generating funds to ensure the continuity of the revolving fund.
- ◆ Shall be in charge of organizing activities that are related to integral mission and societal transformation.

#### **Coordinator**

- ◆ Shall, together with subcommittee and in liaison with the Executive committee authorize any monies required out of the ministry

#### **Welfare coordinator**

- ◆ shall convene and chair the subcommittee meetings.
- ◆ Coordinate the activities pertaining the ministry
- ◆ Shall be the signatory of the welfare kitty

#### **Secretary**

- Shall take all the minutes of welfare ministry meetings.
- Shall be the custodian of all records, books and files of the ministry.
- Shall make all communications to the members of the ministry in
- Shall organize on the venues for meetings
- Shall compile the ministry monthly, semester and spiritual year reports of the ministry, in consultation with the subcommittee.

#### **Treasurer**

- Shall collect all the money circulating in the ministry.
- Shall in consultations with the subcommittee prepare the ministry's' budget.
- Shall keep records of expenditure and income in the ministry.
- Shall make all payments outside the ministry, in the approval of the subcommittee.
- Shall be the signatory of the welfare kitty

## **Members**

- Shall do all duties assigned to them.
- Shall be involved in decision making in the ministry.

### **2.1.11 FAITH FOUNDATION CLASS**

#### (a) General duties.

- Shall be responsible for the nurturing and follow up of new believers.
- Shall, in consultation with the Executive committee, choose follow up materials for use in training the new believers.
- Shall be responsible for planning and organizing the new believers' group meetings.
- Shall recruit and assign discipler(s) to the new believers.
- Shall organize for training of disciple(s) in consultation with the Executive Committee.
- Tracking the progress of the nurture work thru reports from the disciple(s)

## **COORDINATOR**

- Shall coordinate the weekly Faith foundation classes
- Shall convene and chair all subcommittee meetings

## **Secretary**

- shall be in charge of organizing venues of the faith foundation classes.

## **Members**

- shall record and preserve all minutes of the faith foundation sub-committee

## **Members**

- shall carry out all duties assigned to them by subcommittee.
- Shall be involved in making of decisions concerning the ministry.

### **2.1.12 Bible Study Sub- Committee**

#### (a) Duties.

- Shall be responsible for the formation of Bible study groups.
- Shall consider the appropriate Bible study materials in consultation with the executive committee and avail them to the Union members.
- Shall coordinate Bible study families and assess the effectiveness of the study materials to members.
- Shall, in consultation with the executive committee, organize for the training of Bible study group leaders before the beginning of Bible Study sessions.

- Shall be responsible for the appointment of small families Bible study leaders
- Shall be responsible for Promoting and widening the interest of the Union members in Bible study

#### **Coordinator**

- Shall seek and suggest to the executive committee relevant Bible study materials to be used in the Christian Union.
- Shall coordinate making of Bible study groups with the help of Bible study sub-committee.
- Shall chair the Bible sub-committee meetings.

#### **Secretary**

- Shall take and keep records of all minutes of the Bible study sub-committee.
- Shall make all communications in the docket.
- Shall be in charge of organizing venues for the subcommittee meetings

#### **Treasurer**

- Shall maintain a record of all Bible study assets.
- Shall receive and keep all monies for the Bible study guides to hand in to the Unions treasurer.

#### **Members**

- Shall do all duties assigned to them.
- Shall be involved in decision making in the docket.

### **2.1.13 BEST-P Subcommittee**

#### **(a)Duties**

- The committee shall be responsible for mobilizing and recruiting of Union members to BEST-P classes.
- Shall, in consultation with the Executive committee and the FOCUS staff attached to the Union, organize for facilitation of the BEST-P Classes.
- Organizing venues for the best p classes

#### **Coordinator**

- Shall coordinate the Best-P classes.
- Shall communicate with the facilitator on all matters pertaining BEST-P.
- Shall write the semesters' and annual reports.

#### **Secretary**

- Shall keep records of attendance of the members.
- Shall take and keep record of all minutes of the subcommittee meetings.
- In charge of timely communication to the best p students
- shall keep the Best-P materials i.e, duster, mark pen, manuals and black book.

### **2.1.14 In-reach sub-committees**

### **(a) General duties**

- i. Shall sensitize, encourage and mobilize the Union members for the in-reach activities.
- ii. Shall be in charge of class-to-class evangelism and other in reach activities.
- iii. Shall be in charge of follow up of new believers within the campus in consultation with the discipleship docket.

#### **In reach Coordinator.**

- Shall convene and chair meetings for the in-reach subcommittee.
- Shall oversee all in-reach activities.
- Shall in consultation with the subcommittee organizes for the campus evangelism weeks.
- Shall engage subcommittee heads of other dockets for mobilization of in-reach activities.

#### **Secretary**

- Shall keep all documents of the subcommittee.
- Shall keep reports of all activities for the in-reach activities.
- Shall make communications in regard to the docket.

#### **Members.**

- Shall help in mobilizing the church towards evangelism and mission activities.
- Shall carry out all duties assigned to them by the subcommittee.

### **2.1.15 Out-reach sub-committees**

#### **(a) Duties**

- Shall in charge of identifying places for outreach activities.
- Shall be in charge of organizing Sunday school, prison, hospital missions among others of the kind.
- Shall organize and coordinate crusades and mini-missions outside the campus.

#### **Outreach Coordinator**

- Shall convene and chair meetings for the outreach subcommittee.
- Shall identify and inform ministers chosen to minister outside the campus in consultation with executive committee.

#### **Secretary**

- Shall keep all documents of the subcommittee.
- Shall keep reports of all activities for the outreach activities.
- Shall make communications in regard to the dockets.

### **Members.**

- Shall help in mobilizing the church towards evangelism and mission activities.
- Shall carry out all duties assigned to them by the subcommittee.

### **2.1.16 Schools' Subcommittee**

#### **(a) Duties**

- I. Shall be in charge of organizing primary and high school missions.
- II. Shall be in charge of mobilizing other students to take part in primary and high school missions.
- III. Shall, in consultation with KSCF in the region and the executive committee, identify high schools to be adopted by the Union.
- IV. Shall be in charge of high school Sunday.
- V. Shall identify and inform ministers chosen to minister in schools in consultation with exec

#### **Coordinator**

- Shall convene and chair meetings for the schools' subcommittee.
- Shall oversee all the activities in the dockets

Shall link the union to the various schools

#### **Secretary**

- Shall keep reports of all activities for the schools ministry
- Shall make communications in regard to the docket
- Shall take and keep record of all minutes during the sub committees meetings.

### **Members**

- Shall carry out all duties assigned by the subcommittee.
- Shall be involved in decision making in the ministry.

### **2.1.17 Literature subcommittee**

#### **(a) General duties**

- Shall receive articles and produce Union magazines or newsletter or contribute articles on behalf of the Union to other reputable Union magazines, in consultation with the executive committee.
- Shall be responsible of running the Union library
- Shall endeavor to promote the interests of reading Union literature in the Union and mobilize members to write articles
- Shall source for materials for the library either from focus or elsewhere in consultation with the executive committee.

- Shall identify the book(s) of the week and hand in to the union secretary before the services.

#### **Coordinator**

- Shall chair all meetings.
- Shall sensitize and mobilize the Unions' members to write articles.
- Shall oversee all activities in the department.

#### **Secretary**

- Shall keep and maintain the records within the ministry.
- Shall take and keep record of all minutes during the sub committees' meetings.
- Shall make all communications of the dates and venue of the sub committees' meetings to the members.

#### **Treasurer**

- Shall keep all financial records of the ministry.
- Shall give audits on the available stationeries and make proposal for purchase of new one's if need be.
- Shall submit finances and properly kept statements to the Unions treasurer through the vice secretary.

#### **Members**

- Shall help in selling of stationeries in the book stalls.
- Shall help in issuing and receiving of library books at the specific date assigned.

### **2.1.18 creative ministry subcommittee**

#### **(a) Duties**

- Shall seek to promote the aims of the Union through drama, skits, and other special talents
- Shall seek to help members of the Union to discover and utilize their talents and gifts.
- Shall be responsible for encouraging members to join and actively participate in the ministry.
- Shall be the custodian of the ministry's props and costumes

#### **Coordinator**

- Shall convene and chair all subcommittee meetings.
- Ensure proper running of the ministry activities

#### **Secretary**

- Shall keep and maintain the records of the ministry.
- Shall take and keep record of all minutes during the sub committees meetings.
- Shall communicate the agenda, dates and venue of the sub committees meetings to the members.

#### **Sports captain**

- Organize and coordinate sporting activities and retreats in the union

- Shall be in charge of evangelism through sports within and without the campus.

### **Members**

- Shall carry out all duties assigned by the subcommittee.
- Shall be involved in decision making in the ministry.

#### **2.1.19 IT subcommittee**

##### **(a) General duties**

- i. Shall be responsible for the management of the Union's database in consultation with the Union's secretary.
- ii. Shall update and manage the Union's website.
- iii. Shall be in charge of nurturing and training the members on IT skills.

##### **Coordinator**

- Shall oversee the projections during the union's services and events
- Shall convene and chair all subcommittee meetings

##### **Secretary**

- Shall be responsible for keeping database of the members
- Shall be responsible for taking minutes
- Shall be responsible for communicating any information to the members

### **Members**

- Shall carry out all duties assigned by the subcommittee.
- Shall be involved in decision making in the ministry.

#### **2.1.20 Publicity subcommittee**

##### **(a) General duties**

- I. Shall be responsible for all skillful and timely advertisement of the Union activities.
- II. Shall be mandated to recruit any member (s) interested in the publicity ministry
- III. Responsible for organizing trainings for the members of the ministry
- IV. Shall be responsible of all social media platforms in the union

##### **Coordinator.**

- Shall be responsible for carrying out all Christian unions' printings in conjunction with the secretary and or members of the subcommittee
- Shall convene and chair all subcommittee meetings
- Shall ensure effective running the Christian union's social media platforms

### **Secretary**

- Shall be responsible for keeping database of the members
- Shall be responsible for taking minutes
- Shall convene any subcommittee meeting
- Shall be responsible for communicating any information to the members

#### **2.1.21 Years' fellowships subcommittee**

##### **(a) General duties**

- i. Shall organize the 2nd and 3rd years fellowships
- ii. Shall come up with facilitators and topics to be taught in above year's fellowship with the approval of the Executive committee.
- iii. Shall mobilize and encourage the respective years' members to attend fellowships.
- iv. Shall liaise with the welfare committee for the welfare of members of the respective years.

##### **Coordinator**

- I. Shall coordinate the two Year's fellowships through the respective representatives.
- II. Shall convene and chair all subcommittee meetings.

##### **Secretary**

- I. Shall write all minutes and reports of the Years fellowship subcommittee.
- II. Shall notify members of meetings and organize for venues.
- III. Shall contact speakers and follow up on them in consultation with the discipleship coordinator.

##### **Members**

- I. shall be representatives of the year fellowship they have been assigned to in the committee.
- II. Shall organize venues of their respective fellowships.
- III. Shall be ambassadors of their year representation by publicizing it and encouraging attendance.

#### **2.1.22 Décor subcommittee**

- I. Oversee the decorations of the all-union activities
- II. Acquiring the décor materials required
- III. In charge of proper storage and maintenance the décor materials
- IV. Shall be in charge of delegation of duties to the members
- V. Shall be in charge of the follow up of the members

### **Coordinator**

- a. Shall convene and chair all subcommittee meetings

### **Secretary.**

- i. Writing the minutes of subcommittee meeting
- ii. Choosing the venues for subcommittee meeting

### **Treasurer**

- I. Handling the money required to buy décor materials
- II. Shall collect all the money circulating in the ministry.
- III. Shall in consultations with the subcommittee prepare the ministry budget.
- IV. Shall keep records of expenditure and income in the ministry.
- V. Shall steer and mobilize the brothers' project

### **Members**

- i. Shall carry out all duties assigned to them by subcommittee.
- ii. Shall be involved in making of decisions concerning the ministry.

## **Canteen**

### **Coordinator**

- ✓ Shall be responsible for replenishing of stock
- ✓ Shall be responsible for doing to do competitive and environmental analysis and come up with recommendation to give the executive committee.
- ✓ Shall give a detailed report to the executive on financial position of the canteen i.e., the profits, loss
- ✓ shall not authorize any form of debt
- ✓ shall be the manager of the canteen
- ✓ Shall chair subcommittee meeting which will be held at the end of the month
- ✓ shall make sure canteen attendant reports on time, there are no rubbings ledger book confirmation of mpesa payments

### **Secretary**

- ✓ Shall be in charge of all the recording of the canteen.
- ✓ shall be in charge of recording the stock after every two weeks.
- ✓ Shall write minutes of subcommittee meeting.
- ✓ shall provide any assistance when requested by the coordinator.

### **Members**

- ✓ Shall carry out all duties assigned by the subcommittee.
- ✓ Shall be involved in decision making in the canteen.