



# **KARATINA UNIVERSITY MAIN CAMPUS**

## **CHRISTIAN UNION**

CONSTITUTION  
REVIEWED 2015

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## **PREAMBLE**

We, **Karatina University Main Campus Christian Union** being a body of Christian students bound together by a common faith in the only God and joined together in the Heavenly calling of Christ according to the Holy Bible, do **declare** that this body shall be non-political, non-denominational, voluntary and non-partisan. We **further declare** that no provision herein shall or be construed as to qualify defeat or in any matter contrary to the Holy Scriptures. **Without prejudice** to the foregoing it is specifically provided as here under:-

## **ARTICLE 1: NAME, MISSION, VISION, CORE VALUES AND MOTTO**

### **1.1 NAME**

The Union shall be called **Karatina University Main Campus Christian Union**. Hereafter referred to as **the Union**.

### **1.2 VISION**

To be transformers of this generation in and out of the campus being models of God's creation.

### **1.3 MISSION**

To evangelize, nurture, train, unite and enlighten students with Biblical principles, to act as good role model and responsible members of the society.

### **1.4 CORE VALUES**

- I. Accountability
- II. Integrity
- III. Unity
- IV. Stewardship
- V. Excellence
- VI. Discipline

### **1.5 MOTTO**

Committed to serve the Lord.

## **ARTICLE 2: OBJECTIVES**

The objectives of the Union shall be non-political, non-denominational and shall be as follows:

**2.1 Discipleship:** To deepen and strengthen the spiritual life of its members by the study of the Bible, by prayer and by Christian fellowship.

**2.2 Evangelism:** To witness to the Lord Jesus as God incarnate and to seek to lead others to a personal faith in Him.

**2.3 Mission:** To sensitize members into mission work in every area of life according to their calling, gifting and/or training.

**2.4 Leadership Development:** To encourage responsible membership of the Union encapsulating active participation in the Union activities and owning up to its responsibilities.

## **ARTICLE 3: DOCTRINAL BASIS**

The Doctrinal Basis of the Union shall be the fundamental truth of Christianity as follows:

**3.1** The unity of the Father, Son and the Holy Spirit in the Godhead (Matthew 28:19, Colossians 2:9).

**3.2** The sovereignty of God in creation, revelation, redemption and final judgment (John 2:9).

**3.3** The divine inspiration and entire trustworthiness of the Holy scripture, as originally given and its supreme authority in all matters of faith and conduct (Hebrews 4:12, 2 Timothy 3:15 -16).

**3.4** The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation (Romans 6:10, 23).

**3.5** Redemption from the guilt, penalty, dominion and pollution of sin solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the incarnate Son of God (Romans 6:23).

**3.6** The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father (Mark 16:19).

**3.7** The justification of the sinner by the grace of God through faith alone (Romans 6:23).

**3.8** The presence and power of the Holy Spirit in the work of regeneration (Galatians 3:26, Ephesians 2:8).

**3.9** The indwelling and work of the Holy Spirit in the believer (Romans 8).

**3.10** The one holy universal church to which all true believers belong (Ephesians 2:21).

**3.11** The expectation of the personal return of the Lord Jesus Christ (1 John 2:28).

**3.12** The unity of all believers in Christ (Ephesians 4:16)

## **ARTICLE 4: MINISTRIES AND ACTIVITIES OF THE UNION**

### **4.1 Ministries and Departments of the Union**

- i. Intercessory Ministry
- ii. Missions and Evangelism Ministry
  - High School Ministry
  - Sunday School Ministry
  - Evangelism Ministry
- iii. Music Ministry
  - Praise and Worship Department
  - Choir Department
  - Technical Department
- iv. Creative arts Ministry
- v. Welfare Ministry
- vi. Brothers and Sisters Ministry
- vii. Guidance and Counselling Ministry
- viii. Hospitality Ministry
- ix. Literature and Media Ministry
  - Literature Department
  - Media Department
- x. Bible Study and Discipleship Ministry
  - Bible study
  - BEST P class
  - Discipleship class
  - Follow up
  - Year Fellowship

### **4.2 Activities of the Union**

- i. Fellowship Meetings
- ii. Prayer meetings
- iii. Overnight Vigils
- iv. Morning Devotions
- v. Bible Study Meetings
- vi. Discipleship and BEST-P Classes
- vii. Anza Fit and Vuka Fit
- viii. Discipleship and Leadership Trainings
- ix. In reach, Outreach and Annual Missions
- x. Sunday Services
- xi. Departmental Meeting and Fellowships
- xii. General Meetings
- xiii. Charity Work
- xiv. Sports
- xv. Retreats

## **ARTICLE 5: MEMBERSHIP**

The Union membership shall include the following:

### **5.1 FULL MEMBERSHIP**

Shall be open to all undergraduates, who ascribe to doctrinal basis and conscientiously sign the following declaration:

*“In joining this Union, I declare my faith in Jesus Christ as my Lord and Savior and I will live a life worthy of Christian calling. I am determined to give active support to the Union as it seeks to fulfill its objectives.”*

A list of full members shall be kept by the Union Secretary and this declaration shall be renewed annually.

### **5.2 SPECIAL MEMBERSHIP**

Shall be open to all school based students, part timers, international students, post graduates who are not former members of the Union who ascribe to doctrinal basis and conscientiously sign the declaration in **Article 5.1**.

### **5.3 ASSOCIATE MEMBERSHIP**

Associate membership shall be open to all staff and former students of Karatina University, who profess Jesus Christ as Lord and Savior, ascribe to doctrinal basis and their names have been entered into the associates register.

**5.4 There shall be NO Membership Fee.**

### **5.5 TERMINATION OF MEMBERSHIP**

Membership in **Articles 5.1 and 5.2** will cease in the event of completion or termination of studies at Karatina University, or on tendering written resignation, and/or a careful and judicious exercise of power conferred to the Executive Committee.

### **5.6 MEMBERSHIP, RIGHTS AND RESPONSIBILITIES**

#### **5.6.1 Full Membership and Special Membership**

A registered Union member shall be:

- i. Eligible to participate in the different ministries in the Union.
- ii. Eligible to hold office except for the Special membership.
- iii. Eligible to participate in the Union’s General Meetings.
- iv. Expected to take part in the Union activities or any other duty that he/she is called upon.
- v. Expected to adhere to the declaration in Article 5.1.

- vi. Expected to take care of the Union's property.

### **5.6.2 Associate Rights and Responsibilities**

The associates shall be required to register in the associate's register and them:-

- i. Shall not have voting rights.
- ii. Shall be free to support and uplift the movement as deemed necessary.

## **ARTICLE 6: ORGANISATION**

### **6.1 The Advisory Board**

There shall be an Advisory Board which shall:

- i. Be proposed by the Executive Committee and ratified in the AGM.
- ii. Be composed of Patron, the Union graduates (associates), FOCUS staff and members of staff of Karatina University who will work closely with the Union's Chairperson and Executive Committee. Any member can be reappointed any number of times.
- iii. Be expected to be Born-Again and adhere to the Doctrinal Basis in Article 3.
- iv. Serve as Consultant in the management of the Union's affairs.
- v. Have a minimum of four people and a maximum of eight people.
- vi. Be committed and willing to work with the Union.
- vii. Be terminated in a General Meeting in case of going contrary with this Constitution.

### **6.2 The Patron**

There shall be a Patron who:

- i. Shall be appointed by the Executive Committee and ratified in the AGM.
- ii. Shall ascribe to the Doctrinal Basis as in Article 3.
- iii. Shall be a member of Karatina University staff fellowship.
- iv. Shall be the convener of the Advisory Board.
- v. Shall give parental guidance to individuals on personal basis as need be.
- vi. Shall act as a link between Karatina University Administration and the Union in liaison with the Chaplain and the Union's Chairperson.
- vii. In the event of inability to function for whatever reason(s), the Executive Committee in conjunction with other members of the Advisory Board shall appoint another Patron in an acting capacity until the next appointment.



### **6.3 Chaplain**

- i. Shall be provided by Karatina University Administration.
- ii. Shall consult the patron on matters pertaining the running of the Union.

### **6.4 The Executive Committee**

The Executive Committee shall be composed of the following:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary
- iv. Vice Secretary
- v. Literature and Media Secretary
- vi. Treasurer
- vii. Prayer Coordinator
- viii. Missions and Evangelism Coordinator
- ix. Bible Study and Discipleship Coordinator
- x. Music Coordinator
- xi. Creative Arts Coordinator

### **6.5 Duties of the Executive Committee**

- i. Shall carry out and implement the objectives of Karatina University Main Campus Christian Union as spelt out in **Article 2**.
- ii. Shall oversee the working of different ministries.
- iii. Shall pass the plans of various sub-committees.
- iv. Shall organize the Union's Calendar of Events.
- v. Shall be responsible for the safe custody of the Union's property.
- vi. Shall draw up the Union's budget for each financial year.
- vii. Shall have the mandate to elect non-nominated members in the committees and approve nominated members in the sub-committees as may be found appropriate.
- viii. Shall propose the Advisory Board who shall be ratified in the AGM.
- ix. Shall link the Union with the University Administration and other Christian bodies.
- x. Shall appoint the Union Patron who shall be the convener of the Advisory Board.
- xi. Shall handle disciplinary cases in the Union.
- xii. Shall decide on expenditure and ways of raising funds.
- xiii. Shall ensure that the quorum before holding an Executive meeting shall not be less than two third of the Executive Committee members.
- xiv. Shall adhere to the rule that the Chairperson is a non-voting member in the Executive meeting not unless there is a tie.
- xv. Shall be responsible for forming new ministries if need be.
- xvi. Shall submit up to date reports to the Secretary.

## **6.6 Specific Duties of Executive Committee Members**

### **6.6.1 Chairperson**

- i. Shall chair the Union's Executive meetings.
- ii. Shall call, in liaison with the Secretary, all meetings of the Executive Committee.
- iii. Shall be the spokesperson of the Union to Karatina University Administration.
- iv. Shall chair the Annual General Meeting and Special General Meetings.
- v. Shall coordinate the activities of the Union's Officials.
- vi. Shall be one of the signatories to the documents and transactions of the Union.
- vii. Shall approve the plans of various sub-committees as passed by the Executive Committee.
- viii. Shall represent the Union in the Regional Student Executive Committee (RSEC).

### **6.6.2 Vice Chairperson**

- i. Shall perform the duties of the Chairperson in his/her absence.
- ii. Shall coordinate the Associates, Partnerships and Projects.
- iii. Shall coordinate all the Union social activities e.g. sports, retreats.
- iv. Shall oversee ad hoc Committees.
- v. Shall perform any other duty delegated to him/her by the Executive Committee.

### **6.6.3 Secretary**

- i. Shall take minutes during meetings and circulate the Agenda of the meetings to the Committee members.
- ii. Shall file and keep in safe custody the Union's documents and records.
- iii. Shall be one of the signatories to the documents and transactions of the Union
- iv. Shall deal with all the correspondence of the Union.
- v. Shall be in charge of transport and booking of venues of the Union.
- vi. Shall perform any other duty as delegated by the Executive Committee.
- vii. Shall represent the Union in the Regional Student Executive Committee (RSEC).

### **6.6.4 Vice Secretary**

- i. Shall perform the duties of the Secretary in his/her absence.
- ii. Shall link the Sisters and Brothers Sub-Committees to the Executive Committee.
- iii. Shall link the Hospitality (Ushering and Catering Sub-Committees) Ministry to the Executive Committee.
- iv. Shall perform any other duty delegated to him/her by the Executive Committee.

### **6.6.5 Literature and Media Secretary**

- i. Shall be responsible for all publications approved by the Executive Committee.
- ii. Shall be the Union website administrator.
- iii. Shall head the Literature and Media Sub-Committee.
- iv. Shall perform any other duty delegated to him/her by the Executive Committee.

### **6.6.6 Treasurer**

- i. Shall ensure safe custody of all monies and financial resources of the Union.
- ii. Shall receive and deposit all monies in the Unions' account(s).
- iii. Shall present the Union budget to a General Meeting for approval.
- iv. Shall be answerable to the members of the Executive Committee of all money received, disbursed to and from the Union's account(s) and shall issue receipts and preserve vouchers for all monies paid by the Union.
- v. Shall be one of the signatories to all financial transactions of the Union.
- vi. Shall ensure the Union's records are audited at the right time, both internal and external audits.
- vii. Shall supervise any of the Union's fundraising as may be set.
- viii. Shall link the Finance and Welfare Sub-Committee to the Executive Committee.
- ix. Shall perform any other duty delegated to him/her by the Executive Committee.

### **6.6.7 Missions and Evangelism Coordinator**

- i. Shall coordinate all missions and evangelism activities carried out by the Union.
- ii. Shall in liaison with the Music Coordinator program time during the Sunday and Mid-Week Fellowships Services.
- iii. Shall oversee the Joint Evangelistic Team Board.
- iv. Shall head the Missions and Evangelism Sub-Committee.
- v. Shall perform any other duty delegated to him/her by the Executive Committee.

### **6.6.8 Bible Study and Discipleship Coordinator**

- i. Shall be a special member in the Bible Study Sub-Committee and Discipleship Sub-Committee.
- ii. Shall link the Bible Study Sub-Committee and Discipleship Sub-Committee to the Executive Committee.
- iii. Shall be in charge of training of Bible study group leaders and coordinate other training needs of the Union members.
- iv. Shall monitor the progress of the various Bible Study groups and report to the Executive Committee.
- v. Shall monitor the progress of Anza Fit and Vuka Fit programmes and report to the Executive Committee.
- vi. Shall encourage formation of Bible Study groups.
- vii. Shall perform any other duty delegated to him/her by the Executive Committee.

### **6.6.9 Prayer Coordinator**

- i. Shall organize and coordinate the Union's prayer meetings.
- ii. Shall head the Intercessory Sub-Committee and the Intercessory Group.
- iii. Shall help deepen and strengthen prayerfulness among members.
- iv. Shall issue out partners and assistants in individual prayer support.
- v. Shall perform any other duty delegated to him/her by the Executive Committee.

#### **6.6.10 Music Coordinator**

- i. Shall head the Music Sub-Committee.
- ii. Shall coordinate all the activities of the Praise and Worship Team, Choir and Technical Team.
- iii. Shall in liaison with the Missions and Evangelism Coordinator program time during the Sunday and Mid-Week Fellowships Services.
- iv. Shall perform any other duty delegated to him/her by the Executive Committee.

#### **6.6.11 Creative Arts Coordinator**

- i. Shall head the Creative Arts Sub-Committee.
- ii. Shall coordinate all the activities of the Creative Arts Ministry.
- iii. Shall perform any other duty delegated to him/her by the Executive Committee.

### **ARTICLE 7: SUB-COMMITTEES OF THE UNION**

#### **7.1 Intercessory Sub-Committee**

- i. Shall be comprised of five members of intercessory group with the Prayer Coordinator being its chair.
- ii. Shall coordinate the prayer activities of the Union.
- iii. Shall arrange for all prayer meetings for the Union.
- iv. Shall handle all the Union prayer correspondence.

#### **7.2 Missions and Evangelism Sub-Committee**

- i. Shall comprise of Missions and Evangelism Coordinator who shall be its chair and other five members each representing their respective CETs.
- ii. Shall be in charge of organizing and coordinating annual missions, high school missions, weekend challenges and other outreach activities.
- iii. Shall in liaison with the CETS sensitize, encourage and mobilize the Union members for in reach evangelism
- iv. Shall in liaison with the CETS organize all the outreach evangelism programs.

#### **7.3 Joint Evangelistic Team Board (JETB)**

- i. Shall be composed of Chairpersons of the CETs and the Missions and Evangelism Coordinator as its Chair
- ii. Shall harmonize the CETs' programs to be in line with the Union's program.
- iii. Shall oversee the activities of CETs.

#### **7.4 County Evangelistic Teams (CETs)**

- i. There shall be County Evangelistic Teams (CETs) which shall enhance Regional Evangelism through outreach and in reach missions in liaison with the Mission and Evangelism sub-committee.
- ii. Each CET shall comprise of Chairperson, Secretary, Treasurer and two other members.
- iii. The CETs shall be in tandem with the Union's program.

#### **7.5 Bible Study Sub-Committee**

- i. Shall comprise of Bible Study Chairperson, Secretary, Treasurer, Bible Study and Discipleship Coordinator as a special member and four other members.
- ii. Shall encourage the practice, study and teaching of the Word within and outside the Union to deepen members' interest and knowledge of the Holy Scripture.
- iii. Shall organize and coordinate Bible study groups and ensure the availability of relevant Bible Study guides.
- iv. Shall mobilize the Union members for stipulated leadership conferences and summits, such as Ezra conference and Commission among others which are in line with the Union's objectives.

#### **7.6 Discipleship Sub-Committee**

Shall comprise of nine members:

- i. Discipleship Chairperson.
- ii. Bible Exposition Self Training Programme (BEST-P) Leader (Coordinate BEST-P class).
- iii. Discipleship Class Leader (Coordinate Discipleship Class).
- iv. Follow-up Leader (Coordinate follow-up of new believers).
- v. Bible Study and Discipleship Coordinator as a special member.
- vi. Four other members to represent the year fellowships such as Anza Fit and Vuka Fit.

#### **7.7 Music Sub-Committee**

- i. Shall comprise of the Music Coordinator as its chair, Praise and Worship Chairperson, Choir Chairperson and the Chief Technician.
- ii. Shall organize and coordinate all the activities of the Music Ministry.

#### **7.8 Praise and Worship Sub-Committee**

- i. Shall comprise of the Praise and Worship Chairperson, Secretary, Treasurer and other two members.
- ii. Shall prepare and lead praise and worship sessions in the Union's events, services and any other activities of the Union as they may be called upon.
- iii. Shall in liaison with the Music Coordinator organize and carry out training for vocalists.
- iv. Shall in liaison with the Music Coordinator organize and facilitate special praise and worship events.
- v. Shall nurture and develop talents and gifts of those interested in Praise and Worship.

### **7.9 Choir Sub-Committee**

- i. Shall comprise of the Choir Chairperson, Secretary, Treasurer and other two members.
- ii. Shall in liaison with the Music Coordinator organize and carry out training for vocalists.
- iii. Shall nurture and develop talents and gifts of those interested in choir ministry.

### **7.10 Technical Sub-Committee**

- i. Shall comprise of the Chief Technician as its chair, Secretary, Treasurer and other two members.
- ii. Shall be responsible for proper and safe custody of the Unions' instruments.
- iii. Shall nature and develop talents and gifts of members interested in the ministry.

### **7.11 Creative Arts Sub-Committee**

- i. Shall consist of Creative Arts Coordinator as its chair and four other members.
- ii. Shall seek to promote the objectives of the Union through drama, skits and other special talents during creative ministry days and other activities.
- iii. Shall seek to help members of the Union discover and utilize their talents and gifts.

### **7.12 Literature and Media Sub-Committee**

- i. Shall comprise of the Literature and Media Secretary as its chair, Secretary, Treasurer and other three members.
- ii. Shall be responsible for skillful and timely advertisement of the Union activities.
- iii. Shall be responsible for safe custody of the Union's literature material, organizing and accounting for library materials lend out to the Union members and ensure effective running of the library.
- iv. Shall be responsible for purchasing and sale of the Christian literature e.g. books and magazines as recommended by the Executive Committee.
- v. Shall be responsible for handling all literature department correspondence.
- vi. Shall be responsible for accounting records of all monies received from the sale of books and other items as required by the Union's Internal Auditor.
- vii. Shall be responsible for promoting the reading culture of Christian literature by Union members.

### **7.13 Ushering Sub-Committee**

- i. Shall comprise of the Chief Usher as its chair, Secretary and Treasurer, Union's Vice Secretary as a special member and three other members.
- ii. Shall be responsible for collecting and counting tithes and offerings in consultation with the Union's Treasurer.
- iii. Shall organize and arrange venues for the Union's meetings and usher in members and visitors.
- iv. Shall be responsible for decorating the various venues for the Union's special meetings.

#### **7.14 Catering Sub-Committee**

- i. Shall comprise of the Chairperson, Secretary, Treasurer, Union's Vice Secretary as a special member and two other members.
- ii. Shall be responsible for catering matters of the Union activities such as overnight vigils, missions and speaker's lunch.
- iii. Shall organize for boarding facilities for the Union's visitors.
- iv. Shall take care of the Union's utensils.

#### **7.15 Sisters Sub-Committee**

- i. Shall comprise of chairperson (who shall be accountable for counseling issues), secretary, treasurer, Union's Vice Secretary as a special member and two other members.
- ii. Shall organize and coordinate the Sisters' Fellowship.
- iii. Shall in liaison with the Brothers Sub-Committee organize for Joint Fellowships.
- iv. Shall handle counseling issues.

#### **7.16 Brothers Sub-Committee**

- i. Shall comprise of chairperson (who shall be accountable for counseling issues), secretary, treasurer, Union's Vice Secretary as a special member and two other members.
- ii. Shall organize and coordinate the Brothers' Fellowship.
- iii. Shall in liaison with the Sisters Sub-Committee organize for Joint Fellowships.
- iv. Shall handle counseling issues.

#### **7.17 Finance and Welfare Sub-Committee**

- i. Shall comprise of the Treasurer as its chair and four other members.
- ii. Shall keep records of all assets of the Union.
- iii. Shall in liaison with the Executive prepare budget draft.
- iv. Shall draw and keep proper Financial Statements of the Union and give a report to the members of the Executive through the Union's Treasurer.
- v. Shall control spending and ensure the budgetary limits are kept within the stated time.
- vi. Shall mobilize funds to cater for the welfare of the Union members.

## **ARTICLE 8: NOMINATIONS AND REPLACEMENT**

### **8.1 The Nomination Committee**

#### **8.1.1 Composition**

The Nomination Committee shall be composed of 7, 9, 11 or 13 members who shall:

- i. Nominate their Chairperson and Secretary once the committee is formed.
- ii. Be ineligible members of the Executive Committee as appointed by the Executive Committee.
- iii. Be ineligible reputable members of the Union, appointed by the Executive Committee, who have served in leadership capacity at a committee level in the Union.
- iv. Nominate the Returning Officer of the Nomination Committee. He/ She shall be an associate member of the Union, preferably past Executive Committee member, FOCUS staff or the Union's Patron, who shall have an advisory role.

#### **8.1.2 Terms of Service**

Shall be constituted at least two months to the Annual General Meeting and shall be dissolved one month after successful handing over.

#### **8.1.3 Duties of the Nomination Committee**

- i. The Returning Officer shall lead the exercise of nomination of the Union Executive Committee members in a fellowship gathering.
- ii. Shall make the final appointments for each office of the Executive Committee.
- iii. Shall present the names of the appointed leaders of the Union to the members in a fellowship gathering through the Chairperson of the Nomination Committee.
- iv. Shall ensure that any nominee who turns down the offer to serve before the AGM is successfully replaced.
- v. Shall handle objections to any nominee candidate and take appropriate measures over such cases before the AGM.

### **8.2 The Nomination Process**

- i. Shall start in the 4<sup>th</sup> week of the first semester (except where the system cannot allow) in this case the Executive Committee should decide.
- ii. Members of the Union shall be notified at least two weeks before the nomination exercise, for prayers, fasting and meditation concerning the other officials of the Union.
- iii. Nomination exercise shall be done in a fellowship gathering at least four weeks before the AGM. Members of the Union shall be asked to recommend in writing by secret ballot to the Nomination Committee, persons they have prayerfully felt should form the next Executive Committee.
- iv. The Nomination Committee shall make final appointments for each office of the Executive Committee and inform members of the Union about them at least two weeks before the AGM.



- v. Objections to any of the candidates appointed by the Nomination Committee must be made in writing to reach the Secretary of the Nomination Committee at least seven days before the AGM.
- vi. The appointed leaders shall only take office after ratification by the Annual General Meeting.

### **8.2.1 Term of Service**

- i. The Union's term of leadership shall be a spiritual year, which shall run between two consecutive AGMs.
- ii. All Executive members of the Union shall serve for not more than two terms.

### **8.3 Replacement**

This entails replacement of the Executive members or officials of the Union before completion of their term of service.

#### **8.3.1 Reason for Replacement**

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.

Such a reason must be consented and/or accepted by the sitting Executive Committee, and may include, but not limited to:

- i. Academic reason such as deferment and change of institution.
- ii. Health reasons.
- iii. Conduct, deemed unfit for the position of service.

#### **8.3.2 Mode of Replacement**

##### **a) Replacement of the member of Executive Committee.**

###### *i. Participants*

Any such replacement shall be done by the Executive Committee in consultation with the Advisory Board.

###### *ii. Procedure of replacement*

- 1) Assessment of the need for the replacement shall be done by the Executive Committee in consultation with Advisory Board.
- 2) The Executive Committee shall notify members of the Union concerning the decision reached before further continuation of the process. The Executive Committee then shall prayerfully appoint another member in consultation with the Patron.

**b) Replacement of the other officials of the Union.**

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

**ARTICLE 9: OFFICIAL MEETINGS**

**9.1 Annual General Meeting (AGM)**

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

**9.2 Special General Meeting (SGM)**

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

**ARTICLE 10: DISSOLUTION OF THE EXECUTIVE COMMITTEE**

- i. The Executive Committee shall be dissolved after one spiritual year.
- ii. The Executive Committee shall be dissolved if the members of the Union pass a vote of no confidence by minimum votes of three quarters of the registered members present at a Special General Meeting or an Annual General Meeting.
- iii. In such a situation, another nomination shall be held immediately under the chairmanship of the Advisory Board within a period of 14 days.

## **ARTICLE 11: FINANCES**

### **11.1 Handling of Funds**

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

### **11.2 Assets of the Union**

- i. All members of the Union shall be required to handle with care all the Union's property or otherwise be required to replace any property destroyed as a result of carelessness.
- ii. The Union's instruments shall remain its property and shall only be used in the Union's activities unless provided otherwise in accordance with the ***Hiring Policies***.
- iii. The Finance and Welfare Sub-Committee shall keep a register of all assets of the Union.

### **11.3 Sources of Finances**

The Union shall obtain funds from: -

- i. Tithes.
- ii. Offerings.
- iii. Donations.
- iv. Hiring of Union's assets.
- v. First fruits.
- vi. Fund-raising.
- vii. Associates grants.
- viii. Projects.

## **11.4 The Auditors**

### **11.4.1 The External Auditor**

- i. The Auditor for the following financial year shall be proposed by the Executive Committee and approved in the AGM.
- ii. An Auditor's term of service shall be one financial year (from one AGM to the other).
- iii. An Auditor is eligible for reappointment as deemed fit by the AGM as proposed by the Executive Committee.
- iv. Shall be a qualified accountant.
- v. Shall not be a member (Full or Special) or an official of the Union.
- vi. Shall be paid such an honorarium for his/her duties as resolved by the Executive Committee.
- vii. Shall have access and inspect the books of accounts of the Union.
- viii. Shall give true and fair view based on his/her findings.
- ix. Shall advise the Union on matters relating to finances.
- x. The Auditor's term of service shall be terminated if:
  - a) He/she does not perform the stated functions.
  - b) The members pass a vote of no confidence during a General Meeting.

### **11.4.2 The Internal Auditor**

The Internal Auditor:

- i. Must be a student of Karatina University Main Campus and a Full Member of the Union as stipulated in Article 5.1.
- ii. Must be having basic accounting skills.
- iii. Shall ensure that the Union's budget is implemented.
- iv. Shall ensure that the set policies are adhered to.
- v. Shall ensure that the Union's assets are not misused.
- vi. Shall ensure that the general operations of the Union are effectively and efficiently performed.
- vii. Shall be proposed by the Executive Committee and approved in an AGM or SGM.

## **ARTICLE 12: DISCIPLINE**

### **12.1 General Discipline**

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

## **12.2 Disciplinary Measures**

**12.2.1** Disciplinary measures shall include:

- i) To guide and counsel.
- ii) To admonish: if the offender listens, he/she shall be forgiven.
- iii) To rebuke.

**12.2.2** If an individual repents he/she shall receive a reaffirmation of love and restoration to the Fellowship after evidence of repentance.

**12.2.3** Member(s) who do not change after counseling shall cease to be a member of the Union.

## **12.3 Discipline of the Executive Committee**

- i) The Executive Committee shall be expected to be disciplined and be an example to others.
- ii) Discipline shall be carried out without partiality or favoritism.
- iii) The disciplinary measures or procedures stated in Article 12.2 shall apply.

## **ARTICLE 13: AFFILIATION**

**13.1** The Union shall be affiliated to the Fellowship of Christian Unions (FOCUS).

**13.2** The Union shall faithfully tithe to the Fellowship of Christian Unions (FOCUS).

## **ARTICLE 14: AMMENDMENTS TO THE CONSTITUTION**

**14.1** This Constitution shall only be reviewed again after a period of two spiritual years if need be.

**14.2** Only registered members of the Union shall be eligible to propose amendments to this Constitution which shall not be amended unless:

- i. At least 21 days' notice in writing of any proposed amendments is given to the Secretary of the Executive Committee who shall thereafter give at least 14 days' notice to the members of the Union.
- ii. The Advisory Board's opinion is sought and its recommendations made known in a General Meeting.
- iii. It is passed by two third of registered members present and by voting at a General Meeting.

## **ARTICLE 15: DISSOLUTION OF THE UNION**

**15.1** The Union shall not be dissolved except by a resolution passed at a General Meeting of members by a vote of ninety percent (90%) of all registered members present in a General Meeting. Notice of the meeting shall be given to all members of the Union at least 14 days before the day of the meeting.

**15.2** In case the Union is dissolved, all the assets shall be placed in safe custody of Karatina University Administration through the office of the Dean of Students and the office of the Chaplain.

**15.3** In case the Union is formed again, all the assets shall be retrieved back from Karatina University to the Union through the office of the Dean of Students by the sitting Executive Committee.

**15.4** Such resolution must be notified to the Dean of Students.

## **ARTICLE 16: INTERPRETATION CLAUSE**

The power to interpret any part(s) of this Constitution shall be vested in the Executive Committee of the Union.

## **ARTICLE 17: APPLICATION CLAUSE**

This Constitution shall:

- i. Come into effect as soon as it is inaugurated.
- ii. Be used for the purposes of nominating leaders for the following and subsequent spiritual years.