



SEKUCU CONSTITUTION

@ 2024

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Abbreviations

AGM:	Annual General Meeting
SGM:	Special General Meeting
GM:	General Meeting
BEST-P:	Bible Exposition Self Training Program
CRC:	Constitution Review Committee
SEKUCU:	South Eastern Kenya University Christian Union
FOCUS:	Fellowship of Christian Union's
MC:	Main Campus
SWEM:	Social Welfare Ministry.

Part A: Preamble

We, the Christian Union of South Eastern Kenya University:

- a. United as a fellowship of Christian students at SEKU, sharing a common faith in the one true God.
- b. Brought together by the divine calling of Jesus Christ.
- c. Dedicated to living in accordance with the teachings of the Holy Scriptures.
- d. Firmly non-political and interdenominational in nature.

Hereby adopt, establish, and bequeath this constitution to ourselves and future generations of SEKUCU. We proclaim that no clause within this document shall be interpreted or applied in a way that undermines, contradicts, or otherwise violates the principles of the Holy Scriptures. Should any provision be found in contravention, it shall be deemed ineffective to that extent.

Part B: Definition

Article 1.0: Name and Logo

The society shall be named South Eastern Kenya University Christian Union (SEKUCU), herein after referred to as the CU.

The logo, a copyrighted symbol unique to the CU, shall be employed solely to advance the vision, mission, and particular goals of the union. All the symbols in the logo shall only be interpreted to support the holy Scriptures and for the welfare of humanity.



Article 1.1 Registration

The Christian union shall be registered with the office of the Dean of students at South Eastern Kenya University.

Article 2.0: Vision

To be a family of well nurtured responsible Christians, having a godly impact in the University and the society.

Article 3.0: Mission

To effectively spread the gospel of Jesus Christ within South Eastern Kenya University, throughout the surrounding regions, across Kenya, and around the globe, while also fostering the spiritual, social, moral, academic, professional, and leadership development of individuals, alongside nurturing their talents and gifts.

Article 4.0: Core Values

The core values of the union shall be:

- (i) Holiness
- (ii) Faithfulness to the Holy Scriptures
- (iii) Unity
- (iv) Integrity
- (v) Excellence

Article 5.0: Objectives

Our mission is to love, honor and serve God, showcasing His glory through the following objectives:

- i. **Leadership Empowerment:** We aim to cultivate effective church, social, professional and personal leadership skills within our members.
- ii. **Discipleship of believers:** Our goal is to foster a deeper understanding and commitment to faith among our members through teaching, prayer, Bible study, and worship.
- iii. **Mission Awareness:** We seek to awaken within our members a sense of calling to mission work in all aspects of life as directed by God.
- iv. **Evangelism:** We strive to inspire our members to both individually and collectively share the gospel of our Lord Jesus Christ with their peers, while also living lives that reflect the truth of the Gospel.

Article 6.0: Doctrinal basis

The doctrinal basis of the union shall be the fundamental truths of Christianity including the

Following:

- i. The faith in the unity of the Father, the Son and the Holy Spirit in the Godhead.
- ii. The sovereignty of the holy scriptures as originally given, and its supreme authority in all matters of faith and conduct.
- iii. The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.
- iv. The redemption from the penalty, dominion and pollution of sin, solely through the sacrificial death and resurrection and ascension of the Lord Jesus Christ and his high priestly ministry.
- v. The bodily resurrection of our Lord Jesus Christ from the dead and his ascension to the Right hand of God the Father.
- vi. The person, presence and power of the Holy Spirit in the work of regeneration.
- vii. The justification, of the sinner by the grace of God through faith alone.
- viii. The indwelling and work of the Holy Spirit for the sanctification and glorification of every believer.
- ix. The holy universal church as the body of Christ unto which all true believers belong.
- x. The unity of believers in the body of Christ without discrimination on the account of race, tribe, social status or gender.
- xi. The expectation of the return in person of our Lord Jesus Christ.

Article 7.0: Affiliation and Partnership

- i. The SEKUCU Main Campus (MC) shall be a member of the Fellowship of Christian Union (FOCUS).
- ii. The SEKUCU (MC) shall associate with relevant Christian organizations or bodies that subscribe to the provision of Article 6 of this constitution and deemed necessary by the executive committee.
- iii. In the event that any relevant Christian Organization or body contravenes article 7(ii) of this constitution, the SEKUCU (MC) shall cease to be associated with them.

Part C: Membership

Article 8.1: Forms of membership

Membership shall be free of charge. However, a person shall be a member by subscribing to the Doctrinal basis and sign a declaration form that entitles, **“I declare my faith in Jesus Christ as my Lord and Savior, I will live a life worth my Christian calling and by joining the union and I am determined to give active support to the union as it seeks to fulfill its aim”**.

- i. **Full membership:** Shall be open to all undergraduate students who ascribe to doctrinal basis and sign the declaration form.
- ii. **Special membership:** Shall be open to all post-graduate students who conscientiously sign the declaration form and ascribe to doctrinal basis.
- iii. **Associate membership:** Shall be open to all former students of SEKU who uphold the Christian Faith and the aims and the doctrinal basis of the CU.
- iv. **Honorary membership:** Shall comprise of born-again individuals who subscribe to Article 3 and identified by the executive committee as having been instrumental in the advancement of SEKUCU (MC) aims and objectives, subject to mutual agreement and approval by members in an AGM or an SGM.

Article 8.2: Membership rights and responsibilities

(I). Full member

- a) Entitled to participate in the activities of the CU.
- b) Eligible to vote in General Meetings on matters pertaining to the alteration of the constitution.
- c) Eligible to propose amendments in the union’s constitution.
- d) Eligible to hold office in the executive body and sub-committees.
- e) Eligible to participate in nomination of the officials of the CU.

(ii). Special members

- a) Entitled to participate in the unions’ activities.
- b) Not eligible to hold office in the executive or subcommittees.
- c) Entitled to vote in general meetings.
- d) Entitled to propose amendments in the union’s constitution.

(iii). Associate members

- a) Free to participate in the unions' activities.
- b) Have an advisory role.
- c) Free to hold an associate fellowship that will seek to bring them together and assist them in fulfilling their duties.

(iv). Honorary members

- a) Not eligible to hold any office in the union.
- b) Not entitled to vote in general meetings or propose amendments of the constitution.

Article 8.3: Termination and restoration of membership

Article 8.3.1: Termination

Other than voluntary termination, membership will be terminated due to:

- i. Gross misconduct and/or
- ii. (Any other sufficient case at the discretion of the executive committee . This shall be communicated in writing to the concerned member by the executive committee within measurable duration of time and members of the union will be informed of the same.
- iii. One ceases to be a full member after completion of undergraduate studies.

Article 8.3.2: Restoration of membership

Subject to the biblical principle of repentance, the suspended member may seek restoration in the union by applying in writing for restoration to the executive who shall consider each case on its own merits and in line with the Biblical principles and communicate the decision to the members in writing.

Upon restoration of such a member, the chairperson of the executive committee shall make a public announcement in the union meeting.

Article 9.1.0: Office bearers

Article 9.1.1: Office bearers of the Executive Board.

1. Chairperson
2. Vice Chairperson 1
3. Vice Chairperson 2
4. Secretary

5. Treasurer
6. Discipleship Coordinator
7. Prayer Coordinator.
8. Music Coordinator
9. ICT Coordinator
10. Choir Coordinator.
11. SWEM Coordinator.
12. Creative Ministry Coordinator.
13. Missions and evangelism Coordinator.

Article 9.1.2: The role of the office bearers of the Executive Board.

I. Chairperson (He/She):

- a) Shall be a full member of the union who shall have fully and actively participated in the Union's activities for at least two consecutive academic years.
- b) Shall coordinate the work of the Executive committee caring out the aims of the union.
- c) Unless prevented by illness or other sufficient cause shall preside over all the Executive committee meetings and has a casting vote.
- d) Shall be principal coordinator and spokesperson of the union, shall link the union to the university, its administration or any other persons or institutions.
- e) Shall be a signatory in any union's financial transactions.
- f) Shall oversee the unions accordingly and maintain its integrity.
- g) Shall oversee all offices in the union.
- h) Be in charge of counselling issues and members welfare in the union.
- i) Be the disciplinary head unless subjected to disciplinary hearing.

1. Vice Chairperson 1.

Must be a male;

- i) Be a full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.

- ii) Shall have demonstrated a mature Christian conduct during the preceding Year.
- iii) Assist and represent the chairperson when and where necessary.
- iv) Be responsible for matters pertaining to transport for the union functions.
- v) Shall be in charge of off-campus ministry.
- vi) Shall be in charge of the brotherhood ministry (MOC)
- vii) Shall be in charge of leadership development in the Christian Union.
- viii) Shall be in charge of the alumni committee

3 Vice Chairperson 2

Must be a female;

- i Be a full member of the union who has fully and actively participated in the union's activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct in the preceding year.
- iii Shall be in charge of Executive Boards welfare
- iv Shall be the Sunday Service coordinator and in liason with the Executive Board plan band coordinate the Sunday service .
- v Shall be in charge of the sisterhood ministry(DOZ)

4 Secretary

He/she shall:

- i Be a full member of the union who shall have fully and actively participated in the union's activities for at least two consecutive academic years.
- ii Have demonstrated a mature Christian conduct during the preceding year(s).
- iii Deal with all the correspondence files of the union except that falls directly to another office.
- iv Record and keep minutes of the Executive board meeting and General meeting.
- v Preserve all the union's records including the members' registers.

- vi In case of any urgent matters when the board cannot be consulted for an immediate decision, he/she shall consult with the chairperson. The decision reached shall be subject to ratification in the next board meeting.
- vii Be a signatory to the union's bank accounts.
- viii Call for agenda from the union members before any General Meeting and those of the Executive committee.
- ix Be in charge of booking of venues for union's meetings.

5. ICT COORDINATOR.

- i Be a full member of the union who shall have fully and actively participated in the union activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct for the preceding year.
- iii Be the deputy Secretary and perform the above duties on the absence of the Secretary.
- iv Shall be the Head of ICT Department.
- v Keep the members fully informed of the union activities.
- vi Be responsible for publicizing all events of the union.

6. Treasurer

He/she shall:

- i. Be a full member of the union who shall have fully and actively participated in a mature Christian conduct in the preceding year.
- ii. Have demonstrated a mature Christian conduct in the preceding year.
- iii. Receive and disburse under the direction of the Executive board all monies belonging to the union.
- iv. Be answerable to both members and Executive board and shall ensure that proper accounts are adhered to and that proper books of the accounts of all monies received and paid by the union are written up, presented and available for inspection.
- v. Be a signatory to the union's bank accounts.
- vi. Receive all donations on behalf of the union.
- vii. Pay bills pertaining the union as advised by the entire Executive board and obtain and keep receipts for all payment made.

7. Discipleship Coordinator.

He/she shall:

- i Be a full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct in the proceeding academic year.
- iii Have an assistance to coordinate the union's library progress.
- iv Be in charge of discipleship programmers.
- v Head all bible study sessions, materials and their management.
- vi Be responsible for nurturing of new Christians.
- vii Coordinate and organize small groups of bible study.
- viii Organize training activities for the bible study leaders and facilitators.
- ix Liaise with the treasurer and agreed upon by the entire Executive board, place an order for the bible study guides and submit any monies that accrue from the sale of the guides from the treasurer.

8. Music coordinator.

He/she shall:

- i A full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct in the preceding year.
- iii Formulate the policies of the department.
- iv Oversee on the issuing of the instruments to other unions with the consultation of the executive committee.
- v Shall link the Praise and Worship and Instrumentalists Departments to the Executive Board.
- vi Facilitate the worship events and night events.
- vii Organize training for the departments.

9. Choir Coordinator.

He/she shall:

- i Be a full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct in the preceding year.
- iii Keep the updated register of the members of the choir.
- iv Lead the choir to promote the singing ministry in the union.
- v Liaise and coordinate with the Instrumentalist.

10. SWEM Coordinator.

He/she shall:

- i Be a full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct in the preceding year.
- iii Oversee catering, Ushering, Accommodation and hospitality in all the union activities
- iv Be responsible for cash collection of offerings, tithes and thanksgiving.
- v Ensure proper arrangement of furniture in church and all relevant meetings.
- vi Manage materials and equipment belonging to the department.
- vii Be in charge of charity affairs.

11. Intercessory Coordinator.

He/she shall:

- i Be a full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct for the preceding year.
- iii Oversee intercessions, prayers and fellowship meetings.
- iv Mobilize member turn ups, emphasize on the importance of prayers, house fellowships, visitations and different prayer needs.
- v Responsible for internal prayer fellowships, preacher and programmers.
- vi Coordinate all devotional activities and therefore shall be the leader of the union's prayer ministry.

- vii Contact the Friday fellowship speaker of the Main Campus. .

12. Mission and Evangelism Coordinator.

He/she shall:

- i Be a full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.
- ii Have demonstrated a mature Christian conduct for the preceding year.
- iii Shall be in charge of the In-reach and Out-reach mission.
- iv Sensitize, encourage and mobilize the union into mission.
- v Shall liaise with the Executive board to plan for the training session of the missionaries.

13. Creative ministry coordinator.

- i. Be a full member of the union who shall have fully and actively participated in the union's activities for at least one academic year.
- ii. Have demonstrated a mature Christian conduct in the preceding academic year.
- iii. Shall be in charge of creative arts ministry comprising of: Acapella, Dance, Act/Skit, Solo-singing, Spoken word, Poetry and Art.
- iv. Shall help the members of the ministry realize and grow their talents
- v. Formulate the policies to govern the department.
- vi. Shall keep the updated register of the members of department.
- vii. Shall be responsible of departmental trainings.

Article 9.2: Advisory committee

Shall comprise of the following:

- i. The union's alumni chairperson.
- ii. One [FOCUS] staff.
- iii. CU Patron.
- iv. The current Christian Union Chairperson.
- v. Two associate members.

The Advisory committee shall:

- i. Advise the union on such matters as pertain to the promotion of achieving the objectives of the union.
- ii. Serve for one spiritual year after which they shall be eligible for replacement or reappointment by the Executive Board and ratified by the AGM or an SGM.
- iii. Have no Executive powers.
- iv. Consist of at least five members as stated above, one of whom shall be the convener and all of whom shall be born again Christians and active participants in the union's activities who shall be of mature Christian character.
- v. Any member shall attend Executive meetings when requested to do so by the Executive Board.

Article 9.3 Patronship.

Article 9.3.0 Appointment of Patron and Co- Patron

There shall be a Patron and a Co-Patron. Both the Patron and the Co-Patron shall be appointed by the Executive Board from among the members of the staff of South Eastern Kenya University Main Campus and ratified by the AGM or by an SGM.

Article 9.3.1: Duration in office.

Both the Patron and the co-Patron shall hold the office for two spiritual years and may be re-appointed for at most three consecutive times.

Patron

Qualifications

He/she:

- i. Must be born again and in line with the doctrinal basis laid out in Article 6 of this constitution.
- ii. Must be of good reputation.
- iii. Should be committed and willing to work with the union

Article 9.3.2: Roles of the Patron.

He/she:

- i. Shall link the union with the administration.
- ii. Shall advise the union accordingly.
- iii. Shall be consulted by the union members for guidance and counselling.
- iv. Shall approve all activities to be carried out by the union.
- v. Shall be involved in the union's activities.
- vi. Shall be one of the four CU signatories to the bank account.

Co-Patron

Qualifications

He/she:

- i. Must be born again and in line with the doctrinal basis laid out in Article 6 of this constitution.
- ii. Must be of good reputation.
- iii. Should be committed and willing to work with the union.

Roles of the co-Patron.

- i. Shall assume the role of the Patron in the absence of the Patron.
- ii. Shall advise the union accordingly.
- iii. Shall be consulted by the union members for guidance and counseling.
- iv. Shall be the secretary and custodian of the advisory councils' documents.

Article 9.3.3 Termination of the Term of Office.

The Executive Board shall have the authority to appoint a new Patron and a co-Patron if the acting office bearers;

- i. Time of office expires.
- ii. Differs from the doctrines as laid in this constitution.

- iii. Resigns or fails to perform duties effectively as stipulated in this constitution.
- iv. Is out of the country for a period of more than one academic year.

- v. Passes on.

Article 9.4 Sub-Committees.

They shall consist of the officials of all the departments and the special committees registered under the union.

- i. Each sub-committee shall have at most eight members who shall be proposed by the Nomination College every spiritual year.
- ii. The respective roles of the office bearers shall be enlisted in the leadership manual.
- iii. All sub-committees shall submit their semester's budget to the Executive Committee through their coordinator for approval.
- iv. Commissioning of the sub-committee shall be done on the leader's dedication day that is the immediate Sunday after the AGM.

Re-Appointment.

Coordinator of the department with the confirmation by the Executive Board shall replace a sub-committee member in case;

- i. He/she is out of session for a minimum of one semester.
- ii. He/she differs from the doctrinal basis in this constitution.
- iii. He/she resigns.
- iv. He/she fails to perform duties effectively as stipulated in this constitution.

Article 10.1 Departments.

There shall be the following departments in the Christian union whose roles shall be enlisted in the leadership manual.

They are;

- I. Editorial Department
- II. Choir department
- III. SWEM department
- IV. Intercessory department
- V. v.Instrumentalist department
- Vi. Praise and worship department
- VI. Mission and Evangelism department
- VII. Bible study and Discipleship department
- VIII. Brotherhood and sisterhood department
- IX. X. Creative Arts Ministry
- X. Xi. Information Technology Department

Any union member(s) interested in forming an additional department shall apply in writing to the Executive Board for consideration. Its approval or rejection shall be subject to the Executive Board's Decision.

Article 10.2. Special Committees

A. Special Committees.

Various special committees shall be formed as need arises. These may include the following:

- i. Constitution Review Committee (CRC)
- ii. Fund drive Committee (FC)
- iii. Nomination College (NC)
- iv. Accounts Committee
- v. Website Management Committee

B. Other committees.

- 1. Alumni Committee.

It shall comprise of the following members:

- I. Chairperson.
- ii. Secretary.
- iii. Treasurer.
- iv. Organizing secretary.

Who shall hold office for a period of one spiritual year which is renewable upon the agreement of the Alumni.

Their roles shall be enlisted according to the task assigned to them.

The above shall conduct the affairs in adherence to the doctrinal basis and in line with the union's objectives, failure to which will lead to disciplinary measures being carried out including dissolution of the group when deemed necessary by the Executive Board.

They shall not hold meetings or run activities concurrently with those of the union.

Part E: Departments and Special Committees

The above shall conduct the affairs in adherence to doctrinal basis and in line with the union's objectives, failure to which will lead to disciplinary measures being carried out including dissolution of the group when deemed necessary by the Executive Board.

They shall not hold meetings or run activities concurrently with those of the union.

Part F: Meetings

Article 11.1 Regular Meetings

The SEKUCU shall contact the following Regular meetings:

- i. Bible Study sessions
- ii. Discipleship classes
- iii. BEST-P Classes
- iv. Morning Devotions
- v. Daily Evening Fellowships
- vi. Friday Fellowships
- vii. Guiding and Counselling sessions
- viii. Sunday Services
- ix. Executive Meetings once a week
- x. Prayer Cell Group Sessions
- xi. Intercessory Prayer Gatherings

Other meetings shall be arranged as need arises

Article 11.2 General Meetings

The Chairperson shall chair the General Meeting. In his/her absence, the Vice Chairperson shall undertake the duties. In the absence of both office bearers, any other member of the Executive Board shall chair the meeting.

The General Meeting shall be in two forms:

- i. Annual General Meeting (AGM)
- ii. Special General Meeting (SGM)

Article 11.2.1 Annual General Meeting

- i. Shall be done once per spiritual year.
- ii. Shall be scheduled to take place not later than the third weekend of the third month of the semester except when the academic calendar cannot allow in which case the Executive Board shall decide when to hold it.

- iii. It shall take place when at least two third of the registered members shall be present.
- iv. Notice in writing of the AGM and its agenda shall be availed to the members of the union not less than 21 days before the dates for the AGM.

The agenda of the AGM shall consist of:

- a) Confirmation of the minutes of the previous AGM.
- b) Reports of the outgoing officials.
- c) Such other matters as the Executive Board may decide or as to which shall be given in writing by a member of the union to the secretary at least two weeks to the AGM.
- d) Confirmation and commissioning of the new Executive Board officials and ratification of the Advisory committee pursuant to Article 9.2 of this constitution.
- e) A question-and-answer session.
- f) Any other business in approval of the chairperson.

Adjournment.

Article 11.2.2 Special General Meetings

- a) A SGM may be called for any special purpose by the Executive Board.
- b) Notice in writing of such a meeting shall be availed to the union members not less than 7 days before the day thereof.
- c) SGM may also be requested for a specific purpose by order of at least 25% of the union members, in writing to the secretary who will pass it to the Executive Board .Such an SGM shall be held within 21 days of the date of requisition. The notice for the SGM shall be shown as in (a) above and no other matter shall be discussed other than that stated in the requisition.

Article 11.3 Quorum

- a. The Quorum for General Meeting shall be not less than 25% of the union registered members who are committed.
- b. In the General Meeting that seeks to dissolve the union as in PART J of this constitution, the Quorum for the meeting shall be not less than 75% of the total members of the union as described in PART J of this constitution.

Article 11.4 Procedure at General Meetings

- a) At all General Meetings of the union, the Chairperson shall chair the meeting. In his/her absence, the Vice Chairperson shall chair the meeting(s) and in absence of both officials, a member of the Executive Committee selected by other members shall chair the meeting(s).
- b) The secretary shall record the minutes of the meeting and in his/her absence, this shall be done by the Vice secretary.
- c) The Chairperson may at his/her own discretion, limit the number of persons permitted to speak in favor or against any motion(s).

Article 11.5 Other Meetings

There shall be weekly meetings on such days and such times and places deemed convenient.

The Executive Committee shall convene meeting(s) with the sub-committee members at least once a semester to discuss matters affecting the union.

Part G: Nominations and By-Nominations

Article 12.1 Eligibility

Refer to Article 9.1.1 of the office bearers of the Executive.

All full members of the union in their 2nd and 3rd year of study shall be eligible to bear any office in the Executive Committee and Sub-committee.

Members in the outgoing Executive Committee who are not in their final year of study shall be eligible for re-appointment to the Executive Board. However, a member shall not serve for more than one term in one department.

Article 12.2 Nomination College (NC)

Article 12.2.1 Composition of the Nomination College

It shall be comprised of 9-11 members who shall be:

- i. The **ineligible OR eligible?** members in the sitting Executive Board.
- ii. The **ineligible** members of the former Executive Board as appointed by one above.
- iii. A number of **ineligible** reputable members of the union, appointed by the sitting Executive Board, who shall have served in a leadership capacity at a committee level other than the Executive Committee in the union.
- iv. A returning officer who shall be the Chairperson of the Nomination College.
- v. A FOCUS Staff who shall have an Advisory role in the Nomination College.

A meeting of one above shall be convened by the chairperson of the sitting Executive Committee during which they shall appoint the Chairperson, Secretary and Treasurer to the committee.

The first meeting of the entire Nomination College shall be convened by the returning officer.

Article 12.2.2 Terms of service of the Nomination College.

- i. It shall be constituted and commissioned by the returning officer two weeks before the nominations date and with the exception of the returning officer, it shall be dissolved by the new Executive Board one month after successful transition in the AGM.
- ii. They shall be trained after their commissioning and before the nominations.

Article 12.2.3 Duties of the Nomination College

- I. The chairperson of the NC shall lead the nominations exercise by the union's members during a fellowship gathering.
- ii. They shall prepare the materials for nomination, and issue them to the union's members and oversee the nomination process.
- iii. They shall make the final appointment for each of the offices of the executive committee and through the returning officer shall present the names of the appointed leaders to the entire union during a fellowship gathering.
- iv. They shall ensure that all offices whose appointments turndown the officer to serve before the AGM are successfully occupied.
- v. They shall handle objections to any nominated or appointed member and take appropriate measures over such cases before the AGM.
- vi. They shall be responsible for the appointment of subcommittee members of various departments.

Article12.3 Nomination process

- I. Fasting and meditation concerning the new executive committee officials.
- ii. The union members shall be notified at least 3 weeks before the nomination exercise for prayer, nominations shall be held within the second month of the first semester of the academic year except when the academic calendar cannot allow, in which case the executive committee shall decide when to hold them. College shall make final appointments for each of the office in the executive committee.
- e) The Nomination College returning officer shall present the appointees before the union members in a fellowship gathering two weeks after the nomination process and two weeks before the AGM.
- f) Objections to any appointee must be made in writing to the secretary of the Nomination College for consideration by the entire college within 7 days after their presentation to the union.
- g) The appointed leaders shall only take office after the ratification by the AGM.
- h) Advice from persons who ever served in the executive committee but not in the Nomination College, may be sort during the entire nomination process.

Article12.4 Terms and service of the executive committee

- a) Their leadership year shall run between two consecutive AGMs.
- b) All executive officials of the union shall serve for not more than one term in a single department.
- c) The chairperson shall not serve for more than one term.

Article12.5 Orientation and handing over.

- a) Upon confirmation of new leaders, the outgoing office bearers (and subcommittee member) shall orient the incoming office bearer on all matters concerning their office.
- b) He/she shall officially handover all documents pertaining to his/her office. A report showing all that has been handed over will be signed by both the outgoing and the incoming office bearers, upon reception of the same by the new office bearers.
- c) The new office bearers shall be dedicated on the immediate Sunday after the AGM.

Article12.6 By-nominations

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

- a) Where at least two thirds of the full members in an SGM pass a vote of no confidence in the entire executive committee.

- b) Where the executive committee (acting as a majority) asks at least one member to vacate office owing to evident inability to perform the duties of that office.
- c) In the event that an executive member resigns.
- d) In the event that (b) or (c) above are passed, the executive committee shall facilitate the by nomination as per Article 12.3.
- e) In the event that (a) above is passed:
 - i. The advisory board shall facilitate the choosing of five caretakers who shall form the NC.
 - ii. The five members shall automatically become non-eligible for nomination for nomination.
 - iii) They shall appoint one of them to be the chairperson.
 - iv) They shall facilitate the nominations as per Article 12.3.
 - v) The nominations will be held within 7 days and at most 14 days before the SGM.
 - vi. Names of the nominees will be announced to all full members of SEKUCU at least 7 days before the SGM.

PART H: ACCOUNTS AND THEIR ADMINISTRATION

Article 13.1 Funds

- a) The financial year shall run from one month before the AGM to one month before the next AGM.
- b) All other information regarding the management of the union's funds shall be contained Within the union's financial documents.

Article 13.1.1 Source of funds

- I. Tithes, offerings, thanksgiving.
- ii. Donations
- iii. Any other approved fundraising

Article 13.1.2 Aims of the finance

- I. As capital for investment.
- Ii. For asset replacement and repair.
- Iii. As subsidy to such actives of social act on and Christian calls.

Article 13.1.3 Management of funds

The SEKUCU funds shall be managed by the executive committee as follows:

- I. The board shall approve any withdrawal of funds.
- ii. It shall review any proposed budget.
- iii. It shall supervise all the operation of SEKUCU financial account.
- iv. The chairperson of the CU shall be the convener to the Executive board.
- v. The treasurer shall keep good records and data basis of the financial matters pertaining the CU.
- vi. The money received by the CU shall be deposited in the name of the CU with a bank or Banks approved by the executive body.
- vii. The signatories of the bank shall always include the chairperson, treasurer, secretary and the CU Patron with any three of them permitted to carry out a transaction.
- viii. Change of signatories shall be done every spiritual year upon the incoming of the new Executive Committee.

Article 13.2 Accounts

- I. The books of accounts and all documents relating thereof shall be available for Inspection at the registered office of the Union by a member of the Union or any other Person recognized or authorized by the executive committee, provided that a written notice of not less than 7 days reaches the executive committee through its secretary.
- ii. The union's treasurer shall work with the accounts committee in keeping the union's Accounts records up to date.

Article 13.3 Auditor

The auditor of the following financial year shall be proposed by the Executive Committee in Consultation with the advisory committee.

- I. He/she shall be a qualified accountant.
- ii. He/she shall not be an office bearer of the union.
- iii. All the union accounts and record documents shall be open for inspection by the auditor before the AGM.
- iv. A copy of the auditor's report on the account and statement together with such accounts and statements shall be furnished to the union's members and the same time the statement of the account is send out.

- v. The auditor may be paid honorarium for his/her duties as may be resolved by the Executive Board in consultation with the advisory committee.

Article 13.4 The union's assets

- I. The union's assets shall be used towards achieving the objectives of the union.
- ii. They shall not be leased, lent or given out unless the executive deems it necessary and If it is so, it should be to the union's interest.
- iii. There shall be an assets manager who shall ensure accountability and efficiency in assets acquisition, maintenance and disposal. He/she shall work with the Treasurer of the Christian Union.

Part I: Accompanying Documents

Article 14.1 The union's financial policy

This shall be an accompanying document containing detailed information concerning the management of the union's funds and assets, and it shall be used in accordance with the provision made in this constitution.

Article 14.2 The leadership manual

This shall be a policy document containing practical instructions on the governance of the union. It shall assume a fore knowledge of the union's constitution and therefore shall not repeat the contents of this constitution except where necessary. It shall not be reviewed by a resolution of not less than two thirds of the executive members.

Part J: Dissolution

The union shall not be dissolved unless:

- a) By a resolution passed at a General Meeting of its committed members by a vote of two thirds of the full members present.
- b) If the quorum is not obtained, the proposal to dissolve the union shall be submitted to a further SGM which shall be held one month later. Notice of this meeting shall be given to the union's members at least 14 days before the proposed date of the meeting. The quorum for the second meeting shall be half of the committed members.
- c) If the second quorum in two above is not obtained, then the same procedure in two above shall be followed in calling for a third SGM whose quorum shall be the number of committed members present.
- d) However, no dissolution shall be effected without prior permission in writing from the registrar of societies, obtained after application to him/her made in writing and signed by three executive members.
- e) When the dissolution has been approved by the registrar of societies, no further actions shall be taken by the executive other than to get in and liquidate for cash all the assets of the union. The balance therefore shall be given to FELLOWSHIP OF CHRISTIAN UNIONS.

Part K: Amendments of The Constitution

Amendments to this constitution shall be done under the following circumstances:

- a) During review processes by CRC held at intervals of at least 3 years. During such review processes, the proposed draft containing the amendment made to
The constitution shall be submitted to the executive body, FOCUS Northern Nairobi regional headquarters offices, the union's Alumni association and the advisory committee for considerations and recommendations. It shall then be re-submitted to the CRC after 14 days for final drafting before being submitted to the executive body. It shall then be ratified in a GM after 14 days by at least two thirds of the members present.
- b) In the event that committed members(s) of the union purpose alteration, modification or any other amendments to this constitution which shall not be amended unless:

I . At least 21 days' notice in writing of any proposed amendments be given to the secretary of the Christian union who shall thereafter, after consultation with executive give 14 days' notice to the union's members of an SGM. The advisory's committee opinion shall be sort and its recommendations be made known to the SGM.

ii. This shall be accepted by at least two thirds of the members present in the SGM through voting. They shall then go through the process below:

1) Any amendment to this constitution shall be done by CRC of at least 5 members and at most 9 members, appointed by the executive body. These members shall consist of only committed members of the union who shall have demonstrated a mature Christian conduct and;

a) There shall be at least one member of each class in session.

b) There shall be at least three members from the sitting or former executive body.

c) There shall be any other member(s) co-opted by the Review Commission as deemed necessary whose appointment to the commission shall be done in consultation with the executive body.

2) The commission shall notify the union of the proposed amendments.

3) The commission shall then present the final document to the executive body 14 days before the next General Meeting.

This constitution has been amended from the original fashion as set up in the year 2013.

1st Amendment 17th November 2017

2nd Amendment 13th November 2019

3Rd Amendment 19th November 2021

4th Amendment 24th March 2024

Part L: Application Clause

This constitution shall;

- a) Be subjected to the union's AGM before its adoption.
- b) Come into effect as soon as the 2024-2025 leadership year NC is convened.
- c) Be used for the purpose of appointing the union's executive body.
- d) Come into full implementation at the 2024-2025 AGM.