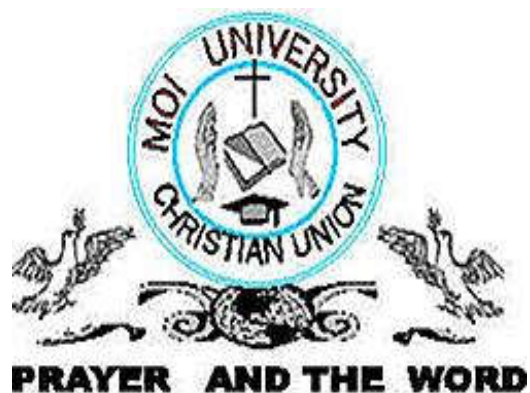


# MOI UNIVERSITY CHRISTIAN UNION

## MAIN CAMPUS



**CONSTITUTION 2016**

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## **PREAMBLE**

Moi University Christian Union (Main Campus) MUCU (MC) is a body of Christian students bound together by a common faith in the only God and joined together with the heavenly calling of Christ according to the Holy Scriptures and IT DECLARES that it shall be non-political, non-denominational, voluntary, and non-partisan.

AND FURTHER DECLARES that no provision herein shall or will be construed as to qualify defeat or in any manner contravene the Holy Scriptures and such provision shall to the extent of contravention have no effect. WITHOUT PREJUDICE to the foregoing it is specifically and clearly provided for the subsequent provisions/ articles of this constitution.

We the MUCU MC adopt, enact, and give this constitution to ourselves and to the coming MUCU (MC) generations.

## **CHAPTER ONE**

### **THE MOI UNIVERSITY CHRISTIAN UNION**

#### **Article 1**

##### **Name**

The full name of the society shall be Moi University Christian Union (Main Campus), hereinafter referred to as MUCU (MC).

#### **Article 2**

##### **Aims and Objectives**

The aims of MUCU (MC) shall be non-political, non-denominational and shall be as follows:

- A. To deepen and strengthen the spiritual life of its members by the study of the Bible, by prayer and by Christian Fellowship.
- B. To witness the Lord Jesus Christ as God incarnate and to seek to lead others to a personal faith and commitment to Him through discipleship.
- C. To encourage responsible church membership.
- D. To make contact with other Christian Organizations and institutions for fellowship.

#### **Article 3**

##### **Doctrinal Basis**

The doctrinal basis of MUCU (MC) shall be the fundamental truths of Christianity including:

- A. The unity of the Father, The Son, and the Holy Spirit in the Godhead.
- B. The Sovereignty of God in the creation, revelation, redemption and final judgment.
- C. The divine inspiration and entire truthfulness of the Holy Scriptures originally given and its supreme authority in all matters of faith and conduct.
- D. The universal sinfulness and guilt of all men since THE FALL rendering them subject of God's wrath and condemnation.

- E. Redemption from the guilt, penalty, domination, and pollution of sin solely through the sacrificial death of the Lord Jesus Christ, the incarnate Son of God, as our representative and substitute.
- F. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
- G. The presence and power of the Holy Spirit in the work of regeneration.
- H. The justification of the sinner by the grace of God through faith alone.
- I. The indwelling and work of the Holy Spirit in every believer.
- J. The one Holy Universal Church, which is the body of Christ and to which all true believers, in unity, belong.
- K. The expectation of the personal return of the Lord Jesus Christ and the subsequent eternal life of the Holy Universal Church in Heaven with Him.

#### **Article 4**

##### **Registration**

The MUCU (MC) shall be registered in the office of the Dean of Students, Moi University.

#### **Article 5**

##### **Membership and Associations**

- A. The MUCU (MC) shall be a member of the Fellowship of Christian Unions (FOCUS)
- B. The MUCU (MC) shall associate with relevant Christian Organizations or bodies that subscribe to the provision of Article 3 and that will help in advancing the provisions of Article 2 of this constitution as deemed necessary by the Executive Committee.
- C. In the event that any relevant Christian Organization or body, 5 (B), contravenes the provisions of articles 3 and 5 (B) of this constitution, the MUCU (MC) shall cease to be associated with them.



## Article 6

### Membership

A. There shall be four types of membership:

- (i) Full membership; which shall be open to all registered undergraduate students of Moi University (main campus) who ascribe to the doctrinal basis in article (3) and consciously sign the following declaration:

***“In joining MUCU (MC), I declare my faith in Jesus Christ as my savior, my Lord and God, and it is my desire by the grace of God to live a life constituent with this declaration. I am also determined to give active support to the MUCU (MC) as it seeks to fulfill its aims”,***

- (ii) Special membership; which shall be open to all registered postgraduate and graduate student of Moi University (main campus) who consciously sign the declaration in article 6(A) (i). Also subject to article 6(B)
- (iii) Associate membership; which shall be open to former students of Moi University (main campus) who are born again Christian and are concerned with the realization of the objectives of MUCU (MC), also subject to article 6(A) (i) and 6(B).
- (iv) Honorary Membership; which 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 MUCU (MC) aims and objectives, subject to mutual agreement and approval by members in an AGM or an SGM.

B. Membership shall be renewed every academic year by signing of the declaration in article 6(A) (i) or otherwise as the Executive Committee deems necessary or entering of the names into the associate members’ register as the case may be.

- C. There will be no membership fee.
- D. Members will be expected to contribute towards MUCU (MC) funds as the Lord leads them.
- E. Membership in categories A (i) and (ii) will cease in the event of completion or Termination of studies at Moi University, or on tender written resignation, or on a careful and judicious exercise of power conferred on the Executive Committee.

## **Article 7**

### **Member's Rights and Responsibilities**

- A. Full members shall be:
  - (i) Eligible to hold office except the finalists who will not be eligible to hold any office except on special occasions.
  - (ii) Eligible to participate in the nomination of the officials of MUCU (MC)
  - (iii) Entitled to requisition for and vote in any general meeting.
  - (iv) Capable of proposing and effecting alterations, modification or other amendments to this constitution subject to article 25.
- B. Special members shall be;
  - (i) Appointed by the Executive Committee to hold office in any of the committees or sub-committees of MUCU (MC), as it deems fit.
  - (ii) Eligible to participate in the nominations of officials of the MUCU (MC) and /or vote in any general meeting.
- C. Associate and Honorary members
  - (i) Shall be free to participate in the activities of MUCU (MC) but shall not be entitled to vote or to be members of any committee in the MUCU (MC) except in the advisory board.

## **CHAPTER TWO**

### **LEADERSHIP**

#### **Article 8**

##### **Composition of Committees and Sub-Committees**

- A. MUCU (MC) shall have an Executive Committee whose members shall be as herein:
- i. Chairperson
  - ii. Vice-chairperson
  - iii. Secretary
  - iv. Vice-secretary
  - v. Treasurer
  - vi. Prayer Coordinator
  - vii. Bible Study Director
  - viii. Worship Committee Chairperson
  - ix. Outreach Committee Chairperson
  - x. Discipleship Committee Chairperson
  - xi. Media Committee Chairperson
- B. MUCU (MC) shall have a worship Committee whose membership shall be as herein:
- i. Chairperson
  - ii. Secretary
  - iii. Vice-secretary
  - iv. Treasurer
  - v. Choir Ministry Leader
  - vi. Ushering Ministry Leader
  - vii. Technicians Ministry Leader
  - viii. Catering and hospitality Ministry Leader
  - ix. Praise and worship Ministry Leader
  - x. Instrumentalists Ministry Leader
- C. MUCU (MC) shall have an Outreach Committee whose membership shall be as herein;
- i. Chairperson
  - ii. Secretary
  - iii. Vice-secretary
  - iv. Treasurer
  - v. Drama Ministry Leader
  - vi. Evangelism coordinator
  - vii. Children Ministry Leader
  - viii. Tri-annual Sub- Committee Chairperson
  - ix. Joint Evangelistic Teams Committee Chairperson

- D. MUCU (MC) shall have a Discipleship Committee whose membership shall be as herein:
- i. Chairperson
  - ii. Secretary
  - iii. Vice-secretary
  - iv. Treasurer
  - v. New Believers Sub-Committee Chairperson
  - vi. Guidance and Counseling Ministry Leader
  - vii. BEST-P Ministry Leader
  - viii. Library Ministry Leader
- E. MUCU (MC) shall have a Bible Study Coordination Committee whose membership shall be as herein:
- i. Bible Study Director
  - ii. Secretary
  - iii. Treasurer
  - iv. Vice – secretary
  - v. Bible study coordinators
- F. MUCU (MC) shall have a Welfare Committee whose membership shall consist of:
- i. Chairperson-Vice Chairperson of MUCU (MC)
  - ii. Secretary – vice chairperson of an evangelistic team
  - iii. Treasurer-a nominee of MUCU (MC)
  - iv. Vice chairpersons of the Evangelistic teams.
- G. MUCU (MC) shall have a Prayer Coordination Committee whose membership shall be as herein:
- i. Chairperson-the prayer coordinator of MUCU (MC)
  - ii. Secretary
  - iii. Vice secretary
  - iv. Treasurer
  - v. Intercessory Ministry Leader
  - vi. Assistant intercessory leader
  - vii. Altar coordinator
  - viii. All the prayer coordinators of the evangelistic teams.
- H. MUCU(MC) shall have a media committee whose membership shall be as herein:
- i. Media Chairperson
  - ii. Secretary
  - iii. Vice secretary
  - iv. Treasurer
  - v. Editorial leader
  - vi. Camera and photography leader
  - vii. Website leader
  - viii. Publicity and projection leader
  - ix. Radio and television leader

- I. MUCU (MC) shall have a Treasury Committee whose membership shall be as herein:
  - i. Chairperson – Executive Committee treasurer
  - ii. Assets manager
  - iii. Treasurers
  
- J. MUCU (MC) shall have a Tri-annual Sub-Committee whose membership shall be as herein:
  - i. Chairperson
  - ii. Secretary
  - iii. Vice Secretary
  - iv. Treasurer
  - v. Prayer Coordinator
  - vi. Two members
  
- K. MUCU (MC) shall have a Joint Evangelistic Teams Sub-Committee (JET) whose membership shall be drawn from the evangelistic teams' chairpersons and shall be as herein:
  - i. Chairperson
  - ii. Secretary
  - iii. Vice Secretary
  - iv. Treasurer
  - v. Prayer Coordinator
  - vi. Missions Coordinator
  - vii. Executive Committee Representative(Outreach Chairperson)
  - viii. Four members.
  
- L. MUCU (MC) shall have a New Believers Sub-Committee whose membership shall be as herein:
  - i. Chairperson
  - ii. Secretary
  - iii. Members
  
- M. All the office bearers shall hold office from the date of the date of Annual General Meeting until the succeeding Annual General Meeting but subject to article 8 (N)
  
- N. Any office bearer who ceases to be a member of MUCU (MC) shall automatically cease to be an office bearer thereof.
  
- O. Any casual vacancies (as in the case of N above or resignation by any member) for members of any committee shall be filled by persons co-opted by that committee subject to approval by the Executive Committee.
  
- P. All Committees and Sub-committees shall be accountable to the Executive Committee.

## Article 9

### Duties of committees and Sub-committees

#### i. Executive Committee

Shall be the principal decision making organ of MUCU (MC).

Shall be responsible for promoting and implementing the aims of MUCU (MC) and for that purpose, may give directions to its members as to the manner in which they carry out their duties.

Shall have the power to appoint non-nominated members in the committees and sub-committees, as it may be desirable, or be in charge of some activities and to make reports to the Executive Committee upon which, such action as seems desirable to the committee, shall be taken. Such committees and subcommittees shall be answerable to the Executive Committee.

Shall authorize the disbursement of all monies from the MUCU (MC) treasury.

Shall draw up a budget for every financial year.

Shall hold, maintain, and supervise the proper use of MUCU (MC) assets.

Shall be the supreme body responsible for handling all disciplinary cases and disputes in MUCU (MC) as it may see appropriate. The Committee shall give a detailed account of the action so taken.

Shall seek to meet the advisory board at least twice in an academic year.

Handle all external invitations for MUCU (MC) to minister.

Shall approve all invitation of ministers to MUCU (MC).

#### B. Worship Committee

All the members shall be appointed by the Executive Committee except the chairperson, secretary, and treasurer who will be nominated by members.

Shall:

- i. Organize fellowships and Sunday services.
- ii. Organize for training sessions for the various ministries under it as deemed necessary
- iii. Organize for Holy Communion
- iv. Formulate regulation and procedure governing the use, lease or lending of MUCU( MC) assets subject to the ratification of the Executive Committee.
- v. Organize worship events such as Worship Nights and others as deemed necessary by the committee.

### **C. Outreach Committee**

All the members shall be appointed by the Executive Committee except the chairperson, secretary, and treasurer who will be nominated by members.

Shall:

- i. Be responsible for outreach (mission, rallies, open air meetings, evangelism and others as deemed necessary in MUCU (MC).
- ii. Organize for training sessions for the various ministries under it.
- iii. Play a supervisory role over evangelistic teams.

### **D. Discipleship Committee**

All the members shall be appointed by the Executive Committee except the chairperson, the secretary, and the treasurer who shall be nominated by members.

Shall:

- i. Coordinate discipleship training session for MUCU (MC).
- ii. Organize for training sessions for the ministries under it.
- iii. Oversee and coordinate Bible Class Programs in MUCU (MC).
- iv. Organize for baptism and train the baptism candidates
- v. Oversee and coordinate years' and brothers & sisters fellowships

Baptism shall;

- i. Be by immersion.
- ii. Be done by the person agreed upon by the discipleship committee subject to the approval of the Executive Committee
- iii. Before any member is baptized, he/she shall be required to go through baptism training.

### **E. Welfare committee**

The welfare Committee shall consist of the MUCU (MC) Vice Chairperson who shall chair the committee, a treasurer who shall be MUCU (MC) nominee and all Vice Chairpersons of Evangelistic Teams.

Shall:

- i. Be responsible for the welfare of the MUCU (MC) members subject to the conditions laid down by the committee
- ii. Organize for means of raising funds for MUCU (MC) welfare kitty.
- iii. Be responsible for disbursement and recovery of welfare funds subject to conditions laid down by the committee.
- iv. Be free to adjust from time to time the maximum amount of money that can be lent out.

### **F. Bible Study Coordination Committee**

All the members shall be appointed by the Bible study director subject to the Executive Committee's approval except the chairperson, the secretary, and the treasurer who shall be nominated by members of MUCU (MC).

Shall:

- i. Seek out and suggest relevant Bible study materials to be used by MUCU (MC) members.
- ii. Organize members into Bible study groups and coordinate them
- iii. Appoint and organize for training of Bible study leaders

### **G. Prayer Co-ordination Committee**

All members of the committee shall be appointed by the MUCU (MC) Executive committee, except the chairperson, the secretary, and the treasurer who shall be nominated by members of MUCU (MC) members and the prayer coordinators from the Evangelistic Teams.

Shall:

- i. Oversee the prayer coordination of MUCU (MC)
- ii. Plan and coordinate prayer events and activities within and without MUCU (MC)
- iii. Help the prayer coordinator in undertaking the duties as herein provided in article 10( vi )



## **H. Media committee**

All the members shall be appointed by the Executive Committee except the chairperson, secretary, and treasurer who will be nominated by members.

- i. Oversee all the media activities in the church.
- ii. Do all the church decorations and publicize all MUCU-MC activities
- iii. Reach out through the website, television and radio programs

## **I. Treasury committee**

All the members shall be appointed by the Executive Committee except the chairperson. The committee shall:

- i. Keep all financial records and receipts of MUCU(MC)
- ii. Be in charge all records of MUCU(MC) assets
- iii. Ensure the counting and banking of all offerings.

## **J. Tri-Annual Sub-Committee**

All the members (article 8J) shall be appointed by the executive committee

Shall:

- i. Organize for the Church tri-annual mission.
- ii. Organize for Tri-annual follow-up missions.
- iii. Initiated and oversee any Tri-annual projects on the mission grounds.

## **K. Joint Evangelistic Teams Sub-Committee**

Shall:

- i. Organized for the MUCU (MC) Annual missions.
- ii. Organized for the MUCU (MC) Annual missions follow up.
- iii. Oversee the mutual running of the Evangelistic Teams of MUCU (MC) and organize for their joint fellowships.
- iv. Organize the outreach activities in the schools and the local churches around Moi University-Main Campus.
- v. Be responsible for the pastors' fora.

#### **L. The New Believers Sub-Committee**

All the members Article 8(L) shall be appointed by the Executive Committee.

Shall:

- i. Be responsible for handling all New Believers converted during various fora of MUCU (MC).
- ii. Register new believers.
- iii. Distribute the new believers as group or individuals to the discipler(s)
- iv. Tracking the progress of the nurture work through reports from the discipler(s).
- v. Perform other duties as outline in the Discipleship committee.

## **Article 10**

### **Duties of office bearers**

#### **A. Executive committee**

##### **I. Chairperson**

Shall:

- i. Be the principal coordinator and spokesperson of MUCU (MC)
- ii. Preside over all meetings of the Executive Committee and all general meetings unless prevented by illness or other sufficient cause.
- iii. Represent MUCU (MC) in other bodies and organizations relevant to MUCU (MC) achieving its objectives and aims.
- iv. Link MUCU (MC) to the university and its administration.
- v. Be a non-voting member but shall have a casting vote in case of ties or deadlocks.
- vi. Be the secretary to MUCU (MC) advisory board

##### **II. Vice Chairperson**

Shall:

- i. Be the principal assistant to the MUCU (MC) chairperson.
- ii. Represent the chairperson in his/her absence and assist him/her when necessary.
- iii. Be the chairperson to the welfare Committee.
- iv. Shall coordinate the school fellowships.

##### **III. Secretary**

Shall:

- i. Deal with all correspondence of MUCU (MC) except that which falls to another office or committee.
- ii. Consult the chairperson and/ or the vice chairperson in case of urgent matters where the committee cannot be consulted. The decisions reached

shall be subject to ratification (or otherwise) at the next committee meeting.

- iii. In consultation with the chairperson, issues notices convening all meetings of the committee and general meetings of the MUCU (MC).
- iv. Be responsible for taking and keeping minutes of all Executive Committee meetings and general meetings.
- v. Be responsible for the preservation of all records of MUCU (MC) and of the Executive Committee.

#### **IV. Vice secretary**

Shall:

- i. Be the principal assistant to the secretary of MUCU (MC)
- ii. Cater for all provisions of the Executive Committee as it holds meetings and the preachers' welfare.
- iii. Be in charge of receiving all mails through the MUCU (MC) post office box.
- iv. Handle any other duty allocated by the Executive Committee as need arises.
- v. Be responsible for the cleanliness and maintenance of the Christian Union office.
- vi. Be the link between the executive committee and associates committee

#### **V. Treasurer**

Shall:

- i. Receive and only disburse under the directions of the Executive Committee all monies belonging to MUCU (MC) and issue receipt for all monies and preserve vouchers for all monies paid by MUCU (MC).
- ii. Be answerable to the Executive Committee and to members and ensure that proper books of accounts of all monies received and paid by MUCU

(MC) are well written up, preserved and available for inspection subject to article 19.

- iii. Be a signatory to all MUCU(MC) treasury accounts
- iv. Keep all records of all assets of MUCU

(MC). **VI. Prayer coordinator**

Shall:

- i. Chair the prayer coordination committee meetings
- ii. Organize prayer meetings for MUCU (MC) members in order to deepen and strengthen the spiritual life of the MUCU (MC) members.
- iii. Handle prayer correspondence.
- iv. Endeavour to widen prayer interest within MUCU (MC).
- v. Direct the prayers being handled by the intercessory leaders and any other intercessory leader(s) in any other committee.

**VII. Bible study Director**

Shall:

- i. Be the link between the Executive Committee and the bible Study coordination Committee
- ii. Together with the secretary and treasurer, select a Bible Study Coordination Committee which shall be approved by the Executive Committee.
- iii. Preside over all the meetings of the Bible Study Coordination Committee.
- iv. Together with the Bible Study Coordination Committee shall undertake duties as provided in article 9 F.
- v. In his/her absence, the Bible Study Coordination Committee secretary shall chair the committee's meetings.

**VIII. Worship committee Chairperson**

Shall:

- i. Be the link between the Executive Committee and the Worship Committee
- ii. Coordinate the carrying out of all the duties assigned to the Worship Committee.
- iii. Preside over all the meetings of the Worship Committee. In his/her absence, the Worship Committee secretary shall chair the Committee's meetings.

**IX. Outreach Committee Chairperson**

Shall:

- i. Be the link between the Executive Committee and the Outreach Committee.
- ii. Be responsible for coordinating the carrying out of all duties assigned to the Outreach Committee.
- iii. Preside over all meetings of the Outreach Committee.
- iv. In his/her absence, the Outreach Committee secretary shall chair the committee's meetings.
- v. Be an ex-official member of the Joint Evangelistic Sub-Committee and Tri annual missions Sub-Committee.

**X. Discipleship Committee Chairperson**

Shall:

- i. Be the link between Discipleship Committee and the Executive Committee
- ii. Chair Discipleship Committee meetings.
- iii. Coordinate Sunday Bible class teachings.
- iv. Endeavour together with the committee produce mature disciples in line with the doctrinal basis, aims and objectives of MUCU (MC).
- v. In his/her absence, the Discipleship Committee secretary shall chair the committee's meetings.

**XI. Media committee chairperson**

Shall:

- i. Shall be the link between the executive committee and the media committee.
- ii. Chair media committee meetings.
- iii. Handle the accommodation requirements of the speaker(s)
- iv. Be the link between the staff, post-graduate students and the Executive Committee

**B. Worship Committee**

**I. Chairperson**

Shall perform all duties as provided for in Article 10(A) (Viii)

**II. Secretary**

Shall:

- i. Deal with all the correspondence of the Worship Committee, except that which falls to another office.
- ii. Consult the chairperson in cases of urgent matters where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next committee meeting.
- iii. In consultation with the chairperson, issue all notices convening all meeting of the Worship Committee.
- iv. Be responsible for taking and keeping minutes of all meetings of the Worship Committee.
- v. Shall chair the worship committee meeting in the absence of the chairperson.

III. **Vice Secretary**

Shall:

- i. Be the principal assistant to the worship Committee secretary.
- ii. Cater for the provisions of the Worship Committee as provided for by the Executive Committee.
- iii. Cater for the speakers' refreshments during the services.

IV. **Treasurer**

Shall:

- i. Receive monies from MUCU (MC) treasury and only disburses such monies under the instructions of the Worship Committee.
- ii. Be answerable to the treasury of the Executive Committee and shall ensure that proper books of account of all received and paid by him/her are written up, preserved and available for inspection subject to Article 19.
- iii. Issue receipts for all monies received (if any) by him/her of which shall be submitted to the treasurer of the Executive Committee.
- iv. Keep all records of all assets in the committee.



V. **Choir Ministry Leader**

Shall:

- i. Be the leader of the choir ministry.
- ii. Endeavour to promote the ministry of singing in MUCU (MC).

VI. **Praise and Worship Ministry Leader**

Shall:

- i. Select members of the praise and worship ministry from the interested full members of MUCU (MC) and present the list of the members to the Worship Committee and the Executive Committee for approval.
- ii. Together with the team deal with all that pertains to the ministry of praise and worship.
- iii. In consultation with the Worship Committee organized music seminars and trainings in MUCU (MC).

VII. **Ushering ministry Leader**

Shall together with the ushering team:

- i. Arrange the venue where MUCU (MC) meetings will be conducted before such meetings.
- ii. Usher people into MUCU (MC) meetings,
- iii. Collect offerings.

VIII. **Technicians Ministry Leader**

Shall together with the team:

- i. Be responsible for care and proper use of all MUCU (MC) instruments.
- ii. Supervise the assembly of necessary instruments and equipment for MUCU (MC) meetings.
- iv. Oversee the repair, storage, and maintenance of MUCU (MC) instruments.

**IX. Instrumentalists Ministry Leader**

Shall:

- i. Plan and organize for the trainings of the instrumentalists.
- ii. Together with the Technicians team leader oversee the repair, storage and maintenance of MUCU (MC) instruments.

**X. Catering and hospitality ministry leader**

Shall:

- i. Together with the team cater for speakers and guests of MUCU (MC) as pertaining meals.
- ii. Serve or cause to be served meals and refreshments as a MUCU (MC) event or ceremony may deserve.
- iii. Be responsible for catering foodstuffs.
- iv. Be in charge of the MUCU (MC) catering materials.
- v. Manage monies from the Worship Committee Treasurer to acquire MUCU ( MC) catering materials.

**C. Outreach Committee**

**I. Chairperson**

Shall perform all duties as provided for in Article 10(A) (IX).

**II. Secretary**

Shall:

- i. Deal with all the correspondence of the Outreach Committee, except that which falls to another office.
- ii. Consult the chairperson in case of urgent matter where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next meeting.

- iii. In consultation with the chairperson, issue all notices convening all meetings of the Outreach Committee.
- iv. Be responsible for taking and keeping minutes of all meetings of the Outreach Committee and for preservation of all records of proceedings of the outreach Committee.

**III. Vice Secretary**

Shall:

- i. Be the principal assistant to the Outreach Committee secretary.
- ii. Cater for the Outreach Committee's provisions as provided for by the Executive Committee.

**IV. Treasurer**

Shall:

- i. Receive monies from MUCU (MC) treasury and only disburse such monies under the instructions of the Outreach Committee.
- ii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of accounts of all monies received and paid by him/her are well written up, preserved and available for inspection subject to Article 21
- iii. Issue receipts for all monies received (if any) by him/her, of which shall be submitted to the treasurer of the Executive Committee.
- iv. Keep all records of all assets in the committee.

**V. Tri-annual Missions Sub-committee Chairperson**

Shall:

- i. Be the link between the Tri-annual Sub-committee and the Outreach committee.
- ii. Preside over all meetings of the Tri-annual Missions Sub-committee
- iii. Guide the committee in performing all the duties as provided for in article 9(H)

**VI. Evangelism Ministry Coordinator**

Shall:

- i. Be in charge of the evangelism ministry.
- ii. Together with the evangelism ministry, be in charge of evangelism activities within the University.

**VII. Children Ministry Leader**

Shall together with the team:

- i. Reach out to the children with the Gospel of Christ within and without the university.
- ii. Organize recruitments and trainings of the Sunday school teachers.

**VIII. Drama Ministry Leader**

Shall together with the team promote the ministry of acting in MUCU (MC) and proper use of all acting apparatus.

**IX. Joint Evangelistic Teams Sub-Committee Chairperson**

Shall:

- i. Link the evangelistic teams to the Outreach Committee
- ii. Be the link between the JET Sub-Committee and the Outreach Committee.
- iii. Preside over all meetings of the JET-Sub-Committee.
- iv. Guide the sub-committee in performing all the duties as provided for in Article 9(I).

**D. Discipleship Committee**

**I. Discipleship Committee Chairperson**

Shall perform all duties as provided for in Article 10(A) (X)

**II. Secretary**

Shall:

- i. Chair the Discipleship Committee in the absence of the chairperson.
- ii. Deal with all the correspondence of the Discipleship Committee, except that which falls to another office.
- iii. Consult the chairperson in case of urgent matter where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next meeting.
- iv. In consultation with the chairperson, issue all notices convening all meetings of the Discipleship Committee.
- v. Be responsible for taking and keeping minutes of all meetings of the Discipleship Committee and for preservation of all records of proceedings of the Discipleship Committee.

**III. Vice Secretary**

Shall:

- i. Be the principal assistant to the Discipleship Committee secretary.
- ii. Cater for the Discipleship Committee's provisions as provided for by the Executive Committee.

**IV. Treasurer**

Shall:

- i. Receive monies from MUCU (MC) treasury and only disburse such monies under the instructions of the Discipleship Committee.
- ii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of accounts of all monies received and paid by him/her are well written up, preserved and available for inspection subject to Article 21.
- iii. Issue receipts for all monies received (if any) by him/her, of which shall be submitted to the treasurer of the Executive Committee.
- iv. Keep all records of all assets in the committee.

**V. New Believers Sub-Committee Chairperson**

Shall:

- i. Coordinate the new believers' teachings and follow up in consultation with the sub-committee
- ii. Guide the sub-committee in undertaking all the duties outlined Article 9(J)

**VI. Library Ministry Leader**

Shall:

- i. Be responsible for the purchase and sale of Christian resource materials approved by the Executive Committee.
- ii. Handle all library correspondence.
- iii. Endeavour to promote the interest of reading Christian Literature in MUCU (MC).
- iv. Keep records accounting for all monies received from the sale of material (as required by the Discipleship Committee treasurer )
- v. Be responsible for the proper use, maintenance, and storage of copies of all audio – visual materials in MUCU (MC).
- vi. Keep track of all materials lent out to prevent loss and damage.
- vii. Be responsible for the filing system of MUCU (MC).

**VII. Counseling Ministry Leader**

Shall:

- i. Coordinate the activities of the counseling team.
- ii. Organize trainings for the ministry members.
- iii. Organize fora, seminars and workshops aimed at achieving MUCU (MC) aims and objectives.

**VIII. Best –P Ministry Leader**

Shall:

- i. Coordinate the activities of the Best-P Ministry
- ii. Seek to develop better Bible Students among MUCU (MC) members.
- iii. Promote better preparations and presentations of Bible teachings through regular BEST-P trainings for MUCU (MC) members.
- iv. Work together with the bible study coordinators to develop bible study guides.

## **E. Welfare Committee**

### **I. Chair person**

Shall:

- i. Be the link between the Welfare Committee and Executive Committee.
- ii. Preside over the Welfare Committee meetings.
- iii. Oversee the mobilization of resources for the welfare kitty.
- iv. Together with the welfare committee appoint projects task force as and when need arises

### **II. Secretary**

Shall:

- i. Chair the Welfare Committee meetings in the absence of the chairperson
- ii. Deal with all the correspondence of Welfare Committee except that which falls to another office or committee.
- iii. Consult the chairperson in case of urgent matters where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the committee meeting.
- iv. In consultation with the chairperson, issue notices convening all meetings of the committee.
- v. Be responsible for taking and keeping minutes of all Welfare Committee meetings.
- vi. Be responsible for the preservation of all records of the Welfare Committee.

### **2 Vice Secretary**

Shall:

- i. Be the principal assistant to the Welfare Committee secretary. ii. Cater for the Welfare Committee's provisions as provided for by the Executive Committee.



### **III. Treasurer**

Shall:

- i. Disburse loans and grants as directed by the Welfare Committee.
- ii. Receive monies from MUCU (MC) treasurer and only disburse such monies under the instructions of the Welfare Committee.
- iii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of accounts of all monies received and paid by him/her are well written up, preserved and available for inspection subject to article 21
- iv. Issue receipts for all the monies received (if any) by him/her of which shall be submitted to the treasurer of the Executive Committee.
- v. Keep all records of all assets in the committee.

### **F. Bible Study Coordination Committee**

#### **I. Bible Study Director**

Shall:

- i. Perform all duties as outlined in article 10 (A) (VII)

#### **II. Secretary**

Shall:

- i. Chair the Bible study Coordination Committee meetings in the absence of the Bible Study Director.
- ii. Deal with all the correspondence of the Bible Study Coordination Committee except that which fall to another office or committee.
- iii. Consult the Bible Study Director in case of urgent matters where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next committee meeting.
- iv. In consultation with the Bible Study Director, issue notices convening all meetings of the committee.
- v. Be responsible for taking and keeping minutes of all Bible Study Coordination

Committee meetings.

- vi. Be responsible for the preservation of all records of the Bible Study Coordination Committee.

### III. **Vice Secretary**

Shall:

- i. Be the principal assistant to the Bible study Committee secretary.
- ii. Cater for the Bible study Committee's provisions as provided for by the Executive Committee.

### IV. **Treasurer**

Shall:

- i. Receive monies form MUCU (MC) treasurer and only disburse such monies under the instructions of the Bible Study Coordination Committee.
- ii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of accounts of all monies received and paid by him/her are well written up, preserved and available for inspection subject to article 21
- iii. Issue receipts for all monies received (if any) by him/her, of which shall be submitted to the treasurer of the Executive Committee.
- iv. Keep all records of assets in the committee.

### V. **Bible study coordinators**

Shall:

Perform all duties as outlined in article 9(F)

### G. **Prayer Coordination Committee**

#### I. **Chairperson**

Shall perform all duties as provided for in the Article 10(A) (VI)

## **II. Secretary**

Shall:

- i. Chair the Prayer Coordination Committee meetings in the absence of the Prayer coordinator.
- ii. Deal with all the correspondence of the prayer Coordination Committee except that which fall to another office or committee.
- iii. Consult the prayer coordinator in case of urgent matters where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next committee meeting.
- iv. In consultation with the Prayer coordinator, issue notices convening all meetings of the committee.
- v. Be responsible for taking and keeping minutes of all prayer Coordination Committee meetings.
- vi. Be responsible for the preservation of all records of the Prayer Coordination Committee.

## **III. Vice Secretary**

Shall:

- i. Be the principal assistant to the Prayer Committee secretary.
- ii. Cater for the Prayer coordination Committee's provisions as provided for by the Executive Committee.

## **IV. Treasurer**

Shall:

- i. Receive monies from MUCU (MC) treasurer and only disburse such monies under the instructions of the Prayer Coordination Committee.

- ii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of accounts of all monies received and paid by him/her are well written up, preserved and available for inspection subject to article 21
- iii. Issue receipts for all monies received (if any) by him/her, of which shall be submitted to the treasurer of the Executive Committee.
- iv. Keep all records of all assets in the committee.

**II. Intercessory Ministry Leader**

Shall together with the ministry members facilitate prayers during MUCU (MC) the fellowships.

**III. Assistant Intercessory Ministry Leader**

Shall be the principal assistant to the Intercessory Ministry Leader

**IV. Altar Coordinator**

Shall coordinate the altar prayers.

## **H. Media committee**

### **I. Chairperson**

Perform all duties as outlined in article 10(A) (xi)

### **II. Secretary**

Shall:

- i. Chair the media committee meetings in the absence of the chairperson.
- ii. Deal with all the correspondence of the Media Committee except that which fall to another office or committee.
- iii. Consult the Chairperson in case of urgent matters where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next committee meeting.
- iv. In consultation with the Chairperson, issue notices convening all meetings of the committee.
- v. Be responsible for taking and keeping minutes of all Media Committee meetings.
- vi. Be responsible for the preservation of all records of the Media Committee.

### **III. Vice Secretary**

Shall:

- i. Be the principal assistant to the Media Committee secretary.
- ii. Cater for the Media Committee's provisions as provided for by the Executive Committee.

### **IV. Treasurer**

Shall:

- i. Receive monies form MUCU (MC) treasurer and only disburse such monies under the instructions of the Media Committee
- ii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of accounts of all monies received and paid by him/her are well written up, preserved and available for inspection subject to article 21

- iii. Issue receipts for all monies received (if any) by him/her, of which shall be submitted to the treasurer of the Executive Committee.
- iv. Keep all records of all assets in the Committee.

**V. Editorial leader**

Shall be responsible for weekly publications, producing magazines, informing people about church activities through daily publication and submitting publications to website team.

**VI. Projection and publicity Ministry Leader**

Shall:

- i. Together with the team oversee the projection of any necessary information during MUCU (MC) services and events.
- ii. Together with the team publicize all MUCU (MC) activities as deemed necessary.
- iii. Coordinate the decoration of the venues where MUCU (MC) events and meetings will be held as need arises.

**VII. Photography and video shooting Leader**

Shall:

Be responsible for video shooting, editing, burning and selling of the recorded sermons and archiving of the master copies.

**VIII. TV/Radio programs leader**

Shall:

Organize and coordinate the running of MUCU (MC) gospel hours in the studios.

**IX. Website leader**

Shall be responsible for developing, maintenance and administration of the church website.

## **I. Treasury Committee**

### **I. Chairperson**

Shall perform all duties as provided in article 10(A)(V)

### **II. Assets manager**

Shall be the secretary to the Treasury committee

Shall:

- i. Keep copies of all records of all assets of MUCU (MC).
- ii. Take stock of all MUCU (MC) assets, ascertain their current value and advise whether to dispose or retain them.
- iii. Oversee full implementation of Article 24.

### **III. Treasurers from committees and sub - committees**

Shall perform all the duties in respective of their committees.

## **J. Tri-annual Mission sub-committee**

### **I. Chairperson**

Shall perform all duties as provides for in Article 10(C) (V)

### **II. Secretary**

Shall:

- i. Chair the Tri-annual Missions sub-committee meetings in the absence of the chairperson.
- ii. Deal with all the correspondence of the Tri-annual Missions sub-committee except that which falls to another office or committee.
- iii. Consult the Chairperson in case of urgent matters where the sub-committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next sub- committee meeting.
- iv. In consultation with the Chairperson, issue notices convening all meetings of the sub-committee.

- v. Be responsible for taking and keeping minutes of all Tri-annual Missions sub- committee meetings
- vi. Be responsible for the preservation of all records of the Tri-annual Missions sub-committee

**III. Vice secretary**  
Shall:

- i. Be the principal assistant to the Tri-annual Missions sub-committee secretary.
- ii. Cater for the Tri-annual Missions sub-committee provisions as provided for by the Executive Committee.

**IV. Treasurer**  
Shall:

- i. Receive monies from MUCU (MC) treasurer and only disburse such monies under the instructions of the Tri-annual Missions sub-committee.
- ii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of account of all monies received and paid by him/her are well written up, preserved and available for inspection subject to article 21
- iii. Issue receipt for all monies received (if any) by him/her, of which shall be submitted to the treasurer of the Executive Committee.

**V. Prayer Coordinator**  
Shall coordinate prayers of the Tri-annual sub-committee.



## **K. Joint Evangelistic Teams Sub- Committee**

### **I. Chairperson**

Shall perform all duties as provided for in the Article 10(C) (X)

### **II. Secretary**

Shall:

- i. Chair the JET sub-committee meetings in the absence of the chairperson.
- ii. Deal with all the correspondence of the JET sub-committee except that which falls to another office or committee.
- iii. Consult the Chairperson in case of urgent matters where the sub-committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next sub-committee meeting.
- iv. In consultation with the Chairperson, issue notices convening all meetings of the sub-committee.
- v. Be responsible for taking and keeping minutes of all JET sub-committee meetings.
- vi. Be responsible for the preservation of all records of the JET sub-committee.

### **III. Vice secretary**

Shall:

- i. Be the principal assistant to the JET sub-committee secretary.
- ii. Cater for the JET sub-committee's provisions as provided for by the Executive Committee.

### **IV. Treasurer**

Shall:

- i. Receive monies from MUCU (MC) treasurer and only disburse such monies under the instructions of the JET sub-committee.

- ii. Be answerable to the treasurer of the Executive Committee and shall ensure that proper books of accounts of all monies received and paid by him/her are well written up, preserved and available for inspection subject to article 21
- iii. Issue receipts for all monies received (if any) by him/her, of which shall be submitted to the treasurer of the Executive Committee.
- iv. Keep all records of all assets in the committee.

**V. Missions Coordinator**

Shall work closely with the sub-committee to identify a new mission ground for the following annual mission.

Together with the sub-committee, shall ensure that the annual missions are well planned for (for example by doing groundwork (s)).

**VI. Prayer Coordinator**

Shall coordinate prayers of the JET sub-committee

**L. New Believers Sub-committee**

**I. Chairperson**

Shall perform all duties as provided for in Article 10(D) (V).

**II. Secretary**

Shall:

- i. Chair the New Believers sub-committee meetings in the absence if the Chairperson.
- ii. Deal with all the correspondence of the New Believers Sub-committee except that which falls to another office or committee

- iii. Consult the chairperson in case of urgent matters where the committee cannot be consulted. The decisions reached shall be subject to ratification (or otherwise) at the next sub-committee meeting.
- iv. In consultation with the Chairperson, issue notices convening all meetings of the sub-committee.
- v. Be responsible for taking and keeping minutes of all new Believers sub-committee meetings.
- vi. Be responsible for the preservation of all records of the New Believers sub-committee.

L. There shall be assistant ministry leaders in all ministries who shall be the principal assistants to the ministry leaders.

## **Article 11**

### **Advisory Board**

Shall generally consist of:-

- i MUCU (MC) patron-Chairperson for the board.
  - ii Secretary – the MUCU (MC) chairperson.
  - iii MUCU (MC) Associate member.
  - iv Chaplain.
  - v FOCUS STEM staff
  - vi Member - who ascribe to the Christian faith and who will uphold the aims and doctrinal basis of MUCU (MC).
- A. The Chairperson and the member shall not be undergraduate students of MUCU (MC).
- B. Shall consist of a convener who shall be the chairperson of the Board.

- C. Shall be nominated by the outgoing and incoming Executive Committees subject to Article 11(A) (i) and confirmed by the Annual General Meeting. The Board shall serve from the date confirmed until the next Annual General Meeting.
- D. A member and associate may be re-appointed any number of times.

**F. Duties of the Advisory Board**

Shall:

- i. Be available to advice, counsel and encourage MUCU (MC) leaders and members as necessary
- ii. Acquit themselves with organization of MUCU (MC) in order to operate most effectively.
- iii. Avoid taking any leadership roles in MUCU (MC) in order to encourage student leadership and responsibility.

**G. Patron**

- i. Shall be appointed by the outgoing and incoming Executive Committees from among the members of the staff of Moi University Main Campus, who ascribe to the Christian faith and who will uphold the aims and doctrinal basis of MUCU (MC).
- ii. Shall be confirmed by the Annual General meeting and shall serve from the date confirmed until next Annual General Meeting.
- iii. May be re- appointed a number of times.

## **H. Duties of the patron**

Shall:

- i. Work closely with the executive committee to ensure that the aims and objectives of MUCU (MC) are met.
- ii. Chair the meetings of the advisory board
- iii. Be a link between MUCU (MC) and the administration of Moi University, Main campus.
- iv. In consultation with the MUCU (MC) chairperson, represent MUCU (MC) in administrative meetings.
- v. Endeavour to enhance fellowship between staff and students.

## **I. Duties of the secretary**

Shall:

- ii. Liaise with chairperson to convene the meeting when necessary
- iii. Take minutes of the advisory board meetings

## **CHAPTER THREE**

### **EVANGELISTIC TEAMS**

#### **Article 12**

##### **Definition**

Evangelistic team refers to a group of individuals of MUCU (MC) who come up together for fellowship based on the regions where they come from with the aim of achieving the ultimate MUCU (MC) aims and objectives.

Evangelistic teams in MUCU MC are:

- i. Coast evangelistic team( CET)
- ii. Central Rescue Crusaders (CRC)
- iii. Emulatable Students Evangelistic Team and Associates (EMUSETA)
- iv. Mid-Eastern United Brethren Evangelistic team( MUBET)
- v. Nyanza Evangelistic Team (NET)
- vi. North rift Evangelistic team (NORET)
- vii. Noble Use Servants Evangelistic team (NUSETA)
- viii. South Rift Evangelistic Team (SORET)
- ix. Uttermost Evangelistic Team (UET)
- x. Western Outreach (WESO)

#### **Article 13**

##### **Formation and Dissolution**

The formation and dissolution of an Evangelistic team shall be executed under the following conditions. Submission of the following to the executive committee:

- i. A letter of application attached with a letter from the National body
- ii. A quorum of not less than 25 members signatures
- iii. The minutes of a meeting(s) outlining the objectives

No formation and dissolution of an Evangelistic team shall be effective without deliberation and approval by MUCU MC Executive Committee

## **Article 14**

### **Mandate of the Evangelistic Team**

Shall seek to fulfill the aims and objectives of MUCU MC as stipulated in Article 2 through:

- i. Organize the fellowships for their members
- ii. Equip members for evangelism through relevant programs in harmony with MUCU MC program
- iii. Carry out door to doors as directed by Outreach Committee
- iv. Responsible for reaching out to nearby community as directed by JET sub- committee
- v. Organize for missions in their respective regions in harmony with MUCU MC program
- vi. Participate in the missions and crusades organized by MUCU MC

## **Article 15**

### **Leadership capacities**

The following leaders shall be part of various respective sub committees

- i. The Chair persons shall be part of JET sub- committee and associate committee.
- ii. Vice chair persons shall be part of welfare committee.
- iii. Mission coordinators shall be part of evangelism coordination.
- iv. Prayer coordinators shall be part of Prayer coordination committee.

## CHAPTER FOUR

### TRANSITION, FINANCE AND CONSTITUTIONAL AMENDMENTS

#### Article 16

##### Nomination of the office bearers

A. Nominations shall be conducted by the Transition Oversight Committee (TOC) which shall consist of 11 finalists. All the finalists in the Executive Committee shall be members of the Transition Oversight Committee.

The rest of the members shall be drawn from the Worship, Outreach, Discipleship, Media, Bible Study Coordination committees and at most two full members of MUCU (MC). The Transition Oversight Committee shall be formed 7 days before nomination day.

B.

- i. The full members of MUCU (MC) shall be asked to recommend in writing to the Transition Oversight Committee persons they have prayerfully felt should be nominated into office.
- ii. All Executive Committee members shall be nominated as in article 16 B (i). All secretaries and treasurers to the main governing committees of MUCU(MC) shall be nominated as in article 16B(i)
- iii. Such nominations should reach the Transition Oversight Committee at least 28 days before the Annual General meeting.

C. The Transition Oversight Committee shall make the final nominations for each of the offices of the Executive Committee and other nominated office bearers at least 21 days before the Annual General Meeting. Names of the nominees will then be announced to all full members of MUCU (MC) at least 14 days before the Annual General Meeting.

D. Objections to any of the candidates nominated must be made in writing to the secretary of the Transition Oversight Committee at least 7 days before the Annual General meeting. Only full members and special members of MUCU (MC) can raise such objections.

E. Any substitution of nominees shall be considered and made by the Transition Oversight Committee (TOC).



## **Article 17**

### **Orientation and Handing Over**

- i. Upon confirmation of new leaders, the outgoing office bearer (and committee member) shall adequately orient the incoming office bearer (and committee member) on all matters concerning his/her office.
- ii. He/she shall officially handover all documents pertaining to his/her office. A report showing all that has been handed over will be signed by both the outgoing and the incoming office bearers, upon reception of the same by the new office bearer.

## **Article 18**

### **By-nominations**

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

- A. Where at least two thirds of the full members and special members in Special General Meeting pass a vote of no confidence in the entire Executive Committee.
- 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 Committee member resigns.
- D. In the event that 18(B) and (C) are passed, the Executive Committee shall facilitate the by-nominations as per Article 12B(i)
- E. In the event that Article 18 A is passed:
  - i. The advisory board shall facilitate the choosing of 5 caretakers who shall form the Transition Oversight Committee.
  - ii. The five members shall automatically become non-eligible for nominations.
  - iii. They shall appoint one of them as their chairperson.
  - iv. They will facilitate the nominations as per Article 12B (i) and E
  - v. The nominations will be held within 7 days and at most 14 days before the Special General Meeting. Names of the nominees will then be announced to all full members of MUCU (MC) at least 7 days before the Special General Meeting.

## **Article 19**

### **Meetings**

#### **A. Regular Meetings**

- i. MUCU (MC) shall arrange for regular meetings on such times and places as is seen convenient, which meetings shall include: bible study, devotions, fellowships, services and any other as the Executive Committee from time to time determines.
- ii. The Executive Committee shall meet at least once in a week on a convenient day with a quorum of not less than two thirds of all the members.
- iii. The Executive Committee and all committees and sub-committees will meet together at least twice a semester to discuss matters affecting MUCU (MC).

#### **B. General Meetings**

All MUCU (MC) members and other admitted members of the general meeting shall have the right to participate in general meeting

There shall be two classes of general meetings;

- i. Annual General meetings
- ii. Special General meetings

#### **C. Annual General Meetings**

- i. Annual General Meetings shall be held not later than the eighth week of the first semester of each spiritual year. Notice of such Annual General Meetings and agenda for the meeting shall be passed to all members not less than 21 days before the date thereof.
- ii. The annual statement of account shall be provided to members on the material day of the Annual General Meeting.

- iii. The agenda of the Annual General Meeting shall consist of the following:
  - (i) Admission of non-MUCU (MC) members and affirmation of doctrinal basis.
  - (ii) Confirmation of the minutes of the previous general meeting,
  - (iii) Considering of accounts and reports
  - (iv) Confirmation of office bearers and committee members
  - (v) Such other matters as the committee may decide as to which
    - (a) member(s) shall have given notice in writing at least two weeks before the date of the meeting.
  - (vi) Any other business with the approval of the chairperson.
- iv. Quorum for Annual General Meeting shall not be less than 20 percent of the registered full member of MUCU (MC).
- v. If no quorum is obtained, the Annual General Meeting shall be communicated to all members of MUCU (MC) at least 14 days before the day of the meeting. The quorum for the second meeting shall be the number of the members present.

**I. Special General Meeting**

- i. May be called for any specific purpose by the Executive Committee. The notice moved by full members of such meeting shall be passed to all members not less than 7 days before the date thereof.
- ii. May be requisitioned for a specific purpose by order of at least ten percent of full membership in writing to the secretary of the Executive Committee who will pass it to the Executive committee and such meeting shall be held within 21 days of the date of the requisition. The notice of such meeting shall be as shown in article 19(B) (I) (i) and no matter other than that stated in the requisition shall be discussed.
- iii. Quorum for special General Meeting shall not be less than 20 percent of the registered full member of MUCU (MC).

## **Article 20**

### **Procedures at meetings**

- A. The outgoing Chairperson shall chair the Annual General Meeting of MUCU (MC). In his or her absence the outgoing Vice Chairperson shall undertake the former's duties. In the absence of both office bearers, any other member of the outgoing Executive Committee shall chair the meeting.
- B. The Chairperson shall chair all the Special General Meetings of MUCU (MC). In his or her absence the Vice Chairperson shall undertake the former's duties. In the absence of both office bearers, any other member of the Executive Committee shall chair the meeting.
- C. The chairperson (16) (A) and (B) may at his /her discretion limit the number of persons permitted to speak in favor of or against any motion.
- D. Resolutions shall be decided by adopting a motion of resolution moved by a full member

## **Article 21**

### **Finances**

- A. The finances of MUCU (MC) may only be used for the purpose the committees consider proper in accordance with the aims of MUCU (MC).
- B. All the monies and funds shall be received from and paid to the respective treasurers and shall be deposited by the Executive Committee Treasurer in the name of MUCU (MC) in any banks (s) approved by the Executive Committee.
- C. No payment shall be made out of the bank accounts without the resolutions of the Executive committee authorizing such payments and all cheques on such bank accounts shall be signed by any three of the following: Treasurer, Chairperson, Vice chairperson or the Secretary of the Executive Committee.
- D. Signatories to the account shall include: the Treasurer, Chairperson, Vice chairperson and Secretary to the Executive Committee. Any withdrawal from the bank account shall require signatures of at least three of the above persons.
- E. A sum to be determined by the Executive Committee from time to time may be kept by the treasurer for petty cash disbursement of which proper accounts shall be kept.
- F. The financial year of MUCU (MC) shall be one spiritual year.

G. Money may be lent to MUCU (MC) members on successful written application to the Welfare Committee.

## **Article 22**

### **Auditor**

MUCU (MC) shall have two categories of auditors: internal and external auditors.

- A. The auditors shall be appointed by the Executive Committee for that spiritual year.
- B. External auditor shall neither be an office bearer nor a member of MUCU (MC). The internal auditor(s) must not be an office bearer but must be a member of MUCU (MC) who has knowledge in auditing and assurance.
- C. All MUCU (MC) accounts, records, and documents shall be open for inspection by the two auditors before the Annual General Meetings. The treasurer shall produce an account for their receipts and payments and a statement of assets and liabilities made up to date and certified that they are correct and duly vouchered at the end of the spiritual year.
- D. A copy of the auditor's report on the accounts and statements shall be furnished to all members by the date of the Annual General Meeting. An auditor is appreciated by such honorarium for his/her duties as may be resolved by the Executive Committee appointing him/her.

## **Article 23**

### **Inspection of accounts and lists of members**

- A. The books of accounts and all documents relating thereto and a list of members of the MUCU (MC) shall be available for inspection at the office of MUCU (MC) by an office bearer or a member of MUCU (MC) on giving not less than 7 days' notice in writing to the Executive Committee through the committee's secretary.
- B. 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.

## **Article 24**

### **MUCU (MC) Assets**

- A. Without prejudice and pursuant to the powers conferred upon Executive Committee and the assets manager, no equipment shall be leased, rent, lent out, unless the assets manager with the approval of the Executive Committee owing to the evident and compelling reason(s) deem(s) it necessary.
- B. The equipment shall be used as per MUCU (MC) assets policy.
- C. Disposal of MUCU (MC) assets should be done to the bidder with the highest offer.
- D. Purchase of MUCU (MC) assets should be from the bidder offering the best quality at the lowest price.
- E. Any loss of assets shall be handled by the assets manager and the Executive Committee.

## **Article 25**

### **Amendments to the Constitution**

- I. Only full members of MUCU (MC) 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 amendment shall be given to the secretary of the Executive Committee who shall thereafter give at least 14 days' notice to the members of the Annual General Meeting or a Special General Meeting,
  - ii. The advisory board's opinion is sought and its recommendations made known to the members in the annual General Meeting or Special General Meeting.
  - iii. There shall be a committee formed to oversee the constitutional amendment process chosen by the Executive Committee. It shall comprise of full members not exceeding 20, who will be truly representative of MUCU (MC) membership.
  - iv. Upon completion of the process within the specified time, their proposals shall be presented to the Annual General Meeting or Special General Meeting for adoption.

- II. It should be passed by two thirds of full and special members present and voting at Special General Meeting or Annual General Meeting.
- III. Upon adoption the constitution will be effected immediately.

## **Article 26**

### **Dissolution**

- A. MUCU (MC) shall not be dissolved except by a resolution passed at a general meeting of members by a vote of three quarters of the members present. The quorum of the meeting shall not be less than two thirds of registered full members of MUCU (MC)
- B. However, no dissolution shall be effective without prior information in writing to the registrar and signed by three of the office bearers.
- C. Provided that the registrar has been informed of the dissolution of MUCU (MC), no further action shall be taken by the Executive Committee, or any other office bearers of MUCU (MC) in connection with the aims of MUCU (MC) other than to get in and liquidate for cash all the assets of MUCU (MC). The balances thereof shall be distributed to such Christian organization(s) as may be resolved by the meeting at which the resolution for dissolution is passed

## CHAPTER FIVE

### GENERAL PROVISIONS

#### Article 27

##### Missions

MUCU (MC) shall have Outreach Missions as follows:

##### I. Annual Mission

This mission shall be aimed at preaching the gospel among those who have already heard (The Reached). It shall be held every spiritual year and shall be organized by the JET sub-committee.

##### II. Varsity Mission

This mission shall be aimed at intensive outreach in and around the Moi University Main Campus. It shall be held after every three years and shall be organized by the Varsity Mission Committee.

The Varsity Mission Committee appointed by the Executive Committee every spiritual year and which shall consist of the following members:

- i. Chairperson
- ii. Secretary
- iii. Vice secretary
- iv. Treasurer
- v. Prayer Coordinator
- vi. Directors of Operations



The Varsity Mission Committee shall:

- i. Be responsible for planning and organizing Varsity Mission event including but not limited to: open air meetings, door to door and office to office evangelism, corporate social responsibility, open forums, revival meetings and others as the committee deems fit.
- ii. Link closely with the Discipleship Committee to organized follow-up of new believers after Varsity Mission events.
- iii. Come up with various ways of mobilizing funds to finance the Varsity Mission.

### **III. Tri-annual Mission**

This mission shall be aimed at reaching the unreached people groups with the gospel of Christ Jesus.

It shall be held after every three years and shall be organized by the Tri-Annual Sub-Committee.

## **Article 28**

### **Elders' committee**

There shall be an Elders Committee appointed by the Executive Committee and shall consist of not more than seven finalists. The main duty shall be organizing elders' events in harmony with the MUCU (MC) program.

## **Article 29**

### **Associates' Committee**

There shall be an Associate Committee consisting of the following:

- i. The chairperson, the Secretary, the treasurer and one member appointed by the Executive Committee
- ii. Chairpersons from Evangelistic teams and school fellowships
- iii. Vice secretary of MUCU MC executive.

### **Duties of the Associate committee**

Shall have the following duties:

- i. Keep the link with the associates
- ii. Maintain a record of the associates database
- iii. Organize the associates weekend
- iv. The five executive appointees shall be responsible of regular Committees' activities

### **Article 30**

#### **Fellowships**

##### **a) Year fellowships**

There shall be year fellowships with emphasis on First years' and Finalists' fellowships. The other years shall seek to harmonize their fellowship programs with that of MUCU (MC)

##### **b) School fellowships**

There shall be a school fellowships of the respective schools as they so desire.

### **Article 31**

#### **Definition of terms**

In this Constitution, unless the context requires otherwise;

- (i) Varsity Mission- a three year cyclic intensive outreach within Moi University and its environs.
- (ii) Voting –expressing one's preference for a proposed resolution of an issue during AGM and SGM. It can be through secret ballot, simple acclamation and raising of hands.
- (iii) Elder/ Finalist- a full member of MUCU (MC) who is on his/her final year of study at Moi University.
- (iv) Registrar-refers to the office of the Dean of students, Moi University.
- (v) Committee- a group of MUCU (MC) leaders who meet to make decisions or plans for MUCU (MC) members that they represent. A committee can also be formed to perform a given specific task.

- (vi) Sub-committee – a group of MUCU (MC) leaders who work under a certain committee and have specific tasks to accomplish in the fulfillment of MUCU (MC) aims and objectives. A sub- committee reports to a committee.
- (vii) Evangelistic Team-refers to a group of individuals of MUCU (MC) who come up together for fellowship based on the regions where they come from with the aim of achieving the ultimate MUCU (MC) aims and objectives.
- (viii) Office bearer- a leader in MUCU (MC) who has a title that designates him/her to a given office.
- (ix) Committee/sub-committee member – a member of MUCU (MC) serving in a committee or sub-committee but not an office bearer.
- (x) By-nominations- a process whereby MUCU (MC) full members recommend, in writing, the persons they have prayerfully felt should be appointed into a given office following a vacancy in that office.
- (xi) Worship events- refers to any special worship meetings involving the whole church other than the normal church services and fellowships, organized to bring the church together in worship of God.
- (xii) Records- any document containing the minutes of formal meetings held by the committees and sub-committees, the names of the full members of MUCU (MC) and all the assets of MUCU (MC).
- (xiii) Ex-officio member – a member of a committee who is part of it by virtue of holding another office. He/she does not necessarily have to attend all the meetings of that committee but he/she is entitled to all the rights that the other committee members have. This only applies to those members whom this constitution has stated as ex-officio members.
- (xiv) New Believer- a person who has newly confessed and received Jesus Christ in his/ her life.
- (xv) Minister-someone invited by MUCU (MC) to speak or preach in any of its fellowships, events or activities.
- (xvi) Resources- refers to any property in terms of finance, physical assets or facilities that enhance the fulfillment of the objective of MUCU (MC).
- (xvii) Spiritual Year- a period from one AGM of MUCU (MC) to the next.
- (xviii) Associate – a former member of MUCU (MC) who has graduated and is no longer a MU student.

## MUCU (MC) MINISTRIES

### **A Worship Family**

- i. Praise and Worship Ministry
- ii. Choir Ministry
- iii. Ushering Ministry
- iv. Instrumentalists Ministry
- v. Technicians Ministry
- vi. Catering and Hospitality Ministry

### **B. Outreach Family**

- vii. Evangelism Ministry
- viii. Children Ministry
- ix. Drama Ministry

### **C. Discipleship Family**

- x. Library Ministry
- xi. Guidance and Counseling Ministry
- xii. Best –P Ministry

### **D. Prayer co-ordination committee**

- xiii. Intercessory Ministry

### **E. Media Family**

- xiv. Publicity and projection Ministry
- xv. Editorial Ministry
- xvi. Camera and photography Ministry
- xvii. TV/Radio Ministry
- xviii. Website Ministry