

MEDICAL SCHOOL CHRISTIAN UNION

UNIVERSITY OF NAIROBI



MSCU CONSTITUTION

Updated 2025

TABLE OF CONTENTS

TABLE OF CONTENTS	2
PREAMBLE	4
PART 1: NAME, LOGO, MEMBERSHIP AND AFFILIATIONS	5
1.1 NAME.....	5
1.2 MSCU LOGO	5
1.3 MEMBERSHIP.....	5
1.4 AFFILIATIONS.....	5
PART 2: AIMS, VISION, MISSION, CORE VALUES AND DOCTRINAL BASIS.....	6
2.1 AIMS.....	6
2.2 VISION	6
2.3 MISSION	6
2.4 CORE VALUES.....	7
2.5 DOCTRINAL BASIS	7
PART 3: MEMBERSHIP	8
3.2. CATEGORIES OF MEMBERSHIP	8
3.2.1 Full Membership	8
3.2.2 Special Membership	8
3.2.3 Associate Membership	8
3.3 MEMBERSHIP PERIOD	9
3.4 MEMBERS RIGHTS AND RESPONSIBILITIES.....	9
3.4.1 Full Members	9
3.4.2 Special members.....	9
3.4.3 Associate Members.....	9
PART 4: GOVERNANCE	11
4.2 THE EXECUTIVE COMMITTEE	11
4.3 DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE.	12
4.3.1 DUTIES.....	12
4.3.2 AUTHORITY OF THE EXECUTIVE COMMITTEE.....	12
4.4 DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS.....	13
4.5 THE LEADERSHIP MANUAL	20
4.6 THE JOINT CORDINATING COMMITTEE.....	20
4.7 THE ADVISORY COMMITTEE	20

4.7.2 COMPOSITION	20
4.7.3 ROLES OF THE ADVISORY COMMITTEE	21
4.7.4 APPOINTMENT OF ADVISORY COMMITTEE MEMBERS	21
4.8 THE PATRON	22
4.8.2 THE ROLE OF THE PATRON	22
4.8.3 QUALIFICATIONS FOR NOMINATION AS PATRON	22
4.8.4 TIMELINES FOR SERVICE AS PATRON	23
PART 5: NOMINATIONS AND APPOINTMENTS	24
5.1 THE NOMINATING COLLEGE	24
5.1.3 TERM OF SERVICE OF THE NOMINATING COLLEGE	24
5.1.4 DUTIES OF THE NOMINATING COLLEGE	24
5.2 THE NOMINATION PROCESS	25
5.2.1 CLASS FELLOWSHIP LEADERS' NOMINATIONS	25
5.2.2 A) THE EXECUTIVE COMMITTEE NOMINATIONS	26
B) THE SUBCOMMITTEE NOMINATIONS	26
5.3 THE TERM OF SERVICE IN THE UNION	27
5.4 REAPPOINTMENTS	27
5.4.2 MODES OF REAPPOINTMENTS	27
5.4.3 APPOINTMENT OF INTERIM EXECUTIVE COMMITTEE OFFICE HOLDERS	28
PART 6: GENERAL MEETINGS	30
6.3 ANNUAL GENERAL MEETINGS (AGM)	30
6.4 SPECIAL GENERAL MEETINGS (SGM)	31
PART 7: AMENDMENT OF THE CONSTITUTION	32
7.4 REVIEW OF THE CONSTITUTION	32
PART 8: INSPECTIONS OF ACCOUNTS AND LIST OF MEMBERS	33
PART 9: DISSOLUTION	34
APPENDIX	35
CU FOCUS Membership Rights, Obligations and Membership Termination Procedures	35
Membership Rights and Obligations	35
Termination of Membership	35

PREAMBLE

WE The Medical School Christian Union

BEING a body of Christian students in University of Nairobi Medical School

BOUND together by common faith in the only God

JOINED together with heavenly calling to live holy and righteous lives

COMMITTED to living according to the Holy Bible

GUIDED by the Holy Spirit and the Holy Bible

EXCLUSIVELY non-political, interdenominational and non-denominational

APPRECIATE our ethnic, cultural, denominational and gender diversity

ADOPT, ENACT and **GIVE** this constitution to ourselves and to the future generations of The Medical School Christian Union.

PART 1: NAME, LOGO, MEMBERSHIP AND AFFILIATIONS

1.1 NAME

The full name of the society shall be Medical School Christian Union (MSCU) of the University of Nairobi, herein under referred to as “The Union”.

1.2 MSCU LOGO

The MSCU Logo is an identifier of the Union and a symbol of unity in the CU. The Logo shall only be used for purposes that align with the vision, mission and aims of the Union.

1.3 MEMBERSHIP

The Union is member of Fellowship of Christian Unions Kenya (FOCUS), having been granted membership on March 30, 1974.

Details regarding membership rights, obligations and Membership termination procedures can be found in the appendix at the end of this document.

1.4 AFFILIATIONS

The Union shall be affiliated to the Christian Medical Fellowship Kenya (CMF-K).

PART 2: AIMS, VISION, MISSION, CORE VALUES AND DOCTRINAL BASIS

2.1 AIMS

The aims of the union shall be non-political, non-denominational and shall be as follows:

2.1.1 Discipleship: To deepen and strengthen the spiritual life of its members by study of the bible, by prayer and Christian fellowship.

2.1.2 Evangelism: To witness to the Lord Jesus Christ as God incarnate and to seek to lead others to a personal faith in him.

2.1.3 Mission Work: To sensitize, mobilize and actively involve members according to their calling and gifting in taking the good news of Christ to every nation on earth and to be part of the Church's witness to the good news, as salt and light in every area of life.

2.1.4 Leadership development: To enhance the holistic growth of the union members in their gifting and calling and develop them into leaders of impact and positive influence.

2.1.5 Fellowship: To promote fellowship amongst members so as to strengthen the body of Christ, encourage each other and promote responsible church membership.

2.1.6 Social Transformation: To mobilize and equip members to bear witness to the transforming gospel through their personal lives and challenge them to engage in advocacy, social service and various social justice courses in the society.

2.2 VISION

Raising Christian health workers who impact the society with Godly values.

2.3 MISSION

To proclaim Jesus Christ as Lord and Saviour, grow together in the knowledge of Him through studying of scripture and nurturing our faith and to make Him known to the campus community and beyond.

2.4 CORE VALUES

1. Excellence
2. Obedience to God's word
3. Teamwork
4. Accountability
5. Sound doctrine
6. Integrity
7. Love for God and one another

2.5 DOCTRINAL BASIS

We believe in the following as our doctrinal basis:

2.5.1 The unity of The Father, The Son and The Holy spirit in the Godhead.

2.5.2 The sovereignty of God in creation, revelation, redemption and final judgement.

2.5.3 The divine inspiration and entire trustworthiness of the Holy scripture, as originally given and its supreme authority in all matters of faith and conduct.

2.5.4 The Universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.

2.5.5 Redemption from the guilt, penalty, dominion and pollution of sin solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate son of God.

2.5.6 The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.

2.5.7 The justification of the sinner by the grace of God through faith in Jesus Christ alone.

2.5.8 The presence and power of the Holy spirit in the work of regeneration.

2.5.9 The indwelling and work of the Holy spirit in the believer.

2.5.10 The one holy universal church to which all true believers belong

2.5.11 The expectation of the personal return of the Lord Jesus Christ.

PART 3: MEMBERSHIP

3.1. Membership shall only be open to individual Christian Students and Associates of the University of Nairobi, Faculty of Health Sciences who subscribe to the vision, mission and objectives of the Union and are in agreement with the Union's Doctrinal basis as stated in Clause 2.5.

3.2. CATEGORIES OF MEMBERSHIP

3.2.1 Full Membership

Shall be open to all undergraduate students of the Faculty of Health Sciences of the University of Nairobi, who conscientiously sign the following declaration.

” In joining the Medical School Christian Union, I declare my faith in Jesus Christ as my saviour, my Lord and my God, and its my desire, by the grace of God to live a life consistent with this declaration. I am also determined to give spiritual, material and other possible support to the union as it seeks to fulfil its aims ”

3.2.2 Special Membership

Shall be open to undergraduate of the University of Nairobi who shall conscientiously sign the declaration clause in 3.2.1 and whose such registration is subsequently accepted by the Executive Committee.

3.2.3 Associate Membership

Shall be open to all former students of the University of Nairobi, Faculty of Health Sciences who uphold the Christian faith, the aims and Doctrinal Basis of the union and are concerned with the realization of the objectives of the C.U and whose names will be duly entered into an Associates Register.

3.3 MEMBERSHIP PERIOD

3.3.1 Membership in categories 3.2.1 and 3.2.2 shall be renewed at the beginning of every academic year, by signing on the declaration form in 3.2.1 above.

3.3.2 Membership in categories 3.2.1 and 3.2.2 will cease in the event of completion or termination of studies at the University or on written resignation and on a careful and judicious exercise of the power conferred on the Executive Committee.

3.4 MEMBERS RIGHTS AND RESPONSIBILITIES

3.4.1 Full Members

- (a) Shall be entitled to participate in all activities of the union.
- (b) Shall be eligible to hold office in the union.
- (c) Shall be eligible to participate in nomination of officials of the union.
- (d) Shall be entitled to vote in general meetings of the unions.

3.4.2 Special members

- (a) Shall be free to participate in the activities of the union.
- (b) Shall be entitled to participate in nomination of officials of the union.
- (c) Shall be entitled to vote in general meetings.
- (d) Shall not be eligible to be members of the Executive Committee of the union.

3.4.3 Associate Members

- (a) Shall be free to participate in the activities of the union
- (b) Shall have an advisory role
- (c) Shall not be entitled to vote in general meetings
- (d) Shall not be eligible to hold any administrative office in the unions

- (e) Shall not be entitled to participate in nomination of officials of the union, with exception of the advisory committee and the returning officer as per clause 5.
- (f) Shall form an associate's fellowship, whose target membership shall be all associate members of the union
- (g) Shall give active support to the union in achieving its aims. This shall be done individually or as facilitated by the fellowship in 3.4.3 (f) above.

3.4.4 There shall be no membership fee in the union

3.4.5 All members of the union shall be expected to contribute to the union materially or in-service as the Lord leads them.

PART 4: GOVERNANCE

4.1 Governance in the union shall be vested in the following organs:

4.1.1 The annual general meeting (AGM): This is the supreme governing body in the union as stipulated in 6.3.1.

4.1.2 The Executive Committee.

4.1.3 The Advisory Committee.

4.2 THE EXECUTIVE COMMITTEE

4.2.1 There is established in the union the Executive Committee which is the policy making and administrative body of the union.

4.2.2 The Executive Committee shall harmonize the activities of all committees, departments and boards, all of which are answerable to the Executive Committee.

4.2.3 The Executive Committee shall comprise of:

- a) Chairperson
- b) 1st Vice Chairperson
- c) 2nd Vice Chairperson
- d) Secretary
- e) Vice secretary
- f) Treasurer
- g) In-reach Evangelism and Missions' Coordinator
- h) Out-reach Evangelism and Missions' Coordinator
- i) Bible Study and Training Coordinator
- j) Worship Coordinator
- k) Prayer Coordinator
- l) Creative Ministries Coordinator
- m) Associates, Advocacy and Partnerships Coordinator (ASAAP)
- n) Tech-Team/ICT Coordinator
- o) Discipleship Coordinator

4.2.4 The nominating college shall ensure that at no given leadership year shall the Chairperson and the 1st Vice Chairperson be of the same gender.

4.3 DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE.

4.3.1 DUTIES

- a) The Executive Committee shall be responsible for implementing the aims of the union and for that purpose may give directions to any office bearers as to the manner on which to carry out their duties.
- b) The Executive Committee shall hold the union's assets in trust for the members. In doing so the Executive Committee shall approve their use and ascertain their security within and outside the union.
- c) The Executive Committee shall be the supreme body for handling disciplinary matters in the union in consultation with the advisory board.
- d) The Executive Committee shall meet in convenient places, on convenient days, but not less than once a week during the academic year. The quorum for meeting shall be no less than half (1/2) of the committee members in session
- e) The Executive Committee shall be responsible for the interpretation of this constitution and the Leadership Manual to the union.
- f) The Executive Committee officials shall lead offices and make the committee aware of the needs and the intentions of such offices.
- g) The Executive Committee officials shall be responsible to implement approved Annual Financial budgets and prepare Annual Financial Budgets for presentation and approval in the next AGM.

4.3.2 AUTHORITY OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall be the policy making body of the union.
- b) The Executive Committee shall have the power to appoint an official/ officials to any executive office(s) which falls vacant in the course of leadership as in 5.4.2 (a) this shall always be in consultation with the Advisory Committee.
- c) All monies disbursed on behalf of the union shall be authorized by the Executive Committee.

- d) The Executive Committee shall have power to appoint special committees as it may deem desirable for a specified tenure to be in-charge of certain duties. Such committees shall make reports upon which action shall be taken as decided by the Executive Committee.

4.4 DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

4.4.1 The duties of the executive office holders and the subsequent committees and departments are fully described in the Leadership Manual recognized by this constitution.

4.4.2 In general the duties of the executive offices are as follows: -

4.4.3 THE CHAIRPERSON

- a) Shall be responsible for ensuring that all aims of the union are pursued
- b) Shall oversee and coordinate all activities of the union
- c) Shall unless prevented by illness or other unofficial cause preside over the Executive Committee meetings and the unions general meetings
- d) Shall be a signatory to both accounts of the union
- e) Shall be the official spokesperson and representative of the union
- f) Shall be responsible for the duly filing of the Union's annual returns with the office of the Registrar of Societies

4.4.4 THE FIRST VICE CHAIRPERSON

- a) Shall be the second administrative office in the Executive Committee
- b) Shall assist the chairperson and in his/her absence the 1st vice chairperson shall perform all his/her duties

4.4.5 THE SECOND VICE CHAIRPERSON

- a) Shall be the third administrative position in the Executive Committee
- b) Shall assist the chairperson and in the absence of the chairperson and the 1st vice chairperson he/she shall carry out all the duties of the Chairperson

4.4.6 VICE CHAIRPERSON IN CHARGE OF SISTERS' MINISTRY

- a) Shall be either First or Second Vice Chair but must be the one of female gender
- b) Shall be in-charge of the sisters' ministry in the union
- c) Shall be in-charge of the hospitality ministry
- d) Shall be in charge of neatness in the Union's office if available

4.4.7 VICE CHAIRPERSON IN CHARGE OF BROTHERS' MINISTRY

- a) Shall be either First or Second Vice Chair but must be the one of male gender.
- b) Shall be in-charge of booking of venues for the union meetings
- c) Shall be in-charge of transport needs of the union
- d) Shall oversee maintenance of all union assets in liaison with the officials in charge of the various departments in the union
- e) shall be in-charge of brother's ministry

4.4.8 THE SECRETARY

- a) Shall lead the secretariat
- b) Shall deal with all correspondence in the union except that which falls directly under another office
- c) Shall in case of urgent matters where the committee cannot be consulted consult with the chairperson or if not available the first vice chairperson and/or the second vice chairperson. The decision reached shall be subject to discussion in the next executive meeting
- d) Shall in consultation with the chairperson issue notices to the committee and union members of meeting and other matters as relevant to either of the two groups
- e) Shall be responsible for taking of minutes and preservation of all records of proceedings of the committee and union meetings

4.4.9 VICE SECRETARY

- a) Shall assist the secretary in carrying out his/her duties **only** in the absence of the secretary
- b) Shall head and coordinate the literature committee which has the following departments:
 - i. The library and archives department
 - ii. The writing ministry
 - iii. The Book Club Ministry
- c) Shall represent the literature committee in the Executive Committee

4.4.10 TREASURER

- a) Shall receive and disburse, under the direction of the Executive Committee, all monies belonging to the union and shall maintain proper reference records (such as receipts and vouchers) for all the transactions dealt with
- b) Shall be accountable to the Executive Committee and to the union members regarding all monies of the union
- c) Shall ensure that proper books of accounts of all monies received and paid by the union are kept, preserved and availed for inspection by all registered union members
- d) Shall keep proper records of all assets of the union
- e) Shall in liaison with the Executive Committee, make short- and long-term budgets of the union
- f) Shall keep the members informed about the financial matters of the union and present quarterly updates of the state of the union account to the union members.
- g) Shall be a signatory of both accounts of the union, namely, the Medical School Christian Union main account and the Medical School Christian Union Missions Account
- h) Shall head the investment committee and link it to the Executive Committee
- i) Shall be responsible for the duly filing of the Union's Annual financial tax returns with the Kenya Revenue Authority (KRA).

4.4.11 THE INREACH EVANGELISM AND MISSIONS COORDINATOR

- a) Shall lead the In-reach Evangelism Committee
- b) Shall coordinate the departments under the In-reach evangelism committee which include:
 - i. The Medical School hostel evangelism ministry
 - ii. Ward witnessing - KNH Chapel and Children's ministries
 - iii. Orientation of first years
- c) Shall be responsible for planning and implementation of aggressive in-reach to all students of the medical school
- d) Shall support the union's prayer coordinator in strengthening joint prayers of believers in medical school
- e) Shall liaise with the outreach evangelism and missions' coordinator for involvement of the mission's team in In-reach evangelism and missions.
- f) Shall be a signatory of the Medical School Christian Union Evangelism and Missions account
- g) Shall ensure capacity building of members for evangelism

4.4.12. OUTREACH EVANGELISM AND MISSIONS COORDINATOR

- a) Shall head the out-reach evangelism and missions' committee
- b) Shall coordinate the departments in the committee which shall be:
 - i. Annual missions and Mini missions
 - ii. High school missions
 - iii. Community health outreach
 - iv. Partnership in missions
- c) Shall be responsible for planning and implementation of outreach evangelism activities of the union
- d) Shall head the Missions team in the union, and facilitate their organization for outreach activities, and relevant training of the team at least once quarterly

- e) Shall support the prayer coordinator of the union in encouraging joint prayers of believers in medical school
- f) Shall liaise with the in-reach evangelism and missions' coordinator for involvement of the mission's team in in-reach evangelism and missions.
- g) Shall be a signatory to the Medical School Christian Union Evangelism and Missions account.

4.4.13 THE BIBLE STUDY AND TRAINING COORDINATOR

- a) Shall head the bible study and training committee
- b) Shall be in-charge of all training in the union except that which directly falls under another department
- c) Shall coordinate the running of the following departments of the committee:
 - i. Bible study department
 - ii. Training department
- d) Shall be in-charge of bible study endeavours in the union with the aim of deepening and strengthening the spiritual life of all members of the union

4.4.14 THE WORSHIP COORDINATOR

- a) Shall lead the worship committee
- b) Shall coordinate all worship activities in the union e.g., Praise and Worship Nights etc.
- c) Shall head the Music Ministry in the Union

4.4.15 THE PRAYER COORDINATOR

- a) Shall head the prayer committee
- b) Shall organize all prayer meetings of the union
- c) Shall aim to strengthen and deepen the spiritual life of members of the union
- d) Shall handle all prayer correspondence
- e) Shall endeavour to widen prayer interests within and without the union i.e. during other forums where CU members attend e.g. JCC.

4.4.16 CREATIVE MINISTRIES COORDINATOR

- a) Shall lead the creative ministries committee
- b) Shall coordinate the running of the departments under this committee which are as follows:
 - i. Ushers' department
 - ii. Drama department
 - iii. Sports department
 - iv. Décor ministry
 - v. Dance Ministry

4.4.17 ASSOCIATES, ADVOCACY AND PARTNERSHIPS COORDINATOR

(ASAAP)

- a) Shall head the associates and partnership committee
- b) Shall act as a link for integration of associates and partners to the union's activities
- c) Shall keep regular contact with the associates and keep them informed of the activities and projects of the union
- d) Shall coordinate and facilitate fundraising among associates and partners in support of the union's activities and projects
- e) Shall maintain and regularly update the database of the union's associates and partners
- f) Shall represent the faculty of health sciences student believers in the CMF-K (Christian Medical Fellowship Kenya) Executive Board and Office
- g) Shall endeavour to nurture career and academic interests among members of the union
- h) Shall aim to enlighten and challenge members of the union as concerns post graduate involvement in Christian ministry
- i) Shall coordinate departments under the academic and partnership committee namely:
 - i. Associates
 - ii. Partnership
 - iii. Career and academics
 - ✓ CMDA student out-reach committee
 - ✓ Other professional fellowships established

j) Shall be in charge of the advocacy ministry and coordinate the Advocacy initiatives of the Union. Whose roles include:

1. Identifying areas or issues of engagement within the university and the community around.
2. Developing strategies for engaging the issues identified.
3. Identifying and engaging, in liaison with the executive committee, organizations for partnership to address the issues.
4. Mobilize both resources and participants to engage in the initiatives agreed upon.

4.4.18 TECH-TEAM/ICT COORDINATOR

a) Shall lead the ICT Committee.

b) Shall coordinate running of all the departments under ICT Committee which are:

- a. Poster department
- b. Website department
- c. Audio Visual department
- d. Projection department
- e. Sound department
- f. Photography and videography department

c) Shall facilitate recruitment and training of new members of the Tech-Team.

d) Shall be in charge of all ICT equipment in the Union.

4.4.19 THE DISCIPLESHIP COORDINATOR

a) Shall lead the discipleship subcommittee

b) Shall coordinate the departments under the discipleship committee which include:

- i Discipleship classes
- ii Class fellowships

c) Shall be responsible for following up new student believers for discipleship.

d) Shall be responsible for coordination of discipleship sessions as outlined in the discipleship policy.

- e) Shall support the union's prayer coordinator in strengthening joint prayers of believers in medical school.
- f) Shall, in partnership with the bible study and training coordinator, be responsible for organizing and facilitating capacity building, leadership development and training for class fellowship leaders.
- g) Shall run *Anza-Fyt* (meant to help the first years to transition well into campus) and *Vuka-Fyt* (meant to help the final years to transition well out of campus) programs.
- h) Shall help members of the Christian union to understand discipleship.

4.5 THE LEADERSHIP MANUAL

4.5.1 There is established in the union a Leadership Manual, a policy document on the leadership structure and office responsibility description for the Medical School Christian Union.

4.5.2 The manual is an accompanying document for the union's constitution, for clarity to the Executive Committee of its implementation. It thus assumes a foreknowledge of the constitution and may not repeat in full the contents of this constitution.

4.5.3 The leadership manual shall be subject to this constitution.

4.6 THE JOINT COORDINATING COMMITTEE

4.6.1 This is a committee consisting of coordinating chairman and secretaries of the Executives Committee of Christian unions of the University of Nairobi campuses.

4.6.2 The Union Chairperson and Secretary shall be a member of the Joint Coordinating Committee.

4.7 THE ADVISORY COMMITTEE

4.7.1 There is established in the union the Advisory Committee which shall consist of non-student members together with the Union Chairperson and shall play the advisory role to the Union in general and specifically to Executive Committee.

4.7.2 COMPOSITION

The composition will be as follows:

- a) **6 non-student members.** At least one of these shall be from within the Faculty Members of the Faculty of Health Sciences so that together with the Patron, there is at least two Advisory Committee members from within the Campus Faculty staff. Christians from other professions e.g. law, finance etc. who subscribe to the Union's doctrinal basis and who show interest can also be appointed as the Executive Committee deems fit.
- b) The Union Patron who shall be the convener and chair.
- c) The Union Chairperson who will represent the Executive Committee in the Advisory Committee meetings. He or she can however appoint any Executive Committee member to represent him/her in the meeting in his/her absence.
- d) The FOCUS STEM (Short Term Experience in Ministry) Staff.
- e) The FOCUS CMF (Campus Ministry Facilitator) Staff.

Experts from various fields may be invited to provide counsel to the Advisory Board at various times and when need arises.

4.7.3 ROLES OF THE ADVISORY COMMITTEE

- a) Shall Keep the Executive Committee accountable.
- b) Shall offer mentorship to the Executive Committee on its leadership and to the CU members.
- c) Shall help link the CU to Associates for purposes such as mentorship, career development, resource mobilization and any other worthy cause.
- d) Shall offer advice on disciplinary concerns raised by the Executive Committee.
- e) Shall, amongst themselves, have specific members oversee the functioning of the following departments.
 - i. Sisters' (Garlands).
 - ii. Brothers' (Adams).
 - iii. Welfare/Compassion Board.
 - iv. Investment Board.

4.7.4 APPOINTMENT OF ADVISORY COMMITTEE MEMBERS

Advisory Committee members shall be nominated by the Executive Committee with guidance from the patron and appointed by the AGM every two years.

Qualification for nomination to the Advisory Committee shall be as follows

- a) Must be Born again Christian
- b) Should Subscribe to the Union's doctrinal basis, missions and objectives
- c) Must have exhibited interest and passion for student ministry
- d) Must be a graduate

4.7.5 The Advisory Committee Shall hold meetings at least twice a year with the quorum for the meeting being fifty percent (50%) of the sitting board members.

4.7.6 The timelines for service for the members of the Advisory Board shall be a term of two (2) spiritual years renewable once.

4.8 THE PATRON

4.8.1 The union shall have a patron who will be nominated by the Executive Committee of the union from among the University teaching or administrative staff and consequently appointed by the AGM.

4.8.2 THE ROLE OF THE PATRON

- a) Shall uphold the aims and doctrinal basis of the union.
- b) Shall be the Convener of the advisory board as in 4.7.2 (b) above
- c) Shall link and represent the union to the university administration, advice and assist generally in the activities of the union.
- d) Shall be part of the C.U. nominating college
- e) Shall seek to know the progress of the Executive Committee and support as deemed appropriate.
- f) Shall keep the Executive Committee accountable.

4.8.3 QUALIFICATIONS FOR NOMINATION AS PATRON

- a) Must be a born-again Christian
- b) Should subscribe to the Union's doctrinal basis
- c) Should be a member of the Teaching or administrative staff of the University of Nairobi School of Health Sciences
- d) Must have exhibited interest and passion for student ministry

4.8.4 TIMELINES FOR SERVICE AS PATRON

The timelines for service for the Patron shall be a term of two (2) spiritual years renewable once.

PART 5: NOMINATIONS AND APPOINTMENTS

5.1 THE NOMINATING COLLEGE

5.1.1 There shall be a Nominating College that shall oversee leadership transitions at the end of every spiritual year.

5.1.2 The nominating college shall be composed of a maximum of fourteen (14) members who shall be.

- a) Willing ineligible members of the Executive Committee. Their number in the Nominating College shall be a maximum of six (6).
- b) Ineligible members of the union of an appropriately chosen number appointed by ineligible members of the Executive Committee. These shall be representatives from the various ministries in the Union.
- c) The union's patron or representative member of the advisory committee sent by the patron in the case of his or her unavailability.
- d) Two associate members of the Union. These can be chosen from the current advisory board, former advisory boards or any other Associate members of the CU who've previously served in the Executive committee
- e) The FOCUS STEM Staff and Campus Ministry Facilitator assigned to Medical School Christian Union.

5.1.3 TERM OF SERVICE OF THE NOMINATING COLLEGE

- a) The college shall be constituted 8-11 weeks to the annual general meeting, and shall, with exception of the chairperson of the nominating college, be dissolved by the new Executive Committee one month after a successful transition in the AGM.
- b) The term of service of the chairperson of the college shall end 8-11 weeks to the AGM that comes at the end of the leadership year of the new Executive Committee.

5.1.4 DUTIES OF THE NOMINATING COLLEGE

- a) The Outgoing Chairperson shall lead the exercise of nomination of members of the Executive Committee by members of the union in a fellowship gathering.
- b) The college shall make final appointments for each of the officials of the Executive Committee.

- c) The college shall present names of the appointed Executive Committee members to the union through the Outgoing Chairperson not later than three (3) weeks to the AGM.
- d) Shall ensure that all offices where nominees turn down the offer to serve before the AGM are successfully occupied before the AGM.
- e) Shall handle objections to any nominated candidates and take appropriate measures over such cases before the AGM.
- f) The outgoing coordinating chairperson shall take part in any re-appointments of members of the Executive Committee that take place within the leadership year of the new Executive Committee and must consent such reappointments as in 5.4 below.
- g) The outgoing chairperson shall be responsible for chairing the first meeting of the nominating College and oversee the nominating process in the Union after which the Nominating College shall elect a chairperson and a secretary from the members of the committee during the first meeting.
- h) The nominating college shall present appointment letters to all the new executive of the union by the date of the AGM.
- i) The outgoing chairperson shall be responsible for chairing the first meeting of the nominating College and oversee the nominating process in the Union after which the Nominating College shall elect a chairperson and a secretary from the members of the committee during the first meeting.

5.2 THE NOMINATION PROCESS

5.2.1 CLASS FELLOWSHIP LEADERS' NOMINATIONS

- a) The Discipleship Coordinator shall be responsible for successful nominations and transition of leadership in the class/school's fellowships.
- b) This exercise shall be done with active involvement of the respective outgoing class / school fellowship, overseen by the Discipleship Subcommittee.
- c) Names of all nominated class and school fellowship leadership with their respective offices shall be submitted to the Coordinating Chairperson 1 week after the end of the nomination process of the class fellowship leaders for due appointment by the Executive

Committee. This shall take place no later than 6 weeks after commencement of the respective academic years.

5.2.2 A) THE EXECUTIVE COMMITTEE NOMINATIONS

- 1) Members of the union shall be notified at least two (2) weeks before the nomination exercise for prayer and mediation concerning the new officials of the union.
- 2) In a nomination exercise done in a fellowship gathering at least five (5) weeks before the AGM, members of the union shall be asked to recommend in writing, or the otherwise communicated means, to the nominating college, persons they have prayerfully felt should form part of the next Executive Committee.
- 3) The nominating college shall prayerfully make final appointments for each of the offices of the Executive Committee and present them to members of the union at least three (3) weeks before the AGM.
- 4) Objections of any of the candidates appointed by the nominating college must be made in writing to reach the outgoing chairperson at least fourteen (14) days before the AGM.
- 5) The appointed leaders shall take office only after ratification by the AGM.
- 6) Any member of the class/school fellowship leadership appointed to the Executive Committee shall resign from his/her class/school fellowship leadership position and ensure appropriate replacement. This shall be done within two (2) weeks after the AGM as overseen by the incoming chairperson of the union

B) THE SUBCOMMITTEE NOMINATIONS

- 1) Members who wish to volunteer to serve in specific subcommittees in the union shall be asked to volunteer in writing, or an otherwise communicated means, to the Outgoing Executive committee, which shall be in charge of the appointments. Such volunteering shall be part of but not all of the considerations in nominating.
- 2) The incoming Executive Committee shall in consultation with the outgoing Executive committee appoint officials to all offices in the subcommittees of the union. This shall be done in accordance with the union's leadership manual and shall involve establishment of at least five members in each of the union's subcommittees, unless deemed otherwise by the nominating committee. Thereafter during the leadership year, the subcommittees shall have mandate to co-opt into the sub-committees more members for class fellowship representation and other roles as deemed necessary.
- 3) The Incumbent Coordinating Chairperson of the union shall present to members of the union all officials in the union's subcommittees, no later than 3 (three) weeks after appointment.
- 4) Objections of any of the candidates appointed by the subcommittee nominating committee must be made in writing, or an otherwise communicated means, to the incumbent chairperson at least 9 (nine) days after the names of the nominees are rolled out.

- 5) No members of the union shall serve in more than one subcommittee concurrently unless it is deemed fit by the nominating committee.

5.3 THE TERM OF SERVICE IN THE UNION

5.3.1 The union's term of leadership is a leadership year which shall run between two consecutive Annual General Meetings

5.3.2 An executive official of the union shall serve for no more than two terms

5.3.3 The coordinating chairperson of the union shall not serve for more than one leadership term in the capacity of the Coordinating Chairperson and shall be ineligible to serve in the Executive Committee in any capacity thereafter.

5.4 REAPPOINTMENTS

5.4.1 Replacement of an official of the union before completion of their term of service shall be done as warranted by obligations that render the latter unable or unavailable to serve in the given capacity during the term of service. Such reasons must be consented and or accepted by the sitting Executive Committee and may include but not limited to:

- a) Academic reasons such as: deferment and change of institution
- b) Health reasons
- c) Conduct, deemed unfit for the position of service

5.4.2 MODES OF REAPPOINTMENTS

- a) Reappointment of members of the Executive Committee.
 - 1) Any such reappointment shall be done by the Executive Committee with the advisory committee and chairperson of the most recent nomination college of the union
 - 2) Assessment of the need for reappointment shall be done by the Executive Committee in consultation with the Advisory Committee.

- 3) The Executive Committee shall notify members of the union concerning the decisions reached before further continuation of the process. Members of the union shall be asked to pray about and nominate candidates for the vacant office.
- 4) The Executive Committee shall prayerfully and in consultation with the Advisory Committee and the chairperson of the most recent Nomination College carry out the reappointment.
- 5) The chairperson of nominating college in 5.4.2 a (iv) above must consent the results of reappointment. Evidence of such consent shall be kept in the Union's records.
- 6) The reappointment shall be made known to the members of the Union 14 days from the day they were notified about it.

b) Reappointment of other officials of the union

- 1) In case a need to reappoint any other official the union arises this shall be done by the Executive Committee.
- 2) All such reappointments shall be done with or without a request of resignation by the affected official but must be with his or her knowledge.

5.4.3 APPOINTMENT OF INTERIM EXECUTIVE COMMITTEE OFFICE HOLDERS

- a) An interim office holder shall be appointed to the executive committee in circumstances including, but not limited to, the following:
 - i. The incumbent executive committee member is on holiday while school continues
 - ii. The incumbent executive committee member is bereaved and is therefore unable to attend executive committee meetings
 - iii. The incumbent executive committee member is ill and as a result is unable to serve in their given capacity

b) The appointment process shall be as follows:

- i. The incumbent member seeking an Interim shall inform the Coordinating Chairperson of absence at least two (2) weeks before absence and present at least two (2) names of possible replacements. In emergency cases e.g. bereavement, the incumbent member should notify the chairperson as soon as possible. The Chairperson will table this communication in the Executive Committee meeting. The executive committee will also be free also suggest other replacements to consider.
- ii. The Executive Committee shall select a name after careful consideration
- iii. The appointed member shall be contacted by the secretary and will be free to decline or accept the appointment.
- iv. After acceptance from the candidates, the Executive committee shall ratify the appointment and communicate the same to the members of the Union.

c) The criteria for eligible members will be as follows:

- i. Shall be an active member of the union
- ii. Shall not have served for 2 (two) terms in the Executive committee
- iii. Shown consistent spiritual walk over time by testimony of the executive committee

d) The interim office holder shall serve for the entire duration of the incumbent leader's absence or unavailability. Should the incumbent leader be absent until the end of the spiritual year, the interim leader will continue to serve until the transition occurs at the AGM.

e) After the period of service, the member shall be recognized and appreciated by the sitting executive committee. The measure of appreciation shall be under the discretion of the incumbent executive committee.

PART 6: GENERAL MEETINGS

6.1 There shall be two classes of General Meetings: Annual General Meetings and Special General Meetings.

6.2 a) Only full members and special members shall have the right to participate in the general meetings.

b) Quorum for the general meetings shall be no less than a quarter (1/4) of the registered members of the union.

6.3 ANNUAL GENERAL MEETINGS (AGM)

6.3.1 This is the supreme governing body in the union

6.3.2 The annual general meeting shall be held in a day within the twelfth (12th) to the fifteenth (15th) week of the academic year of the medical school. Notice in writing of such annual general meeting accompanied by the annual statement of accounts and the agenda for the meeting shall be availed to members not later than fourteen (14) days before the date of the meeting.

6.3.3 The agenda of the AGM shall be:

- a) Opening prayer and preamble
- b) Reading and confirmation of minutes of the previous AGM and matters arising
- c) Consideration of accounts
- d) Reports by the outgoing Executive Committee
- e) Confirmation of the incoming Executive Committee
- f) Such other matters as the committee may decide or as to which notice shall have been given in writing by a member or members of the union to the union secretary at least four (4) weeks before the date of the meeting.
- g) Any other business with approval of the chairperson.

6.4 SPECIAL GENERAL MEETINGS (SGM)

- a) A special General Meeting may be called for a specific purpose by the Executive Committee. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof.

- b) A special General Meeting may also be requisite for a specific purpose by order of at least 1/4 full membership in writing to the secretary who will pass it to the Executive Committee, and such meeting shall be as shown in clause 6.4 (a) above, and no matter shall be discussed other than that stated in the requisition.

PART 7: AMENDMENT OF THE CONSTITUTION

7.1 No amendment shall be made of this constitution unless:

7.1.1 At least twenty-one (21) days notice in writing of any proposed amendment shall have been given to the Secretary of the Union who shall thereafter give at least fourteen (14) days notice to the members of the AGM or SGM in which the amendments shall be discussed and adopted.

7.1.2 The Advisory Committee opinion is sought and its recommendations made known to the AGM or SGM.

7.1.3 It is passed by three quarters (3/4) of members present and voting at a General meeting of the Union

7.2 Only full and special members shall be eligible to propose amendments to this constitution.

7.3 Any such amendment(s) affecting the leadership structure of the Union shall come into effect as soon as the Nomination College of the succeeding leadership year is convened. Such an amendment will be considered for the purposes of electing leaders of the Union in the applicable year as well as the following years.

7.4 REVIEW OF THE CONSTITUTION

7.4.1 This constitution shall not be reviewed unless: -

- a) It is a need raised by the AGM. In such case, a notice in writing of the proposal of the constitutional review shall be given to the Secretary of the Union at least 21 days before the AGM for it to be deliberated by the Executive Committee and be included in the agenda of the AGM.
- b) The conditions **7.1** above are satisfied.

7.4.2 The review of the Constitution shall be done by a commission appointed by the Executive Committee. The commission shall consist of at least 7 and not more than 10 full members of the Union. The Executive Committee shall also appoint associate members to the Commission for advisory purposes

7.4.3 In accordance to **7.4.1 a)** above, the Constitution Review Commission shall be appointed not later than 21 days after the AGM.

PART 8: INSPECTIONS OF ACCOUNTS AND LIST OF MEMBERS

- 8.1** The books of accounts and all related documents, and a list of members of the Union shall be availed for inspection by the Union members at the registered office of the Union. This shall be after a notice of not less than 7 days' is given in writing to the Executive Committee through the Secretary.
- 8.2** All the Union's accounts, records and documents shall be open for inspection by the auditor before the AGM.

PART 9: DISSOLUTION

- 9.1 The Union shall not be dissolved except by a resolution passed at a General Meeting of members by a vote of at least Three Quarters of the members of the Union.
- 9.2 The quorum of this meeting shall be as **6.2b** aforementioned.
- 9.3 If no quorum is obtained to dissolve the Union the proposed dissolution shall be submitted to a further general meeting which shall be held one month later.
- 9.4 Notice of this meeting shall be given to all members of the Union at least 21 days before the date of the meeting. The quorum for this meeting shall be the number of members present.
- 9.5 No dissolution shall be effected without prior permission in writing to the Registrar, obtained upon application to him made in writing and signed by all of the Executive Committee office bearers.
- 9.6 When the dissolution of the Union has been approved by the Registrar, no further action shall be taken by the Executive Committee other than to get in and liquidate for cash all assets of the Union, subject to the payment of all the debts of the Union. The balance thereof shall be distributed to Christian organization(s) as may be resolved by the meeting at which the resolution of dissolution is passed.

APPENDIX

CU FOCUS Membership Rights, Obligations and Membership Termination Procedures

Membership Rights and Obligations

All member CUs are required to:

- 1) Fulfil membership commitments and obligations as set out from time to time by the NGC and ratified by the AGM.

Members shall be entitled to:

1. Participate in all the activities of FOCUS.
2. Shall be eligible to hold office.
3. Shall be entitled to vote at the duly constituted General Meeting.
4. Inspect books of accounts of FOCUS.

Termination of Membership

Membership may be terminated through the following:

a) By Resignation

A Christian Union shall cease to be a member by giving a six (6) months' notice in writing to the NGC. The notice shall be accompanied with a resolution of the General Meeting of the Christian Union approving such resignation.

b) By Expulsion

Any member CU may be expelled from Membership of FOCUS by a resolution passed at a duly constituted AGM upon recommendation by the NGC if either by practice or by constitutional amendment a member departs from the objectives and the Doctrinal basis of FOCUS as spelt out in Clause 3.1. of the FOCUS Constitution.

c) Cessation due to inactivity

Membership shall lapse if any member deliberately fails to meet membership obligations as set out in clause 3 of FOCUS Constitution for a period of five (5) years.