



**THE AMENDED  
CONSTITUTION OF  
UTTERMOST EVANGELISTIC  
TEAM (2013)  
(UET)**

## **UET MISSION STATEMENT**

**As a non-denominational ministry, UET is committed to prayerfully proclaim the gospel of Jesus Christ through preaching, training, mentoring and implementation of community development initiatives in Kenya.**

## **UET VISION STATEMENT**

**To be a lead organisation in transforming the lives of people in Kenya, by the holistic gospel of Christ through the power of the Holy Ghost.**

## **1.0 NAME**

The name of the team shall be **UTTERMOST EVANGELISTIC TEAM** abbreviated as UET and here in after referred to as the Team.

## **2.0 AIMS AND OBJECTIVES**

UET mandate is to fulfil the Great Commission of our Lord Jesus Christ as in Mathew 28:19-20 “Go ye therefore and make disciples of all nations, baptizing them in the Name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you and lo I am with you always even at the end of ages Amen.”

- 2.1 To have regular fellowship, prayers and bible study meetings, which are essential to our personal spiritual growth and our power for the Ministry.
- 2.2 To provide spiritual nurturance to the new converts.
- 2.3 To provide training in Christian leadership and service.
- 2.4 To encourage Interdenominational fellowship.
- 2.5 To show and demonstrate Christ’s love and concern for people by engaging in selective community development projects based on biblical and evangelical principles and practices.
- 2.6 To open branches at Universities/Colleges and other areas where there is sufficient membership.

## **3.0 MEMBERSHIP**

The following shall be eligible for membership:

- 3.1 University/College students and graduates who share beliefs and objectives of the Team as set in the Constitution.
- 3.2 Christians from any where who share the beliefs and objectives of the Team as set in the Constitution
- 3.3 To become a member one must:

- a) Be born again and Spirit filled
- b) Apply for membership on a UET application form
- c) Commit themselves to the beliefs, vision, mission and objectives of the Team.
- d) Commit themselves to pray for, support financially and attend UET missions.
- e) Interviewed by Membership Committee and be approved.
- f) Pay the membership fee as may be determined from time to time by the Annual General Meeting (AGM)

#### **4.0 STATEMENT OF BELIEFS**

This Team believes that: -

- 4.1 The Bible is inspired Word of God and none may add there to or takes away there from except at their damnation.
- 4.2 The Unity and the Trinity of the God head eternally exist in three (3) co-equal persons; the Father, the Son and the Holy Spirit and these three (3) are ONE.
- 4.3 The Universal Church consists of all persons who have been regenerated by the Holy Spirit and made new creatures in Christ Jesus and Christ is the Head of the Church.
- 4.4 Christ existed before His incarnation, and through the power of the Holy Spirit was conceived and born of the Virgin Mary.
- 4.5 Through Adam's sin all human beings became sinners and through the death and resurrection of Jesus Christ, all who believe in him are saved from penalty and power of sin.
- 4.6 Christ is the healer of the body and those who work in obedience to His will can claim divine healing for their bodies.
- 4.7 Christ is the baptizer in the Holy Spirit should be evident in life of Christians.
- 4.8 Jesus Christ will return to receive unto himself the Church and afterwards set up His Throne as King.

4.9 Though salvation is obtained by faith alone in Lord Jesus Christ, good works and obedience to the revealed will of God in life and service are important, for through them eternal rewards shall be received.

4.10 The Supreme mandate of the Church is to glorify God and to be involved in the Great Commission, “Go therefore and make disciples of all nations, baptizing them in the Name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you: and lo I am with you always even to the end of age. Amen” (Mathew 28:19-20).

## **5.0 GOVERNMENT**

5.1 The Annual General Meeting (herein after referred to as ‘the AGM’) shall be the supreme policy making body of the team.

5.2 There shall be a Governing Board (hereafter referred to as ‘the Board’).

5.3 There shall be a Board of Trustees (hereafter referred to as ‘Trustees’).

5.4 There shall be an Operations Office established by the Governing Board for the running of the day today activities of the team.

5.5 The team shall have branches which shall be governed by the AGM, The Summit, and Branch Executive Committees.

5.6 The branches shall be affiliated to the team hence no reason to register them separately under the Societies Act, 1968. Provided the Governing Board shall come up with Rules Governing the Operations of Branches.

## **6.0 ANNUAL GENERAL MEETING**

6.1 The AGM of the Team shall be held within three (3) months after the end of the financial year. Notice in writing of the meeting accompanied by Audited Annual Statement of accounts and the Agenda for the meeting shall be sent to all members of the Team at least thirty (30) days before the meeting.

6.2 All members of the Team shall be eligible to vote in the AGM.

6.3 The Agenda of any AGM shall include: -

- a) Confirmation of the minutes of the previous AGM.
- b) Consideration of the accounts.
- c) Election of the members of the Board and Trustees when due.
- d) Appointment of the Auditor in accordance with section 18.0
- e) Such other matters and reports as the Board may decide.
- f) Such other matters to which notice shall have been given in writing by the members of the AGM to the Secretary at least fourteen (14) days before the date of meeting.
- g) Any other business with the approval of the Chairman.

6.4 The Board may call a Special/ Extra-ordinary General Meeting for any specific purpose. Notice in writing of such meeting shall be send to all members of the Team, at least fourteen days before the date thereof.

6.5 A special/ Extra-ordinary General Meeting may be requisitioned for a specific purpose by order in writing to the Secretary by not less than a quarter of the members of the Team and such meetings shall be held within thirty (30) days of the date of requisition .The voting in such meeting shall be by all members present.

6.6 Quorum for the AGM and the special / Extra-ordinary General Meeting shall be a quarter ( $\frac{1}{4}$ ) of the members of the Team. Any person sending an apology shall fill a proxy form that will be used as part of the voting/quorum.

6.7 Any motion shall require approval of two thirds ( $\frac{2}{3}$ ) of the members present and entitled to vote.

6.8 In the absence of the chairman and the vice chairman, a person chosen by the members present shall take the chair.

## **7.0 GOVERNING BOARD**

7.1 The Board shall consist of 8 members elected by the AGM and 3 co-opted with Administrative Secretary as an ex-officio member.

7.2 The Board from among its members shall appoint office bearers during its first meeting following the AGM.

7.3 The office bearers of the Board shall be:

- a) Chairman
- b) Vice-chairman
- c) Secretary
- d) Vice-secretary
- e) Treasurer
- f) Missions Director

## **8.0 DUTIES OF OFFICE BEARERS**

8.1 The Chairman shall unless prevented by illness or any other sufficient cause, preside over all the meetings of the Board and the AGM.

8.2 The Vice-chairman shall perform the duties of the Chairman in his/ her absence and any other duties delegated to him/ her by the Chairman.

8.3 The Secretary shall record minutes of all meetings and be in-charge of all correspondence.

8.4 The Vice-secretary shall assist the Secretary in all correspondence and record all minutes in the absence of the secretary.

8.5 The Treasurer shall receive and disburse, under the direction of the Board, monies of the Team. The Treasurer shall be answerable to the Board and members of the Team in ensuring that proper books of accounts are kept and the financial policies of the Team are followed.

8.6 The Missions Director shall organise and coordinate all the Missions and outreaches of the Team after they have been approved by the GB. He or she shall ensure timely planning and reporting of all Team Missions.

8.7 Other Board members shall perform any functions as assigned by the Board.

## **9.0 TERMS OF OFFICE OF THE GOVERNING BOARD**

9.1 The Board shall be answerable to the AGM and will co-work with the Trustees.

9.2 The Board will be charged with:

- a) Initiating of policy and strategic direction of the team.
- b) Implementing policies, interpreting themes, and policies including constitutional amendments, in addition to Monitoring and Evaluating the Teams' performance in meeting planned targets.
- c) Appointing the Secretariat/ Operations office.
- d) In charge of external liaisons and relationships.
- f) Fundraising for the Team.
- g) Providing guidance and leadership in all affairs of the Team.

9.3 Members of the Board shall be elected for a two-year term.

The first year after formation of the Board 8 members will be elected, thereafter 4 members will be elected to replace the 4 who will be retiring every year.

9.4 A retiring member may be re-elected for another two-year term provided such a member shall not serve for more than two (2) consecutive terms.

9.5 The quorum for Board meetings will be at least 5 members.

## **10.0 QUALIFICATIONS OF THE MEMBERS OF THE BOARD**

10.1 For anyone to be eligible for election to the Board, he/ she must:

- a) Have Seven (7) years active service in the team.
- b) Have been an official in any capacity in the team.
- c) Have legal, leadership, finance, managerial or theological skills.
- d) Be someone who manages/ can manage his family life well and above reproach.
- e) Ascribe to Teams beliefs, core values, objectives and principles.
- f) Not be holding any other office in the Team.

10.2 For any member to be co-opted into the GB he /she should be bringing to the Board a skill or experience that cannot be found among



the elected members of the GB or represent a segment that is not represented.

Provided that a co-opted member shall have the same qualifications as an elected member of the GB except that the years of active service may be less than seven (7) years.

## **11.0 OPERATIONS OFFICE**

11.1 The operations office shall be headed by an Administrative Secretary who will be the Chief Executive (here after referred to as 'CEO') of the Team.

11.2 The CEO will be directly answerable to the Board on implementation of the Team's activities as defined by the Board.

## **12.0 BRANCHES**

12.1 The Team shall have branches based at the Universities/ Colleges and other areas as may be determined from time to time by the AGM upon recommendation by the GB.

12.2 The Branches shall be affiliated to the Team.

12.3 The Branches shall be Monitored and regulated by the Operations Office.

12.4 Each Branch shall have an AGM in which branch officials shall be elected and shall comprise:

- a) Chairman
- b) Vice-chairman
- c) Secretary
- d) Vice-Secretary
- e) Missions Coordinator
- f) Three (3) other members

12.5 Branch AGMs may make by-laws to govern their operations which should be consistent with the Team's constitution and operations. A copy of such by-laws shall be availed to the UET office within three (3) months after the Branch AGM.

## **13.0 THE SUMMIT**

13.1 There is hereby established an organ known as The Summit which shall comprise of the persons holding the offices of the Chairman, Secretary, Treasurer and Missions Coordinator or the respective interim office bearers in the Branches of the Team, a representative of the GB and the Administrative Secretary. The Administrative Secretary shall be an ex-officio member.

13.2 The Summit shall be chaired by The Summit Chairman or Vice-Chairman in the absence of the Chairman while the Administrative Secretary shall act as Secretary to the Summit. The representative of the GB shall not be elected as the Chairman of the Summit.

13.3 The elected Summit officials shall not delegate their duties to any other persons other than the interim officials who have succeeded them.

13.4 The Elections of the Chairperson and Vice-Chairperson to the Summit shall be conducted in the Summit's first meeting immediately after the Team's AGM.

13.5 The Summit members shall assume office immediately after the Branch AGM provided that a handing over meeting may take place comprising of the outgoing and incoming Summit members.

#### **14.0 TRUSTEES**

14.1 There shall be Trustees of the Team, who shall be not less than three (3) and not more than five (5). They shall be petitioners for a certificate of incorporation as under the lands (Perpetual Succession) Act Cap 286.

14.2 The Trustees shall be answerable to the AGM and will co-work with the Board.

14.3 Three Trustees shall be appointed by the AGM, and their duration of office shall be two (2) terms of three (3) years unless terminated by the death or resignation at own instance or at request of his Co-Trustees. Retiring Trustees shall be eligible for re appointment. To qualify for election a member must have been in UET leadership for at least seven (7) years, active in missions and other Team activities, be a person of integrity and available for the work.

14.4 The GB shall appoint two members from the GB to be members of the Board of Trustees.

14.5 The Trustees may select a Chairman and a Vice Chairman amongst their members, and determine their terms of office.

14.6 The AGM has the power to appoint a new trustee in the place of one who may have resigned, died or otherwise vacated office.

14.7 Trustees may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings as they think fit. Questions arising at any of their meetings shall be decided by a majority of votes, provided that in the case of a tie the Chairman shall have a casting vote.

14.8 A Trustee may at any time summon a meeting of the Trustees by giving at least fourteen (14) days notice in writing to all other Trustees who at that material time are not out of the country.

14.9 The trustees may fix quorum necessary for the transaction of their business and unless so fixed the quorum shall be three (3).

14.10 The Trustees may delegate any of their powers to the committee consisting of such member(s) of their body as they think fit and any committee so appointed shall in exercise of powers so delegated conform to any regulations that may be imposed on it by the Trustees.

14.11 A resolution in writing signed by all Trustees shall be as if it had been passed at a fully convened meeting of the Trustees.

14.12 Trustees shall have a minimum of three meetings in a calendar year and copies of their deliberations shall be shared with the GB.

## **15.0 POWERS OF THE TRUSTEES**

The Trustees shall have power on behalf of the Team to:

- I) keep in safe custody all the assets of the Team whether movable or immovable.
- ii) Purchase, take lease or exchange, hire or otherwise acquire and hold estates or interest in any lands, buildings, assessments, rights, privileges, successions and any movable property whatsoever and construct, maintain, alter and demolish any buildings or works necessary or convenient for the objectives and purpose of the Team.
- iii) Oversee, improve, manage, develop, lease or otherwise dispose or grant license, easement or in any manner whatsoever, deal with any movable or immovable property of the Team.

- iv) Take or defend any legal proceedings.
- v) Have sole responsibility over the common seal of the Team.

## **16.0 RULES GOVERNING THE GOVERNING BOARD, BRANCH SUMMIT AND BRANCH EXECUTIVE COMMITTEES.**

- 16.1 The quorum for the GB and the Branch Executive Committee meetings shall be one third (1/3) excluding any ex-officio member. Any member, who is absent for three (3) consecutive meetings without apology, or for four (4) consecutive meetings without apology, shall be deemed to have resigned from the committee unless the committee decides otherwise.
- 16.2 Any person elected to be a member of the Board or any Committee must at the time of appointment indicate in writing to the secretary his agreement with the objectives, the statements of the beliefs and other principles of the team.
- 16.3 Any member who ceases to be in agreement with these shall resign from leadership.
- 16.4 If such a Board member declines to resign voluntarily and the Board feels unable to continue with his membership, the Board shall by a simple majority of the members' present remove the said member and appoint a replacement and report the removal in the next AGM.
- 16.5 If the said member is of a Branch Executive Committee or any other Committee, the affected committee shall by a resolution passed by a simple majority of members present and voting suspend the person from attending any further meetings. The suspension shall be notified to the Secretary of the GB in fourteen (14) days, after which the GB shall decide on the case, and the decision of the Board shall be final.
- 16.6 At least twenty one (21) days' notice of all meetings shall be given to all members of the committee.
- 16.7 The GB and the Branch Executive Committees may appoint sub committees for any specified purpose for which the following must be laid down: -
  - (a) Its terms of reference.
  - (b) The limits of its authority.

(c) The period for which the subcommittee is to operate and the period for which its members may serve.

16.8 Any members of the Team who ceases to be in agreement with the Teams beliefs, aims and objectives shall resign his/her membership in writing. In the event that the member fails to resign the Membership Committee may summon the said member and/or cause a written notification of loss of membership to be published.

16.9 The Membership Committee shall be a subcommittee of the Board or Branch Executive Committee.

## **17.0 FINANCES**

17.1 The following shall be the sources of finances for the Team:

- (a) Members' contributions in amounts to be determined from time to time by the Governing Board.
- (b) Donations and gifts from churches and Para church organizations, charities and trusts, individuals and other organizations.
- (c) Rental income
- (d) Any other sources approved by the GB.

17.2 All designated funds shall be used for the purpose for which they are given otherwise may be returned back to the donor/partner. All other funds once received shall not be refunded.

17.3 The monies collected by the Team shall be used only for furthering the objectives of the Team.

17.4 All monies and funds shall be received by and paid by the Treasurer and shall be deposited in the name of the Team and in any bank(s) approved to transact business.

17.5 All accounts of the Team in such bank(s) as shall be shall operated by four signatories who shall be appointed by the Board, any two being jointly sufficient to transact business.

17.6 A sum to be determined from time to time by the GB may be kept by the Treasurer for petty cash disbursements of which proper account shall be kept.

17.7 The financial year of the Team shall be from January to December.

17.8 The books of accounts and all documents relating there to and a list of the members of the Team shall be available for inspection at the registered office of the Team to any other officer or member of the Team on giving not less than seven (7) days notice in writing to the secretary of the GB.

17.9 Every branch shall prepare books of accounts and supporting details to be submitted to the GB for preparation of the consolidated financial statements.

## **18.0 AUDITOR**

18.1 An Auditor shall be appointed for following year by the AGM. All the Team's accounts, records and documents shall be open to the inspection of the Auditor any time. The Treasurer shall produce an account of his receipts and payments and statements of assets and liabilities made up to date which shall not be less than thirty (30) days and not more than sixty (60) days after the end of the financial year in respect to which they are made up.

18.2 A copy of the auditors report on the accounts and statements together with such accounts and statements shall be furnished to all members as per subsection 18.1. An auditor may be paid such honorarium for his duties as may be resolved by the GB.

**18.3** The Auditor shall not be an office bearer, a member of the GB, or any other subcommittee of the team.

## **19.0 AMENDMENT OF THE CONSTITUTION**

Amendment of the Constitution of the Team must be approved by at least two thirds (2/3) majority of the members present at the quorum Annual or Special/ Extra-ordinary General Meeting. Amendments shall not be effected until the Registrar of Societies approves them.

## **20.0 DISSOLUTION**

20.1 The Team shall not be dissolved except by resolution passed at a Special General Meeting by a vote of half (1/2) of the

registered members (with at least 25% branch representation in person or proxy). If no quorum is obtained the proposal shall be submitted to a further Special General Meeting to be held sixty (60) days later. Notice of the second meeting shall be given to all members of the Team including the GB at least thirty (30) days before the date of the meeting. The quorum for this second meeting shall be quarter (1/4) of the registered members.

20.2 No dissolution shall be effected without prior permission in writing and signed by three office bearers and a copy of the dissolution given to the Registrar of Societies.

20.3 When the Registrar of Societies has approved the dissolution of the Team, no further action shall be taken by the Board or any other office bearer of the Team, other than to liquidate for cash all debts of the Team. The balance thereof shall be given to any other organisation with similar objectives as may be resolved by the meeting at which the resolution of dissolution was passed.