

# FRIENDS THEOLOGICAL COLLEGE

## TIRIKI KENYA

### THE CONSTITUTION

#### Article 1

- 1.1 The name of the institution to which this constitution relates is FRIENDS THEOLOGICAL COLLEGE hereinafter referred to as “THE COLLEGE”
- 1.2 The Head Office of the College shall be situated on Plot No...LR 1087..... in Shamakhokho Sublocation, Shamakhokho Location, Hamisi sub County in the County of Vihiga within the Republic of Kenya and whose Postal Address shall be care of PO BOX 9 TIRIKI 50309
- 1.3 In this Constitution:
- “Academic Staff”** means the staff members of the College identified in Article 7 of this constitution.
- “Affiliated institution”** means an institution which has an academic linkage with the college for the purpose of granting certificates, diplomas and degrees in accordance with this constitution.
- “Alumni Association”** means the Alumni Association of the college previously established by the alumni and referred to under Article 9 of the constitution.
- “Annual estimates”** means the estimates approved under Article 10.6 of the constitution in respect for any financial year.
- “Chairperson of department”** means the person appointed by the principal to be the chairperson of a teaching department, if any, or the head of any unit of the college.
- “Deputy principal”** means a person appointed under Article 6 of the constitution.
- “Ex officio”** means a person appointed by Friends United Meeting or East Africa Yearly Meeting to serve on the Board of the College on behalf of the appointing body. No specific restrictions on voice or decision-taking are implied.
- “Financial year”** means a financial year within the meaning of Article 10.1 and 10.2 of the constitution.
- “Graduate”** means a person upon whom a degree, diploma, certificate or other academic qualification has been conferred by the College.
- “Lecturer”** means a member of staff of the College who is in terms of appointment a Professor, an associate Professor, a Senior Lecturer or who holds any other teaching post which the Board has recognized as a post having academic status in the college.
- “Management Team”** means the administrators of the College recognized by the Board and identified under Article 8.1 of the constitution.
- “Principal”** means a person appointed under Article 5 of the constitution.
- “Student”** means a person for the time being registered by the College for the purpose of obtaining a qualification of the College or any other person who is determined by the Board to be a student.
- “Student Government”** means the association of students recognized by the Board as being an organization representative of the students of the College.
- “The Board”** means the Board of Governors constituted as per Article 3 of the constitution.
- “The College”** means the college established under Article 2 of the constitution.

“**The Trustees**” means the trustees established under Article 4 of the constitution.

- 1.4 Reference in this constitution to offices or authorities of the College shall be construed by reference to the legislation or other instruments by which this College is established or governed.

## Article 2 Establishment & Functions of the College

- 2.1 There is hereby established a college to be known as **FRIENDS THEOLOGICAL COLLEGE**, whose land is legally owned by East Africa Yearly Meeting—Kaimosi and other properties owned by Friends United Meeting. **The college is to be operated day to day by Friends United Meeting.**
- 2.1.1 The College is hereby established for purposes of offering educational programs and other programs in theology in accordance with the doctrinal teachings of Friends United Meeting in East Africa.
- 2.1.2 The properties of the College shall be all such properties as shall be registered in the names of the College or its registered trustees or as shall be determined from time to time by the Friends United Meeting and/or East Africa Yearly Meeting of Friends, Kaimosi
- 2.2 The College shall be a body corporate with perpetual succession and a common seal and shall in its corporate name be capable of;
- Taking, purchasing or otherwise acquiring, holding, charging or disposing of movable property and immovable property
  - Borrowing or lending money
  - Entering into contracts and
  - Doing or performing all such other things or acts necessary for the proper performance of its functions under this constitution which may lawfully be done and performed by a body corporate.
  - Suing and being sued
- 2.3 Notwithstanding the provisions of any other written law, no public officer performing the functions relating to registration of companies, business names or societies shall accept for such registration any name which includes together with the word “**COLLEGE**” the words “**FRIENDS THEOLOGICAL**” unless the application for the registration is accompanied by a written consent of the Board
- 2.4 Vision: A community of leaders for the self-sustaining, self-propagating African Church.
- 2.5 Mission: Friends Theological College equips pastoral ministers who will be thoughtful listeners, effective evangelists, dynamic preachers, informed educators, and models of integrity.
- 2.6 Theological Framework

The theological framework of the College is articulated in “The Educational Perspective of Friends Theological College”:

### Educational Perspective of Friends Theological College

Friends Theological College is a ministry of Friends United Meeting in Eastern Africa. Hence, the theological life and educational experience at Friends Theological College is shaped by *Christian Faith and Practice in the Friends Church*, published by F.U.M. in East Africa in 2002.<sup>1</sup> Students may come from Quaker yearly meetings with their own faith and practice commitments or from other churches with distinctive doctrines and perspectives. Respectful exploration of the diverse doctrinal heritage of F.T.C students and staff enriches the theological experiences of all.

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<sup>1</sup> Friends United Meeting in East Africa, *Christian Faith and Practice in the Friends Church*, 2002, reprinted with Kiswahili translation, 2012.

Christian faith is the foundation upon which Friends Theological College explores the world. Christian faith is the common experience the community seeks to understand. It is Christian faith that we come together to reflect upon, articulate and live. It is the ministry of Jesus Christ that Christian faith calls forth from us that we aspire to practice and develop through teaching and learning at FTC.

### **The Bible**

Friends Theological College seeks to promote and encourage the teaching of the Bible as understood by Friends, while welcoming communion and dialogue with other Christians. The Bible, consisting of the Old and New Testaments, is proclaimed as the written word of God. 'Read through the eyes of prayer, the Bible tells us about the nature and promises of God; the work and message of our savior Jesus Christ; and the right conduct of life as individuals and life in the church. No doctrine or prophecy, which is in conflict with the message of the Bible, can be accepted'.<sup>2</sup> The Richmond Declaration of Faith, 1887, a historic expression of the faith of Friends United Meeting declares: 'The great inspirer of the Bible is ever its true interpreter. He performs this office in condescending love, not by superseding our understandings, but by renewing and enlightening them. Where Christ presides, idle speculation is hushed; His doctrine is learned in the doing of His will, and all knowledge ripens into a deeper and richer experience of His truth and love.'<sup>3</sup>

Studying the Bible helps students develop a deep understanding of God's truth, and leads them to apply Biblical principles to their ministries, lives and the changing society. The college focuses on the following Biblical principles:

1. God has made Himself known to men; His works and His will are made known to women and men through the process of revelation.
2. The Bible is authoritative scripture that is inspired by the Holy Spirit and completely reliable in revealing God's purposes and His Good News to humanity.
3. The Holy Spirit illuminates believers to understand Scripture and accept it as true, enabling them to develop an intimate relationship with Christ, hence growing to spiritual maturity.
4. The Bible should be interpreted in its literary context. Literary criticism illuminates a text by examining the moods, sentences, paragraphs, and chapters that surround and explain a text.
5. The Bible should be interpreted in historical context, by determining the people and culture receiving the text, identifying the authors and audience, determining the original intended meaning and, finally, making application to our life today.

### **Ministry Studies**

Friends Theological College is committed to providing an educational setting where a 'Christ' model of pastoral ministry can be studied and learned. Teaching students to minister out of faithfulness to the leading of the Holy Spirit is the non-negotiable starting point, allowing the Spirit to be both source and resource for wisdom, creativity, vitality in ministry in the manner of Friends and in the way that appeals to God. At FTC it is assumed that God calls both men and women to various ministries and therefore both men and women may prepare themselves for ministry.

Teaching of pastoral ministry prepares students for work in local congregations particularly around areas of spiritual formation and ecclesiology. Students receive holistic training that gives great spiritual enlightenment of the true ministry of Christ. It attends to students' intellectual, spiritual, emotional and relational growth as they develop the skills necessary for effective ministry in churches, schools and meetings. Issues related to authority, leadership and universal ministry

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<sup>2</sup> Ibid., 1

<sup>3</sup> Ibid., 30.

requires theological reflection and practical understanding. Methods of analyzing congregations and institutions are taught, helping students offer right resources in helpful ways. Students will find rich resources for learning leadership.

The pastoral ministry emphasis is for students who sense a call to serve in churches and institutions. In this respect, students gain instruction, experience and competency in a range of fields such as preaching, missions and evangelism, administrative education and other pastoral work including funerals and grief ministry, weddings and pre-marital counseling. Maintaining the personal and family health of the minister is also studied and practiced. Students are involved in practical activities both in class and outside class such as Sunday school and other education ministries, hospital ministry, church ministry, counseling and guiding, missions, evangelism and the Alternative to Violence Project.

The college requires a rigorous co-curricular program in practical ministry for all years of study. During their studies, students are encouraged to identify challenges in ministry and allow their academic work to shed light on problems and questions as they encounter them. The students are well seasoned in pastoral ministry by the time of graduation and entry into their professional work. Students called to specialized ministries such as full-time missionary service, theological education at the college or university level, humanitarian administration, or peace-making develop the foundation needed for the additional training that they will undertake after the completion of their studies at FTC.

To those whose calling in ministry may be in counseling and spiritual nurture, the FTC chaplaincy program allows students to strengthen their listening, counseling, and communication skills. Preparation for ministry in the many Quaker schools in Kenya is a special emphasis of the chaplaincy program. Other ministries for which students may be prepared include hospital, prison and industrial chaplaincy. In each study, students are introduced to current social science and practical resources for carrying out their Christian ministries effectively and faithfully.

Most students live on-campus during their course of study, while a small number live in the local area and come to campus each day. Campus life is led by a strong student body government and overseen by careful guidance from the Dean of Students. Through their on-campus experiences students mature in their capacity to nurture the life of the entire community, respect the needs of others and cooperate to achieve desired goals, developing important ministry skills.

### **Theology**

Friends Theological College teaches theology by introducing students to the history and practice of reflecting on faith, on the church's theological symbols and on the ways in which particular doctrines give shape to our experience. Theology draws students into the many and diverse Christian theological traditions. Students read and discuss texts, ancient and contemporary, revelation, the Holy Spirit, God, Christ, humanity, salvation, church and eschatology.

Particular attention is given to the biblical and theological basis for Christian worship practices. What is the role of adoration, awe, the physical senses, ritual and the complexities of contemporary society in worship? Teaching of theology examines the premise that worship is a first order theological act and that the study of theology itself can be pursued as a kind of worship.

The college emphasizes the role of context and culture in theology and in the practice of ministry and seeks to make firsthand cross-cultural experience and careful reflection upon it available to students at each level of study.

As a process reflecting on Christian faith, theology aims to explore ministry issues through a deep and holistic vision. Students examine the idea of God and construct a living *credo* in conversation with their own histories and the range of material they have studied in the college.

### **Church History**

FTC teaches church history because our God created history (Genesis 1: 1-5). Our God oversees and acts in history (Exodus 3: 7-10). Our God entered history in the person of Jesus Christ of Nazareth (John 1:14). Our God is a God of history who moves through time and space to be present with and to co-create with His children. FTC teaches the history of the church from the first century, medieval period, reformation and the present.

FTC places particular emphasis on the history of Quakerism, since it was established under the direction of the Friends Church and is operated by Friends United Meeting. Students learn about the origin of Quakerism, its spread, early leaders and its influence in the contemporary church.

Learning church history helps students to understand who they are and where they are heading. The study of history teaches humility in the Christian faith by identifying past mistakes and preparing future generations to avoid them.

Church history prepares students to become active citizens of the church and the world and to understand the ways that the international community is inter-dependent. From this perspective, students find a good doorway into ecumenical understanding and sharpen their skills in listening and in understanding their neighbors.

As students study church history, they find that this generation's issues may not be so different from those of the past. Through studying the history of the church, students are helped to know that God is at work in this history. The great renewals of Christian history have been begun by those who learned from the spiritual journeys of the leaders of the church in the past. The self-propagating, self-governing and self-supporting churches of the future are not built by forgetting the past but by building upon it.

### **Contemporary World**

Friends Theological College helps students deal with issues in their surrounding social, economic and political environment in a context in which faith, culture and life are in dialogue and in which students are empowered to shape and enrich their world with meaning, purpose and hope. Students learn the essential knowledge, skills and capacities for active citizenship and lifelong learning.

Followers of Christ are keenly aware of the profound fallenness of humanity outside of God's love and redemption. But instead of standing apart in condemnation of the evil of the world, Christ's followers are called to be agents of God's love and grace. Preparation for ministry at FTC is therefore a constant process of applying theological and spiritual truth to the realities of human evil and of being in the world, but not of the world.

Friends Theological College provides learning opportunities that lead students to explore and question significant ideas and create new knowledge. Effective leadership, peace and conflict transformation, and contemporary religions like Islam and African Traditional Religion are among key concepts studied. The study of these concepts enriches the learners' scope of understanding of the dynamics of ministry.

The college has diverse income generating projects which are aimed at equipping students to be self-reliant both as FTC students and throughout their lives. The projects include poultry keeping, dairy farming, goat rearing, briquette industry, dress making and book selling. Through the campus work program, students learn important ministry lessons in perseverance, innovative planning and collaboration, as well as technical skills that can later be applied in assisting others to improve in their social and economic development.

The college has a well-equipped library that helps students understand the issues of their society and deal with the complexity of issues and change. Special attention is given to learning English and writing skills so they can communicate effectively with others about the solutions to society's needs. Students are expected to become computer-literate so as to study issues affecting society both globally and locally.

HIV/AIDS continues to be a major health, economic and social challenge as students engage in ministry, partly because many Christians have been reluctant to recognize that the victims of the disease are all around them. Students learn about HIV/AIDS and other serious health and social issues so that they may be agents of Christ's healing comfort and love.

Finally, learning about the contemporary world enables ongoing spiritual and personal transformation and introduces students to new ways of discovering God's love for the world and God's empowerment in their ministry.

## 2.7 Functions and Objectives of the College

### 2.7.1 The functions and objects of the college shall be to:

- a. Provide directly or in collaboration with any other institution of higher learning, facilities for theological education at the tertiary level, including other supporting and relevant disciplines.
- b. To prepare Pastors and leaders for Christian service, especially for the Friends Church in Africa;
- c. To protect, promote, and encourage the teaching of the Bible as understood by the Friends Church;
- d. To prepare theologically gifted students for further study;
- e. Participate in the discovery creation, transmission, preservation and enhancement of knowledge, and to stimulate the intellectual participation of students and staff in theological research and economic, social, cultural, social scientific and technological development;
- f. To encourage dedication to academic progress, personal development and spiritual growth. The college seeks to integrate faith and learning while focusing on the process of maturing in Christ;
- g. To admit students with evidence of academic and spiritual preparedness and readiness for leadership training and Christian service; students that complete the prescribed course of study, make all necessary payments and whose lives reflect a wholehearted commitment to Jesus Christ and the Church shall be awarded the College's Degree, Diplomas and Certificates;
- h. To determine who may teach, what may be taught and how it may be taught in the college;
- i. To protect, promote and provide learning opportunities for those whose limited economic resources might otherwise make theological education beyond their reach.

2.7.2 Admission to the College as candidates for degrees, diplomas certificates or other awards of the College shall be open to all persons accepted as being qualified by the Board, without distinction of ethnic, origin, race, gender, sect or creed. Furthermore, no distinction shall be imposed upon any person as a condition of his becoming or continuing to be a professor, lecturer, graduate or student of the college, or his holding any office therein nor shall any preference be given to or advantage be withheld from any person on grounds of ethnic origin, race, gender, sect or creed, except as provided for under Article 2.6 in the Educational Perspective of Friends Theological College.

2.7.3 The College shall charge such fees or levy as may from time to time be approved by the Board from students admitted to the college for defraying expenses connected with their education

2.7.4 Generally to do all or anything lawful, human and Godly which may seem directly or indirectly connected towards attainment to the fullest the objectives of the College.

2.7.5 The Board may on the advice of the Principal establish college campuses.

2.7.6 A Campus established under this Article shall consist of such faculties, institutes, centres or schools and shall have such functions and powers as may be provided for in the constitution.

2.7.7 Subject to this constitution

- i) The college may confer any degree or award any diploma, certificate or any other academic qualification which it is for the time being authorized by the constitution to confer or award.
  - ii) Subsection i) shall apply to any honorary degree or academic distinction which the college may wish to confer to a person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself worthy of such a degree or academic distinction.
- 2.7.8 Subject to this constitution the college may award fellowships, scholarships and bursaries.

## **Article 3 Membership and Governance of the Board of Governors**

### 3.1 Membership of the Board

3.1.1 The members of the Board shall not exceed 17 and shall be nominated by the Nominating Committee of the Board and shall include :

- a. Seven (7) representatives of individual East African Yearly Meetings holding full or associate FUM membership, or membership in Quaker Men or the United Society of Friends Women, with gender balance being observed;
- b. One (1) representative of East Africa Yearly Meeting—Kaimosi to be appointed by East Africa Yearly Meeting—Kaimosi;
- c. Two (2) alumni to be nominated by the Alumni Association;
- d. One (1) Friends United Meeting representative to be recommended and approved by the FUM General Board Meeting in Africa. Funds permitting the representative might be a former principal of the college or other non-African Friend in a position to bring needed expertise to the Board.
- e. The East Africa Yearly Meeting General Secretary
- f. The Principal of the College
- g. One FTC faculty member or staff member appointed by the Academic Staff.
- h. Additional representatives as may be added from time to time in accordance with changing needs of the College and with the concurrence of FUM.

3.1.2 Subject to subsection (5) a member of the Board other than an ex-officio member shall hold office for a period of three years but shall be eligible for reappointment for one additional consecutive term and eligible for further appointment after a minimum of one year of absence from board service.

3.1.3 The office of a member of the Board shall become vacant

- a. if not being an ex-officio member, the member resigns from office in writing addressed to the secretary of the Board;
- b. if the Board after due inquiry is satisfied that the member is by reason of physical or mental infirmity, unable to exercise the functions of that office;
- c. upon death;
- d. if the member is adjudged bankrupt by a court of competent jurisdiction;
- e. if the member is convicted of a criminal offence by a court of competent jurisdiction and sentenced, unless the crime in question is a protest against a law that, in conscience, is believed to be contrary to Christian faith;
- f. if the member is absent for three consecutive meetings of the Board without apology.

3.1.4 Where the seat of a member of the Board becomes vacant under subsection (5) the secretary of the Board shall forthwith notify the vacancy to the appropriate appointing body or person for action.

- 3.1.5 The Board shall make rules regulating its procedures, conduct of affairs, and policies for managing conflicts of interest.
- 3.1.6 The membership of the Board shall be drawn from among active members of the Friends Church who demonstrate full support of the college's development activities and who fulfill their (Y.Ms) financial obligations to the college, and who are in good moral standing as described by the *Faith and Practice* of member Yearly Meetings or by *Christian Faith and Practice in the Friends Church*, prepared by Friends United Meeting in East Africa, 2002/2012.
- 3.1.7 The Board shall have authority to employ and/or to hire experts and consultants in execution of its duties and remunerate them by making payment for such services rendered.
- 3.1.8 Officers of the Board shall include a Chairperson and Vice Chairperson to be nominated from amongst the members and approved by the FUM General Board Meeting in Africa and such other officers as provided under this Article. The Secretary who shall be the Principal of the College.
- 3.1.9 There shall be an Executive Committee of the Board comprising the Chairman, the Principal and two other members of the Board.
- 3.1.10 There shall be a Nominations Committee of the Board named by the Board to receive nomination proposals, review the qualifications of proposed nominees and prepare a balanced list of nominees for consideration by the Board and forwarding to FUM General Board Meeting in Africa.
- 3.1.11 The Board's nominations are presented to Friends United Meeting for approval by the FUM General Board Meeting in Africa at their annual meeting and are carried out in conformity with the provisions of the FUM General Board.
- 3.1.12 The Board shall meet at least three times annually. Special meetings of the Board may be called by the Chairperson with advance notice given to members.
- 3.1.13 The quorum shall be not less than half of the total membership of the Board.
- 3.2 Functions of the Board
- 3.2.1 Subject to this constitution, the governance, control and administration of the College shall vest in the Board.
- 3.2.2 In cooperation with the FUM General Secretary, with mutual understanding and using a mutually agreed process, the Board shall be responsible to appoint, uphold and regularly evaluate the Principal of the College, who is responsible for the operations of the College.
- 3.2.3 Without prejudice to the generality of subsection (1) the Board shall have power to:
- a. Administer the property and funds of the College in such manner and for such purposes as shall promote the best interests of the College. However, the Board shall not change or dispose of the property of the College without the approval of the Trustees of Friends United Meeting and the Trustees of the College.
  - b. Receive on behalf of the College donations, endorsements, gifts, grants or other moneys and make legitimate disbursements there from.
  - c. Provide for welfare of the staff and students of the College.
  - d. Protect the intellectual properties of the College.
  - e. Generate and raise funds for the purposes of the College from within and, in consultation with FUM, outside Kenya.
  - f. Make rules in consultation with the Principal governing the conduct and discipline of the students of the College.
  - g. Determine, on the advice of the principal, the maximum number of students to be admitted to the College at any one time from amongst those qualified for admission.

- h. Enter into academic linkages or affiliations with other colleges or institutions of higher learning within or, in consultation with FUM, outside Kenya as the Board may deem necessary and in the best interest of the College.
- i. Work cooperatively with stakeholders to establish and follow a strategic plan to guide the College in the future.
- j. The Board shall cause to be prepared an annual audit of the college's financial activities and make the results available in a timely to Friends United Meeting and other interested stakeholders.

### 3.3 Committees of the Board

The Board shall constitute committees to assist it perform its functions. The committees shall be headed by members from the Board who have experience in matters of that committee. The committees shall include but not be limited to:

- a. Finance Committee
- b. Personnel Committee
- c. Development and Fund-raising Committee
- d. Nominations Committee
- e. Executive Committee

## **Article 4 Trustees of the College**

4.1 There shall be four trustees of the College.

- a. Two trustees shall be appointed by East Africa Yearly Meeting.
- b. Two trustees shall be appointed by Friends United Meeting following the same procedure used in appointing the Trustees of Friends United Meeting
- c. The Trustees will serve for a maximum period of 12 years
- d. At the end of each three year period one quarter of the trustees shall retire. The Board of Governors shall determine the retiring trustees.

4.2 The Trustees shall prepare rules and schedules for the faithful arrangement and execution of their responsibilities.

4.3 Functions of the Trustees:

- 4.3.1 Serve as caretakers of the organization's property, looking after the interests of all stakeholders, for the present and the future of the institution.
- 4.3.2 Observe all relevant laws and regulations related to ownership.
- 4.3.3 Ensure security and conservation for both movable and fixed property and human resource.
- 4.3.4 Approve acquisition and/or disposal of movable and fixed property, whether directly or through standing directives designed to facilitate the smooth running of the College, care of intellectual property, sale of inventories and agricultural produce, elimination of unneeded library materials, etc.
- 4.3.5 Act as the agent for the acquisition and disposal of assets on behalf of the Board.

## **Article 5 The Principal**

5.1 There shall be a Principal of the College who shall be agreed upon and appointed by the FUM General Secretary and FTC Board through an appropriate competitive, transparent and mutually agreed process.

5.2 The Principal shall:

- a. Be the Chief Executive of the College;
- b. Have the overall responsibility for the direction, organization and administration of the College;
- c. Is responsible for decisions about staff and faculty hiring, evaluation and termination, reporting to the Board, with the exception of the Deputy Principal, and to ensure personnel procedures are properly carried out throughout the College;
- d. Prepare nomination of the Deputy Principal for review and confirmation in a mutually agreed process by the Board and the General Secretary of FUM;
- e. Be the Secretary to the Board;
- f. Be responsible to the Board and the FUM General Secretary for the general conduct and discipline of the students and staff of the College;
- g. The Principal shall hold office for a period of three (3) years and shall be eligible for reappointment.

## **Article 6 The Deputy Principal**

- 6.1 The Board and the FUM General Secretary shall review and confirm appointment of one Deputy Principal, nominated by the Principal, preferably from among the Academic Staff of the College.
- 6.2 A Deputy Principal shall hold office for a period of (3) three years and shall be eligible for re-appointment.

## **Article 7 Academic Staff**

- 7.1 There shall be an Academic Staff body of the College which shall consist of:
  - a. The Principal, who shall be the Chairperson
  - b. The Deputy Principal
  - c. The Academic Dean
  - d. The Dean of Students
  - e. The currently serving Lecturers of the College, including both permanent and adjunct faculty members
  - f. The staff persons in charge of library services;
  - g. Two members elected by the Student Government except that the members of the Student Government shall not be entitled to attend deliberations on matters which are considered by the Chairperson of the Academic Staff to be confidential and which relate to the general discipline of students, examination results, the academic performance of students and other related matters.
  - h. The Registrar responsible for matters relating to academic affairs shall be the secretary of the Academic Staff.
  - i. Currently serving academic consultants
- 7.2 The Academic Staff body, when duly assembled and meeting, shall have power to
  - a. Satisfy itself regarding the content and academic standard of any course of study in respect of any Degree, Diploma, Certificate or other award of the college and to report its findings thereon to the Principal and the Board of Governors.
  - b. Propose rules, regulations and standards to the Principal and the Board of Governors regarding the eligibility of persons for admission to a course of study.

- c. Propose rules and regulations for consideration by the Principal and Board of Governors regarding the standard of proficiency to be attained in each examination for a Degree, Diploma, Certificate or other award of the College.
- d. Decide on which persons have attained the prescribed standards of proficiency or are otherwise fit to be granted a Degree, Diploma, Certificate or other award of the College and report their findings to the Principal and Board of Governors.
- e. Initiate proposals relating to the conduct of the College's academic programmes or affairs generally and to make representations thereon to the Principal and Board of Governors.

7.3 Academic Staff Committees:

There shall be committees of the Academic Council to deal with specific academic issues. These shall be established by the Academic Staff and include but not be limited to,

- a. Academic Affairs Committee
- b. (Student) Discipline Committee
- c. Library Committee
- d. Spiritual Life Committee

## **Article 8 The Staff**

- 8.1 The Management Team of the College shall consist of the Principal, Deputy Principal, Dean of Students, Academic Dean, Registrar, Finance Officer and Administrator of the Production Department.
- 8.2 All members of staff of the College shall subject to this Constitution,
- 8.3 All members of the staff shall be appointed by the Principal, or by delegation from the Principal, either:
  - a. In the manner and upon the terms and conditions of service prescribed in this constitution.
  - b. Or, in the case of a person seconded to the service of the college, such as FUM field staff or volunteers, terms and conditions of shall be mutually agreed by the College and the seconding body.
- 8.4 All members of staff of the College shall be:
  - a. Subject to the general authority of the Board;
  - b. Be deemed to be employed on a full time basis except as otherwise specifically provided by the terms of a particular appointment
  - c. Subject to the terms and conditions of employment and the prevailing labour laws of Kenya.

## **Article 9 The Alumni Association**

- 9.1 There shall be an Alumni Association of the College which shall consist of graduates of the College and other supporters of the College.
- 9.2 The Alumni Association shall have the right to meet and discuss any matter relating to the College and transmit resolutions thereon to the Board as may be appropriate and may exercise such other functions as may be prescribed by its own constitution.
- 9.3 The Board shall create an environment for the promotion of the Alumni Association.

## **Article 10 Financial Provisions**

- 10.1 The Financial year of the College shall be the period of twelve months commencing July 1 and concluding the following June 30 in order to align with Friends United Meeting's fiscal year and to allow for a consolidated audit and financial statements.
- 10.2 In the event, the Board desires a change be made in the College's financial year, a rationale and request for change may be made to the FUM Board for consideration and possible approval.
- 10.3 Acting through the Trustees, the Board may invest any of the funds of the College in securities in which for the time being Trustees may by law invest trust funds and in any securities which the treasury of Kenya may from time to time approve for that purpose and in agricultural or business endeavours.
- 10.4 The Board may place on deposit with bank or banks as it may determine any monies not immediately required for the purposes of the College.
- 10.5 Before the commencement of a financial year, the Board shall cause to be prepared estimates of the revenue and expenditure of the College for that year.
- 10.6 The Board, operating through the Finance Office of the College, will make sure all operating funds and restricted fund accounts will be recorded separately in order to maintain the proper accounting and establish fiscal integrity.
- 10.7 The annual estimates shall make provision for all estimated expenditure of the College for the financial year concerned, and in particular shall provide for the
  - a. Payment of salaries, allowances, pensions, gratuities and other charges in respect of retirement benefits which are payable out of the funds of college.
  - b. Proper maintenance of buildings and grounds of the College.
  - c. Proper maintenance, repair and replacement of the equipment and other property of the College.
  - d. Creation of such reserve funds to meet future or contingent liabilities in respect of retirement benefits, insurance or replacement of buildings or equipment or in respect of such other matters as the College may think fit, including salaries and other essential expenses in case of cash flow shortage.
  - e. Dispersal of scholarships.
  - f. Expenses of maintaining library and carrying out of educational programs of the College.
  - g. The annual estimates shall be approved by the Board before the commencement of the financial year to which they relate
- 10.8 The Financial Officer in consultation with the Principal shall cause to be kept all proper books and records of account of the income, expenditure, assets and liabilities of the college.
- 10.9 Annual audit
  - 10.9.1 The Board shall cause to be prepared an annual audit of the college's financial activities and make the results available in a timely manner to Friends United Meeting and other interested stakeholders.
  - 10.9.2 The Board shall appoint an external auditor to prepare the audit in a professional manner and according to international accounting and audit standards.
  - 10.9.3 The auditor shall be eligible for reappointment.

## **Article 11 Miscellaneous Provisions**

- 11.1 Common Seal & Signification of documents
  - a. The Common Seal of the College shall be kept in safe custody under lock and key by the Board.

- b. The Common Seal of the College shall be authenticated by the signature of the Principal.
  - c. The Common Seal of the College when affixed to any documents and duly authenticated under this section shall be judicially and officially noticed and unless and until the contrary is proved. Any necessary order or authorization of the college under this section shall be presumed to have been duly given, subject to this Constitution.
  - d. All documents other than those required by law to be under seal made on behalf of the College and all decisions of the Board may be signed under the hand of the Principal, subject to this Constitution.
- 11.2 In the performance of its functions under this constitution the Board shall, subject to this Constitution, make statutes generally for governance, control and administration of the College and for the better carrying into effect of the purpose of this constitution and in particular for
- a. Establishment of faculties, programmes and centers of the college;
  - b. Description of Degrees, Diplomas, Certificates and other academic awards;
  - c. The requirements for the award of Degrees, Diplomas, Certificates and other academic awards;
  - d. The conduct of examinations;
  - e. Determination and collection of fees and other charges;
  - f. Settlement of the terms and conditions of service, including the appointment, discipline, dismissal, remuneration, and retirement benefits of the members of the staff of the College;
  - g. The Constitution and procedure of meetings of the Board and the establishment, composition and terms of committees thereof, with approval of stakeholders as per Article 2.1 above;
  - h. Prescribing the rules and statues of the Students Government;
  - i. Making statutes to govern intellectual property rights of the College;
  - j. Providing for or prescribing anything which under this constitution may be provided by the statutes.
- 11.3 Notwithstanding subsection (1) the Board shall not make, amend or revoke any statutes relating to the functions or privileges of the Principal without first ascertaining the opinion and obtaining the approval of the Friends United Meeting.
- 11.4 Likewise, the Board shall not amend the Constitution of the College without first obtaining the opinion and approval of Friends United Meeting.
- 11.5 Likewise, the Board shall not move to suspend, end or dissolve the College without first seeking the opinion and obtaining the approval of East Africa Yearly Meeting, the Trustees of Friends United Meeting and the Trustees of the College. Any sale of property or buildings will be used first to pay off any existing debts. Any remaining property or proceeds from the sale of properties will be distributed by the joint agreement of the same entities.

## **Article 12 Manner of Decision-Taking**

Historically Friends have sought to take decisions in a manner consistent with Biblical practice (Acts 15), seeking in human terms consensus rather than voting. Often it has come to be known after a decision has been taken that a minority had the greater wisdom. In all deliberations and decisions of the Board consensus is to be sought. When the body fails to reach consensus, records should document that the views of the minority have been examined carefully before reaching the final ruling.

*Approved 23 May 2014 by the Board of Governors of Friends Theological College*  
*Approved 11 June 2014 by the General Board of Friends United Meeting*