



Developing Godly Christian Leaders

**A CHARTER FOR THE ESTABLISHMENT OF PAN AFRICA CHRISTIAN
UNIVERSITY AS A PRIVATE UNIVERSITY UNDER
“THE UNIVERSITIES ACT, 2012”**

APPROVED BY THE UNIVERSITY COUNCIL

2016

**UPDATED BY THE UNIVERSITY COUNCIL
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CHARTER FOR PAN AFRICA CHRISTIAN UNIVERSITY

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PART I - PRELIMINARY

Short Title

1. This Charter shall be cited as the Pan Africa Christian University Charter, 2016.

Interpretation

2. In this Charter:

“**Absence**” means being away from duty for a period exceeding fifteen days.

“**Academic Staff**” means any person appointed to teach, train or to do research at the Pan Africa Christian University and any other employee designated as such by the University Council.

“**Alumni**” means a member of the convocation of Pan Africa Christian University.

“**Alumni Association**” means the Association of Graduates of the University under Section 42 of the Universities Act, 2012.

“**Auditor**” means a representative of the auditing firm appointed by the University Council to audit the accounts under Section 47(1) of the Universities Act 2012.

“**Cabinet Secretary**” means the Cabinet Secretary responsible for matters related to university education.

“**Chancellor**” means the Chancellor of the University appointed under Section 38.

“**Charter**” means the Charter granted to the University under Section 19 of the Universities Act 2012.

“**Commission**” means the Commission for University Education established under the Universities Act 2012.

“**Dean/Director**” means the person appointed to Head a School, Institute, Campus, Centre or Directorates established under Section 40 of the Universities Act 2012.

“**Open Distance and eLearning (ODEL)**” means the mode of delivering distance education through use of print, audio visual, electronic or any other technical media.

“**Faculty**” means the academic staff of the University.

“**Incapacity**” means the inability, for any reason, to perform the functions of the office held.

“**Management Board**” means the Management Board established under Section 43 of the Universities Act 2012.

“**Registrar**” means a person appointed under Section 40 of the Universities Act 2012.

“School” means an academic sub-division of the University.

“Senate” means the Senate of the University established under Section 35(1b) of the Universities Act 2012.

“Sponsor” means the parties, as defined in the Trust Deed of the Pan Africa Christian University Trust, who support the establishment of the University and are committed to its financing, growth and development.

“Staff” means all the non-academic Staff of the University as set out in Section 40 of the Universities Act 2012.

“Stakeholder” means an institution, person or persons with vested interest for the benefit of Pan Africa Christian University.

“Statutes” means Statutes made by the University Council under Section 23 of the Universities Act 2012.

“Student” means any person registered in the University.

“Students Association” means the body of all registered students of the University.

“Students Council” means the students elected by the Students’ Association to represent their interests in the University.

“Student with special needs” means a student with motor, hearing or visual or any other impairment, which requires adaptive support to access education.

“The University” means the Pan Africa Christian University alias PAC University.

“Trustees” means the Board of Trustees of Pan Africa Christian University.

“University Council” means the University Council of the Pan Africa Christian University established under Section 36 of the Universities Act 2012.

“Vice-Chancellor” means the person appointed by the University Council under Section 39 of the Universities Act 2012.

PART II - ESTABLISHMENT AND FUNCTIONS OF THE UNIVERSITY

3. Establishment and Incorporation of the University

- (1) There is established Pan Africa Christian University (also referred to as PAC University).
- (2) The University shall be a body corporate, with perpetual succession and Common Seal, and shall be in the Name, be capable of:
 - a) Suing and being sued;
 - b) taking, purchasing or otherwise acquiring, holding, charging and disposing of moveable and immovable property;
 - c) receiving, investing, borrowing and lending money; and
 - d) Carrying out or performing any such functions or acts, including entering into such contracts as may be necessary or expedient, for the performance and furtherance of the provisions of this Charter, which may lawfully be done by a body corporate.

4. Vision, Mission, and Philosophy of the University

- 1) The **Vision:** A world-class Christian university, characterized by high quality, transformative and value-based education.
- 2) The **Mission:** To develop transformative godly Christian leaders through training, research and innovation for service to God in the Church and community.
- 3) The **Philosophy:** The education and life of the University is integrated with Christian faith and practice as expressed in the Pentecostal Evangelical Christian doctrine, theologically rooted in historical Christian Orthodoxy. This Philosophy seeks to foster belief and practice consistent with this background and endeavours to produce leaders who live the Christian pattern of servant-hood as they serve the Church and society.

5. University Doctrinal Statement

- (1) The standard of all biblical and theological interpretations set forth by the Board of Trustees and University Council and all philosophy and practices taught by the University shall be constituted on the basis of the following Doctrinal Statement that:

We believe:

The Bible is inspired by God and the only infallible and authoritative Word of God and the only rule for Christian faith and conduct.

- a) The whole Bible is the all-sufficient rule for faith and practice.
 - b) There is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit.
 - c) In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule over the nations.
 - d) The only means of salvation is through repentance toward God and faith in the Lord Jesus Christ and that this results in regeneration by the Holy Spirit.
 - e) The redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
 - f) In the Baptism of the Holy Spirit with the outward evidence of speaking in tongues.
 - g) In the sanctifying power of the Holy Spirit, whose indwelling enables the Christian to live a holy life.
 - h) In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.
- (2) Each member of the governance bodies and staff of the University ~~will~~ shall be required to adhere to and affirm their acceptance of the Doctrinal Statement as amplified in the Statutes.
- (3) Admission to the University as candidates for degrees, diplomas, certificates, or any other awards of the University shall be open to all persons accepted by the Senate as being qualified according to the Statutes. However, all admitted persons shall agree to respect and not act contrary to the philosophy and doctrinal practice of the University.

6. Objectives and Functions of the University

- (1) The objectives of the establishment of the University are:
 - a) To provide university level education through the integration of Christian faith and learning.

- b) To develop, transmit, and preserve knowledge and skills through research and training.
 - c) To prepare mature, committed, and conscientious godly leaders to serve with competence in the transformation of society.
 - d) To further preserve, develop, produce and process, transmit, and disseminate knowledge and thereby stimulate the spiritual, religious and intellectual life, socio-economic, political and cultural development of Kenya, Africa, and beyond.
 - e) To empower students to become efficient and competent professionals in the market place.
 - f) To play an effective role in the development and expansion of the African Church and its leadership.
- (2) The functions of the University are:
- a) To promote and maintain an institution of higher learning offering high quality education through courses of instruction, studies, research, and services to individuals, groups, and society.
 - b) To engage in the discovery, collection, processing, and dissemination of knowledge for the betterment of humankind.
 - c) To provide an opportunity for the development of intellectual activities, academic freedom, and scholarly acumen.
 - d) To determine what may be taught, how it may be taught, and who may teach at the University.
 - e) To provide adequate facilities and equipment necessary for carrying out instruction, academic research, and community service.
 - f) To conduct examinations, confer degrees, award diplomas, certificates, and other awards of the University.
 - g) To establish linkages, affiliations, or collaborative ventures with individuals, groups, or institutions (private or public), in support of instruction, research, or community service activities of the University.
 - h) To foster development of good neighbourliness and promote intellectual and social interaction between the University, other institutions, and members of the public.

- i) To strive to acquire knowledge and skills that enhance global understanding and cooperation among people, improve the human environment, and conserve nature for the benefit of humankind and all creation.
- j) To ensure the integration of Christian faith and learning, Christian faith and practice, and promote a Christian lifestyle.

7. Powers of the University

- (1) The University shall do all things necessary or convenient in connection with the performances of its function and in particular may:
 - a) Establish divisions, colleges, constituent colleges, schools, campuses, institutes, departments, sections, centres, and enterprises or any other administrative units.
 - b) Award certificates and diplomas and confer degrees to persons that satisfy the requirements set by the Senate.
 - c) Confer honorary degrees or academic distinction awards upon person or persons who have rendered:
 - i. Distinguished services in the advancement of knowledge; and/or
 - ii. Themselves who are worthy of such awards.
 - d) Revoke or withdraw a certificate, diploma, degree, or an award already conferred, granted, or awarded to a person.
 - e) Enter into contracts.
 - f) Mobilize resources.

8. Instruments of Authority

- (1) The Common Seal of the University shall be kept in such custody and used only as the Council shall direct.
- (2) The Common Seal of the University shall be authenticated by the signatures of the Vice-Chancellor and/or any other person duly authorized by the Council.
- (3) The Common Seal of the University when affixed to any document and duly authenticated shall be judicially noticed, and unless and until the contrary is proved, any order or authorization of the Council under this section shall be presumed to have been duly given.
- (4) All documents other than those required by law to be under Seal, made on behalf of the Council and all decisions of the Council shall be under the hand of the

Chairperson, the Vice-Chancellor or the respective Deputy Vice-Chancellor or any other member of the Council duly authorized by the Council on its behalf.

- (5) The Mace shall be kept in such custody as Council may direct.
- (6) The Mace and the Logo shall be used as specified in the Statutes.
- (7) No person, body, authority and or organization performing any function related to administration, registration of companies, business, trade, advertisement, calling, profession, use of the Common Seal and Logo of the Pan Africa Christian University except with the consent of the Council and or authorized representative of the Council.

PART III - MEMBERSHIP AND GOVERNANCE OF THE UNIVERSITY

8. Members

(1) The membership of the University shall be:

- a) The Trustees
- b) The Chancellor
- c) The Members of the University Council
- d) The Vice-Chancellor
- e) The Deputy Vice-Chancellors
- f) The Senate
- g) The Principals of Colleges
- h) The University Registrars
- i) The Deans and Directors of Schools, Institutes, Campuses, Centres, and Directorates
- j) The University Librarian
- k) The Heads of Academic and Administrative Departments
- l) The Dean of Students
- m) The University Chaplain
- n) The University Counsellor
- o) The Managers of University Enterprises
- p) The Staff of the University
- q) The Students
- r) Any other members of staff of the University, the Alumni, or other person or body formally admitted into association by the University.

9. Governance

(1) The Governance, Control, and Administration of the University shall be vested in the following organs:

- a) The Board of Trustees
- b) The Chancellor
- c) The University Council
- d) The Chairman of the University Council
- e) The Vice-Chancellor
- f) The Management Board

g) The Senate.

10. The Board of Trustees

- (1) There shall be a PAC University Trust which shall be a body corporate with perpetual succession established under the Trustees Perpetual Succession Act.
- (2) The Board of Trustees is vested with:
 - a) the powers to appoint the following:
 - i. The Chancellor
 - ii. The Chair of the University Council
 - iii. The Deputy Chair of the University Council
 - iv. Members of the University Council.
 - b) The function of promoting the University interests, and in furtherance of this function to raise funds, and receive donations, endowments, grants, and other monies.
 - c) The mandate to acquire, hold and dispose all properties, moveable and immovable, of the University as appropriate.
 - d) The responsibility to evaluate the performance of the University Council as stipulated in the Statutes.
 - e) The responsibility to approve the allowances and honoraria of members of the University Council.

11. The Chancellor

- (1) There is a Chancellor of the University appointed for a period determined by the Trustees.
- (2) The position of the Chancellor shall be determined vacant under the following circumstances: adjudged bankrupt; mentally infirm; unable to exercise the functions of the office; gross misconduct; and/or conflict of interest.
- (3) On the incapacitation of the Chancellor the Chair of the Council will perform the functions of the Chancellor.
- (4) The Chancellor is:
 - a) The titular head of the University and is to, in the name of the University, confer degrees and grant diplomas, certificates, and other awards of the University.

- b) From time to time, to direct an inspection of the University or an inquiry into the teaching, research, or any other work of the University, as stipulated in the Statutes.
- c) To arrange for visitation into the general administration and organization of the University as provided for under the Statutes.
- d) To enjoy such powers and privileges and perform such other functions as may be provided for in the Statutes.
- e) To give advice to the University Council which he/she considers necessary for the betterment of the University.

12. The University Council

- (1) There shall be established University Council consisting of:
 - a) The Chair appointed by the Trustees.
 - b) Deputy Chair appointed by the Trustees, in consultation with the University Council.
 - c) The Vice-Chancellor, who is the Secretary.
 - d) Two members appointed by the Trustees who are prominent academicians recommended by the University Council and selected according to identified governance needs at any particular time, provided they are not members of the University staff.
 - e) Four members representing and appointed by the Sponsors as guided by the University Council and selected according to identified governance needs at any particular time, provided they are not members of the University staff.
 - f) Two persons from the public or private sector appointed by the Trustees.
 - g) Two co-opted members from the public or private sector recommended by the University Council and appointed by the Trustees for a specified term of service to assist as a particular need arises.
 - h) The Deputy Vice-Chancellors (ex officio).
- (2) The term of office of a member of the University Council, other than ex officio, shall be provided for by the University Council under the Statutes.
- (3) Upon expiry of his/her term, a member of the University Council may be eligible for re-appointment as specified in the Statutes.
- (4) The office of a member of the University Council falls vacant when:

- a) Not being an ex officio member, one resigns in writing addressed to the Chair.
 - b) The Trustees are satisfied that a member, by reason of physical or mental infirmity or otherwise, is unable to discharge one's duties as required.
 - c) One is absent for three consecutive University Council meetings without good reason.
 - d) One's conduct has adversely affected or may adversely affect the reputation of the University.
 - e) An appointee of a particular Sponsor is dismissed or withdrawn by that appointing body.
 - f) The appointing body ceases to be a sponsor.
 - g) The member dies.
- (5) Where the office of a member of the University Council becomes vacant under Section 13 (d), the Chair or the Secretary to the University Council is to notify the vacancy to the Chair of the Trustees.
- (6) The procedure, conduct, and regulation of the affairs of the University Council are vested in the University Council.
- (7) For all meetings of the University Council the quorum shall be a minimum of seven members.
- (8) Functions of the University Council:
- a) The functions of the University Council are:
 - i. To promote the objectives of the University.
 - ii. To make and approve policies for the University.
 - iii. To approve the budget of the University.
 - iv. To approve the Statutes of the University and cause them to be published in the Kenya Gazette.
 - v. To administer the property, funds, and budget of the University in a manner and for purposes that promote the best interests of the University.
 - vi. To receive and administer, on behalf of the University, donations, endowments, gifts, grants, or other resources, and authorize the disbursements.
 - vii. To provide for the welfare of the faculty, staff, and students of the University through the functioning of the appropriate committees.

- viii. To provide direction and approval for the expansion and capital development of the University in consultation with the Trustees.
- ix. To approve affiliations, collaborations, and partnerships with other universities, or other institutions as per the Commission's guidelines.
- x. To determine fees and other charges payable at the University.
- xi. To receive and review reports from the Senate and the Management Board.
- xii. To approve regulations governing the academic affairs and discipline of the students of the University upon recommendation from the Senate.
- xiii. To ensure that the quality and integrity of academic programmes and professional courses of the University are maintained and to approve the awards of various degrees, diplomas and certificates.
- xiv. To approve academic programmes for submission to the accrediting body.
- xv. To ensure prudent management of the University.
- xvi. To hire, discipline, and/or release the Principal Officers of the University and staff of the Internal Audit and Risk Management unit.
- xvii. To receive and review reports from the Management Board on the hire, discipline, and/or release of the University Staff.
- xviii. To approve terms and conditions of service of the faculty and staff.
- xix. To make appointments to the Management Board under this Charter.
- xx. To remove from office members of the University Management Board and members of any other committee under its direct authority.
- xxi. To borrow money for the purposes of the development of the University as specified in the Statutes.
- xxii. To undertake, execute and perform, in consultation with the Trustees, any Trusts or Conditions affecting any freehold or leasehold property of any description acquired by the University.
- xxiii. To authorize the payment or application of monies or assets of the University for the purposes which may promote the objects of the University, or the payment or transfer of such money or assets to some other persons as stipulated in the Statutes.
- xxiv. To approve, upon recommendation of the Management Board, major infrastructural developments, changes and maintenance.

- xxv. To determine a person to be a member of the University.
 - xxvi. To evaluate the performance of the various committees of the University Council as stipulated in the Statutes.
 - xxvii. To perform any other functions as may arise from time to time in line with its mandate.
- (9) The Chair of the University Council shall chair:
- a) The University Council meetings
 - b) The Executive Committee meetings of the University Council.
- (10) a) The Chair of the University Council shall be appointed by the Trustees.
- b) The Chair will serve for one three year term and may be appointed by the Trustees to serve a second and final three year term.
 - c) The position of the shall be determined vacant under the following circumstances: adjudged bankrupt; mentally infirm; unable to exercise the functions of the office; gross misconduct; and/or conflict of interest.
 - d) In the absence of the Chair, the Deputy Chair of the University Council shall chair the meetings.
- (11) In the absence of the Chair, and the Deputy Chair, the University Council, in consultation with the Chair and Deputy Chair of the University Council, shall appoint any other person from among Council members to serve as the Chair in an acting capacity.
- (12) The University Council will have several standing committees as follows:
- a) The Executive Committee
 - There shall be an Executive Committee of the University Council that will include the following:
 - i. The Chair
 - ii. The Vice-Chancellor who serves as Secretary
 - iii. The Chairs of the various committees of the University Council.
 The Executive Committee of the University Council shall make decisions on behalf of the University Council when necessary and report back to the University Council.
 - b) Other Committees of the University Council

- i. The University Council will constitute various committees as deemed necessary to carry out its functions.
- ii. A member of a committee shall cease to be a member if his/her term ends or he/she misses three consecutive regular meetings of the respective committees.

Performance of the University Council, its committees, and individual members shall be evaluated by their respective appointing authority as stipulated in the Statutes.

13. The Vice-Chancellor

- (1) The University Council in accordance with the Charter shall appoint the Vice-Chancellor.
- (2) The duties of the Vice-Chancellor shall be:
 - a) The overall responsibility for ensuring the achievement of the vision and mission of the university
 - b) Responsible to the Governing Council, through the Chairman, for providing the direction, organization, development, and administration of all the programs of the University.
 - c) The representative and spokesperson of the University.
 - d) To serve as the Chair of the Management Board and Senate, convening meetings as necessary to ensure the effective functioning of these bodies and the University.
 - e) To ensure that each member of the University, other than students and alumni, makes the affirmation as required by the Charter.
 - f) To assume administrative responsibility for the day to day operation of the University and its management.
 - g) To provide the University Council with such reports on University affairs as it requires to fulfil its functions effectively.
 - h) To ensure that the financial and other needs of the University are made known in an appropriate way to the supporting constituencies.
 - i) To oversee the implementation of the policies laid down by the University Council and the decisions of the Senate and the Management Board.

- j) To spearhead the building and maintaining of a Biblically based culture, including maintaining harmony and cooperation among academic and administrative staff.
 - k) To ensure that the accounts of the University are kept in a manner acceptable to the University Council.
 - l) To evaluate the performance of the Deputy Vice-Chancellors, Principals of Colleges and all those senior officers that report to the Vice Chancellor.
 - m) To perform any other duties consistent with the fulfilment of the vision, mission, aims, philosophy, and objectives of the University.
- (3) Circumstances under which the office of the Vice-Chancellor shall become vacant:
- a) Upon the expiry of the term of office;
 - b) If by notice in writing addressed to the chairperson of the University Council;
 - c) The Vice-Chancellor resigns;
 - d) If the Vice-Chancellor fails to perform the duties of his/her office without reasonable cause or acts in gross violation of the terms of the instrument of appointment.

15. The Management Board

- (1) There is a Management Board of the University to consist of:
- a) The Vice-Chancellor as Chair
 - b) The Deputy Vice-Chancellor Administration Finance and Planning as Secretary
 - c) All other Deputy Vice-Chancellors
 - d) All Registrars
 - e) The University Finance Officer
 - f) The University Chaplain
 - g) The University Librarian
 - h) The Dean of Students
 - i) The Legal Officer
 - j) Other ex-officio members as approved by the University Council.
- (2) The regulation of the affairs of the Management Board is vested in the University Council.
- (3) For all meetings of the Management Board the quorum is determined in the Statutes.

- (4) The functions of the Management Board are:
- a) To be responsible for the day to day running of the University.
 - b) To be responsible for implementation of the policies of the University.
 - c) To be responsible for the administration of University finances and in furtherance of that function:
 - i. To prepare, review, and recommend annual budgets and monthly financial statements
 - ii. To collect fees
 - iii. To facilitate an annual audit of the University accounts
 - iv. To recommend and maintain efficient and adequate policies and procedures in all areas of financial management.
 - d) To make recommendations to the University Council concerning capital development.
 - e) To submit relevant management reports to the University Council.
 - f) To administer faculty scholarships and fellowships on the recommendations of the Senate.
 - g) To be responsible according to delegated authority for the hiring, promotion, and release of staff.
 - h) To oversee the preparation of all University publications.
 - i) To advise the University Council on matters pertaining to statutory and legal requirements.
 - j) To implement the decisions of the University Council.
 - k) To carry out any other responsibilities as may be prescribed in this Charter or in the University Statutes.

16. Senate

- (1) There shall be a Senate of the University which consists of the following:
- a) The Vice-Chancellor (Chair)
 - b) The Deputy Vice-Chancellor Academic Affairs (Secretary)
 - c) All other Deputy Vice-Chancellors
 - d) The Principals of the Constituent Colleges
 - e) The Registrar Academic Affairs

- f) The Deans and Directors of Schools, Institutes, Centres, Campuses and Directorates
 - g) The Chairs of Academic Departments
 - h) All full Professors of the University
 - i) The Director of Quality Assurance
 - j) The University Librarian
 - k) The Dean of Students
 - l) The University Chaplain
 - m) The Head of ICT
 - n) Three representatives of the Student Council.
 - o) Any other member as may be provided for in the Statutes.
- (2) The functions of the Senate shall be:
- a) To develop academic programmes and to recommend them to University Council for approval.
 - b) To satisfy itself regarding the content, quality and academic standard of any course of study in respect of a degree, diploma, certificate or other award by the University, and to report its findings to the University Council.
 - c) To propose regulations to be approved by the University Council regarding the eligibility of persons for admission to a course of study.
 - d) To propose regulations to be approved by the University Council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate, or other award of the University.
 - e) To make recommendations to the University Council on policies, regulations and actions that it regards beneficial to the academic affairs of the University and oversee their implementation.
 - f) To decide and recommend to University Council for approval the persons which have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate, or other award of the University.
 - g) To recommend to the University Council affiliations, partnerships, and collaborations with like-minded institutions.

- h) To recommend to the University Council the categorization and/or establishment of academic units into colleges, schools, institutes, departments, divisions and centres of the University, or the discontinuation or merging of such units.
 - i) To implement the approved academic programmes.
 - j) To appoint committees to serve the Senate as deemed appropriate.
 - k) To recommend to the University Council the appointments and promotion criteria for faculty.
 - l) To approve the academic calendar.
 - m) To formulate and recommend to the University Council regulations governing the conduct and discipline of faculty and students of the University.
 - n) To recommend to the University Council changes in the Statutes.
 - o) To administer academic awards.
 - p) To supervise, monitor and coordinate the use of all physical facilities and equipment meant for academic uses, and the learning and teaching resources of the University.
 - q) To oversee the quality and character of all academic programmes and continuously review academic policy and performance.
 - r) To revise or discontinue existing academic programmes as well as to examine and approve proposals for new ones.
- (4) Despite any other provision of this Charter, the University Council shall not initiate any action in respect of the matters mentioned in the paragraphs a), b), c), d), e), f), g) and h) of this section except upon receipt of a report or proposal, and the University Council shall not reject any such report or amend any such regulations as proposed without further reference to the Senate.

17. The Students Association

- (1) There shall be established a Students Association comprising of all students of the University. A Students Association shall be governed by a Students Council comprising of:
- a) A Chairperson;
 - b) A Vice-Chairperson who shall be of the opposite gender with the Chairperson;
 - c) A Treasurer;
 - d) A Secretary-General who shall be the secretary to the Students Council; and

- e) Three other members to represent special interests of students.
- (2) Every Students Council shall be elected in accordance with the Universities Act and its members shall:
- a) reflect national diversity; and
 - b) have not have more than two-thirds of its members being of the same gender.
- (3) For purposes of conducting the election of the members of the Students Council referred to in subsection (1A), the Students Association shall constitute itself into Electoral Colleges based on either academic departments, schools or faculties, as may be appropriate.
- (4) The students of each Electoral College constituted under subsection (1C) shall elect three representatives:
- a) from the persons who are not candidates under subsection (1A); and
 - b) of whom not more than two-thirds shall be of the same gender.
- (5) the representatives of each Electoral College shall elect the members of the Students Council within thirty days of the election under subsection (1D).
- (6) A member of the Students Council shall hold office for a term of one year and may be eligible for re-election for one final term.
- (7) A person who has held office as a member of the Students Council of a University for two terms is disqualified from election as a member of the Students Council of any other University or constituent college in Kenya.
- (8) Every Students Association shall, in consultation with the University, formulate and enact rules to govern the conduct of elections including regulation of campaigns, election financing, offences and penalties.
- (9) An election conducted pursuant to this section shall comply with the general principles of the Kenyan electoral system under Article 81 of the Constitution and the rules governing the election of members of the Students Council.
- (10) The functions of a Students Council shall be to :
- a) oversee and plan, in consultation with the Senate, students' activities for the promotion of academic, spiritual, moral, harmonious communicational life ad social well-being of all students;
 - b) draw to the attention of the appropriate authority, where necessary, special needs from particular students;

- c) offer suggestions to the Senate or its equivalent on matters affecting the wellbeing of students; and
- d) undertake such other functions as provided in its governance instrument as approved by the Council.

18. The Alumni Association

- (1) There shall be established an Alumni Association of the University which shall consist of graduates of the University and such other persons as may be provided for in its constitution or by statute.
- (2) The Alumni Association shall exercise such powers and functions as may be provided for in its constitution which shall include ;
 - a) To bring together graduates of the University;
 - b) To engage in fundraising activities to assist the University;
 - c) To promote the University's welfare and image;
 - d) To promote cooperation between the University and industry; and
 - e) To promote academic and professional excellence.
- (3) The Alumni Association shall govern the conduct of its proceedings.
- (4) The Alumni Association shall have the right to meet and discuss any matters relating to the University and to transmit any resolutions to the Vice-Chancellor.

PART IV – ADMINISTRATION OF THE UNIVERSITY

19. Officers of the University

(1) The Vice-Chancellor

- a) There shall be a Vice-Chancellor appointed by the University Council as per the provisions in the Statutes.
- b) The Vice-Chancellor shall be the Chief Executive Officer of the University and shall:
 - i. Be the academic and administrative head of the University.
 - ii. Have the overall responsibility for the direction, organization, development, administration, and programmes of the University.
 - iii. Chair the Management Board and the Senate.
 - iv. Be the official spokesperson of the University.
 - v. Be responsible to the University Council for the general conduct and discipline of the students and staff of the University.
 - vi. Be the Secretary to the University Council.
 - vii. Be an ex-officio member of the Board of Trustees.
- c) The Vice Chancellor is appointed upon the terms and conditions of service prescribed by the Statutes.

(2) Deputy Vice-Chancellors

- a) The University Council shall appoint Deputy Vice-Chancellors as laid out in the Statutes.
 - i. Deputy Vice-Chancellors are appointed upon the terms and conditions of service prescribed by the Statutes.
 - ii. Deputy Vice-Chancellors shall assist the Vice-Chancellor in matters pertaining to their respective divisions and any other functions of the University as may be assigned by the Vice-Chancellor.
 - iii. The Deputy Vice-Chancellors report to the Vice-Chancellor.

(3) Principals of Campuses and Constituent Colleges

- a) There shall be such members of Principals of Campuses and Constituent Colleges as may be determined and appointed by the Council:

- b) A principal of a campus or Constituent College shall serve as the executive Head of the campus or Constituent College and perform other duties as may be conferred by the statutes.
 - c) A Principal of a Campus or Constituent College shall hold office in accordance with the Statutes are Principals of Colleges appointed by the University Council as may be required.
 - d) Principals of Colleges report to the Vice-Chancellor.
- (4) Deans and Directors of Schools, Institutes, Campuses, Centres, and Directorates
- a) There shall be Deans and Directors of Schools, Institutes, Centres, and Directorates and appointed as per the Statutes.
 - b) The duties and responsibilities of the Deans and Directors are as prescribed by the Statutes.
- (5) University Registrars
- a) There shall be University Registrars appointed as per the Statutes.
 - b) University Registrars report to their respective Deputy Vice-Chancellors.
 - c) The duties and responsibilities of University Registrars are as prescribed by the Statutes.
- (6) University Finance Officer
- a) There shall be a University Finance Officer appointed as per the Statutes.
 - b) The University Finance Officer reports to the Deputy Vice-Chancellor Administration Finance & Planning.
 - c) The duties and responsibilities of the University Finance Officer are as prescribed by the Statutes.
- (7) University Chief Legal Officer
- a) There shall be a Chief Legal Officer appointed as per the Statutes
 - b) The duties and responsibilities of the Chief Legal Officer are as prescribed by the statutes.
- (8) University Librarian
- a) There shall be a University Librarian appointed as per the Statutes.
 - b) The duties and responsibilities of the University Librarian are as prescribed by the Statutes.

(9) Dean of Students

- a) There shall be a Dean of Students appointed as per the Statutes.
- b) The duties and responsibilities of the Dean of Students are as prescribed by the Statutes.

(10) University Chaplain

- a) There shall be a University Chaplain appointed as per the Statutes.
- b) The duties and responsibilities of the University Chaplain are as prescribed by the Statutes.

20. Staff of the University

- (1) The University shall have an academic and administrative staff as stipulated in the Statutes.
- 2) The University staff are subject to the authority of the University Council through the Management Board and the Vice-Chancellor.

21. Duties during the Incapacity or Absence of Principal and Senior Officers

- (1) In the event of the incapacity or absence of the Vice-Chancellor, the functions of the Vice-Chancellor are to be performed by one of the Deputy Vice-Chancellor as appointed by the Vice-Chancellor or the University Council.
- (2) In the event of the incapacity or absence of both the Vice-Chancellor and the Deputy Vice-Chancellors, the Vice-Chancellor or the University Council may appoint another one of the principal or other senior officer in an acting capacity to perform the duties of the incapacitated or absent Vice-Chancellor.
- (3) The mandate of the acting Vice-Chancellor shall be as prescribed in the Statutes.
- (4) In the event of the absence or incapacity of a other officers the Vice-Chancellor may appoint a suitably qualified person from the staff to perform the duties of the incapacitated or absent officer.

PART V – FINANCIAL PROVISIONS

22. Financial Year and Budget

- 1) The Financial Year of the University shall be the period of twelve (12) months as stipulated in the Statutes.
- 2) In the event of any change in the Financial Year, and for the purposes of the transition from the old Financial Year to a new Financial Year because of this change, the transition period, whether more or less than twelve (12) months, is regarded as a Financial Year for the purposes of this Charter.
- 3) The Management Board shall propose and submit annual estimates of revenues and expenditures to the University Council two months before the start of the Financial Year.
- 4) The annual estimates shall make provisions for all the estimated expenditures of the University for the Financial Year, and in particular provide:
 - a) For the payment of salaries, allowances, and other charges in respect of the University.
 - b) For the payment of any pensions, gratuities, and other charges in respect of retirement benefits which may be payable out of the funds of the University.
 - c) For the proper maintenance and development of the buildings and grounds of the University.
 - d) For the purchase, proper maintenance, repair, and replacement of the equipment and other moveable property of the University.
 - e) For the funding of teaching, enterprises, research, and innovation activities of and in the University.
 - f) For corporate and marketing activities.
 - g) For the creation of reserve funds to meet future or contingent liabilities in respect of retirement benefits, insurance, replacement of buildings, equipment, or in respect of such other matters as the University Council may deem necessary from time to time.
 - h) For the funding of student scholarships.
 - i) For any other operating costs of the University.

23. Accounts and Audit

- 1) The University Council shall cause all proper books and records of account of the income, expenditure, assets and liabilities of the University to be kept.
- 2) A firm of external auditors appointed by the University Council shall audit the accounts of the University.
- 3) The Management Board shall submit the accounts of the University to the auditors within a period specified in the Statutes.
- 4) The external auditors shall report on the examination and audit of the accounts of the University to the University Council within a period specified by the Statutes.

24. Funds and Resources

- (1) Funds and Resources of the University shall be derived from:
 - a) Tuition and other fees
 - b) Sponsors support
 - c) Donations and grants
 - d) Fundraising activities
 - e) Endowments
 - f) Gifts, bequests, and trusts
 - g) Income from University enterprises and auxiliary activities such as consultancy
 - h) Interests from investments
 - i) Borrowing
 - j) Other sources as the University may identify from time to time.
- (2) The University shall not accept any resources that may limit or compromise its freedom or theological position.
- (3) The University retains the right to accept or reject any offer of resources without any further explanation.

25. Investment of Funds

The University Management, in consultation with the University Council, ~~may~~ shall:

1. Invest prudently as appropriate
2. Deposit University funds with a financial institution.

PART VI – MISCELLANEOUS PROVISIONS

26. Statutes and Regulations

The affairs of the University are managed and regulated under Statutes and Regulations.

1) Statutes

- a) Statutes may, from time to time, be enacted, amended, or revoked by a resolution passed by two-thirds of all the members of the University Council in a meeting specifically convened for that purpose.
- b) All alterations to the Statutes shall be communicated to the ~~CUE~~ Commission and to the relevant members of the University.

2) Regulations

- a) Regulations may, from time to time, be enacted, amended, or revoked by a resolution passed by two-thirds of all the members of the Management Board in a meeting specifically convened for that purpose.
- b) All alterations to the regulations shall be communicated to the University Council and to the relevant members of the University.

3) Limitations

No enactment, amendment or revocation of the Statutes or Regulations shall be *ultra vires* to the provisions of the Charter.

27. Protection of Name and Seal of the University

- 1) Despite the provisions of any other written law, no public officer performing the functions relating to the registration of companies or business names is to accept for the registration any name that includes the words “Pan Africa Christian” or its acronym “PAC” together with the word “University” or “College”.
- 2) No person shall represent or use the name “Pan Africa Christian University” or “PAC University” as established by this Charter for the purposes of:
 - a) Advertisement
 - b) Publications
 - c) Business
 - d) Trade
 - e) Profession
 - f) or any other purpose

without the express consent of the University Council.

- 3) No person shall use the Seal of the University for any purpose except as authorised by the University Council.

28. Dissolution of the University

Subject to the provisions of this Charter, on the winding up or the dissolution of the University and the settlement of all its debts and liabilities, any funds, assets and property remaining shall be managed and distributed by the Trustees as stipulated in the Trust Deed.

Given under my hand and the Public Seal of Kenya on

TheDay of.....Year.....

UHURU KENYATTA

President

Dated theDay of.....Year.....

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Cabinet Secretary for Education

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