

**THE CENTRAL CHRISTIAN UNIVERSITY, MALAWI
(CCU)
(A Nonprofit Corporation)**

CONSTITUTION

P.O BOX 83, BLANTYRE, MALAWI

BEVERLY BUILDING, OPPOSITE TO NATAIONAL LIBRARY SERVICE, ALONG ZALEWA ROAD

Email: info@ccuonline.mw

Official Website: www.ccuonline.mw

Chapter I. General Principles

Article 1. Name and Physical Address of Service

- a) The name of the Corporation is “Central Christian University” hereinafter referred to as the “University” Limited by Guarantee.
- b) The University shall for the time being have its offices at Beverly Building in Blantyre and shall use address P.O Box 83, Blantyre, Malawi

Article 2. Purpose

CCU is a global network comprised of higher education institutions in alignment with its vision: *To be a vibrant higher education network that combines the resources and perspectives of its members in mutual support of the advancement of globally engaged citizens* and mission: *The CCU is a global platform where members work collaboratively to provide transformative experiences that consciously advance the global engagement of students, faculty, and staff.*

Members of the network can be located in any country in the world, although a balance between geographical areas shall be sought.

Article 3. Duration

CCU shall be constituted for an unlimited period.

Chapter II. Membership

Article 4. Admission

CCU Membership shall be granted to any legally constituted university which submits a request to the Executive Committee and has been admitted to CCU by decision of the Council following the proposal of the aforementioned Executive Committee.

Article 5. Termination of Membership

A member institution withdraw its membership of CCU effective six months after giving notice in writing to the President.

Any member failing to pay the membership fee at the end of the year for which the former is due may be excluded from the network by decision of the Council. The Council takes a decision only after having heard the member institution.

A member institution which ceases to be a member will have no claim on the CCU assets except at the discretion *of the Council.*

Article 6. Membership fee

The annual membership fee shall be fixed by the Council every year and communicated to its members in good time before membership fee is due.

Chapter III. Bodies of the Association

CCU is embodied by two main entities, these being the Council (section 1) and the Executive Committee (section 2).

Section 1. The Council

Article 7. Composition

There shall be a Council whose tenure of office shall be five (5) years and eligible for re-election for a maximum of two consecutive terms. The Council is composed of at least five (5) members and not exceeding ten (10) members which shall have powers as conferred in this constitution of CCU. Each member institution will designate two representatives to the Council, both in senior leading positions at their institutions. In their absence, representatives can be replaced by a delegate duly invested with power through a proxy to this effect.

Article 8. Functions

The Council is the supreme body and the highest authority of CCU. The Council determines the policy of the network and takes all decisions concerning the network, the activities and the programmes of the network. In particular, the Council is solely competent for:

- the election of the President;
- the election of members of the Executive Committee;
- the admission and exclusion of members;
- the approval of the appointment of the Coordinator;
- the approval of the agenda proposed by the Executive Committee;
- the approval of proposals for new activities submitted by the member institutions;
- the approval of internal rules and regulations proposed by the Executive Committee;
- the determination of the amount of the annual membership fee;
- the approval of the budget, the accounts and the annual balance sheet;
- any modification of the Constitution;
- The dissolution of the network.

Article 9. Meetings

The Council meets twice a year in ordinary session after prior notice given by the President who has the plenary powers. An extraordinary general meeting may also be convened when necessary, or upon request of at least a third of the member institutions. The Executive Committee establishes the agenda which shall be sent to each member at least two weeks prior to the meeting. The meetings of the Council are presided over by the President of the network. A Council meeting shall be formally held when 2/3 of the institutional votes can be considered. One of the two annual meetings of the Council combines CCU management items with sessions to share knowledge within member institutions and aiming at inviting more participants.

All member institutions are expected to host Council meetings on regular basis.

Article 10. Resolutions

The Council shall pass resolutions by a majority of the votes cast by the member institutions present, each member institution holding one vote.

However,

1. All decisions concerning the admission or exclusion of members and those changing the amount of the annual membership fee shall be taken by a majority vote of all the members of the network;
2. The present Constitution can be amended by the Council on the basis of a motion proposed by either the President or half of the network's members. Such a motion must be included on the agenda. In both cases, the motion, along with a well-grounded explanation of its motivation, will be put forward for approval by the Council. A majority of member institutions participating in the Council is required for approval. The same procedure shall be followed for the amendment of any annexes to this Constitution. All decisions of the Council shall be kept in a file accessible to the members.

Section 2. The Executive Committee

Article 11. Composition

The Executive Committee is composed of the CCU President who is the Chief Executive Officer of the University, and exercise general supervision over all its activities, the CCU Coordinator and a minimum of three appointed member institutions elected by the Council. The representatives at the Executive Committee members must be engaged in the higher management of a member university on the day of their election. They shall be identified by their university of origin among its two representatives at the Council. They shall attend the Executive Committee personally and can bring to the Executive Committee meetings one person nominated 'ex officio'. The Executive Committee may invite specialists to attend its meetings if necessary.

The Immediate Past President can serve at the Executive Committee as a member for one year in an advisory role if invited by the President.

The Executive Committee shall be elected for a period of three years. Its members may be re-elected twice.

Article 12. Functions

The Executive Committee is an advisory committee of the CCU Council. It helps coordinating the CCU activities, is responsible for the implementation of the decisions of the Council. It consults Council members regularly. The Executive Committee shall, in particular:

1. submit proposals to the Council concerning the policy of the network;
2. prepare the agenda for meetings of the Council;
3. make recommendations to the Council in relation to the admission and exclusion of members;
4. form and organise working parties, workshops and committees commissioned to carry out research on specific issues;
5. draw up internal rules and regulations;
6. manage and allocate the funds of the network in accordance with the budget approved by the Council;
7. take all necessary decisions concerning priority of activities suggested by member institutions;
8. Render an account of its activities to the Council in an annual report.
9. Propose the annual budget.
10. Or any other function delegated by the CCU Council.

Article 13. Meetings

The meetings of the Executive Committee are convened by the President as often as is necessary and at least twice a year.

Article 14. Decision making

The proposals of the Executive Committee shall be taken to the Council for approval.

The role and responsibilities of the Executive Committee are attached to this Constitution as Annex 1

Section 3. The President

Article 15. Appointment

The CCU President is elected by the Council for a period of three years. He/she shall be eligible for re-election twice only.

He/she shall be selected from those persons holding or having held a senior leadership position at one of the member universities.

However, the CCU founder shall be Life President.

Article 16. Powers

The President presides over the Council and the Executive Committee. He/she shall represent CCU in relation with third parties.

If the President ceases his/her activities, his/her institution shall provide a replacement for the remaining term and seek the ratification of the Council at its next meeting.

The President's role and responsibilities are attached to this Constitution as Annex 2.

Section 4. The CCU Coordinator

Article 17. Appointment

The CCU Coordinator shall be appointed by the President. This appointment shall, however, be ratified by the Council at its next meeting.

The Coordinator's role and responsibilities are attached to this Constitution as Annex 3.

Chapter IV. Internal Rules and Regulations

Article 18.

In accordance with the present Constitution, the Executive Committee shall present to the Council certain internal rules or regulations which shall govern in particular:

1. The procedure concerning the admission of new member institutions;
2. The formation, the composition of and the powers conferred to working groups, workshops and committees.

Chapter V. Dissolution. Liquidation

Article 19.

The network may only agree to its dissolution in accordance with the procedure and the methods prescribed for the modification of the CCU Constitution. In such instance, the Council shall designate the liquidator(s) and establish the powers of this (these) person(s). The appropriation of the nominal net assets of the network shall be determined by the Council.

In the event of dissolution the Council must transfer any of the remaining assets to any charity organization with similar mission which remain after all debts have been paid and all obligations discharged.

Chapter VI. Miscellaneous and Transitory Provisions

Article 20. Financial Year

The financial year of the network shall commence on 1st January and finish on 31st December.

Article 21. Current members

At the time of approving this Constitution the CCU members are the following institutions:

- Certificate of Incorporation, Government of Malawi
- International Association of Academicians Scholars, Scientists and Engineers (IAASSE), USA
- Association of African Universities (AAU), Ghana
- The Association of MBAs, United Kingdom
- American Planning Association (APA), USA
- American Management Association (AMA), USA
- The International Association of Applied Psychology (IAAP), USA
- The International Association of Innovation Professionals (IAOIP), USA
- International Management Research and Technology Consortium (IMRTC), USA
- International Society for Development & Sustainability (ISDS), Japan
- International Leadership Association (ILA) USA
- Online Learning Consortium (OLC), USA
- National Association for Media Literacy Education (NAMLE), USA
- Regional Studies Association, UK
- International Association of Conscious & Creative Writers (IACCW), UK
- National Council for Higher Education (NCHE), Malawi
- The United States Distance Learning Association (USDLA), USA
- Dubai Quality Group (DQG), Dubai
- International Association for Continuing Education and Testing (IACET), USA

Article 22. Replacement of former documents

The present Constitution replaces the Constitution and Principles adopted by the CCU Council in April 2015 and any other previous regulatory document.

ANNEX 1

CCU Executive Committee. Role and responsibilities

1. Purpose of Role

The Executive Committee is comprised of the President, at least three Council members and the Coordinator. After leaving the Presidency, the Immediate Past President can be invited to participate in the Executive Committee for one year. The Executive Committee assures that the decisions and activities of the consortium align with the CCU mission, vision, and values. Under the leadership of the CCU President and with the support of the CCU Coordinator, the Executive Committee provides oversight of

key strategic activities, and prepares recommendations for the Council, as well as provides guidance for the consortium between Council meetings, and as needed. The Executive Committee is appointed by and serves the CCU Council.

2. Role details

Role Title: CCU Executive Committee (President, at least three CCU Council members and CCU Coordinator),

Responsible to: CCU Council

Key working relationships: The CCU Council members, President

3. Composition of the Executive Committee

Members on the Executive Committee should represent different institutions and also chair one or more of the standing committees (i.e., New Initiatives, Funding, Membership, Measuring the impact and Value of CCU).

- a. President chairs the Executive Committee.
 - b. **Council members.** A minimum of three Council members of the Executive Committee support the work of the President by leading one or more standing committees (i.e., New Initiatives, Funding, Membership, Measuring the impact and Value of CCU).
 - c. **Immediate Past President.** The role of the Immediate Past President on the Executive Committee is advisory. For one year following the Presidency, the Immediate Past President at a minimum provides advice to the Executive Committee regarding past practices and other matters to assist in governing the consortium. The immediate Past President can also serve as a member of Executive Committee as deemed appropriate after an invitation by the President.
 - d. **CCU Coordinator.** CCU Coordinator joins the Executive Committee for assistance in fulfilling the key responsibilities, particularly in the area of project management.
4. **Term:** The Executive Committee members will be appointed in a staggered manner for a two year term. They may serve successive terms with three-term limit.

5. Meetings

A minimum of two in-person meetings a year:

- Annual general CCU Council meeting in September-November, and
 - Annual meeting of working and interest groups in February-April
- Additional virtual meetings to be held at the call of the President and as needed.

6. Key responsibilities

- a. The Executive Committee decides the EC members' standing committee assignments.
- b. May lead one or more standing committees (i.e., New Initiatives, Funding, Membership, Measuring the impact and Value of CCU).

- c. Participate in and support the President (in conjunction with the CCU Coordinator) in planning, consortium management, financial management and fund raising, relationship raising, marketing and promotion, quality management and Network efficiency responsibilities.

7. Key Capabilities

Hold key responsibility of internationalization within a member university and normally having served on CCU Council.

ANNEX 2

CCU President. Role and Responsibilities

1. Purpose of Role

The CCU President assures that the decisions and activities of the consortium align with the CCU mission, vision, and values. With the support of the Executive Committee and the CCU Coordinator, the CCU President provides oversight of key strategic activities, and prepares recommendations for the Council. The CCU President is appointed by and serves the CCU Council.

2. Role details

Role Title: CCU President

Responsible to: CCU Council

Key working relationships: The Executive Committee, Coordinator, and Council members

Planning

- Oversees the functioning of the Executive Committee (EC) by chairing meetings, setting agendas, and assures their proper functioning;
- Creates annual operating plans together with the EC that support strategic direction set by the CCU Council and correlate with annual operating budgets;
- Submits annual plans and two-year roadmap to the CCU Council for approval;
- Collaborates with the Council to define and articulate the CCU network's vision and to develop strategies for achieving that vision.
- Tables annual report to be distributed at the beginning of the calendar year

Management

- Recruits, hires and manages the CCU Staff according to authorized personnel policies and procedures that fully conform to regional/institutional laws and regulations;
- Oversees the general operations of the consortium;
- Creates and maintains procedures for implementing plans approved by the CCU Council;
- Ensures that CCU Executive, Council Members and CCU Coordinator have sufficient information;
- Evaluates the organization's and the CCU Coordinator's performance on an annual basis;
- Supervises the CCU Coordinator.

Financial Management and Fund Raising

- Reports back to the CCU Council annual income and spending;
- Develops and monitors new strategies for ensuring the long-term financial stability of the consortium;
- Oversees efforts in the development and implementation of fund raising plans;

Relationship Management

- Serves as the primary spokesperson and representative for the consortium;
- Assures that the consortium and its mission, programs, and activities are consistently presented in a strong, positive image to relevant stakeholders and potential new members;
- Actively advocates for the consortium, its beliefs, and its programmatic efforts to future members.

Marketing and Promotion

- Oversees content, production and distribution of all marketing and publicity materials (posters, program, flyers, mail outs, brochures etc.) with CCU Coordinator;
- Represents the consortium and its activities at international conferences and meetings and in so doing acts as a face of the CCU.

Quality Management and Network Efficiency

- In collaboration with the CCU Executive, oversees design, delivery, and quality of programs and services;
- Stays abreast of current trends and developments related to the consortium's activities and anticipates future trends likely to have an impact on its operations; Collects and analyses evaluation information that measures the success of the consortium's program efforts.

ANNEX 3

CCU Coordinator. Role and responsibilities

1. Purpose of Role

The CCU Coordinator actively supports the administration and activities of the CCU network. Under broad guidance of the CCU President and the Executive, the CCU Coordinator ensures the effective operation of the CCU network through the provision of Membership Service and Administration, Governance Support, Program Support and Coordination and Marketing and Promotion. The CCU Coordinator is an active participant at the biannual CCU Council meetings and supports the effective administration of other CCU meetings as required.

2. Role details

Role Title: CCU Coordinator

Supervisor: CCU President

Key working relationships: CCU President and the Executive, Council members and other member university's administrative staff.

3. Key responsibilities

Membership service and Administration

- Communicate with CCU members as and when required in relation to administrative matters
- Coordinate all regular administrative activities of the CCU
- Coordinate financial administration and budget
- Support the development of activity summaries of the Network and CCU office, including the Annual Report
- Be the link between all member universities of the CCU and support the process around new memberships

Governance Support

- Support the President and Executive Committee in communicating and coordinating Council and Executive Committee meetings.
- Prepare agendas and accompanying documentation for the Council meetings
- Support the development of regularly reporting of CCU activities and project progress to the Council and CCU President
- Communicate with member institutions and CCU President regarding governance matters
- Attend the Executive Committee meetings.
- Work with the CCU President and the Executive Committee members for efficient and effective CCU office operation
- Produce regular activity statements and attend the CCU Council meetings and any additional meetings as needed CCU Council meetings.

Program Support and Coordination

- Provide administrative support and assist with management of programs that are operated by CCU members.
- Collect and analyze data that measures the impact of consortium's program efforts; suggests program changes in response to that information

Marketing and PR

- Produce CCU newsletter
- Provide content and coordinate the design of the CCU website, and ensure it is up-to-date.
- Maintain Facebook and LinkedIn (and other social media outlets as determined) accounts for CCU
- Coordinate production and distribution of CCU marketing and publicity materials
- Ensure all members have access to adequate CCU content for internal promotion of the CCU
- Undertake other duties as the needs within the Network arise and as directed by the CCU President and the Executive.

4. Key Capabilities

- Bachelor's degree required
- Appreciation and commitment to international education
- Strong written and oral communication skills
- Proficiency in Microsoft Office, web design tools, online survey system, and managing databases.
- Strong coordination and organizational skills

Article 23. Common Seal and Registration Certificate

- a) The organization shall have a common seal that shall be kept in safe custody which shall only be used with authority of the Council
- b) The common seal shall be affixed in all Deeds, Agreements, and other documents signed by the President
- c) The original registration certificate as well as the common seal shall be kept by the President

Article 24: Certification

We, hereby, certify that this true copy of the constitution of the registered incorporation of the “ Central Christian University”.

Dated this 3rd Day of December, 2018



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Dr Osman H. Nyakuleha

The Central Christian University, President