

**THE CONSTITUTION OF
TWIN PALM LEADERSHIP
UNIVERSITY**

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CONSTITUTION OF TWIN PALM LEADERSHIP UNIVERSITY

1 Name

TWIN PALM LEADERSHIP UNIVERSITY – shall hereinafter referred to as The University.
Address: ...Turn Park, P.O. FW271 Lusaka, Zambia.

2 Ownership

TWIN PALM LEADERSHIP UNIVERSITY shall be owned by shareholders who shall be referred to as stakeholders and will be represented by a board of Trustees.

TWIN PALM LEADERSHIP UNIVERSITY shall be a Christian interdenominational accredited institution offering undergraduate, graduate and post graduate programmes in Zambia upon the approval of the ministry of education, who are the highest accrediting body in Zambia.

Twin Palm Leadership University of Zambia shall exist for the purpose of Empowering leaders for through Education.

3 Purpose

3.1 Vision

The Vision of TLU shall be to Empower Leaders Through Education.

“Raising informed leaders for a better society.”

3.2 Mission

The Mission of TLU shall be to Empower Leaders Through Education.

To encourage and cultivate the visionary and prophetic and the supernatural in the life of every student, enabling them to become men and women trained to receive and deliver God’s relevant word.

To challenge each student through teaching, impartation and character formation to become effective in influencing society with kingdom principles and a Christ-like life in whatever capacity they minister, be it secular or clerical. To raise, equip, empower and develop visionary/prophetic leaders.

3.3 Objectives

- Empowering Leaders through Education.
- To train men and women in Biblical Leadership principles and church leadership.
- Empowering visionary leaders with skills such as agriculture, health science and economic principles.
- Offering training in leadership development and management skills will be our Primary goal.

- The special emphasis of the University is character building.
- Students will be challenged through teaching and impartation to become effective in influencing society with biblical Leadership principles in whatever capacity they may be ministering, be it secular or clerical.
- To raise and develop leaders of moral, financial and ethical integrity.
- To teach various academic subjects with Leadership emphasis.
- To facilitate a mentorship programme.
- To establish a platform for impartation.
- To enhance capacity building programmes.

4 Statement of Faith

The University's *doctrinal basis* shall be as follows:

- 4.1 The divine inspiration and authority of the Holy Scriptures
- 4.2 Unity of the Godhead and the Trinity of the Persons therein
- 4.3 The utter depravity of human nature and the necessity for repentance and regeneration
- 4.4 The eternal doom of the finally impenitent
- 4.5 The virgin birth, sinless life, atoning death, triumphant resurrection, ascension and abiding intercession of our Lord Jesus Christ; His second coming and Millennial Reign upon the earth
- 4.6 Justification and sanctification of the believer through the finished work of Christ
- 4.7 The Present Ministry of the Holy Spirit in believers
- 4.8 The gifts of the Holy Spirit for edification, exhortation and comfort of the Church, which is the Body of Christ
- 4.9 The sacraments of water baptism by immersion and the Lord's supper
- 4.10 Church government by apostles, prophets, evangelists, pastors, teachers, elders and deacons
- 4.11 The obligatory nature of tithes and offerings

5 Organizational Structure

As a self governing institution TWIN PALM LEADERSHIP UNIVERSITY shall be governed, firstly by a Board of Governors, and run by a senior management team led by the Vice Chancellor, who shall oversee and delegate to the daily management team, which includes faculty and staff, who shall in turn provide leadership to the students.

6 Board of Governors

The purpose of the Board of Governors (the Board) shall be to support the management (but not limited to) in pursuing the vision and goals as stated above. The members of the Board shall be

ambassadors for TWIN PALM LEADERSHIP UNIVERSITY and shall help promote the University within their various networks.

6.1 Responsibilities and Duties

- To support and oversee the management in the endeavour to pursue the vision and goals.
- To appoint, discipline or terminate employment of the Vice Chancellor
- To receive the annual report for the College covering the period since the previous board meeting. The report shall include:
 - Budget for the entire University
 - Investment plans
 - Matters concerning tenants
 - Summary of progress from each department
 - Presentation of curriculum
- To have free access to minutes from meetings held by the Senate, Faculty and Senior Management, or any other documents needed.
- To bring suggestions and discuss the developments of the University.
- To set the remunerations package of the Vice Chancellor and review periodically.
- Power to discipline or dismiss the Vice Chancellor in accordance with the provisions of the individual's contract or job description in consultation with the chancellor.

6.2 Composition and appointment

The Board shall consist of 7 to 11 members with votes and one without: the Vice Chancellor.

6.3 Members

- The University shall be held in a trust by Board of Trustees and administered by Principal Officers who shall be supported by Faculty, Staff and General workers.

Board of Trustees

- The Trustees shall be selected from among the stakeholders and shall hold property on behalf of the stakeholders.

Composition

- i. Two Board Representative
- ii. Two Founders Representatives
- iii. The Vice Chancellor
- iv. Two Heart Representative

Board of Governors

- Two Founder Members
- Two Heart Representatives
- 5 to 7 Members from various disciplines whose qualifications make them suitable for participation in the Board. Suggestions for these seats can be in consultation with the Senior Management, Faculty and Senate. The appointments of these members shall be approved

during the AGM. These seats must not be resided by representatives by The Founders and Heart.

- The Vice Chancellor as Secretary is a non-voting member.

6.4 Officers

- Chairperson: The Board Chairperson shall be elected from amongst the 5-7 independent Board Members by a majority of votes in the Board and is subject to the same conditions as the remaining members of the Board.
- Chancellor: This position shall be ceremonial without voting rights, and the chancellor may sit in on the board meetings when invited or desiring to give input to the board.
- Vice Chairperson: The Vice Chairperson shall be elected by a majority of votes in the Board and shall be subject to the same conditions as the remaining members of the Board. The Vice Chairperson will represent the Chairperson if he is absent.
- Secretary: The Board shall every three years elect a secretary from among its members. He/she shall be eligible for re-election. He/she shall be responsible for taking minutes of each board meeting and for distributing the minutes to all board members within three weeks following the board meeting. In the absence of the secretary the vice secretary shall act for that meeting.
- Vice Secretary: The Board shall elect the vice secretary and is selected from amongst the members.
- Treasurer: The Board shall elect a treasurer from amongst the Board members. The treasurer shall present the financial overview of the Organisation to the Board.

6.4.1 Responsibilities of the Board Chairperson

- To ensure that evaluation of the Board's effectiveness and implementation of improvements is conducted.
- To facilitate ongoing formal and informal communication with the Senior Management.
- To meet with stakeholders in conjunction with the Vice Chancellor.
- To uphold the University's vision, strategic agenda, and business plan to facilitate communication and understanding between Senior Management and the Board.
- To ensure operations conform to the Board's view on corporate policy (Vision, statement of faith etc.).
- To ensure that monitoring and evaluation of the performance of Senior Management in conjunction with the remaining Board is done.
- To act on special situations which are deemed urgent in collaboration with Senior Management. This applies where a delay in exercising the function/action would be seriously harming to the interests of the University. However such decisions must be notified in writing to the remaining Board members and ratified by the Board at the next meeting.
- To lead the meeting, to prepare the agenda in cooperation with the Vice Chancellor
- The Board Chairperson should also ensure the creation and monitoring of sub committees, as the need arises.
- May call for unscheduled Board meetings when needed.

6.4.2 Responsibilities of the Chancellor

- To ensure that the Vice Chancellor remains healthy and in line with the vision and decisions made by the Board.

- The Chancellor of the University must be someone acquainted with the vision of the University, and is nominated by the Vice Chancellor and has to be approved by the board, he cannot be removed without 2/3 of the board's vote.
- The Chancellor will have the privilege to request to address the board and the Chairperson will also have the privilege to invite the chancellor to sit in on the meetings as seen necessary.

6.5 Meetings

- Frequency: The Board shall meet at least twice a year or as often as needed in order for the Board and Senior Management to provide close oversight.
- Notification: The notification of meetings shall be the duty of the Vice Chancellor, submitting agenda and minimum of 14 days before the board meeting. The date of the next meeting is to be arranged at each meeting.
- Quorum: 2/3 of the existing members shall constitute a quorum.
- Extraordinary meetings: The Board shall hold other meetings upon the request of at least three members.
- Resolutions and decisions: All resolutions, decisions and deliberations of the Board are to be circulated in the minutes to all members.
- Annual General Meeting: The Chairperson shall call the Annual General Meeting at the first quarter of the year, to receive the Chairperson's report, year end reports and any other business to be brought before the Annual General Meeting. The Annual General Meeting shall comprise of the following: the Board, all personnel and any invited persons at the discretion of the senior management.

6.6 Re-appointment

Members shall serve for a time of three years, re-elected and will be announced at the AGM, after approval of the board.

Every three years the Board shall engage external evaluators to conduct evaluations of the Board.

6.7 Removal or retirement of board members and / or officers

A resolution to remove or retire a board member shall be presented at a closed door AGM/ or board meeting and must be approved by a minimum of 2/3 of votes before such action can be taken. Postal votes and confirmed telephone votes are acceptable. Termination or retirement may also be at the individual member's own request.

Any member or officer may be removed from membership (or office) on the following grounds:

- If he / she withdraws or resigns voluntarily or is disqualified from the appointing body concerned.
- If he / she may be asked by at least a two-thirds majority of the Board to resign for any of the following reasons:
 - Conspicuously neglecting his / her duties.
 - Action and conduct being contrary to the Christian faith and principles.
 - Being absent without apologies from two successive meetings.

7 Senior Management

Senior Management is composed of the Vice Chancellor, Administrative, Academic and Developmental Directors. The Directors are responsible to the Vice Chancellor.

7.1 Vice Chancellor

The Vice Chancellor shall be responsible for the overall leadership of the University and operates within the guidance of the Board. He/she shall operate within the budget. The Vice Chancellor shall consult the respective directors on matters concerning their various departments.

The Vice Chancellor shall employ all staff. The positions of Directors shall be done in consultation with the Board. The Vice Chancellor may create new positions within the University, to accommodate growth, and consult the board before implementation. The Vice Chancellor shall plan and set the agenda for leadership meetings.

7.2 Administrative Director

The Administrative Director shall be directly under the Vice Chancellor. The director shall have the overall responsibility of the administrative part of the College and shall coordinate operations and delegate power and duties to the administrative departments. He/she shall plan and administer the overall budget for the University. The budget shall be submitted to the Vice Chancellor and thereby approved by the Board. Every decision concerning excision of the budget shall be approved by the Vice Chancellor. The Director shall plan and set the agenda for the staff meetings, in consultation with the Vice Chancellor.

7.3 Academic Director

The Academic Director shall be directly under the Vice Chancellor. The director shall have the overall responsibility of the academic part of the University. He/she calls, plans and sets the agenda for Faculty and Senate meetings in consultation with the Vice Chancellor. The director chairs the Faculty meetings.

7.4 Responsibilities and Duties of Senior Management

Senior Management shall have the responsibility to see to that the daily operations of the University run according to core values, the vision and the laid down procedures.

7.4.1 Responsibilities concerning Finance & Resources

- To manage and maintain all land, property, plant and buildings occupied or used by the University and projects under its authority.
- Senior Management may borrow money only with the agreement of the Board.
- To report to and seek advice from the Board if any unusual situations appear, particularly to the Chairperson of the Board.

7.4.2 Responsibilities concerning Personnel

- To alert the Board on the creation of a new senior management position prior to implementation of the position.
- To designate and direct missionaries, at the University. The Vice Chancellor reserves the right to terminate the working agreement if needed, in consultation with the Board.

7.4.3 Responsibilities concerning Project Management:

- To monitor all activities carried out by the University and evaluate them at least annually.

- To ensure that all projects adhere to written descriptions.
- Ensure that written variations are provided and agreed prior to any change in activities.
- Receive reports from project managers.
- All projects shall be visited and discussed in meetings not less than once a year.
- Senior Management shall have power to start new projects and vary or close down existing projects. If the budgets of the projects exceed the annual budget and are questionable concerning the *Statement of Faith* and purpose of the University, this is to be done in consultation with the board. It is intended that the projects and departments of the University will co-operate together under the Spiritual and managerial authority of the Vice Chancellor and Senior Management.

8 Daily Management

The daily operations of the University shall be divided into three units, the academic, developmental and administrative part. Faculty and Academic Senate shall be responsible to the Academic Director. Accountancy, Marketing, Fundraising, Hospitality, Human Resource, are responsible to the Administrative Director.

8.1 Faculty

Faculty shall consists of the Vice Chancellor, the Dean of students, Academic Dean, Campus Pastor, lecturers, the secretary of the University and such other staff as may be deemed essential. Faculty shall be responsible to the Academic Director. The Administrative Director also attends faculty meetings.

8.1.1 Responsibilities and Duties

- To regulate the admissions of students.
- To ensure proper discipline among the students, including suspending or expelling students if necessary.
- To prepare the student calendar.
- To appoint sub-committees where necessary from among its members.

8.2 Academic Senate

The Vice Chancellor shall chair the Academic Senate (Senate) and members consist of relevant academics chosen by the Vice Chancellor.

8.2.1 Responsibilities and Duties

- To promote the development of Academics.
- To suggest and review the curriculum.
- To uphold the Academic Standard of the college.
- To verify the approved exams set by every lecturer.
- To review and approve the awarding of every diploma or degree student before graduation.
- To review students' evaluations.
- To ensure that the teaching is in accordance with the statement of faith and meets the standards of the Ministry of Education and TEVETA.
- To discuss the developments of the educational part of the University at regular meetings and take part in future planning of content and direction together with the Board.
- To present resolutions to the Board before implementation.

8.2.2 *Officers*

- Chairperson: The Vice Chancellor shall be the Chairperson. In the absence of the Chairperson, the Vice Chairperson will take over. In consultation with the Academic Director the Chairperson shall set the agenda for each meeting.
- Vice Chairperson: The Vice Chairperson or the Academic Director. The Vice Chairperson will replace the Chairperson if he/she is absent.
- Secretary: The Secretary shall be a Dean. He/she shall be responsible for taking minutes of each meeting and for distributing the minutes to all members within three weeks following the meeting. In the absence of the secretary another member shall act as secretary for that meeting.
- Members: Members shall serve as needed.

9 Finance

The University shall run according to its annual budget, and it shall be the responsibility of the Vice Chancellor together with the Administrative Director to ensure that the budget is kept.

10 Property and buildings

All real estate is registered and owned by TLU, and the land, property and buildings are managed, maintained on TLU expenses by the Vice Chancellor and Administrative Director.

11 Dissolution of the University

The board will decide to close the University in good orderly conduct, and in consultation with The Trustees, during a succession of meetings lasting two year. The board has to continue to function until the process is complete. (needs to be expanded according to ministry of education)

12 Changes in the constitution

Either the senior management or the Board can propose and present any needed changes to the Board for approval 21 days before the board meeting.

13 Common seal

There shall be a common seal under the name of TWIN PALM LEADERSHIP UNIVERSITY.