



# Nurses Christian Fellowship International

## By-Laws of NCFI

Corporation Established January 8, 2013

By-Laws Adopted October 7, 2014

Revised 2016, Revised 2018, Revised 2020, 2021



## Table of Contents

By-Laws of NCFI.....	1
<b>ARTICLE: 1 NAME:</b> .....	<b>5</b>
<b>ARTICLE 2: LOCATION:</b> .....	<b>5</b>
<b>ARTICLE 3: DESCRIPTION:</b> .....	<b>5</b>
<b>ARTICLE 4: PURPOSE AND MISSION:</b> .....	<b>5</b>
<b>ARTICLE 5: AIMS:</b> .....	<b>6</b>
<b>ARTICLE 6: GOVERNANCE:</b> .....	<b>6</b>
<b>ARTICLE 7: NCFI MEMBERSHIP:</b> .....	<b>6</b>
ARTICLE 7.1: Full Membership: .....	7
ARTICLE 7.2: Associate Membership.....	8
ARTICLE 7.3: Affiliate Membership .....	9
Article 7.4 Friends of NCFI.....	9
<b>ARTICLE 8: INTERNATIONAL BOARD:</b> .....	<b>10</b>
ARTICLE 8.1: International Board Membership:.....	11
A. Term of Office .....	11
B. Selection Criteria.....	11
C. Nominations and Selection Process .....	12
ARTICLE 8.2: International Board Meetings and Voting .....	12
ARTICLE 8.3: Roles and Responsibilities of the International Board Members .....	13

ARTICLE 8.4: Role and Responsibility of the Officers of the International Board: .....	14
ARTICLE 8.5: Roles and Responsibilities of NCFI Volunteer Staff: .....	18
ARTICLE 8.6 Role and Responsibility of the NCFI Administrator: .....	19
<b>ARTICLE 9: INTERNATIONAL FORUM: .....</b>	<b>19</b>
Article 9.1 International Forum Meeting Agenda Process .....	20
Article 9.2 Delegates and Voting at the International Forum.....	20
<b>ARTICLE 10: COMMITTEES OF THE INTERNATIONAL BOARD: .....</b>	<b>20</b>
Article 10.1 Standing Committees:.....	20
Article 10.2: The Executive Committee: .....	21
Article 10.3 Finance Committee .....	21
Article 10.4 Congress Planning Committee .....	22
Article 10.5 Prayer and Care Committee.....	23
Article 10.6 Ministry Expansion Committee.....	23
Article 10.7 Media and Technology Committee .....	24
Article 10.8 Regional Chairs Committees .....	25
<b>ARTICLE 11: INTERNTIONAL INSTITUTE OF CHRISTIAN NURSING .....</b>	<b>25</b>
Article 11.1 IICN Director .....	25
Article 11.2: IICN Communication Manager .....	26
Article 11.3: IICN Committees:.....	26
Article 11.3.1: IICN Steering Committee .....	26
Article 11.3.2: IICN Sub-Committees:.....	27
<b>ARTICLE 12 REGIONAL COMMITTEES .....</b>	<b>28</b>
Article 12. 1 Regional Committee Roles and Responsibilities .....	28
Article 12.2 Regional Committee Membership .....	28

Article 12.3 Regional Committee Officers .....	29
Article 12.4 Regional Forum.....	29
<b>ARTICLE 13 ADDITIONAL COMMITTEES .....</b>	<b>30</b>
<b>ARTICLE 14 AMENDMENTS TO THE BY-LAWS .....</b>	<b>30</b>
<b>NCFI Official Definitions .....</b>	<b>31</b>



## The By-Laws

### ***ARTICLE 1 NAME:***

The name of the organization shall be Nurses Christian Fellowship International, hereinafter known as NCFI.

### ***ARTICLE 2: LOCATION:***

The international office (headquarters) is currently located in Denver, Colorado USA.

### ***ARTICLE 3: DESCRIPTION:***

NCFI is an international Christian professional and ministry organization comprised of National Nurses Christian Fellowships (NCFs) which are in compliance with the NCFI Constitution and have been formally admitted into membership. NCFI is controlled by Christian nurses for the worldwide benefit of Christian nurses.

### ***ARTICLE 4: PURPOSE AND MISSION:***

The purpose of NCFI is to connect Christian nurses around the world, equipping them to live out their faith in professional practice.

The mission of NCFI is to equip and encourage Christian nurses to integrate Biblical principles and Christ-centered values in clinical practice, leadership, education and research.

## **ARTICLE 5: AIMS:**

The Aims of NCFI:

1. Encourage Christian nurses and nursing students to live out their faith in compassionate professional practice.
2. Deepen the spiritual life and cultural awareness of Christian nurses and nursing students around the world.
3. Promote friendship, communication, connection, and collaboration among Christian nurses worldwide.
4. Support Regional NCFI Committees and National NCF organizations in their ministry with nurses.
5. Empower Christian nurses to examine and apply scripture as it relates to professional practice.
6. Equip and support the development of Christian nurse leaders around the world.
7. Represent Christian nursing in the global nursing and healthcare arena.

## **ARTICLE 6: GOVERNANCE:**

As described in the NCFI Constitution, the governing body of the organization is the Board of Directors. (See NCFI Constitution for membership, meetings, power and authority, and indemnification.)

## **ARTICLE 7: NCFI MEMBERSHIP:**

NCFI is an organization comprised of mainly country members known as National Nurses Christian Fellowships (NNCFs). (See NCFI Constitution for membership status, rights, privileges, responsibilities, dues and/or donations, withdrawal of membership, suspension and termination of membership and reinstatement and/or readmission into membership).

There are three categories of membership within the organization: Full Membership, Associate Membership, and Affiliate Membership

**ARTICLE 7.1: Full Membership:**

Membership into NCFI is granted to a country that has a National Nurses Christian Fellowship organization (NNCF) which seeks to join with other NNCFs internationally, is committed to the mission, aims and work of the organization, and is in agreement with the Statement of Faith.

**A.** Full Membership is granted by a majority vote of the members of the International Board, when the NNCF has completed the written application process and is judged to have met the criteria for membership.

**B.** The Full Membership Application must be completed and submitted. Approval for Full Membership is granted by a majority vote of the members of the International Board and is based on whether or not the country has met the criteria for membership. The President of NCFI notifies the applicant of the outcome.

**C.** Full Country Membership Criteria include:

1. A stable representative organization exists within the country and identified leaders are taking responsibility for the development of the NNCF.
2. The NNCF accepts and embraces the NCFI Mission, Aims and Statement of Faith.
3. The NNCF submits evidence that an effective organization has functioned in a country for at least two years.
4. The NNCF has a Constitution and By-Laws or documents validating its legitimate existence and agreement with the NCFI Statement of Faith.
5. There is no previously admitted full country NNCF member. Only one NNCF organization can be a member of NCFI.

**D.** Full Membership status grants the NNCF member full privileges including voice and voting privileges at the business meetings of NCFI members (Regional Forum and International Forum) and an obligation to support the work of NCFI through active participation and financial donations (tithes and/or offerings).

**E. Privileges and obligations of Full Membership include:**

1. The privilege to send two delegates to speak and vote at the International Forums.
2. The privilege to send two delegates to speak and vote at the Regional Forums.
3. The privilege to nominate candidates to the Regional Committee.
4. The privilege to nominate candidates for awards and sponsorships as requested by the International Board.
5. The obligation to provide the International Office copies of the NNCF Constitution or official documents in the legal language of NCFI (English) as requested.
6. The obligation to provide the International Office with names, addresses and contact information of all officers and staff of the NNCF as requested.
7. The obligation to provide the International Office with reports on number of nurse members, official activities, significant events and other data as requested.
8. The obligation to support the work of NCFI through active country member participation and donations (tithes and/or offerings) as requested by the Regional Committees.

**F. New NNCFs are introduced at the Quadrennial International Congress.**

**ARTICLE 7.2: Associate Membership**

Associate Membership is granted to an individual nurse when the nurse does not have a NNCF that they can join in their country of residence and the nurse is committed to the mission, aims and strategic initiatives of the organization, and is in agreement with the Statement of Faith.

1. Associate Membership is granted when the individual nurse has completed the written application and is judged to have met the criteria for membership.
2. The Associate Membership Application must be completed and submitted.
3. Associate Membership status grants the NCFI Associate member limited privileges, and obligations within the organization. Associate members may actively participate in committees and have a voice in the organization. Associate member does not have a vote.



### ARTICLE 7.3: Affiliate Membership

Affiliate Membership is granted to an institution or organization which seeks to join NCFI for purposes of mutual benefit is committed to the mission, aims and strategic initiatives of the organization, and is in agreement with the Statement of Faith.

1. Affiliate Membership is granted when the organization has completed the written application and is judged to have met the criteria for membership.
2. The Organizational *Affiliate Membership Application* must be completed and submitted to the International Office. Payment of annual dues and/or donation is expected.
3. Affiliate Membership status grants the NCFI Affiliate Member limited privileges, and obligations within the organization. Affiliate members may actively participate in committees and have a voice in the organizational business through Regional Committees, Regional Forums, the International Forum, and the International Institute of Christian Nursing. Affiliate members do not have voting privileges in meetings or Forums. Affiliate members have an obligation to support the work of the NCFI organization through active participation and financial donations.

### Article 7.4 Friends of NCFI

Friends of NCFI are individuals who support the work of the organization and may include nursing students, interns, volunteers, donors, retired nurses and former NCFI International Board members.

#### *A. Terms of Service on the International Board and Executive Committee*

Friends of NCFI may be co-opted to support the work of the organization by serving on the International Board and Executive Committee when specific expertise is needed, and a nurse-member has not been found who can adequately fulfil that role.

1. Friends of NCFI who are recommended to serve on the International Board must undergo a nomination process:
  - i. A nomination form, CV, and letter of interest is to be submitted to the President.
  - ii. The nomination form must be sent by a member of the International Board.
  - iii. The nominee must be approved by a minimum of 2/3 of the International Board.
  - iv. The nominee must be in agreement with and sign the NCFI Statement of Faith.
2. Co-opted Friends of NCFI serving on the International Board and Executive will be responsible to the NCFI President.

3. Friends of NCFI do not have a vote unless granted by 2/3 of the International Board.
4. The term of service will normally be the same length as IB members.
5. Co-opted Friends of NCFI may extend their terms with the approval of the International Board.
6. No more than one Friend of NCFI may serve on the Executive Committee or International Board at any one time.

*B. Terms of Service on Committees other than the International Board and Executive Committee*

Friends of NCFI may be co-opted to support the work of the organization by serving on NCFI committees when specific expertise is needed, and a nurse-member has not been found who can adequately fulfil that role.

1. Friends of NCFI who are recommended to serve on an NCFI committee shall undergo the following nomination process:
  - i. A letter of recommendation is to be written by a member of the NCFI International Board and submitted to the President.
  - ii. Approval is granted by a majority vote:
    - a. By the Executive Committee or International Board if serving on an International Board Committee.
    - b. By the IICN Steering Committee if serving on an IICN Committee that is not also an International Board Committee.
  - iii. The nominee must be in agreement with and sign the NCFI Statement of Faith.
2. Co-opted Friends of NCFI serving on an NCFI or IICN committee will be responsible to the chair of the committee.
3. Friends of NCFI do not have a vote on the committee.
4. Friends of NCFI may comprise a maximum of ¼ of any one committee.
5. The term of service will normally be the same as the IB term of service.
6. Co-opted Friends of NCFI may extend their terms with the approval of the appropriate body as indicated in 7.4.B–1.ii.

**ARTICLE 8: INTERNATIONAL BOARD:**

The International Board (IB) shall have the authority to make decisions, establish strategic direction, develop policies/procedures and carry out the work of the organization to accomplish its purposes within Constitutional authority.

*ARTICLE 8.1: International Board Membership:*

The International Board shall consist of three (3) representative nurse members from each NCFI region, one of which will be the Regional Committee Chair. International Board members are nominated from and elected by the Regions at a Regional Committee Meeting. NCFI staff will be ex-officio members of the International Board. The International Board reserves the right to Co-Opt (appoint) representatives onto the Board who have specific expertise as needed.

*A. Term of Office*

Each International Board Member will serve a four-year term.

1. Board members may serve three (3) consecutive four-year terms for a total of twelve (12) years at which time they rotate off the board.
2. Board members are eligible for re-election to the International Board after four (4) years have elapsed.
3. One of the three International Board members from each Region must rotate off the International Board every four (4) years assuring that every four years the Board has a majority of members that are retained and six new members to begin service.

*B. Selection Criteria*

International Board members shall be nominated by Regional Committees based on the following criteria:

1. Nurse leaders of spiritual maturity, with vision for the organization, and in agreement with the Statement of Faith as defined in the Constitution.
2. Giftedness in cross-cultural communication, interpersonal relationships and leadership.
3. Commitment to NCFI as evidenced by previous involvement in national, regional or international work.
4. Current knowledge of and involvement in the nursing profession.
5. Ability to communicate verbally and in writing in English via the internet through e-mail and ZOOM / SKYPE
6. Ability to attend the International Congress, Regional conferences, Board meetings and committee meetings as required.

7. Active participation in the work of the organization through leadership in committees, taskforces or special projects.
8. Time, energy and dedication to lead groups; organize tasks; and follow-through with assigned responsibilities.
9. Think creatively, pray faithfully, and engage others in the implementation of the strategic plans and the work of the organization.
10. It is recommended that country presidents/directors not serve as International Board members as their primary leadership responsibility should be directed toward their country NNCF.

### C. Nominations and Selection Process

International Board members are nominated by Regional Committees and approved by the NCFI Executive Committee according to the following process:

1. Twelve months prior to the International Congress, Regional Committees shall nominate International Board members for the next four-year term.
2. Nine months prior to the International Congress, nominees from each region must submit a completed International Board Member Application Form and a current resume or CV to the Executive.
3. Six months prior to the International Congress, a list of International Board member nominees, with their qualifications and leadership interests, is sent to current International Board members for confirmation and approval.
4. International Board member nominees are confirmed by the Executive Committee and approved by majority vote of the International Board.
5. New International Board members are introduced to the membership at the International Forum, held during the International Congress.

### ARTICLE 8.2: International Board Meetings and Voting

International Board shall meet at regular intervals and at least every four years during the International Congress.

1. Each International Board Member shall have one vote.
2. In order to conduct business, a quorum consisting of a majority of the International Board members must be present.

3. The International Board members can take action by written electronic consent without an official meeting.
4. NCFI Staff shall attend International Board meetings with a voice and influence in the discussion. NCFI staff does not have voting privileges

**ARTICLE 8.3: Roles and Responsibilities of the International Board Members**

The International Board of NCFI is a working board with the expectation that each International Board member will actively serve the organization either in the role of an officer or committee/ministry chair.

**Roles and Responsibilities of the International Board shall include, but are not limited to:**

1. Elect officers including the President, Vice-President, Secretary, and Treasurer
2. Appoint an Executive Committee (Exec) to monitor specific aims, oversee operations and take emergency action as needed.
3. Approve nominations for new International Board members who have received confirmation from the Executive Committee.
4. Initiate, manage and evaluate the NCFI Strategic Plan and the work of the Board.
5. Appoint Chairs of Standing Committees, Sub-committees and/or Taskforces as necessary.
6. Conduct the business and implement the strategic initiatives of the organization through committees as assigned.
7. Oversee and assess the outcomes of the International Institute of Christian Nursing, a Division of NCFI.
8. Select the site, appoint subcommittees, organize, plan and execute the International Congress every four years.
9. Provide written reports of activities and accomplishments based on strategic initiatives.
10. Approve new full country membership.
11. Manage the business and operations of the organization.
12. Represent and communicate NCFI aims, philosophy and work to national NCFs (NNCFs) and other interested constituents whenever and wherever opportunities arise.
13. Appoint a Director for the International Institute of Christian Nursing.

14. Appoint a Historian who is responsible for gathering and maintaining all artifacts, documents, oral histories and pictures pertinent to the organization for the purpose of documenting the organization's history.
15. Approve the appointment of any staff, paid or unpaid. Organizational administration appointments and processes will be made in conjunction with the Board of Directors.
16. Nominate and appoint a Finance Director (FD) for a 5-year /negotiable renewable term.
17. Nominate and appoint Deputy Finance Director for a 5-year/ negotiable renewable term who will serve as a back-up to the FD to ensure the smooth, ongoing operation of NCFI in the event the FD is unable to carry out the FD responsibilities.

**ARTICLE 8.4: Role and Responsibility of the Officers of the International Board:**

**A. Role of The President is to:**

1. Assume responsibility for the viability and proper functioning of the organization.
2. Ensure the development and monitoring of the strategic plan.
3. Schedule, convene, and preside at all Executive Committee, International Board and International Forum meetings.
4. Consult with Board members and prepare meeting agendas.
5. Serve as an ex-officio member of all committees as necessary.
6. Develop partnership collaboration with other Christian medical and/or healthcare organizations and represent NCFI in partnership initiatives.
7. Be available to the membership for advice and consultation as required.
8. Travel and speak on behalf of NCFI as required.
9. Serve on the Board of Directors; attend Board of Director's meetings and communicate with the Board of Directors regarding issues and organizational work.
10. Perform other duties commensurate with the office

**B. Role of the Vice President is to:**

1. Attend all International Board, Executive Committee and Congress Committee meetings.

2. Perform duties of the President, in the event that the president is not able to fulfil the role.
3. With the NCFI President, attend partnership meetings with other international partner organizations.
4. Provide leadership for partnership collaboration including joint conferences, projects, teaching and strategic planning.
5. Advance the work of the NCFI organization through collaboration, coordination and leadership of ministry committees.
6. In collaboration with the Congress Director and hosting region, oversee the execution of the International Congress.
7. Serve on the Board of Directors; attend Board of Director's meetings.
8. Serve as an ex-officio member of all committees as necessary.
9. Serve as president-elect and succeed to the office of President at the end of the President's term in office or for the unexpired term in the event of a vacancy in that office.

**C. Role of the Secretary is to:**

1. Be responsible for take minutes from Ex Com meetings, IB meetings and International Forums.
2. Be responsible for distribute minutes to Board members, Regional chairs, National NCF presidents and the Board of Directors as appropriate.
3. Serve on the Executive Committee.
4. Perform other duties as needed.

**D. Role of the Treasurer is to:**

1. In collaboration with the Finance Director, prepare an annual budget for the organization.
2. Provide financial updates to the Executive Committee and International Board as required.
3. Manage the financial affairs of the organization within Biblical principles and according to the financial principles, including adoption of the annual budget, reviewing and reporting on expenditures, researching and executing methods of raising funds and securing such advice as may be needed.
4. Serve on the Executive Committee and Chair the Finance Committee.
5. Be custodian of all funds.

6. Disburse funds as directed by the Finance Committee and provide a financial report at Executive committee and International Board meetings.
7. Chair the Finance Committee.
8. Serve on the Board of Directors.
9. Perform other duties as needed.

**E. Role of the Director of the International Institute of Christian Nursing is to:**

1. Strategic planning for the IICN, development of a 5-year plan with budget and resource requirements
2. Monitoring of programme development and delivery, reporting to the NCFI Exec when necessary
3. Development of materials required for effective delivery of programmes, establishment of necessary subgroups.
4. Virtual meetings every two months with the Programme committee and the Steering Group, including preparation of the agenda and the circulation of the minutes and any working papers to the members.
5. Maintenance and updating of the IICN web site with support from the NCFI administrator.
6. Monitoring and support for the production of Christian Nurse International.
7. Liaison with partner organization e.g., PRIME, IHS, HCF, CHC/WI.

**F. Role of the Congress Director is to:**

The Congress Director is appointed by the NCFI International Board and has the responsibility for the overall program of the Congress in collaboration with the Vice President and as required, with other members of the NCFI congress team involved in various aspects of the program.

From planning and preparation to implementation, the Congress Director acts as a project manager to oversee both development and implementation of the Congress Program. They are responsible for making sure the timeline is followed and team members with delegated responsibilities are meeting deadlines and receiving assistance as needed. The role involves:

1. Leading the team in deciding on structure of the program, elements to be included, and identifying suitable speakers.
2. Inviting speakers chosen for keynote addresses, professional sessions and Bible teaching, and briefing them on the Congress theme, their role in the program,



time allowance, and deadline for receiving abstract and bio for publicity and translation.

3. Negotiating with speakers concerning allowances for travel and accommodation, materials and equipment needed, and congress registration. Maintaining contact with speakers during the time leading up to Congress.
4. Helping to choose suitable people to serve on the Abstracts Committee, at least one of whom should be a member of the International Board and supporting the Concurrent Sessions Coordinator and Committee as they carry out their role in calling for abstracts and selecting papers. (See also Program: Concurrent Sessions section).
5. Obtaining the information needed for the Congress book, and supplying this by the agreed deadline, i.e. final abstracts, bios, concurrent session information, and all program related material.
6. Preparing an evaluation form that can be completed by delegates online, and a hard copy version for delegates who do not have internet access.
7. The Congress Director may prepare the Congress book or delegate this task to another person. An Editor will be needed to prepare the final copy for layout and printing (See Congress book section).

**G. Role of the Congress Coordinator (if appointed) is to:**

Usually provides overall coordination of the various aspects of Congress including:

Integration and circulation of information. Keeps in close touch with host country Convener and local teams, as well as the NCFI planning team regarding planning progress and deadlines, special needs for prayer, and problems arising.

1. Facilitates collaboration between host country and NCFI teams as necessary. Provides support as needed for the Convener and local teams.
2. Assists with Congress enquiries, and problems relating to online booking.
3. Assists in setting up registration processes for Congress, Pre congress events, and Board meetings. Receives updates from the Registrar concerning registrations and accommodation arrangements.
4. Prepares a post registration letter to be used by the Registrar, and a final email to delegates three weeks prior to Congress. Collaborates with Congress Convener concerning local information to be included.
5. Keeps a record of all processes, strategies, and document templates for later incorporation into the Congress Planning Manual.

6. NOTE: Alternatively, other core members and the NCFI Administrator may handle various aspects of this role.

**ARTICLE 8.5: Roles and Responsibilities of NCFI Volunteer Staff:**

**A. Role of the Finance Director is to:**

1. In collaboration with the Treasurer, be responsible for overseeing NCFI investments and finances
2. Sign checks for authorized expenditures in the absence of the treasurer
3. In consultation with the treasurer, prepare the annual budget
4. Develop and implement policies related to financial management of the organization.
5. Serve ex-officio on the Finance Committee.
6. Ensure the Deputy Finance Director has legal access to the records and accounts of NCFI.
7. Keep the Deputy Finance Director informed with at least semi-annual financial reports.

**B. Role of the Deputy Finance Director is to:**

1. Be knowledgeable of the financial status and policies of NCFI.
2. Take on the role and responsibilities of the Finance Director in the event the Finance Director is unable to fulfill responsibilities.

**C. Role of the Historian is to:**

1. In collaboration with regional chairs, gather pictures, stories and information regarding regional conferences and activities.
2. In collaboration with the Congress Coordinator, gather pictures, stories, and information regarding international Congress.
3. Organize historical information for the organization into a readable narrative format for publication, reference and historical documentation.

**ARTICLE 8.6 Role and Responsibility of the NCFI Administrator:**

The NCFI Administrator works as an independent contractor with the Nurses Christian Fellowship International Board and the Executive Committee. The NCFI Executive Committee makes decisions about principles, policies, and costs related to the contract.

The NCFI Administrator is accountable to the NCFI President or the person the President delegates to.

The NCFI Administrator is responsible for the areas listed below. The content of the work will be adjusted to the needs of NCFI as the organization grows.

**The role of the NCFI Administrator is to:**

1. Liaise with others in NCFI who share responsibilities with media, communications, and databases.
2. Build up and strengthen the administrative practices of NCFI, including use of databases, and communication systems and routines.
3. Update NCFI information, including databases, calendars, website information, manuals, archived materials, and other resources.
4. Develop systems and permissions for authorized NCFI members to access resources relevant to their responsibilities.
5. Coordinate and arrange for bookings that use NCFI online resources for meetings and courses
6. Provide regular reports to the President and other designated officers on hours and work undertaken for NCFI.
7. Serve ex-officio on the International Board

**ARTICLE 9: INTERNATIONAL FORUM:**

NCFI shall hold an International Forum every four (4) years normally during the International Congress. The purpose of the International Forum is for country NNCF members to participate in the business of the organization, contribute to the strategic plan of NCFI and ensure that key priorities of the membership are addressed.

Each country with Full Membership in NCFI shall have two delegates at the International Forum. Each delegate shall have a vote should the business conducted require member approval.

Each Associate Member and Affiliate Member of NCFI shall have a voice in the discussion at the International Forum. Associate Members and Affiliate Members of NCFI do not vote.

### Article 9.1 International Forum Meeting Agenda Process

- A. Four months prior to the International Forum meeting, the NCFI President will distribute a draft agenda to the International Board and to countries with full membership.
- B. Additional or amended agenda items should be returned to the President within one (1) month of receiving the draft agenda.
- C. The final agenda is distributed to the International Board and all country full members one month prior to the meeting.

### Article 9.2 Delegates and Voting at the International Forum

1. Two (2) nurse delegates from each NNCF, which are members of NCFI.
2. Two (2) nurse delegates from each of the six (6) Regional Committees.
3. International Board members shall be delegates.
4. NCFI Administrative Staff are ex-officio non-delegate members.
5. It should be noted that delegates voice opinions and perspectives on behalf of either their NNCF or their Region and not according to their own personal preference. It should also be noted that each person may represent only one delegate voice.
6. Each Associate member and Affiliate member of NCFI has a voice in the discussion at the International Forum. Associate and Affiliate members of NCFI do not have a vote.
7. A quorum shall consist of one third of the International Forum members. Business shall be transacted only when a quorum is present.

## ARTICLE 10: COMMITTEES OF THE INTERNATIONAL BOARD:

### Article 10.1 Standing Committees:

Standing Committees of the International Board shall be the Executive Committee, Finance Committee; Congress Planning Committee, IICN Steering Committee, Prayer and Care Committee, Ministry Expansion Committee, Media and Technology Committee, Regional Chairs Committee and Regional Committees.

1. Standing Committees of the IB shall be identified at International Board meetings and shall be established to conduct the business of the organization and fulfil the initiatives identified in the strategic plan.

2. Unless otherwise provided, the International Board shall appoint Committee Chairs.
3. Committee members shall be appointed by the committee chair in consultation with the Executive Committee.

*Article 10.2: The Executive Committee:*

The President serves as Chair of the Executive Committee. The Executive Committee shall be selected during the International Board meeting held during the Quadrennial International Congress. The Executive Committee shall consist of at least six (6) members, with representation from all NCFI Regions. The President and Vice-president of NCFI shall serve on the Executive Committee. Volunteer and administrative staff may serve as ex-officio members of the Executive Committee.

The Exec will meet regularly via SKYPE, ZOOM or other means of tele-conference and minutes will be distributed to the International Board members and National NCFs.

*The Executive Committee (Exec) has the authority to:*

1. Monitor progress on strategic initiatives.
2. Approve the annual budget.
3. Manage the daily operations of the organization.
4. Approve candidates nominated for International Board membership.
5. Assist regional and committee chairs to effectively fulfill the work of the organization.
6. Appoint NCFI administrative staff and perform annual reviews of staff functioning.
7. Confirm or reject nominees to the International Board.
8. Communicate regularly with the International Board and country members regarding updates, progress and additional resources needed.
9. Define duties and procedures not specified in these By-Laws.
10. Make decisions when emergency actions are needed.

*Article 10.3 Finance Committee*

The Treasurer of NCFI shall serve as Chair of the Finance Committee. The Finance Committee shall be selected during the International Board meeting held during the

Quadrennial International Congress. The Finance Committee shall consist of the Treasurer, the Finance Director and at least two (2) additional International Board members.

*Finance Committee has the authority to:*

1. Prepare a projected four year operational budget of estimated incomes and expenditures for presentation to the International Board at the Quadrennial Congress.
2. Prepare an annual operational budget of estimated incomes and expenditures for presentation to the Executive Committee for adoption at the annual meeting.
3. Manage and award sponsorship funding for International Board members and/or country delegates requesting NCFI sponsorship funds for conference attendance.
4. Prepare reports for the Executive committee and the International Board.

#### *Article 10.4 Congress Planning Committee*

The International Congress Planning Committee shall be chaired by a member of the International Board and shall consist of at least three (3) Board members. The Vice President of the Board and the previous Congress Planning Committee Chair shall serve on the Congress Planning Committee. The future site of the Quadrennial Congress is determined by the Executive Committee of the International Board in collaboration with the current Congress Planning Committee.

It shall consist of a Congress Convener, Congress Program Director, and Congress Coordinator as defined in the Congress/Conference *Planning Manual*.

*The Congress Planning Committee shall have the authority to:*

1. Plan and implement activities necessary for successful hosting of the International Congress following guidelines outlined in the *Congress Planning Manual*.
2. Propose an appropriate theme and a suitable program for the Congress.
3. Invite and secure keynote and plenary speakers.
4. Work with the local Congress organizing committee members to collaborate and coordinate all Congress planning.
5. Set up sub committees as necessary to ensure a successful hosting of the International congress.
6. Mobilize national leaders and other members to attend the International congress.

7. Propose a Congress budget and ways of meeting budget funding for the Executive Committee and International Board's consideration and approval.
8. Collaborate with other affiliate bodies for their effective participation.
9. Prepare reports for the Executive Committee and International Board.
10. Submit a comprehensive Congress evaluation report one month after the Congress.

#### Article 10.5 Prayer and Care Committee

The Prayer and Care Committee shall be chaired by a member of the International Board and shall consist of at least three (3) members. The Prayer and Care Committee shall be responsible for the prayer and care of NCFI member countries, Regions and the International Board as needed.

*The Prayer and Care Committee has the authority to:*

1. Collect prayer and praise items from all NNCFs through their Regional Chairs.
2. Prepare the quarterly prayer guide for distribution to NNCFs and posting on the NCFI website.
3. Encourage country leaders and members to mobilize for prayer.
4. Keep the global fellowships in touch through praying for one another.
5. Share testimonies of answered prayers through NCFI Newsletter.
6. Ensure country leaders receive regular encouragement about God's faithfulness.
7. Give regular reports to the International Board on global developments as they affect our members.

#### Article 10.6 Ministry Expansion Committee

The Ministry Expansion Committee shall be chaired by a member of the International Board and shall consist of at least three (3) members. The Ministry Expansion Committee shall facilitate for the growth of NCFI by

1. Mobilizing non-member countries with groups to become member countries.
2. Identifying and supporting contacts in countries with no National NCF (NNCF) group to become Associate members, and to eventually develop NNCF groups, where appropriate.
3. Mobilizing students & retirees to participate in and contribute to the Ministry of NCFI.

*The Ministry Expansion Committee has the authority to:*

1. Collaborate and work with Regional Leadership in supporting countries that are not yet NCFI members, to become official member countries.
2. Collaborate and work with Regional Leadership in identifying and following-up with contacts in countries with no NNCF group; encouraging them to become Associate members, and to eventually develop an NNCF group, where appropriate.
3. Mobilize students from all NCFI member countries, encouraging them to interface with each other, to attend both Regional Conferences and the world Congress.
4. Mobilize retired nurses to participate in and contribute to the organization.
5. Contribute to the planning of program options and tracks for students and retirees during the World Congress (this additional duty was added)
6. Create student internships, mentorship programs, and/or special projects that encourage and support ministry expansion.

*Article 10.7 Media and Technology Committee*

The Media and Technology Committee shall be chaired by a member of the International Board and shall consist of at least three (3) members. The Media and Technology Committee shall provide leadership and oversight for organizational communication via media and technology including e-mail inquiries, NCFI Website, Facebook, Twitter, online newsletter and promotional materials.

*The Media and Technology Committee has the authority to:*

1. Develop and maintain NCFI Website, Facebook and Twitter and other modes of technology communication and social media.
2. Provide ongoing management of the NCFI Website.
3. Oversee and mentor NextGen nurses in management of the NCFI NextGen Website, Facebook and Twitter social media.
4. Assemble and post electronic newsletters on the NCFI Website.
5. Prepare promotional materials for the organization and for the Quadrennial Congress.



### Article 10.8 Regional Chairs Committees

The Regional Chairs Committee is chaired by a member of the International Board and consists of the six (6) Regional Chairs, one from each NCFI Region. The Regional Chairs Committee meets monthly by SKYPE, ZOOM or other teleconferencing system in order to maintain, coordinate and collaborate in effective communication throughout all Regions of the organization.

*Regional Chairs have the authority to:*

1. Communicate with full country members, associate members and affiliate members within their Region on a consistent and ongoing basis.
2. Gather information from country members to be shared with other NCFI Standing Committees and generate information for the country members from NCFI Standing Committees.
3. Provide leadership for and conduct Regional Committee meetings according to stated policy.

## ARTICLE 11: INTERNTIONAL INSTITUTE OF CHRISTIAN NURSING

The International Institute of Christian Nursing (IICN) is the professional development division of NCFI. It is a virtual center established to create, gather, and disseminate resources so Christian nurses become equipped to improve healthcare within their sphere of influence.

The Vision of IICN is to see Christian nurses honoring God through daily integration of the Christian worldview in all professional nursing roles and responsibilities.

The Mission of IICN is to promote the integration of the Christian worldview in nursing practice, education, leadership, and research through faith-based resources, networks, and professional development.

### Article 11.1 IICN Director

The IICN Director is appointed by the International Board after an evaluation process of academic and leadership competencies. The IICN Director will be appointed for a 4-year renewable term, correlating with International Board terms. In the event that the position of IICN Director is vacant, the NCFI Executive Committee will appoint an interim Director or chair until a new director is appointed.

*Roles and responsibilities of the IICN Director is to:*

1. Serve as chair of the IICN Steering Committee.
2. Provide vision, leadership, and strategic planning of IICN and develop a 4-year plan with budget and resource requirements.
3. Monitor program development and promote continued expansion and delivery of all IICN professional programs, courses, and nurse-focused Biblical resources.
4. Oversee the presentation and updates of all IICN content on the NCFI website.
5. Monitor and support the production of Christian Nurse International journal.
6. Serve as a member of the NCFI Executive Committee.
7. Represent IICN in promotion of NCFI and IICN through engagement with Christian healthcare ministries and secular agencies.
8. Liaison with NCFI partner organizations as it relates to the work of IICN.

*Article 11.2: IICN Communication Manager*

The IICN Communication Manager is appointed by the NCFI Executive Committee for a renewable 4-year term. The IICN Communication Manager works in partnership with and under the direction of the IICN Director.

*Roles and responsibilities of the IICN Communication Manager is to:*

1. Serve on the IICN Steering Committee.
2. Build up and strengthen the administrative practices of IICN, including databases, social media, and communication systems and routines.
3. Assist with the updating and formatting of IICN information and resources.
4. Work with the NCFI Administrator in database management, coordination of schedules, and to develop systems and permissions for authorized NCFI members to access resources relevant to their responsibilities.
5. Work closely with the NCFI Media and Technology Committee.

*Article 11.3: IICN Committees:*

*Article 11.3.1: IICN Steering Committee*

1. The IICN Steering Committee shall oversee the work and development of IICN.

2. The IICN Steering Committee shall be chaired by the IICN Director and shall consist of a minimum of six (6) members with the goal of representation from all NCFI regions, with a minimum total of seven (7) members.
3. Some members may be non-Board members to assist in fulfilling the IICN's vision and mission. Non-board members are appointed through recommendation from IB members and approval of the NCFI Executive Committee.
4. One member from each sub-committee shall be appointed to the Steering Committee.
5. The members shall demonstrate expertise in Christian scholarship, education, or leadership.

*The IICN Steering Committee shall have the authority to:*

1. Develop and evaluate strategic plans for the IICN.
2. Manage IICN resources including but not limited to curriculum, research, scholarly projects, publications, and leadership development.
3. Develop relationships and seek Affiliate Members with institutions and organizations which share the values, mission, and purpose of the IICN.
4. Co-opt (appoint) additional members as needed to fulfil the mission of IICN.
5. Prepare an annual report to be submitted to the NCFI Executive Committee and International Board.
6. Propose sub-committees as required for completion of tasks. New sub-committees are to be given final approval by the Executive Committee.

*Article 11.3.2: IICN Sub-Committees:*

*Article 11.3.2.1 IICN Program Sub-Committee:*

This sub-committee is responsible for advancing, developing, and evaluating Christian professional courses and programs offered through IICN. This sub-committee reports regularly to the Steering Committee.

*Article 11.3.2.2 Christian Nurses International Editorial Sub-Committee:*

This sub-committee is responsible for planning, reviewing, and publishing of the NCFI free online Christian Nurse International journal at least twice a year. This sub-committee reports regularly to the Steering Committee.

## ARTICLE 12 REGIONAL COMMITTEES

The purpose of the NCFI Regional Committees is to communicate and coordinate the NCFI strategic initiatives with all member countries in the Region. Regional Committees consist of country member representatives. Representatives are expected to contribute to the strategic plan of the Region, to ensure that key priorities from their national fellowship are addressed, and to participate in the business of the Region, including the planning and implementation of Regional Conferences.

Normally a Regional Committee Meeting will be held annually and at least every two years, but may choose to meet in person or virtually more frequently if deemed necessary.

### Article 12.1 Regional Committee Roles and Responsibilities

*Regional Committees have the authority to implement strategic initiatives of NCFI including but not limited to:*

1. Regional Conferences held every four years mid-way between the Quadrennial International Congress
2. Regional expansion and growth of new National NCF organizations
3. Regional communication which facilitates the work of NCFI
4. Leadership Development for the next generation of nurse leaders
5. Fiscal responsibility for the region, including travel for International Board members and a portion of the annual budget according to agreements between the Region and NCFI.
6. Nomination of International Board members.

### Article 12.2 Regional Committee Membership

*Membership of the Regional Committee shall consist of the following:*

1. Up to two nurse leader representatives from each NNCF in the Region, which is a member country of NCFI.
2. Regional NCFI International Board members (up to three in each region, including the Committee Chair/Coordinator).
3. Associate members of NCFI may be co-opted from countries without a member NNCF
4. In addition, the Regional Committee may co-opt (appoint) members with specialist skills or experience to help with specific ongoing regional tasks or time

limited projects. The total number of co-opted (appointed) members should always be less than the number of elected committee members.

### Article 12.3 Regional Committee Officers

Each Regional Committee may elect at least three Officers :

1. Regional Chair who is a member of the International Board and chairs all meetings.
2. Regional Vice-Chair who assists the Regional Chair and, when the Regional Chair's term of office ends, assumes the position of Regional Chair and serves as a member of the international Board.
3. Treasurer to manage financial matters.
4. Other officers may be elected as the committee deems necessary

### Article 12.4 Regional Forum

Each Region shall hold a Regional Forum every two years, normally during the Quadrennial International Congress and Regional Conference. The function of the Regional Forum at the International Conference is to share news and updates on the region and vote on any matters that may be required. The Regional Forum held at the Regional Conference is for member countries to contribute to the strategic plan for the region, to ensure that key priorities and needs of countries are addressed, and to elect a Regional Committee.

#### *Delegates and Voting at Regional Forum:*

1. Each NNCf, which is a member of NCFI, shall have two nurse delegates to the Regional Forum. Each delegate shall have one vote. It should be noted that delegates vote on behalf of their NNCf and not according to their own personal preference.
2. Regional Committee members will be delegates to the Regional Forum and will have one vote each.
3. NCFI International Board members from the Region will be delegates to the Regional Forum and have one vote each.
4. Committee members are not to hold more than one voting position.
5. Each non-member country of NCFI has a voice in the discussion at the Regional Forum. Non-member countries do not have a vote.

6. Business shall be transacted only when a quorum is present. A quorum shall consist of one third of the Region's voting members.

### **ARTICLE 13 ADDITIONAL COMMITTEES**

The Executive Committee may, on occasion, appoint additional committees to conduct the work of the organization as needed.

### **ARTICLE 14 AMENDMENTS TO THE BY-LAWS**

No amendments shall be made to these By-laws except by a majority vote of the International Board. All proposed amendments must be submitted in writing to the President at least one month prior to the International Board meeting.

*Adopted 2014; Revised 2016, Revised 2018, Revised 2020, Revised 2021*

## NCFI Official Definitions

### ***National Nurses Christian Fellowship (NNCF):***

An NNCF is an entity (organization) with generalist nurse members that is a national organization of nurses or an established stable group within a country when an entity (organization) has not formed. In this document, one National Nurses Christian Fellowship (NNCF) is eligible for NCFI membership from each country.

### ***NCFI Year:***

The NCFI year is January 1 to December 31.

### ***Non-Partisan:***

Not controlled, influenced or supported by any single political party.

### ***Nurse:***

A nurse is a person who has completed a nursing education program and is qualified and authorized in his/her country to practice as a nurse or midwife.

### ***Partnership:***

Partnership is defined as an arrangement where organizations agree to cooperate, coordinate and/or collaborate for mutual benefit and /or to advance their mutual interests.