



**Nurses Christian
Fellowship International**

BYLAWS of Nurses Christian Fellowship International

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THE BYLAWS

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 Colorado, USA.

ARTICLE 3: DESCRIPTION

NCFI is an international Christian professional and ministry organization comprised of National Nurses Christian Fellowships (NNCFs) that 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: LANGUAGE

The principal language of the organization is English.

ARTICLE 7: 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 8: 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 8.1 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 Bylaws or documents validating its legitimate existence and agreement with the NCFI Statement of Faith.
5. Only one NNCF organization from a single country 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 World Congress.

ARTICLE 8.2 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. The President or designate approved by the Executive is to review and grant or deny Associate Membership applicants according to the criteria set out in the NCFI Bylaws.

2. Associate Membership is granted when the individual nurse has completed the Associate Membership application and is judged to have met the criteria for membership.
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. An Associate Member does not have a vote. NCFI Associate Members are encouraged to make financial donations to NCFI.

ARTICLE 8.3 Affiliate Membership

Affiliate Membership is granted to an institution or organization that 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 NCFI Statement of Faith.

1. Affiliate Membership is granted by a majority vote of the members of the International Board when the organization has completed the Affiliate Membership application and is judged to have met the criteria for membership.
2. 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 8.4 Friends of NCFI

Friends of NCFI are individuals who are not nurses or who have never been nurses, but who support the work of the organization.

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. The standards for appointment of Friends to the International Board or Executive Committee are as follows:

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 or Working Groups, 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. The standards for appointment of a Friend to an IB committee or working group are as follows:

1. Friends of NCFI who are recommended to serve on an NCFI committee or working group 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. The nominee must be in agreement with and sign the NCFI Statement of Faith.
 - iii. Approval is granted by a majority vote, either by:
 - a. The Executive Committee or International Board if serving on an International Board committee or working group.
 - b. The IICN Leadership Team if serving on an IICN committee or working group that is not also an International Board Committee or working group.
2. Co-opted Friends of NCFI serving on an NCFI or IICN committee or working group will be responsible to the chair of the committee or working group.
3. Friends of NCFI do not normally have a vote on the committee.
4. Friends of NCFI may comprise no more than 50% of any one committee or working group as in compliance with Article 3 of the NCFI Bylaws.

5. The term of service will normally be the same as the International Board term of service.
6. Co-opted Friends of NCFI may extend their terms with the approval of the appropriate body as indicated in 8.4.B–1.iii.

ARTICLE 9: 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 9.1 International Board Membership

The International Board shall consist of the Executive Officers, IICN Director, and 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 or Regional Forum. 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. Elected Board Members, including the Executive Officers, normally serve 1-3 four-year terms, but may serve up to four (4) consecutive terms for a maximum of sixteen (16) years, at which time they rotate off the board.
2. Board members who served a maximum of four 4-year terms are eligible for re-election to the international board after four (4) years have elapsed.
3. One or two of the three International Board members from each Region should rotate off the International Board every four (4) years, with the aim that every four years the Board has a majority of members that are retained.
4. Co-opted International Board members, including the IICN Director, may be appointed up to a period of one 4-year term, with the option to renew if approved by a majority of the International Board. A co-opted International Board member will normally be given a voice and vote on the International Board.

B. Selection Criteria

1. International Board members shall be nominated by Regional Committees based on the following criteria:
 - i. Nurse* leaders of spiritual maturity, with vision for the organization, and in agreement with the Statement of Faith as defined in the Constitution.
 - ii. Giftedness in cross-cultural communication, interpersonal relationships, and leadership.
 - iii. Commitment to NCFI as evidenced by previous involvement in national, regional, or international work.
 - iv. Knowledge and experience in the nursing* profession.
 - v. Ability to attend meetings online and in-person, and ability to communicate online and through telecommunications. When translation into English is required, the ability to arrange for such translation.
 - vi. Ability to attend the World Congress, Regional conferences, Board meetings, and committee meetings as required.
 - vii. Active participation in the work of the organization through leadership in committees, working groups, taskforces, or special projects.
 - viii. Time, energy and dedication to lead groups; organize tasks; and follow-through with assigned responsibilities.
 - ix. Think creatively, pray faithfully, and engage others in the implementation of the strategic plans and the work of the organization.
2. Non-regional International Board members who are co-opted or who are nominated to serve as Executive Officers or as the IICN Director are to be selected according to the criteria in Article 9.1.b.1(i-ix)
 - i. Non-nurse co-opted International Board members are to be selected according to the same criteria except for the requirement to be a nurse.
3. Other Considerations
 - i. 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.
 - ii. Work or attendance for NNCF or regional activities that are not specific to International Board members' responsibilities are to be considered as additional activities that should not take away from commitments to the International Board.

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:

- i. Twelve months prior to the World Congress, Regional Committees shall nominate International Board members for the next four-year term.
 - ii. Nine months prior to the World Congress, all nominees from each region are to submit a completed International Board Member Application Form and a current resume or CV to the Executive.
 - iii. Six months prior to the World 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.
 - iv. International Board member nominees are confirmed by the Executive Committee and approved by a majority vote of the International Board.
 - v. International Board members are introduced to the membership at the International Forum, held during the World Congress.
2. Executive Officers (President, Vice President, Treasurer, Secretary) to be selected according to the following:
 - a. Executive Officers are normally selected from among the International Board members.
 - b. Executive Officer candidates are to be nominated by a member of the incoming or outgoing International Board.
 - c. Nominees must submit an International Board Member application form and current resume or CV to the Executive.
 - d. Executive Officers must be approved by a majority of the International Board.
3. Co-opted International Board Members to be appointed according to the following process:
 - a. A candidate for co-option to the International Board is to be nominated by a member of the International Board.
 - b. Nominees must submit an International Board Member application form and current resume or CV to the Executive.
 - c. International Board member nominees are confirmed by the Executive Committee and approved by majority vote of the International Board.
4. Vacant Positions on the International Board can be filled at any time during a term of service according to the following:
 - a. Regional nominees must be nominated by their Regional committee. Non-regional nominees can be nominated by anyone on the International Board.
 - b. Nominees must submit an International Board Member application form and current resume or CV to the Executive.
 - c. International Board member nominees are confirmed by the Executive Committee and approved by a majority vote of the International Board.

ARTICLE 9.2 International Board Meetings and Voting

The International Board shall meet at least once per year and preferably in-person at least every four years, normally during the World 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 can take action by written electronic consent without an official meeting.
4. NCFI Staff or contractors may attend International Board meetings with a voice and influence in the discussion. NCFI staff or contractors do not have voting privileges.

ARTICLE 9.3 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. Approve nominations and roles for those who will serve as co-opted members of the International Board.
5. Appoint Chairs of Standing Committees and other working groups.
6. Initiate, manage and evaluate the NCFI Strategic Plan and the work of the International Board.
7. Conduct the business and implement the strategic initiatives of the organization.
8. Oversee and assess the outcomes of the International Institute of Christian Nursing (IICN), a Division within NCFI.
9. Oversee the organization and planning of the World Congress – normally every four years, including appointment of the Congress Team-leader and approval of the Congress location.
10. Provide written reports on activities and accomplishments based on strategic initiatives.

11. Approve NCFI full and affiliate membership applications. Periodically review all memberships.
12. Represent and communicate NCFI aims, values, and work to national NCFs (NNCFs) and other interested constituents at least once per year, and whenever opportunities arise.
13. Appoint a Director for the International Institute of Christian Nursing.
14. Appoint an NCFI 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. Appoint a World Congress Director, Treasurer, and a member from the International Board who will oversee all aspects of the NCFI World Congress.
16. Approve the appointment of any staff or contractor, paid or unpaid. Paid staff or contractor appointments will be made in conjunction with the Board of Directors.
17. Nominate and appoint an accountant or Finance Officer for a 5-year /negotiable renewable term.

ARTICLE 9.4 Roles 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, appointing chairs and committees or other types of working groups as appropriate for implementation of the strategic plan and as approved by the Executive or International Board.
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.
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.
8. Travel and speak on behalf of NCFI.
9. Serve on the Board of Directors, attend Board of Directors' meetings, and communicate with the Board of Directors regarding governance issues and organizational strategy.
10. Perform other duties commensurate with the office.
11. Support the incoming President as appropriate to facilitate a smooth transition of leadership.

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

1. Attend all International Board and Executive 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 as requested or able.
4. Advance the work of the NCFI organization as appropriate through collaboration, coordination and leadership of ministry committees.
5. Travel and speak on behalf of NCFI if and as required or appropriate.
6. Oversee the planning and execution of the World Congress in collaboration with the Congress Director or Coordinator and the hosting region.
7. Serve on the Board of Directors; attend Board of Directors' meetings.
8. Serve as an ex-officio member of all committees.
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 recording and archiving minutes from Executive Committee meetings, International Board meetings, and International Forums.
2. Be responsible for distributing minutes to Board Members, Regional Coordinators, 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. Be custodian of all funds.
2. Manage the financial affairs of the organization within Biblical principles and according to the organization's financial principles, including the preparation and management of the budget, disbursement of funds, reviewing and reporting on expenditures, researching and executing methods of raising funds, and securing such advice as may be needed.
3. Oversee timely acknowledgement of financial donors.
4. Chair the Finance Committee.
5. Communicate regularly with the NCFI Accountant or Financial Officer.
6. Provide financial updates and reports to the Executive Committee, International Board, and Board of Directors as required.

7. Serve on the Executive Committee and the Board of Directors.
8. Perform other duties as needed.

E. Role of the Director of the International Institute of Christian Nursing (IICN) is to:

1. Provide leadership of NCFI's IICN and chair the IICN Leadership Team, reporting to the NCFI President, Executive Committee, or International Board as needed or requested.
2. Ensure the development and monitoring of NCFI's IICN strategic plan and budget.
3. Oversee program development and delivery, publications, website content, events, and all other IICN resources and activities.
4. Develop and promote educational and research development opportunities, and expansion of the work of the IICN.
5. Speak on behalf of NCFI as required.
6. Foster partnerships as appropriate, with all partnerships to be approved by the International Board or Executive Committee.
7. Work in collaboration with NCFI administrator(s) and the NCFI Media and Technology Committee or designee.
8. Serve as an ex-officio on all IICN sub-committees or working groups.
9. Serve as a member of the International Board and Executive Committee.

ARTICLE 10: INTERNATIONAL FORUM:

NCFI shall hold an International Forum every four (4) years, normally during the World Congress. The purpose of the International Forum is for 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 10.1 International Forum Meeting Agenda Process

1. 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.
2. Additional or amended agenda items should be returned to the President within one (1) month of receiving the draft agenda.
3. The final agenda is distributed to the International Board and all country full members one month prior to the meeting.

ARTICLE 10.2 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 and volunteers (Article 9.5 & 9.6) 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 voting members. Business shall be transacted only when a quorum is present.

ARTICLE 11: COMMITTEES OF THE INTERNATIONAL BOARD

Standing Committees and working groups 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.

Unless otherwise provided, the International Board shall appoint Committee Chairs.

Committee and working group members shall be appointed by the committee or working group chair in consultation with the Executive Committee.

ARTICLE 11.1 Executive Committee

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

The Executive Committee will meet regularly, with minutes to be made available regularly and as requested to International Board members and National NCFs.

The Executive Committee 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 or reject nominees for International Board membership.
5. Review Full and Affiliate membership applications with recommendations communicated to the International Board.
6. Assist committee and working group chairs to effectively carry out the work of the organization.
7. Appoint NCFI administrative staff and perform annual reviews of staff functioning.
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 Bylaws.
10. Make decisions when emergency actions are needed.

ARTICLE 11.2 Finance Committee

The Treasurer of NCFI shall serve as Chair of the Finance Committee. The Finance Committee shall normally be selected during the International Board meeting held during the Quadrennial World Congress. The Finance Committee shall consist of the Treasurer, the Finance Director and at least two (2) additional International Board members.

The Finance Committee has the authority to:

1. Prepare a projected four-year operational budget for presentation to the International Board, normally 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. Develop and revise financial policies and procedures for approval by the Executive or International Board.
4. Develop and conduct fundraising activities as approved by the Executive or International Board.
5. Manage and award sponsorship funding for International Board members and/or country delegates requesting NCFI sponsorship funds for conference attendance.
6. Prepare reports for the Executive committee and the International Board.

ARTICLE 11.3 Prayer Committee

The Prayer Committee shall be chaired by a member of the International Board and shall consist of at least three (3) members.

The Prayer Committee shall be responsible for promotion and coordination of prayer in NCFI, including prayer and care of NNCFs, Regions, and NCFI volunteers and staff as they seek to carry out the mission of NCFI.

The Prayer Committee has the authority to:

1. Encourage country leaders and regional members to mobilize for prayer, keeping national fellowships in contact through prayer for one another and for NCFI.
2. Collect and disseminate prayer topics from NNCFs and International Board chairs.
3. With permission, share testimonies of answered prayers through the NCFI Newsletter and/or other communications as appropriate.
4. Collaborate with the NCFI administrator and/or those responsible for Media & Technology to disseminate prayer topics and other communications.
5. Collaborate with the IICN Biblical Resource Development Group on development and dissemination of prayer resources such as but not limited to devotional readings or prayer retreat guides.
6. Submit budget requests to cover expenses related to the work of the Prayer Committee.

ARTICLE 11.4 Regional Coordinators' Committee

The Regional Coordinators' Committee is chaired by a member of the International Board and consists of the six (6) Regional Coordinators, one from each NCFI Region. The Regional Coordinators' Committee meets at least four times per year to collaborate in the implementation of the NCFI strategic plan and to facilitate communication throughout all Regions of the organization.

Regional Coordinators 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. Facilitate sharing of relevant information among country members and NCFI Committees or working groups.
3. Collaborate with NCFI committees, working groups, or staff as relevant to regional NCFI work.

ARTICLE 11.5 Other Committees or Working Groups

The Executive Committee and International Board are to establish working groups, task forces, or committees as needed to implement the strategic plan as is consistent with NCFI's purpose, mission, and aims.

Terms of reference or descriptions for other committees and working groups are to be included in a separate document entitled 'Current Best Practices'.

ARTICLE 12: INTERNATIONAL 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 12.1 IICN Director

The IICN Director will be appointed by the International Board to 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 Leadership Team.
2. Provide vision, leadership, and strategic planning of the IICN.
3. In collaboration with the IICN Leadership Team, develop a 4-year plan with budget and resource requirements to be approved by the Executive Committee or International Board.
4. Monitor program development and promote continued expansion and delivery of all IICN professional programs, courses, and nurse-focused Biblical resources.
5. Oversee administrative functions of the IICN, including databases, reports, archives, and communications.
6. Oversee the presentation and updates of all IICN content on the NCFI website and other media.
7. Monitor and support the production of Christian Nurse International journal.
8. Represent IICN in promotion of NCFI and IICN through engagement with Christian healthcare ministries, educational institutions, and secular agencies.
9. Liaison with NCFI partner organizations as it relates to the work of IICN.
10. Speak on behalf of NCFI, including fundraising as appropriate.

11. Collaborate with the NCFI administrator, media & technology, and other NCFI leaders and committees as appropriate.
12. In collaboration with the IICN Leadership Team, establish, monitor, and appoint chairs or leaders of IICN committees, working groups, and taskforces according to the strategic plan and as is consistent with NCFI's purpose and aims.
13. Serve as ex-officio on all IICN committees and working groups.
14. Serve as a member of the NCFI Executive Committee and International Board.

ARTICLE 12.2 IICN Leadership Team

The IICN Leadership Team shall oversee the work and development of IICN.

The IICN Leadership Team shall be chaired by the IICN Director and shall consist of a minimum of three (3) members with the goal of representation from all NCFI regions. 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 International Board members and approval of the NCFI Executive Committee but must not make up more than 40% of the IICN Leadership Team.

Members of the IICN Leadership Team shall demonstrate expertise in Christian scholarship, education, or leadership.

The IICN Leadership Team 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, presentations, 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 or working groups as required for implementation of the IICN Strategic Plan which may include but are not limited to program, publications, fundraising, and media.
7. Collaborate with NCFI committees, working groups, and staff as appropriate or required.

ARTICLE 12.3 Other IICN Committees

The IICN Leadership Team has the authority to appoint and dissolve other committees, working groups, and task forces as needed to carry out the mission of IICN as is consistent with the NCFI purpose and aim. IICN committees and groups are to be described in the NCFI Current Best Practices document.

Committee members shall be appointed by the committee chair in consultation with the IICN Leadership Team.

ARTICLE 13: REGIONAL COMMITTEES

The purpose of NCFI Regional Committees is to communicate and coordinate the NCFI strategic initiatives with all member countries in the Region. Regional Committees consist of member-country (NNCF) 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 &/or other events.

Regional Committee Meetings will be held at least once per year, with in-person meetings normally occurring at least every four years.

ARTICLE 13.1 Regional Committee Roles and Responsibilities

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

1. Regional Conferences (or other similar events), normally held every four years mid-way between the Quadrennial World 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, which may include travel for International Board members and Regional Committee members. Regional budgets to be approved based on agreements between the Region and NCFI Executive or International Board.
6. Nomination of International Board members.

ARTICLE 13.2 Regional Committee Membership

Membership of a Regional Committee shall consist of the following:

1. Up to a maximum of two nurse representatives as elected by each NCFI member country (NNCF) in the Region.
2. Regional NCFI International Board members (up to three per region, including the Committee Coordinator).
3. Associate or Affiliate members of NCFI may be co-opted from countries without Full Membership status.
4. The Regional Committee may co-opt (appoint) other members with specialist skills or experience to help with specific ongoing regional tasks or time-limited projects.
5. The total number of co-opted (appointed) members should always be less than the number of elected committee members. Voting privileges of co-opted Associate, Affiliate, or Friends to be decided by a majority of a quorum of elected Regional Committee members.

ARTICLE 13.3 Regional Committee Officers

Each Regional Committee shall elect at least three Officers:

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

ARTICLE 13.4 Regional Forum

Each Region shall hold a Regional Forum every two years, normally during a Quadrennial World Congress and Regional Conference.

The function of the Regional Forum at the World Congress 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 or gathering 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 appoint a maximum of 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 preferences.

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. Regional Forum delegates 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 a majority of the Region's voting NNCF members.

ARTICLE 14: CONFERENCES

Article 14.1 NCFI World Congress

1. The NCFI World Congress is normally held every four years.
2. The NCFI World Congress provides:
 - a. opportunity for member countries to participate in an International Forum and give input into the planning and decisions of NCFI (See (ARTICLE 10)
 - b. a program consistent with NCFI's purpose and mission.
3. The NCFI International Board or Executive will appoint a Conference Director to oversee all aspects of congress planning.

Article 14.2 NCFI Regional Conferences:

1. NCFI regional conferences are normally held every four years, timed to occur between quadrennial NCFI World Congresses.
2. NCFI Regional Conferences provide:
 - a. opportunity for member countries within an NCFI region to participate in a regional forum (ARTICLE 13.4)
 - b. a regionally relevant program consistent with NCFI's purpose and mission.
3. NCFI Regional Committees have the responsibility to oversee planning of a regional conference.

ARTICLE 15: NCFI VOLUNTEER AND CONTRACT STAFF

NCFI may appoint volunteer and contract staff as needed to assist NCFI in carrying out its work. Volunteer and contract staff are to be selected based on their ability to contribute to NCFI's work needs and are not required to have qualified or worked as a nurse.

A. Executive Committee Responsibilities:

1. Develop/update and approve a job description for the position.
 - i. Approved job descriptions are to be added to the NCFI database and updates made to the Current Best Practices document (or similar document).
 - ii. When the contract requires remuneration, the Executive Committee are to forward the proposal to the Board of Directors for approval of wages prior to the advertisement for the position.
2. Appoint an ad-hoc search committee who will advertise, interview, and recommend applicants.
 - i. Determine and record the process for advertising the position to potential applicants.
3. Vote on the recommended candidate(s) – either as an Executive Committee or International Board.
 - i. When the position is a contract position requiring remuneration, the Executive Committee are to forward the approved staff proposal to the Board of Directors for final confirmation of the contract prior to the signing of a contract.
4. Arrange for orientation of the appointed staff.
5. Appoint a member of the Executive or designate to oversee the staff and provide communication to the Executive Committee and International Board on the work of the staff.

B. Board of Directors Responsibilities:

1. Review and vote on any job description for which financial remuneration is included.
2. Approve all staff contracts requiring financial remuneration prior to the signing of the contract.

ARTICLE 16: AMENDMENTS TO THE BYLAWS

No amendments shall be made to these Bylaws 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.

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. An NNCF may also include midwives as members. 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 or Christian denomination.

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.

Staff: A staff member is someone who is appointed by NCFI as 'staff' to undertake responsibilities as outlined in a job description, and who may be paid or unpaid.

Contractor: A person or company that provides a service or products on a contract basis.