

## **THE CONSTITUTION AND BYE-LAWS OF HEALTHCARE CHRISTIAN FELLOWSHIP (HCF), NIGERIA**

### **PREAMBLE**

**WHEREAS** there exists in **NIGERIA** a movement styled **HEALTHCARE CHRISTIAN FELLOWSHIP** (formerly hospital Christian fellowship) Nigeria; **WHEREAS THIS MOVEMENT** recognizes that more people pass through the gates of Healthcare institutions than through the gates of Churches and **WHEREAS THE ACTIVITIES OF THE MOVEMENT SO** increased as to make it desirable to review the existing constitution, **NOW THEREFORE** it is declared that the following Constitution was unanimously agreed to and adopted.

### **ARTICLE ONE**

**Section 1: NAME:** The name of the **MOVEMENT SHALL BE** Healthcare Christian fellowship (HCF) Nigeria hereafter referred to as the **FELLOWSHIP**.

**Section 2: Motto:** Compassion, Healing and Service.

### **ARTICLE TWO: THE FELLOWSHIP**

**Section 1:** The Fellowship is non-denominational, inter-denominational and international non-profit oriented Christian body of people united and in their common involvement in healthcare delivery.

#### **Section 2: Aims and Objectives**

The aims and objectives of Healthcare Christian Fellowship Nigeria shall be:

- (a) To lead all healthcare personnel, patients and relations and those engaged in and associated with healthcare (extramural, medical, paramedical and nursing service, whether public, private or corporate) to a saving knowledge of the Lord Jesus Christ and a life of victory through His indwelling presence.
- (b) To provide a meeting point locally and nationally for all Christians in the healthcare establishments irrespective of profession or occupation, for fellowship, prayer, earnest reading, studying of and meditation on the **WORD** of God, and, outreach (evangelism).
- (c) To promote links with the local churches and encourage their involvement in the local fellowship.
- (d) To emphasize the missionary and evangelistic aspects of Healthcare Establishments and to encourage and promote these interests wherever possible.

#### **Section 3: Statement of Faith**

The doctrinal basis or Statement of Faith of Healthcare Christian Fellowship, Nigeria shall comprise the essential beliefs of Christianity including:

- (a) The Unity of the Father, the Son and the Holy Spirit;
- (b) The Person of our Lord Jesus Christ as very God, of one substance with the Father, and very man, born of Virgin Mary;
- (c) The Divine inspiration and supreme authority of the Holy Scriptures to all matters of faith and conduct;
- (d) The guilt and depravity of human nature in consequence of the fall;
- (e) The substitutionary death of our Lord Jesus Christ, and His resurrection, as the only way of salvation from sin through repentance and faith;
- (f) The necessity for the new birth by the Holy Spirit and His indwelling in the believer for sanctification, by the blood of Jesus Christ, personal holiness of life and heart; and separation from the world.
- (g) In divine healing through faith and that healing is included in the atonement;

- (h) The personal return of our Lord Jesus Christ and the judgment to come for the just and unjust;
- (i) The resurrection of the body and eternal life;
- (j) Hell as a place of eternal punishment for all who have rejected the Lord Jesus Christ;
- (k) Heaven as a place of everlasting blessedness for all who have accepted the Lord Jesus Christ.

#### **Section 4: Vision Statement**

By the grace of God and undergirded by its supporters, the Healthcare Christian fellowship, Nigeria will become a prayerful evangelical movement with trained people implementing Christ's Great Commission within the Health Field.

#### **Section 5: Mission Statement**

The Mission of Healthcare Christian fellowship, Nigeria is to expand God's Kingdom in the Health field throughout Nigeria and beyond through prayer, evangelism and discipleship.

### **ARTICLE THREE: MEMBERSHIP**

#### **Section 1: *Affiliation with Healthcare Christian Fellowship International:***

Healthcare Christian Fellowship Nigeria is a member of Healthcare Christian Fellowship International.

#### **Section 2: *Affiliation with Churches and/or other non-denominational Christian groups.***

Churches and, or other non-denominational Christian groups who share HCF Nigeria's vision and are interested in working with HCF Nigeria may become affiliated with the Fellowship.

#### **Section 3: Membership of Individuals**

Membership is open to all truly *Born-Again Christians*, who work, or study in Healthcare establishments and other non-health personnel who share the vision of extending the gospel to the health field.

### **ARTICLE FOUR: ORGANIZATIONAL STRUCTURE**

**Section 1:** Supreme authority over Healthcare Christian Fellowship Nigeria and all its activities is vested in the Lord Jesus Christ and exercised by the Holy Spirit.

#### **Section 2: The Board of Trustees**

(a) The Fellowship shall have a Board of Trustees, membership of which must include the national Co-ordinator.

(b) The trustees of the fellowship for the purpose of the Companies and Allied Matters Decree No. 1 of 1990 shall be appointed at the Executive Meeting of the Committee charged with the responsibility of appointing same.

#### **Section 3: National Action Team**

The Fellowship shall also have a National action Team comprising the national Co-ordinator, The General Secretary, Development Promoter, Prayer promoter, Finance Promoter, Conference Promoter, Evangelism/Mission Promoter, Training Promoter, Admin./Field Staff, All National and State Field Staff, Area Co-ordinator and two Ex-officio members: Regional Promoter and the immediate past National Co-ordinator.

#### **Section 4: Local fellowship**

Local fellowships shall have executive members, which shall comprise of President, General Secretary and officer to be in-charge of Bible Study, Evangelism, Prayer, Finance and others according to the need of the group.

## **ARTICLE FIVE: DEFINITION**

As used in this constitution and in the bye-laws, the term "Healthcare Christian Fellowship Nigeria" means the Fellowship. The word "Healthcare" means Healthcare delivery by scientific medical practice.

## **ARTICLE SIX: AMENDMENTS**

The constitution may be amended only as follows: A notice of the proposed amendment shall be sent to the National action team at least thirty (30) days prior to the meeting where the Amendment will be considered.

The said notice containing complete copy of the proposed amendment shall be sent to the National Action Team and if the National Action Team approves by two-third majority vote of those in attendance, the said amendment shall be passed and become operative if two-third majority of the National November Conference attendance approves.

**Section 2:** No addition, alteration or amendment shall be made to or in the constitution/Bye-Law for the time being in force, unless the same has been previously submitted to the Federal Minister of Internal Affairs.

## **BYE-LAWS OF THE HEALTHCARE CHRISTIAN FELLOWSHIP NIGERIA**

### **ARTICLE ONE: NAME**

The name of the Movement shall be **HEALTHCARE CHRISTIAN FELLOWSHIP (HCF) NIGERIA**, hereafter referred to as the **FELLOWSHIP**.

### **ARTICLE TWO: LOCATION OF OFFICES**

#### **Section 1: Headquarters**

The National headquarter of the Fellowship shall be in Aba, Abia State of Nigeria or at any such other place or places in Nigeria the Fellowship may from time to time determine.

#### **Section 2: State/Zonal Offices**

State Zonal Offices shall be determined by respective States/Zones whenever possible.

#### **Section 3: Fellowship Centre**

Fellowship Centres for local groups shall be located within their respective health institutions, or any other place when not feasible.

### **ARTICLE THREE: membership/Relationship**

**Section 1:** Membership of the Fellowship shall be open to all truly *Born Again Christians* residing in Nigeria.

**Section 2:** Such a member shall register with a prescribed fee determined by the National Action Team.

**Section 3:** Membership is renewable annually and the prescribed fee is subject to review.

**Section 4:** Such a registered member shall attend and be part of a Local fellowship within his/her zone.

**Section 5:** Every Local HCF Nigeria (Branch) group shall be inaugurated and registered with the respective Zonal/State HCF and participate actively in all the Zonal/State programmes.

**Section 6:** Affiliation of churches and, or other Christian groups to HCF shall be a written

the application stating its statement of belief and passing such application through the Local HCF group, the State Executive Committee to the National ACTION TEAM.

## **ARTICLE FOUR: ORGANIZATIONAL STRUCTURE**

### **Section 1: Board of Trustees**

- i. The Board of Trustees shall have not less than five (5) and not more than seven (7) members one of whom shall be the National Co-ordinator, HCF Nigeria.
- ii. (a) Appointment of members of Board of Trustees shall be by the National Action team, at a meeting properly convened for the purpose with two-third members in attendance including the National Co-ordinator by simple majority vote.  
(b) Such appointee must be Born Again and ascribe to the doctrinal basis of HCF and be committed to fulfilling the vision/mission of the Fellowship.
- iii. Such appointed Trustees hereinafter referred to as ~~THE TRUSTEES~~ shall be known as ~~THE REGISTERED TRUSTEES~~ OF HEALTHCARE CHRISTIAN FELLOWSHIP NIGERIA.
- iv. The Board of trustees is vested with Authority to:
  - (a) Elect amongst themselves one who shall serve as Chairman and another the secretary.
  - (b) Have a common seal, which shall be in the custody of the Chairman, Board of Trustee.
  - (c) Apply to the Commissioner for Certificate of Incorporation under the Companies and allied Matters Decree 1991.
  - (d) Accept and hold in trust, all lands belonging to HEALTHCARE CHRISTIAN FELLOWSHIP, NIGERIA and to acquire land on behalf of HEALTHCARE CHRISTIAN FELLOWSHIP NIGERIA subject to such conditions as the Minister of Internal Affairs may impose.
- v. All documents to be executed by the Trustees shall be signed by the Chairman and one other member and sealed with the common seal.
- vi. Each Trustee may continue in office for life unless:
  - (a) He/she resigns
  - (b) He/she becomes insane
  - (c) He/she is officially declared bankrupt
  - (d) He/she is convicted of a criminal offence by a court of competent jurisdiction
  - (e) He/she is recommended for removal from office by the National Action Team by a majority vote of members present at any of its meetings.
  - (f) He/she ceases to reside in Nigeria

### **Section 2: NATIONAL ACTION TEAM**

- (i) The National Action Team shall meet at most four times a year.
- (ii) In a state of emergency, the National Chairman in conjunction with the Secretary and any other member of the National Action Team, may take decision on behalf of N.A.T. and have such decision ratified at the next meeting of N.A.T.
- (iii) The functions of the National Action Team shall include:
  - (a) Making and implementing of policies of the Fellowship.
  - (b) Administration and control of the affairs of the Fellowship at National, Area, State and Local Levels.
  - (c) Initiate any programme that shall enhance the vision of the Fellowship.
- (iv) Tenure of Office
  - (a) Each member of the committee shall continue in office for four years, and is eligible for re-election to serve another term of four years.

- (b) An NAT member who has served two consecutive terms in office shall not be eligible for re-election to that same office but shall be eligible for election to any other office.

(v) **Cessation of Office:**

A N.A.T member shall cease to hold office if,

- (a) He/she resigns
- (b) He/she ceases to be a member of HCF
- (c) Becomes insane
- (d) He/she is convicted of a criminal offence by a court of competent jurisdiction.
- (e) Following removal by two-third majority vote of members of the National Action Team following recommendation by the NAT after thorough investigation into the allegation against the office.
- (f) He/she ceases to reside in Nigeria

(vi) **Functions of INDIVIDUAL OFFICERS OF THE NATIONAL ACTION TEAM**

(a) **National Co-ordinator**

He shall preside over all N.A.T. meetings and offer effective leadership to the Fellowship.

He shall be responsible for the approval of any expenditure to be incurred by the Fellowship.

(b) **General Secretary**

Shall take and keep records of the activities of the NAT meetings as well as the National Conferences. He shall manage the correspondence of the Fellowship.

(c) **Development Promoter**

He shall function as the Public Relations Officer of the Fellowship. He shall be in charge of material development of the Fellowship.

(d) **Training Promoter**

He shall be in-charge of human development.

(e) **Evangelism/Mission Promoter**

He shall be in-charge of all Fellowship evangelical/ Mission activities and development.

(f) **Prayer Promoter**

Shall organize effective prayer support for the ministry of the Fellowship.

(g) **Finance Promoter**

Shall keep all financial records of the Fellowship. He/she shall be a signatory to the Fellowship financial account.

(h) **Literature/Media Promoter**

Shall function as the librarian of the Fellowship. Is responsible for the production of the publications of the Fellowship. Shall be the Editor-in-Chief of the Fellowship's magazine.

(i) **Conference Promoter**

Shall be the Chairman of the Conference Planning/organizing Committee of the Fellowship set up by the National Action Team.

(j) **Ex-officio Members**

They shall participate in all meetings of the NAT.

- (i) The Regional Promoter
- (ii) The Immediate Past National Co-ordinator.

**Section 3: NATIONAL ACTION TEAM**

- a. The National Action Team may meet quarterly
- b. The functions of the National Action Team shall include:
  - i. Election or removal from office of members of the Board of Trustees and the NAT.
  - ii. Setting the direction and formulating policies for the Fellowship
  - iii. Take final decisions on matters of discipline.
  - iv. Election/Appointment of promoters and Officer members of NAT.

**ARTICLE FIVE NATIONAL CONFERENCE**

The Fellowship shall convene conferences as follows:

- i. Annual National Conference in November
- ii. National prayer conference every February.
- iii. Leadership/staff Training.

**ARTICLE SIX: STAFF OF HCF NIGERIA**

The NAT shall employ and manage field staff and other necessary staff of the secretariat.

**ARTICLE SEVEN:****Section 1: Relationships**

- i. HCF Nigeria is affiliated to the HCF International.
- ii. Every member of HCF Nigeria must be a member of a local HCF branch within his/her state.
- iii. Every Local HCF branch must be inaugurated by and registered with the State Fellowship, and participate actively in all its programmes.

**Section 2: Affiliation**

Affiliation of Local Churches/Christian groups to the HCF Nigeria shall be by a written application to the National Action Team through the Local HCF group, through the State HCF. The affiliation is subject to approval by the National Action Team.

**ARTICLE EIGHT: FINANCES****Section 1:**

- (a) The Fellowship may accept gifts, donations and bequests or any other assets in money, receive or convey, transfer of movable properties by purchase gift or sale, invest, hire or borrow funds and assets.
- (b) The Fellowship may publish, purchase, acquire and sell, donate and otherwise dispose of books, records, literature and associated matters.

**Section 2: REMITTANCES FROM THE STATES**

- i. State quotas
- ii. Membership Registration Fee.  
A percentage of the membership registration fee shall be remitted to the HCF Nigeria by the State HCF branches.
- iii. Free-will donations and pledges from members.
- iv. Other acceptable means of fund raising by the NAT.

**Section 3: ADMINISTRATION OF FUNDS**

- i. All property movable and immovable of the Fellowship shall be vested in the Board of Trustees, and such shall be deemed to be the property of law of Board of Trustees for the time being and shall be treated and considered as

such in all proceedings at law and not as the personal property of the members of the Board of Trustees or any other member or members of the fellowship.

- ii. Since the fellowship is not for profit, all its income, funds and assets shall be used for the furtherance of its objectives.
- iii. The Fellowship may change the nature of such under section 1 and
- iv. Buy, sell or mortgage securities and assets, open and operate banking accounts and sign all legal documents and in case of need defend or take legal action.

#### **Section 4: AUDIT**

- i. The fiscal year of the Fellowship shall end with the end of November for the purpose of audit.
- ii. The Fellowship shall have an internal audit committee appointed by the National Action Team at the National Conference. An external auditor may be appointed where necessary.
- iii. The report shall be submitted to the National Action Team at a time determined by it.

#### **ARTICLE NINE: WELFARE**

The HCF Nigeria shall identify with the spiritual and physical welfare needs of her member.

#### **ARTICLE TEN: AMENDMENTS**

The constitution may be amended only as follows

- i. A notice of the proposed amendment(s) shall be sent to the N.A.T. at least thirty days prior to the meeting where the amendment will be considered. The said notice containing complete copy of the proposed amendment shall be sent to the National Action Team and if approved by two-thirds majority votes, the said amendment(s) shall be circulated to the States and Local groups of the fellowship. The amendment(s) shall be passed and become operative if the response of the family meeting held at National Conference shows approval by two-thirds majority.
- ii. No addition, alteration or amendment(s) shall be made to or in the Constitution/By-laws for the time being in force, unless the same has been previously submitted to the Federal Minister of Internal Affairs.