



By-laws of the CMDFA

Approved by the CMDFA National Board
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SECTION 1: ABOUT THE BY-LAWS

1.1 Purpose of the CMDFA By-laws

These By-laws are written to assist the various committees, chapters and individual members of the Christian Medical and Dental Fellowship of Australia (hereafter referred to as the “Fellowship”) in understanding the everyday work and life of the Fellowship

1.2 Method of Changing By-laws

The By-laws are a dynamic set of guidelines that can be updated, changed, or added to from time to time, in response to the changing needs of the Fellowship. The By-laws can be changed at Board meetings by the authority of the National Board of CMDFA (hereafter referred to as the “Board”), and will be made available to the members.

1.3 Relationship of By-laws to Constitution

The By-laws do not attempt to repeat all the content dealt with in the Constitution, and the By-laws are, in entirety, subservient to the CMDFA Constitution.

SECTION 2: CORE ELEMENTS & FOUNDATIONS

2.1 CMDFA Story

Since 1949 the CMDFA has been a focal point for Christians in medicine and dentistry in Australia from all ages and stages. Springing out of the evangelical student movement (Intervarsity Fellowship), the Christian Medical Fellowship of the UK, and the ministry of Dr Howard Guinness, the Christian Medical Fellowships in Australia originally existed as separate State branches, becoming a national body in 1962. The dentists joined in soon after and we became the Christian Medical Dental Fellowship of Australia (CMDFA). A National office was established in 2000 in Sydney to serve the growing needs of the Fellowship.

CMDFA is linked around the world with a global community of around 100 like-minded groups through the International Christian Medical and Dental Association (ICMDA). The ICMDA include the two largest groups: CMF (UK) Christian Medical Fellowship (CMF) & Christian Medical and Dental Associations of the US (CMDA).

2.2. CMDFA Aims and Vision (Refer to Constitution Rule 2 Objects)

CMDFA vision:

- CREATING COMMUNITY amongst doctors and dentists and students
- ENCOURAGING GROWTH IN CHRIST in the context of the shared vocation of healthcare
- STANDING FOR CHRISTIAN VALUES and providing a forum for developing and integrating Biblical values into daily healthcare practice, articulating and standing up for Christian medical ethics
- FOSTERING MEDICAL AND DENTAL MISSION & WITNESS in Australia and overseas

- CONNECTING & MENTORING - The supportive friendships, role modelling and mentoring that is so vitally present in the Fellowship is a critical part of why many members join, and remain members their whole professional lives
- RESOURCING & EQUIPPING doctors, dentists and students through transformational events and quality publications
- BEING A CHRISTIAN VOICE - Our desire is that more and more Christian doctors and dentists choose to identify with the CMDFA by becoming members, adding their voice, their experiences and their willingness to be visible Christians in the marketplace of healthcare to ours, for the honour of Christ's Name.

2.3. Motto

Following Christ: integrating faith and practice

2.4. Basis of Belief Statement (Found in CMDFA Constitution Rule 3) – is affirmed by all members upon joining and at membership renewal:

We believe in the Revelation of the One true God (Father, Son and Holy Spirit), and the Gospel of redemption and regeneration through the incarnation, the death, and the bodily resurrection of our Lord Jesus Christ.

We believe in the indwelling of the Holy Spirit until Christ returns finally to fulfil all things in Himself as it is given to us in the Bible, which is the divinely appointed authority for faith and life.

2.5 Membership Declaration (Found in CMDFA Constitution Rule 7.b.iii) - Members are asked to affirm this declaration upon joining and at membership renewal:

"In joining the Christian and Medical and Dental Fellowship of Australia Inc. I declare my faith in God the Father, and in God the Son, the Lord Jesus Christ who is my Saviour. I desire to be ruled by God the Holy Spirit speaking through the Bible, the divinely appointed authority in matters of faith and life."

SECTION 3: NATIONAL BODY

3.1. Associate Membership “according to the by-laws” provision (Refer Constitution rule 8.1.d)

In addition to the categories of admittance to Associate Membership outlined in the Constitution in Rule 8, these By-laws allow for appropriate people to be appointed to associate membership under these conditions:

- The person would be nominated to the Board usually by a State Chair or a Board member

- The person has affirmed in writing the statement of faith, membership declaration and their support of the objects and aims of the Fellowship, and
- The person is appointed by decision of the Board at a Board meeting, and
- The membership of that person is believed by the Board to be in the best interests of the Fellowship, and
- The person pays the appropriate membership fee for Associate Members according to the Constitution Rule 11, and
- Once appointed to Associate membership, the person may enjoy full rights of associate membership including serving on the Board or other committees as outlined in the Constitution, and
- The names of persons so appointed will be tabled at the AGM following their appointment for the information of the wider membership.

3.2. National Secretary

3.2.1 It is the duty of the National Secretary to keep minutes of:

- All appointments of office-bearers and members of the Board;
- The names of members of the Board present at a Board meeting or at a General meeting; and
- All proceedings at Board meetings and General meetings.

The National Secretary will ensure that Minutes of proceedings of Board and General meetings shall be put to a vote for acceptance by the Board or the members (as the case may be) at the next succeeding meeting and the final version of the minutes be securely filed for future reference.

3.2.2 It is also the duty of the National Secretary to carry out the following responsibilities of the Fellowship (as the case may be, this list not necessarily being exhaustive):

- To receive all correspondence for the Board;
- To give not less than 28 days' written notice of any General Meeting of the Fellowship to each member of the Fellowship as per the constitution rules.
- To give not less than 28 days' written notice of any special resolution being in the case of a General Meeting of the Fellowship as per the constitution rules

- To keep a record of Board appointments and elections, and Board positions becoming vacant.
- Call for nominations for those positions on the Board that are due to become or have become vacant, and provide sufficient time for members to nominate for Board membership before the respective Annual General Meeting remembering that nominations for Board membership close 21 days before the Annual General meeting. A suggested time frame is that a call for nominations for Board membership occur approximately 2 months before the AGM;
- To give to each member of the Board not less than 14 days notice of all meetings of the Board together with a proposed Agenda not less than 7 days prior to all meetings. It will be preferable that the Chair and Secretary provide the Board with a calendar of meetings for the upcoming year shortly after the AGM.
- To carry out such other duties as may be required by the Board from time to time.
- Be able to advise the board on matters of process in relation to the Constitution and By-laws.

3.3 National Treasurer

It is the duty of the National Treasurer to ensure that in any financial year:

- All monies received by the National Office, Branches, Chapters or other bodies within the Fellowship are recorded and accounted for in a transparent manner;
- All payments made by the National Office are authorised by the National Treasurer (or a delegate appointed by the National Board) to authorise in the place of the National Treasurer where the National Treasurer is not able to make such an authorisation (in which case the National Treasurer shall review such authorisations in a prompt manner);
- Branches, chapters and other bodies be aware that they notify the National Treasurer (or delegate) of any payments or expenditure commitments with an annual total of more than \$5,000, as soon as able before the event or before any formal commitment is made with an external service provider.;
- Branches, Chapters or other bodies within the Fellowship be encouraged to arrange for any money to be received (for example conference or workshop fees), be accepted or processed by the National Office, so as to centralise administration and account keeping;

- Branches, Chapters and other bodies within the Fellowship be encouraged to request that the National Office make payments on their behalf, so as to centralise administration and account keeping;
- Ensure correct books and accounts are kept showing the financial affairs of the Fellowship, including full details of all receipts for monies received and payments authorised;
- Branch, Chapter and other bodies in the Fellowship have nominated treasurers who forward quarterly statements to the National Office to enable Business Activity Statements to be prepared and to inform the National Treasurer
- That the Fellowship's full year accounts are independently audited;
- A quarterly National Treasurer's Report be presented to the Board; *and*
- An annual National Treasurer's Report be presented at the Annual General Meeting.

3.4 Luke's Journal

Luke's Journal is the journal of CMDFA.

- The number of editions each year will be determined by the Board and Editors of the Journal (based on finances and content being available for publishing)
- One (or more) members will act as editors for the Journal and report back to the Board on any issues relating to the Journal.
- The appointment of editors for Luke's Journals would be ratified by the CMDFA Board.

SECTION 4: STATE BRANCHES

The National Board has the authority to undertake organisational restructuring of existing branches, chapters or committees; or the formation of new branches, chapters or committees, if this is considered in the best interests of the Fellowship.

State Branches provide a connecting point within each state for members.

Within each state, there may also be regional ministry groups catering for the needs of members in regional, rural and remote areas, as the members initiate.

4.1 State Branch Committee Vision and Purpose

State Branches provide leadership of the Fellowship at state level. The committee will plan and organise events, conferences, facilitate communication and networking, monitor membership, support student leaders and activities, foster missionary support, encourage regional groups, liaise with Board and staff on matters of interest.

4.2 Composition of State Branch Committee

4.2.1 A committee may have 2-12 members determined by vote of each Branch at the commencement of each Annual Meeting of the Branch.

4.2.2 The office bearers of each Branch or chapter may be:

- A Chairperson
- A Secretary
- A Treasurer

4.2.3 Consideration should be given to having representatives from the following groups on the State Branch Committee e.g. Missions Chapter, Recent Graduate, Student

4.2.4 Having a committee member oversee membership promotion in collaboration with the national office is desirable.

4.2.5 Branches currently include Queensland, New South Wales, Victoria, South Australia and Western Australia.

4.2.6 Members living in the ACT are included in the NSW Branch activities, members living in Tasmania are included in Victorian Branch activities, and members living in the Northern Territory are included in South Australian Activities respectively.

4.2.7 A new branch or chapter of CMDFA must be approved by the Board

4.3 Annual Meetings of State Branches

If no Annual meeting has been held by the branch in a 2 year period, the Board or national staff may initiate remedial intervention and discussion with relevant stakeholders with the aim of causing Branch renewal or more effective functioning.

4.4 Appointment and Election of State Branch Committee Members

4.4.1 Each member of the above Committees (except for the co-opted members) shall be elected at the respective Branch or Chapter Annual Meeting.

- All members of a State Branch committee shall be currently financial members, and affirm their personal support of the Statement of Faith, the membership

declaration of living in allegiance to Christ, and the aims and objectives of the Fellowship.

- The Chair, Secretary and Treasurer of the branches and chapters shall each hold office until conclusion of their election at a state branch Annual Meeting which is nearest to two years following their respective elections, but each shall be eligible for re-election.
- Office-bearers may serve up to a maximum of 6 continuous years as an office-bearer and then be required to retire from office.
- Committee members can serve up to maximum of 9 years before being required to stand down from the committee for 2 years.
- In the event of a casual vacancy occurring in the membership of the Branch Committees, the Committee concerned shall appoint a member of the Association to fill the vacancy.
- In branches where there are sufficient numbers of active members it is the expected practice to hold elections for committee membership and office bearers at the Annual Meeting of the Branch or Chapter in order that members of the branch can indicate their preference for branch leadership.
- A person who is elected to the National Board who is in the position of being a Branch committee Office Bearer must relinquish their State committee Office Bearer position within six months of becoming a National Board member.

4.4.2 A suggested framework may include

- Notice of forthcoming meeting and call for nominations – method of dissemination and time period (e.g. one month)
- Notice of method of election / appointment
- Nominations whether in writing, by email or verbally
- Agreement of nominee verbally or in writing
- Time limitation before the meeting for receipt of nominations (e.g. one week)
- Proxy voting, method of receiving proxies and time limitation for submitting them
- If there are not sufficient nominations in advance, then further nominations can occur at the time of the meeting
- Quorum for the meeting will be 5 members
- Means to decide who will preside over the election
- Method of voting (e.g. by hands or by secret ballot)

4.4.3 It may be thought desirable or necessary to choose and appoint committee members by means other than election at an Annual Meeting. These include:

- Partial elections and filling of remaining places by leaders making direct approaches to others.
- Direct approach to ask people to take on leadership. Such approaches may be made by retiring leaders, leaders left without a full complement of office bearers or committee, or by local members.
- Intervention from outside the branch might include the situation where a branch or chapter is in danger of collapse due to a lapse in leadership, or there are insufficient branch committee members, when the Board and/or national staff may take initiative to facilitate remedying the situation.

SECTION 5: MISSIONS CHAPTER

Members of CMDFA will have the option of becoming members of the Missions Chapter at the time of commencement of membership, renewal of membership or any other time that they would like to join.

5.1 Purpose

Fostering of vision for global medical and dental mission is a core element of the aims of the Fellowship. The missions chapter seeks to keep this vision before us through supporting overseas members by providing member care, promoting the cause of serving in mission amongst our members, and seeking to develop resources to connect our members to mission opportunities.

5.2 Methods

- The membership will comprise state representatives.
- A Chair will be recommended by the members and approved by the Board.
- The chapter will report to the Board.
- It is recommended that each state committee have a mission's representative. The state representative has the role of promoting missions within the state, and supporting and providing pastoral care to missionaries. Each state representative is to be a member of the local state committee.
- There may be more than one representative from a state.

- An annual report of the Missions Chapter activities should be submitted to the Board by the Chapter Chair.
- The Chapter may hold an Annual meeting.

SECTION 6: RECENT GRADUATES AND STUDENTS MINISTRY

6.1 REGS Chapter

The REGS Chapter exists as an informal subset of CMDFA membership. REGS is an acronym standing for “**R**ecent **G**raduates and **S**tudents”. Any member is welcome to self-nominate to be part of this chapter, which comprises those members who identify with the interests of our recent graduates and students.

The REGS Chapter has no formal structure of its own, and is better understood to be a *movement* of likeminded people in pursuit of the same things, namely:

Following Christ: Integrating Faith and Practice,

and,

Endeavouring to be solid in faith and radical in obedience.

6.2 Leadership

There is no formal leadership structure for the REGS Chapter, though the movement is stewarded by the Recent Graduates and Students Worker(s) (REGS Worker(s)), whose positions are referred to in the CMDFA constitution. These positions, as the constitution states, are appointed by the Board, and are invited to attend Board meetings, albeit in a non-voting capacity. They have no fixed term. The National Students’ Representative also has important role in directing the movement. The REGS worker(s) are hereafter referred to in singular, although multiple REGS worker(s) may be appointed.

6.3 REGS Worker

6.3.1 Roles and responsibilities

The roles and responsibilities of the REGS Worker(s) change according to the needs of the movement, and also tend to reflect the strengths of the person appointed. However, some general principles remain constant:

- **Vision**

The REGS Worker(s) not only needs to grasp the vision of the movement for themselves, they also must learn to communicate it in a meaningful and inspirational way. The movement can only maintain momentum with a clear and distinctive vision, and the propagation of this vision must be a major focus for the REGS Worker(s).

- **Mobilisation**

It is essential that the conveying of the vision also be accompanied by the mobilisation of others. This may relate to their involvement in CMDFA, but it also pertains to their commissioning toward a radically obedient Christian life, whether at home, at church, at university, at work or into overseas mission.

- **Representation**

It is important for the REGS Worker(s) to function as a representative of the REGS Chapter to the Board, and also as a representative of the Board to the REGS Chapter.

In more practical terms, there are a number of major domains that should be the priority for the REGS Worker(s):

- Steering of the movement
- Communicating the vision
- Encouraging recent graduates around the country
- Encouraging students on campuses and in the hospitals
- Encouraging the creation and distribution of resource material
- Stewardship of the IMPACT Conference
- Coordinating VISION (the Student Leaders' Training Weekend)
- Organising the annual Recent Graduates Retreat
- Coordinating the regional intern boot camps
- Facilitating the development of hospital fellowship networks
- Improving national communication within the REGS Chapter

- Succession planning

6.3.2 Remuneration

Since the inception of the position of REGS Worker(s) there has been a willingness from the CMDFA leadership to support the role financially, as a salary and/or the reimbursement of expenses. A specific partnership fund to support the REGS Worker(s) has been in existence since 2008, drawing on the generous support of the membership; this is overseen by the Board.

6.3.3 Building a team

The REGS Worker(s) is encouraged to raise up a team to advance the work of the REGS Chapter. Positions and responsibilities can be designated by the REGS Worker(s) to other volunteers as desired. If any of the REGS partnership fund is being utilised in this way then the Board needs to be involved in approving the allocation of monies.

6.4 The National Student Representative

The NSR is a student or recent graduate who is appointed to be the voice of the students within CMDFA. They should also be able to communicate the vision and aims of CMDFA to the students. In practice their role involves maintaining communication with student leaders around the country, and encouraging them in accordance with the vision of CMDFA. The NSR should work in collaboration with the REGS Worker(s).

This position used to be elected at the IMPACT Conference, but has more recently been appointed by the REGS Worker(s) (in consultation with others). The term of the position is variable, usually one or two years.

6.5 REGS Representatives on State Branch Committees

No formal requirement exists that states appoint a REGS Representative, but the practice is encouraged. The state representative can provide a valuable local contact for the REGS Worker(s).

The REGS Worker(s) may be able to assist state branch committees in recommending the names of one or two student leaders or recent graduates who might be approached to go on the State Branch Committee as a REGS rep.

6.6 Campus Leaders of student Christian groups

These are not formal CMDFA roles, and often are not formal campus leadership roles, but the REGS team recognises the importance of the CMDFA connecting with students who influence others before they disperse from university campuses, and seeks to identify the new campus leaders who might be suitable to invite to VISION weekend, and thus initiate relationship with the CMDFA. The

REGS teams seeks to build relationship with campus leaders mainly through personal contacts with the leaders from the years before.

6.7 REGS National Events:

6.7.1 VISION weekend - is an entry point for many student leaders and is a training weekend to equip medical and dental students for campus ministry, as well as make friendships amongst Christian peers, introduce the vision for the CMDFA and articulate the value to them of being part of the movement. The REGS worker (or national student staff worker if there exists more than one REGS worker) oversees the planning for VISION, with the national student representative and other REGS team helpers.

VISION is heavily subsidised to keep the cost to students very low as this is felt to be so strategic, and foundational to the ongoing health and growth of the movement. Funds come from participants, CMDFA National Budget, State branch committees, and individual graduate members' donations. The national student staff worker will draw up the budget and registration schedule and seek donations from members.

6.7.2 IMPACT Conference – is the national conference of the CMDFA for medical and dental students and recent graduates and their graduate mentors. IMPACT was birthed in 2000 and is an annual event built around strong Biblical teaching, vision, worship, prayer, interesting workshops, relevant themes, students meeting Christian doctor/dentist role models, exposure to the challenge of mission.

IMPACT is a student and recent graduate-led conference, organised by an organizing committee from the host location composed mainly of students, with a few graduates to help as seasoned players.

The IMPACT committee is formed immediately following an IMPACT.

The REGS worker(s) is ultimately responsible for the organizing committee and for the outcome of IMPACT, should be copied on organising committee minutes, and is actively involved as an advisor in any areas that need their support and guidance. Areas of IMPACT that the REGS worker(s) often initiate include:

- Deciding the location of IMPACT (in consultation with REGS team) two years in advance, research suitable timing, and booking a conference site for an appropriate number of people
- Assisting in the formation of a new IMPACT committee and helping them understand their task.
- Inviting plenary speakers who often need more than twelve months' notice.
- Helping develop workshop themes and graduate speakers for workshops, if needed.

- Drawing up the draft IMPACT budget and registration schedule for discussion with the organizing committee and approval by the National Treasurer.

6.7.3 Recent Graduates Retreat – The Recent Graduate retreat is aimed at recent graduates, both hospital based and practice based. The focus is spiritual refreshment, relevant discussion, rest and renewal, friendship. The Recent Graduate Retreat is a ministry of the REGS team. The theme, speaker, location and other details should be coordinated by the national recent graduates’ staff worker working alongside local recent graduates.

6.7.4 Intern Boot Camps

Intern boot camps are run to assist incoming interns with adjusting to full time work in the public hospital system. They are held in several locations across the country in January just before the incoming interns commence work. Each local boot camp is run slightly differently depending on the local needs and numbers. Most locations will hold a half day or full day workshop to cover both practical aspects of surviving internship, and maintaining spiritual vitality despite the many challenges. The national recent graduates’ staff worker is responsible for coordinating these boot camps and updating the intern boot camp manual periodically.

SECTION 7: CMDFA Speaker Choice Guidelines

7.1 Speaker Choice Guidelines

Organisers of CMDFA events need to take great care to choose wisely who will be invited to speak at a CMDFA function. The damage from choosing speakers unwisely can be very significant, to the hearers and to CMDFA reputation.

1 Peter 5:2 “Be shepherds of God’s flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve”

1. The safest and ideal path is to choose speakers from our CMDFA members, people whom you know personally as godly examples in their lives and practice, who are committed to “Following Christ, integrating faith. Our members form a group of wise, godly and experienced resource people we can trust to understand the purpose of CMDFA events, particularly mentoring and modelling faith in healthcare practice. These are your ‘go to” group for medical and dental speakers!

2. If they are medical and dental not a CMDFA member, then you have to ask ‘Why not?’. They may be knowledgeable , or a Professor, but more importantly, are they a model in their Christian life?

The speaker must be known personally by one of the organizers (a member) who can vouch for them as an evangelical believer and regular church attender.

3. Non-believer or person of unknown faith background - If you can't be sure of their faith background, please do not invite them as official CMDFA speakers. Such speakers are unable to be mentors of Christian faith and healthcare practice, which is our distinctive.

4. As a general principle, not just one person, but 2 or 3 experienced CMDFA members should be involved in the speaker choice. If you're unsure ask other experienced CMDFA leaders you know for their opinion. Use our network to help you!

5. If an organizer or adviser or Board member expresses a concern, and the potential speaker is not well known, then err on the side of caution and do not move forward with that person. Better safe than sorry.

6. It is important that organisers ensure every speaker is informed and understands the CMDFA Core Mission and Values, and that they agree to personally endorse it. Speakers can be asked to sign that they agree with our statement of faith and understand what the CMDFA stands for .

Please use the Speaker Invitation Commitment (template following)

7. Don't be in undue haste. Be prayerful. Pray and ask God for His wisdom, talk to others, and pray some more. Sometimes meeting with a speaker in an 'no commitment' meeting, to see if there is a good fit can be a great idea.

7.2 CMDFA Speaker Invitation Commitment

Name of invited speaker: **CMDFA Member - Yes/ No** (circle which)

Name of CMDFA Member who has invited them:

Event date and Description:

To the Speaker: Please read the information below to introduce the CMDFA to you. After reading, if you can agree with the speaker commitment, thank you for signing and returning to the person who invited you.

All members of the Christian Medical and Dental Fellowship of Australia affirm their commitment to the below Core Statements of the CMDFA. They are:

1. CMDFA vision and purpose:

- CREATING COMMUNITY amongst doctors and dentists and students
- ENCOURAGING GROWTH IN CHRIST in our members in the context of the shared vocation of healthcare
- STANDING FOR CHRISTIAN VALUES and providing a forum for developing and integrating Biblical values into daily healthcare practice, including articulating and standing up for Christian medical ethics
- FOSTERING MEDICAL AND DENTAL MISSION & WITNESS in Australia and overseas
- CONNECTING & MENTORING – Fostering friendships, role models and intergenerational mentoring as a valued part of the Fellowship. It is why many members join, and remain members their whole professional lives
- RESOURCING & EQUIPPING doctors, dentists and students through transformational events and quality publications
- BEING A CHRISTIAN VOICE - Our desire is that more and more Christian doctors and dentists choose to identify with the CMDFA by becoming members, adding their voice, their experiences and their willingness to be visible Christians in the marketplace of healthcare to ours, for the honour of Christ's Name.

2. CMDFA Basis of belief Statement:

We believe in the Revelation of the One true God (Father, Son and Holy Spirit), and the Gospel of redemption and regeneration through the incarnation, the death, and the bodily resurrection of our Lord Jesus Christ.

We believe in the indwelling of the Holy Spirit until Christ returns finally to fulfil all things in Himself as it is given to us in the Bible, which is the divinely appointed authority for faith and life.

3. CMDFA Declaration of Membership:

"In joining the Christian and Medical and Dental Fellowship of Australia Inc. I declare my faith in God the Father, and in God the Son, the Lord Jesus Christ who is my Saviour. I desire to be ruled by God the Holy Spirit speaking through the Bible, the divinely appointed authority in matters of faith and life."

4. CMDFA Motto: Following Christ, integrating faith and practice.