



Membership Application Pack 2022

Thank you for your interest in joining ICMDA. Enclosed in this pack are guidelines and documents that we require you to fill out and return as we consider your application.

Please note, any application should be done in consultation with the Regional Secretary in your region and/or the Chief Executive.

Contents:

Application Guidelines

Application Form

Sample Covering Letter

Sample Constitution

Appendix 1: Article I of the ICMDA Constitution on Membership Appendix
2: Guidelines for Establishing a Christian Medical/Dental Society

For a copy of these samples in a Word document, [click here](#).



Application for ICMDA Membership – Guidelines

BACKGROUND

The mission of ICMDA is to start and strengthen National Christian Medical and Dental movements through: Calling, Equipping, Fellowship and Service. Our vision is 'a Christian witness through doctors and dentists in every community in every nation'.

Members of ICMDA are nationally recognised Christian medical and/or dental associations. In general, membership of ICMDA is limited to one interdenominational organisation per country, but exceptions may be made by the Board with ratification of the General Assembly.

ICMDA is pleased to consider for membership Societies/Associations/Fellowships which meet the criteria listed in Article I of the ICMDA Constitution and Appendix F of the ICMDA Board Policy Manual.

After a successful membership application groups are formally admitted to membership at the four yearly World Congress.

APPLICATION REQUIREMENTS

The submission to the ICMDA Chief Executive Officer of a completed **Membership Application Form**, including the following attachments:

1. A letter requesting membership containing proof (eg reference to minutes of a meeting) that the request is in response to a decision of the National Committee of that association. The letter will state that the applying organisation accepts the mission, vision and statement of faith of ICMDA.
2. A copy of the applying organisation's Doctrinal Statement or Statement of Belief. This statement may be incorporated in or separate from the Constitution document.
3. A copy of the Constitution of the applying organisation.
4. A brief outline of the history of the applying organisation: for example, how long it has been in existence, accomplishments etc.
5. If the organisation is not nationally recognised or registered because of geopolitical concerns or persecution these reasons need to be stated.

Specific letters of reference or endorsement by existing Member Organisations are not required for membership.

All documentation will be written in or translated into the English language.

Please feel free to consult the ICMDA Chief Executive Officer (ceo@icmda.net) for further advice and assistance on applying for membership.

April 2019



Membership Application Form

Organisation name:			
Address:			
President/Chief Executive/ General Secretary/Chair:			
Email address:			
Mobile phone number: (for WhatsApp)			
Contact person: (if different from above)			
Email address:			
Mobile phone number: (for WhatsApp)			
Number of fee-paying members:	Doctors:	Dentists:	Students: Other:
Website:			
Registration number: (with the relevant national authority)			
Main languages spoken in the organisation: (in order of preference)			
Signed:		Date:	
Name:			
Position:			

Please use the following checklist in completing your application form.

Please tick to confirm:

1. We wish to apply for membership of ICMDA and agree to adhere to the principles and policies as outlined in the Constitution Board Policy Manual (<i>attach a letter from the organisation confirming this and stating that the membership application request is in response to a decision of the national committee of your organisation</i>)	
2. We accept the mission, vision and statement of faith of ICMDA (<i>attach a letter from the organisation's chair/secretary confirming this</i>)	
3. Our organisation is constituted by individual health professionals who will be or have been qualified by a national licensing body (<i>attach a copy of your organisation's constitution</i>)	
4. Our organisation is interdenominational in charter and practice (<i>attach a copy of your organisation's statement of faith</i>)	
5. We will pray for and support the other members of ICMDA	
6. We will provide an annual report of our organisation's work and membership data (<i>attach a brief outline of the history of your organisation</i>)	
7. We will pay ICMDA an annual subscription	
8. We will notify ICMDA of any significant changes to our organisation	

**Please return this completed membership application form
with the required attachments to:**

ICMDA, Suite 8 Censeo House, 6 St Peters Street, St Albans AL1 3LF, UK

Or alternatively, email: office@icmda.net

DATE

Dear ICMDA CEO,

RE: ICMDA membership request

I am writing to confirm the intention of **ORG NAME** to apply for membership of ICMDA. I can confirm that **ORG NAME** is a nationally constituted association of Christian doctors and/or dentists in **COUNTRY NAME** (*registration number*), is interdenominational in charter and practice, and is representative of the whole of **COUNTRY NAME**.

ORG NAME was formally constituted on **DATE** and this membership request is in response to a decision by the **GOV NAME** of **ORG NAME**. Attached is the constitution of **ORG NAME**.

I confirm that **ORG NAME** accepts the mission, vision and statement of faith of ICMDA.

ORG NAME commits to praying for and supporting the other national members of ICMDA. We will provide an annual report of our organisation's work and membership data. We will pay ICMDA an annual subscription and will notify ICMDA of any significant changes to the organisation.

Yours sincerely,

President/Chairman/General Secretary

ORG NAME

SAMPLE CONSTITUTION OF A CHRISTIAN MEDICAL & DENTAL FELLOWSHIP

A: The Statutes

1. CONSTITUTION

The Fellowship constituted hereby shall be a union of Christian doctors, dentists and medical and dental students, who are in sympathy with the aims of the Fellowship and are prepared to sign the Membership Basis.

2. NAME

The full name of the Fellowship shall be **ORG NAME** (herein referred to as 'the Fellowship').

3. AIMS

The Aims of the Fellowship shall be:

- i. To unite Christian doctors, dentists and medical and dental students in Christ, and to encourage them to deepen their faith, live like Christ, and serve him obediently, particularly through acting competently and with compassion in their medical and dental practice.
- ii. To encourage Christian doctors, dentists and medical and dental students to be witnesses for Christ among all those they meet.
- iii. To promote Christian values in society, especially, but not limited to, the areas of bioethics and healthcare.

4. DOCTRINAL BASIS

The doctrinal basis of the Fellowship shall be:

- i. We believe the Bible to be the authoritative word of God.
- ii. We believe that there is one God, creator of heaven and earth, eternally existent in three persons: Father, Son and Holy Spirit.
- iii. We believe in the deity and humanity of Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, in his present rule as Head of the Church and in his personal return in power and glory.
- iv. We believe that salvation is based on the sacrifice of Christ and regeneration by the Holy Spirit.
- v. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- vi. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
- vii. We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class differences.

5. MEMBERSHIP

Membership of the Fellowship shall be open to all doctors, dentists and medical and dental students, of any Christian denomination, who are in full sympathy with the aims of the **ORG NAME** and who sign the following declaration of membership (the 'Declaration'):

*I am in sympathy with the Aims of the **ORG NAME** and affirm my faith in Jesus Christ as my Saviour, my Lord, and my God. I believe in the Revelation of the one true God (Father, Son and Holy Spirit) and the gospel of redemption and regeneration through the life, death and resurrection of our Lord Jesus Christ, as recorded in Holy Scripture, which is the divinely inspired Word of God for faith and life.*

6. MEMBERSHIP FEES

- i. Membership fees will be determined from time to time by the **GOV NAME** and will be fixed with regard to the income of the members.
- ii. Membership fees are payable annually on the first of January.
- iii. Members who are more than two years in arrears with their membership fees may be suspended at the discretion of the **GOV NAME**.

7. **GOV NAME (COUNCIL/GENERAL COMMITTEE etc - choose appropriate name)**

- a) The **GOV NAME** shall transact the general and constitutional business of the Fellowship and shall promote the well-being, policy and development of the Fellowship.
- b) The **GOV NAME** shall at the Annual General Meeting, by a simple majority of those present and voting, elect the following officers, who shall be members of the Executive Committee for such a period as the **GOV NAME** shall determine:
 - Chairperson (usually for three years)
 - Vice-Chairperson (usually for two years, followed by three years as Chairperson)
 - Treasurer (usually for three years)

8. ANNUAL GENERAL MEETING

A general meeting of members shall be held annually to receive reports, elect officers and additional **GOV NAME** members, and transact any other business. Notice of such meeting together with reports and an agenda of business to be transacted, shall be sent to all members at least fourteen days before the date thereof.

9. SUB-COMMITTEES

- a) The **GOV NAME** may appoint such sub-committees as are necessary for the efficient running of the Fellowship.
- b) The President shall be an ex-officio-member of all sub-committees.
- c) Members, other than officers and additional **GOV NAME** members, may be invited by the **GOV NAME** to serve on sub-committees.

10. QUORUM

The Quorum at the Annual General Meeting shall consist of **CHOOSE NUMBER** members or one tenth of the total full membership, whichever is the less.

11. AMENDMENTS

No alterations shall be made to these statutes except by agreement of three-quarters of those present and voting at an Annual General Meeting. Any proposed amendment may either be recommended by the Executive Committee or given in writing to the President and signed by at least **CHOOSE NUMBER** members. Such amendments shall not become effective until 28 days after the date of the meeting.

B: The Articles

1. **GOV NAME**

- a) The **GOV NAME** shall consist of members of the Fellowship as nominated by their respective regions for the ensuing year.
- b) The functions and responsibilities of the **GOV NAME** are as follows:
 - i. Elect officers and additional members of the Executive Committee.
 - ii. Receive reports and accounts of the Fellowships business in a given year.
 - iii. Consider the vision, strategy and direction of the Fellowship.
 - iv. Make recommendations to the Executive Committee.
- c) The **GOV NAME** shall meet at least once a year at an Annual General Meeting.

2. Executive Committee of the **GOV NAME**

- a) The Executive Committee shall consist of the following officers:
 - i. a President, who will be the Chairman
 - ii. a Vice-Chairman
 - iii. a Treasurer
 - iv. a maximum of **CHOOSE NUMBER** additional members.
- b) No employee of the **ORG NAME** may also be an Officer.
- c) The functions and responsibilities of the Executive Committee are as follows:
 - i. To conduct the day-to-day business of the Fellowship, having general control, management and administration of the Fellowship.
 - ii. The Executive Committee shall be responsible for the financial administration of the Fellowship and the Treasurer shall present a Financial Report at every Annual General Meeting.
 - iii. The Executive Committee may appoint such administrative committees as it considers are necessary to further the aims of the Fellowship, provided always that each such committee operates in accordance with written terms of reference (and a budget where this is appropriate) which have been approved by the Executive Committee. Each such committee shall be directly accountable to the Executive Committee.
- d) Each officer shall, upon election, record his/her agreement with the Doctrinal Basis of the Fellowship, in writing, and shall cease to hold office if at any time the basis does not express his/her sincere religious beliefs
- e) The President, Vice-Chairman and Treasurer will be appointed by the **GOV NAME** for a period of three years. No person may be appointed as President for more than two consecutive periods.
- f) The Executive Committee shall meet at least **twice** a year and at such other times as it may itself determine.
- g) All meetings of the Executive Committee shall require a quorum of at least three or more than half of the total number of committee members, whichever is the greater. If this ceases to be the case at any time, the Chairperson must adjourn the meeting.
- h) At all meetings of the Executive Committee a resolution put to the vote shall be decided by a simple majority on a show of hands of those entitled to vote.

3. AMENDMENTS

No alterations shall be made to these articles except by agreement of three-quarters of those present and voting at an Annual General Meeting. Any proposed amendment may either be recommended by the Executive Committee or given in writing to the President and signed by at least **CHOOSE NUMBER** members. Such amendments shall not become effective until 28 days after the date of the meeting.

4. DISSOLUTION

The **ORG NAME** may be dissolved by a resolution passed by two thirds of the Executive Committee and a 90% majority of those present and voting at a Special General Meeting of members convened for the purpose, of which twenty-one days notice shall have been given to the membership of the Fellowship.

Such resolution may give instructions for the disposal of any assets held on behalf of the Fellowship, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be distributed among the members of the Fellowship, but shall be given or transferred to such other charitable institution or institutions having objects and doctrinal basis similar to some or all of those of the **ORG NAME** as the Executive Committee shall determine.

Article I of the ICMDA Constitution - Membership

Section 1 Categories

- a) **National Members** of ICMDA are nationally recognized Christian medical and/or dental associations or their equivalent.
- b) **Other Members** of ICMDA may include national or regional associations of Christian medical and dental professionals who cannot be recognized nationally due to geopolitical concerns or persecution. The Board will consider these on a case-by-case basis.

Section 2 Membership Requirements

- a) Written acceptance of ICMDA's Mission, Vision, and Statement of Faith.
- b) Membership organizations constituted by individual health professionals, students, doctors in training, and retirees who are, will be or have been qualified by a national licensing body.
- c) Interdenominational Christian in charter and practice.
- d) Fulfillment of subscription (membership dues).
- e) Additional application requirements as defined in the Board Policy Manual.

Section 3 Approval of Membership

- a) The Board may grant tentative approval of new members pending ratification at the next General Assembly.

Section 4 Criteria for Termination of Membership

- a) Failure to maintenance an effective national organization.
- b) Non-payment of subscription (see Board Policy Manual for exceptions and/or additional policies).
- c) Failure to embrace the spiritual and/or ethical standards of the Association as determined by the Board.
- d) Two-thirds vote for termination by the ICMDA Board.

Section 5 Autonomy of Members

- a) In matters that concern the internal affairs of the respective national organizations, Members shall be autonomous. In such, the powers of the Association shall be confined to discussion, advice and example.

Section 6 Limitations of Membership

- a) In general, membership in the Association is limited to one interdenominational organization per country. Exceptions may be made by the Board with ratification of the General Assembly.

APPENDIX F of the ICMDA Board Policy Manual

GUIDELINES FOR ESTABLISHING A CHRISTIAN MEDICAL/DENTAL SOCIETY

1. Introduction

- 1.1** The primary aim of the ICMDA is to draw Christian doctors and dentists together, throughout the world, so that they might strengthen each other in Christian faith and practice as well as encourage others in the profession to follow the teachings of Jesus Christ. One of the most important steps in achieving this overall objective is to form national associations, societies or fellowships of Christians in the medical/dental professions.
- 1.2** These guidelines are meant only to be a pattern or model for those seeking to establish a Christian professional group in any one country. There is no suggestion that those Societies which already have adequate constitutions should necessarily change, although, if there are any useful points to follow in these guidelines, all are free to use them.
- 1.3** Each national group must adapt their constitutions to their own country's laws and regulations governing the formation of societies.

2. The framework of the Society

In forming any society there are three major considerations, all of which are bound into a document known as a 'constitution' which covers:

- 2.1** Objectives or Aims of the Society and its Name.
2.2 Christian or Doctrinal Basis and terms of Membership.
2.3 Organization or administration.

3. Objectives or Aims and Name

This is the most important question to be answered – 'What are you wanting to achieve?' In arriving at the answer to this there are several considerations which must be faced. They may be obvious, but because they can easily be taken for granted, the necessary definition of them may be overlooked.

- 3.1** By what criteria are you to determine your objectives? God's? Political? Professional? Social?

3.2 Definition

Christians will probably say the objectives to be sought must be those of God, but what do you mean by 'of God?' It is very easy to say, 'We aim to do God's will', but what do you mean by 'God's will'? A clear definition must be given as to what aspect of "God's will" the society is to aim to achieve. Not to do so is to be no more specific than the command given to the early Church to 'love God with all your heart and mind and soul and your neighbor as yourself.' The objectives of the Society, of course, must be within this command but they have to be specifically related to the people with whom and through whom the Society is meant to function.

3.3 Relevance

In deciding on the objectives, it is important to consider what needs to be done to achieve the stated objectives. What, in fulfilling the commission for Christians in the profession, is lacking? Is any other organization doing what you see should be done? Is it right to duplicate?

3.4 Binding

The setting of objectives is of extreme importance for they are binding on that Society. Any organization is known by what it aims to do and what it does. From the way in which the objectives of the Society have been chosen, it is obvious that the Society is unique. To succeed, it must never forget what it is seeking to achieve. Any successful organization must always keep in the forefront of all planning the purposes for which the Society exists. It is, therefore, of the utmost importance that the right objectives are adopted as they have to be relevant and never forgotten.

3.5 Name

Decide on a name which most nearly describes the character and the membership of the society eg Christian Medical Dental Society. (The terms 'association', 'fellowship' and 'society' may be regarded as meaning the same thing internationally. The term most suitable to the country concerned should be used).

4. Basis or Terms of Membership

4.1 Special Membership

In the same way as the Society is distinctive in its objectives so it must be specific in terms of membership, who can join. This uniqueness is nothing to be ashamed of. If it is to succeed in its specific calling the membership must be limited or else concerted activity will be impossible. There are two main ways of differentiating membership, through doctrinal and through professional definitions.

4.2 Doctrinal Basis

- a) The Christian Church is divided into many denominations and denominations into many factions. What Christian basis is needed for your Society to fulfill its objectives? To draw on the various denominational branches of the Christian Church you must take as your basis the essential elements of the Christian faith.
- b) Where the intention is to bring together as many Christians as possible within the medical or health care professions, one cannot expect everyone to have the same understanding of doctrine. At the same time, for a Christian Society to maintain a true Christ-like character it is important to ensure that the leadership at least knows what being a Christian is and knows how to maintain this stance. Hence in some countries (not all) it may be necessary to have two doctrinal statements:
 - 1) a brief basic declaration of faith applicable to all individual members, and

2) an explicit affirmation of what one means by being Christian, applicable to those undertaking leadership responsibility in the Society.

The important criterion of an adequate doctrinal basis is that it should not be too exclusive (keeping most Christians out!) nor should it be too indefinite, allowing membership of those whose definition of 'Christian' is incompatible with Scripture.

For example, the basis for **individual membership** of CMF (UK) is:

'I am in sympathy with the Aims of the Christian Medical Fellowship. I declare my faith in God the Father, and in God the Son, the Lord Jesus Christ, who is my Savior, and in God the Holy Spirit. I accept the Bible as the supreme authority in matters of faith and conduct.'

The explicit basis of faith of CMF (UK) and that to which all **officers and committee members** are required to agree with is:

- a. The unity of the Father, Son and Holy Spirit in the Godhead.
- b. The sovereignty of God in creation, revelation, redemption and final judgment.
- c. The divine inspiration and entire trustworthiness of Holy Scripture, as originally given, and its supreme authority in all matters of faith and conduct.
- d. The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.
- e. Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the incarnate Son of God.
- f. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
- g. The presence and power of the Holy Spirit in the work of Regeneration.
- h. The justification of the sinner by the grace of God through faith alone.
- i. The indwelling and work of the Holy Spirit in the believer.
- j. The one Holy Universal Church which is the Body of Christ and to which all true believers belong.
- k. The expectation of the personal return of the Lord Jesus Christ.

4.3 Professional Basis

- a. The term 'medical' is not specific; it can include a wide variety of professions all involved in promoting health. It is important however to state clearly the categories of those to be included in the membership.
- b. There is no reason why the society should not include doctors, dentists, nurses, hospital chaplains etc. As such the aims of the society must be common to all.

- c. There is also no reason why the society should not be restricted to particular disciplines - eg doctors only, or (as with ICMDA) doctors and dentists who together are defined as 'physicians'. One must not be afraid of limiting membership to certain professionals. The theological principle of 'all one in Christ Jesus' is not denied by limiting membership to a particular branch of health care. We are 'all one in Christ' but we all have different functions. We are all 'one body' but everyone cannot be a hand! Recognizing a necessary limitation of membership (eg all those who are 'hands') insures that all the 'hands' help each other to be better 'hands' and thus serve the whole body better. For one Society to try and fulfil the varying functions of every part of the 'body' of health care is to satisfy no-one.
- d. A practical way of relating different health care disciplines but at the same time allow each to promote its distinctiveness is to follow the example of such Christian organizations as the Christian Medical Association of India. The CMAI holds together different 'Sections', for physicians, nurses, paramedics, administrators and hospital chaplains. Each relates to the other, but each can concentrate on perfecting its own Christian witness. Note, membership of the ICMDA is limited to 'physicians'. Hence, with the CMAI and other such bodies it is the 'Physicians Section of the CMAI' which, strictly speaking, is related to the ICMDA. (There is an International Nurses Christian Fellowship with which national associations of nurses can affiliate).

5. Organization or Administration

5.1 Objectives in the administration of individuals who are bound by common objective and basis of membership are best achieved through communication and authorized action.

5.2 Communication

Communication works in several directions - to and from the coordinators or secretariat, and to and from individual members. An important point to remember is that the main witness or effectiveness of the society is not through its secretariat but through its individual members.

The secretariat can only facilitate the will of the membership. This requires:

- A central office or secretariat where addresses, information etc can be safely kept and readily used.
- A regular forum or system for internal exchange of idea whereby as many as possible can be inspired and united in common action. This forum is usually most effectively formed by holding a members' 'general meeting' or conference at regular intervals.

5.3 Authorized Action

This is achieved through first finding out what the membership decides should be done at the 'general meetings' and then authorizing a small action

committee or 'executive committee' whose responsibility it is to bring ideas into action. The action will, of course, involve the membership but the 'executive' are authorized to request and co-ordinate the activity of individuals.

All the above - the objectives, the basis and the administration - are bound together in a written constitution.

6. The Constitution

This is best divided into two main sections:

6.1 The Statutes, which describe the character of the Society and will cover:

- a. Foundation. Who is to form the Society?
- b. Name.
- c. Objectives.
- d. Christian or doctrinal basis of the society.
- e. Membership definition.
 - i. Basic Christian faith.
 - ii. Professional limits.
- f. Essential or minimal activities to be run eg at least one conference a year.
- g. Framework of administration eg a General Committee (the 'parliament' of the Society), and an Executive Committee (or 'cabinet'), answerable to the General Committee.
- h. Rules governing amendments to the Statues.

6.2 The Articles of association, describing procedures and administration.

These will include:

- a. Definition (who is eligible) of General Committee.
- b. Functions and responsibilities of the General Committee.
- c. Definition of Executive Committee and its responsibilities.
- d. Definitions of other required Officers and committees.
- e. Activities to be pursued.
- f. Association with other societies.
- g. Financial policies.
- h. Property rights, if any.
- i. Rules governing amendments to the Statutes.