

CONSTITUTION OF **KALENE MISSION HOSPITAL**

(affiliated with the Christian Brethren known as CMML)

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1.0 NAME

1.1 The name of the Institution shall be Kalene Mission Hospital

2.0 ADDRESS

2.1 The address of the Institution is Kalene Mission Hospital, P.O.Box 10 Ikelenge, Mwinilunga District, North Western Province, ZAMBIA.

3.0 THE PROPRIETOR OF THE INSTITUTION

The legal situation of the Proprietorship of Kalene Hospital is not clear.

4.0 STATEMENT OF FAITH

4.1 The unity of the Father, of the Son, and of the Holy Spirit in the Godhead.

4.2 The sovereignty of God in creation, providence, revelation, redemption and final judgement.

4.3 The divine inspiration and entire trustworthiness of the Holy Scriptures and its supreme authority in all matters of faith and conduct.

4.4 The sinfulness and guilt of all men since the Fall, rendering them subject to God's wrath and condemnation.

4.5 Redemption from the guilt, penalty and power of sin solely through the sacrificial death as our representative and substitute, of the Lord Jesus Christ, the incarnate Son of God.

4.6 The bodily resurrection of the Lord Jesus Christ from the dead, and His ascension to the right hand of God the Father.

4.7 The necessity of the work of the Holy Spirit to make the death of Christ effective in the individual sinner granting him repentance toward God and faith in the Lord Jesus Christ.

4.8 The justification of the sinner by the grace of God through faith in Christ alone

4.9 The indwelling work of the Holy Spirit in the believer.

4.10 The one holy universal Church which is the Body of Christ to which all true believers belong.

4.11 The expectation of the personal return of the Lord Jesus Christ.

5.0 PURPOSE OF THE INSTITUTION

5.1 The Purpose of the Institution is to provide health care for the population served by the Hospital, and a forum to preach the Gospel of the Lord Jesus Christ, in a manner that glorifies God.

5.2 The Institution is dedicated to attending to the physical, emotional, social and spiritual needs of the patients. Within the constraints of available resources, we strive to maintain the highest standards of medical care within a Christian atmosphere.

6.0 MANAGEMENT STRUCTURE OF THE INSTITUTION

- 6.1 Within the Institution, the Management Structure consists of
- (a) The Board of Management
 - (b) The Executive Committee
 - (c) Heads of Department
- 6.2 The Executive committee communicates to the Board via the Executive Officer who will be an obligatory member of the Board of Management.
- 6.3 The Executive committee communicates with the Heads of Departments via regular meetings held with the Administrator.

7.0 STRUCTURE OF THE BOARD OF MANAGEMENT

- 7.1 The Board will consist of 7 members, in the following designations:-
- 4 Kalene Missionaries
 - 3 Co-opted members, to include at least 1 Zambian representative.
- 7.2 All members of the board will have personal faith in the Lord Jesus Christ, and will agree to uphold the aims and the objects of the Constitution, including the statement of faith.
- 7.3 Any behaviour that discredits the Board, or is contrary to the regulations outlined in the Constitution will be reviewed by the rest of the Board. If deemed necessary that member will be immediately removed from the Board by agreement of the reviewing members.

8.0 FUNCTIONS OF THE BOARD OF MANAGEMENT

- 8.1 To ensure that Medical Services are provided according to the published regulations of the Ministry of Health.
- 8.2 To ensure that all finances are accurately and efficiently accounted for.
- 8.3 To ensure that all monies are used for the purpose for which they were given.
- 8.4 To ensure that every effort has been made to employ appropriate staff and that their conditions of service and job descriptions have been determined.
- 8.5 To ensure that appropriate discipline is enforced on all employees.
- 8.6 To encourage the spiritual objectives of the Institution, and that they are actively promoted in all aspects of the activities of the Institution.
- 8.7 To ensure correct co-operation with the Ministry of Health.
- 8.8 To appoint committees and sub-committees as, and when necessary.

9.0 RESPONSIBILITIES OF THE BOARD

- 9.1 To uphold the Constitution.
- 9.2 Each member to respect all matters discussed as being confidential unless agreed unanimously by the board. Failure to do so would be considered as grounds for dismissal.
- 9.3 To be accountable to uphold the regulations and requirements of the Ministry of health via the District and Provincial Health Management Boards.
- 9.4 To be accountable to the Churches Health Association of Zambia (CHAZ)

- 9.5 To ensure that accurate accounts are presented to all sources of funding, including the Government of Zambia, CHAZ, and voluntary sources of money from overseas donated through Kalene Mission, which are designated for medical use.
- 9.6 To appoint and maintain the Executive Committee.
- 9.7 To deal with the formal complaints from Community representatives where they have not been satisfied with the response from either the Administrator or the Executive Committee.

10.0 MEETINGS OF THE BOARD

- 10.1 The Board will appoint the obligatory offices of Chairman, Vice-Chairman and Secretary.
- 10.2 Offices are to be held for no longer than 2 years before re-election. Existing officers may be re-instated to the same office at the discretion of a majority decision of the Board.
- 10.3 Members of the Board, other than those who hold statutory offices, shall serve a probationary period of 6 months, and then, if ratified by the majority of the existing Board, shall serve for a period of 2 years. At the end of the 2 year period, they can be re-instated by a majority decision of the remaining Board members. These re-elections will be staggered to allow not more than one half of the Board being due for re-election at the same time.
- 10.4 The Board will meet not less than twice each year, at intervals to be agreed by the Board.
- 10.5 Special meetings may be arranged on the agreement of at least 3 members, and by giving 21 days notice in writing.
- 10.6 The Board quorate number will be 5.
- 10.7 The Board will arrange an Annual General Meeting to report on the progress of the Institution in the previous year, and to present intentions for the current year. The meeting will be advertised to interested parties at the discretion of the Board.
- 10.8 All meetings of the Board are to be minuted.
- 10.9 Members of the Board do not receive any payment, bonus or wage for serving as a Board Member, apart from necessary traveling expenses if deemed appropriate by the Board.
- 10.10 Absence from 2 consecutive meetings without providing reasons that are acceptable to the Board excludes the member from the Board.
- 10.11 On any particular decision, any member present at the Board meeting can request that absentee members be allowed to vote on that issue.

11.0 THE EXECUTIVE COMMITTEE

- 11.1 The Board will appoint an Executive Committee comprised of a Missionary Medical Officer, the Senior Nurse, the Treasurer, the Administrator, and any other 1 officer involved in essential daily responsibilities of the Institution, if deemed appropriate.
- 11.2 The Executive Committee will be responsible for the day to day running of all aspects of the Institution.
- 11.3 The Executive Committee will meet weekly.
- 11.4 All meetings are to be minuted.
- 11.5 The Executive Committee will be responsible to budget finances so as to meet all legal obligations.
- 11.6 The Executive Committee will be responsible to recruit and retain staff within budgetary restrictions.
- 11.7 The Executive Committee will implement decisions made by the Board.
- 11.8 The Executive Committee will be responsible to present reports of its activities and decisions to the Board.
- 11.9 The Executive Committee will maintain good relations with the Community, and all Government Departments, CHAZ, and all Sources of voluntary income and finance.
- 11.10 The Executive Committee will make any major decisions in consultation with the Board.

12.0 THE ADMINISTRATOR

- 12.1 The Administrator may be recruited by the Executive Committee, but his appointment would have to be ratified by the Board of Management.
- 12.2 The Administrator will be responsible, together with the Executive Committee, for the day to day running of the Institution.
- 12.3 The Administrator will be responsible, together with the Executive Committee, to support, maintain and promote the aims and purposes of the Institution.
- 12.4 The Administrator, together with the Executive Committee, shall implement policies and decisions made by the Board of Management.

13.0 FINANCE AND RESOURCES OF THE INSTITUTION

13.1 The Board will be responsible to ensure the correct use of finances from the following sources:-

- (1) All fees and charges payable under the provision of this Constitution and relevant Acts of the Government of Zambia.
- (2) Such monies paid as grants by the Government, Kalene Mission, or any persons or organizations .
- (3) Interest on money invested by the Institution
- (4) Such monies accrued by way of gifts or endowments, whether from within Zambia or any other country.

13.2 The Board will endeavour to ensure that those who have the responsibility to pay salaries, allowances, and gratuities, have made every attempt to do so, to the persons employed in the service of the Institution.

13.3 The Board will endeavour to ensure that accurate and efficient accounting is made for all income and expenditure.

13.4 The Board will endeavour to ensure that appropriate financial reports are submitted to the Government in relation to funds received, and to the respective sources of other monies received.

14.0 REGULATIONS AND DISCIPLINE OF THE INSTITUTION STAFF

14.1 The staff shall adhere to the disciplinary regulations delineated in each staff contract, as stipulated by the Government of Zambia, together with those conditions expected by The Mission Hospital.

14.2 The Executive Committee will be responsible to the Board for maintaining the code of conduct and discipline of the Institution staff.

14.3 Matters of conduct deemed to be of greater severity will be referred to the Board, who will be the final level of appeal in the Institution.

15.0 AMENDMENT TO THE CONSTITUTION

15.1 Any amendment to the Constitution shall be subject to the approval of the Board, and where the Board deems necessary, in consultation with Kalene Mission.

15.2 Any amendment shall only be considered by giving at least 21 days notice in writing before a Board meeting.

15.3 Any proposed amendment shall be accepted only by unanimous approval of the Board.

RATIFIED BY KALENE HOSPITAL MANAGEMENT BOARD 30/3/06