



## BY-LAWS OF HINTERLANDS INTERNATIONAL MISSIONS SERVICE COMMON INITIATIVE GROUP (H.I.M. - SCIG)

### Article I: Organisation.

- 1.1. The name of the organisation shall be the Hinterlands International Missions, H.I.M., HIM, Hinterlands Missions.
- 1.2. The organisation may, by a vote of the full membership change its name. The president has the right to veto or accept any decision for a name change.

### Article II: Purpose.

- 2.1. H.I.M exists to link Network with: Communities, Churches, Christian organisations, and other Not for Surplus Organisation to enhance their responses to Hinterlands Outreach in a Holistic way by sharing resources, ideas, skills and experiences, and stimulating strategic partnerships.
- 2.2. **Reaching the un-reached, foster development and human rights; raise the standard of living by fighting poverty and reducing rural exodus.**
- 2.3. **HIM exists to carry on the following objectives.**
  - 2.3.1. **Education: To enable and provide affordable education**, Vocational training centres, other training programs, counselling, certification and introducing new knowledge and technologies.
  - 2.3.2. **General and Mental Health:** Provide training and services on clinical and pastoral counselling, low cost medical diagnostics, low cost health and dental services.
  - 2.3.3. **Wealth building:** Micro financing, business education, business formation.
  - 2.3.4. **Raising Leaders:** Providing leadership training and empowerment.
  - 2.3.5. **Development:** Seeks to bring development in remote communities (Hinterlands), by creating self-sustaining projects, improved farming and training that will boost employment, create other opportunities that will lead to the creation of businesses to take care of needs.
  - 2.3.6. **Community organising and Initiative:** Organize the community for development, good stewardship, accountability, civil responsibility, good health, personal and environmental hygiene, and more.
  - 2.3.7. **General Crisis Intervention:** Intervene during time of crisis, by providing training, crisis counselling, human and physical resources, representation, relocation services and more.
  - 2.3.8. **Advocacy Program:** Provide or facilitate legal Intervention and actions on the behalf of those who are wrongfully detained, imprisoned, maltreated, abused, cheated, discriminated, or deprived of their Godly, human and civil rights. Organize a consortium of Legal Professionals who sympathise with the organisation's goals, to provide legal representation on voluntary bases and assistance to victims.
  - 2.3.9. **Take care of orphans and widows:** Provide or facilitate training and resources for self-sustainment.
  - 2.3.10. **Promotion of Human and Civil Rights:** Fight against crimes that are against humanity, Whistle blower and agent against human rights violations, child abuse, spousal abuse, domestic violence, rape, incest, maltreatment, etc. Formation of "*Human Rights Police*" for the general intervention of human rights especially violations against women and children.

**BY-LAWS OF HINTERLANDS INTERNATIONAL MISSIONS SERVICE COMMON INITIATIVE GROUP  
(H.I.M. - SCIG)**

- 2.3.11. **Missionary Services:** Provide services to missionaries who wish to do mission in Africa. Provide them with the study of the area they wish to go, assist them in processing their legal documents, locating lodging, transportation, communication, security and any other services they might require to facilitate their missions. Promote and facilitate church planting activities with other missions and organisations or recognized authorities.
- 2.3.12. **Hinterland Tourism:** Promote and facilitate tourism in the hinterlands that can lead to job creation, rural development and reduction of rural exodus.
- 2.3.13. **Advance Technology Training:** Establish and operate Vocational Centres to train on the most recent developments in Computer Technology and Sciences, and other modern Communication Sciences.
- 2.3.14. **Communication:** To use and promote modern communication using available technologies in the hinterlands, to connect villages, communities, and people. It will also help in providing education and conveying public information to the hinterland communities that do not have access to Radio and TV.
- 2.3.15. **Liquidation centers:** Establish thrift shops and outlets to liquidate donated items and raise funds to enable the Association achieve her goals.
- 2.3.16. **Environmental Protection:** To fight against environmental pollution and contamination.
- 2.3.17. **Non-Surplus and Small Business Consultancy:** Training and Consultation services to entrepreneurs, small businesses and non-Surplus organisations, to promote their success and viability, to ensure their continuous services for the development of the Hinterlands.
- 2.3.18. **Scholarship Awards:** Award scholarships to the needy and deserving individuals for educational advancement that will benefit the Hinterlands communities.
- 2.3.19. **Christian Out-Reach Activities:** Promote, Sponsor and organize Christian education and outreach in the hinterlands.
- 2.3.20. **Seek Assistance:** To seek for assistance to achieve the objectives of the organisation in cash or kind from goodwill donors, other Organisations and from Governments.
- 2.3.21. **Other necessities:** To do all other things as are incidental or conclusive to the attainment of the above.

**Article III: Membership.**

- 3.1. Membership in this organisation shall be open to anyone with the Christian fear of God who is committed to the vision of H.I.M.
- 3.2. For the purpose of membership, good standing is defined as, the completion of a membership form and a non refundable registration fee of 5000 FRS, the payment of the membership dues as set by the H.I.M. board of directors, attendance and participation in scheduled meetings regularly in their various branches.
  - 3.2.1. Members in good standing must pay their dues within six months from the date of first registration.
  - 3.2.2. Members who are already registered with the organization have six months from the 9<sup>th</sup> of March 2013 to complete their membership requirements.
- 3.3. Classes of Membership
  - 3.3.1 The organisation shall be made of classes of members representing their privileges as set by the by-laws.
  - 3.3.2 Classes of membership shall include: **Founding members, Platinum, Gold, Silver and Bronze Members.**
- 3.3.3. Founding Members** (Pioneer members of the organization who shall form the

General Council). Founding members shall be limited to only 20 in number in the life of the organization. To qualify as a founding member, you must be a platinum member, and also pay founding members due of Two Hundred and Fifty Thousands Francs CFA (250,000 FRS) into the organization.

3.3.4. **Platinum Members:** (Platinum Members is the highest level of membership in the organization). These are those who choose to distinct themselves by making significant contribution into the organization financially or Idea wise. There is no limit to the number of platinum members that can be in the organization. Any member can upgrade to Platinum. A platinum member must pay a 100,000FRS membership due to qualify as Platinum including other membership requirements.

3.3.5. **Gold Members** (Gold Members are mid level members of the organization). Any member can be a Gold Member. A member must pay a membership due of Fifty Thousand Francs CFA (50,000FRS) to qualify as Gold member including other membership requirements. Other membership levels can upgrade to Gold member.

**3.3.6. Silver Members:** (Intermediate membership level of the organization). Members must pay a membership due of Twenty Five Thousands Francs CFA (25,000FRS) to qualify as Silver Member including other membership requirements.

**3.3.7. Bronze Members** (This is the entry level of membership). To qualify as Bronze Member you must pay a membership due of Ten Thousands Francs (10,000FRS) including other membership requirements.

**3.3.8. Red Members:** Members not in good standing with the organisation as stated in Article 3.2.

3.3.9. Members can upgrade their membership level whenever they think it is necessary for them to take advantage of the benefits of higher membership levels. Only Platinum members can request to become founding members. Once the limit of founding members is reached there will not be any upgrade into founding members.

3.3.10. The founding members of the organisation shall not be more than 20. These will be the first members registered with the organisation prior to the organisation carrying out its first projects and pay founding member dues of Two Hundred and Fifty Thousands Francs CFA(250,000 FCFA) within six months from the date of registration.

3.3.11. Should a founding member die, be removed, cease to be a member of HIM, the executive council will select from its list of members who registered first to replace the founding member.

3.3.12. Membership rights and previlages commense one year after registration. Members have a one-year probation period to proof themselves as committed to the vision of HIM before being entitled to membership rights.

3.3.13. **Membership Requirements:** All members are required to attend their branch

meetings and annual General Assembly of the organization. Three straight consecutives absences from meetings without excuse from the branch Coordinator or the President of the organization shall put a member in the Red member status. **Members in red status will be deprived of all membership rights until they rectify the situation within six months.** Members who remain in red for more than six months will be dropped out of the membership roll of the organization after a three month reconsideration period. If after this period they still do not rectify the situation they would cease to be members of any branch of HIM and forfeit all due rights and priviledges of the organization. If they so choose to become members after this period they will have to go through the membership process all over and meet all requirements as necessary again.

- 3.3.14. Founding members are required to participate in all the meetings of the organization that concern them, including founding members meeting, regular membership meeting in their various branches, General or Founding member council etc. Three consecutive absences shall demote a member from Founding member back to Platinum member. They shall forfeit 50% percent of founding member due. The other 50% shall be refunded to them upon their replacement by any platinum member who upgrades.
- 3.3.15. Platinum, Gold, Silver and Bronze members who fail to meet membership requirements shall be demoted one level down if they can not rectify the situation within 6 months. Members who are demoted will not be refunded any portion of their membership dues as a result of that. These members will be given the opportunity to redeem themselves and go back to their original level within six months period following their demotion. If after the six months they continue to be a member in Red then they have choosen not to be a member in the organization and shall be removed from the membership roll. No refund shall be granted to members who choose not be members any more. Any Surplus they have earned during their time of membership shall be given to them by the next Annual General Assembly.
- 3.3.16. The executives and committees shall enforce membership rules to avoid people paying their dues and not participating in the affairs of the organization but expecting a return. Every member of this organization is required to make contributions when necessary for the growth and sustainance of this organization.
- 3.3.17. Transparency, accountability, good stewardship, attendance and participation is required from every member of this organization without any exception. All members are required to enforce these rules. As a Christian organization HIM must set an example to the community and the churches they represent.

## **Article IV: Meetings.**

### **4.1. Annual Meeting.**

- 4.1.1. An official membership meeting will be held the last quarter of every year.
- 4.1.2. The secretary (see section 8.3) shall notify members at least 14 days prior to the annual general meeting, detailing the date, time and place.
- 4.1.3. The annual general meetings of this organisation shall be held in the Headquarter City

of Buea.

- 4.1.5. All members are required to attend the annual general meeting and their regional or area meetings as scheduled. Failure to attend meetings regularly without sufficient or life threatening reasons will put a member in the red status.
- 4.1.6. Absenting from meetings three consecutive times will put a member into red status.

## **4.2 Special Meetings**

- 4.2.1. Notices of such meeting shall be mailed to all members at their addresses, as they appear in the membership roll book at least fourteen (14) days before the scheduled date set for such special meetings.
- 4.2.2. Special meetings of this organisation may be called by the president in consultation with the Founding members or the Board of Directors (see section 8.1) when he or she deems it to be in the best interest of the organisation.
- 4.2.3. Such a notice shall state the purpose of the meeting, and the business to be transacted at the meeting.
- 4.2.4. Special meetings can be held electronically.

## **Article V: Voting**

- 5.1. The election of officers shall be by a show of hand (one hand one vote)
- 5.2. At any regular or special meeting, if a majority so requires, any question or matter may be voted upon in the manner and style provided for election of officers and directors.
- 5.3. At all votes, prior to the commencement, the chair shall appoint a committee of three who shall act as "inspectors of election."
  - 5.3.1. At the conclusion of voting, the inspectors of election shall certify in writing to the chairperson the results and the certified copy of the result(s) should be physically affixed to the official minutes of that meeting as recorded in the minute's book.
  - 5.3.2. No inspector of election shall be a candidate running for an office.
  - 5.3.3. The vote of the President of the organisation shall account for 25% of the vote in the general assembly and shall account for 25% votes in any executive or general council meeting.

## **Article VI: Board of Directors.**

- 6.1 The business of this organisation shall be managed by a board of directors consisting of at least five members, and no more than 12 members, together with the officers of this organisation.
- 6.2 At least one of the directors elected shall be a resident of the South West Region and a citizen of the Republic of Cameroon.
- 6.3 Directors with exception to the President shall serve a three (3) year term. After every three years directors shall be called for re-election.

### **6.4 Meetings of the board of directors.**

- 6.4.1 For all procedures not specifically outlined in these bylaws, the board of directors shall follow the most recent edition of Roberts Rules of Order.
- 6.4.2 More than 50 percent of the active members of the board of directors shall constitute a

quorum. (Active members are those who have not absent three consecutive times from meetings)

- 6.4.3 The board of directors shall meet at least quarterly.
- 6.4.4 Each director shall have one vote, and no vote by proxy.
- 6.4.5 The board of directors may make such rules and regulations covering its meetings at its discretion as necessary.
- 6.4.6. An executive of HIM or any board member, or council members cannot absent from scheduled meetings two consecutive times. If that happens, the executive will be relieved from their office and replaced.

**6.5. Executive Committee(s)**

- 6.5.1 An executive committee made up of all the officers and the Executive Directors (ED) shall conduct the day to day business of the organisation.
- 6.5.2. The minutes of the executive committee must be approved at the subsequent board meeting.

**6.6. Nominating Committee**

- 6.6.1 As regular openings arise on the board of directors, the president shall appoint, from among the board’s membership, a nominating committee whose duty will be to prepare a slate of candidates sufficient to fill each pending vacancy.
- 6.6.2. The slate of candidates must be presented to the full board of directors at least three weeks in advance of an election.
- 6.6.3. Nominations may be made by board members at any point prior to the election.
- 6.7. **Midterm vacancies** on the board of directors shall be filled by a vote of the majority of the remaining members of the board of directors to serve for the balance of the year.
- 6.8. The president of the organisation by virtue of his or her office shall be chair of the board of directors.

**6.9. Removal and appointment of directors.**

- 6.9. **A director will be removed** when sufficient cause exist as determined by the president and board of directors. The president after consultation with the founding members’ board may terminate a director.
- 6.9.2. A director may be represented by counsel at any removal hearing.
- 6.9.3. The board of directors shall adopt such rules for this hearing, if they consider it necessary for the best interests of the organisation.
- 6.9.4 A director may resign during his or her tenure with a 30-day notification except for an emergency.

**Article VII: Officers.**

**7.1. President.**

- 7.1.1. The president shall preside at all meetings. He or she may appoint any of the Board members to preside if he so chooses.
- 7.1.2. He or she shall, by virtue of his or her office, be chair of the board of directors.
- 7.1.3. He or she shall present at each annual meeting a report of the work of the organisation.
- 7.1.4. He or she shall appoint all committees, temporary or permanent, except the executive committee.

**BY-LAWS OF HINTERLANDS INTERNATIONAL MISSIONS SERVICE COMMON INITIATIVE GROUP  
(H.I.M. - SCIG)**

- 7.1.5. He or she shall see that all books, reports and certificates required by law are properly kept or filed.
- 7.1.6. He or she shall be one of the officers who may sign the cheques or drafts of the organisation.
- 7.1.7. He or she shall have such powers as may be reasonably construed as belonging to the chief executive of any organisation.
- 7.1.8. Resolutions shall be resolved by casting of votes. The president has 25% of the total votes.
- 7.1.9. The founding President who is also Delegate of the organisation shall remain the ex officio member of the board with all rights for life.

**7.2. The vice president**

- 7.2.1. Shall, in the event of the absence or inability of the president to exercise his or her office, become president of the organisation with all the rights, priviledges and powers.
- 7.2.2. The Board shall vote to confirm the vice president becoming the president at the next quarterly meeting after the death of the President.
- 7.2.3. The election of the new vice president will take place at the same time by the board at Quarterly meeting.

**7.3. Secretary.**

- 7.3.1. The secretary shall keep the minutes and records of the organisation in appropriate books.
- 7.3.2. It shall be his or her duty to file any certificate required by any statute, state or region.
- 7.3.3. He or she shall give and serve all notices to members of this organisation.
- 7.3.4. He or she shall be the official custodian of the records and seal of this organisation and shall keep them secret.
- 7.3.5. He or she may be one of the officers required to sign the cheques and drafts of the organisation
- 7.3.6. He or she shall present to the membership at any meetings any communication addressed to him or her as secretary of the organisation
- 7.3.7. He or she shall submit to the board of directors any communications that shall be addressed to him or her as secretary of the organisation.
- 7.3.8. He or she shall attend to all correspondence of the organisation and shall exercise all duties incident to the office of secretary.

**7.4. Treasurer.**

- 7.4.1. The treasurer shall render at stated periods, as the board of directors shall determine, a written account of the finances of the organisation and such report shall be physically affixed to the minutes of the board of directors of such meeting.
- 7.4.2. All bank accounts and designated signatures must be authorized by the board.
- 7.4.3. A lawyer should be consulted if the tresurer's situation jeopardizes the organisation's status.
- 7.5.4. The treasurer shall, by virtue of his/her office, be members of the board of directors.
- 7.4.5. He or she shall exercise all duties incident to the office of the treasurer.
- 7.4.6. Checques should be signed by the Executive Director and one officer.
- 7.4.7. Officers shall serve for two years renewable.
- 7.4.8. The internal auditor has the duty to carry out regular audit at least once per month.

**7.7. Financial Secretary**

- 7.7.1 He/she shall record and properly secure all financial transaction of the organisation.
- 7.7.2 He/She shall make available a financial report quarterly or as needs arises.
- 7.7.3 He/she shall be responsible for the absolute performance of the Accounting Departments of the Association.

**7.8. Security and Protocol Officer**

- 7.8.1. He/she shall be responsible for the transportation of guests/goods from the port of entry into the country to their final destination.
- 7.8.2. He/she must be a trained security worker and a religious worker.
- 7.8.3. He/she shall ensure all meeting grounds are secured.
- 7.8.4. He/she shall arrange and ensure the proper escort of personnel and guests during meetings and programmes.
- 7.8.5. He/she shall serve as the Security Adviser for the organisation.
- 7.8.6. He/she shall work hand in hand with the Vice president.

**7.9. Public Relations Officer**

- 7.9.1 He/she is in charge of information and missions with the public and the business world.
- 7.9.2 He/she shall handle publicity of the Association.
- 7.9.3 He/she shall perform the duties of pleni potentiary from the Head office on instructions from the PRESIDENT.
- 7.9.4 He/she shall make external contacts necessary for the Association.

**7.10. Advisers.**

- 7.10.1 He must be a legal, social or religious worker (professional).
- 7.10.2 He shall act as an in-house consultant in the Association.
- 7.10.3 He shall be called by the Directors to assume the function of any absent executive when urgent need arises or where there is need of an assistant in a particular matter.
- 7.10.4 He/She shall have all the voting rights and previledges of any board member.
- 7.10.5 The president shall appoint advisers.

**Article VIII: Sub Branches.**

- 8.1. Regional, divisional and City branches shall be created all over the country.
- 8.2. When the membership in any region, division or city reaches 20 in number, they have the right to form a sub branch of HIM.
- 8.3. The head quarter shall facilitate the formation of sub branches.  
Sub branches shall have a Coordinator, Secretary, Treasurer, and financial secretary.
- 8.4. They shall choose their meeting dates and inform the head office. Their meeting date cannot coincide with the nationally, or regionally scheduled meetings.
- 8.5. Regional Coordinators and their secretaries shall become members of the national executive.
- 8.6. The sub branches shall be entitled to make suggestions for projects. However, all projects shall be approved by the executive council.
- 8.7. Sub branches shall work closely with the national project officer and the project committee to select a project before submitting it for approval.



**BY-LAWS OF HINTERLANDS INTERNATIONAL MISSIONS SERVICE COMMON INITIATIVE GROUP  
(H.I.M. - SCIG)**

- 8.8. All original membership registration files and memberships dues from the sub branches shall be sent to the national headquarters.
- 8.9. Sub branches shall have the rights to fund their projects and benefit from it according to the guidelines of the benefit committee.
- 8.10. Sub branches have the rights to do their own fund raising. 40% of the amount raised in fund raisers shall be sent to the national office and 60% left in the account to run their branch or fund their projects.
- 8.11. The national audit committee shall audit sub branches at least quarterly.

**Article IX: Salaries.**

- 9.1. No Board member may accept a salary or compensation for services rendered to HIM - SCIG.
- 9.2. The board of directors shall hire and fix the compensation of all employees that they, in their discretion, may determine to be necessary for the conduct of the business of the organisation.

**Article X: Committees.**

- 10.1. All committees of this organisation shall be appointed by the president and confirmed by the Executive Council or Board.
- 10.2. Committees shall be created and appointed as need arises by the President of the organization and approved by the Board of Directors.
- 10.3. An Audit Committee shall be appointed by the Board and sponsored by the organization to perform regular unannounced audits of the head office, any Branch, or department of the organization at the request of the President or the Board of Directors or the Founding Members Council. Findings from these audits shall be celebrated upon by the requested body and dealt with accordingly.

**Article XI: Checque Writing and Expenditures**

- 11.1. There shall be three signatories in the organisation.
- 11.2. At least two signatories will be required to disburse a checque.
- 11.3. Signatories of the organisation shall be the President, the treasurer and one founding member appointed by the Board of Directors.
- 11.4. All operating expenses of the organization shall be approved by the President of the organization based on the approved budget at the beginning of the year relating to such expenses. However salaries are paid at the end of the month by direct deposit into the HIM-SL bank accounts of the employees.
- 11.5. Capital expenditures must be approved by the Board of Directors by vote in collaboration with the President.
- 11.6. All expenses must be backed by receipts.
- 11.7. All regular expenses shall be stated in the annual budget by the different departments, committees, and branches and submitted for approval by the board of

directors of HIM before being initiated.

- 11.8. An imprest system shall be used for sundry expenses. The float shall be determined by the BOD.
- 11.9. Members or executive who carry on an unapproved expenditure shall be responsible for that expenditure out of their pocket.

## **Article XII: Signatures on Documents or other matters.**

- 12.1. The president shall be the final approving signatory on every document or matter of this organisation.
- 12.2. In the absence of the President, the Vice President will sign on his behalf if such a matter cannot wait during his absence.
- 12.3. All official documents shall carry the seal of the organisation and the president's signature.

## **Article XIII: Projects.**

### **13.1 Selecting a project.**

- 13.1.1 Projects have to be selected based on the following criteria.
- 13.1.2 All project selected must meet three of our objectives before being accepted.
- 13.1.3 Before selection of a project we must be able to demonstrate how beneficial that project will be to the community.

### **13.2 Projects Category.**

- 13.2.1 Projects shall fall into the following groups to meet the objectives of the organisation
- 13.2.2 **Community Development:** Project that takes place to encourage development or brings development into a community.
- 13.2.3. **Outreach:** Out reach projects must be to reach a group that is not being reached spiritually, economically, academically, socially, or medically.
- 13.2.4. After the second anniversary of HIM, it shall be required to carry on a minimum of two Christian outreach programmes single handedly or in partnership with any organisation or church from within or out of the country.
- 13.2.5. **Investments:** Investment projects are projects that are done for the benefit of the members of HIM and the organisation as a whole. These projects are to generate revenue that can help take on non-revenue generated outreach projects.

### **13.3. Funding a project:**

- 13.3.1. After a project is deemed acceptable to HIM, the project will have to go through a funding process.
- 13.3.2. First the treasurer or the financial committee will determine if the Organisation is able to fund any portion of the project.
- 13.3.3. Secondly, the project will be brought to the attention of all HIMs members to

solicit funding. All members will have the privilege to fund any project.

- 13.3.4. A period of two weeks will be given to members to indicate if they wish to contribute to the funding of the project.
- 13.3.5. Members who are not in good standing will not be allowed to fund any project until they are in good standing with the organisation.
- 13.3.6. Members should know that HIM is for a good cause to the Hinterlands, and all projects funded can only return a portion of the return to the funding members. The Surplus from projects will be shared according to the organisation's guidelines below (See Section 14.3, 14.4 and 14.5).

**13.4. Managing a project:**

- 13.4.1. The project officer will have oversight over all projects carried out by HIM.
- 13.4.2. Every project will have a project manager selected by the executive board.
- 13.4.3. Qualified members will be interviewed by the executive council for consideration as project managers. The best candidate will be selected from the interview process.
- 13.4.4. Project managers will report to the project officer on weekly bases the progress of the projects. The project manager will also submit a detail report of the project to the project committee that it falls under at least every month.
- 13.4.5. Committees with active projects must meet at least once every month to evaluate the project and take necessary actions for the progress and success of the projects.
- 13.4.6. After every project committee meeting, the minutes of that meeting and the complete report of the project manager and that of the project officer must be submitted to the president no later than 10 days after the meeting.
- 13.4.7. The president and the project officer will report the status of the project at the general council and the executive council.
- 13.4.8. All funding members will receive a detail report of their project no later than 1 month after the president receives it.

**13.5. Aborting a Project:**

- 13.5.1. Only the Executive committee can abort a project once it has been activated.
- 13.5.2. The maturity stage of a project will be determined at the time of the approval process. If after the maturity time the project has not matured, the project committee under which the project belongs will sit and make recommendations to abort the project or not.
- 13.5.3. After their report is submitted to the executive committee, the funding members of the project will be notified of the status of the project.

**Article XIV: Benefits to All Members.**

- 14.1.1. All benefits and privileges take place only after 1 year of probation period for every member including founding and executive members from the date of the first executive meeting held after the official registration of HIM-SCIG.
- 14.1.2. Thereafter, the one-year probation period will be to other members from the date they

- officially became members of the organisation and completed their membership dues.
- 14.1.3. If the completions of their membership dues take place within 3 months from the date of their registration, then the date of their registration will be considered. This date will be the date they submitted their membership application and paid their registration fee of 5000 FRS.
- 14.1.4. If their membership due is completed after 91 days from the date of their registration, then the date of the completion of their membership dues will be the beginning of their probation period. This date will be the date they completed their membership dues.

#### **14.2 Sharing Surplus.**

- 14.2.1 Surplus shall be made only after a project has reached its maturity stage, i.e. when the project has paid off the investment it cost to realise the project.
- 14.2.2. The minimum time for Surplus to be paid is 1 year from the date the project went operational.
- 14.2.3. If Surplus have to be paid earlier than that because of the fast yeilding nature of a project, the Executive Board will make such a decision.
- 14.2.4. Members can benefit in every level they qualify when they have attained their 1-year probation.

#### **14.3. Surplus for HIM and Members funded projects.**

- 14.3.1. The **Organisation has 30%** of total Surplus: Thirty percent of total Surplus will be retained to the organisation for the running, facilitation, and funding of the organisations businesses etc.
- 14.3.2. The Founder shall have 20% of total Surplus
- 14.3.3. Surplus will be paid according to the overall capital of the members in propotion to the various sums. Surplus will be calculated according to the sums of the membership levels.
- 14.3.8. Funding Members: Surplus will be in proportion to the amount funded.

#### **14.4. Surplus from projects funded exclusively by HIM (without the contributions of members).**

- 14.4.1. The Organisation 50% of total Surplus
- 14.4.2. The founder 20% of total Surpluses
- 14.4.3. All Members in good standing 30% of total Surplus shared equally

#### **14.5. Individually Funded Projects.**

- 14.5.1. Surplus for projects funded singlehandedly by members or HIM partners shall be divided as follows.
- 14.5.2. 40% shall remain with HIM
- 14.5.3. 60% for the member or partner

#### **14.6. Rights of the Founder (Delegate).**

- 14.6.1. The founder shall be entitled to the following previledges and rights by virture of him being the founder and the vision bearer of HIM.
- 14.6.2. He shall be entitled to 20% all Surpluses.
- 14.6.3. He shall control 20% of stake of the organisation.

**BY-LAWS OF HINTERLANDS INTERNATIONAL MISSIONS SERVICE COMMON INITIATIVE GROUP  
(H.I.M. - SCIG)**

- 14.6.4. He shall have the right to will his stake and benefits to his next of kin after he dies.
- 14.6.5. He shall be the president of the organisation for his entire life.
- 14.6.6. He shall have the right to choose his successor when he can no longer serve as the president.
- 14.6.7. He shall be the ex-officio member of the board of directors and the executive council for life.
- 14.6.8. The rights and privileges of the founder are permanent and cannot change without his consent.

**14.7. Rights and privileges to members of HIM**

- 14.7.1. **Job privileges:** Members shall have the rights to be considered for any job opening in the organisation before other non-members based on their qualifications and merits.
- 14.7.2. **Seminar and training in the country:** Members will be granted slots free or fraction of the cost as set by the Education and Training Committee to attend seminars or any training organized by HIM within the country.
- 14.7.3. At least 10% and at most 20% of attendees of seminars should be members of HIM in good standing who benefit from training for free or fraction of the cost. If that number is attained any other member will pay the full cost of the program.
- 14.7.4. Consideration should first be given to members who have not benefited before.

**14.8. Overseas Conventions, seminars or training:**

- 14.8.1. Members will have the privilege to attend conventions, seminars or training overseas that will benefit HIM and the Hinterlands communities.
- 14.8.2. HIM will not support or sponsor anyone to go and study and remain overseas. Everyone who receives a scholarship from HIM must come back to giveback to the hinterlands communities what they have been trained on.
- 14.8.3. This organization shall not enter into any form of trading or granting of opportunity for people to travel overseas for their own private reasons that is not beneficial to the organization.

**14.9. Funding rights:**

- 14.9.1. All members of HIM in Good standing have the right to fund any project as presented by the board of directors for funding.
- 14.9.2. Funding rights should be given first to those who have the means to fund but have not funded any project before.
- 14.9.3. To afford equal opportunity for funding to all members, the funding amount might be limited to a certain amount to give opportunities for others to contribute towards a project.
- 14.9.4. The funding rights should not be limited only to a certain group of people because they are people of means. Every member of the organisation will have equal rights to fund a project.
- 14.9.5. Returns from any project funded will be distributed according to the distribution guide on these by-laws.

**14.10. Mission Projects or Outreach Programs:**

- 14.10.1. HIM's members will have the privilege to participate in person on any project or outreach organized by HIM or HIM's partner within the country or abroad.
- 14.10.2. It is also a requirement for members to do one mission trip within two years to remain a member in good standing with the organisation.
- 14.10.3. The cost of the trip may be covered by the organisation depending on the availability of funds.
- 14.10.4. If there are limited funds, the cost maybe shared with the member and the organisation depending on the organisation's budget available at that time.
- 14.10.5. If the organisation is limited in funds the members will have to fund their outreach trip.

**14.11. Leisure or vacation privilege:** (by ballot of two per year) those who have benefited before will be exempt from ballot.

**14.12. Share holders of HIM Bank:** Members will have the opportunity to purchase shares in our bank.

**14.13. Death Benefit:**

- 14.13.1. If a member dies, every HIM member will contribute 1000 FRS to assist the family of the deceased.
- 14.13.2. Any member who fails to pay this amount 1000 FRS will be deducted from their benefit in the organisation for that purpose. If they donot have any money in their holding account and refused to pay, they shall be put on Red member (not in good standing) status.

**14.14. Other Benefits**

- 14.14.1. All members and their direct family members shall have 10% to 50% discount on all our training, services, medical and Dental Facilities.
- 14.14.2. Members will be entitled to at least 10% Discount immediately upon registration and completion of membership dues. After the one year probation period they shall be entitled to the full discount being offered based on their membership.
- 14.14.3. The board of directors will set discount rates for members before services become operational.
- 14.14.4. All members will be required to show proof of membership which shall include; a valid national ID card and an authorized membership card.
- 14.14.5. Membership cards shall be issued from the HIM Head Office within five months of the completion of membership requirements.
- 14.14.6. Members will be required to submit a photocopy of their National ID card and two passport size pictures upon membership registration.
- 14.14.7. Family members will need to proof family ties to members by providing a birth certificate, or National ID card, and the member must be present with their valid HIM membership card.
- 14.14.8. For the sake of HIM member's family benefit, Family member is limited only

to those who are directly related to any HIM fully registered and paid member; i.e. Son, Daughter, Wife or husband. Adopted children will also qualify provided a certificate of adoption is provided.

14.14.9. Except otherwise directed by the board of directors, membership discount percentage shall be as follows; Bronze Member 20%, Silver member 25%, Gold Member 35%, Platinum Member 45% and Founder member 50%.

**14.15. Scholarships:**

After two years in operation, HIM will begin granting scholarships to its members depending on the availability of funds.

**14.16. Employment opportunities:**

14.16.1. Employments opportunities shall be accorded only to members of HIM. In a situation where no HIM member is qualified to get the job, a non-HIM member can be hired on temporary bases while a HIM member undergoes training to be qualified for the position.

14.16.2. Any none HIM accepting employment from HIM must first register to become a member before taking the employment.

14.16.3. HIM will accept only members of the organization to volunteer for the organization.

14.16.4. Volunteers who perform exceptionally well could be recommended for employment by the president.

14.16.5. Volunteering for the organization is not a door for automatic employment. Only volunteers who perform very well to the satisfaction of the President will be recommended for employment when there is an opening for employment.

14.16.6. Volunteers will be considered first for employment before other members. This will be based on their qualification and performance during their voluntary period.

14.16.7. The Board of Directors has the final decision for employment based on the President's recommendation.

14.16.8. Every employee of HIM will be required to open an account with HIM-SL.

**14.16.9.** The probation period for every permanent employee shall be six months from the date of assumption of duty.

**14.17. Training Opportunities:**

When necessary HIM shall sponsor from her membership, qualified individuals to attend a particular training to use the knowledge or skills acquired in the organisation.

**14.18. Free Seminars Opportunities:**

14.18.1. All HIM's members will have the opportunity to attend a seminar organized by HIM or HIM's partners free of charge.

14.18.2. Between 10 and 20 percent of all seats available in a seminar will be awarded to members on equal opportunity bases, priority given first to members who have never attended any free seminar.

**14.19. Opportunity to Own Share in HIM Bank**

- 14.19.1. Members of HIM will have the opportunity to purchase shares in HIM Cooperative Bank.
- 14.19.2. Platinum members are obliged to purchase a minimum of 5 shares any other member is obliged to purchase a minimum of 1 share with HIM-SL within six months from the date of their registration.
- 14.19.3. All members of the organization will be required to purchase shares and open an account with HIM-SL in the branch nearest to them. If there is no branch near them then they will only be obligated to purchase shares until a branch is established near (within 15 Kilometers from their home or work).

**Article XV: Expenses**

**15.1. Expenses for HIM's Purpose**

- 15.1.1. Travel – If someone is appointed by HIM to represent HIM in any occasion, HIM may cover all the cost of that person's Travel depending on the availability of funds. In the case where there are not enough funds, the organisation will give the member the option to pay part of the cost to make the trip.
- 15.1.2. If the organisation pays for someone's trip for the purpose of the organisation, that person during the travel is not required to carry on any private business or affairs on the organisation's expense.
- 15.1.3. The benefit committee shall set up Feeding and Lodging rate. This portion of the bylaws shall be amended after that is set.

**15.2. Transportation for HIM Purpose Only.**

- 15.2.1. Public: if the person is traveling by public transportation, he or she shall be entitled to the cost of transportation.
- 15.2.2. Privately owned vehicle: If the person is using their personal transportation, HIM will provide enough money to cover for their gas expenses.
- 15.2.3. The said member is obliged to submit to the accounting department no later than 5 days after his/her return, all invoices and receipts incurred during the travel, including receipt for petrol or gas expenses. If they fail to do so, they shall forfeit the refund due to them. They can also lose their privilege to represent the organisation if they do not comply with accounting rules.

**15.3. Expenses in conjunction with private purpose**

- 15.3.1. **Travel.** Fifty percent of their travel cost shall be covered by the organisation; Feeding, and Lodging.
- 15.3.2. **Hotel:** If they stay in the hotel during the time of representing the organisation, then HIM will refund all the cost of their hotel. If they do their personal business during that time, then HIM shall pay only 50% of their hotel cost.
- 15.3.3. **Feeding:** HIM will not be responsible for their feeding.
- 15.3.4. **Transportation:** HIM will cover only 30% of their transportation cost if they are using public transport with a receipt to proof that. If they are using their privately owned vehicle(pov). HIM will not cover any portion of expenses covered



with the POV.

## **Article XVI: Partnership and Affiliations**

- 16.1. HIM shall seek and establish partnership and affiliation that shall be beneficial to the organization and the membership of the organization.
- 16.2. All partnership and affiliations shall be approved by the president and the Board of Directors (BoD).
- 16.3. The President shall sign all partnership agreements and memorandums of understanding on behalf of the organization.
- 16.4. HIM shall not enter into any partnership or affiliation that shall become a liability to the organization.
- 16.5. All partnership agreements and Memorandum of understanding shall be reviewed by the board of directors at least annually to assess their effectiveness.
- 16.6. If any affiliation or partnership requires any financial commitment, the BoD shall be responsible for the approval of any such commitment before such a partnership or agreement is entered into. In such cases then the partnership must be of necessary importance to the organization.

These bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than two thirds of the members. Amendments introductions in one board meeting must occur three months in advance of a final vote.

*Adopted by the directors of Hinterlands International Missions on April 06, 2013.*

By: SIGNATURES

John Egyawan

Forche Edward

Nympha Tonya

Munda Gibson

Wang Ndelle

Neba Emmaculate

John-Paulo Kema

