

# **Regulations for the board of collectors in the 10/40 window, SDA-NORUC, approved by ADMIN 23. 10. 2007.**

## **Article 1 The Board of Collectors**

### **§ 1-1 The subject of Regulations**

The board of collectors for the 10/40 window is based on a private initiative, organized as an association and approved by the Seventh Day Adventists – The Norwegian Union Conference (SDA-NORUC)

The regulations control the operations of the board of collectors.

### **§ 1-2 The framework of the board of collectors**

The primary commission of the board of collectors is to focus on mission and evangelizing, promoting information and the collecting of means.

### **§ 1-3 The Aim of the Board**

The Board of Collectors wishes to contribute in lifting forward a mission - project, prepared by SDA-Unions localized in the 10/40 window. This takes place through a direct cooperation with The Board Of Collectors and the Union involved. The Board of Collectors shall, through its presentation of the different projects, invite people to contribute financially, or in different ways, so that the Gospel of Christ could reach out to the whole world.

### **§ 1-4 Budgetary control**

The treasurer of the SDA-NORUC must be informed about the activities of The Board Of Collectors. The management of the SDA-NORUC (SDA-NORUC ADMIN) should sanction projects before transferring of means takes place.

## **Article 2 Passing on Information**

### **§ 2-1 Who**

The members of the Board of Collectors, or others appointed by the Board, have the authority to speak and to write on behalf of The Board of Collectors.

### **§ 2-2 What**

The members of the Board of Collectors, or others appointed by the board, should give information about projects carried through by the actual SDA-unions localized in the 10/40 window.

### **§ 2-3 How**

The Board of Collectors, or others appointed by the board, should work out their tasks in a way which should be in harmony with advice and decisions made by The Seventh-Day-Adventists. The Board and its representatives must not behave in a way which could harm The Seventh-Day-Adventists.

## **Article 3 The collecting of means**

### **§ 3-1 Accounts and auditing**

Collected means are to be placed on a separate bank account which is at the disposal of SDA-NORUC, according to its purpose. The account constitute a part of SDA-NORUC's regular accounts and auditing.

### **§ 3-2 Collections and gifts**

Means are being collected when persons/companies/organizations transfer their gifts directly to the collection-account. An agreement about autogiro should be prepared for the donors, who wish to have a fixed amount drawn from their account.

(2) On the homepage of The Board of Collectors information should be produced concerning the collection-account and the projects.

### **§ 3-4 Contributions from others**

Opportunities should be available to apply for means from other organizations outside The Seventh –Day-Adventists, when terms given by the donor could be accepted.

### **§ 3-5 Delimitation**

(1) Means taken from Tithe must not be accepted as gifts.

(2) The members of The Board of Collectors cannot take collections when visiting churches, schools or institutions.

(3) The members of The Board of Collectors should not accept means given in hand, but invite the donor to transfer his donation to the collection-account, or the treasurer of the church.

## **Article 4 The Board of Collectors**

### **§ 4-1 How members of the Board of Collectors are being chosen.**

The Board of Collectors (The Board) has 5 members. The treasurer of the SDA-DNU has an observer-status in the Board.

### **§ 4-2 Term of office**

The members of the Board are supplementing themselves.

### **§ 4-3 The meetings of the Board**

The leader of the Board should see to it that meetings are held as often as necessary. If at least 2 members of the Board insist, the Board should be called together.

- (1) The leader of the Board is the chairman.
- (2) At the meetings of the Board, a record should be kept, and this has to be sanctioned by the Board. Members of the Board who don't agree to the decision made, are given the right to let their opinion being taken into the record.

### **§ 4-4 Presence of a quorum**

- (1) The Board will form a quorum when at least fifty percent of the members are present. However, the Board should not make decisions unless all the members of the Board are given the opportunity, as far as it is possible, to participate in the discussion.
- (2) Calling in for a board-meeting has to be sent to the members of the board, not less than 3 days before the meeting takes place. However, calling in for a board-meeting can be done on a shorter notice. In that case, the reason why should be taken into the record.
3. As a fixed resolution of the Board, should be applied what the majority of the Board have voted for, or when equality of votes, what the leader of the Board has voted for. If equality of votes comes into being and the leader of the Board is not present, the decision must be postponed.

### **§ 4-5 The tasks of the Board of Collectors**

The Board of Collectors approves budget and annual planning for their activity. The Board should also prepare annual report and annual accounts which should be handed over to SDA-NORUC ADMIN by 15.02. The Board of Collectors also approves which project should be introduced to Adventists on Norway, according to § 1-4.

### **§ 4-6 The duties of the leader**

The leader should call in and be in charge of the meetings of the Board, prepare the executive work, and be in charge on the daily basis, which also includes having a dialogue with The Seventh Day Adventists, locally and internationally.

### **§ 4-7 Representation**

When a member of the Board of Collectors is travelling outside Norway, as a representative for the Board, this must be approved by the SDA-NORUC ADMIN. When suchlike travels are carried out, the policy of the SDA-DNU should be followed.

### **§ 4-8 Competence**

A member of the Board of Collectors must not participate in a process and decision-making connected to himself or people closely related to the member, when it comes to personal or special financial interest in the matter.

## **Article 5 Working together with the SDA Unions**

### **§ 5-1 Missionproject**

- (1) Unions localized in the 10/40 window work out and give priority to projects which should be financed by collected means.
- (2) Through dialogue between the receiving Union and the Board of Collectors, it is decided which project should be presented for adventists in Norway. When the project is fully financed, means should be transferred in a regular way from the SDA-NORUC through our division (TED) to the receiving Union.

- (3) The receiving Union carries out the project and gives a report when the project is completed.

§ 5-2 **Co-operation**

- (1) The co-operation between The Board of Collectors and the receiving Unions is set by a separate agreement on co-operation, if regarded necessary by both parts.
- (2) The receiving Unions should not, fully or partly, finance the operations of the Board of Collectors.
- (3) If the project could not be carried through, the means should be administered in a different way, or held back, according to decisions made by the Board of Collectors.

**Article 6 Other things**

§ 6-1 **The correction of Regulations**

The corrections of the regulations must be carried out by the SDA-NORUC ADMIN.