

## **20.1 UNITING CHURCH SA FUNDRAISING BY-LAW**

### PURPOSE

20.1.1 To maximise the effectiveness of the fund raising efforts of the Presbytery and Synod in both missional and financial terms through an approval and co-ordination process.

### DEFINITIONS

20.1.2 'Fund-raising' is the process of seeking offers of donations and loans (either interest free or on concessional terms), and any other type of permanent or temporary financial support on a Presbytery and Synod wide basis for which an appeal process has been approved. It specifically excludes:

- a. the raising of funds by bequests or grant applications.
- b. the fund-raising efforts, including fetes and specific fund raising events where funds are only being sought from within individual congregation or mission network members for their own missional purposes.
- c. the revenue activities undertaken within the Mission and Service Fund.

### SCOPE AND APPLICATION OF BY-LAW

20.1.3 This By-Law covers:

- a. all specific purpose fund-raising activities including those for approved deductible funds including but not limited to:
  - PWC Library Fund
  - UCSA Relief Fund
  - Refugee Support Fund
  - SA UC Building Fund
  - UC Arts and Cultural Development Fund
- b. all special focus campaigns initiated following disasters of any kind where funds are being sought from individuals and groups outside of individual congregations and mission networks.

20.1.4 This By-Law does not apply to the fund-raising processes of the Uniting Foundation, UnitingCare Pancake Day and the Disaster Fund which are managed by their own specific governance arrangements.

### ACCOUNTABILITY FOR MANAGEMENT

20.1.5 The accountability for managing the requirements of this By-Law is vested with a Resources Board Sub-committee.

### MEMBERSHIP OF SUB-COMMITTEE

20.1.6 This Sub-Committee will have a maximum of six members including:

- the Associate General Secretary (Chairperson),

- a person appointed by the Standing Committee because of their strategic missional knowledge and commitment
- the Presbytery and Synod Communications Manager
- the General Manager, Resources or delegate
- two members appointed by the Resources Board, preferably with fund raising and/or publicity and marketing expertise.

Each external appointee will have a term of two years and may be reappointed for a maximum of three terms.

## FINANCIAL ARRANGEMENTS

### 20.1.7 UCSA Non tax deductible fund.

A UCSA non tax deductible fund will be established by the Resources Board who will maintain financial oversight of this fund through the Sub-Committee. This account will receive and receipt all non-tax deductible funds raised. Recording within this master account will be such that it will be possible at any time to determine the funds held for any of the approved purposes for which the account has been established.

20.1.8 The Resources Board will receive and review regular reports to ensure compliance with the decisions of the Sub-Committee about the length of time that a specific appeal account will remain open. It will also be responsible for decisions on the distribution of excess funds at the time of the closure of a specific appeal account.

### 20.1.9 Tax deductible funds.

All tax deductible funds will have their own receipting arrangements and will be managed in compliance with the requirements of the Australian Taxation Office. Specific management of such funds will be the responsibility of the relevant Fund Management Committee as defined in the individual Fund's By-laws or constitution.

## PROCESS RESPONSIBILITIES FOR SUB-COMMITTEE

20.1.10 Any congregation, faith community, mission network, individual or Presbytery and Synod Ministry Centre or committee/board may submit to the Sub Committee a fully costed proposal (in terms of both salary and non-salary costs) for fundraising.

20.1.11 The Sub-Committee may also initiate its own fund raising proposals for any identified missional need(s) determined.

20.1.12 Upon receipt, the Sub-Committee will consider all proposals and approve or reject. If approved, the Sub-Committee will determine the timing, duration of the appeal and the length of time that the specific appeal fund will remain open. The

Sub-Committee can apply conditions that it considers are appropriate to any approval and issue advice to the proposer including the reasons for any conditions imposed or the reasons for rejection.. Upon receipt of approval the proposers can then advertise the fund-raising appeal across the Presbytery and Synod.

- 20.1.13 The Sub-Committee will meet as often as necessary to process applications received and to determine an overall annual rolling fund-raising timetable for the Presbytery and Synod. An Annual Report will be produced for submission by the Resources Board to the Presbytery and Synod.
- 20.1.14 When reviewing fund-raising proposals, the Sub-Committee will take into account all information readily available including the following:
- a. the strategic missional priorities of the Presbytery and Synod e.g. as determined from time to time by the Presbytery Strategy and Planning Team and/or the Strategic Plan at that time.
  - b. the proposed timing (and duration) of the conduct of the appeal.
  - c. the relevance of any processes before the Placements Committee.
  - d. the urgency of any need for which the funds are being raised.
  - e. the experience of the proposers in previous fund raising activities.
  - f. the extent to which the proposal can be funded from other sources including grants, bequests, personal financial commitments and other relevant Presbytery and Synod sources.
  - g. in relation to congregational proposals, their financial commitment to the Mission and Service Fund.
  - h. that appropriate arrangements are in place to manage the conduct of an approved fund-raising appeal.

#### OTHER RESPONSIBILITIES OF THE SUB-COMMITTEE

- 20.1.15 The Fund-Raising Sub-Committee will:
- a. ensure that the number of appeals being conducted in parallel at any time is not excessive.
  - b. recommend the termination of an approved fund-raising appeal to the Resources Board where it believes that this action is in the best interests of the Presbytery and Synod.
  - c. produce a list of approved fund raising projects on a regular basis for communication to the Presbytery and Synod.
  - d. comply with all Codes of Practice and legislation relevant to fund raising activities.
  - e. have access to the services of Presbytery and Synod staff and/or their contractors and will be permitted to make recommendations to the Resources Board about how administration costs are funded be responsible for the oversight of the conduct of appeal publicity, brochures,

website, communication and receipting, utilising wherever practical, the specialist resources within Presbytery and Synod.

- f. be responsible for all other marketing requirements relevant to the purposes of these By-Laws outlined above.
- g. encourage the development of fund-raising awareness and support networks.
- h. monitor whether any unapproved fund-raising appeals are publicised to Presbytery and Synod members and determine the most appropriate way of resolving this issue.
- i. be responsible for any conflict resolution process where any person or group within the Uniting Church takes action contrary to this By-law. If resolution processes are unsuccessful, the matter will be referred to the Resources Board and/or Standing Committee.

APPROVED BY STANDING COMMITTEE

Dated 12 / 4 / 2013