



SEEDS FOUNDATION BY LAWS

The name shall be “Seeds Foundation”



Mission:

The Mission of ‘Seeds Foundation’ is ‘To gather, manage and grow its assets and to distribute funds for purposes which will significantly increase the mission effectiveness of Seeds Uniting Church.

Purpose:

The Seeds Foundation exists to give individuals & or groups an opportunity to become involved in increasing the future capability and effectiveness of Seeds Uniting Church’s mission.

The Seeds Foundation shall allocate funds for purposes which are determined by the Seeds Foundation Core Team in its absolute discretion contributing to the Church achieving its mission.

Seeds Foundation Core Team:

The management of the Seeds Foundation shall be vested in a core team. The Church Council shall appoint a Chairperson on the recommendation of the Senior Pastor, but the core team may appoint such other members as are required to carry out the objects of the Seeds Foundation, and may delegate any of its powers to such members.

The Foundation funds shall be overseen by the Seeds Foundation Core Team. The core team is committed to Seeds Uniting Church’s mission, mission plan and core practices and is committed to the adoption of ethical conduct in all areas of its responsibilities and authority.

Procedure:

In addition to complying with the existing Seeds Uniting Church mission, mission plan & core practices,

Core Team members shall:

- Act honestly and in good faith at all times in the interest of the Seeds Foundation and the people it serves
- Be accountable for the proper use of the Seeds Foundation finances
- Review the Seeds Foundation’s achievements against stated goals
- Report to the Church Council after each core team meeting, as well as written reports to key stake holders & the Seeds Uniting Church Congregation (minimum two times per year).

- Carry out their duties in a lawful manner, avoid conflicts of interest in as far as this is possible.
- Be diligent, attend meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the decision making process
- Observe the confidentiality on information acquired to them in their role as members of the core team and not disclose that information to any other parties.
- Be supportive of decisions once they are endorsed.
- Not do anything that harms the image of Seeds Uniting Church, the Seeds Foundation or bring it into disrepute
- Ensure the core team does not approve projects unless funds are available
- Maintain proper records of all proceedings of ordinary meetings and special meetings of the core team
- Meet on a minimum of 4 times per year.

The Core Team will ensure that the governing process is based on:

- Sound ethical principals
- Outward vision that reflects the changing needs of the people served by the Foundation
- Encouragement of diversity of opinions and views
- Collective but not necessary consensus decision making
- A spirit of transparency and acceptance of critical assessment and scrutiny

Contributions:

Accounts shall be kept of all moneys received and expended by Seeds Uniting Church. Day to day oversight of the financial management of the Foundation shall be the responsibility of the Business Manager in conjunction with the Chairperson and will form part of the annual audited accounts.

Receipts:

The Seed Foundation can accept donations from:

- Organisations, members of the Church and others
- Bequests without a nominated purpose

The core team may, in its absolute discretion, reject any contribution absolutely without any obligation to provide reason for that rejection.

Funding Applications:

The Seeds Foundation Core Team requires that applications, as a condition of eligibility for funding, will demonstrate full commitment to and engagement with the Mission, Mission Plan and Core Practices of Seeds Uniting Church.

Upon receipt of funding applications, relevant checks shall be instituted to ensure compliance with the Foundations purpose. Where it is noted that there is no compliance, appropriate advice is issued to the applicant and a request shall be extended to correct the situation.

In reviewing and determining applications for funding, the Core Team shall consider not only the nature of the project for which funding is sought but also the capacity of the applicant to self-fund part or all of the project.

Fund Allocation:

The Core Team, in allocating funds may not exceed the total funds annually available.

A statement of accounts of such moneys received or paid for each year ending 31st December, and a balance sheet at that date setting out the assets and liabilities of the Foundation shall be prepared annually and will form part of the annual account.

Funds shall only be distributed on presentation of appropriate invoices unless grant funding is towards a periodical payment.

The Seeds Foundation Core Team shall not allow or cause Seeds Foundation resources to be allocated to an extent that threatens the financial security of Seeds Uniting Church and shall set prudent levels for financial reserves within the Foundation.

Under-Expenditure of Approved Funding:

Where a grant recipient does not fully spend funding approved by the Seeds Foundation for a project by the project completion date, any remaining funds will be retained by the Seeds Foundation for reallocation.

If the project has been delayed, the recipient is to advise the Core Team Chairperson in writing of the reason for the delay, seeking Core Team approval of a revised start up completion date.

Claims:

Claims on Seeds Foundation are to be made only where the expenses incurred are directly related to the approved project.

Non-profit clause

The assets and income of the Seeds Foundation shall be applied solely in furtherance of its above-mentioned purpose and no portion shall be distributed directly or indirectly to the members of the Seeds Foundation Core Team except as bona fide compensation for services rendered or expenses incurred on behalf of the Seeds Foundation.

Dissolution clause

In the event of the Seeds Foundation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to Seeds Uniting Church and not carried on for the profit or gain of its individual members.

Approved by:

Church Council

Signature:

Seeds Foundation Core Team

Signature:

Issue Date: (Insert Date)