

**By-Laws of
The UMC European Board of Drug and Alcohol Concerns (EBDAC)
of
The Special Program on Substance Abuse and Related Violence (SPSARV)**

The UMC European Board of Drug and Alcohol Concerns exists to support United Methodist Church (UMC) boards and congregations in Europe working with the issues of drug and alcohol concerns.

§ 1 Relationship and funding

The UMC EBDAC is related to SPSARV, who after annual application from EBDAC, funds EBDAC for fulfillment of its task and aims.

EBDAC is endowed with its financial resources, which are utilized to provide financial resources to its [grant] applicants, by yearly grants/funding from SPSARV.

§ 2 Membership

Each UMC Episcopal Area in Europe elects for the quadrennium in their respective Central Conferences two members to EBDAC. The bishop nominates the members. One alternate (substitute) from each Episcopal Area is likewise elected by the Central Conferences. It is recommended that a board member can be reelected up to two times.

One or two persons elected by SPSARV (primarily staff members) represent SPSARV on EBDAC. SPSARV members have the right to participate in discussions. SPSARV covers the travelling costs for SPSARV staff members to attend EBDAC meetings.

EBDAC elects among its members a Chair, a Vice Chair and a Secretary, these officers constitute the "Executive Board" of EBDAC.

EBDAC may adjunct a Financial Secretary with the responsibility to communicate with the projects supported by EBDAC.

Duties of the Chair, Vice Chair, Secretary, Financial Secretary and Treasurer:

Chairperson

Responsible for convening, leading and preparing the agenda of meetings; providing tie-break in the case of a non-consensus vote; responsible for contacting alternate in the event of both representatives of the same Central Conference being unable to attend scheduled meeting, represents the organization in official capacity.

Vice Chair

In the absence of the Chairperson, responsible for convening, leading meeting; responsible for soliciting and forwarding suggestions for agenda items to Chairperson. Responsible for ensuring that reports presented during

meetings are done in a timely concise manner.

Secretary

Responsible for recording meeting: actions, discussion items, items for future decision, etc. in addition to distribution of minutes to EBDAC.

Financial Secretary

Responsible for: providing application deadlines, information and applications to Annual Conferences; receiving completed applications; distributing completed applications to EBDAC for review and decision; following-up on questions from EBDAC regarding applications; receiving reports (financial and evaluative) from the projects (original receipts or copies shall become part of the official account reported from the projects).

Treasurer

The office of one of the European Bishops is the treasurer of the funds of EBDAC. In agreement with SPSARV and the European Board of Bishops, EBDAC decides the specific office.

§3 Meetings

EBDAC meets normally twice a year on the date and place decided by EBDAC. EBDAC may increase or decrease the number of times met by consensus. The decisions of EBDAC are normally made at the meetings, but EBDAC can delegate the decision process to two members together concerning a specific grant or project.

Extraordinary meetings can be planned at EBDAC meetings or by the chair together with the Vice Chair or the Financial Secretary.

When the two ordinary members (not members of the (Executive Board) from the same Central Conference are not able to participate in a single meeting, the alternate should attend. The alternate should receive the agenda and minutes for every meeting. The chair has the responsibility to call the alternate.

Travel costs and accommodations shall be low fare and low cost.

The travel costs and other relevant costs related to the meetings for Board members will be reviewed and approved by the Financial Secretary for reimbursement by the Treasurer when original receipts or documents are presented. The preferred mode of reimbursement is through the member's bank account.

§ 4 Function of EBDAC

EBDAC shall, after applications are submitted and decisions are made, support projects in local UMC congregations and projects initiated by UMC Annual Conferences, boards and committees, when the projects intend to give information on substance abuse or be prophylactic or cure drug and alcohol dependency. EBDAC can on its own initiative start

projects that intend to give information on substance abuse or be prophylactic or cure drug and alcohol dependency.

The support provided by EBDAC to local or Annual Conference projects is primarily financial.

EBDAC or one of its members can, if necessary, visit the projects for the purpose of supporting the projects or to revise and inspect the projects.

§ 5 Decisions of EBDAC

If consensus is not achieved, decisions by EBDAC have to be made with simple majority. In case of equal votes, the Chair has two votes [an additional vote].

§ 6 Applications and Grants

EBDAC provides forms and guidelines for grant applications and financial reporting, including budgeting source requests and description of project plans. EBDAC decides which items in the projects can be supported. Salaries, the purchase of electronic equipment or other equipment will not be approved. Smaller office supplies, food, renting of rooms/spaces, travel costs, honorariums, advertising and reasonable equipment rental are approvable items.

EBDAC is responsible for communicating information about grant availability, process, application deadlines, and to inform about the approval of requested grants to applicants.

Ongoing projects and programs will normally be supported for three years with decreased grants each year following.

EBDAC MEMBER APPLICATIONS

It is acceptable for EBDAC Members to submit or to be involved in a project for which an application is submitted. These applications for grants will go through the EBDAC Application Process. Their papers will be reviewed JOINTLY by the EBDAC and SPSARV. EBDAC Member Applicants will not participate in the review nor vote on their applications.

§ 7 Reports to Central Conferences and Timelines for Receipt

Every quadrennium EBDAC reports to the sessions of the three European Central Conferences. Reports are sent to EBDAC members by February 15 for orientation and comments and then to the Central Conferences by March 1.

§ 8 Reports to SPSARV

Once yearly (normally with deadline August 3) a report about the statistics of the work of EBDAC will be sent to SPSARV by the Financial Secretary.

§ 9 Directions for Applying for Grants and Reporting

As previously stated, the UMC EBDAC exists to support United Methodist Church (UMC) boards and congregations in Europe working with the issues of drug and alcohol concerns. The above-mentioned boards and congregations can apply for grants for their projects in the area of drug and alcohol concerns.

For each project under consideration for a grant, an application and a budget (with a comprehensive plan) are to be received. Each application is to be accompanied by a letter of support from the District Superintendent in the district where the project is to be held.

The District Superintendent is responsible for ensuring that all projects are verified and located in the Annual Conference or in a UMC congregation.

The application form is to be signed by the District Superintendent for the district where the project is going to be held.

The District Superintendent has to secure that the organizer of a project reports back to EBDAC, according to the guidelines for reporting.

If there is a board responsible for drug and alcohol concerns in the Annual Conference where the project takes place that board is to be informed about the project by the organizer of the project.

The application should be based on needs identified by the Annual Conference and be engaged in one or more of the following strategies:

1. Leadership training
2. Educational resources/information – booklet, training, material, etc.
3. Public policy advocacy
4. Community programs, camps, conferences, seminars, etc.

If there is more than one project working with the issues of drug and alcohol concerns in an Annual Conference, a priority list has to be worked out by the Cabinet or the Administrative Board of the Annual Conference or the Board of Drug and Alcohol Concerns in the Annual Conference.

A project applied for in one year for the following calendar year cannot be postponed until a later year - a new application is required.

Application forms are to be completed in English. Applications are to be typed. It is REQUIRED that no later than one month after the completion of a project, an evaluation of the project and a detailed expense report (according to the form sent out from EBDAC) are to be received by EBDAC (via the Financial Secretary). Future applications for a project may not be accepted if EBDAC has not received sufficient reports from previous projects organized by the applicant.

Applications must be submitted after the decision of EBDAC (pro tempore: No later than September 15) to come in consideration for the following calendar year. EBDAC will review the applications at its fall meeting.

Conflict of Interest with Grantee and Leadership

Where there may be a conflict of interest, familial relationship or other such relationship that might be seen as one in which there was a power dynamic - such as in the case of a grant applicant married to the District Superintendent (or equivalent leadership) required for signature/vetting of program and sign-off - the applicant would be required to have a co-applicant that is not related or associated in any way to the DS (or equivalent leadership) required for signature/vetting of the program and sign-off of the application. Intentional non-disclosure of this information would be viewed as an effort to circumvent the application process and would be deemed as inappropriate and may result in non-approval of a grant application.

Oslo, February 4, 2011