



*Non-Profit Organisation Registered and
filed as No. 539 On 19-May-2020*

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Assistant Registrar

CAYMAN ISLANDS
ADVENTIST DEVELOPMENT
AND
RELIEF AGENCY (ADRA)
CONSTITUTION BYLAWS, ACTIVITIES
AND PROCEDURES.



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1.00 ADRA CAYMAN ISLANDS ACTIVITIES AND STATEMENT OF PURPOSE

The Cayman Islands Adventist and Development Relief Agency (ADRA) is governed by the principles and values of the Seventh Day Adventist Church.

Ex- Officio members of ADRA may be considered as the Executive Officers of a Conference whose roles include to dialogue with the Seventh Day Adventist organization in assisting in restoration during and after the disaster. However, it must be clear that ADRA Cayman operates as a Non-Profit Organization (NPO) and manages all its affairs separately to maintain its status as an independent body while upholding the principles and values of the Seventh Day Adventist Church.

Mission

The Mission of ADRA Cayman is to work for the welfare of all humanity in association with other Agencies to provide relief efforts to assist those who may have experienced disaster, whether through natural causes or any other types of humanitarian crisis.

Vision

The Vision of ADRA Cayman is to create an environment where all human needs can be met to alleviate hunger and other form of humanitarian crisis that may have affected the live hood of themselves or others.

Purpose

The Purpose of ADRA Cayman is to provide support and services to meet the need of all residents to the Cayman Islands and other areas in the world, especially in the Caribbean Region before, during and the recovery stage of a disaster.

1.10 ADRA CAYMAN ISLANDS ACTIVITIES

ADRA Cayman Islands shall solicit funds from the public and private sector companies and financial institutions, Cayman Islands Government, request funding from ADRA International our affiliated organization, local and external Seventh Adventist churches and organizations, concerts, sales of food items, volunteer contributions from members and conduct public seminars.

These funding will be used to help ADRA Cayman Islands to fund **humanitarian activities including but not limited to:**

- a) Health and Welfare- healthy living and prevention
- b) Education-learning intervention and skill development programs
- c) Social Interventions – alleviate hunger, poverty, and abuse intervention
- d) Disaster Management – food distribution and acquisition of the storage facility
- e) Water and Sanitation- waste disposal intervention and irrigation systems.



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1.11 ASSETS AND INCOME GUIDELINES

ADRA Cayman Islands understands its obligation to the following associated with the use of all assets and income as it relates to its operation. ADRA Cayman Islands shall operate all its assets and incomes as prescribed under the NPO Guidelines stated below:

- a) the assets and income of the non-profit organization shall be applied exclusively in the furtherance of the purposes of the non-profit organization; and
- b) no portion of the assets and income of the non-profit organization shall be distributed as profit or dividend directly or indirectly to the controllers, shareholders, owners or members of the non-profit organization, unless such distribution is intended for the legitimate purpose of compensating a person for services to further the activities of the non-profit organization or paying for expenses incurred on behalf of the non-profit organization.

2.00 By LAWS ADRA, Legal Compliance and Election

2.10. Legal Compliance

- a) ADRA Cayman Islands shall operate under the principles, practices, and values of the Seventh Day Adventist Church.
- b) All operations of ADRA Cayman Islands shall operate within the legal guidelines of the Laws of the Cayman Islands including Financial Regulations.
- c) ADRA Cayman Islands shall always follow Cayman Islands NPO Guidelines and will notify the Cayman Islands General Registry of any changes that may have occurred during any fiscal year as part of its compliance requirements.
- d) ADRA Cayman Islands shall follow the health and safety guidelines of the Cayman Islands ***as far as it is reasonably practical*** while carrying out its operations.

2.11 Election of Officers and Executive Committee

- a) ADRA Director shall be appointed by The Executive Committee of Cayman Islands Conference of Seventh Day Adventist during a scheduled session of its committee members.



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- b) The Executive Officers of ADRA Cayman Islands shall be the following:
- ADRA Director,
 - ADRA Secretary
 - ADRA Treasurer.
- e) The election of Secretary, Treasurer and other positions as determined by the ADRA Cayman Islands Executive Committee will be done at a general meeting of all registered members.
- f) ADRA Cayman Islands Executive Committee shall consist of the elected ADRA Cayman Islands Executive Officers, the ADRA Cayman Islands church representative and other elected positions at a duly called general meeting of all registered members **except** under the condition as stated in **(g)**.
- g) In situations such as pandemics where social gatherings are restricted or when other forms of natural disaster affect such gathering of registered members, the current ADRA Cayman Islands Executive Committee shall be empowered to conduct the election of any vacant or new positions. Under such conditions the persons elected to such positions will be temporary until a duly called meeting is held by its registered membership.

3.00 ADRA Meetings Guidelines

- a) The ADRA Director or the elected Deputy Chairperson or one of the ADRA Officers shall be appointed to chair the meeting.
- b) The Quorum for any duly called Executive Committee meeting shall be **five (5)** persons being present including the Chairperson of ADRA Executive Committee.
- c) Meetings of all registered members shall be scheduled at least **three (3)** times per year or more frequently as required.
- d) All members are expected to attend duly called meetings and they are expected to exercise their voting rights in a respectful and professional manner.
- e) Agenda items for each meeting shall include any health and safety matters and current changes in legislations that may affect ADRA Cayman Islands Operations.

In a case where ADRA Cayman Islands has a registered membership **of 100 persons or more** the following procedures shall constitute a Quorum:



- f) A duly held for meeting is one in which twenty- five **(25)** members are present and **50% +1** of those presents votes to start the meeting.
- g) If less than **25** members are present at a duly called meeting, the Chair is authorized to start discussion on the agenda, but **no decisions** can be taken until **25** members are present and **50% +1** votes to continue the meeting.
- h) ADRA Secretary or designated person shall be responsible to document all minutes of the meeting including all decisions that are made.
- i) Minutes of all previous meetings shall be distributed at least **three (3) days** before the next general or Executive Committee meeting.
- j) Guest speakers may be invited by the ADRA Executive to attend any meeting if such individuals are required to present information that is relevant to the needs or ADRA members. (Example: CI Government Hazard Management, Medical, Financial or ADRA Headquarters personnel).


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In a case where ADRA Cayman Islands has a registered membership **of less than 100 persons the** quorum shall constitute **13 persons including the Chairperson.**


All other guidelines in 3.00 (g-i) shall be followed.

4.00 ADRA Membership and Ethical Guidelines

- a) ADRA members are identified as those who wear the appropriate uniform and has completed the ADRA Volunteer form and has been issued an ADRA Identification Card.
- b) ADRA has the right to request a character reference for potential members to meet the requirements of background checks in association with the Laws and Regulations of the Cayman Islands.
- c) All member shall provide their ADRA Identification Card when requested by government security personal and shall not lend their Identification Card to any person for any reason.
- d) All ADRA Identification Card is the sole property of ADRA Cayman Islands and it can be withdrawn at any time if such persons failed to conduct themselves in a manner that is in accordance with the principles and practices of the Seventh Day Adventist Church and ADRA Ethical Standards **.(see 4 g and h).**
- e) The issuance of an ADRA Identification Card does not automatically give the person the right to assume that the issuance of such card



automatically exempts them from producing other forms of identification upon the request of an ADRA Executive Officer or an Officer of the Law.

- f) The Secretary of ADRA Cayman shall keep a record of all ADRA i  and anyone who is no longer an ADRA member shall return their Identification Card to the Secretary.
- g) All members of ADRA shall act in a manner that is respectful and follow values that are uplifting to all humanity, such as integrity, respect, empathy, and good judgement when providing services to re who are vulnerable during any disaster.
- h) Members shall not take advantage of anyone during any disaster, such as withholding supplies for favors or attempting to solicit any form of social, financial or sexual response when providing services.
- i) Members who are assigned to their zones shall not attempt to distribute shelter supplies outside their area to avoid duplication of resources.
- j) Any member who identifies a need from a specific zone shall communicate with the ADRA Volunteer Zone Leader so that distribution can be done.

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5.00 Financial Guidelines

- a) ADRA Cayman Islands shall operate within the financial regulations of the Cayman Islands Government including authorization to solicit funds from the local and international bodies as prescribes in the Cayman Islands Government Non- Profit Organization Guidelines.
- b) Submission of all financial reports as required by the Cayman Islands Government Non- Profit Organization Guidelines.
- c) ADRA Cayman Islands shall establish a bank account in compliance with the financial regulations of the Cayman Islands Government.
- d) ADRA Cayman Islands shall appoint **four (4) signatories** including ADRA Executive three (3) Officers and no transaction shall take place without the signature of any **two (2)** authorized persons.
- e) ***Signatories shall be changed by a vote of the Executive Committee or if any officer is no longer in the elected position.***
- f) ADRA Cayman Islands shall be registered with the Cayman Islands Government as Non- Profit Organization and shall have authority to management of its financial affairs in an ethical manner.



- g) ADRA Cayman Islands shall have authority to solicit funds as part of its operational structure and shall always demonstrate good fiscal responsibilities to maintain its registration.
- h) The Treasurer is the Financial Officer of ADRA Cayman Islands and is responsible for submitting all financial statements at the Executive Committee Meeting and at duly called meeting of all ADRA registered members to discuss financial matters.
- i) No member shall solicit any funds without the authority of ADRA Cayman Islands Executive Committee.
- j) All funds collected shall be submitted to the Treasurer of ADRA Cayman Islands to be deposited into the prescribed local banking account.
- k) ADRA Executive Committee has the right to allocate collected funds according to the needs of the request.
- l) No ADRA Cayman Islands member shall make financial or social promises to people under the assumption that ADRA Cayman Islands will be able to meet the demands of such request.
- m) All Projects that needs financial support shall be authorized by ADRA Cayman Islands Executive Committee and the decision to fund such projects shall be prioritize in accordance to the hazards and risk associated with human life and the consequences if such situation is not addressed.



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5.10 Dissolution of ADRA Cayman Islands as an NPO

In any circumstances where there is a dissolution of ADRA Cayman Islands all its assets shall be dissolved as prescribed in **NPO dissolution Regulation 13**:

Where a non-profit organization has been dissolved, the sums that remain after

- a) the dissolution; and
- b) the satisfaction of all debts and liabilities,

shall be transferred to another the Cayman Islands Conference of Seventh Day Adventist non-profit organization, registered under the Law, which has similar purposes and is not carried on for the profit or gain of its members.

6.00 ADRA Operational Structures and Objectives



- a) During an Emergency ADRA Cayman, Cayman Islands Conference Officers, Hazard Management Cayman Islands (HMCI) and shall work to provide support during each stage of the emergency.
- b) ADRA Cayman Islands shall appoint Zonal Leader to manage volunteers assigned to an area.
- c) Zonal Leaders shall ensure that all records of distribution made by ADRA Volunteers shall be kept as required by the Government.
- d) Ensure that all members in our organization are aware of the Cayman Islands Hurricane Notification Process.
- e) Ensure that our members are trained to identify the hazards and risks associated with an Emergency.
- f) Implement emergency policies and procedures that will mitigate and control the potential disasters.
- g) Develop and Implement an Emergency Plan for all churches.
- h) Review the Emergency Plan Annually
- i) Establish the Roles and Responsibilities for all Executive Members during Disaster and Emergencies
- j) Schedule Emergency Training for all ADRA Cayman Islands Volunteers
- k) Establish Shelter Management Team to assist with the management of shelters including the distribution process.
- l) Schedule Emergency Drills for all churches annually
- m) Identify critical supplies for each church during the hurricane season.
- n) Nominate/Appoint Representatives to the Cayman Islands Government Hazard Management Committee to assist with the Recovery Process.

It is important to note that our Emergency/ Disaster Plan will be used in accordance with the Cayman Islands Hazard Management Advisory Committee Policy.

7.00 Conclusion

While these By- Laws and activities are the prescribed operational policies of ADRA Cayman, the Government of the Cayman Islands Financial, Non- Profit Operational and Social Laws will require ADRA Cayman to make the necessary changes to our By- Laws to be in compliance with local regulatory requirements.