13.7 RAPPORT 7 – BESTUUR VAN DIE ADMINISTRATIEWE BURO AAN DIE LEDE VAN DIE ADMINISTRATIEWE BURO – REGLEMENT VAN DIE ADMINISTRATIEWE BURO (Artt 224, 334)

13.7 REPORT 7 – MANAGEMENT OF THE ADMINISTRATIVE BUREAU TO THE MEMBERS OF THE ADMINISTRATIVE BUREAU – RULES OF THE ADMINISTRATIVE BUREAU (Arts 224, 334)

A. Br AJ Kruger stel die Rapport.
Br AJ Kruger tables the Report.

B. **Besluit:** Goedgekeur, met dank aan brs AJ Kruger, MC Erasmus, P van der Zwan, proff GJ Badenhorst, J Smit, dr D Lartz en Administratiewe Bestuur.
Decision: Approved, with thanks to brs AJ Kruger, MC Erasmus, P van der Zwan, proff GJ Badenhorst, J Smit, dr D Lartz and Administrative Management.

C. **Besluit:** Verwys pt 1.8 terug na ad hoc kommissie 6 – br AJ Kruger en prof J Smit.
Decision: Refer pt 1.8 back to an ad hoc commission 6 – br AJ Kruger and prof J Smit.

D. Br AJ Kruger rapporteer namens die ad hoc kommissie.
Br AJ Kruger reports on behalf of the ad hoc commission.

E. **Besluit:** Dat die voorgestelde Reglement na die wysiging goedgekeur word.
Decision: That the proposed Rules as adjusted, be approved.

F. **RAPPORT / REPORT**

Ten einde te verseker dat die Reglement soos gewysig en goedgekeur tydens die Ledevergadering van 2015 (Handelinge 2015:78–86), steeds relevant is en in pas bly met toepaslike wetgewing en wetlike voorskrifte, is dit die afgelope termyn weer-eens beoordeel. Met die beoordeling is wyd gekonsulteer met onder andere die Regs-deputate, 'n regskundige en 'n belasting-kundige. Die Bestuur hou die volgende ge-wysigde Reglement aan die Ledever-gadering voor vir oorweging en goedkeuring.	In order to ensure that the Regulations, as amended and approved during the Members Meeting of 2015 (Acta 2015:78-86), remain relevant and in accordance to the applicable legislation and legal prescriptions, it was once again taken under review this past term. The review included extensive consultation with *inter alia* the Deputies Law, a legal expert and a tax expert. Management tables the following amended Regulations to the Member Meeting for consideration and approval.
Nota: 1. *Voorgestelde nuwe bewoording/ herfor-mulering is onderstreep, bv.: GKSA* 2. *Voorgestelde skrappings/weglatings is deurgehaal, bv.: ~~GKSA~~*	*Note:* 1. *Proposed new wording/reformulation is underlined, e.g.: GKSA* 2. *Proposed scrapping/omissions are struck through, e.g.: ~~GKSA~~*
REGLEMENT VAN DIE ADMINISTRA-TIEWE BURO VAN DIE GEREFOR-MEERDE KERKE IN SUID-AFRIKA	**REGULATIONS OF THE ADMINISTRATIVE BUREAU OF THE GEREFORMEERDE KERKE IN SUID-AFRIKA (GKSA)**
wat ontstaan het uit 'n besluit van die Algemene (Nasionale) Sinode van die Gere-formeerde Kerke in Suid-Afrika.	that came into being through a decision of the General (National) Synod of the Gerefor-meerde Kerke in Suid-Afrika.
1. WOORDBEPALING In hierdie Reglement het die volgende woorde die onderstaande betekenisse: 1.1 Die naam van die organisasie wat in hierdie ~~r~~Reglement beskryf word, is:	**1. DEFINITION OF TERMS** These Regulations define terms herein as follows: 1.1 The name of the organisation described in these ~~r~~Regulations is: the Admini-

die Administratiewe Buro van die Gereformeerde Kerke in Suid-Afrika, afgekort na Administratiewe Buro, of Admin.~~istratiewe~~ Buro GKSA.	strative Bureau of the Gereformeerde Kerke in Suid-Afrika, abbreviated to Administrative Bureau or Admin.~~istratiewe~~ Bureau GKSA.
1.2 Kerke: Gereformeerde Kerke in Suid-Afrika. ~~wat in Algemene Sinode saamkom~~.	1.2 Churches: Gereformeerde Kerke in Suid-Afrika. ~~that gather in the General Synod~~.
1.3 Lede en Ledevergadering: Die Gereformeerde Kerke in Suid-Afrika wat in Algemene Sinode saamkom.	1.3 Members and Members Meeting: The Gereformeerde Kerke in Suid-Afrika that gather in the General Synod.
1.4 Meerdere vergaderings: ~~‘n~~ Klassis, Streeksinode en ~~of~~ Algemene Sinode. ~~van die Gereformeerde Kerke in Suid-Afrika~~.	1.4 Major assemblies: ~~a~~ Classis, Regional Synod and ~~or~~ General Synod ~~of the Gereformeerde Kerke in Suid-Afrika~~.
1.5 Algemene Sinode: ~~‘n~~ *Die* Algemene Sinode van die Gereformeerde Kerke in Suid-Afrika.	1.5 General Synod: ~~a~~ The General Synod of the Gereformeerde Kerke in Suid-Afrika.
1.6 Deputate: Persone aangewys deur die Algemene Sinode met die opdrag om ‘n bepaalde taak of aksie uit te voer ter bevordering van die doelstellings soos uiteengesit in artikel 4 hieronder.	1.6 Deputies: Persons appointed by the General Synod mandated to execute a certain task or action in promotion of the objectives set out in Article 4 below.
1.7 Teologiese Skool: Die Teologiese Skool van die Gereformeerde Kerke in Suid-Afrika vir opleiding van predikante op Potchefstroom.	1.7 Theological School: The Theological School of the Gereformeerde Kerke in Suid-Afrika for the training of ministers of the Word in Potchefstroom.
1.8 Kuratore: Persone aangewys deur die lede op Streeksinodevergaderings. Elke Streeksinode wys 3 Kuratore aan.	1.8 Curators: Persons appointed by the members at a meeting of the Regional Synods of the members. Each Regional Synod shall appoint 3 Curators.
1.9 Fondse: Sluit in ramings, kollektes, bydraes, sinodale fondse, skenkings, bemakings en ander fondse wat deur die Administratiewe Buro administreer word.	1.9 Funds: This includes “ramings”, collections, tithes, synod funds, donations, bequests and other funds administered by the Administrative Bureau.
1.10 Finansies: Alle fondse deur die Administratiewe Buro bestuur.	1.10 Finances: All funds managed by the Administrative Bureau.
2. OPRIGTING	**2. ESTABLISHMENT**
~~2.1 Die Administratiewe Buro is ‘n regspersoon, naamlik ‘n organisasie sonder winsoogmerk ingevolge Wet 71 van 1997.~~	~~2.1 The Administrative Bureau is a legal entity, viz. a non-profit organisation in accordance to Act 71 of 1997.~~
~~2.2 Die Administratiewe Buro is ‘n openbare weldaadsorganisasie en ressorteer vir vrystelling van inkomstebelasting ingevolge artikel 18A van die Inkomstebelastingwet 58 van 1962, onder paragraaf 5 a): *“Godsdiens, Geloof of Filosofie: Die bevordering of beoefening van godsdiens wat dade van aanbidding, getuienis, onderrig en gemeenskapsdiens insluit, gebaseer op geloof in God”.*~~	~~2.2 The Administrative Bureau is a public charity and qualifies for exemption of income tax, in accordance to Article 18A of the Income Tax Act (58 of 1962), paragraph 5 a): “Religion, belief or philosophy: The promotion or practice of religion which encompasses acts of worship, witness, teaching and community service based on a belief in a deity.”~~
~~2.3 Die samestelling, regte, bevoegdhede,~~	~~2.3 The constitution, rights, powers, duties~~

~~verpligtinge en funksies word hieronder uiteengesit.~~	~~and functions are set out below.~~
2.1 Die Administratiewe Buro is 'n regspersoon en bestaan in eie reg saamgestel uit sy lede as nie-winsgewende organisasie geregistreer ingevolge die Wet op Organisasies Sonder Winsoogmerk (Wet 71 van 1997).	2.1 The Administrative Bureau is a legal entity and exists autonomously constituted of its members as non-profit organisation, registered in accordance to the Act for Non-profit Organisations (71 of 1997).
3. REGSPERSOONLIKHEID	**3. LEGAL ENTITY**
3.1 ~~Die Administratiewe Buro het die bevoegdheid om regte en verpligtinge te hê, te verwerf, te vervreem of oor te dra afsonderlik van die regte en verpligtinge van die lede daarvan en is as sodanig bevoeg om:~~ Die Administratiewe Buro is 'n vereniging van lede en bestaan voort ongeag die wisseling van lede.	3.1 ~~The Administrative Bureau has the power to hold, acquire, dispose of or transfer rights and obligations, separate from the rights and obligations of its members and has as such the power to:~~ The Administrative Bureau is a society of members and continues to exist regardless of staff turnover.
3.2 Die Administratiewe Buro het die bevoegdheid om regte en verpligtinge te hê, te verwerf, te vervreem of oor te dra, afsonderlik van die regte en verpligtinge van die lede daarvan en is as sodanig bevoeg om:	3.2 The Administrative Bureau has the power to hold acquire, dispose of or transfer rights, separate from the rights and obligations of its members and has as such the power to:
3.2.1 eiendom, roerend of onroerend, stoflik of onstoflik, te verwerf, te benut ~~besit~~ en te vervreem;	3.2.1 acquire, use ~~hold~~ and dispose of property, movable or immovable, corporeal or incorporeal;
3.2.2 enige en alle ooreenkomste te sluit en regshandelinge aan te gaan wat nie met die doelstellings en funksies daarvan strydig is nie;	3.2.2 enter into any and all agreements as well as legal acts that are not in conflict with its objectives and functions;
3.2.3 as party in regsgedinge op te tree; en	3.2.3 act as party in legal proceedings; and
3.2.4 sodanig in die regsverkeer op te tree as wat nodig mag wees om die doelstellings en funksies daarvan te vervul.	3.2.4 act as such in legal traffic necessary to fulfil its objectives and functions.
~~3.3 Geen bates van die Administratiewe Buro mag op enige wyse hoegenaamd onder lede of werknemers verdeel word nie, en dit mag alleen vir die bevordering van die doelstellings en die uitvoering van die funksies daarvan aangewend word.~~ ~~Die Administratiewe Buro bly voortbestaan ongeag die wisseling van die lede daarvan.~~	~~3.3 No assets of the Administrative Bureau may, in any way whatsoever, be divided among members or employees and may only be applied toward the promotion of its objectives and execution of its functions.~~ ~~Die Administrative Bureau continues to exist regardless of change in its membership.~~
3.3~~4~~ Die *domicilium citandi et executandi* van die Administratiewe Buro is: Die Administratiewe Buro, H/v Meyer- en Molenstraat, Potchefstroom, 2531.	3.3~~4~~ The *domicilium citandi et executandi* of the Administrative Bureau is: The Administrative Bureau, cor. Meyer and Molen Streets, Potchefstroom, 2531.
3.4~~5~~ Posadres: Posbus 20004, Noordbrug, 2522.	3.4~~5~~ Postal Address: PO Box 20004, Noordbrug, 2522.

3.5~~6~~ Telefoonnommer: 018 297 3986. 3.6~~7~~ Faksnommer is: 018 293 1042. 3.7~~8~~ E-pos: adminburo@gksa.co.za 3.8~~9~~ Webwerf ~~Inligting oor lede~~: www.gksa.org.za	3.5~~6~~ Telephone Number: 018 297 3986. 3.6~~7~~ Fax Number: 018 293 1042. 3.7~~8~~ E-mail: adminburo@gksa.co.za 3.8~~9~~ Website ~~Information on members~~: www.gksa.org.za
4. DOELSTELLINGS	**4. OBJECTIVES**
4.1 Die hoofdoelstelling van die Administratiewe Buro is die bevordering en beoefening van die Christelike godsdiens en geloof soos beoefen deur sy lede.	4.1 The main objective of the Administrative Bureau is the promotion and practice of the Christian religion and faith, as practised by its members.
4.2 Die Administratiewe Buro se aktiwiteite en doelstellings ressorteer onder die volgende weldaadsaktiwiteite ingevolge die Negende Bylae van die Inkomstebelastingwet (Wet 58 van 1962 soos gewysig): **paragraaf 5a:** "*Die bevordering of beoefening van Godsdiens wat dade van aanbidding, getuienis, onderrig en gemeenskapsdiens insluit, gebaseer op die Christelike geloof";* **paragraaf 5b):** "*Die bevordering of beoefening van die Christelike geloof";* **paragraaf 11(a):** *"Die bevordering van die gemeenskaplike belange van openbare weldaadsorganisasies in Artikel 30 bedoel of instellings, rade of liggame in Artikel 10(1)(Ca)(i) bedoel, wat een of meer openbare weldaadsaktiwiteite beoefen".*	4.2 The Administrative Bureau's activities and objectives fall under the following charitable activities, in accordance to the Ninth Appendix of the Income Tax Act (58 of 1962 as amended): **paragraph 5(a):** *"The promotion or practice of religion which encompasses acts of worship, witness, teaching and community service based on a belief in a deity*"; **paragraph 5(b):** *"The promotion and/or practice of a belief*"; and **paragraph 11(a):** *"The provision of support services to, or promotion of the common interests of public benefit organisations contemplated in section 30 or institutions, boards or bodies contemplated in section 10 (1) (c A) (i), which conduct one or more public benefit activities contemplated in this part".*
5. UITVOERING VAN DOELSTELLINGS Om uitvoering aan hierdie doelstellings te gee en om die besluite van die Ledevergadering uit te voer, onderneem die Administratiewe Buro die volgende: ~~Die doelstellings van die Administratiewe Buro is die volgende:~~	**5. EXECUTION OF OBJECTIVES** In order to execute these objectives and the decisions of the Members Meetings, the Administrative Bureau undertakes the following: ~~The objectives of the Administrative Bureau are the following:~~
5.1 Die administrasie van eiendom en fondse van die Administratiewe Buro.	5.1 The administration of property and funds of the Administrative Bureau.
5.2 Die verlening van hulp en bystand aan Deputate wat van tyd tot tyd vir verskeie doeleindes deur die Algemene Sinode aangewys word, met die behartiging en/of afhandeling van sodanige Deputate se opdragte en funksies.	5.2 Assistance and support to Deputies that are from time to time appointed by the General Synod for a variety of functions, in the execution and/or completion of such Deputies' instructions and functions
5.3 Die ondersteuning van ~~verlening van advies en bystand aan~~ lede met betrekking tot bestuur, administrasie en finansies, in welke gevalle, en indien nodig, die betrokke meerdere	5.3 The support of ~~offering of advice and support to~~ members in terms of management, in which case and if necessary the relevant major assembly is informed.

vergadering daaroor ingelig sal word.	
5.4 Die administrasie en beskikbaarstelling van publikasies wat op las van die Algemene Sinode uitgegee word.	5.4 The administration and provision of publications that are issued by order of the General Synod.
5.5 Die administrasie van bates van trusts geskep vir en ten behoewe van begunstigdes namens Trustees, stigtings en fondse geskep vir en ten behoewe van die lede, namens ~~trustees~~, ~~b~~Bestuurders of ~~d~~Deputate aangewys deur die Algemene Sinode sonder om aan die bevoegdhede, verpligtinge en verantwoordelikhede van sodanige ~~t~~Trustees, ~~b~~Bestuurders of ~~d~~Deputate afbreuk te doen.	5.5 Die administration of assets of trusts created for and on behalf of beneficiaries on behalf of Trustees, institutions and funds created for and on behalf of members, on behalf of ~~trustees~~, ~~m~~Managers or ~~d~~Deputies appointed by the General Synod without prejudice to the powers, obligations and responsibilities of such ~~t~~Trustees, ~~m~~Managers or ~~d~~Deputies.
5.6 Die uitvoering van sodanige verpligtinge en opdragte as wat van tyd tot tyd deur die Ledevergadering tydens die Algemene Sinode aan die Administratiewe Buro opgedra mag word.	5.6 The execution of such obligations and instructions entrusted to the Administrative Bureau, from time to time, by the Members Meeting during the General Synod.
5.7 Die verspreiding en verkoping van boeke en lektuur vir godsdienstige doeleindes en kerklike skryfbehoeftes, vorms en kennisgewings nadat 'n behoeftebepaling by lede gedoen is.	5.7 The distribution and sale of books and literature for religious purposes as well as church stationery, forms and notifications upon determining the needs of members.
5.8 Die onroerende eiendomme wat vir die gemeenskaplike voordeel van die lede gehou word en in die naam van die Administratiewe Buro geregistreer is, ~~Gereformeerde Kerke in Suid-Afrika~~ te bestuur, in stand te hou, te verhuur,~~ en~~ te verwerf en ~~selfs~~ te vervreem. ~~ten behoewe van die lede~~.	5.8 The management, maintenance, leasing, ~~and~~ acquisition and ~~even~~ disposal of common property held for the common benefit of members and registered in the name of the Administrative Bureau ~~Gereformeerde Kerke in Suid-Afrika on behalf of the members~~.
5.9 Onroerende eiendomme vir die gemeenskaplike voordeel van die lede te bekom, hetsy deur aankoop, skenking, vererwing of ander wyse.	5.9 The acquisition of immovable property for the common benefit of the members, be it by means of purchase, donation, bequest or otherwise.
5.10 Die instandhouding, uitbouing en bestuur van al die bates ~~boekery van die Jan Lion-Cachet-Biblioteek~~ waarvan die Administratiewe Buro die eienaar is.	5.10 The maintenance, expansion and management of all the assets ~~collection of books of the Jan Lion-Cachet-Library~~ the Administrative Bureau own.
6.~~5~~ LEDE EN LEDEVERGADERINGS	**6.~~5~~ MEMBER AND MEMBERS MEETINGS**
6~~5~~.1 Die Gereformeerde Kerke in Suid-Afrika, is lede van die Administratiewe Buro en word dit by stigting van sodanige kerke.	6~~5~~.1 The Gereformeerde Kerke in Suid-Afrika are members of the Administrative Bureau and becomes such upon the founding of such churches.
6~~5~~.2 Die gedeputeerdes van lede wat in die Algemene Sinode sitting het, kom by elke Algemene Sinode in Ledevergadering ~~byeen~~ of andersins byeen.	6~~5~~.2 The delegates of members that gather at the General Synod hold a Members Meeting every General Synod or otherwise.
6.3 Die Administratiewe Buro onderneem om take en besluite van die Lede-	6.3 The Administrative Bureau undertakes to execute tasks and decisions of the

vergadering uit te voer en by die volgende Ledevergadering daaroor verslag te doen.	Members Meeting and report back at the next Members Meeting.
~~5.3 Die Ledevergadering is bevoeg en verplig om:~~	~~5.3 The Members Meeting has the power and obligation to:~~
~~5.3.1 die bestuur van die Administratiewe Buro aan te wys;~~	~~5.3.1 appoint the management of the Administrative bureau;~~
~~5.3.2 wys 2 (twee) onafhanklike nie-bestuurlede aan wat saam met 2 (twee) uitvoerende bestuurslede as 'n ouditkomitee optree.~~	~~5.3.2 appoint 2 (two) independent non-management members that act, together with the executive management, as audit committee;~~
~~5.3.3 die bestuur van die Administratiewe Buro tot verantwoording te roep ten aansien van die uitvoering van hulle pligte en verantwoordelikhede;~~	~~5.3.3 call the Management of the Administrative Bureau to account, in terms of the execution of their tasks and duties;~~
~~5.3.4 die doelstellings van die Administratiewe Buro te bepaal wat deur die bestuur uitgevoer moet word;~~	~~5.3.4 determine the objectives of the Administrative Bureau that Management is to execute;~~
~~5.3.5 die rapport(e) van die bestuur van die Administratiewe Buro aan te hoor en daaroor besluite te neem.~~	~~5.3.5 to hear and make decisions according to the reports of the Administrative Bureau;~~
~~5.3.6 sodanige sake van die Administratiewe Buro af te handel as wat deur die bBestuur na die Ledevergadering verwys word;~~	~~5.3.6 execute the instructions of the Administrative Bureau, as referred by the mManagement to the Members Meeting;~~
~~5.3.7 sodanige opdragte aan die bestuur te gee as wat in die lig van die Administratiewe Buro se doelstellings nodig mag wees;~~	~~5.3.7 give such instructions to Management as may be necessary in terms of the Administrative Bureau's objectives;~~
~~5.3.8 oor die algemeen enige besluit te neem wat vir die behoorlike uitvoering van die doelstellings van die Administratiewe Buro nodig mag wees;~~	~~5.3.8 in general, make any decision that may be necessary for the proper execution of the objectives of the Administrative Bureau; and~~
~~5.3.9 hierdie reglement te wysig, indien nodig.~~	~~5.3.9 revise these Regulations, if necessary.~~
~~5.4 Die voorsitter van die Moderamen van 'n Algemene Sinode soos van tyd tot tyd aangewys, tree as voorsitter van die Ledevergadering op.~~	~~5.4 The chairman of the Moderamen of a General Synod, as appointed from time to time, acts as chairman of the Members Meeting.~~
~~5.5 Die vergaderingsprosedure, kworum vereistes en besluitnemingsprosedure van die Ledevergadering is dieselfde as wat vir die Algemene Sinode geld.~~	~~5.5 the meeting procedure, quorum requirements and decision-making procedure of the Members Meeting correspond to that of the General Synod.~~
7.~~6~~ BESTUUR VAN DIE ADMINISTRATIEWE BURO	**7.~~6~~ MANAGEMENT OF THE ADMINISTRATIVE BUREAU**
7~~6~~.1 Die ~~b~~Bestuur bestaan uit 10 (tien) lede en word soos volg saamgestel:	7~~6~~.1 The ~~m~~Management comprises 10 (ten) members and is constituted as follows:
7~~6~~.1.1 ~~8 (agt)~~6 (ses) ~~b~~Bestuurslede wat deur die Ledevergadering, onderhewig aan 7.2 hieronder, aangewys word, asook	7~~6~~.1.1 ~~8 (eight)~~ 6 (six) ~~m~~Management Members, appointed by the Members Meeting subject to 7.2 below; as well as
7~~6~~.1.2 2 (twee) uitvoerende bestuurspersoneellede van die Admini-	7~~6~~.1.2 2 (two) executive management staff members of the Administrative

stratiewe Buro, met bestuursopdrag, wat van tyd tot tyd deur die agt dienende bestuurslede aangewys word.	Bureau, with management instruction, appointed from time to time by the eight serving Management Members;
7.1.3 1 (een) van die bestuurslede moet 'n kKurator van die Teologiese Skool wees wat deur die Kuratore benoem word;	7.1.3 1 (one) cCurator of the Theological School that is appointed by the Curators; and
7.1.4 1 (een) van die bestuurslede moet terselfdertyd 'n dienende tTrustee van die Emeritaatsversorgingstrust wees wat deur die Trustees van die Emeritaatsversorgingskombinasie (EVK) benoem word;	7.1.4 1 (one) serving tTrustee of the Emeritaatsversorgingstrust (Retirement Care Trust), appointed by the Trustees of the Emeritaatsversorgingskombinasie (EVK) (Retirement Care Combination).
76.2 By die aanwysing van die bBestuur van die Administratiewe Buro is dit noodsaaklik dat die lede oor bewese bestuurservaring beskik en moet die volgende riglyne in ag geneem word:	76.2 The members appointed as the mManagement of the Administrative Bureau must possess demonstrable management experience and the guidelines that must be taken into account are that:
76.2.1 1(een) van die bestuurslede moet 'n kKurator van die Teologiese Skool wees wat deur die Kuratore benoem word;	76.2.1 1 (one) of the members must be a cCurator of the Theological School, nominated by the Curators;
76.2.2 1 (een) van die bestuurslede moet terselfdertyd 'n dienende tTrustee van die Emeritaatsversorgingstrust wees wat deur die Trustees van die Emeritaatsversorgingskombinasie (EVK) benoem word;	76.2.2 1 (one) member of management must also be a serving tTrustee of the Retirement Fund, appointed by the Trustees of the Emeritaatsversorgingskombinasie (EVK);
76.2.3 1 (een) van die bestuurslede moet terselfdertyd 'n lid van die Skakeldeputate van die Algemene Sinode wees;	76.2.3 1 (one) of the members of Management must also be a member of the Deputies Liaison of the General Synod;
76.2.42 ten minste 1 (een) van die bestuurslede moet in of naby Potchefstroom woon om op die eEiendomskomitee te dien (verwys na 9.1.1);	76.2.42 at least 1 (one) of the members of Management must reside in or in the vicinity of Potchefstroom in order to serve on the pProperty Committee (refer to 9.1.1);
76.2.53 1 (een) van die bestuurslede moet 'n finansiële kundige (verkieslik met 'n GRA kwalifikasie) wees;	76.2.53 1 (one) of the members of Management must be a financial expert (preferably with a CASA qualification);
76.2.64 1 (een) van die bestuurslede moet verkieslik 'n kommunikasiekundige; -, rekenaar- en/of stelselskundige wees;	76.2.64 1 (one) of the members of Management must preferably be a communication professional; -, computer and/or systems professional;
76.2.75 1 (een) van die bestuurslede moet verkieslik 'n regskundige wees;	76.2.75 1 (one) of the members of Management must preferably a legal professional;
76.2.86 1 (een) van die bestuurslede moet verkieslik 'n menslike hulpbronkundige wees.	76.2.86 1 (one) of the members of Management must preferably be a human resources professional;
76.2.97 Ter wille van kontinuïteit behoort ten	76.2.97 at least 3 (three) members of

minste 3 (drie) bestuurslede uit die vorige termyn herbenoem te word;	Management of the previous term must be renominated, for the sake of continuity;
7~~6~~.2.~~10~~8 Sekundi moet vir die bestuurslede aangewys word, uitgesonder die personeellede van die Administratiewe Buro.	7~~6~~.2.~~10~~8 alternates must be appointed for members of Management, except for staff members of the Administrative Bureau.
7~~6~~.3 Die Ledevergadering wys 'n ~~v~~Voorsitter aan en die ~~o~~Ondervoorsitter en ~~s~~Skriba word deur die ~~b~~Bestuur gekies.	7~~6~~.3 The Members Meeting appoints a ~~c~~Chairman and the ~~v~~Vice-chairman and ~~s~~Scribe are selected by ~~m~~Management.
~~6.4 Die bBestuur is verantwoordelik vir die bestuur van die Administratiewe Buro.~~	~~6.4 The mManagement is responsible for the management of the Administrative Bureau.~~
7~~6~~.4~~**5**~~ Vergaderings van die ~~b~~Bestuur	7~~6~~.4~~**5**~~ Management Meetings
7~~6~~.4~~5~~.1 Die ~~b~~Bestuur van die Administratiewe Buro vergader so dikwels as wat dit nodig mag wees om die sake van die Admini-stratiewe Buro behoorlik te bestuur, maar minstens ~~(3)~~ drie maal per jaar.	7~~6~~.4~~5~~.1 The ~~m~~Management of the Administrative Bureau meet as often as is necessary to properly manage the affairs of the Administrative Bureau, but at least ~~(3)~~ three times per annum.
7~~6~~.4~~5~~.2 Enige twee bestuurslede kan 'n vergadering van die ~~b~~Bestuur oproep.	7~~6~~.4~~5~~.2 Any two members of ~~m~~Management can convene a Management Meeting.
7~~6~~.4~~5~~.3 Die kworum vir 'n ~~b~~Bestuurs-vergadering, is ~~6 (ses)~~ ses lede.	7~~6~~.4~~5~~.3 The quorum for a ~~m~~Management Meeting is ~~6 (six)~~ six members.
7~~6~~.4~~5~~.4 Besluite word met 'n gewone meerderheid van stemme geneem op die wyse en volgens die prosedure deur die ~~v~~Voorsitter bepaal.	7~~6~~.4~~5~~.4 Decisions are made with the usual majority of votes, in the way and according to procedure determined by the ~~c~~Chairman.
7~~6~~.4~~5~~.5 By staking van stemme het die ~~v~~Voorsitter nie 'n beslissende stem nie.	7~~6~~.4~~5~~.5 The ~~c~~Chairman does not have the decisive vote in a tie of votes.
8.~~7~~ BEVOEGDHEDE EN PLIGTE VAN DIE BESTUUR VAN DIE ADMINISTRATIEWE BURO	**8.~~7~~ POWERS AND DUTIES OF THE MANAGEMENT OF THE ADMINISTRATIVE BUREAU**
8~~7~~.1 Bevoegdhede en verantwoordelikhede	8~~7~~.1 Powers and responsibilities
8.1.1 Die Bestuur is verantwoordelik vir die bestuur van die Administratiewe Buro.	8.1.1 The Management is responsible for the management of the Administrative Bureau.
8~~7~~.1.2~~1~~ Die ~~b~~Bestuur van die Administratiewe Buro hou toesig en oefen beheer uit oor al die werksaamhede van die Administratiewe Buro ~~(vgl 8)~~. Sonder om van sy oorspronklike bevoegdhede en verantwoordelikhede afstand te doen, kan die ~~b~~Bestuur van die Administratiewe Buro ~~volgens sy diskresie aan persone in klousule 7 vermeld, sekere take en opdragte delegeer~~ in die uitvoering van sy opdragte die Kuratore en/of Deputate versoek om	8~~7~~.1.2~~1~~ The ~~m~~Management of the Administrative Bureau supervises and exercises control over all the activities of the Administrative Bureau ~~(cf. 8)~~. Without abdicating its original powers and responsibilities, the Management of the Administrative Bureau can ~~at its own discretion delegate certain tasks and instructions indicated in clause 7~~ in the execution of its duties request the Curators and/or Deputies to execute certain tasks.

sekere take uit te voer.	
8~~7~~.1.3~~2~~ Die ~~b~~Bestuur van die Administratiewe Buro het verder die bevoegdheid om kundige advies in te win.	8~~7~~.1.3~~2~~ The ~~m~~Management of the Administrative Bureau, furthermore, has the power to seek expert advice.
8~~7~~.2 Personeel	8~~7~~.2 Staff
8~~7~~.2.1 Die ~~b~~Bestuur stel personeel van die Administratiewe Buro aan en bepaal hulle diensvoorwaardes.	8~~7~~.2.1 The ~~m~~Management appoints the staff of the Administrative Bureau and sets their employment conditions.
8~~7~~.2.2 Die Bestuur bepaal deurlopend die personeelbehoeftes van die Administratiewe Buro en Teologiese Skool ~~en Deputate van die Algemene Sinode~~ en stel geskikte persone aan.	8~~7~~.2.2 The Management monitors the staff needs of the Administrative Bureau and Theological School ~~and Deputies of the General Synod~~ and appoint suitable persons.
8~~7~~.2.3 Die aanstelling van personeel wat toegewys ~~aangestel~~ word om spesifiek werk by die Teologiese Skool of vir Deputate te verrig, moet in oorleg met die Kuratore of die betrokke Deputate gedoen word.	8~~7~~.2.3 The appointment of staff members who are assigned ~~appointed~~ to perform work for the Theological School or Deputies must be done in consultation with the Curators or the relevant Deputies.
8~~7~~.2.4 Die Administratiewe Buro is bevoeg om personeellede wat aldus in diens geneem is, aan die Teologiese Skool of Deputate van die Algemene Sinode toe te wys. ~~in oorleg met die Deputate of die Kuratore.~~	8~~7~~.2.4 The Administrative Bureau has the power to assign staff members, employed by it, to the Theological School or Deputies of the General Synod. ~~in consultation with the Deputies or Curators.~~
8~~7~~.2.5 Die beroeping van Professore vir die Teologiese Skool word gedoen deur die Kuratore nadat die finansiële implikasies vir die kerke met die Administratiewe Buro uitgeklaar is.	8~~7~~.2.5 The calling of Professors to the Theological School is performed by the Curators, once the financial implications for the churches have been cleared with the Administrative Bureau.
8~~7~~.2.~~5~~6 Die ~~b~~Bestuur van die Administratiewe Buro hanteer alle personeelaangeleenthede ooreenkomstig die bepalings van relevante wetgewing.	8~~7~~.2.~~5~~6 The ~~m~~Management of the Administrative Bureau deals with all staff issues, in accordance with the stipulations of the relevant legislation.
8~~7~~.2.~~5~~7 Die ~~b~~Bestuur moet toesien dat 'n aanspreeklikheids- en getrouheidswaarborgpolis uitgeneem word ter versekering van aanspreeklikheid vir verliese wat uit hantering van fondse deur die personeel van die Administratiewe Buro mag voortspruit. Die koste daarvan word uit fondse van die Administratiewe Buro betaal.	8~~7~~.2.~~5~~7 The ~~m~~Management must ensure that a liability and fidelity guarantee is taken out to ensure liability for losses that may arise from the management of funds, by members of the Administrative Bureau. The resultant costs are paid out of the funds of the Administrative Bureau.
8~~7~~.3 Finansies	8~~7~~.3 Finances
8~~7~~.3.1 Alle fondse van die Administratiewe Buro, asook alle toegewysde fondse word deur die ~~b~~Bestuur beheer en geadministreer.	8~~7~~.3.1 All funds of the Administrative Bureau as well as all allocated funds are controlled and administered by ~~m~~Management.
8~~7~~.3.2 Begrotings ~~vir die fondse~~ van Deputate~~groepe~~ en die Kuratore, word gekoördineer en in oorleg met die Kura-	8~~7~~.3.2 Budgets ~~of the funds~~ of Deputies~~groups~~ and the Curators are coordinated and drafted in

tore of die toepaslike Deputate vasgestel. Die begrotings vorm deel van die Administratiewe Buro se oorhoofse begroting wat deur die Bestuur goedgekeur moet word en die Bestuur begroot daarvoor.~~toepaslike Deputaatgroepe opgestel en die bestuur keur daarna die oorhoofse begroting goed en raam daarvoor~~.	consultation with the Curators or the applicable Deputies. The budgets form part of the Administrative Bureau's overall budget for approval by Management and for which Management budgets. ~~relevant Deputy groups drawn up and the management approves the overall budget and "ramings"~~.
~~7.3.3 Begroting vir die Teologiese Skool word gekoördineer en in oorleg met die Teologiese Skool en die Kuratore vasgestel.~~	~~7.3.3 Budgeting for the Theological School is coordinated and set in consultation with the Theological School and the Curators.~~
~~7.3.4 Die begrotings vorm deel van die Administratiewe Buro se oorhoofse begroting wat deur die Bestuur goedgekeur moet word en die Bestuur raam daarvoor.~~	~~7.3.4 The budgets form part of the Administrative Bureau's overall budget to be approved by Management and for which Management budgets.~~
8~~7~~.3.3 Die ~~b~~Bestuur vorder sodanige fondse van die kerke in as wat hulle kragtens begrotings of besluite van die Algemene Sinode tot gemeenskaplike sake moet bydra.	8~~7~~.3.3 The ~~m~~Management collects such funds from the churches that they are obliged to contribute towards common matters, as per budgets or decisions of the General Synod.
8~~7~~.3.4 Die finansiële jaar van die Administratiewe Buro eindig elke jaar op 30 Junie.	8~~7~~.3.4 The financial year end of the Administrative Bureau is 30 June.
8~~7~~.4 Beheer en administrasie van eie fondse	8~~7~~.4 Control and administration of own funds
8~~7~~.4.1 Die ~~b~~Bestuur open sodanige bankrekenings as wat dit in sy diskresie nodig mag ag.	8~~7~~.4.1 The ~~m~~Management opens such bank accounts as they, at their discretion, may deem necessary.
8~~7~~.4.2 Die ~~b~~Bestuur is gemagtig om oor die algemeen sodanige uitgawes aan te gaan as wat vir die behoorlike uitvoering van die doelstellings en funksies van die Administratiewe Buro nodig is.	8~~7~~.4.2 Management is authorised to generally incur such expenses as is necessary for the proper execution of the objectives and functions of the Administrative Bureau.
8.4.3 Die Bestuur mag in verdienstelike gevalle rente op agterstallige ramings afskryf, in welke gevalle dit sal meehelp om agterstallige ramings in te vorder.	8.4.3 Management may in merited cases write off interest on outstanding "ramings", where it would aid in collecting such outstanding "ramings".
8~~7~~.5 ~~Administrasie van fondse van Deputate van die Algemene Sinode~~ Administrasie van fondse wat spesifiek vir die Kuratore of Deputate geallokeer is.	8~~7~~.5 ~~Administration of funds of Deputies of the General Synod~~ Administration of funds specifically allocated to the Curators or Deputies
8~~7~~.5.1 ~~Die bestuur mag uitbetalings namens Deputate van die Algemene Sinode doen alleen na skriftelike versoek daartoe deur sodanige Deputate.~~ Die Bestuur mag slegs uitbetalings uit fondse wat spesifiek vir Deputate of Kuratore geallokeer is, doen na skriftelike versoek daartoe deur sodanige	8~~7~~.5.1 ~~Management may only make payments on behalf of Deputies of the General Synod upon the written request of such Deputies.~~ Management may only make payments from funds specifically allocated to Deputies or Curators, upon written request from such Deputies or

Deputate of die Kuratore. Die opdrag vir herhalende betalings mag by wyse van 'n enkele opdrag gegee word. Indien daar geen fondse vir die Deputate of Kuratore beskikbaar is nie, mag die Bestuur, alhoewel hulle nie verplig is nie, sodanige betalings magtig.~~ ingevolge 7.6.4 hieronder.~~	the Curators. The request for repeated payments may be given by means of a single instruction. Should no funds be available to the Deputies or Curators, Management may, is although not obligated, authorise such payments.~~ as per 7.6.4 below.~~
8~~7~~.5.2 ~~Die Deputate van die Algemene Sinode moet in oorleg met die Administratiewe Buro besluit oor die aanwending van fondse kragtens hulle opdragen binne die grense van hulle begroting.~~ Die Administratiewe Buro moet in oorleg met Deputate of Kuratore, besluit oor die aanwending van fondse kragtens hulle opdrag en binne die grense van hulle goedgekeurde begroting.	8~~7~~.5.2 ~~The Deputies of the General Synod must, in consultation with the Administrative Bureau, decide on the application of funds in accordance to their mandate and within their budget.~~ The Administrative Bureau must, in consultation with Deputies or the Curators, decide on the application of funds in accordance with their mandate and within their budget.
8~~7~~.5.3 ~~Deputate van die Algemene Sinode is verplig om self oor die besteding van hulle fondse aan die Algemene Sinode verslag te doen. Die Administratiewe Buro se tersaaklike finansiële verslag met kommentaar/nota's moet by elke deputategroep se rapport aan die Algemene Sinode as bylae aangeheg word.~~ Die Administratiewe Buro se finansiële verslag sluit die totale inkomste en uitgawes van die Deputate en die Teologiese Skool in. Die betrokke Deputate en die Kuratore is verplig om self oor die inkomste en besteding van die fondse aan die Algemene Sinode verslag te doen. Die volledige finansiële verslag met kommentaar/notas, wat van die Administratiewe Buro ontvang is, moet by elke Deputaatgroep en die Kuratore se rapport aan die Algemene Sinode as Bylae aangeheg word.	8~~7~~.5.3 ~~Deputies of the General Synod are obliged to report on the expenditure of their funds to the General Synod. The relevant financial report of the Administrative Bureau, together with commentary/notes, must be attached as appendix to the report of every group of deputies to the General Synod.~~ The Administrative Bureau's financial report includes the total income and expenditure of the Deputies and the Theological School. The relevant Deputies and the Curators are obliged to report on the income and expenditure of their funds to the General Synod. The complete financial report to the General Synod as well as comments/notes, forwarded by the Administrative Bureau, must be attached as appendix to the report of every group of Deputies and the Curators.
8~~7~~.6 Algemene administrasie van fondse van die Algemene Sinode	8~~7~~.6 General administration of funds of the General Synod
8~~7~~.6.1 Die ~~b~~Bestuur stel 'n begroting op of keur begrotings goed en bestuur die begrotings asook fondse deur die Algemene Sinode bepaal ~~bewillig~~.	8~~7~~.6.1 The ~~m~~Management drafts a budget or approves budgets and manages the budgets and funds determined ~~granted~~ by the General Synod.
8~~7~~.6.2 Die ~~b~~Bestuur betaal fondse uit in ooreenstemming met die begroting(s) wat goedgekeur is. Die Bestuur mag onaangewende reserwefondse of oorskotte in ander begrotingsposte	8~~7~~.6.2 The ~~m~~Management pays out funds in accordance with the approved budget(s) and may employ reserve or surplus funds in other budget votes to make up shortfalls, if necessary.

gebruik om tekorte aan te vul indien nodig.	
~~7.6.3 Die bestuur is bevoeg om uitbetalings uit Sinodale fondse te maak vir doeleindes wat nie vooraf deur 'n Algemene Sinode goedgekeur is nie, maar die bestuur is verantwoording aan die volgende Algemene Sinode in Ledevergadering verskuldig.~~	~~7.6.3 Management has the power to make payments from Synod funds for purposes not approved in advanced by a General Synod, but is not accountable to the next General Synod's members meeting.~~
8~~7~~.6.3 Die Bestuur is bevoeg om uitbetalings uit fondse wat vir Sinodale doeleindes geallokeer is, te maak vir doeleindes wat nie vooraf deur 'n Algemene Sinode goedgekeur is nie, maar die Bestuur moet verantwoording daarvoor aan die volgende Algemene Sinode in Ledevergadering doen.	8~~7~~.6.3 Management has the power to make payments from funds allocated for Synod purposes for purposes not approved by a General Synod in advance, but must report such to the next General Synod's Members Meeting.
~~7.6.4 Saamgelees met 7.6.3, kan die bestuur deputate van die Algemene Sinode magtig om die bedrag aan sodanige deputate kragtens begroting(s) deur die bestuur goedgekeur te oorskry. Sodanige magtiging mag slegs verleen word nadat 'n skriftelike aansoek van die betrokke deputate ontvang is waarin motivering vir sodanige oorskryding uiteengesit is en wat mede-onderteken is deur die voorsitter of skriba/ sekretaris.~~	~~7.6.4 Read in conjunction with 7.6.3, Management can authorise the deputies of the General Synod to exceed the amount of budget(s) approved by Management. Such authorisation may only be granted upon written request by the relevant deputies, motivating such overrun and co-signed by the chairman or scribe/secretary.~~
8~~7~~.6.4 Saamgelees met 8.6.3, kan die Bestuur betalings wat vir Deputate of die Kuratore geallokeer is wat die begroting(s) oorskry, magtig. Sodanige magtiging mag slegs verleen word nadat 'n skriftelike aansoek van die betrokke Deputate of die Kuratore ontvang is waarin motivering vir sodanige oorskryding uiteengesit is en wat mede-onderteken is deur die Voorsitter en Skriba/Sekretaris.	8~~7~~.6.4 Read in conjunction with 8.6.3, Management can authorise payments that exceed the budget(s) allocated to the Deputies or the Curators. Such authorisation may only be granted upon written request by the relevant Deputies or the Curators, motivating such overrun and co-signed by the Chairman and Scribe/Secretary.
8~~7~~.7 Kontantbestuur	8~~7~~.7 Cash Management
8~~7~~.7.1 Die fondse wat deur die ~~b~~Bestuur van die Administratiewe Buro hanteer word se ~~doeleindes is grootliks bestem vir korttermynbeleggings, met ander woorde die~~ belangrikste doel is om verpligtinge na te kom en daarvoor is 'n konstante kontantvloei op 'n maandelikse basis nodig. Gevolglik moet voldoende beleggings op korttermyn belê word.	8~~7~~.7.1 Funds managed by the ~~m~~Management of the Administrative Bureau chiefly serve to a~~t short-term investments, in other words~~ meet its obligations which requires a constant cash flow on a monthly basis. Consequently, adequate investments must be made for the short term.
8~~7~~.7.2 ~~Die ramings, kollektes en bydraes moet so geadministreer word dat die kontantvloei vir verpligtinge op 'n~~	8~~7~~.7.2 ~~The "ramings", collections and tithes must be administered in such a way that the cash flow suffices for monthly~~

~~maandelikse basis voldoende is. Daarom behoort die fondse by die vyf grootste finansiële instellings op deposito fasiliteite wat wissel van aanvraagdeposito's, vaste deposito's, korttermyn geldmark- en kapitaalmarkinstrumente en -fondse belê te word. 'n Kommissie van die bestuur hanteer die daaglikse kontantbestuur.~~ Die ramingsheffings, kollektes en bydraes moet so geadministreer word dat die kontantvloei vir verpligtinge op 'n maandelikse basis voldoende is. Daarom behoort die fondse by banke en/of batebestuurders wat deur die Raad op Finansiële Dienste gereguleer word, belê te word, mits sodanige batebestuurder ook 'n effektetrust bestuurder is wat kwalifiseer om effektetrusts wat op die JSE genoteer is, te bestuur. 'n Kommissie van die Bestuur hanteer die daaglikse kontantbestuur.	~~obligations. This is why these funds need to be invested at the five largest financial institutions in deposit facilities that range from demand deposits, fixed deposits, short-term money market and capital market instruments and funds. A commission of Management manages daily cash expenditure.~~ The "ramings", collections and tithes must be administered in such a way that the cash flow suffices for monthly obligations and this is why these funds need to be invested at banks and/or asset managers regulated by the Council on Financial Services, as long as such asset managers are also unit trust managers that are qualified to manage unit trusts listed on the JSE. A commission of Management manages the daily cash expenditure.
8~~7~~.7.3 Fondse wat vir 'n langer termyn bestem is, moet op dieselfde wyse as 8~~7~~.7.2 hierbo hanteer word, onderhewig daaraan dat langtermyn geld- en kapitaalmarkinstrumente vir hierdie doel aangewend kan word.	8~~7~~.7.3 Funds intended for the longer term must be administered in the same manner as 8~~7~~.7.2 above, subject thereto that long-term money and capital market instruments are used for this purpose.
8~~7~~.7.4 Die Bestuur lê 'n mandaat neer waarvolgens sodanige kontantbeleggings gedoen moet word, met inagneming van die finansiële markte en met heroorweging van die finansiële instellings op 'n jaarlikse basis.	8~~7~~.7.4 The Management institutes a mandate for such cash investments, in consideration of the financial markets and with the annual review of the financial institutions.
8~~7~~.7.5 Die Finansiële Bestuurder lewer op elke ~~b~~Bestuursvergadering verslag van die stand van alle fondse en waar die fondse belê is.	8~~7~~.7.5 The Financial Manager reports at every ~~m~~Management Meeting on the state of all funds and how they have been invested.
8~~7~~.7.6 Die Administratiewe Buro is ook tot diens van verskillende Trusts ~~trustees of fondse~~ en plaas die fondse in opdrag van hierdie ~~t~~Trustees in bates volgens neergelegde beleid soos voorgeskryf deur die ~~t~~Trustees.	8~~7~~.7.6 The Administrative Bureau is also of service to different ~~Trustees or funds~~ Trusts and places these funds, upon instruction of the ~~t~~Trustees, in assets according to established policy as prescribed by the ~~t~~Trustees.
8~~7~~.7.7 Alle rekeninge en fondse word jaarliks geoudit.	8~~7~~.7.7 All accounts and funds are audited every year.
8~~7~~.7.8 Geen beleggings word op 'n kommissiebasis gemaak nie. (verwys na 8~~7~~.7.2 en 8~~7~~.7.3).	8~~7~~.7.8 No investments are made on a commission basis (cf. 8~~7~~.7.2 and 8~~7~~.7.3).
8~~7~~.7.9 Die ~~b~~Bestuur neem, na oorleg met Deputate ~~met die goedkeuring van deputate,~~ en volgens opdrag van die Trustees, ~~of bestuurders~~ waar van	8~~7~~.7.9 The ~~m~~Management makes decisions, in consultation with Deputies ~~upon approval of the deputies,~~ and upon instruction of the Trustees, ~~or~~

toepassing, ~~nodig~~, ooreenkomstig die neergelegde mandaat, besluite oor kontantbeleggings.	~~managers~~ where applicable and in accordance with the set mandate/ decisions on cash investments.
8~~7~~.8 Bedryfs- en nie-bedryfsbates	8~~7~~.8 Current and non-current assets
8~~7~~.8.1 Die ~~b~~Bestuur behartig die beheer, toesig en onderhoud van alle eiendomme en geboue wat vir daardie doel deur die Lede-vergadering tydens die Algemene Sinode aan die Administratiewe Buro toegewys is.	8~~7~~.8.1 The ~~m~~Management manages, supervises and maintains all property and buildings, assigned to the Administrative Bureau for such purpose by the Members Meeting during the General Synod.
8~~7~~.8.2 Die ~~b~~Bestuur beheer, hou toesig oor, verskaf en vervang meubels en toebehore wat nodig is vir gebruik deur die Administratiewe Buro, die Teologiese Skool en vir ander doeleindes deur die Algemene Sinode bepaal.	8~~7~~.8.2 The ~~m~~Management administrates, supervises, provides and replaces furniture and the accessories necessary for use by the Administrative Bureau, the Theological School and for such purposes determined by the General Synod.
8~~7~~.8.3 Die ~~b~~Bestuur verhuur beskikbare akkommodasie, stel voorwaardes en kontrakte daarvoor op en oefen beheer daaroor uit.	8~~7~~.8.3 The ~~m~~Management rents out available accommodation, set conditions and draws up the necessary contracts and supervises such.
8~~7~~.8.4 Ten aansien van enige besluite wat betrekking het op die geboue, meubels en toerusting wat deur die Teologiese Skool gebruik word, moet die ~~b~~Bestuur vooraf met die Kuratore van die Teologiese Skool oorleg pleeg (verwys na 10 ~~9.1.2~~).	8~~7~~.8.4 In the face of any decisions related to buildings, furniture and equipment used by the Theological School, ~~m~~Management must first consult with the Curators of the Theological School (cf. 10 ~~9.1.2~~).
8~~7~~.8.5 Die ~~b~~Bestuur moet minstens een keer 'n jaar opnames van voorrade, toe-rusting, boeke en publikasies doen.	8~~7~~.8.5 ~~m~~Management must do a stocktaking of stock, equipment, books and publications at least once a year.
8~~7~~.8.6 Om die bestuur en beheer van eiendomme te behartig word 'n ~~e~~Eiendomskomitee aangewys (verwys na 10 ~~9~~).	8~~7~~.8.6 A ~~p~~Property Committee must be appointed to manage and supervise all property (cf. 10 ~~9~~).
8~~7~~.8.7 Die Administratiewe Buro is die eienaar van die Jan Lion-Cachet-Biblioteek, waarvan 'n gedeelte van die boekery en publikasies aange-koop is/of aangekoop word uit fondse wat deur die Algemene Sinode bewillig is vir die aanskaffing van teologiese boeke en publikasies. Boeke en publikasies wat deur die Noordwes-Universiteit se Ferdinand Postma Biblioteek tot hierdie boekery bygedra is, en waarvan afsonderlik rekord gehou word, bly steeds die NWU se eiendom.	8~~7~~.8.7 The Administrative Bureau is the owner of the Jan Lion-Cachet Library, of which part of the book collection and publications have been/are purchased with funds granted by the General Synod for acquisition of theological texts and publications. Texts and publications that the North-West University's Ferdinand Postma Library have contributed to this book collection and which are separately recorded, remain the property of the NWU.
8~~7~~.9 Mandate	8~~7~~.9 Mandates
8~~7~~.9.1 Die ~~b~~Bestuur moet duidelike mandate stel en indien nodig hersien. Hierdie mandate handel oor relevante sake	8~~7~~.9.1 ~~m~~Management has to set clear mandates and, where necessary, revise mandates. These mandates

wat die volgende kan insluit: besteding ten opsigte van kapitale uitgawes, aankope, lenings, handtekeningmagtigings en wat nodig mag wees.	pertain to relevant matters, which may include the following: spending in terms of capital expenditure, purchases, loans, signatory authorisations and whatever may be necessary.
8~~7~~.10 Ontbinding	8~~7~~.10 Dissolution
8.10.1 Die Administratiewe Buro ontbind as minstens twee-derdes van sy stemgeregtigde lede (verwys na 1.3) vir dié doel byeengekom het en ten gunste van 'n besluit is om die Administratiewe Buro te ontbind.	8.10.1 The Administrative Bureau dissolves when at least two thirds of its voting members (see 1.3) have convened for such purposes and are in favour of the decision to dissolve the Administrative Bureau.
8.10.2 Indien die Administratiewe Buro ontbind, is dit verplig om alle skulde af te betaal. Nadat alle skulde gedelg is, en daar is nog enige eiendom en geld oor, mag dit nie aan lede van die Administratiewe Buro gegee of betaal word nie. Dit moet aan 'n ander soortgelyke organisasie in die Gereformeerde kerkverband gegee word wat dieselfde doelstellings het. Die Algemene Sinode in Ledevergadering bepaal wie hierdie organisasie sal wees.	8.10.2 If the Administrative Bureau dissolves, it is obliged to settle all debts. Once all debt has been redeemed and there remains any property or monies, it may not be given or paid over to the members of the Administrative Bureau. It is to be given to another organisation within the Reformed denomination with the same objectives. The General Synod determines the relevant organisation in a Members Meeting.
9.~~8~~ WERKSAAMHEDE VAN DIE PERSONEEL	**9.~~8~~ OPERATIONS OF THE STAFF**
Onder beheer en toesig van die ~~b~~Bestuur van die Administratiewe Buro moet die personeel van die Administratiewe Buro alle opdragte, take en pligte soos vasgestel en besluit deur die Algemene Sinode en Ledevergadering, en wat mag voortvloei uit die ~~r~~Reglement, uitvoer. Geen individu, ~~deputate~~Deputaat, Kurator of ~~k~~Kerkraad het die bevoegdheid om buite die ~~b~~Bestuur van die Administratiewe Buro opdragte of take aan enige personeellid van die Administratiewe Buro op te dra nie.	Under the management and supervision of the ~~m~~Management of the Administrative Bureau, the staff of the Administrative Bureau must execute all instructions, tasks and duties as determined and set by the General Synod and Members Meeting and that may arise from the ~~r~~Regulations. No individual, Deputy, Curator or ~~c~~Church Council has the power to give instructions or tasks, outside the ~~m~~Management of the Administrative Bureau, to any member of staff of the Administrative Bureau.
10.~~9~~ EIENDOMSKOMITEE	**10.~~9~~ PROPERTY COMMITTEE**
10~~9~~.1 Lede van ~~e~~Eiendomskomitee:	10~~9~~.1 Members of ~~p~~Property Committee:
10~~9~~.1.1 Naas die een lid wat deur die Ledevergadering benoem word (verwys 7.2.4), wys die ~~b~~Bestuur uit eie geledere nog een lid ~~2 (twee) lede~~ aan wat in of na aan Potchefstroom woonagtig is, om saam met 'n personeellid as ~~e~~Eiendomskomitee te dien.	10~~9~~.1.1 Aside from the one member nominated by the Members Meeting (cf. 7.2.4), the ~~m~~Management appoints from its own ranks another member ~~2 (two) members~~ that resides in or near Potchefstroom to serve as ~~p~~Property Committee with a member of staff.
10~~9~~.1.2 Die ~~b~~Bestuur versoek die Kuratore	10~~9~~.1.2 The ~~m~~Management requests the

en die ~~k~~Kerkraad van GK Potchefstroom-Die Bult om elk ~~2 (twee)~~ twee lede aan te wys wat deur die Eiendomskomitee gekoöpteer moet ~~kan~~ word vir soverre sy werk-saamhede die Teologiese Skool en/of die GK Potchefstroom-Die Bult raak.	Curators and ~~c~~Church Council of GK Potchefstroom-Die Bult to each appoint ~~2 (two)~~ two members that ~~may~~ must be contracted by the Property Committee for operations related to the Theological School and/or the GK Potchefstroom-Die Bult.
11.~~10~~ KOMMUNIKASIE AAN DIE KERKVERBAND Die ~~b~~Bestuur kommunikeer tersaaklike finansiële en ander relevante inligting aan die kerke in kerkverband deur:	**11.~~10~~ COMMUNICATION WITH THE CHURCHES** The ~~m~~Management communicates relevant financial and other pertinent information to the churches of the denomination by:
11~~10~~.1 elke drie jaar verslag te doen aan die Ledevergadering.	11~~10~~.1 reporting every three years to the Members Meeting; and
11~~10~~.2 jaarliks finansiële en ander relevante inligting aan die kerke op die mees effektiewe manier deur te gee.	11~~10~~.2 annually conveying financial and other pertinent information to the churches in the most effective manner possible.
12.~~11~~ DIE OUDITKOMITEE	**12.~~11~~ THE AUDIT COMMITTEE**
12.1 Die Ouditkomitee bestaan uit:	12.1 The Audit Committee comprises:
12.1.1 (2) twee nie-bestuurslede deur die Ledevergadering aangewys;	12.1.1 (2) two non-management members, appointed by the Members Meeting; and
12.1.2 (2) twee nie-uitvoerende bestuurslede wat uit eie geledere deur die Bestuur van die Administratiewe Buro aangewys word.	12.1.2 (2) two non-executive Management members appointed from within the ranks of the Management of the Administrative Bureau.
12~~11~~.2 Die Bestuur van die Administratiewe Buro moet toesien dat die Ouditkomitee verslag doen van pasafgelope oudits.	12~~11~~.2 The Management of the Administrative Bureau must ensure that the Audit Committee report on the most recent audits.
12~~11~~.3 Die Ouditkomitee moet verslag lewer aan die Algemene Sinode tydens die Ledevergadering.	12~~11~~.3 The Audit Committee must report to the General Synod during the Members Meeting.
13.~~2~~ DEPUTATE GKSA SUSTENTASIEFONDS	**13.~~2~~ DEPUTIES GKSA SUSTENTATION FUND**
13~~2~~.1 ~~Deputate~~ Uitvoering van opdragte ~~Die Ledevergadering het in sitting tydens 'n Algemene Sinode die bestuur van die Administratiewe Buro aangewys om in die uitvoering van Sinode opdragte, die doelstellings van die Sustentasiefonds na te kom, aan die vereistes van die betrokke reglement te voldoen en daadwerklike pogings aan te wend om die fonds uit te bou.~~ Die Administratiewe Buro onderneem om die opdragte van die Algemene Sinode insake die GKSA Sustentasie-	13~~2~~.1 ~~Deputies~~ Execution of instructions ~~The Members Meeting appointed, during a session of the General Synod, the Management of the Administrative Bureau when executing Synod instructions to comply with the objectives of the Sustentation Fund, fulfil the requirements of the relevant Regulations and make concerted effort to build the fund.~~ The Administrative Bureau undertakes to execute the instructions of the General Synod pertaining to the GKSA

fonds in ooreenstemming met die voorskrifte van die GKSA Sustentasiefonds uit te voer.	Sustentation Fund in accordance to the stipulations of the GKSA Sustentation Funds.
13~~2~~.2 Samestelling van Deputate	13~~2~~.2 Constitution of Deputies
13~~2~~.2.1 Die ~~b~~Bestuur van die Administratiewe Buro wys na elke Algemene Sinode ~~3 (drie)~~ drie kundiges uit eie geledere aan om saam met ~~1 (een)~~ een afgevaardigde van elke Streeksinode as ~~d~~Deputate vir die fonds te dien.	13~~2~~.2.1 The ~~m~~Management of the Administrative Bureau appoint, subsequent to every General Synod ~~3 (three)~~ three experts from within its own ranks to serve with ~~1 (one)~~ one delegate of each Regional Synod as ~~d~~Deputy for the fund.
13~~2~~.2.2 Die ~~d~~Deputate wys uit eie geledere ‘n Dagbestuur aan.	13~~2~~.2.2 The ~~d~~Deputies appoint the Executive Committee from within its own ranks.
13~~2~~.2.3 Personeel van die Administratiewe Buro dien ampshalwe op die ~~d~~Deputate.	13~~2~~.2.3 The staff of the Administrative Bureau officially serve on the ~~d~~Deputies.
14. SPESIALE BEPALINGS	**14. SPECIAL STIPULATIONS**
14.1 Geen bates van die Administratiewe Buro mag op enige wyse hoegenaamd onder die Bestuur of werknemers van die bestuur verdeel word nie, en dit mag alleen vir die bevordering van die doelstellings en die uitvoering van die funksies van die Administratiewe Buro aangewend word.	14.1 No assets of the Administrative Bureau may in any way whatsoever be divided among the Management or employees of the Management and it may only be applied for the promotion of the objectives and the execution of the functions of the Administrative Bureau.
14.2 Ten minste drie bestuurslede moet onafhanklik wees en geen direkte belang by die Administratiewe Buro hê nie.	14.2 At least three of the Management members must be independent and have no direct stake in the Administrative Bureau.
14.3 Geen bestuurslid of werknemer van die Bestuur sal direk of indirek ekonomies bevoordeel word nie, anders as by wyse van redelike vergoeding, traktement of ingevolge die normale aktiwiteite van die Administratiewe Buro.	14.3 No Management member or employee of the Management will receive direct or indirect economic benefit, aside from reasonable remuneration, salary or as a result of the normal operations of the Administrative Bureau.
14.4 Fondse van die Administratiewe Buro sal slegs gebruik word vir die doel van die Administratiewe Buro.	14.4 Funds of the Administrative Bureau will only be applied toward the objective of the Administrative Bureau.
14.5 By ontbinding van die Administratiewe Buro sal die fondse verdeel word ingevolge die besluit van die Ledevergadering onderhewig daaraan dat die fondse slegs oorgedra word aan (verwys 8.10): -‘n openbare weldaadsorganisasie soos goedgekeur in terme van paragraaf 30 van die Inkomstebelastingwet of; -enige openbare weldaads organisasie wat inkomstebelastingvrystelling het, in terme van paragraaf	14.5 Upon dissolution of the Administrative Bureau the funds will be distributed in accordance to the decision of the Members Meeting, subject thereto that the funds only be transferred to (cf. 8.10): -a public charity, as approved in terms of paragraph 30 of the Income Tax Act; or; -any public charitable organisation that has income tax exemption in terms of paragraph 10(1)(cA)(i) the Act.

10(1)(cA)(i) van die wet.	
14.6 Geen buitensporige vergoeding sal aan enige bestuurslid betaal word nie en geen buitensporige vergoeding sal aan enige werknemer of ampsdraer betaal word nie, (in vergelyking met, wat as redelike vergoeding vir enige taak beskou kan word).	14.6 No excessive remuneration will be paid to any Management member and no excessive remuneration will be paid to any employee or office holder (in comparison to the reasonable remuneration for any given task).
14.7 Die Administratiewe Buro sal nie deelneem aan enige transaksie of skema wat die vermyding, vermindering of uitstel van verskuldigde belasting ten doel het nie.	14.7 The Administrative Bureau will not participate in any transaction or scheme intent on the avoidance, reduction or delay of outstanding tax.
15.3 CREDO	**15.3 CREDO**
153.1 Die bBestuur oefen al sy bevoegdhede, verpligtinge en werksaamhede in die lig van die Skrif en op so 'n wyse uit dat dit deursigtig is en verantwoordbaar is ten opsigte van landswette.	153.1 The mManagement conducts all its powers, obligations and operations in accordance with Scripture and in such a way that it is transparent and accountable in terms of legislation.
16.4 WYSIGING VAN DIE REGLEMENT	**164 AMENDMENT OF THE REGULATIONS**
Hierdie Reglement kan slegs gewysig word deur 'n besluit van die Ledevergadering tydens die sitting van 'n Algemene Sinode.	These Regulations can only be revised upon decision of the Members Meeting, during a sitting of a General Synod.
Besluit: Goedgekeur (wysigings reeds aangebring – Deputate Handelinge).	**Decision: Approved (amendments already added – Deputies Acta).**