

CONSENT AGENDA

October 29, 2020

CONSENT AGENDA

Seq Admin

Init Num Yr Num Issue Title

CONSENT AGENDA

	1		CALL TO ORDER
	2		PRAYER
KSA	3		AUTHORIZED MEETINGS
KSA	4		NAD CALENDAR OF SPECIAL DAYS -- 2021
KSA	5		BA 70 10 RECORDS RETENTION
KSA	6		FEA 10 DIVISION EDUCATION STRUCTURE
KSA	7		S 26 UNION REVOLVING FUND
KSA	8		215G LEGAL ASSOCIATION AND TRUST SERVICES
KSA	9		223G USE OF REELECT -- POLICY DIRECTIVE
KSA	10		225Ga UNION CONFERENCE MODEL CONSTITUTION
KSA	11		225Ge LOCAL CONFERENCE MODEL CONSTITUTION
KSA	12		225Gf LOCAL MISSION-FIELD-SECTION MODEL CONSTITUTION

CONSENT AGENDA

10/29/2020

Sequence Number: 3

Issue Title: AUTHORIZED MEETINGS

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

Description	Type
<input type="checkbox"/> 20Na Authorized Meetings 2020	Cover Memo
<input type="checkbox"/> 20Nb Authorized Meetings 2021	Cover Memo
<input type="checkbox"/> 20Nc Authorized Meetings 2022	Cover Memo
<input type="checkbox"/> 20Nd Authorized Meetings 2023	Cover Memo

1 SECh/NADCOA/NADOUP/NAD&UnTre20YE/NAD&UnSec20YE/NADOUP20YE/
2 20YE

3
4 **20Na AUTHORIZED MEETINGS—2020**

5
6 RECOMMENDED, To approve the list of Authorized Meetings North American Division 2020
7 with the understanding that attendance at these meetings must also be approved by the
8 administration of each entity, as follows:

9

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
Oct 24	Tue	Loma Linda University Executive Committee	Loma Linda CA
Oct 18-19	Sun	Oakwood University Constituency and Board	Huntsville AL
Oct 20	Tue	AMM Board of Trustees	Columbia MD
Oct 26	Mon	Andrews University Board	Berrien Sprgs MI
Oct 26	Mon	NAD Multi-Ethnic Directors Meeting	Columbia MD
Oct 27	Tue	NAD Hispanic Committees	Columbia MD
Oct 29-Nov 3	Thu	NAD Year-end Meeting	Columbia MD
Nov 4	Wed	NAD Resource Development Committee	Columbia MD
Nov 20	Fri	NAD Curriculum Collaboration	Boston MA
Dec 3	Thu	Adventist Risk Management Board	Silver Spring MD
Dec 8	Tue	NAD Haitian Advisory	Huntsville AL
Dec 8	Tue	Adventist Retirement Board	Conference Call
Dec 14-15	Mon	Loma Linda University Board and Committees	Loma Linda CA
Dec 15	Tue	NAD ACS Board Meeting	Columbia MD

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1 SECn/NADCOA/NADOUP/NAD&UnTre20YE/NAD&UnSec20YE/NADOUP20YE/
2 20YE

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4 **20Nb AUTHORIZED MEETINGS—2021**

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6 RECOMMENDED, To approve the list of Authorized Meetings North American Division
7 2021with the understanding that attendance at these meetings must also be approved by the
8 administration of each entity, as follows:

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
Feb 1-4	Mon	Annual Conference Presidents' Retreat	TBD
Feb 17-18	Wed	Certification Registrars	Orlando FL
Feb 18	Thu	UDOEC (NAD)	Orlando FL
<i>Feb 22-23</i>	<i>Mon</i>	<i>Loma Linda Univ Board and Committees</i>	<i>Loma Linda CA</i>
Mar 8	Mon	AIM Board	Columbia MD
Mar 15	Mon	NAD Office of Human Relations Advisory	Columbia MD
Mar 15	Mon	AdventSource Finance	Lincoln NE
Mar 16	Tue	AdventSource Board	Lincoln NE
Mar 15-16	Mon	AACU Constituency	Loma Linda CA
Mar 16	Tue	Office of Human Rel Advisory Steering Com	Columbia MD
Mar 17	Wed	Pacific Press Finance	TBD
Mar 18	Thu	Pacific Press Board	TBD
Mar 22	Mon	Christian Record Finance and Board	Lincoln NE
<i>Apr 8</i>	<i>Thu</i>	<i>GC & Division Officers</i>	<i>Silver Sprg MD</i>
<i>Apr 13-14</i>	<i>Tue</i>	<i>Spring Meeting</i>	<i>Silver Sprg MD</i>
May 17-18	Mon	Adventist Retirement Board	TBD
May 17-19	Mon	NAD Education Advisory	Kansas City MO
May 19-20	Wed	UDOEC	Kansas City MO
<i>May 20-21</i>	<i>Thu</i>	<i>General Conference Session</i>	<i>Indianapolis IN</i>
<i>May 24-25</i>	<i>Mon</i>	<i>Loma Linda University Board and Committees</i>	<i>Loma Linda CA</i>
May 26	Wed	NAD Department/Ministry Elections	Indianapolis IN
Jun 7-24	Mon	NAD Summer Curriculum Committee	Columbia MD
Jul 12	Mon	Christian Record Finance and Board	Lincoln NE
Jul 26	Mon	Commission on Accreditation (NAD)	Lincoln NE
Aug 2	Mon	Nonprofit Leadership Certification Program	Grand Rapids MI
Aug 16	Mon	AIM Board	Berrien Sprgs MI
Aug 23-26	Mon	Presidents of Large Conferences Retreat	TBD
<i>Aug 30-31</i>	<i>Mon</i>	<i>Loma Linda University Board and Committees</i>	<i>Loma Linda CA</i>

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	<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
1				
2	<u>Cont.</u>			
3				
4	Sep 20	Mon	Christian Record Finance and Board	Lincoln NE
5	Sep 20	Mon	AdventSource Finance	Lincoln NE
6	Sep 21	Tue	AdventSource Board	Lincoln NE
7	Sep 28	Tue	UDOEC (NAD)	Boston MA
8				
9	Oct 7-13	Thu	Annual Council	Silver Spring MD
10	Oct 28-Nov 2	Thu	NAD Year-end Meeting	Columbia MD
11	Oct 29	Fri	NAD Board of Education	Columbia MD
12	Oct 29	Fri	UDOEC (NAD)	Columbia MD
13				
14	Dec 7	Tue	Adventist Retirement Board	Columbia MD
15	Dec 13-14	Mon	Loma Linda University Board and Committees	Loma Linda, CA

1 SECh/NADCOA/NADOUP/NAD&UnTre20YE/NAD&UnSec20YE/NADOUP20YE/
2 20YE

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4 **20Nc AUTHORIZED MEETINGS—2022**

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6 RECOMMENDED, To approve the list of Authorized Meetings North American Division 2022
7 with the understanding that attendance at these meetings must also be approved by the
8 administration of each entity, as follows:

9

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
Feb 7	Mon	Annual Conference Presidents' Retreat	TBD
<i>Feb 28-Mar 1</i>	<i>Mon</i>	<i>Loma Linda University Board and Committees</i>	<i>Loma Linda CA</i>
<i>Mar 7</i>	<i>Thu</i>	<i>GC & Division Officers</i>	<i>Silver Sprg MD</i>
Mar 7	Thu	AIM Board (NAD)	Columbia MD
Mar 14	Mon	Christian Record Finance and Board	Lincoln NE
Mar 14	Mon	AdventSource Finance	Lincoln NE
Mar 15	Tue	AdventSource Board	Lincoln NE
Mar 16	Wed	Pacific Press Finance	TBD
Mar 17	Thu	Pacific Press Board	TBD
Mar 21-22	Mon	AACU Constituency	Walla Walla WA
Apr 5-9	Tue	NAD ACS Convention	Dallas TX
<i>Apr 12-13</i>	<i>Mon</i>	<i>Spring Meetings</i>	<i>Silver Sprg MD</i>
<i>May 23-24</i>	<i>Mon</i>	<i>Loma Linda University Board and Committees</i>	<i>Loma Linda CA</i>
July 11	Mon	Christian Record Finance and Board	Lincoln NE
Aug 1-3	Mon	Nonprofit Leadership Certification Program	Orlando FL
Aug 10	Wed	Pacific Press Finance	TBD
Aug 11	Thu	Pacific Press Board	TBD
Aug 15	Mon	AIM Board (NAD)	Berrien Springs
Aug 22	Mon	Presidents of Large Conferences Retreat	TBD
<i>Aug 29-30</i>	<i>Mon</i>	<i>Loma Linda University Board and Committees</i>	<i>Loma Linda CA</i>
Sep 19	Mon	Christian Record Finance and Board	Lincoln NE
Sep 19	Mon	AdventSource Finance	Lincoln NE
Sep 20	Mon	AdventSource Board	Lincoln NE
<i>Oct 6</i>	<i>Thu</i>	<i>Annual Council</i>	<i>Silver Spring MD</i>
Oct 27-Nov 1	Thu	Year-end Meeting	Columbia MD
<i>Dec 12-13</i>	<i>Mon</i>	<i>Loma Linda University Board and Committees</i>	<i>Loma Linda CA</i>

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1 SECn/NADCOA/NADOUP/NAD&UnTre20YE/NAD&UnSec20YE/NADOUP20YE/
2 20YE

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4 **20Nd AUTHORIZED MEETINGS—2023**

5
6 RECOMMENDED, To approve the list of Authorized Meetings North American Division--2023
7 with the understanding that attendance at these meetings must also be approved by the
8 administration of each entity, as follows:

9

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
Feb 6-9	Mon	Annual Conference Presidents' Retreat	TBD
Mar 6	Mon	AIM Board	Columbia MD
Mar 13	Mon	Christian Record Finance and Board	Lincoln NE
Mar 13	Mon	AdventSource Finance	Lincoln NE
Mar 14	Tue	AdventSource Board	Lincoln NE
Mar 15	Wed	Pacific Press Finance	TBD
Mar 16	Thu	Pacific Press Board	TBD
Mar 20-21	Mon	AACU Constituency	Takoma Park MD
July 10	Mon	Christian Record Finance and Board	Lincoln NE
Aug 14	Mon	AIM Board	Berrien Sprgs MI
Aug 16	Wed	Pacific Press Finance	TBD
Aug 17	Thu	Pacific Press Board	TBD
Aug 28	Mon	Presidents of Large Conferences Retreat	TBD
Sep 18	Mon	Christian Record Finance and Board	Lincoln NE
Sep 18	Mon	AdventSource Finance	Lincoln NE
Sep 19	Tue	AdventSource Board	Lincoln NE

32

CONSENT AGENDA

10/29/2020

Sequence Number: 4

Issue Title: NAD CALENDAR OF SPECIAL DAYS -- 2021

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	2021 NAD Calendar of Special Days	Cover Memo

CALENDAR OF SPECIAL DAYS — NORTH AMERICAN DIVISION 2021

RECOMMENDED, To adopt the Calendar of Special Days for the North American Division for 2021, which reads as follows:

JANUARY

Focus for the Month — Friendship Evangelism+

Day of Prayer	January	2
Religious Liberty Week	January	17-22 *
Religious Liberty Sabbath.....	January	23

FEBRUARY

Focus for the Month — Family Life+

Black History Month.....	February	1-28
Christian Marriage Sabbath	February	6
Christian Parenting Sabbath.....	February	6
Christian Home and Marriage Week	February	6-13*
Christian Family Week	February	6-13*
Christian Parenting Sabbath.....	February	13
Christian Marriage Sabbath	February	13

MARCH

Focus for the Month — Women in the Church+

Women's Day of Prayer	March	6*
Adventist Youth Week of Prayer.....	March	6-13*
Disabilities Awareness Sabbath.....	March	20
Weekend of Compassion	March	20
Global Youth Day	March	20
ARM Safety Sabbath	March	27*

APRIL

Focus for the Month — Stewardship+

Missionary Magazines (<i>Signs, Message, El Centinela</i>).....	April	3*
Stewardship Sabbath.....	April	10
Pathfinder Bible Experience	April	16-17
Literature Evangelism Sabbath.....	April	17*
Education Sabbath	April	24*

MAY

Focus for the Month — Community Services+

Asian/Pacific Islander Heritage Month.....	May	1-31
Screen-Free Week.....	May	3-9
Community Services Sabbath.....	May	1
Youth Sabbath.....	May	8
Single Adults Sabbath.....	May	15
Adventist Single Adult Ministries Sabbath.....	May	15

JUNE

Focus for the Month — Church Growth and Evangelism+

Women's Ministries Emphasis Day	June	12*
Refugee Sabbath	June	19

JULY

Focus for the Month — Adventist Lifestyle+

Griggs University Griggs International Academy	July	10
Health Ministries Sabbath	July	24

AUGUST

Focus for the Month — Spiritual Gifts+

<i>EndItNow</i> Emphasis Day	August	21*
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SEPTEMBER

Focus for the Month — Health

Hispanic Heritage Month	September	1-30
Men's Day of Prayer	September	4
Men's Ministries Prayer Sabbath	September	4
Nurture Periodicals (<i>Adventist Review, Guide, Primary Treasure, Little Friend</i>)	September	5-11*
Family Togetherness Week	September	5-11
Youth Week of Prayer	September	5-11
Super Youth Day Sabbath	September	11
Family Togetherness Sabbath	September	11
Grandparents Sabbath	September	18
Made to Move Day	September	18
Made to Move Week	September	19-25
Deaf Ministries Awareness Sabbath	September	25

OCTOBER

Focus for the Month — Adventist Heritage+

Children's Sabbath	October	2*
Spirit of Prophecy Sabbath	October	9*
Clergy Appreciation Sabbath	October	9
Pathfinder Sabbath	October	16*

NOVEMBER

Focus for the Month — Prayer

Native Heritage Month	November	1-30
Stewardship Sabbath	November	6
Human Relations Sabbath	November	13
National Philanthropy Day	November	15
Welcome Home Sabbath	November	20

DECEMBER

Focus for the Month — Christian Hospitality+

Bible Sabbath	December	4*
Prison Ministry Sabbath.....	December	11

+Curriculum resource materials are available at www.nadadventist.org and *AdventSource*

* Special Materials Provided

Edited October 1, 2020

CONSENT AGENDA

10/29/2020

Sequence Number: 5

Issue Title: BA 70 10 RECORDS RETENTION

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	BA 70 10 Records Retention	Cover Memo

1 **BA 70 10 RECORDS RETENTION—POLICY AMENDMENT**

2

3 RECOMMENDED, To amend **BA 70 10 Records Retention** to read as follows:

4

5 **BA 70 10 Records Retention**

6 6. Planned Giving & Trust Services Programs—Trusts, wills, charitable gift annuities, and other
7 estate planning documents shall be retained permanently in their original form. Other documents
8 including information worksheets, accounting reports, tax returns, correspondence, email
9 messages and other routine materials may be retained in a secure and accessible electronic form.

10 ~~These guidelines~~ This policy shall be reviewed periodically, e.g., every three to five years.

11

CONSENT AGENDA

10/29/2020

Sequence Number: 6

Issue Title: FEA 10 DIVISION EDUCATION STRUCTURE

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	FEA 10 Division Education Structure	Cover Memo

1 **20N FEA 10 DIVISION EDUCATION STRUCTURE--POLICY AMENDMENT**

2
3 RECOMMENDED, To amend FEA Division Education Structure, to read as follows:

4
5 **FEA 10 Division Education Structure**

6
7 **FEA 10 81 North American Division Education Advisory, ~~PreK-EC-12~~ (NADEA)**—The
8 North American Division Education Advisory, ~~PreK-EC-12~~ provides general overview and
9 counsel on the ~~PreK-EC-12~~ system of education within the North American Division.

10 **FEA 10 82 North American Division Education Advisory, ~~PreK-EC-12~~—Membership and**
11 **Leadership**—All members of the North American Division Education Advisory, ~~PreK-EC-12~~
12 are ex officio and include the North American Division Vice President for Education, the
13 Directors, Associate and/or Assistant Director(s) of the Office of Education, ~~PreK-EC-12~~ the
14 Union Directors/Vice Presidents and Union Associate Directors of Education, and the Chairs
15 or Deans of the Departments or Schools of Education from each Adventist college or
16 university. The NAD Vice President for Education shall serve as the chair and shall designate a
17 vice-chair and secretary from among the Directors, Associate and/or Assistant Director(s) of
18 the NAD Office of Education. Subcommittees shall be chaired by the NAD Directors of Early
19 Childhood, Elementary, ~~and~~ Secondary Education, and the designated chair for the Deans of
20 Colleges and Universities.

21 **FEA 10 83 North American Division Education Advisory, ~~PreK-EC-12~~—Meetings**—
22 The North American Division Education Advisory, ~~PreK-EC-12~~, shall meet at least twice a
23 year.

24 **FEA 10 84 North American Division Education Advisory, ~~PreK-EC-12~~—Functions**—
25 The functions of the North American Division Education Advisory shall include, but not be
26 limited to, the following:

- 27 1. Provide counsel to the NAD Office of Education on ~~PreK-EC-12~~ education within the
28 North American Division with emphasis on the administration and management of curriculum
29 policy and professional development.
- 30 2. Foster communication between and among the division, union offices of education, and
31 the chairs/deans of education from Adventist colleges or universities.
- 32 3. Identify administrative and curriculum needs.
- 33 4. Plan for implementation, monitoring, and assessment of approved curriculum, and
34 adopted materials and programs.
- 35 5. Advise and assist in planning division-wide program of
36 professional development.
- 37 6. Recommend budget allocations on curriculum development.
- 38 7. Collaborate with the Union Directors of Education Council
39 on long and short-range planning for ~~PreK-EC-12~~ education.

40 **FEA 10 85 North American Division Education Advisory ~~PreK-EC-12~~ Subcommittees**—
41 The North American Division Education Advisory shall consist of three subcommittees for
42 Early Childhood Education ~~and Care~~, Elementary, and Secondary in addition to combined
43 meetings for the full advisory.

44 **FEA 10 87 College/University Departments or Schools of Education Meeting**—
45 College/university chairs and deans of education serving on the North American Division
46 Education Advisory, ~~PreK-EC-12~~, shall meet as a subcommittee (the Association of Chairs and

1 Deans of Education, ACDE) to facilitate communication and collaboration in the teacher
2 education programs for Seventh-day Adventist Schools.

3 **FEA 10 89 North American Division Curriculum Committee, ~~PreK~~ EC-12 (NADCC)—**
4 **Identity**—The North American Division Curriculum Committee is a standing committee which
5 studies and plans for curriculum needs from ~~kindergarten~~ early childhood through twelfth grade.
6 It develops and updates curriculum to ensure that in each discipline the Seventh-day Adventist
7 world view with its distinct beliefs and values is taught.

8 **FEA 10 90 North American Division Curriculum Committee, ~~PreK~~ EC-12—**
9 **Membership and Leadership**—The members of the North American Division Curriculum
10 Committee, ~~PreK~~EC-12, are nominated by the North American Division Office of Education
11 staff and appointed by NADCOM and shall be composed of the following:

12 1. North American Division Office of Education—a. NAD Vice President for Education,
13 Chair.

14 b. Directors of Early Childhood, Elementary and Secondary Education who shall chair the
15 respective elementary and secondary sub- committees.

16 2. Union conference Directors/Vice Presidents for Education and Associate Directors. Union
17 offices of education with a one- person department may appoint an additional representative.

18 3. The Chair or Deans of the Departments or Schools of Education.

19 4. A representative from Griggs International Academy.

20 5. The General Conference Associate Director of Education with advisory responsibilities
21 for North America shall serve in an advisory capacity.

22 **FEA 10 95 North American Division Curriculum Commit- tee, ~~PreK~~EC-12—Meetings—**
23 The North American Division Curriculum Committee, ~~PreK~~EC-12, shall meet at least once each
24 year.

25 **FEA 10 100 North American Division Curriculum Committee, ~~PreK~~ EC-12—**
26 **Functions**—The functions of the North American Division Curriculum Committee, ~~PreK~~EC-12,
27 shall include, but not be limited to, the following:

28 1. Be responsible for the development, articulation, and revision of the ~~PreK~~ EC-12
29 curriculum throughout the North American Division.

30 2. Review recommendations, proposals, projects, and curriculum materials received from
31 union curriculum committees and union offices of education.

32 3. Provide for North American Division Office of Education initiated curriculum
33 development through summer workshops.

34 4. Outline a proposed timetable for the development or revision of textbooks and curriculum
35 materials.

36 5. Assign special tasks to union curriculum committees.

37 6. Encourage and coordinate the exchange and sharing of curriculum materials developed by
38 the various unions.

39 7. Conduct periodic needs assessment to determine curriculum development priorities.

40 8. Provide for in-service workshops for new textbooks and curriculum materials.

41 9. Classify curriculum materials submitted to the NADCC.

42 10. Coordinate division-wide selection and adoption of textbooks not published by the
43 Seventh-day Adventist Church.

CONSENT AGENDA

10/29/2020

Sequence Number: 7

Issue Title: S 26 UNION REVOLVING FUND

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	S 26 Union Revolving Loan Fund	Cover Memo

1 **20N S 26 UNION REVOLVING LOAN FUND**

2

3 RECOMMENDED, To amend **S 26 Union Revolving Loan Fund** to read as follows:

4

5 **S 26 Union Revolving Loan Fund**

6 1. *Regulations*—The following regulations shall govern the establishment and control of a
7 revolving loan fund in those unions in which the plan is accepted by the union executive
8 committee. This fund shall be used to assist in the financing of approved capital ~~improvement~~
9 projects, including major church improvements in conferences, churches, and institutions, and
10 lines of credit in conferences and institutions. The purchase of school buses may also be financed
11 from the fund. Where federal, state, or provincial laws govern, the fund plan shall be submitted
12 to the appropriate authorizing agencies for approval prior to the acceptance of funds and issuance
13 notes.

14

15 2. *Principal amounts* (no change)

16 3. *Notes* (no change)

17 4. *Loans* (no change)

18 5. *Excess Capital* (no change)

19 6. *Authorizations* (no change)

20 7. *Building Plans* (no change)

21 8. *Reserve Fund* (no change)

22

23 9. *Short-term Investment* —To provide liquidity, a minimum of 10 percent of the combined
24 assets of the Union Revolving Loan Fund and sinking fund shall be invested in short-term
25 investments listed in S 85 40 35.

26

27 10. *Allocation of Funds* (no change)

28 11. *Legal Requirements* (no change)

CONSENT AGENDA

10/29/2020

Sequence Number: 8

Issue Title: 215G LEGAL ASSOCIATION AND TRUST SERVICES

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	215G Legal Association and Trust Services	Cover Memo

1 215-20G LEGAL ASSOCIATION AND TRUST SERVICES—
2 DEPARTMENTAL POLICIES - POLICY AMENDMENT

3
4 VOTED, To amend GC FT, Legal Association and Trust Services, to read as follows:

5
6 FT LEGAL CORPORATION/ASSOCIATION AND PLANNED GIVING AND TRUST
7 SERVICES MINISTRY—DEPARTMENTAL POLICIES
8 ~~ASSOCIATION AND TRUST SERVICES— DEPARTMENTAL POLICIES~~

9
10 FT 05 Mission Statement

11
12 Planned Giving and Trust Services helps individuals experience the joy of lifelong
13 giving. Our goal is to connect a donor’s passion with the mission and work of the Seventh-day
14 Adventist Church to expand the kingdom of heaven. (See also S 40.)

15
16 FT 10 Statement of Purpose

17
18 A recognition of the sovereignty of God, by right of creation and redemption, enables
19 Seventh-day Adventist Christians to enjoy a sense of security and a relationship with their
20 heavenly Father that surpass all other considerations. A contemplation of Calvary prompts them
21 to dedicate themselves and all that they have to God. To do less would mean the loss of spiritual
22 and temporal blessings that come only to those who recognize that God is the owner of all things
23 and that each person is His steward. This concept of stewardship is recognized by the Christian
24 community; therefore, unique approaches should be taken to achieve the goal of securing to the
25 Lord the material blessings bestowed upon the members of His Church.

26
27 The Seventh-day Adventist Church in its Planned Giving and Trust Services, offered
28 through the conference legal corporations/associations ~~associations~~ and denominational
29 institutions, teaches this profound truth and provides the means whereby individuals and families
30 may, through the avenues of special gifts, trusts, annuities, and bequests, give their continuing
31 whole-hearted support to God’s work.

32
33 In the fulfillment of this purpose, the Legal Corporation/Association ~~Association~~ through
34 its Planned Giving and Trust Services also seeks to minimize the cost of administering and
35 closing the estates of donors; attempts to utilize every lawful means to hold income, gift, and
36 estate tax consequences to a minimum; and proclaims, as Heaven’s standard of stewardship, the
37 principles set forth in the Bible and amplified in the Spirit of Prophecy.

38
39 FT 15 Definition of Planned Giving and Trust Services

40
41 Planned Giving ministry encourages members to respond to God’s grace in the crowning
42 act of stewardship with the preparation of an estate plan by every church member family. Estate
43 planning responsibility involves more than just money and possessions. Planning includes, but is
44 not limited to, parents planning to give their faith in God and values to their children, and the
45 proper education of children to be the next generation of faithful stewards.

215-20G LEGAL ASSOCIATION AND TRUST SERVICES—
DEPARTMENTAL POLICIES - POLICY AMENDMENT - 2

1 Planned Giving promotes that each church member should have their own plan that will
2 honor God and give glory to Him. Honoring God will include providing for the needs of family,
3 partnering with God in completing His mission through the proper utilization of all His gifts and
4 resources. A God honoring plan will pass on faith in God, possessions, and values to the
5 generations to follow.

6
7 “And behold, the word of the LORD came to him, saying, ‘This one shall not be your
8 heir, but one who will come from your own body shall be your heir.’” (Gen 15:4 NKJV)

9
10 “They feel that they are stepping upon forbidden ground when they introduce the subject
11 of property to the aged or to invalids in order to learn what disposition they design to make of it.
12 *But this duty is just as sacred as the duty to preach the word to save souls. . . . Should not*
13 *Christian men feel interested and anxious for that man’s future good as well as for the interest of*
14 *God’s cause, that he shall make a right disposition of his Lord’s money, the talents lent him for*
15 *wise improvement?” (CS 323-324, emphasis supplied.)*

16
17 Trust Services ministry is the process of receiving from Seventh-day Adventist members
18 or friends of the church, cash or non-cash gifts for the support of the mission of the Seventh-day
19 Adventist Church. This includes due diligence to determine the sustainability of gifts to be
20 received and the professional processing of an acceptable gift.

21
22 “. . . [A]nd they built and finished [the temple], according to the commandment of the
23 God of Israel, and according to the command of Cyrus, Darius, and Artaxerxes king of Persia.”
24 (Ezra 6:14 NKJV)

25
26 “Just as long as we are in this world, and the Spirit of God is striving with the world, we
27 are to receive as well as to impart favors. We are to give to the world the light of truth as
28 presented in the Sacred Scriptures, and *we are to receive from the world that which God moves*
29 *upon them to do in behalf of His cause. The Lord still moves upon the hearts of kings and rulers*
30 *in behalf of His people, and it becomes those. . . . not to cut off any favors or withdraw*
31 *themselves from the help that God has moved men to give, for the advancement of His cause.”*
32 (CS 183, emphasis supplied.)

CONSENT AGENDA

10/29/2020

Sequence Number: 9

Issue Title: 223G USE OF REELECT -- POLICY DIRECTIVE

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	223G Use of Reelect -- Policy Directive	Cover Memo

1 223-20G USE OF "REELECT" - POLICY DIRECTIVE

2

3 VOTED, To approve a directive to amend the General Conference *Working Policy*,
4 where appropriate, by deleting "reelect" and replacing it with "elect to a new term of office."

CONSENT AGENDA

10/29/2020

Sequence Number: 10

Issue Title: 225Ga UNION CONFERENCE MODEL CONSTITUTION

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	225Ga Union Conference Model Constitution	Cover Memo

1 225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
2 BYLAWS - POLICY AMENDMENT

3
4 VOTED, To amend GC D 10, Union Conference Model Constitution and Bylaws, to
5 read as follows:

6
7 D 10 Union Conference Model Constitution and Bylaws

8
9 **CONSTITUTION OF THE _____ UNION**
10 **CONFERENCE OF SEVENTH-DAY ADVENTISTS**

11
12 **Article I—Name**

13
14 **The name of this organization shall be the _____ Union Conference of**
15 **Seventh-day Adventists, hereinafter referred to as the union or union conference.**

16
17 **Article II—Purpose**

18
19 **The purpose of this union conference is to call all people within its territory to**
20 **become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three**
21 **angels' messages (Revelation 14:6-12), and to prepare them for Christ's soon return.**

22
23 **Article III—Relationships**

24
25 **The _____ Union Conference is a member unit of the global Seventh-day**
26 **Adventist Church and is located in the territory of the _____ Division of the General**
27 **Conference of Seventh-day Adventists. The purposes, policies, and procedures of this union**
28 **conference shall be in harmony with the working policies ~~policies, actions,~~ and procedures**
29 **enacted by the ~~Executive Committee~~ executive committee of the _____ Division ~~and~~**
30 **or the General Conference of Seventh-day Adventists. This union conference shall pursue**
31 **the mission of the Seventh-day Adventist Church in harmony with the Fundamental**
32 **Beliefs, programs, initiatives, and actions adopted and approved by the General**
33 **Conference of Seventh-day Adventists at its sessions. ~~and initiatives adopted and approved~~**
34 **~~by the General Conference of Seventh-day Adventists in its quinquennial sessions.~~**

35
36 **Article IV—Geographic Territory**

37
38 **The territory of this union conference shall consist of _____.**

39
40 **Article V—Membership/Constituency**

41
42 **The membership/constituency of this union conference shall consist of such local**
43 **conferences and local missions/fields/sections as have been or shall be organized in any part**
44 **of the geographic territory under its jurisdiction and formally approved for membership**
45 **by vote of the delegates at any regular or special union constituency meeting.**

1 Article VI—Bylaws

2
3 The members of this union conference, acting in and through a constituency
4 meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any
5 provision not inconsistent with the constitution.

6
7 Article VII—Dissolution and Disposition of Assets

8
9 This union conference may be dissolved only by a two-thirds (2/3) majority vote of
10 the delegates present and voting at any constituency meeting.

11
12 In the event of the dissolution of this union conference and unless otherwise
13 required by local law, all assets remaining after all claims have been satisfied shall be
14 transferred to a legal entity authorized by the _____ Division of the General
15 Conference of Seventh-day Adventists.

16
17 Article VIII—Amendments

18
19 The bolded text of this constitution and bylaws shall not be amended except to
20 conform to the union conference model constitution and bylaws when it is amended by
21 action of the General Conference Executive Committee at an Annual Council. Such
22 amendments shall be adopted into the union's constitution and bylaws by a simple majority
23 vote (unless local law requires a higher majority) of delegates present and voting at a union
24 conference constituency meeting. This union may amend the unbolded text of the
25 constitution and bylaws from time to time, at a union conference constituency meeting,
26 provided any such changes are in harmony with the spirit and intent of the model
27 constitution and bylaws. ~~constitution.~~ Such amendments shall require an affirmative vote
28 of two-thirds (2/3) of the delegates present and voting. ~~The union constituency meeting~~
29 ~~and/or the union conference executive committee may recommend to the General~~
30 ~~Conference through the _____ Division of the General Conference of Seventh-day~~
31 ~~Adventists, amendments to the model constitution.~~

32
33 BYLAWS OF THE _____ UNION
34 CONFERENCE OF SEVENTH-DAY ADVENTISTS

35
36 Article I—Principal Office

37
38 The principal office for the transaction of the business of the _____ Union
39 Conference is fixed and located at _____, _____. In an emergency, the executive
40 committee may change the location of the principal office on a temporary basis.

41
42 Article II—Membership/Constituency Meetings

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 3

1
2 **Sec. 1. Regular Meeting: This union conference shall hold a regular**
3 **quinquennial ~~constituency meeting~~ membership/constituency meeting*** **at such time and**
4 **place as the executive committee of the union conference shall designate. In the event that**
5 **the union executive committee fails to call a regular constituency meeting within the**
6 **quinquennial period, the _____ ~~Division Executive Committee~~ Committee, or General**
7 **Conference Executive Committee in the case of unions directly attached to the General**
8 **Conference, may give notice for such a meeting and designate the time and place. In case**
9 **regional conditions make it imperative to postpone the calling of the constituency meeting, the**
10 **union conference executive committee, in a regular or special meeting, shall have authority to**
11 **make such postponement, not to exceed one year, giving notice to all constituent organizations.**
12 **In the event that the executive committee exercises its authority to postpone a constituency**
13 **meeting, it shall also have the authority to set the subsequent regular constituency meeting at**
14 **such time and place as it shall see fit, not to exceed five calendar years from the date of the**
15 **postponed constituency meeting.** Notice of the time and place of the meeting of the delegates
16 representing the members shall be given by:

17
18 a. A notice printed in the official publication of the union conference at least
19 four weeks before the date of the session, or

20
21 b. A method approved by the _____ Union Conference Executive
22 Committee, provided all member units receive notice with sufficient time to select delegates.

23
24 c. A method approved by the _____ **Division Executive**
25 **Committee, in the event of inaction or failure to call a constituency meeting by**
26 **the _____ Union Conference Executive Committee.**

27
28 **Sec. 2. Special Meeting: a. The executive committee of this union conference shall**
29 **call a special constituency meeting when:**

- 30
31 1) **It is voted by the executive committee, or**
32
33 2) **It is voted by the delegates at any constituency meeting, or**
34
35 3) **It is requested by _____ percent of the executive committees of**
36 **the conferences and missions/fields/sections within the union conference, or**
37
38 4) **It is voted by the _____ Division Executive Committee or**
39 **the General Conference Executive Committee.**
40

*The membership/constituency meeting is a business meeting of the membership of this union conference. These meetings may also be called membership/constituency sessions.

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 4

1 The date for such a meeting in response to paragraphs 3) and 4) above shall not be
2 more than 90 days from the date when the actions described in paragraphs 3) and 4) above
3 are communicated to the officers/executive committee of the union.
4

5 b. In the absence of a timely response by the union executive committee
6 to paragraphs 2) through 4) in Sec. 2. a. above, the _____ Division Executive
7 Committee or General Conference Executive Committee may call a special constituency
8 meeting of the union conference and designate the time and place for such a meeting.
9

10 c. The agenda for special constituency meetings shall be included in the
11 notice of the meeting.
12

13 d. Notice as to the time and place of special constituency meetings shall
14 be given in the same manner as for regularly scheduled constituency meetings.
15

16 Sec. 3. Virtual Attendance at Constituency Meetings: Generally, regular and specially
17 called constituency meetings are to be held in person and onsite. However, delegates when
18 requested by the executive committee, and if permitted by local law, may participate by means of
19 an electronic conference or similar communications by which all persons can hear each other at
20 the same time, and participation by such means shall constitute presence in person and
21 attendance at such a meeting.
22

23 ~~Sec. 3.~~ Sec. 4. Chair and Secretary for Constituency Meetings: The president of this
24 union conference shall serve as chair and the secretary of this union shall serve as secretary
25 for constituency meetings of this union. meetings. The president may designate other
26 individuals to assist in chair duties from time to time. In the event that the president's
27 office is vacant or that the president is unavailable to serve as chair, the constituency
28 meeting may be called to order by the ranking division officer present. The first item of
29 business shall be the election of a chair *pro tem*, selected from the delegates present at the
30 meeting. When the election of a president has been completed, the new president, or re-
31 elected president, if present at the constituency meeting, shall replace the chair *pro tem*.
32

33 In a similar manner, arrangements may be made for a secretary *pro tem* if the
34 secretary's office is vacant or the secretary is unavailable to serve at the constituency
35 meeting. When the election of a secretary has been completed, the new secretary, ~~or re-~~
36 ~~elected secretary~~, if present at the constituency meeting, shall replace the secretary *pro tem*.
37

38 ~~A person who is not reelected at a constituency meeting does not thereby lose~~
39 ~~delegate status at the current constituency meeting.~~
40

41 ~~Sec. 4.~~ Sec. 5. Regular Meeting Business: The business of the regular constituency
42 meeting shall include the election/appointment of personnel for various positions (see See-

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 5

1 ~~10. and 11.~~ **Sec. 11. and 12.** below), the receipt of reports from the president, secretary,
2 treasurer/chief financial officer (report based on audited statements), departmental
3 directors, and the auditor. The constituency meeting shall endorse/approve/develop plans
4 for the conduct of the work as are desirable and in harmony with the policies of
5 the **Division.** ~~the Division.~~

6
7 **Sec. 5. Sec. 6. Quorum:** At least _____ percent of the delegates authorized hereinafter
8 under ~~Section 1.~~ **Sec. 1.** of Article III must be present at the opening of any regular or special
9 constituency meeting to constitute a quorum for the transaction of business. Once the meeting is
10 declared open, the delegates remaining present shall constitute a quorum.

11
12 **Sec. 6. Sec. 7. Proxy Voting:** All delegates must be present in person at any
13 constituency meeting ~~meeting~~, or participating by electronic means, in order to be eligible to
14 vote. There shall be no voting by proxy.

15
16 **Sec. 7. Sec. 8. Voting Rights of the Delegates:** Each delegate appointed to act on behalf
17 of the members of this union conference shall be entitled to one vote on each question to be
18 decided by the body. The voting rights of the individual delegates representing the members as
19 hereinafter provided shall be limited to the particular constituency meeting of the union
20 conference in which they have been designated to represent a local conference or local
21 mission/field/section, institution, the Division, ~~Division~~ or the General Conference of Seventh-
22 day Adventists.

23
24 **Sec. 8. Sec. 9. Voting:** The voting on matters of business shall normally be by *viva*
25 *voce*. The chair may call for the vote by other means, including a secret ballot, when it is
26 deemed advisable or is requested by the membership. Votes cast remotely shall have the
27 same validity as if the delegates met and voted onsite.

28
29 **Sec. 9. Sec. 10. Parliamentary Authority:** The parliamentary authority pertaining to all
30 rules and procedures for constituency meetings not covered by its bylaws shall be based on those
31 published in the *General Conference Rules of Order*, and any adaptation or supplement approved
32 by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority
33 vote of the constituency meeting. ~~The parliamentary authority pertaining to all rules and~~
34 ~~procedures for constituency meetings not covered by its bylaws shall be based on those~~
35 ~~published in the *General Conference Rules of Order*, and any adaptation or supplement~~
36 ~~approved by the division executive committee, unless otherwise determined by a two-thirds~~
37 ~~(2/3) majority vote of the constituency meeting.~~

38
39 **Sec. 10. Sec. 11. Election/Appointment and Term of Office:** a. Elections: ~~Union~~ All
40 union conference officers and members of the executive committee who are not ex officio
41 members shall be elected by the delegates at a meeting of the union conference
42 constituency. The election of departmental directors, associate departmental directors,

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 6

1 associate secretaries, or associate treasurers, if not determined by the delegates at the union
2 conference constituency meeting, shall be referred to the executive committee for
3 appointment, committee. Other positions to be filled by election may include the chief
4 administrator(s) and board members of union institutions if and as required by the
5 governance documents and structure for each entity.

6
7 **b. Term of Office: Persons elected at the constituency meeting and those**
8 **appointed by the executive committee normally serve until the next regular constituency**
9 **meeting. However, their period of service may be shorter due to resignation, voluntary**
10 **retirement, retirement in situations where a mandatory retirement age policy is in effect, or**
11 **removal from office, for cause, by the executive committee or a special constituency**
12 **meeting.**

13
14 The phrase “for cause” when used in connection with removal from an elected or
15 appointed position, or from employment, shall include but not be limited to 1) incompetence; 2)
16 persistent failure to cooperate with duly constituted authority in substantive matters and with
17 relevant employment and denominational policies; 3) actions which may be the subject of
18 discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular
19 standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6)
20 conviction of or guilty plea for a crime.

21
22 **Sec. 11, Sec. 12, Election of Local Mission/Field/Section Officers and Term of Office:**
23 **a. Elections: ~~The presidents, secretaries, and treasurers/~~chief financial officers The**
24 **president, secretary, and treasurer/chief financial officer of local missions/fields/sections**
25 **within the territory of this union conference shall be elected by the union constituency**
26 **meeting conference in regular session or by the union executive committee between**
27 **constituency meetings. sessions.**

28
29 **b. Term of Office: Local mission/field/section officers elected at the**
30 **constituency meeting normally serve until a midterm meeting of the union executive**
31 **committee, unless they resign, voluntarily retire, retire in situations where a mandatory**
32 **retirement age policy is in effect, or are removed from office, for cause, by the union**
33 **conference executive committee or by a special constituency meeting (see definition of “for**
34 **cause” in ~~Sec. 10, Sec. 11,~~ paragraph b. above).**

35
36 *(Note: Section 11 above is applicable to union conferences in whose territory there is a*
37 *local mission/field/section.)*

38
39 **Article III—Representation at Constituency Meetings**

40
41 **Sec. 1. Regular Delegates—Each member organization shall be represented at union**
42 **conference constituency meetings by duly appointed delegates as follows:**

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 8

1 *(Note: Division executive committees may authorize a process whereby the session*
2 *organizing and nominating committees may be selected and empowered to perform their tasks in*
3 *advance of the session. The process to select such committees for a session shall involve*
4 *constituency representation rather than being accomplished by the executive committee alone.*
5 *Unless a division executive committee has approved other arrangements as described above, the*
6 *following provisions shall apply for the appointment and functioning of session committees.)*
7

8 **Prior to each union conference constituency meeting, the executive committee shall**
9 **provide for such temporary committees as may be necessary to conduct the preliminary**
10 **work for the session.**

11
12 To facilitate the business of the session, constituency meeting committees may convene
13 by means of an electronic conference or similar communications by which all persons
14 participating can hear each other at the same time. ~~These committees include: Committees that~~
15 ~~facilitate the business of the session include:~~
16

17 **Sec. 1. Organizing Committee: a. An organizing committee for each constituency**
18 **meeting shall be appointed. It shall consist of _____ representatives from each local**
19 **conference or local mission/field/section, _____ representatives from the health care**
20 **system/institution(s) serving the union, one representative from each of the union**
21 **conference operated institutions, and the president of the _____ Division, or his**
22 **designee, who shall serve as chair.** ~~Organizing Committee: a. An organizing committee for~~
23 ~~each constituency meeting shall be appointed. It shall consist of _____ representatives from each~~
24 ~~local conference or local mission/field/section, _____ representatives from the health care~~
25 ~~system/institution(s) serving the union, one representative from each of the union conference~~
26 ~~operated institutions, and the president of the _____ Division, or his designee, who shall~~
27 ~~serve as chair.~~
28

29 **b. The members of the organizing committee shall be appointed by their**
30 **respective delegate groups as one of the first items of business at each regularly scheduled**
31 **constituency meeting.** ~~The members of the organizing committee shall be appointed by their~~
32 ~~respective delegate groups as the first item of business at each regularly scheduled constituency~~
33 ~~meeting.~~
34

35 ~~The organizing committee shall nominate, and~~ **The organizing**
36 **committee shall nominate, and the constituency shall elect:**
37

- 38 1) **A nominating committee**
- 39
- 40 2) **A constitution and bylaws committee**
- 41
- 42 3) **Other committees as may be necessary.**

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 10

1 membership shall be in addition to the number detailed above. Any such officers exercising
2 their voting rights at any one meeting shall not make up more than ten percent of the
3 committee membership present.

4
5 *(Note: A union constituency may indicate in its bylaws the minimum percentage of*
6 *laypersons on the union executive committee.)*

7
8 **Sec. 2. Delegated Authority:** The executive committee of this union conference,
9 unless replaced at a special constituency meeting, is delegated the authority to act on behalf
10 of the constituents between constituency meetings, ~~regular sessions~~, including the authority
11 to remove for cause (see definition of “for cause” in Article II, ~~Sec. 10.~~ Sec. 11. above),
12 persons who have been elected at a union constituency meeting, including officers of the
13 union conference or local missions/fields/sections, directors of departments/services, chief
14 administrators of institutions, and members of boards and committees whose election or
15 appointment is a result of a constituency meeting or executive committee meeting action
16 and to fill, for the remaining portion of the term, any vacancies thus created. The removal
17 of those named under Article VI, Sec. 1. shall require the affirmative vote of two-thirds
18 (2/3) of those voting at a union executive committee meeting where a majority of members
19 is present.

20
21 **Sec. 3. Administrative Authority:** The executive committee shall have full
22 administrative authority:

23
24 a. To fill for the current term any vacancies that may occur by death,
25 resignation or otherwise, in its boards, committees, departments, or in offices which have been
26 filled by union conference constituency meeting election. **If a new president is to be elected,**
27 **the president of the _____ Division, or his designee, shall serve as chair of the**
28 **executive committee.**

29
30 b. To appoint committees, such as an administrative committee, with their
31 terms of reference.

32
33 c. To employ such personnel as may be necessary to execute its work
34 effectively.

35
36 d. To grant and withdraw credentials and licenses. The withdrawal of
37 credentials shall require the consent of two thirds (2/3) of the members of the union conference
38 executive committee.

39
40 **Sec. 4. Regular Meetings:** The executive committee may schedule regular meetings at
41 such times and places as it may select.

1 chair of the executive committee. The secretary shall report to the executive committee of
2 the union conference after consultation with the president. It shall be the duty of the
3 secretary to keep the minutes of the union conference constituency meetings and of the
4 executive committee meetings; to furnish copies of these minutes to all members of the
5 executive committee and to the division officers. The secretary shall also be responsible for
6 providing information as may be requested by the president or by the union or division
7 executive committee; and shall perform such other duties as usually pertain to the office.
8

9 c. **Treasurer/Chief Financial Officer:** The treasurer/chief financial
10 officer, associated with the president as an executive officer, shall serve under the direction
11 of the executive committee. The treasurer/chief financial officer shall report to the
12 executive committee of the union conference after consultation with the president. The
13 treasurer/chief financial officer shall be responsible for providing financial leadership to
14 the organization which will include, but shall not be limited to, receiving, safeguarding, and
15 disbursing all funds in harmony with the actions of the executive committee, for remitting
16 all required funds to the division/General Conference in harmony with
17 the _____ Division policy, and for providing financial information to the president
18 and to the executive committee. The treasurer/chief financial officer shall also be
19 responsible for furnishing copies of the financial statements to the division officers.
20 ~~the _____ Division officers.~~
21

22 **Sec. 2.** Other Officers: Other individuals may serve as officers of the union conference,
23 such as vice president, associate secretary, and associate treasurer.
24

25 **Article VII—Directors of Departments/Associations/Services**

26

27 **Sec. 1. Advisory Role:** The directors of departments/associations/services of this
28 union conference shall work under the direction of the executive committee ~~of the union~~
29 ~~conference~~ and the president and shall serve in an advisory relationship to the field.
30

31 **Sec. 2. Departments/Associations/Services Structure:** Union conference departments,
32 associations, and services shall be organized in harmony with the department/association/service
33 structure of the General Conference but shall not necessarily duplicate the departments/
34 associations/services at the division or the General Conference of Seventh-day Adventists.
35 ~~Departments/ Services Structure: Union conference departments/services shall be organized in~~
36 ~~harmony with the departmental/service structure of the General Conference but shall not~~
37 ~~necessarily duplicate the departments/services in the division or the General Conference.~~
38

39 **Article VIII—Other Organizations**

40

41 **Sec. 1.** Unincorporated Organizations: The _____ Union Conference may carry on
42 its ministry through unincorporated subsidiary organizations. Constituency meetings of such

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 13

1 organizations shall be held in conjunction with the regularly scheduled constituency meetings of
2 the union conference.

3
4 **Sec. 2. Corporations:** The _____ Union Conference may form corporate bodies
5 provided it obtains prior approval of the _____ Division. Membership meetings and
6 elections of boards of directors shall be held as provided by articles and bylaws of the
7 corporations and in harmony with applicable laws.

8
9 **Article IX—Finance**

10
11 **Sec. 1. Tithes and Offerings:** The church funds managed by this union conference
12 shall consist of such tithe as it shall be assigned by policy and as received from the local
13 conferences/missions/fields within its territory, and such gifts, legacies, bequests, devises,
14 appropriations, reverted funds, and other donations as may be made to it.

15
16 **Sec. 2. Policies:** The portion of the tithe which is reserved for this union conference,
17 as specified by policy, and all other funds shall be used in harmony with the financial
18 policies of the _____ Division of the General Conference of Seventh-day Adventists;
19 and in the case of ~~donations~~ donations, their use shall be in harmony with the specifications
20 of donors and in compliance with government regulations. Tithe is shared with the division
21 on fixed percentages as set by the division executive committee, and with the General
22 Conference on fixed percentages as set by the Annual Council of the General Conference
23 Executive Committee.

24
25 **Sec. 3. Bank Accounts:** The funds of this union conference shall be safeguarded in
26 harmony with the financial policies of the _____ Division of the General Conference
27 of Seventh-day Adventists. Moneys shall be deposited in the name of the _____ Union
28 Conference of Seventh-day Adventists in regular or special accounts in such banks or
29 savings institutions as the executive committee shall designate and shall be withdrawn only
30 by persons authorized by resolution of the executive committee.

31
32 **Sec. 4. Financial Statements:** The _____ Union Conference shall regularly
33 prepare statements of income and fund balances and shall be responsible for the filing of
34 copies of the annual financial statement with the _____ Division and the General
35 Conference of Seventh-day Adventists and, to the extent required by law, with any branch
36 of local or national government.

37
38 **Article X—Budget, Employee Compensation Review, and Financial Audit**

39
40 **Sec. 1. Budget:** The _____ Union Conference shall prepare an annual budget
41 in harmony with the policies of the _____ Division of the General Conference of
42 Seventh-day Adventists.

225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 15

1 such changes are in harmony with the spirit of the Union Conference Model Constitution
2 and Bylaws, and have been processed through the union conference executive committee.
3 Notice of any proposed changes to the Bylaws of this union conference shall be given
4 specifically in conjunction with the publication of notice for the constituency meeting.
5

6 ~~The constituency or the union conference executive committee may recommend to~~
7 ~~the General Conference through the _____ Division of the General Conference of~~
8 ~~Seventh-day Adventists amendments to the Union Conference Model Bylaws.~~

CONSENT AGENDA

10/29/2020

Sequence Number: 11

Issue Title: 225Ge LOCAL CONFERENCE MODEL CONSTITUTION

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	225Ge Local Conference Model Constitution	Cover Memo

1 225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
2 BYLAWS - POLICY AMENDMENT

3
4 VOTED, To amend GC D 20, Local Conference Model Constitution and Bylaws, to read
5 as follows:

6
7 Amendments to the Local Conference Model Constitution shall be made by action of the
8 Executive Committee of the General Conference of Seventh-day Adventists at any Annual
9 Council of that Committee.

10
11 **CONSTITUTION OF THE _____ CONFERENCE**
12 **OF SEVENTH-DAY ADVENTISTS**

13
14 **Article I—Name**

15
16 **The name of this organization shall be known as the _____ Conference of**
17 **Seventh-day Adventists, hereinafter referred to as the conference.**

18
19 **Article II—Purpose**

20
21 **The purpose of this conference is to call all people within its territory to become**
22 **disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three angels’**
23 **messages (Revelation 14:6-12), and to prepare them for Christ’s soon return.**

24
25 **Article III—Relationships**

26
27 **The _____ Conference is a member unit of the _____ Union Conference**
28 **or Union Mission/Section of the Seventh-day Adventist Church and is located in the**
29 **territory of the _____ Division of the General Conference of Seventh-day Adventists.**
30 **The purposes, policies, and procedures of this conference shall be in harmony with the**
31 **working ~~policies polieies, actions,~~ and procedures enacted by the ~~Executive Committee~~**
32 **executive committee of the _____ Division ~~and or~~ the General Conference of Seventh-**
33 **day Adventists. This conference shall pursue the mission of the Seventh-day Adventist**
34 **Church in harmony with the Fundamental Beliefs, programs, initiatives, and actions**
35 **adopted and approved by the General Conference of Seventh-day Adventists at its sessions,**
36 **~~and initiatives adopted and approved by the General Conference of Seventh-day Adventists~~**
37 **~~in its quinquennial sessions.~~**

38
39 **Article IV—Geographic Territory**

40
41 **The territory of this conference shall consist of _____.**

42
43 **Article V—Membership/Constituency**

44
45 **The membership/constituency of this conference shall consist of such churches as**
46 **have been or shall be properly organized in any part of the geographic territory under its**

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 2

1 jurisdiction and formally approved for membership by vote of the delegates at any regular
2 or special conference constituency meeting.

3
4 Article VI—Bylaws

5
6 The members of this conference, acting in and through a conference constituency
7 meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any
8 provision not inconsistent with the constitution or with the current local conference model
9 constitution and bylaws approved by the Executive Committee of the General Conference
10 of Seventh-day Adventists.

11
12 Article VII—Dissolution and Disposition of Assets

13
14 This conference may be dissolved only by a two-thirds (2/3) majority vote of the
15 delegates present and voting at any constituency meeting.

16
17 In the event of the dissolution of this conference and unless otherwise required by
18 local law, all assets remaining after all claims have been satisfied shall be transferred to a
19 legal entity authorized by the _____ Division of the General Conference of Seventh-
20 day Adventists.

21
22 Article VIII—Amendments

23
24 The bolded text of this constitution and bylaws shall not be amended except to
25 conform to the local conference model constitution and bylaws when it is amended by
26 action of the General Conference Executive Committee at an Annual Council. Such
27 amendments shall be adopted into the conference constitution and bylaws by a simple
28 majority vote (unless local law requires a higher majority) of delegates present and voting
29 at a conference constituency meeting. This conference may amend the unbolded text of the
30 constitution and bylaws from time to time at a conference constituency meeting provided
31 any such changes are in harmony with the spirit and intent of the model constitution and
32 bylaws. ~~constitution.~~ Such amendments shall require an affirmative vote of two-thirds (2/3)
33 of the delegates present and voting. ~~The conference executive committee may recommend~~
34 ~~to the General Conference, through the _____ Union Conference or Union~~
35 ~~Mission/Section and the _____ Division of the General Conference of Seventh-day~~
36 ~~Adventists, amendments to the model constitution.~~

37
38 BYLAWS OF THE _____ CONFERENCE
39 OF SEVENTH-DAY ADVENTISTS

40
41 Article I—Principal Office

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 4

1
2 3) It is requested by _____ percent of the churches of the
3 conference through their business meetings, ~~church boards~~, or
4

5 4) It is voted by the union executive committee, division executive
6 committee, or General Conference Executive Committee.
7

8 The date for such a meeting in response to paragraphs 3) and 4) above shall not be
9 more than 90 days from the date when the actions described in paragraphs 3) and 4) above
10 are communicated to the officers/executive committee of the conference. ~~union~~.
11

12 b. In the absence of a timely response by the conference executive
13 committee to paragraphs 2) through 4) in Sec. 2. a. above the _____ Union Executive
14 Committee or _____ Division Executive Committee may call a special constituency
15 meeting of the conference and designate the time and place for such a meeting.
16

17 c. The agenda for special constituency meetings shall be included in the
18 notice of the meeting.
19

20 d. Notice as to the time and place of special constituency meetings shall
21 be given in the same manner as for regularly scheduled constituency meetings.
22

23 Sec. 3. Virtual Attendance at Constituency Meetings: Generally, regular and specially
24 called constituency meetings are to be held in person and onsite. However, delegates when
25 requested by the executive committee, and if permitted by local law, may participate by means of
26 an electronic conference or similar communications by which all persons can hear each other at
27 the same time, and participation by such means shall constitute presence in person and
28 attendance at such a meeting.
29

30 ~~Sec. 3.~~ Sec. 4. Chair and Secretary for Constituency Meetings: The president of this
31 conference shall serve as chair and the secretary of this conference shall serve as secretary
32 for constituency meetings of the this conference. The president may designate other
33 individuals to assist in chair duties from time to time. In the event that the president's
34 office is vacant or that the president is unavailable to serve as chair, the constituency
35 meeting may be called to order by the ranking union officer present. The first item of
36 business shall be the election of a chair *pro tem*, selected from the delegates present at the
37 meeting. When the election of a president has been completed, the new president, ~~or re-~~
38 elected president, if present at the constituency meeting, shall replace the chair *pro tem*.
39

40 In a similar manner, arrangements may be made for a secretary *pro tem* if the
41 secretary's office is vacant or the secretary is unavailable to serve at the constituency

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 5

1 meeting. When the election of a secretary has been completed, the new secretary, ~~or re-~~
2 ~~elected secretary~~, if present at the constituency meeting, shall replace the secretary *pro tem*.

3
4 ~~A person who is not reelected a constituency meeting does not thereby lose delegate~~
5 ~~status at the current constituency meeting.~~

6
7 ~~Sec. 4.~~ Sec. 5. Regular Meeting Business: The business of the regular constituency
8 meeting shall include the election/appointment of personnel for various positions (see Sec.
9 11. ~~Sec. 10.~~ below), the receipt of reports from the president, secretary, treasurer/chief
10 financial officer (report based on audited statements), departmental directors, and the
11 auditor. The constituency meeting shall endorse/approve/develop plans for the conduct of
12 the work as are desirable and in harmony with the policies of the _____ Division.

13
14 ~~Sec. 5.~~ Sec. 6. Quorum: At least _____ percent of the delegates authorized hereinafter
15 under ~~Section 4.~~ Sec. 1. of Article III must be present at any regular or special constituency
16 meeting to constitute a quorum for the transaction of business. Once the meeting is declared
17 open, the delegates present shall constitute a quorum.

18
19 ~~Sec. 6.~~ Sec. 7. Proxy Voting: All delegates must be present in person at any
20 constituency meeting meeting, or participating by electronic means, in order to be eligible to
21 vote. There shall be no voting by proxy.

22
23 ~~Sec. 7.~~ Sec. 8. Voting Rights of the Delegates: Each delegate appointed to act on behalf
24 of the members of this conference shall be entitled to one vote on each question to be decided by
25 the body. The voting rights of the individual delegates representing the members as hereinafter
26 provided shall be limited to the particular constituency meeting of the conference in which they
27 have been designated to represent a local church, an institution, the _____ Union
28 ~~Conference or Union Mission/Section, the _____ Division~~ the Union, the Division, or the
29 General Conference of Seventh-day Adventists.

30
31 ~~Sec. 8.~~ Sec. 9. Voting: The voting on matters of business shall normally be by *viva*
32 *voce*. The chair may call for the vote by other means, including a secret ballot, when it is
33 deemed advisable or is requested by the membership. Votes cast remotely shall have the
34 same validity as if the delegates met and voted onsite.

35
36 ~~Sec. 9.~~ Sec. 10. Parliamentary Authority: The parliamentary authority pertaining to all
37 rules and procedures for constituency meetings not covered by its bylaws shall be based on those
38 published in the *General Conference Rules of Order*, and any adaptation or supplement approved
39 by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority
40 vote of the constituency meeting. ~~The parliamentary authority pertaining to all rules and~~
41 ~~procedures for constituency meetings not covered by its bylaws shall be based on those~~
42 ~~published in the General Conference Rules of Order, and any adaptation or supplement~~

1 ~~approved by the division executive committee, unless otherwise determined by a two-thirds~~
2 ~~(2/3) majority vote of the constituency meeting.~~

3
4 **Sec. 10. Sec. 11. Election/Appointment and Term of Office: a. Election: All**
5 **conference officers and members of the executive committee who are not ex officio**
6 **members shall be elected by the delegates at a meeting of the conference constituency. The**
7 **election of departmental directors, associate departmental directors, associate secretaries,**
8 **or associate treasurers, if not determined by the delegates at the conference constituency**
9 **meeting, shall be referred to the executive committee for appointment. Other positions to**
10 **be filled by election may include the chief administrator(s) and board members of**
11 **conference institutions if and as required by the governance documents and structure for**
12 **each entity.**

13
14 **b. Term of Office: Persons elected at the constituency meeting and those**
15 **appointed by the executive committee normally serve until the next regular constituency**
16 **meeting. However, their period of service may be shorter due to resignation, voluntary**
17 **retirement, retirement in situations where a mandatory retirement age policy is in effect, or**
18 **removal from office, for cause, by the executive committee or a special constituency**
19 **meeting.**

20
21 The phrase “for cause” when used in connection with removal from an elected or
22 appointed position, or from employment, shall include but not be limited to 1) incompetence; 2)
23 persistent failure to cooperate with duly constituted authority in substantive matters and with
24 relevant employment and denominational policies; 3) actions which may be the subject of
25 discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular
26 standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6)
27 conviction of or guilty plea for a crime.

28
29 **Article III—Representation at Constituency Meetings**

30
31 **Sec. 1. Regular Delegates: All delegates duly accredited by any one of the organized**
32 **churches of the conference. Each church shall be entitled to one delegate for the organization**
33 **and one additional delegate for each _____ members or major fraction thereof and who hold**
34 **membership in the local church which accredits them. Such delegates shall be chosen by**
35 **the business meeting of the respective local church and include males and females.**

36
37 **Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this**
38 **conference include:**

39
40 **a. The current members of the executive committee of this conference.**
41

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 7

1 **b. Members of the _____ Union Mission/Section or Union**
2 **Conference Committees who may be present at any constituency meeting of this**
3 **conference. The number of such delegates shall not exceed ten percent of the total number**
4 **of delegates otherwise provided for.**

5
6 **c. All employees holding credentials or ministerial licenses issued by this**
7 **conference.**

8
9 **d. Such other persons as may be recommended by the executive**
10 **committee and accepted by the delegates in session. The number of such delegates shall not**
11 **exceed ten percent of the total number of regular delegates provided for hereinabove.**

12
13 **e. A person who is not elected to a new term of office at a constituency**
14 **meeting does not thereby lose delegate status at the current constituency meeting.**

15
16 ~~Sec. 1. The delegates at any constituency meeting of this conference shall be regular~~
17 ~~delegates and delegates at-large.~~

18
19 ~~a. Regular Delegates: All delegates duly accredited by any one of the~~
20 ~~organized churches of the conference. Each church shall be entitled to one delegate for the~~
21 ~~organization and one additional delegate for each _____ members or major fraction thereof and~~
22 ~~who hold membership in the local church which accredits them. Such delegates shall be~~
23 ~~chosen by the business meeting of the respective local church and include males and~~
24 ~~females.~~

25
26 ~~b. Delegates at-large:~~

27
28 ~~1) All members of the executive committee of~~
29 ~~the _____ Conference.~~

30
31 ~~2) All members of the executive committee of~~
32 ~~the _____ Union Mission/Section or Union Conference who may be present at any~~
33 ~~constituency meeting of this conference.~~

34
35 ~~3) All employees holding credentials or ministerial licenses issued by~~
36 ~~this conference.~~

37
38 ~~4) Members of the division executive committee who may be~~
39 ~~present at any constituency meeting of this conference. The number of such delegates~~
40 ~~representing the Division shall not exceed ten percent of the total number of delegates~~
41 ~~otherwise provided for.~~

1 5) ~~Such other persons as may be recommended by the executive~~
2 ~~committee and accepted by the delegates in session. The number of such delegates shall not~~
3 ~~exceed ten percent of the total number of regular delegates provided for hereinabove.~~
4

5 **Sec. 2. Sec. 3. Church Membership Requirement:** All delegates appointed to
6 represent the members of this conference at any constituency meeting shall be members in
7 regular standing of the Seventh-day Adventist Church.
8

9 **Article IV— Constituency Meeting Committees**

10
11 *(Note: Division executive committees may authorize a process whereby the session*
12 *organizing and nominating committees may be selected and empowered to perform their tasks in*
13 *advance of the session. The process to select such committees for a session shall involve*
14 *constituency representation rather than being accomplished by the executive committee alone.*
15 *Unless a division executive committee has approved other arrangements as described above, the*
16 *following provisions shall apply for the appointment and functioning of session committees.)*
17

18 **Prior to each conference constituency meeting, the executive committee shall**
19 **provide for such temporary committees as may be necessary to conduct the preliminary**
20 **work for the session.**
21

22
23 To facilitate the business of the session, constituency meeting committees may convene
24 by means of an electronic conference or similar communications by which all persons
25 participating can hear each other at the same time. **These committees include: Committees that**
26 **facilitate the business of the session include:**
27

28 **Sec. 1. Organizing Committee: a. The organizing committee shall be constituted as**
29 **follows: Each church represented at the constituency meeting shall choose, or empower its**
30 **delegation to choose, one member plus one additional member for each _____ members or**
31 **a major fraction thereof. In addition, the at-large delegates to the constituency meeting**
32 **shall select _____ persons from the at-large delegate group to serve on the organizing**
33 **committee.** Organizing Committee: a. The organizing committee shall be constituted as follows:
34 Each church represented at the constituency meeting shall choose, or empower its delegation to
35 choose, one member plus one additional member for each _____ members or a major fraction
36 thereof. In addition, the at large delegates to the constituency meeting shall select _____ persons
37 from the at large delegate group to serve on the organizing committee.
38

39 **b. Members of the organizing committee shall be chosen at or prior to**
40 **the constituency meeting.** Members of the organizing committee shall be chosen at or prior to
41 the constituency meeting.
42

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 9

1 c. If the organizing committee is to meet prior to the constituency meeting,
2 the time and place of the meeting shall be given in the official notice of the meeting.

3
4 d. **The chair of the organizing committee shall be the president of**
5 **the _____ Union or his designee.** The chair of the organizing committee shall be the
6 president of the _____ Union or his designee.

7
8 e. ~~The organizing committee shall nominate, and~~ **The organizing**
9 **committee shall nominate, and the constituency shall elect:**

- 10
11 1) A nominating committee
12
13 2) A constitution and bylaws committee
14
15 3) Other committees as may be necessary.
16

17 **Sec. 2. Nominating Committee: The nominating committee shall consist of at**
18 **least _____ and not more than _____ members, including the president of**
19 **the _____ Union, Union Mission/Section or Union Conference, or his designee, who**
20 **shall serve as the chair. The membership of the committee shall be balanced, as nearly as**
21 **possible, between denominational workers and laypersons representing various segments**
22 **of the work and territories of the conference.**

23
24 a. Those chosen as members of the Nominating Committee must be duly
25 appointed delegates in attendance at the constituency meeting.

26
27 b. Persons holding elective office, as outlined in Article II, **Sec. 11. Sec.**
28 **10. in the current term,** excluding non-ex officio members of the executive committee, **shall**
29 **not be eligible to serve on the Nominating Committee.**

30
31 c. The Nominating Committee shall limit its nominations to those
32 positions for which persons are to be elected at the constituency meeting and for which
33 budgetary provisions have been made.

34
35 d. The Nominating Committee shall also nominate members for the
36 **conference** executive committee and for the boards of conference institutions whose bylaws
37 indicate that board members for the entity are elected at a conference constituency
38 meeting.

39
40 **Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution and**
41 **bylaws committee shall include an officer of the _____ Union Mission/Section or**

1 Union Conference and shall be chaired by the secretary of the local conference, or his/her
2 designee.

3
4 This committee shall function between the regularly scheduled constituency
5 meetings and shall submit its reports and detailed recommendations through the
6 conference executive committee to the next regular constituency meeting.

7
8 Article V—Executive Committee

9
10 Sec. 1. Membership: The executive committee of the _____ Conference of
11 Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and
12 shall consist of not more than _____ members. The president, secretary, treasurer/chief
13 financial officer, and vice president(s) of the conference shall be members ex officio of the
14 executive committee. The membership of the committee may include at least one departmental
15 director and one institutional representative with the remaining membership balanced as
16 nearly as possible between laypersons and pastors or other denominational employees from
17 various sections of the conference. The officers of the _____ Union Mission/Section or
18 Union Conference, of the _____ Division and of the General Conference of Seventh-
19 day Adventists are members ex officio of the local conference executive committee;
20 however, their membership shall be in addition to the number detailed above. Any such
21 officers exercising their voting rights at any one meeting shall not make up more than ten
22 percent of the committee membership present.

23
24 *(Note: A conference constituency may indicate in its bylaws the minimum percentage of*
25 *laypersons on the conference executive committee.)*

26
27 Sec. 2. Delegated Authority: The executive committee of this conference, unless
28 replaced at a special constituency session, is delegated the authority to act on behalf of the
29 constituents between constituency meetings, ~~regular sessions~~, including the authority to
30 remove for cause (see definition of “for cause” in Article II, ~~Sec. 11. Sec. 10.~~ above) persons
31 who have been elected at a conference constituency meeting, including officers of the
32 conference, directors of departments/services, members of boards and committees whose
33 election or appointment is a result of a constituency meeting or executive committee
34 meeting action and to fill, for the remaining portion of the term, any vacancies thus
35 created. The removal of those named under ~~Article VI, Sec. 1.,~~ Article VI, Sec. 1. shall
36 require the affirmative vote of two-thirds (2/3) of those voting at ~~an~~ a conference executive
37 committee meeting where a majority of members is present.

38
39 Sec. 3. Administrative Authority: The executive committee shall have full
40 administrative authority:

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 11

1 a. To fill for the current term any vacancies that may occur by death,
2 resignation or otherwise, in its boards, committees, departments, or in offices which have been
3 filled by conference constituency meeting election. **If a new president is to be elected, the**
4 **president of the _____ Union Mission/Section or Union Conference, ~~Conference~~ or his**
5 **designee, shall serve as chair of the executive committee.**

6
7 b. To appoint committees, such as an administrative committee, with their
8 terms of reference.

9
10 c. To employ such personnel as may be necessary to execute its work
11 effectively. ~~To employ ministers, secretaries, teachers, and other persons as deemed necessary~~
12 ~~for the work of the conference.~~

13
14 d. To grant and withdraw credentials and licenses. The withdrawal of
15 credentials shall require the consent of two thirds (2/3) of the members of the conference
16 executive committee.

17
18 **Sec. 4. Regular Meetings:** The executive committee may schedule regular meetings at
19 such times and places as it may select.

20
21 **Sec. 5. Special Meetings:** Special meetings of the executive committee may be called at
22 any time or place by the president or, in his absence, by the secretary. A special meeting shall
23 also be called by the secretary in response to the written request of a majority of the members of
24 the executive committee.

25
26 **Sec. 6. Attendance at Meetings:** Where allowed by local law, executive committee
27 members may participate in meetings by means of an electronic conference or similar
28 communications by which all persons participating can hear each other at the same time,
29 and participation by such means shall constitute presence in person at such a meeting.

30
31 **Sec. 7. Notice of Meetings:** Notice as to time and place, and any other requirements
32 under these bylaws, shall be provided to all members in a reasonable manner at least 48
33 hours prior to the meeting if the meeting is to take place by electronic conference or similar
34 communications, or at least 96 hours if the meeting is to take place in person.

35
36 **Sec. 8. Quorum:** _____ members of the executive ~~committee~~ committee, including the
37 chair or vice-chair, shall constitute a quorum.

38
39 **Article VI—Officers and Their Duties**

40
41 **Sec. 1. Executive Officers:** The executive officers of this conference shall be a
42 president, a secretary, and a treasurer/chief financial officer. The secretary and

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 12

1 treasurer/chief financial officer may be one individual known as the secretary-treasurer. **It is the**
2 **duty of these officers, in consultation with one another, to carry forward the work**
3 **according to plans, policies, and programs voted by the union executive committee, the**
4 **~~constituency~~, constituency in session, and/or the conference executive committee. These**
5 **plans, policies, and programs shall be in harmony with the Fundamental Beliefs and**
6 **actions adopted and approved by the General Conference of Seventh-day Adventists in its**
7 **quinquennial sessions.**

8
9 **a. President: The president, who shall be an ordained minister of**
10 **experience, is the first officer and shall report to the executive committee of the conference**
11 **in consultation with the secretary and the treasurer/chief financial officer. He shall act as**
12 **chair of the constituency meetings and the executive committee and serve in the general**
13 **interests of the _____ ~~Conference~~ the conference as the constituency and the**
14 **executive committee shall determine. In his leadership he shall adhere to the policies of**
15 **the _____ Union, the _____ Division, ~~Union Mission/Section or Union~~**
16 **~~Conference, the _____ Division~~ and the General Conference of Seventh-day**
17 **Adventists, work in harmony with the union executive committee the _____ Union**
18 **~~Mission/Section or Union Conference Committee~~, and in close counsel with the union**
19 **officers.**

20
21 **b. Secretary: The secretary, associated with the president as an executive**
22 **officer, shall serve under the direction of the executive committee and shall act as vice-**
23 **chair of the executive committee. The secretary shall report to the executive committee of**
24 **the conference after consultation with the president. It shall be the duty of the secretary to**
25 **keep the minutes of the conference constituency meetings and of the executive committee**
26 **meetings, to furnish copies of these minutes to all members of the executive committee and**
27 **to the union officers. ~~officers of the _____ Union Mission/Section or Union~~**
28 **~~Conference~~. The secretary shall also be responsible for providing information as may be**
29 **requested by the president or by the conference, union, or division executive committee and**
30 **shall perform such other duties as usually pertain to the office.**

31
32 **c. Treasurer/Chief Financial Officer: The treasurer/chief financial officer,**
33 **associated with the president as an executive officer, shall serve under the direction of the**
34 **executive committee. The treasurer/chief financial officer shall report to the executive**
35 **committee of the conference after consultation with the president. The treasurer/chief**
36 **financial officer shall be responsible for providing financial leadership to the organization**
37 **which will include, but shall not be limited to, receiving, safeguarding ~~safeguarding~~, and**
38 **disbursing all funds in harmony with the actions of the executive committee, for remitting**
39 **all required funds to the union/division/General Conference in harmony with**
40 **the _____ Division policy, and for providing financial information to the president**
41 **and to the executive committee. The treasurer/chief financial officer shall also be**

1 **responsible for furnishing copies of the financial statements to the union officers.**
2 **the _____ Union officers.**

3
4 **Sec. 2. Other Officers:** Other individuals may serve as officers of the local conference,
5 such as vice president, associate secretary, and associate treasurer.

6
7 **Article VII—Directors of Departments/Associations/Services**

8
9 **Sec. 1. Advisory Role:** The directors of departments/associations/services of this
10 conference shall work under the direction of the executive committee ~~of the conference~~ and
11 the president and shall serve in an advisory relationship to the field.

12
13 **Sec. 2. Departments/Associations/Services Structure:** Conference departments,
14 associations, and services shall be organized in harmony with the department/association/service
15 structure of the General Conference but shall not necessarily duplicate the departments/
16 associations/services at the division or the General Conference of Seventh-day Adventists.
17 ~~Departments/Services Structure: Conference departments/services shall be organized in harmony~~
18 ~~with the departmental/service structure of the General Conference but shall not necessarily~~
19 ~~duplicate the departments/services in the union, division, or General Conference.~~

20
21 **Article VIII—Other Organizations**

22
23 **Sec. 1. Unincorporated Organizations:** The _____ Conference may carry on its
24 ministry through unincorporated subsidiary organizations. Constituency meetings of such
25 organizations shall be held in conjunction with the regularly scheduled constituency meetings of
26 the conference.

27
28 **Sec. 2. Corporations:** The _____ Conference may form corporate bodies
29 provided it obtains prior approval of the _____ Division. Membership meetings and
30 elections of boards of directors shall be held as provided by articles and bylaws of the
31 corporations and in harmony with applicable laws.

32
33 **Article IX—Finance**

34
35 **Sec. 1. Tithes and Offerings:** The church funds managed by this conference shall
36 consist of such tithe as it shall be assigned by policy and as received from the local churches
37 within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted
38 funds, and other donations as may be made to it.

39
40 **Sec. 2. Policies:** The portion of the tithe which is reserved for this conference, as
41 specified by policy, and all other funds shall be used in harmony with the financial policies
42 of the _____ Division of the General Conference of Seventh-day Adventists; and in

1 the case of donations, their use shall be in harmony with the specifications of donors and in
2 compliance with government regulations. Tithes are shared with the union and division on
3 fixed percentages as set by the division executive committee, and with the General
4 Conference on fixed percentages as set by the Annual Council of the General Conference
5 Executive Committee.

6
7 **Sec. 3. Bank Accounts:** The funds of this conference shall be safeguarded in
8 harmony with the financial policies of the _____ Division of the General Conference
9 of Seventh-day Adventists. Moneys shall be deposited in the name of
10 the _____ Conference of Seventh-day Adventists in regular or special accounts, in
11 such banks or savings institutions as the executive committee shall designate and shall be
12 withdrawn only by persons authorized by resolution of the executive committee.

13
14 **Sec. 4. Financial Statements:** The _____ Conference shall prepare regularly
15 appropriate statements of income and fund balances and shall be responsible for the filing
16 of any financial information directly with the _____ Union Conference or Union
17 Mission/Field Section and the _____ Division of the General Conference of Seventh-
18 day Adventists and, to the extent required by law, with any branch of local or national
19 government.

20
21 **Article X—Budget, Employee Compensation Review, and Financial Audit**

22
23 **Sec. 1. Budget:** The _____ Conference shall prepare an annual budget in
24 harmony with the policies of the _____ Division of the General Conference of
25 Seventh-day Adventists.

26
27 **Sec. 2. Employee Compensation and Expense Review:** The executive committee shall
28 appoint an employee compensation and expense review committee whose tasks are outlined
29 in General Conference *Working Policy*.

30
31 **Sec. 3. Independent Audit:** ~~All accounting records~~ The financial statements of this
32 conference shall be audited at least annually by an auditor chosen in harmony with
33 General Conference *Working Policy* and the records of this conference or any of its
34 subsidiaries, agencies, or institutions shall at all times be open to said auditor.

35
36 **Article XI—Indemnification**

37
38 **Sec. 1.** To the extent permitted by law, this conference shall indemnify any person who
39 was or is a party or is threatened to be made a party to any threatened, pending, or completed
40 action, suit, or proceeding, whether civil, criminal, administrative, or investigative, because
41 he/she is or was a member of the conference executive committee or an officer, employee, or
42 agent of the conference against expenses (including legal fees), judgments, fines, and amounts

225-20Ge LOCAL CONFERENCE MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT - 15

1 paid in settlement actually and reasonably incurred by him/her in connection with such action,
2 suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be
3 in or not opposed to the best interest of the conference, and, with respect to any criminal action
4 or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

5
6 **Sec. 2.** This right of indemnification shall be in addition to, and not exclusive of, all other
7 rights to which such member of the executive committee, ~~or an officer~~ officer, or department
8 director may be entitled.

9
10 *(Note: This right of indemnification may be expanded or contracted as allowed under*
11 *local law and as adopted by the constituents.)*

12
13 **Article XII—Amendments**

14
15 **Amendment, Revision, and Repeal:** The constitution and bylaws of this conference
16 which are essential to the unity of the Church worldwide and are designated in bold print
17 shall be amended or revised from time to time in order to comply with changes to the Local
18 Conference Model Constitution and Bylaws as voted by the General Conference Executive
19 Committee in its annual meetings. Such amendments or revisions shall be approved by a
20 simple majority vote (unless local law requires a higher majority) of the delegates present
21 and voting at any duly called constituency meeting of the local conference. Other sections
22 of the constitution and bylaws may be amended, revised, or repealed, by an affirmative
23 vote of two-thirds (2/3) of those present and voting, provided such changes are in harmony
24 with the spirit of the Local Conference Model Constitution and Bylaws, and have been
25 processed through the conference executive committee. Notice of any proposed changes to
26 the bylaws of this conference shall be given specifically in conjunction with the publication
27 of notice for the session.

28
29 ~~The constituency or the conference executive committee may recommend to the~~
30 ~~General Conference through the _____ Union Mission/Section or Union Conference~~
31 ~~and the _____ Division of the General Conference of Seventh-day Adventists~~
32 ~~amendments to the Local Conference Model Constitution and Bylaws.~~

CONSENT AGENDA

10/29/2020

Sequence Number: 12

Issue Title: 225Gf LOCAL MISSION-FIELD-SECTION MODEL CONSTITUTION

Background Information:

Initial: KSA

Admin year number:

Committee: Secretariat

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	225Gf Local Mission-Field-Section Model Constitution	Cover Memo

1 225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
2 POLICY - POLICY AMENDMENT
3

4 Amendments to the Mission/Field/Section Model Operating Policy shall be made by
5 action of the Executive Committee of the General Conference of Seventh-day Adventists at any
6 Annual Council of that Committee. ~~eommittee~~.

7
8 **Operating Policy of the _____ Mission/Field/Section**
9 **of Seventh-day Adventists**

10
11 **Article I—Name**

12
13 **This organization shall be known as the _____ Mission/Field/Section of**
14 **Seventh-day Adventists, hereinafter referred to as the mission/field/section.**

15
16 **Article II—Purpose**

17
18 **The purpose of this mission/field/section is to call all people within its territory to**
19 **become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three**
20 **angels' messages (Revelation 14:6-12), and to prepare them for Christ's soon return.**

21
22 **Article III—Relationships**

23
24 **The _____ Mission/Field/Section is a member unit of the _____ Union**
25 **Conference or Union Mission/Section and is located in the territory of**
26 **the _____ Division of the General Conference of Seventh-day Adventists. The**
27 **purposes, policies, and procedures of this mission/field/section shall be in harmony with the**
28 **working ~~policies~~ ~~policies, actions,~~ and procedures enacted by the ~~Executive Committee~~**
29 **executive committee of the _____ Division ~~and or~~ the General Conference of Seventh-**
30 **day Adventists. This mission/field/section shall pursue the mission of the Seventh-day**
31 **Adventist Church in harmony with the Fundamental Beliefs, programs, initiatives, and**
32 **actions adopted and approved by the General Conference of Seventh-day Adventists at its**
33 **sessions. ~~and initiatives adopted and approved by the General Conference of Seventh-day~~**
34 **~~Adventists in its quinquennial sessions.~~**

35
36 **Article IV—Geographic Territory**

37
38 **The territory of this mission/field/section shall consist of _____.**

39
40 **Article V—Membership/Constituency**

41
42 **The membership/constituency of this mission/field/section shall consist of such**
43 **churches as have been or shall be properly organized in any part of the territory served by**
44 **the mission/field/section and accepted by vote of the delegates assembled at any regular or**
45 **special mission/field/section constituency session.**

1 Article VI—Principal Office

2
3 The principal office for the transaction of the business of the _____ Mission/
4 Field/Section is fixed and located at _____, _____. The executive committee of
5 the _____ Union Conference or Union Mission/Section may change the location of the
6 principal office.
7

8 Article VII—Membership/Constituency Meetings

9
10 Sec. 1. Regular Meetings: This mission/field/section shall hold a regular quinquennial
11 membership/constituency meeting* ~~constituency meetings~~ at such time and place as the
12 ~~mission/field/section~~ executive committee of the mission/field/section, in counsel with the
13 ~~officers of the union conference or union mission/section~~, ~~mission/section or union~~
14 ~~conference~~ shall designate. In the event that the mission/field/section executive committee
15 fails to call a regular constituency meeting within the quinquennial period,
16 the _____ Union Conference or Union Mission/Section Executive Committee, or
17 General Conference Executive Committee in the case of missions/fields/sections directly
18 attached to the General Conference, ~~Executive Committee~~ may give notice for such a meeting
19 and designate the time and place. In case regional conditions make it imperative to postpone
20 the calling of the constituency meeting, the union conference executive committee, in a regular
21 or special meeting, shall have authority to make such postponement, not to exceed one year,
22 giving notice to all constituent organizations. In the event that the executive committee exercises
23 its authority to postpone a constituency meeting, it shall also have the authority to set the
24 subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed
25 five calendar years from the date of the postponed constituency meeting. Notice of the time and
26 place of the meeting of the delegates representing the members shall be given by:
27

28 a. A notice printed in the official publication of the mission/field/section at
29 least four weeks before the date of the session, or

30
31 b. A method approved by the _____ Mission/Field/Section Executive
32 Committee, provided all member units receive notice with sufficient time to select delegates, or

33
34 c. A method approved by the _____ Union Executive Committee,
35 in the event of inaction or failure to call a constituency meeting by
36 the _____ Mission/Field/Section Executive Committee.
37

38 Sec. 2. Special Meeting: a. The executive committee of this mission/field/section shall
39 call a special constituency meeting when:
40

*The membership/constituency meeting is a business meeting of the membership of this mission/field/section. These meetings may also be called membership/constituency sessions.

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 3

- 1 1) It is voted by the executive committee, or
2
3 2) It is voted by the delegates at any constituency meeting, or
4
5 3) It is requested by _____ percent of the churches through their
6 ~~church boards, business meetings, or~~
7
8 4) It is voted by the union executive committee, division executive
9 committee, or General Conference Executive Committee, the _____ Union Executive
10 ~~Committee or the Division Conference Executive Committee.~~
11

12 The date for such a meeting in response to paragraphs 3) and 4) above shall not be
13 more than 90 days from the date when the actions described in paragraphs 3) and 4) above
14 are communicated to the officers/executive committee of the mission/field/section. ~~union.~~
15

16 b. In the absence of a timely response by the mission/field/section
17 executive committee to paragraphs 2) through 4) in Sec. 2. a. above, the _____ Union
18 Executive Committee or the Division Executive Committee may call a special constituency
19 meeting of the mission/field/section and designate the time and place for such a meeting.
20

21 c. The agenda for special constituency meetings shall be included in the
22 notice of the meeting.
23

24 d. The Notice as to the time and place of special constituency meetings
25 shall be given in the same manner as for regularly scheduled constituency meetings.
26

27 Sec. 3. Virtual Attendance at Constituency Meetings: Generally, regular and specially
28 called constituency meetings are to be held in person and onsite. However, delegates when
29 requested by the executive committee, and if permitted by local law, may participate by means of
30 an electronic conference or similar communications by which all persons can hear each other at
31 the same time, and participation by such means shall constitute presence in person and
32 attendance at such a meeting.
33

34 ~~Sec. 3.~~ Sec. 4. Chair and Secretary for Constituency Meetings: The president of this
35 mission/field/section shall serve as chair and the secretary of this mission/field/section shall
36 serve as secretary for constituency meetings of this mission/field/section. The president may
37 designate other individuals to assist in chair duties from time to time. In the event that the
38 president's office is vacant or that the president is unavailable to serve as chair, the
39 ranking union officer present shall serve as chair for the meeting.
40

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 4

1 ~~In a similar manner, arrangements~~ Arrangements may be made for a secretary *pro*
2 *tem* if the secretary's office is vacant or the secretary is unavailable to serve at the
3 constituency meeting.
4

5 ~~Sec. 4.~~ Sec. 5. **Regular Meeting Business:** The business of the regular constituency
6 meeting will include the election/appointment of personnel for various positions (see Sec.
7 11. ~~Sec. 10.~~ below), the receipt of reports from the president, secretary, treasurer/chief
8 financial officer (report based on audited statements), departmental directors, and the
9 auditor. In addition, the constituency meeting shall review/create plans for moving the
10 mission/field/section toward conference status. It shall also endorse/approve/develop plans
11 for the conduct of the work as are desirable and in harmony with the policies of
12 the _____ Division.
13

14 ~~Sec. 5.~~ Sec. 6. **Quorum:** At least _____ percent of the delegates authorized hereinafter
15 under Sec. 1. and 2. of Article VIII ~~Article VI~~ must be present at the opening of any regular or
16 special constituency meeting to constitute a quorum for the transaction of business. Once the
17 meeting is declared open, the delegates remaining shall constitute a quorum.
18

19 ~~Sec. 6.~~ Sec. 7. **Proxy Voting:** All delegates must be present in person at any
20 constituency ~~meeting~~ meeting, or participating by electronic means, in order to be eligible
21 to vote. There shall be no voting by proxy.
22

23 ~~Sec. 7.~~ Sec. 8. **Voting Rights of the Delegates:** Each delegate appointed to act on behalf
24 of the members of this mission/field/section shall be entitled to one vote on each question to be
25 decided by the body. The voting rights of the individual delegates representing the members as
26 hereinafter provided shall be limited to the particular constituency meeting of the mission/field/
27 section in which they have been designated to represent a local church, institution, the Union, the
28 Division, or the General Conference of Seventh-day Adventists.
29

30 ~~Sec. 8.~~ Sec. 9. **Voting:** The voting on matters of business shall normally be by *viva*
31 *voce*. The chair may call for the vote by other means, including a secret ballot, when it is
32 deemed advisable or is requested by the membership. Votes cast remotely shall have the
33 same validity as if the delegates met and voted onsite.
34

35 ~~Sec. 9.~~ Sec. 10. **Parliamentary Authority:** The parliamentary authority for constituency
36 meetings pertaining to all rules and procedures not covered by its bylaws shall be based on those
37 published in the *General Conference Rules of Order*, and any adaptation or supplement approved
38 by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority
39 vote of the constituency meeting.
40

41 ~~Sec. 10.~~ Sec. 11. **Elections/Appointments and Term of Office:** a. **Elections:** The
42 president, secretary, and treasurer/chief financial officer of this mission/field/section shall

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 5

1 be elected by the union constituency meeting ~~constituency/executive committee~~ rather than
2 by the session of this mission/field/section. The election of departmental directors, associate
3 departmental directors, associate secretaries, or associate treasurers for this
4 mission/field/section, if not determined by the delegates at the union constituency meeting,
5 shall be referred to the union executive committee for appointment. ~~is normally done~~
6 ~~during the constituency session. If personnel for available positions are not all elected~~
7 ~~during the session, their appointment shall be referred to the executive committee.~~ The
8 union constituency meeting shall also elect the members (other than ex officio) of the
9 mission/field/section executive committee and, where required by the governance
10 documents of mission/field/section institutions, the chief administrator(s) and board
11 members of such entities.

12
13 b. Term of Office: Persons elected at the constituency meeting and those
14 appointed by the executive committee normally serve until the next regular constituency
15 meeting. However, their period of service may be shorter due to resignation, voluntary
16 retirement, retirement in situation where a mandatory retirement age policy is in effect, or
17 removal from office, for cause, by the executive committee or a special constituency
18 meeting.

19
20 The phrase “for cause” when used in connection with removal from an elected or
21 appointed position, or from employment, shall include but not be limited to 1) incompetence; 2)
22 persistent failure to cooperate with duly constituted authority in substantive matters and with
23 relevant employment and denominational policies; 3) actions which may be the subject of
24 discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular
25 standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6)
26 conviction of or guilty plea for a crime.

27
28 **Article VIII—Representation at Constituency Meetings**

29
30 **Sec. 1. Regular Delegates: All delegates duly accredited by any one of the organized**
31 **churches of the mission/field/section.** Each church shall be entitled to one delegate for the
32 organization and one additional delegate for each _____ members or major fraction thereof and
33 who hold membership in the local church which accredits them. **Such delegates shall be chosen**
34 **by the business meeting of the respective local church and include males and females.** ~~See.~~
35 ~~1. Regular Delegates: Regular delegates to a mission/field/section session shall be such~~
36 ~~delegates as shall be duly accredited by the organized churches of the mission/field/section,~~
37 on the basis of one for each local organized church, and one additional for each _____ members
38 or major fraction thereof. ~~Such delegates shall be chosen by action of the business meeting of~~
39 ~~each respective local church and include males and females.~~

40
41 **Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this**
42 **mission/field/section session shall be: include:**

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 6

1
2 a. The current members of the executive committee of this mission/field/
3 section.

4
5 b. Members of the General Conference, the _____ Division and
6 the _____ Union Mission/Section or Union Conference Executive Committees who
7 may be present at any session constituency meeting of this mission/field/section. The
8 number of such delegates shall not exceed ten percent of the total number of delegates
9 otherwise provided for.

10
11 c. All employees holding credentials or ministerial licenses issued by
12 the _____ Union or the mission/field/section. ~~All ordained and licensed ministers, and~~
13 ~~those holding missionary credentials from the _____ Union or the~~
14 ~~mission/field/section.~~

15
16 d. Such other persons as may be recommended by the executive
17 committee and accepted by the delegates in session. The number of such delegates shall not
18 exceed ten percent of the total number of delegates otherwise provided for.

19
20 e. A person who is not elected to a new term of office at a constituency
21 meeting does not thereby lose delegate status at the current constituency meeting.

22
23 **Sec. 3. Church Membership Requirement:** All delegates appointed to represent the
24 members of this mission/field/section at any constituency meeting shall be members in
25 regular standing of the Seventh-day Adventist Church.

26
27 **Article IX—Constituency Meeting Committees**

28
29 *(Note: Division executive committees may authorize a process whereby the session*
30 *organizing and nominating committees may be selected and empowered to perform their tasks in*
31 *advance of the session. The process to select such committees for a session shall involve*
32 *constituency representation rather than being accomplished by the executive committee alone.*
33 *Unless a division executive committee has approved other arrangements as described above, the*
34 *following provisions shall apply for the appointment and functioning of session committees.)*

35
36 **Prior to each mission/field/section constituency meeting, meeting of this**
37 **mission/field/section, the executive committee shall provide for such temporary committees**
38 **as may be necessary to conduct the preliminary work for the session.**

39
40 To facilitate the business of the session, constituency meeting committees may convene
41 by means of an electronic conference or similar communications by which all persons

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 7

1 participating can hear each other at the same time. These committees include: ~~Committees that~~
2 ~~facilitate the business of the session include:~~

3
4 **Sec. 1. Organizing Committee: a. An organizing committee shall be constituted as**
5 **follows: Each church represented at the constituency meeting shall choose, or empower its**
6 **delegation to choose, one member plus one additional member for each _____ members or**
7 **a major fraction thereof. In addition, the at-large delegates to the constituency meeting**
8 **shall select _____ persons from the at-large delegate group to serve on the organizing**
9 **committee.** a. ~~An organizing committee shall be constituted as follows: Each church represented~~
10 ~~at the constituency meeting shall choose, or empower its delegation to choose, one member plus~~
11 ~~one additional member for each _____ members or a major fraction thereof. In addition, the at-~~
12 ~~large delegates to the constituency meeting shall select _____ persons from the at-large delegate~~
13 ~~group to serve on the organizing committee.~~

14
15 **b. Members of the organizing committee shall be chosen at or prior to**
16 **the constituency meeting.** ~~Members of the organizing committee shall be chosen at or prior to~~
17 ~~the constituency meeting.~~

18
19 **c.** If the organizing committee is to meet prior to the constituency meeting,
20 the time and place of the meeting shall be given in the official notice of the meeting.

21
22 **d. The chair of the organizing committee shall be the president of the**
23 **Union or his designee.**

24
25 **e. The organizing committee shall nominate, and the constituency shall**
26 **elect:**

27
28 **1) A nominating committee.**

29
30 **2) Other committees as may be necessary.**

31
32 **Sec. 2. Nominating Committee: The nominating committee shall consist of at**
33 **least _____ and not more than _____ members, including the president of**
34 **the _____ Union, or his designee, who shall serve as chair. The membership of the**
35 **committee shall be balanced, as nearly as possible, between denominational workers and**
36 **laypersons representing various segments of the work and territories of the mission/field/**
37 **section.**

38
39 **a. Those chosen as members of the Nominating Committee must be duly**
40 **appointed delegates in attendance at the constituency meeting.**

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 9

1 authority to act on behalf of the constituents between constituency meetings, including the
2 authority to remove, for cause (see definition of “for cause” in Article VII, Sec. 11, Sec. 10-
3 above), persons who have been elected at a mission/field/section constituency meeting
4 including directors of departments/services, chief administrators of institutions, and
5 members of boards and committee whose election or appointment is a result of a
6 constituency meeting or executive committee meeting action; and to fill, for the remaining
7 portion of the term, any vacancies thus created. (The offices of mission/field/section
8 president, secretary, and treasurer/chief financial officer are always filled by action of the
9 union executive committee.) The removal of those named under Article VII, Sec. 11, shall
10 require the affirmative vote of two-thirds (2/3) of those voting at a mission/field/section
11 executive committee meeting where a majority of members is present, including: directors
12 of departments/services; chief administrators of institutions; and board/committee
13 members whose election or appointment is a result of a constituency meeting or executive
14 committee meeting action; and to fill, for the remaining portion of the term, any vacancies
15 thus created.

16
17 **Sec. 3. Administrative Authority: The executive committee shall have full**
18 **administrative authority:**

19
20 a. To fill for the current term of office any vacancies that may occur by
21 death, resignation, or otherwise, in its boards, committees, departments, or in offices which have
22 been filled by mission/field/section constituency meeting election. ~~To fill for the current term~~
23 ~~any vacancies that may occur by death, resignation, or otherwise, in its boards, committees,~~
24 ~~departments, or in offices which have been filled by mission/field/section constituency~~
25 ~~meeting election.~~

26
27 b. To appoint committees, such as an administrative committee, with their
28 terms of reference. ~~To appoint committees, such as an administrative committee, with their~~
29 ~~terms of reference.~~

30
31 c. To employ such personnel as may be necessary to execute its work
32 effectively. ~~To employ such personnel as may be necessary to execute its work effectively.~~

33
34 d. To grant and withdraw credentials and licenses. The withdrawal of
35 credentials shall require the consent of two thirds (2/3) of those voting at a mission/field/section
36 executive committee meeting where a majority of members is present. ~~To grant and withdraw~~
37 ~~credentials and licenses. The withdrawal of credentials shall require the consent of two~~
38 ~~thirds (2/3) of those voting at an executive committee meeting where a majority of members~~
39 ~~is present.~~

40
41 **Sec. 4. Meetings of the executive committee may be called at any time or place by the**
42 **president, or in his absence by the secretary upon the written request of any three members, or**

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 10

1 ~~twenty-five percent (whichever is more), of the executive committee. Meetings of the~~
2 ~~mission/field/section executive committee may be called at any time or place by the president, or~~
3 ~~should he be absent from the field, such meetings may be called by the secretary upon the written~~
4 ~~request of any three members of the mission/field/section executive committee.~~

5
6 **Sec. 5. Attendance at Meetings:** Where allowed by local law, executive committee
7 members may participate in meetings by means of an electronic conference or similar
8 communications by which all persons participating can hear each other at the same time,
9 and participation by such means shall constitute presence in person at such a meeting.

10
11 **Sec. 6. Notice of Meetings:** Notice as to time and place, and any other requirements
12 under this operating policy, ~~these bylaws~~, shall be provided to all members in a reasonable
13 manner at least 48 hours prior to the meeting if the meeting is to take place by electronic
14 conference or similar communications, or at least 96 hours if the meeting is to take place in
15 person.

16
17 **Sec. 7. Quorum:** Unless otherwise required in the Operating Policy, _____ members,
18 including the president, of the mission/field/section executive committee ~~executive~~
19 ~~committee~~, shall constitute a quorum.

20
21 **Article XI—Officers and Their Duties**

22
23 **Sec. 1. Executive Officers:** The executive officers of this mission/field/section shall be
24 a president, a secretary, and a treasurer/chief financial officer. The secretary and
25 treasurer/chief financial officer may be one individual known as the secretary-treasurer. **It is the**
26 **duty of these officers, in consultation with one another, to carry forward the work**
27 **according to plans, policies, and programs voted by the union executive committee, the**
28 **constituency in session, and/or the mission/field/section executive committee. These plans,**
29 **policies, and programs shall be in harmony with the Fundamental Beliefs and actions**
30 **adopted and approved by the General Conference of Seventh-day Adventists in its**
31 **quinquennial sessions.**

32
33 The mission/field/section executive officers ~~of this mission/field/section~~ shall be
34 appointed by the union at the time of its sessions, or by the union executive committee
35 between union sessions and shall hold office for the period of _____ years or until their
36 successors are appointed and enter upon their duties. ~~sessions. The executive officers shall~~
37 ~~be members of the local mission/field/section executive committee.~~ Vacancies in such offices
38 shall be filled by action of the union executive committee.

39
40 a. **President:** The president, who shall be an ordained minister of
41 experience, is the first officer and shall report to the executive committee of the mission/
42 field/section in consultation with the secretary and the treasurer/chief financial officer. He

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 11

1 shall act as chair of constituency meetings and of the mission/field/section executive
2 committee and serve in the general interests of the mission/field/section as the constituency
3 and the ~~mission/field/section~~ executive committee shall determine. In his leadership he shall
4 adhere to the policies of the _____ Union, the _____ Division, ~~Division~~ and of
5 the General Conference of Seventh-day Adventists, work in harmony with the union
6 executive ~~committee~~, committee and in close counsel with the union officers. When a local
7 mission/field/section president is to be absent from the field for prolonged periods of time, the
8 mission/field/section executive committee shall be authorized, in counsel with the union officers,
9 to appoint an individual to act as chair during such absence.

10
11 b. **Secretary:** The secretary, associated with the president as an executive
12 officer, shall serve under the direction of the executive committee and shall act as vice-
13 chair of the executive committee. The secretary shall report to the executive committee of
14 the mission/field/section after consultation with the president. It shall be the duty of the
15 secretary to keep the minutes of the constituency meetings ~~sessions~~ and of the executive
16 committee meetings, and to furnish copies of such to all members of the executive
17 committee and to the union officers. ~~officers of the _____ Union Mission/Section or~~
18 ~~Union Conference~~. The secretary shall also be responsible for providing information as
19 may be requested by the president or the ~~union and local mission/field/section~~ mission/
20 field/section, union, or division committees and shall perform such other duties as pertain
21 to the office.

22
23 c. ~~Treasurer/Chief Financial Officer:~~ The treasurer/chief Treasurer/Chief
24 Financial Officer: The treasurer/chief financial officer, associated with the president as an
25 executive officer, shall serve under the direction of the executive committee. The
26 treasurer/chief financial officer shall report to the executive committee of the mission/field/
27 section after consultation with the president. The treasurer/chief financial officer shall be
28 responsible for providing financial leadership to the organization which will include, but
29 shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with
30 the actions of the executive committee, for remitting all required funds to the union/
31 division/General Conference in harmony with the _____ Division policy, and for
32 providing financial information to the president and to the executive committee. The
33 treasurer/chief financial officer shall also be responsible for furnishing copies of the
34 financial statements to the union officers. ~~the _____ Union officers~~.

35
36 **Sec. 2. Other Officers:** Other individuals may serve as officers of the
37 mission/field/section, such as associate secretary and associate treasurer.

38
39 **Article XII—Directors of Departments/Associations/Services**
40

1 the _____ Mission/Field/Section of Seventh-day Adventists in regular or special
2 accounts in such banks or savings institutions as the mission/field/section executive
3 committee shall designate and shall be withdrawn only by persons authorized by resolution
4 of the mission/field/section executive committee.

5
6 **Sec. 4. Financial Statements:** The _____ Mission/Field/Section shall regularly
7 prepare statements of income and fund balances and shall be responsible for the filing of
8 copies of the annual financial statement with the _____ ~~Union~~, Union Conference or
9 Union Mission/Section and the Division and, to the extent required by law, with any branch
10 of local or national government.

11
12 **Article XIV—Budget, Employee Compensation Review, and Financial Audit**

13
14 **Sec. 1. Budget:** The _____ Mission/Field/Section shall prepare an annual
15 budget in harmony with the policies of the _____ Division of the General Conference
16 of Seventh-day Adventists.

17
18 **Sec. 2. Employee Compensation and Expense Review:** The executive committee shall
19 appoint an employee compensation and expense review committee, including a union
20 officer or one or more representatives appointed by the union executive committee. The
21 tasks of this committee are outlined in General Conference *Working Policy*.

22
23 **Sec. 3. Independent Audit:** ~~A financial audit~~ The financial statements of this
24 mission/field/section shall be audited at least annually ~~conducted at least annually~~ by an
25 auditor chosen in harmony with General Conference *Working Policy*; and the records of
26 this mission/field/section or any of its subsidiaries, agencies, or institutions shall at all times
27 be open to said auditor.

28
29 **Article XV—Dissolution and Disposition of Assets**

30
31 **This mission/field/section may be dissolved only by action of the union executive**
32 **committee.**

33
34 **In the event of the dissolution of this mission/field/section and unless otherwise**
35 **required by local law, all assets remaining after all claims have been satisfied shall be**
36 **transferred to a legal entity authorized by the _____ Division of the General**
37 **Conference of Seventh-day Adventists.**

38
39 **Article XVI—Indemnification**

40
41 **Sec. 1.** To the extent permitted by law, this mission/field/section shall indemnify any
42 person who was or is a party or is threatened to be made a party to any threatened, pending, or

225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT - 14

1 completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative,
2 because he/she is or was a member of the mission/field/section executive committee or an
3 officer, employee, or agent of the mission/field/section against expenses (including legal fees),
4 judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in
5 connection with such action, suit, or proceeding if he/she acted in good faith and in a manner
6 he/she reasonably believed to be in or not opposed to the best interest of the mission/field/
7 section, and, with respect to any criminal action or proceeding, had no reasonable cause to
8 believe his/her conduct was unlawful.

9
10 **Sec. 2.** This right of indemnification shall be in addition to, and not exclusive of, all other
11 rights to which such member of the executive committee, ~~officer~~ officer, or department director
12 may be entitled.

13
14 *(Note: This right of indemnification may be expanded or contracted as allowed under*
15 *local law and as adopted by the constituents.)*

16
17 **Article XVII—Amendments**

18
19 **At any annual meeting of the _____ Union Mission/Section or Union**
20 **Conference Executive Committee, this operating policy may be amended by a majority**
21 **vote (unless local law requires a higher majority), ~~vote,~~ provided that such amendments**
22 **shall not be inconsistent with the Constitution and Bylaws of the General Conference and**
23 **the working policy of the _____ Division of the General Conference of Seventh-day**
24 **Adventists, and with the spirit of the Mission/Field/Section Model Operating Policy.**
25 **However, those portions of this operating policy which are essential to the unity of the**
26 **Church worldwide and are designated in bold print shall only be amended or revised from**
27 **time to time by the _____ Union Mission/Section or Union Conference Executive**
28 **Committee in order to comply with changes to the Mission/Field/Section Model Operating**
29 **Policy as voted by the General Conference Executive Committee in its annual meetings.**