

POLICY AGENDA

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KCA 1. 225-20Ga	Union Conference Model Constitution and Bylaws - Policy Amendment [29]	D10
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1 SEC/OGC/224-20Ga/PolRev&Dev/ADCOM/Pre/SecC/TreC/GCDO20AC/SEC/
2 ADCOM(Steering)/20AC to HMM(DIV)

3
4 225-20Ga UNION CONFERENCE MODEL CONSTITUTION AND
5 BYLAWS - POLICY AMENDMENT

6
7 VOTED, To amend GC D 10, Union Conference Model Constitution and Bylaws, to
8 read as follows:

9
10 D 10 Union Conference Model Constitution and Bylaws

11 D 10 05 Union Conference Constitution and Bylaws—The following Union
12 Conference Model Constitution and Bylaws ~~Bylaws~~—~~This model constitution~~ shall be
13 followed as closely as possible by all union conferences. Those sections of the model
14 constitution and bylaws that appear in bold print are essential to the unity of the Church
15 worldwide and shall be included in the constitution and bylaws as adopted by each union
16 conference. Other sections of the model constitution and bylaws may be modified as set out in
17 Bylaw Article XII, provided they continue to be in full harmony with the provisions of this
18 model. Where specific cases require modification to text in bold print, final approval for such
19 modifications to any text in bold print must be studied and approved by the General
20 Conference Executive Committee after receiving a recommendation from the division
21 executive committee and the General Conference Administrative Committee. Amendments to
22 the Union Conference Model Constitution and Bylaws shall be made by action of the
23 Executive Committee of the General Conference of Seventh-day Adventists at any Annual
24 Council of that Committee.

25
26 Amendments to the Union Conference Model Constitution and Bylaws shall be made
27 by action of the Executive Committee of the General Conference of Seventh-day Adventists
28 at any Annual Council of that Committee.

29
30 **CONSTITUTION OF THE _____ UNION**
31 **CONFERENCE OF SEVENTH-DAY ADVENTISTS**

32
33 **Article I—Name**

34
35 **The name of this organization shall be the _____ Union Conference of**
36 **Seventh-day Adventists, hereinafter referred to as the union or union conference.**

37
38 **Article II—Purpose**

39
40 **The purpose of this union conference is to call all people within its territory to**
41 **become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the**
42 **three angels' messages (Revelation 14:6-12), and to prepare them for Christ's soon**
43 **return.**

44
45 **Article III—Relationships**

46
47 **The _____ Union Conference is a member unit of the global Seventh-day**
48 **Adventist Church and is located in the territory of the _____ Division of the**
49 **General Conference of Seventh-day Adventists. The purposes, policies, and procedures**

1 of this union conference shall be in harmony with the working ~~policies policies, actions,~~
2 and procedures enacted by the ~~Executive Committee~~ executive committee of
3 the _____ Division ~~and or~~ the General Conference of Seventh-day Adventists. This
4 union conference shall pursue the mission of the Seventh-day Adventist Church in
5 harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and
6 approved by the General Conference of Seventh-day Adventists at its sessions. ~~and~~
7 ~~initiatives adopted and approved by the General Conference of Seventh-day Adventists~~
8 ~~in its quinquennial sessions.~~

9
10 **Article IV—Geographic Territory**

11
12 The territory of this union conference shall consist of _____.

13
14 **Article V—Membership/Constituency**

15
16 The membership/constituency of this union conference shall consist of such local
17 conferences and local missions/fields/sections as have been or shall be organized in any
18 part of the geographic territory under its jurisdiction and formally approved for
19 membership by vote of the delegates at any regular or special union constituency
20 meeting.

21
22 **Article VI—Bylaws**

23
24 The members of this union conference, acting in and through a constituency
25 meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any
26 provision not inconsistent with the constitution.

27
28 **Article VII—Dissolution and Disposition of Assets**

29
30 This union conference may be dissolved only by a two-thirds (2/3) majority vote
31 of the delegates present and voting at any constituency meeting.

32
33 In the event of the dissolution of this union conference and unless otherwise
34 required by local law, all assets remaining after all claims have been satisfied shall be
35 transferred to a legal entity authorized by the _____ Division of the General
36 Conference of Seventh-day Adventists.

37
38 **Article VIII—Amendments**

39
40 The bolded text of this constitution and bylaws shall not be amended except to
41 conform to the union conference model constitution and bylaws when it is amended by
42 action of the General Conference Executive Committee at an Annual Council. Such
43 amendments shall be adopted into the union's constitution and bylaws by a simple
44 majority vote (unless local law requires a higher majority) of delegates present and
45 voting at a union conference constituency meeting. This union may amend the unbolded
46 text of the constitution and bylaws from time to time, at a union conference constituency
47 meeting, provided any such changes are in harmony with the spirit and intent of the
48 model constitution and bylaws. ~~constitution.~~ Such amendments shall require an
49 affirmative vote of two-thirds (2/3) of the delegates present and voting. ~~The union~~
50 ~~constituency meeting and/or the union conference executive committee may recommend~~

1 ~~to the General Conference through the _____ Division of the General Conference~~
2 ~~of Seventh-day Adventists, amendments to the model constitution.~~

3
4 **BYLAWS OF THE _____ UNION**
5 **CONFERENCE OF SEVENTH-DAY ADVENTISTS**

6
7 **Article I—Principal Office**

8
9 **The principal office for the transaction of the business of the**
10 **Union Conference is fixed and located at _____, _____. In an emergency, the**
11 **executive committee may change the location of the principal office on a temporary**
12 **basis.**

13
14 **Article II—Membership/Constituency Meetings**

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

31
32 a. A notice printed in the official publication of the union conference at
33 least four weeks before the date of the session, or

34
35 b. A method approved by the _____ Union Conference Executive
36 Committee, provided all member units receive notice with sufficient time to select delegates.

37
38 c. A method approved by the _____ Division Executive
39 Committee, in the event of inaction or failure to call a constituency meeting by
40 the _____ Union Conference Executive Committee.

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

43
44 1) It is voted by the executive committee, or

45
46 2) It is voted by the delegates at any constituency meeting, or

47

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

1 3) It is requested by _____ percent of the executive committees
2 of the conferences and missions/fields/sections within the union conference, or

3
4 4) It is voted by the _____ Division Executive Committee
5 or the General Conference Executive Committee.

6
7 The date for such a meeting in response to paragraphs 3) and 4) above shall not
8 be more than 90 days from the date when the actions described in paragraphs 3) and 4)
9 above are communicated to the officers/executive committee of the union.

10
11 b. In the absence of a timely response by the union executive
12 committee to paragraphs 2) through 4) in Sec. 2. a. above, the _____ Division
13 Executive Committee or General Conference Executive Committee may call a special
14 constituency meeting of the union conference and designate the time and place for such
15 a meeting.

16
17 c. The agenda for special constituency meetings shall be included in
18 the notice of the meeting.

19
20 d. Notice as to the time and place of special constituency meetings
21 shall be given in the same manner as for regularly scheduled constituency meetings.

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

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

40
41 In a similar manner, arrangements may be made for a secretary *pro tem* if the
42 secretary's office is vacant or the secretary is unavailable to serve at the constituency
43 meeting. When the election of a secretary has been completed, the new secretary, ~~or re-~~
44 ~~elected~~ secretary, if present at the constituency meeting, shall replace the secretary *pro*
45 *tem*.

46
47 ~~A person who is not reelected at a constituency meeting does not thereby lose~~
48 ~~delegate status at the current constituency meeting.~~

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

7
 8 The phrase “for cause” when used in connection with removal from an elected or
 9 appointed position, or from employment, shall include but not be limited to 1) incompetence;
 10 2) persistent failure to cooperate with duly constituted authority in substantive matters and
 11 with relevant employment and denominational policies; 3) actions which may be the subject
 12 of discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular
 13 standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6)
 14 conviction of or guilty plea for a crime.

15
 16 ~~Sec. 11, Sec. 12.~~ **Election of Local Mission/Field/Section Officers and Term of**
 17 **Office: a. Elections: ~~The presidents, secretaries, and treasurers/~~chief financial officers**
 18 **The president, secretary, and treasurer/chief financial officer of local**
 19 **missions/fields/sections within the territory of this union conference shall be elected by**
 20 **the union constituency meeting ~~conference in regular session~~ or by the union executive**
 21 **committee between constituency meetings. ~~sessions.~~**

22
 23 **b. Term of Office: Local mission/field/section officers elected at the**
 24 **constituency meeting normally serve until a midterm meeting of the union executive**
 25 **committee, unless they resign, voluntarily retire, retire in situations where a mandatory**
 26 **retirement age policy is in effect, or are removed from office, for cause, by the union**
 27 **conference executive committee or by a special constituency meeting (see definition of**
 28 **“for cause” in ~~Sec. 10, Sec. 11,~~ paragraph b. above).**

29
 30 *(Note: Section 11 above is applicable to union conferences in whose territory there is*
 31 *a local mission/field/section.)*

32
 33 **Article III—Representation at Constituency Meetings**

34
 35 **Sec. 1. Regular Delegates—Each member organization shall be represented at**
 36 **union conference constituency meetings by duly appointed delegates as follows:**

37
 38 **a. Each local conference or local mission/field/section shall be entitled**
 39 **to one delegate without regard to conference or mission/field/section membership and**
 40 **one additional delegate for each _____ church members or major fraction thereof.**

41
 42 **b. Such delegates shall be chosen, by the respective local conference**
 43 **or local mission/field/section executive committees, from among those who hold**
 44 **membership in a duly organized local church within the respective conference or**
 45 **mission/field/section or from among those who are employees of the member**
 46 **organization.**

47
 48 **c. The delegation from each conference or mission/field/section, if**
 49 **comprised of three or more individuals, shall include representation from laity, pastors,**

1 and/or other frontline employees of the respective conference or mission/field/section
2 and include ~~male~~ males and females.

3
4 **Sec. 2. Delegates At-Large—Delegates at-large to a union conference**
5 **constituency meeting ~~consist of:~~ include:**

6
7 a. **The current members of the executive committee of this union**
8 **conference.**

9
10 b. **Such other persons from the union conference staff, institutions**
11 **owned and operated by the union, and local conferences or local missions/fields/sections,**
12 **as may be recommended by the union conference executive committee and accepted by**
13 **the delegates in the constituency meeting. The number of such delegates shall not exceed**
14 **ten percent of the total number of regular delegates provided for hereinabove.**

15
16 c. **Members of the General Conference and _____ Division**
17 **executive committees, who may be present at any constituency meeting of this union**
18 **conference. The number of such delegates shall not exceed ten percent of the total**
19 **number of delegates otherwise provided for.**

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

24
25 **Sec. 3. Church Membership Requirement: All delegates appointed to represent**
26 **the members of this union conference at any constituency meeting shall be members in**
27 **regular standing of the Seventh-day Adventist Church.**

28
29 **Article IV—Constituency Meeting Committees**

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

38
39 **Prior to each union conference constituency meeting, the executive committee**
40 **shall provide for such temporary committees as may be necessary to conduct the**
41 **preliminary work for the session.**

42
43 **To facilitate the business of the session, constituency meeting committees may**
44 **convene by means of an electronic conference or similar communications by which all**
45 **persons participating can hear each other at the same time. **These committees include:****
46 **Committees that facilitate the business of the session include:**

47
48 **Sec. 1. Organizing Committee: a. An organizing committee for each constituency**
49 **meeting shall be appointed. It shall consist of _____ representatives from each local**
50 **conference or local mission/field/section, _____ representatives from the health care**

1 **system/institution(s) serving the union, one representative from each of the union**
2 **conference operated institutions, and the president of the _____ Division, or his**
3 **designee, who shall serve as chair.** Organizing Committee: a. An organizing committee for
4 each constituency meeting shall be appointed. It shall consist of _____ representatives from
5 each local conference or local mission/field/section, _____ representatives from the health
6 care system/institution(s) serving the union, one representative from each of the union
7 conference operated institutions, and the president of the _____ Division, or his
8 designee, who shall serve as chair.

9
10 **b. The members of the organizing committee shall be appointed by**
11 **their respective delegate groups as one of the first items of business at each regularly**
12 **scheduled constituency meeting.** The members of the organizing committee shall be
13 appointed by their respective delegate groups as the first item of business at each regularly
14 scheduled constituency meeting.

15
16 **c. The organizing committee shall nominate, and The organizing**
17 **committee shall nominate, and the constituency shall elect:**

- 18 1) A nominating committee
- 19 2) A constitution and bylaws committee
- 20 3) Other committees as may be necessary.

21
22
23
24
25 **Sec. 2. Nominating Committee:** The nominating committee shall consist of at
26 least _____ and not more than _____ members, including the president of
27 the _____ Division, or his designee, who shall serve as chair. The membership of
28 the committee shall be balanced, as nearly as possible, between denominational workers
29 and laypersons representing various segments of the work and territories of the **union.**
30 **conference.**

31
32 **a. Those chosen as members of the Nominating Committee must be**
33 **duly appointed delegates in attendance at the constituency meeting.**

34 **b. Persons holding elective office, as outlined in Article II, ~~Sec. 10.~~**
35 **~~and 11.~~ Sec. 11, and 12, in the current term, excluding non-ex officio members of the**
36 **executive committee, shall not be eligible to serve on the Nominating Committee.**

37
38 **c. The Nominating Committee shall limit its nominations to those**
39 **positions for which persons are to be elected at the constituency meeting and for which**
40 **budgetary provisions have been made.**

41
42 **d. The Nominating Committee shall also nominate members for the**
43 **union executive committee and for the boards of union institutions whose bylaws**
44 **indicate that board members for the entity are elected at a union constituency meeting.**

45
46 **Sec. 3. Standing Constitution and Bylaws Committee:** The standing constitution
47 and bylaws committee shall include an officer of the _____ Division and shall be
48 chaired by the secretary of the _____ Union Conference, or his/her designee. This
49 committee shall function between the regularly scheduled sessions of the constituency

1 and shall submit its reports and detailed recommendations through the executive
 2 committee to the next regular constituency meeting.

3
 4 **Article V—Executive Committee**

5
 6 **Sec. 1. Membership of Executive Committee:** The executive committee of
 7 the _____ Union Conference of Seventh-day Adventists shall be elected at its
 8 regularly scheduled constituency meeting and shall consist of not more
 9 than _____ members. The president, secretary, treasurer/chief financial officer, vice
 10 president(s), the chief administrator of each union conference institution, and the presidents
 11 of constituent conferences or missions/fields/sections shall be members ex officio of the
 12 executive committee. The remaining membership shall include laypersons, departmental
 13 directors, pastors, or other denominational employees. The officers of
 14 the _____ Division and of the General Conference of Seventh-day Adventists are
 15 members ex officio of the union conference executive committee; however, their
 16 membership shall be in addition to the number detailed above. Any such officers
 17 exercising their voting rights at any one meeting shall not make up more than ten
 18 percent of the committee membership present.

19
 20 *(Note: A union constituency may indicate in its bylaws the minimum percentage of*
 21 *laypersons on the union executive committee.)*

22
 23 **Sec. 2. Delegated Authority:** The executive committee of this union conference,
 24 unless replaced at a special constituency meeting, is delegated the authority to act on
 25 behalf of the constituents between constituency meetings, ~~regular sessions~~, including the
 26 authority to remove for cause (see definition of “for cause” in Article II, ~~Sec. 10~~, Sec. 11
 27 above), persons who have been elected at a union constituency meeting, including
 28 officers of the union conference or local missions/fields/sections, directors of
 29 departments/services, chief administrators of institutions, and members of boards and
 30 committees whose election or appointment is a result of a constituency meeting or
 31 executive committee meeting action and to fill, for the remaining portion of the term,
 32 any vacancies thus created. The removal of those named under Article VI, Sec. 1. shall
 33 require the affirmative vote of two-thirds (2/3) of those voting at a union executive
 34 committee meeting where a majority of members is present.

35
 36 **Sec. 3. Administrative Authority:** The executive committee shall have full
 37 administrative authority:

38
 39 a. To fill for the current term any vacancies that may occur by death,
 40 resignation or otherwise, in its boards, committees, departments, or in offices which have
 41 been filled by union conference constituency meeting election. **If a new president is to be**
 42 **elected, the president of the _____ Division, or his designee, shall serve as chair of**
 43 **the executive committee.**

44
 45 b. To appoint committees, such as an administrative committee, with their
 46 terms of reference.

47
 48 c. To employ such personnel as may be necessary to execute its work
 49 effectively.

1 d. To grant and withdraw credentials and licenses. The withdrawal of
2 credentials shall require the consent of two thirds (2/3) of the members of the union
3 conference executive committee.
4

5 **Sec. 4. Regular Meetings:** The executive committee may schedule regular meetings at
6 such times and places as it may select.
7

8 **Sec. 5. Special Meetings:** Special meetings of the executive committee may be called
9 at any time or place by the president or, in his absence, by the secretary. In response to the
10 written request of a majority of the members of the executive committee a special meeting
11 shall also be called by the secretary.
12

13 **Sec. 6. Attendance at Meetings:** Where allowed by local law, executive committee
14 members may participate in meetings by means of an electronic conference or similar
15 communications by which all persons participating can hear each other at the same
16 time, and participation by such means shall constitute presence in person at such a
17 meeting.
18

19 **Sec. 7. Notice of Meetings:** Notice as to time and place, and any other
20 requirements under these bylaws, shall be provided to all members in a reasonable
21 manner at least 48 hours prior to the meeting if the meeting is to take place by electronic
22 conference or similar communications, or at least 96 hours if the meeting is to take place
23 in person.
24

25 **Sec. 8. Quorum:** _____ members of the executive committee, including the chair or
26 vice-chair, shall constitute a quorum.
27

28 **Article VI—Officers and Their Duties**

29

30 **Sec. 1. Executive Officers:** The executive officers of this union conference shall be
31 a president, a secretary, and a treasurer/chief financial officer. The secretary and
32 treasurer/chief financial officer may be one individual known as the secretary-treasurer. It is
33 the duty of these officers, in consultation with one another, to carry forward the work
34 according to plans, policies, and programs voted by the division executive committee, by
35 the constituency in session, and/or the union executive committee. These plans, policies,
36 and programs shall be in harmony with the Fundamental Beliefs and actions adopted
37 and approved by the General Conference of Seventh-day Adventists in its quinquennial
38 sessions.
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 union
42 conference in consultation with the secretary and the treasurer/chief financial officer.
43 He shall act as chair of constituency meetings ~~and~~ of the union executive committee and
44 serve in the general interests of the union conference as the constituency and the
45 executive committee shall determine. In his leadership he shall adhere to the policies of
46 the _____ Division and of the General Conference of Seventh-day Adventists, work
47 in harmony with the _____ ~~Division executive committee,~~ the division executive
48 committee and in close counsel with the division officers.
49

1 **b. Secretary:** The secretary, associated with the president as an
 2 executive officer, shall serve under the direction of the executive committee and shall act
 3 as vice-chair of the executive committee. The secretary shall report to the executive
 4 committee of the union conference after consultation with the president. It shall be the
 5 duty of the secretary to keep the minutes of the union conference constituency meetings
 6 and of the executive committee meetings; to furnish copies of these minutes to all
 7 members of the executive committee and to the division officers. The secretary shall also
 8 be responsible for providing information as may be requested by the president or by the
 9 union or division executive committee; and shall perform such other duties as usually
 10 pertain to the office.

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

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

27
 28 **Article VII—Directors of Departments/Associations/Services**

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

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

42
 43 **Article VIII—Other Organizations**

44
 45 **Sec. 1. Unincorporated Organizations:** The _____ Union Conference may carry
 46 on its ministry through unincorporated subsidiary organizations. Constituency meetings of
 47 such organizations shall be held in conjunction with the regularly scheduled constituency
 48 meetings of the union conference.

1 **this union conference or any of its subsidiaries, agencies, or institutions shall at all times**
2 **be open to said auditor.**

3
4 **Article XI—Indemnification**
5

6 **Sec. 1.** To the extent permitted by law, this union conference shall indemnify any
7 person who was or is a party or is threatened to be made a party to any threatened, pending, or
8 completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative,
9 because he/she is or was a member of the union conference executive committee or an officer,
10 employee, or agent of the union conference against expenses (including legal fees),
11 judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her
12 in connection with such action, suit, or proceeding if he/she acted in good faith and in a
13 manner he/she reasonably believed to be in or not opposed to the best interest of the union
14 conference, and, with respect to any criminal action or proceeding, had no reasonable cause to
15 believe his/her conduct was unlawful.

16
17 **Sec. 2.** This right of indemnification shall be in addition to, and not exclusive of, all
18 other rights to which such member of the executive committee, ~~officer~~ officer, or department
19 director may be entitled.

20
21 *(Note: This right of indemnification may be expanded or contracted as allowed under*
22 *local law and as adopted by the constituents.)*
23

24 **Article XII—Amendments**
25

26 **Amendment, Revision and Repeal:** The constitution and bylaws of this union
27 conference which are essential to the unity of the Church worldwide and are designated
28 in bold print shall be amended or revised from time to time in order to comply with
29 changes to the Model Union Conference Constitution and Bylaws as voted by the
30 General Conference Executive Committee in its annual meetings. Such amendments or
31 revisions shall be approved by a simple majority vote (unless local law requires a higher
32 majority) of the delegates present and voting at any duly called constituency meeting of
33 the union conference. Other sections of the constitution and bylaws may be amended,
34 revised, or repealed by an affirmative vote of two-thirds (2/3) of those present and
35 voting, provided such changes are in harmony with the spirit of the Union Conference
36 Model Constitution and Bylaws, and have been processed through the union conference
37 executive committee. Notice of any proposed changes to the Bylaws of this union
38 conference shall be given specifically in conjunction with the publication of notice for
39 the constituency meeting.

40
41 ~~The constituency or the union conference executive committee may recommend~~
42 ~~to the General Conference through the _____ Division of the General Conference~~
43 ~~of Seventh-day Adventists amendments to the Union Conference Model Bylaws.~~
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SEC/OGC/224-20Gb/PolRev&Dev/ADCOM/Pre/SecC/TreC/GCDO20AC/SEC/
ADCOM(Steering)/20AC to HMM(DIV)

225-20Gb UNION MISSION/SECTION MODEL OPERATING
POLICY - POLICY AMENDMENT

VOTED, To amend GC D 15, Union Mission/Section Model Operating Policy, to
read as follows:

D 15 Union Mission/Section Model Operating Policy

D 15 05 Union Mission/Section—The following Union Mission/Section Model
Operating Policy shall be followed as closely as possible by all union missions/sections.
Those sections of the model operating policy that appear in bold print are essential to the
unity of the Church worldwide and shall be included in the operating policy for each union
mission/section. Other sections of the model operating policy may be modified as set out in
Article XIV, provided they continue to be in full harmony with the provisions of this model.
Where specific cases require modification to text in bold print, final approval for such
modifications to any text in bold print must be studied and approved by the General
Conference Executive Committee after receiving a recommendation from the division
executive committee and the General Conference Administrative Committee. Any
modifications needed to meet specific conditions in a union mission/section shall be
submitted to the respective division executive committee for consideration. Amendments to
the Union Mission/Section Model Operating Policy shall be made by action of the Executive
Committee of the General Conference of Seventh-day Adventists at any Annual Council of
that Committee.

1 Amendments to the Union Mission/Section Model Operating Policy shall be made by
2 action of the Executive Committee of the General Conference of Seventh-day Adventists at
3 any Annual Council of that Committee.

4
5 **Operating Policy of the _____ Union**
6 **Mission/Section of Seventh-day Adventists**

7
8 **Article I—Name**

9
10 **The name of this organization shall be the _____ Union Mission/Section of**
11 **Seventh-day Adventists, hereinafter referred to as the union or union mission/section.**

12
13 **Article II—Purpose**

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

18
19 **Article III—Relationships**

20
21 **The _____ Union Mission/Section is a member unit of the global Seventh-**
22 **day Adventist Church and is located in the territory of the _____ Division of the**
23 **General Conference of Seventh-day Adventists. The purposes, policies, and procedures**
24 **of this union mission/section shall be in harmony with the working ~~policies policies,~~**
25 **~~actions,~~ and procedures enacted by the ~~Executive Committee~~ executive committee of**
26 **the _____ Division ~~and or~~ the General Conference of Seventh-day Adventists. This**
27 **union mission/section shall pursue the mission of the Seventh-day Adventist Church in**
28 **harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and**
29 **approved by the General Conference of Seventh-day Adventists at its sessions. ~~and~~**
30 **~~initiatives adopted and approved by the General Conference of Seventh-day Adventists~~**
31 **~~in its quinquennial sessions.~~**

32
33 **Article IV—Geographic Territory**

34
35 **The territory of this union mission/section shall consist of _____.**

36
37 **Article V—Membership/Constituency**

38
39 **The membership of this union mission/section shall consist of such local**
40 **conferences or local missions/fields/sections as have been or shall be organized in any**
41 **part of the territory served by the union and which have been formally approved for**
42 **membership by vote of the delegates at any ~~union mission/section~~ regular or special**
43 **union constituency meeting.**

44
45 **Article VI—Principal Office**

46
47 **The principal office for the transaction of the business of the _____ Union**
48 **Mission/Section is fixed and located at _____, _____. The executive**
49 **committee of the _____ Division may change the location of the principal office.**

Article VII—Membership/Constituency Meetings

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

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

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

c. A method approved by the _____ **Division Executive Committee, in the event of inaction or failure to call a constituency meeting by the _____ Union Mission/Section Executive Committee.**

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

1) It is voted by the executive committee, or

2) It is voted by the delegates at any constituency meeting, or

3) It is requested by _____ percent of the executive committees of the conferences ~~or~~ and missions/fields/sections within the union mission/section, or

4) It is voted by the _____ **Division Executive Committee or the General Conference Executive Committee.**

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

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

1 **b. In the absence of a timely response by the union executive**
 2 **committee to paragraphs 2) through 4) in Sec. 2. a. above the _____ Division**
 3 **Executive Committee or the General Conference Executive Committee may call a**
 4 **special constituency meeting of the union mission/section and designate the time and**
 5 **place for such a meeting.**

6
 7 **c. The agenda for special constituency meetings shall be included in**
 8 **the notice of the meeting.**

9
 10 **d. The Notice as to the time and place of special constituency meetings**
 11 **shall be given in the same manner as for regularly scheduled constituency meetings.**

12
 13 **Sec. 3. Virtual Attendance at Constituency Meetings: Generally, regular and**
 14 **specially called constituency meetings are to be held in person and onsite. However, delegates**
 15 **when requested by the executive committee, and if permitted by local law, may participate by**
 16 **means of an electronic conference or similar communications by which all persons can hear**
 17 **each other at the same time, and participation by such means shall constitute presence in**
 18 **person and attendance at such a meeting.**

19
 20 **~~Sec. 3.~~ Sec. 4. Chair and Secretary for Constituency Meetings: The president of**
 21 **this union mission/section shall serve as chair and the secretary of this union shall serve**
 22 **as secretary for constituency meetings of this union. The president may designate other**
 23 **individuals to assist in chair duties from time to time. In the event that the president’s**
 24 **office is vacant or that the president is unavailable to serve as chair, the ranking division**
 25 **officer present shall serve as chair for the meeting.**

26
 27 **~~In a similar manner, arrangements~~ Arrangements may be made for a secretary**
 28 ***pro tem* if the secretary’s office is vacant or the secretary is unavailable to serve at the**
 29 **constituency meeting.**

30
 31 **~~Sec. 4.~~ Sec. 5. Regular Meeting Business: The business of the regular constituency**
 32 **meeting will include the election/appointment of personnel for various positions (see Sec.**
 33 **11. and 12. below), ~~Sec. 10. and 11. below,~~ the receipt of reports from the president,**
 34 **secretary, treasurer/chief financial officer (report based on audited statements),**
 35 **departmental directors, and the auditor. In addition, the constituency meeting shall**
 36 **review/create plans for moving the union mission/section toward union conference**
 37 **status. It shall also endorse/approve/ develop plans for the conduct of the work as are**
 38 **desirable and in harmony with the policies of the _____ Division.**

39
 40 **~~Sec. 5.~~ Sec. 6. Quorum: At least _____ percent of the delegates authorized hereinafter**
 41 **under Sec. 1. and 2. of Article VIII must be present at the opening of any regular or special**
 42 **constituency meeting to constitute a quorum for the transaction of business. Once the meeting**
 43 **is declared open, the delegates remaining shall constitute a quorum.**

44
 45 **~~Sec. 6.~~ Sec. 7. Proxy Voting: All delegates must be present in person at any**
 46 **constituency ~~meeting~~ meeting, or participating by electronic means, in order to be eligible**
 47 **to vote. There shall be no voting by proxy.**

48
 49 **~~Sec. 7.~~ Sec. 8. Voting Rights of the Delegates: Each delegate appointed to act on**
 50 **behalf of the members of this union mission/section shall be entitled to one vote on each**

1 question to be decided by the body. The voting rights of the individual delegates representing
 2 the members as hereinafter provided shall be limited to the particular constituency meeting of
 3 the union mission/ section in which they have been designated to represent a local conference
 4 or local mission/field/section, institution, the Division, or the General Conference of Seventh-
 5 day Adventists.

6
 7 **~~Sec. 8.~~ Sec. 9. Voting:** The voting on matters of business shall normally be by *viva*
 8 *voce*. The chair may call for the vote by other means, including a secret ballot, when it is
 9 deemed advisable or is requested by the membership. Votes cast remotely shall have the
 10 same validity as if the delegates met and voted onsite.

11
 12 **~~Sec. 9.~~ Sec. 10. Parliamentary Authority:** The parliamentary authority for
 13 constituency meetings pertaining to all rules and procedures not covered by its bylaws shall
 14 be based on those published in the *General Conference Rules of Order*, and any adaptation or
 15 supplement approved by the division executive committee, unless otherwise determined by a
 16 two-thirds (2/3) majority vote of the constituency meeting.

17
 18 **~~Sec. 10.~~ Sec. 11. Elections/Appointments and Term of Office: a. Elections:** The
 19 president, secretary, and treasurer/chief financial officer of this union mission/section
 20 shall be elected by the division executive committee rather than by the session of this
 21 union mission/section. The election of departmental directors, associate departmental
 22 directors, associate secretaries, or associate treasurers for this union mission/section, if
 23 not determined by the delegates at the union constituency meeting, shall be referred to
 24 the executive committee for appointment. The union constituency meeting shall also
 25 elect the members (other than *ex officio*) of the union executive committee and, where
 26 required by the governance documents of union institutions, the chief administrator(s)
 27 and board members of such entities.

28
 29 **b. Term of Office:** Persons elected at the constituency meeting and
 30 those appointed by the executive committee normally serve until the next regular
 31 constituency meeting. However, their period of service may be shorter due to
 32 resignation, voluntary retirement, retirement in situation where a mandatory retirement
 33 age policy is in effect, or removal from office, for cause, by the executive committee or a
 34 special constituency meeting.

35
 36 The phrase “for cause” when used in connection with removal from an elected or
 37 appointed position, or from employment, shall include but not be limited to 1) incompetence;
 38 2) persistent failure to cooperate with duly constituted authority in substantive matters and
 39 with relevant employment and denominational policies; 3) actions which may be the subject
 40 of discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular
 41 standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6)
 42 conviction of or guilty plea for a crime.

43
 44 **~~Sec. 11.~~ Sec. 12. Election of Local Mission/Field/Section Officers and Term of**
 45 **Office: a: Elections:** The president, secretary, and treasurer/chief financial officer of
 46 local missions/fields/sections within the territory of this union mission/section shall be
 47 elected by the union constituency meeting or by the union executive committee between
 48 constituency meetings.

1 **b. Term of Office: Local mission/field/section officers elected at the**
2 **constituency meeting normally serve until a midterm meeting of the union executive**
3 **committee, unless they resign, voluntarily retire, retire in situations where a mandatory**
4 **retirement age policy is in effect, or are removed from office, for cause, by the union**
5 **executive committee or by a special constituency meeting (see definition of “for cause” in**
6 **Sec. 10, paragraph b. above).**

7
8 *(Note: ~~See. 11.~~ Sec. 12. above is applicable to union missions/sections in whose*
9 *territory there is a local mission/field/section.)*

10
11 **Article VIII—Representation at Constituency Meetings**

12
13 **Sec. 1. Regular Delegates—Each member organization shall be represented at**
14 **union mission/section constituency meetings by duly appointed delegates as follows:**

15
16 **a. Each local conference or local mission/field/section shall be entitled**
17 **to one delegate without regard to conference or mission/field/section membership and**
18 **one additional delegate for each _____ church members or major fraction thereof.**

19
20 **b. Such delegates shall be chosen, by the respective local conference or**
21 **local mission/field/section executive committees, from among those who hold**
22 **membership in a duly organized local church within the respective conference or**
23 **mission/field/section or from among those who are employees of the member**
24 **organizations. ~~Such delegates shall be chosen by the respective local executive~~**
25 **~~committees from among those who hold membership in a duly organized local church~~**
26 **~~within the respective conference or mission/field/section.~~**

27
28 **c. The delegation from each conference or mission/field/section if**
29 **comprised of three or more individuals shall include representation from laity, pastors,**
30 **and/or other frontline employees of the respective conference or mission/field/section**
31 **and include ~~male~~ males and females.**

32
33 **Sec 2. Delegates At-Large: Delegates at-large to a union mission/section**
34 **constituency meeting shall be: include:**

35
36 **a. The current members of the executive committee of this union**
37 **mission/section.**

38
39 **b. Such other persons from the union mission/section staff, institutions**
40 **owned and operated by the union, institutions operated by the division and located within**
41 **the union territory, and local conferences or local missions/fields/sections, as may be**
42 **recommended by the union mission/section executive committee and accepted by the**
43 **delegates in the constituency meeting. The number of such delegates shall not exceed ten**
44 **percent of the total number of regular delegates provided for hereinabove.**

45
46 **c. Members of the General Conference and _____ Division**
47 **executive committees, who may be present at any constituency meeting of this union**
48 **mission/section. The number of such delegates shall not exceed ten percent of the total**
49 **number of delegates otherwise provided for.**

1 **d. A person who is not elected to a new term of office at a constituency**
2 **meeting does not thereby lose delegate status at the current constituency meeting.**
3

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

8 **Article IX—Constituency Meeting Committees**
9

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

18 **Prior to each union mission/section constituency meeting, ~~meeting of this union~~**
19 **~~mission/section~~, the executive committee shall provide for such temporary committees as**
20 **may be necessary to conduct the preliminary work for the session.**
21

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

27 **Sec. 1. Organizing Committee: a. An organizing committee for each constituency**
28 **meeting shall be appointed. It shall consist of _____ representative(s) from each local**
29 **conference or local mission/field/section, _____ representative(s) from each union**
30 **mission/section-operated institution or division-operated institution located in this union**
31 **territory, and the president of the _____ Division, or his designee, who shall serve**
32 **as chair.**
33

34 **b. The members of the organizing committee shall be appointed by**
35 **their respective delegates as one of the first item of business at each regularly scheduled**
36 **constituency meeting.**
37

38 **c. The organizing committee shall nominate, and the constituency**
39 **shall elect:**
40

41 **1) A nominating committee.**
42

43 **2) Other committees as may be necessary.**
44

45 **Sec. 2. Nominating Committee: The nominating committee shall consist of at**
46 **least _____ and not more than _____ members, including the president of**
47 **the _____ Division, or his designee, who shall serve as chair. The membership of the**
48 **committee shall be balanced, as nearly as possible, between denominational workers and**
49 **laypersons representing various segments of the work and territories of the union.**
50 **~~conference.~~**

1
2 a. Those chosen as members of the Nominating Committee must be
3 duly appointed delegates in attendance at the constituency meeting.

4
5 b. Persons holding elective office, as outlined in Article VII, Sec. 10.
6 and 11. in the current term, excluding non-ex officio members of the executive committee,
7 shall not be eligible to serve on the Nominating Committee.

8 c. The Nominating Committee shall limit its nominations to those
9 positions for which persons are to be elected at the constituency meeting and for which
10 budgetary provisions has been made.

11
12 d. The Nominating Committee shall also nominate members for the
13 union executive committee and for the boards of union institutions whose bylaws
14 indicate that board members for the entity are elected at a union constituency meeting.

15
16 Article X—Executive Committee

17
18 Sec. 1. Membership of Executive Committee: The executive committee of
19 the _____ Union Mission/Section of Seventh-day Adventists shall be elected at its
20 regularly scheduled constituency meeting and shall consist of not more
21 than _____ members, the actual number to be determined by the _____ Division
22 Executive Committee. The president, the secretary, and treasurer/chief financial officer,
23 and the presidents of constituent conferences or missions/fields/sections shall be
24 members ex officio of the executive committee. The remaining membership shall include
25 laypersons, departmental directors, pastors, or other denominational employees. The
26 officers of the _____ Division and of the General Conference of Seventh-day
27 Adventists are members ex officio of the union mission/section executive committee;
28 however, their membership shall be in addition to the number detailed above. Any such
29 officers exercising their voting rights at any one meeting shall not make up more than
30 ten percent of the committee membership present. Sec. 1. Membership of Executive
31 Committee: The executive committee of the _____ Union Mission/Section shall
32 consist of not more than _____ members, the actual number to be determined by
33 the _____ Division Executive Committee. The union president, the union secretary
34 and treasurer/chief financial officer, and the presidents of local conferences or local
35 missions/fields/section shall be members ex officio, the other members being elected at
36 the union constituency meeting. The officers of the _____ Division and of the
37 General Conference of Seventh-day Adventists are members ex officio of the union
38 mission/section executive committee; however, their membership shall be in addition to
39 the number detailed above. Any such officers exercising their voting rights at any one
40 meeting shall not make up more than ten percent of the committee membership present.

41
42 *(Note: The division may indicate in this operating policy the minimum percentage of*
43 *laypersons on the union executive committee.)*

44
45 Sec. 2. Delegated Authority: The executive committee of this union
46 mission/section mission/section, unless replaced at a special constituency meeting, is
47 delegated the authority to act on behalf of the constituents between constituency
48 meetings, including the authority to remove, for cause (see definition of “for cause” in
49 Article VII, Sec. 10 above), persons who have been elected at a union constituency
50 meeting including officers of local missions/fields/ sections, directors of

1 departments/services, chief administrators of institutions, and members of boards and
 2 committees whose election or appointment is a result of constituency meeting or
 3 executive committee meeting action and to fill, for the remaining portion of the term of
 4 office, any vacancies thus created. (The offices of union mission/section president,
 5 secretary, and treasurer/chief financial officer are always filled by action of the division
 6 executive committee.) The removal of those named under Article VII, Sec. 10. shall
 7 require the affirmative vote of two-thirds (2/3) of those voting at a union executive
 8 committee meeting where a majority of members is present, including: officers of local
 9 missions/fields/sections; directors of departments/services; chief administrators of
 10 institutions; and board/committee members whose election or appointment is a result of
 11 constituency meetings or executive committee action; and to fill, for the remaining
 12 portion of the term, any vacancies thus created.

13
 14 **Sec. 3. Administrative Authority: The executive committee shall have full**
 15 **administrative authority:**

16
 17 a. To fill for the current term office any vacancies that may occur by
 18 death, resignation, or otherwise, in its boards, committees, departments, or in offices which
 19 have been filled by union mission/section constituency meeting election. ~~To fill for the~~
 20 ~~current term any vacancies that may occur by death, resignation, or otherwise, in its~~
 21 ~~boards, committees, departments, or in offices which have been filled by union~~
 22 ~~mission/section constituency meeting election.~~

23
 24 b. To appoint committees, such as an administrative committee, with their
 25 terms of reference. ~~To appoint committees, such as an administrative committee, with~~
 26 ~~their terms of reference.~~

27
 28 c. To employ such personnel as may be necessary to execute its work
 29 effectively. ~~To employ such personnel as may be necessary to execute its work~~
 30 ~~effectively.~~

31
 32 d. To grant and withdraw credentials and licenses. The withdrawal of
 33 credentials shall require the consent of two-thirds (2/3) of those voting at a union executive
 34 committee meeting where a majority of members is present. ~~To grant and withdraw~~
 35 ~~credentials and licenses. The withdrawal of credentials shall require the affirmative vote~~
 36 ~~of two-thirds (2/3) of those voting at a union executive committee meeting where a~~
 37 ~~majority of members is present.~~

38
 39 **Sec. 4. Meetings of the executive committee may be called at any time or place by the**
 40 **president, or in his absence by the acting chair appointed by the union executive committee. If**
 41 **the president is absent from the field and no acting chair has been appointed, such a meeting**
 42 **may be called by the secretary upon the written request of any five members, or twenty-five**
 43 **percent (whichever is more), of the executive committee. ~~Meetings of the executive~~**
 44 **~~committee may be called at any time or place by the president, or in his absence by the~~**
 45 **~~acting chair appointed by the union executive committee. If the president is absent from~~**
 46 **~~the field and no acting chair has been appointed, such a meeting may be called by the~~**
 47 **~~secretary upon the written request of any five members, or twenty-five percent~~**
 48 **~~(whichever is more), of the executive committee.~~**

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

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

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

25
 26 **Article XII—Directors of Departments/Associations/Services**

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

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

41
 42 **Article XIII—Other Organizations**

43
 44 **Sec. 1. Unincorporated Organizations:** The _____ Union Mission/Section may
 45 carry on its ministry through unincorporated subsidiary organizations. Constituency meetings
 46 of such organizations shall be held in conjunction with the regularly scheduled constituency
 47 meetings of this union mission/section. **Unincorporated Organizations:**
 48 ~~The _____ Union Mission/Section may carry on its ministry through~~
 49 ~~unincorporated subsidiary organizations. Constituency meetings of such organizations~~

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

3
4 **Sec. 2. Corporations:** The _____ Union Mission/Section may form
5 corporate bodies provided it obtains prior approval of the _____ Division.
6 Membership meetings and elections of boards of directors shall be held as provided by
7 articles and bylaws of the corporations and in harmony with applicable laws.
8

9 **Article XIV—Finance**

10
11 **Sec. 1. Tithes and Offerings:** The church funds managed by this union
12 mission/section shall be:

13
14 a. Such portion of tithe as it shall be assigned by policy and receive
15 from its respective conferences or missions/fields/sections.

16
17 b. Appropriations from the _____ Division or the General
18 Conference of Seventh-day Adventists

19
20 c. Special donations and funds, legacies, gifts, devises, and bequests
21 made to it.

22
23 d. The assigned portion of tithe from churches not directly under the
24 local fields of the union.

25
26 **Sec. 2. Policies:** The portion of tithe which is reserved for this union
27 mission/section, as specified by policy, and all other funds shall be used in harmony with
28 the policies of the _____ Division of the General Conference of Seventh-day
29 Adventists; Conference; and in the case of donations, their use shall be in harmony with
30 the specifications of donors and in compliance with government regulations. Tithe is
31 shared with the division on fixed percentages as set by the division executive committee,
32 and with the General Conference on fixed percentages as set by the Annual Council of
33 the General Conference Executive Committee. This union mission/section shall pass on
34 to the _____ Division the specified tithe percentage, retirement fund percentages
35 as may be decided by the division executive committee, and all mission offerings.
36

37 **Sec 3. Bank Accounts:** The funds of this union mission/section shall be
38 safeguarded in harmony with the financial policies of the _____ Division of the
39 General Conference of Seventh-day Adventists. Moneys shall be deposited in the name
40 of the _____ Union Mission/Section of Seventh-day Adventists in regular or special
41 accounts in such banks or savings institutions as the executive committee shall designate
42 and shall be withdrawn only by persons authorized by resolution of the executive
43 committee.
44

45 **Sec. 4. Financial Statements:** The _____ Union Mission/Section shall
46 regularly prepare statements of income and fund balances and shall be responsible for
47 the filing of copies of the annual financial statement with the _____ Division and
48 the General Conference of Seventh-day Adventists and, to the extent required by law,
49 with any branch of local or national government.
50

1 **Sec. 5.** Major trust funds belonging to this union mission/section shall be deposited
2 with the division until needed to fulfill the purpose for which they were raised.

3
4 **Article XV—Budget, Employee Compensation Review, and Financial Audit**

5
6 **Sec. 1. Budget:** The _____ Union Mission/Section shall prepare an annual
7 budget in harmony with the policies of the _____ Division of the General
8 Conference of Seventh-day Adventists.

9
10 **Sec. 2. Employee Compensation and Expense Review:** The executive committee
11 shall appoint an employee compensation and expense review committee, including a
12 division officer or one or more representatives appointed by the division executive
13 committee. The tasks of this committee are outlined in General Conference *Working*
14 *Policy*.

15
16 **Sec. 3. Independent Audit:** ~~All accounting records~~ The financial statements of
17 this union mission/section shall be audited at least annually by an auditor chosen in
18 harmony with General Conference *Working Policy*; and the records of this union
19 mission/section or any of its subsidiaries, agencies, or institutions shall at all times be
20 open to said auditor.

21
22 **Article XVI—Dissolution and Disposition of Assets**

23
24 **This union mission/section may be dissolved only by action of the division**
25 **executive committee.**

26
27 **In the event of the dissolution of this union mission/section and unless otherwise**
28 **required by local law, all assets remaining after all claims have been satisfied shall be**
29 **transferred to a legal entity authorized by the _____ Division of the General**
30 **Conference of Seventh-day Adventists.**

31
32 **Article XVII—Indemnification**

33
34 **Sec. 1.** To the extent permitted by law, this union mission/section shall indemnify any
35 person who was or is a party or is threatened to be made a party to any threatened, pending, or
36 completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative,
37 because he/she is or was a member of the union mission/section executive committee or an
38 officer, employee, or agent of the union mission/section against expenses (including legal
39 fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by
40 him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in
41 a manner he/she reasonably believed to be in or not opposed to the best interest of the union
42 mission/section, and, with respect to any criminal action or proceeding, had no reasonable
43 cause to believe his/her conduct was unlawful.

44
45 **Sec. 2.** This right of indemnification shall be in addition to, and not exclusive of, all
46 other rights to which such member of the executive committee, officer, or ~~departmental~~
47 department director may be entitled.

48
49 *(Note: This right of indemnification may be expanded or contracted as allowed under*
50 *local law and as adopted by the constituents.)*

Article XVIII—Amendments

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

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SEC/OGC/224-20Gc/PolRev&Dev/ADCOM/Pre/SecC/TreC/GCDO20AC/SEC/
ADCOM(Steering)/20AC to HMM(DIV)

225-20Gc UNION OF CHURCHES MODEL CONSTITUTION AND
BYLAWS - POLICY AMENDMENT

VOTED, To amend GC D 17, Union of Churches Conference Model Constitution and
Bylaws, to read as follows:

D 17 Union of Churches Model Constitution and Bylaws

D 17 05 Union of Churches Constitution and Bylaws—The following Union of Churches Model Constitution and Bylaws ~~Bylaws—This model constitution~~ shall be followed as closely as possible by all unions of churches with conference status. Those sections of the model constitution and bylaws that appear in bold print are essential to the unity of the Church worldwide and shall be included in the constitution and bylaws as adopted by each union of churches. Other sections of the model constitution and bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model. Where specific cases require modification to text in bold print, final approval for such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee. ~~Where specific cases require modification to material in bold print, final approval for such modifications to any material in bold print must be studied and approved by the General Conference Administrative Committee after receiving a recommendation from the division executive committee and the Office of General Counsel.~~

Amendments to the Union of Churches Model Constitution and Bylaws shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.

**CONSTITUTION OF THE _____ UNION OF CHURCHES
OF SEVENTH-DAY ADVENTISTS**

Article I—Name

The name of this organization shall be the _____ Union of Churches of Seventh-day Adventists, hereinafter referred to as the union or union of churches.

Article II—Purpose

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

1 Article III—Relationships
2

3 The _____ Union of Churches is a member unit of the global Seventh-day
4 Adventist Church and is located in the territory of the _____ Division of the
5 General Conference of Seventh-day Adventists. The purposes, policies, and procedures
6 of this union of churches shall be in harmony with the working policies ~~polieies, actions,~~
7 and procedures enacted by the ~~Executive Committee~~ executive committee of
8 the _____ Division ~~and or~~ the General Conference of Seventh-day Adventists. This
9 union of churches shall pursue the mission of the Seventh-day Adventist Church in
10 harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and
11 approved by the General Conference of Seventh-day Adventists at its sessions, and
12 ~~initiatives adopted and approved by the General Conference of Seventh-day Adventists~~
13 ~~in its quinquennial sessions.~~

14
15 Article IV—Geographic Territory

16
17 The territory of this union of churches shall consist of _____.

18
19 Article V—Membership/Constituency

20
21 The membership/constituency of this union of churches shall consist of such local
22 churches as have been or shall be organized in any part of the geographic territory
23 under its jurisdiction and formally approved for membership by vote of the delegates at
24 any regular or special union constituency meeting.

25
26 Article VI—Bylaws

27
28 The members of this union of churches, acting in and through a union
29 constituency meeting, may enact bylaws, and/or repeal them, and such bylaws may
30 embrace any provision not inconsistent with the constitution or with the current union
31 of churches model constitution and bylaws approved by the Executive Committee of the
32 General Conference of Seventh-day Adventists.

33
34 Article VII—Dissolution and Disposition of Assets

35
36 This union of churches may be dissolved only by a two-thirds (2/3) majority vote
37 of the delegates present and voting at any constituency meeting.

38
39 In the event of the dissolution of this union of churches and unless otherwise
40 required by local law, all assets remaining after all claims have been satisfied shall be
41 transferred to a legal entity authorized by the _____ Division of the General
42 Conference of Seventh-day Adventists.

43
44 Article VIII—Amendments

45
46 ~~This constitution shall not be amended except to conform to the model union of~~
47 ~~churches constitution when it is amended by action of the General Conference Executive~~
48 ~~Committee at an Annual Council.~~

49 The bolded text of this constitution and bylaws shall not be amended except to
50 conform to the union of churches model constitution and bylaws when it is amended by

1 action of the General Conference Executive Committee at an Annual Council. Such
2 amendments shall be adopted into the union's constitution and bylaws by a simple
3 majority vote (unless local law requires a higher majority) of delegates present and
4 voting at a union conference constituency meeting. This union may amend the unbolded
5 text of the constitution and bylaws from time to time at a union of churches constituency
6 meeting provided any such changes are in harmony with the spirit and intent of the
7 model constitution and bylaws. ~~constitution~~. Such amendments shall require an
8 affirmative vote of two-thirds (2/3) of the delegates present and voting. ~~The union~~
9 ~~constituency meeting and/or the union executive committee may recommend to the~~
10 ~~General Conference through the _____ Division of the General Conference of~~
11 ~~Seventh-day Adventists, amendments to the model constitution.~~

12
13 BYLAWS OF THE _____ UNION OF CHURCHES
14 OF SEVENTH-DAY ADVENTISTS
15

16 Article I—Principal Office
17

18 The principal office for the transaction of the business of the _____ Union
19 of Churches is fixed and located at _____, _____. The executive committee
20 may ~~in an emergency~~ change the location of the principal office on a temporary basis.
21

22 Article II—Membership/Constituency Meetings
23

24 Sec. 1. Regular Meeting: This union of churches shall hold a regular quinquennial
25 ~~constituency meeting~~ membership/constituency meeting* at such time and place as the
26 executive committee of the union of churches shall designate. In the event that the union
27 executive committee fails to call a regular constituency meeting within the quinquennial
28 period, the _____ Division Executive Committee, or General Conference Executive
29 Committee in the case of unions directly attached to the General Conference, ~~or General~~
30 Conference Executive Committee in the case of unions directly attached to the General
31 Conference, may give notice for such a meeting and designate the time and place. In case
32 regional conditions make it imperative to postpone the calling of the constituency meeting,
33 the union of churches executive committee, in a regular or special meeting, shall have
34 authority to make such postponement, not to exceed one year, giving notice to all constituent
35 organizations. In the event that the executive committee exercises its authority to postpone a
36 constituency meeting, it shall also have the authority to set the subsequent regular
37 constituency meeting at such time and place as it shall see fit, not to exceed five calendar
38 years from the date of the postponed constituency meeting. Notice of the time and place of the
39 meeting of the delegates representing the members shall be given by:

40
41 a. A notice printed in the official publication of the union of churches at
42 least four weeks before the date of the session, or
43

44 b. A method approved by the _____ Union of Churches Executive
45 Committee, provided all member units receive notice with sufficient time to select delegates.
46

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

1 c. A method approved by the _____ Division Executive
2 Committee, in the event of inaction or failure to call a constituency meeting by
3 the _____ Union of Churches Executive Committee.
4

5 **Sec. 2. Special Meeting: a.** The executive committee of this union of churches
6 shall call a special constituency meeting when:
7

- 8 1) It is voted by the executive committee, or
9
10 2) It is voted by the delegates at any constituency meeting, or
11
12 3) It is requested by _____ percent of the constituent churches
13 of the union of churches through their business meetings. ~~At least fifty percent of the~~
14 ~~constituent churches request it through business meeting decisions of each church.~~
15
16 4) It is voted by the _____ Division Executive Committee
17 or the General Conference Executive Committee.
18

19 The date for such a meeting in response to paragraphs 3) and 4) above
20 shall not be more than 90 days from the date when the actions described in paragraphs
21 3) and 4) above are communicated to the officers/executive committee of the union.
22

23 b. In the absence of a timely response by the union executive
24 committee to paragraphs 2) through 4) in Sec. 2. a. above, the _____ Division
25 Executive Committee or General Conference Executive Committee may call a special
26 constituency meeting of the union of churches and designate the time and place for such
27 a meeting.
28

29 c. The agenda for special constituency meetings shall be included in
30 the notice of the meeting.
31

32 d. Notice as to the time and place of special constituency meetings
33 shall be given in the same manner as for regularly scheduled constituency meetings.
34

35 **Sec. 3. Virtual Attendance at Constituency Meetings:** Generally, regular and
36 specially called constituency meetings are to be held in person and onsite. However, delegates
37 when requested by the executive committee, and if permitted by local law, may participate by
38 means of an electronic conference or similar communications by which all persons can hear
39 each other at the same time, and participation by such means shall constitute presence in
40 person and attendance at such a meeting.
41

42 **Sec. 3. Sec. 4. Chair and Secretary for Constituency Meetings:** The president of
43 this union ~~of churches~~ shall serve as chair and the secretary of this union shall serve as
44 secretary for constituency meetings of this union. The president may designate other
45 individuals to assist in chair duties from time to time. In the event that the president's
46 office is vacant or that the president is unavailable to serve as chair, the constituency
47 meeting may be called to order by the ranking division officer present. The first item of
48 business shall be the election of a chair *pro tem*, selected from the delegates present at
49 the meeting. When the election of a president has been completed, the new president, ~~or~~

1 ~~re-elected president~~, if present at the constituency meeting, shall replace the chair *pro*
 2 *tem*.

3
 4 In a similar manner, arrangements may be made for a secretary *pro tem* if the
 5 secretary's office is vacant or the secretary is unavailable to serve at the constituency
 6 meeting. When the election of a secretary has been completed, the new secretary, ~~or re-~~
 7 ~~elected secretary~~, if present at the constituency meeting, shall replace the secretary *pro*
 8 *tem*.

9
 10 ~~A person who is not reelected at a constituency meeting does not thereby lose~~
 11 ~~delegate status at the current constituency meeting.~~

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

20
 21 ~~Sec. 5.~~ Sec. 6. Quorum: At least _____ percent of the delegates authorized hereinafter
 22 under ~~Section 1.~~ Sec. 1. of Article III must be present at the opening of any regular or special
 23 constituency meeting to constitute a quorum for the transaction of business. Once the meeting
 24 is declared open, the delegates remaining present shall constitute a quorum.

25
 26 ~~Sec. 6.~~ Sec. 7. Proxy Voting: All delegates must be present at any constituency
 27 ~~meeting meeting~~, or participating by electronic means, in order to be eligible to vote. There
 28 shall be no voting by proxy.

29
 30 ~~Sec. 7.~~ Sec. 8. Voting Rights of the Delegates: Each delegate appointed to act on
 31 behalf of the members of this union of churches shall be entitled to one vote on each question
 32 to be decided by the body. The voting rights of the individual delegates representing the
 33 members as hereinafter provided shall be limited to the particular constituency meeting of the
 34 union of churches in which they have been designated to represent a local church, institution,
 35 the Division, ~~Division~~ or the General Conference of Seventh-day Adventists.

36
 37 ~~Sec. 8.~~ Sec. 9. Voting: The voting on matters of business shall normally be by *viva*
 38 *voce*. The chair may call for the vote by other means, including a secret ballot, when it is
 39 deemed advisable or is requested by the membership. Votes cast remotely shall have the
 40 same validity as if the delegates met and voted onsite.

41
 42 ~~Sec. 9.~~ Sec. 10. Parliamentary Authority: The parliamentary authority pertaining to
 43 all rules and procedures for constituency meetings not covered by its bylaws shall be based on
 44 those published in the *General Conference Rules of Order*, and any adaptation or supplement
 45 approved by the division executive committee, unless otherwise determined by a two-thirds
 46 (2/3) majority vote of the constituency meeting.

47
 48 ~~Sec. 10.~~ Sec. 11. Election/Appointment and Term of Office: a. Elections: All
 49 union of churches officers and members of the executive committee who are not ex
 50 officio members shall be elected by the delegates at a meeting of the union of churches

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

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

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

22
23 **Article III—Representation at Constituency Meetings**

24
25 **Sec. 1. Regular Delegates: Member organizations of this union of churches shall**
26 **be represented at union constituency meetings by duly appointed delegates as follows:**

27
28 **a. Each local church shall be entitled to one delegate without regard**
29 **to total church membership and one additional delegate for each _____ church members**
30 **or major fraction thereof.**

31
32 **b. Such delegates shall be chosen by the respective local church**
33 **business meeting, from among those who hold membership in that local church.**

34
35 **c. The delegation from each local church, if comprised of three or**
36 **more individuals, shall include ~~male~~ males and females.**

37
38 **Sec. 2. Delegates At-Large: Delegates at-large to a union constituency meeting**
39 **include:**

40
41 **a. The current members of the executive committee of this union of**
42 **churches.**

43
44 **b. Such other persons from the union of churches staff,**
45 **~~denominational~~ institutions owned and operated by the union, as may be recommended**
46 **by the union of churches executive committee and accepted by the delegates in the**
47 **constituency meeting. The number of such delegates shall not exceed ten percent of the**
48 **total number of regular delegates provided for hereinabove.**

1 c. Members of the General Conference and _____ Division
 2 executive committees, who may be present at any constituency meeting of this union.
 3 The number of such delegates shall not exceed ten percent of the total number of
 4 delegates otherwise provided for.

5
 6 d. All employees holding credentials or ministerial licenses issued by this
 7 union of churches.

8
 9 e. A person who is not elected to a new term of office at a constituency
 10 meeting does not thereby lose delegate status at the current constituency meeting.

11
 12 Sec. 3. Church Membership Requirement: All delegates appointed to represent
 13 the members of this union of churches at any constituency meeting shall be members in
 14 regular standing of the Seventh-day Adventist Church.

15
 16 Article IV—Constituency Meeting Committees ~~IV—Constituent Session Committees~~

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

25
 26 Prior to each union of churches constituency meeting, the executive committee
 27 shall provide for such temporary committees as may be necessary to conduct the
 28 preliminary work for the session. ~~Prior to each union of churches constituency meeting, the~~
 29 ~~executive committee shall provide for such temporary committees as may be necessary to~~
 30 ~~conduct the preliminary work for the session.~~

31
 32 To facilitate the business of the session, constituency meeting committees may
 33 convene by means of an electronic conference or similar communications by which all
 34 persons participating can hear each other at the same time. These committees include:
 35 ~~Committees that facilitate the business of the session include:~~

36
 37 Sec. 1. Organizing Committee: a. An organizing committee for each constituency
 38 meeting shall be appointed. It shall consist of _____ representative(s) from each member
 39 church in the union of churches, _____ representative(s) from each union or division-
 40 operated institution located in the union’s territory, and the president of

41 the _____ Division, or his designee, who shall serve as chair. ~~Organizing Committee:~~
 42 ~~a. An organizing committee for each constituency meeting shall be appointed. It shall consist~~
 43 ~~of _____ representative(s) from each member church in the union of~~
 44 ~~churches, _____ representative(s) from each union or division-operated institution located in~~
 45 ~~the union’s territory. The organizing committee will be chaired by the president of~~
 46 ~~the _____ Division, or his designee.~~

47
 48 b. The members of the organizing committee shall be appointed by
 49 their respective church or institutional delegations as one of the first items of business at
 50 each regularly scheduled constituency meeting. If a church or institution is entitled to

1 **only one delegate at the session, that person shall serve as a member of the organizing**
2 **committee.** The members of the organizing committee shall be appointed by their respective
3 church or institutional delegations as one of the first items of business at each regularly
4 scheduled constituency meeting. If a church or institution is entitled to only one delegate at
5 the session, that person shall serve as a member of the organizing committee.
6

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

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

13
14
15
16 **Sec. 2. Nominating Committee: The nominating committee shall consist of at**
17 **least _____ and not more than _____ members, including the president of**
18 **the _____ Division, or his designee, who shall serve as chair. The membership of**
19 **the committee shall be balanced, as nearly as possible, between denominational workers**
20 **and laypersons representing various segments of the work and territories of the union.**
21 **conference.**
22

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

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

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

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

38 **Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution**
39 **and bylaws committee shall include an officer of _____ Division and shall be**
40 **chaired by the secretary of the _____ Union of Churches, or his/her designee. This**
41 **committee shall function between the regularly scheduled sessions of the constituency**
42 **and shall submit its reports and detailed recommendations through the executive**
43 **committee to the next regular constituency meeting.**
44

Article V—Executive Committee

1
2
3 **Sec. 1. Membership of Executive Committee:** The executive committee of
4 the _____ Union of Churches of Seventh-day Adventists shall be elected at its
5 regularly scheduled constituency meeting and shall consist of not more
6 than _____ members. The president, secretary, treasurer/chief financial officer, vice
7 president(s), and the chief administrator of each union of churches institution, shall be
8 members ex officio of the executive committee. The remaining membership shall include
9 laypersons, departmental directors, pastors, or other denominational employees. The
10 officers of the _____ Division and of the General Conference of Seventh-day
11 Adventists are members ex officio of the union of churches executive committee;
12 however, their membership shall be in addition to the number detailed above. Any such
13 officers exercising their voting rights at any one meeting shall not make up more than
14 ten percent of the committee membership present.

15
16 *(Note: The union constituency may indicate in its bylaws the minimum percentage of*
17 *laypersons on the union executive committee.)*

18
19 **Sec. 2. Delegated Authority:** The executive committee of this union of churches,
20 unless replaced at a special constituency meeting, is delegated the authority to act on
21 behalf of the constituents between constituency meetings, ~~regular sessions~~, including the
22 authority to remove for cause (see definition of “for cause” in Article II, Sec. 11. ~~Sec. 10.~~
23 above), persons who have been elected at a union constituency meeting, including
24 ~~officers~~, officers of the union of churches, directors of departments/services, and
25 members of boards and committees whose election or appointment is a result of a
26 constituency meeting or executive committee meeting action and to fill, for the
27 remaining portion of the term, any vacancies thus created. The removal of those named
28 under ~~Article II, Sec. 10.~~ Article VI, Sec. 1. shall require the affirmative vote of two-
29 thirds (2/3) of those voting at a union executive committee meeting where a majority of
30 members is present.

31
32 **Sec. 3. Administrative Authority:** The executive committee shall have full
33 administrative authority:

34
35 a. To fill for the current term any vacancies that may occur by death,
36 resignation or otherwise, in its boards, committees, departments, or in offices which have
37 been filled by union of churches constituency meeting election. **If a new president is to be**
38 **elected, the president of the _____ Division, or his designee, shall serve as chair of**
39 **the executive committee.**

40
41 b. To appoint committees, such as an administrative committee, with their
42 terms of reference.

43
44 c. To employ such personnel as may be necessary to execute its work
45 effectively.

46
47 d. To grant and withdraw credentials and licenses. The withdrawal of
48 credentials shall require the consent of two-thirds (2/3) of the members of the union of
49 churches executive committee.

1 and of the executive committee meetings; to furnish copies of these minutes to all
2 members of the executive committee and to the division officers. The secretary shall also
3 be responsible for providing information as may be requested by the president or by the
4 union or division executive committee; and shall perform such other duties as usually
5 pertain to the office.
6

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

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

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

24
25 **Sec. 1. Advisory Role:** The directors of departments/associations/services of this
26 union of churches shall work under the direction of the executive committee and the
27 president and shall serve in an advisory relationship to the field.
28

29 **Sec. 2. Departments/Associations/Services Structure:** Union of churches departments,
30 associations, and services shall be organized in harmony with the
31 department/association/service structure of the General Conference but shall not necessarily
32 duplicate the departments/ associations/services at the division or the General Conference of
33 Seventh-day Adventists. ~~Departments/Services Structure: Departments/services of unions of~~
34 ~~churches shall reflect the needs of its territory and shall take into consideration such services~~
35 ~~that may be provided by the division and the General Conference.~~
36

37 **Article VIII—Other Organizations**

38
39 **Sec. 1. Unincorporated Organizations:** The _____ Union of Churches may carry
40 on its ministry through unincorporated subsidiary organizations. Constituency meetings of
41 such organizations shall be held in conjunction with the regularly scheduled constituency
42 meetings of the union of churches.
43

44 **Sec. 2. Corporations:** The _____ Union of Churches may form corporate
45 bodies provided it obtains prior approval of the _____ Division. Membership
46 meetings and elections of boards of directors shall be held as provided by articles and
47 bylaws of the corporations and in harmony with applicable laws.
48

49 **Article IX—Finance**

1 **Sec. 1. Tithes and Offerings:** The church funds managed by this union of
 2 churches shall consist of such tithe, including direct tithe, as it shall be assigned by
 3 policy and as received from the local churches within its territory, and such gifts,
 4 legacies, bequests, devises, appropriations, reverted funds, and other donations as may
 5 be made to it.

6
 7 **Sec. 2. Policies:** The portion of the tithe which is reserved for this union of
 8 churches, as specified by policy, and all other funds shall be used in harmony with the
 9 financial policies of the _____ Division of the General Conference of Seventh-day
 10 Adventists; and in the case of ~~donations~~ donations, their use shall be in harmony with
 11 the specifications of donors and in compliance with government regulations. Tithe is
 12 shared with the division on fixed percentages as set by the division executive committee,
 13 and with the General Conference on fixed percentages as set by the Annual Council of
 14 the General Conference Executive Committee.

15
 16 **Sec. 3. Bank Accounts:** The funds of this union of churches shall be safeguarded
 17 in harmony with the financial policies of the _____ Division of the General
 18 Conference of Seventh-day Adventists. Moneys shall be deposited in the name of
 19 the _____ Union of Churches of Seventh-day Adventists in regular or special
 20 accounts in such banks or savings institutions as the executive committee shall designate
 21 and shall be withdrawn only by persons authorized by resolution of the executive
 22 committee.

23
 24 ~~Moneys shall be deposited in the name of the _____ Union of Churches of~~
 25 ~~Seventh-day Adventists in regular or special accounts in such banks or savings~~
 26 ~~institutions as the executive committee shall designate and shall be withdrawn only by~~
 27 ~~persons authorized by resolution of the executive committee.~~

28
 29 **Sec. 4. Financial Statements:** The _____ Union of Churches shall regularly
 30 prepare statements of income and fund balances and shall be responsible for the filing of
 31 copies of the annual financial statement with the _____ Division and the General
 32 Conference of Seventh-day Adventists and, to the extent required by law, with any
 33 branch of local or national government.

34
 35 **Article X—Budget, Employee Compensation Review, and Financial Audit**

36
 37 **Sec. 1. Budget:** The _____ Union of Churches shall prepare an annual
 38 budget in harmony with the policies of the _____ Division of the General
 39 Conference of Seventh-day Adventists.

40
 41 **Sec. 2. Employee Compensation and Expense Review:** The executive committee
 42 shall appoint an employee compensation and expense review committee whose tasks are
 43 outlined in General Conference Working Policy. ~~The executive committee shall constitute~~
 44 ~~an employee compensation remuneration review committee whose tasks are outlined in~~
 45 ~~General Conference Working Policy.~~

46
 47 **Sec. 3. Independent Audit:** ~~All accounting records~~ The financial statements of
 48 this union of churches shall be audited at least annually by an auditor chosen in
 49 harmony with General Conference Working Policy; and the records of this union of

1 churches or any of its subsidiaries, agencies, or institutions shall at all times be open to
 2 said auditor.

3
 4 **Article XI—Indemnification**

5
 6 **Sec. 1.** To the extent permitted by law, this union of churches shall indemnify any
 7 person who was or is a party or is threatened to be made a party to any threatened, pending, or
 8 completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative,
 9 because he/she is or was a member of the union of churches executive committee or an
 10 officer, employee, or agent of the union of churches against expenses (including legal fees),
 11 judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her
 12 in connection with such action, suit, or proceeding if he/she acted in good faith and in a
 13 manner he/she reasonably believed to be in or not opposed to the best interest of the union of
 14 churches, and, with respect to any criminal action or proceeding, had no reasonable cause to
 15 believe his/her conduct was unlawful.

16
 17 **Sec. 2.** This right of indemnification shall be in addition to, and not exclusive of, all
 18 other rights to which such member of the executive committee, ~~officer~~ officer, or department
 19 director may be entitled.

20
 21 *(Note: This right of indemnification may be expanded or contracted as allowed under*
 22 *local law and as adopted by the constituents.)*

23
 24 **Article XII—Amendments**

25
 26 **Amendment, Revision and Repeal:** The constitution and bylaws of this union of
 27 churches which are essential to the unity of the Church worldwide and are designated in
 28 bold print shall be amended or revised from time to time in order to comply with
 29 changes to the Model Union of Churches Constitution and Bylaws as voted by the
 30 General Conference Executive Committee in its annual meetings. ~~Committee.~~ Such
 31 amendments or revisions shall be approved by a simple majority vote (unless local law
 32 requires a higher majority) of the delegates present and voting at any duly called
 33 constituency meeting of the union of churches. Other sections of the constitution and
 34 bylaws may be amended, revised, or repealed, by a two-thirds majority vote, provided
 35 such changes are in harmony with the spirit of the Model Union of Churches
 36 Constitution and Bylaws, and have been processed through the union of churches
 37 executive committee. Notice of any proposed changes to the Constitution and Bylaws of
 38 this union of churches shall be given specifically in conjunction with the publication of
 39 notice for the constituency meeting.

40
 41 ~~The constituency or a union of churches executive committee may recommend to~~
 42 ~~the General Conference through the _____ Division of the General Conference of~~
 43 ~~Seventh-day Adventists amendments to the Union of Churches Model Constitution and~~
 44 ~~Bylaws.~~

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SEC/OGC/224-20Gd/PolRev&Dev/ADCOM/Pre/SecC/TreC/GCDO20AC/SEC/
ADCOM(Steering)/20AC to HMM(DIV)

225-20Gd UNION OF CHURCHES MODEL OPERATING POLICY
- POLICY AMENDMENT

VOTED, To amend GC D 19, Union of Churches Model Operating Policy, to read as follows:

D 19 Union of Churches Model Operating Policy

D 19 05 Union of Churches—The following Union of Churches Model Operating Policy shall be followed as closely as possible by all unions of churches with mission status. Those sections of the model operating policy that appear in bold print are essential to the unity of the Church worldwide and shall be included in the operating policy for each union of churches with mission status. Other sections of the model operating policy may be modified as set out in Article XIV, provided they continue to be in full harmony with the provisions of this model. Where specific cases require modification to text in bold print, final approval for

1 such modifications to any text in bold print must be studied and approved by the General
2 Conference Executive Committee after receiving a recommendation from the division
3 executive committee and the General Conference Administrative Committee. Any
4 ~~modifications needed to meet specific conditions in a union of churches shall be submitted to~~
5 ~~the respective division executive committee for consideration. Where specific cases require~~
6 ~~modification to material in bold print, final approval for such modifications to any material in~~
7 ~~bold print must be studied and approved by the General Conference Administrative~~
8 ~~Committee after receiving a recommendation from the division executive committee and the~~
9 ~~Office of General Counsel.~~

10
11 Amendments to the Union of Churches Model Operating Policy shall be made by
12 action of the Executive Committee of the General Conference of Seventh-day Adventists at
13 any Annual Council of that Committee.

14
15 **Operating Policy of the _____ Union of Churches**
16 **of Seventh-day Adventists**

17
18 **Article I—Name**

19
20 **This organization shall be known as the _____ Union of Churches of**
21 **Seventh-day Adventists, hereinafter referred to as the union or union of churches.**

22
23 **Article II—Purpose**

24
25 **The purpose of this union of churches is to call all people within its territory to**
26 **become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the**
27 **three angels' messages (Revelation 14:6-12), and to prepare them for Christ's soon**
28 **return.**

29
30 **Article III—Relationships**

31
32 **The _____ Union of Churches is a member unit of the global Seventh-day**
33 **Adventist Church and is located in the territory of the _____ Division of the**
34 **General Conference of Seventh-day Adventists. The purposes, policies, and procedures**
35 **of this union of churches shall be in harmony with the working policies, actions,**
36 **and procedures enacted by the ~~Executive Committee~~ executive committee of**
37 **the _____ Division ~~and or~~ the General Conference of Seventh-day Adventists. This**
38 **union of churches shall pursue the mission of the Seventh-day Adventist Church in**
39 **harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and**
40 **approved by the General Conference of Seventh-day Adventists at its sessions. ~~and~~**
41 **~~initiatives adopted and approved by the General Conference of Seventh-day Adventists~~**
42 **~~in its quinquennial sessions.~~**

43
44 **Article IV—Geographic Territory**

45
46 **The territory of this union of churches shall consist of _____.**

47
48 **Article V—Membership/Constituency**

1 2) It is voted by the delegates at any constituency meeting, or
2

3 3) It is requested by _____ percent of the constituent churches
4 of the union of churches through their business meetings.
5

6 3) 4) It is requested by the _____ Division Executive
7 Committee or the General Conference Executive Committee.
8

9 The date for such a meeting in response to paragraph 3) and 4) above, shall not
10 be more than 90 days from the date when the actions described in paragraphs 3) and 4)
11 above are communicated to the officers/executive committee of the union.
12

13 b. In the absence of a timely response by the union executive
14 committee to paragraphs 2) through 4) and 3) in Sec. 2. a. above,
15 the _____ Division Executive Committee or the General Conference Executive
16 Committee may call a special constituency meeting of the union of churches and
17 designate the time and place for such a meeting.
18

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

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

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

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

40 ~~In a similar manner, arrangements~~ Arrangements may be made for a secretary
41 *pro tem* if the secretary's office is vacant or the secretary is unavailable to serve at the
42 constituency meeting.
43

44 ~~Sec. 4.~~ Sec. 5. Regular Meeting Business: The business of the regular constituency
45 meeting shall include the election/appointment of personnel for various positions (see
46 Sec. 11. ~~Sec. 10.~~ below), the receipt of reports from the president, secretary,
47 treasurer/chief financial officer (report based on audited statements), departmental
48 directors, and the auditor. In addition, the constituency meeting shall review/create
49 plans for moving the union of churches with mission status toward union of churches

1 with conference status. It shall also endorse/approve/develop plans for the conduct of the
 2 work as are desirable and in harmony with the policies of the _____ Division.
 3

4 ~~Sec. 5.~~ **Sec. 6. Quorum:** At least _____ percent of the delegates authorized hereinafter
 5 under Sec. 1. and 2. of Article VIII must be present at the opening of any regular or special
 6 constituency meeting to constitute a quorum for the transaction of business. Once the meeting
 7 is declared open, the delegates remaining shall constitute a quorum.
 8

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

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

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

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

31 ~~Sec. 10.~~ **Sec. 11. Elections/Appointments and Term of Office:** a. Elections: The
 32 president, secretary, and treasurer/chief financial officer of this union of churches shall
 33 be elected by the division executive committee rather than by the session of this union of
 34 churches. The election of departmental directors, associate departmental directors,
 35 associate secretaries, or associate ~~treasurers,~~ treasurers for this union of churches, if not
 36 determined by the delegates at the union constituency meeting, shall be referred to the
 37 executive committee for appointment. The union constituency meeting shall also elect
 38 the members (other than ex officio) of the union executive committee and, where
 39 required by the governance documents of union institutions, the chief administrator(s)
 40 and board members of such entities.
 41

42 b. **Term of Office:** Persons elected at the constituency meeting and
 43 those appointed by the executive committee normally serve until the next regular
 44 constituency meeting. However, their period of service may be shorter due to
 45 resignation, voluntary retirement, retirement in situation where a mandatory retirement
 46 age policy is in effect, or removal from office, for cause, by the executive committee or a
 47 special constituency meeting.
 48

49 The phrase “for cause” when used in connection with removal from an elected or
 50 appointed position, or from employment, shall include but not be limited to 1) incompetence;

1 2) persistent failure to cooperate with duly constituted authority in substantive matters and
2 with relevant employment and denominational policies; 3) actions which may be the subject
3 of discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular
4 standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6)
5 conviction of or guilty plea for a crime.

6
7 **Article VIII—Representation at Constituency Meetings**

8
9 **Sec. 1. Regular Delegates: Member organizations of this union of churches shall**
10 **be represented at union constituency meetings by duly appointed delegates as follows:**

11
12 a. Each local church shall be entitled to one delegate without regard
13 to total church membership and one additional delegate for each _____ church members
14 or major fraction thereof.

15
16 b. Such delegates shall be chosen, by the respective local church
17 business meeting, from among those who hold membership in that local church.

18
19 c. The delegation from each local church, if comprised of three or
20 more individuals, shall include ~~male~~ males and females.

21
22 **Sec. 2. Delegates At-Large: Delegates at-large to a union constituency meeting**
23 **include:**

24
25 a. The current members of the executive committee of this union of
26 churches.

27
28 b. Such other persons from the union of churches staff,
29 ~~denominational~~ institutions owned and operated by the union/division/General
30 Conference, as may be recommended by the union of churches executive committee and
31 accepted by the delegates in the constituency meeting. The number of such delegates
32 shall not exceed ten percent of the total number of regular delegates provided for
33 hereinabove.

34
35 c. Members of the General Conference and _____ Division
36 executive committees, who may be present at any constituency meeting of this union.
37 The number of such delegates shall not exceed ten percent of the total number of
38 delegates otherwise provided for.

39
40 **d. A person who is not elected to a new term of office at a constituency**
41 **meeting does not thereby lose delegate status at the current constituency meeting.**

42
43 **Sec. 3. Church Membership Requirement: All delegates appointed to represent**
44 **the members of this union of churches at any constituency meeting shall be members in**
45 **regular standing of the Seventh-day Adventist Church.**

46
47 **Article IX—Constituency ~~Session~~ Meeting Committees**

48
49 *(Note: Division executive committees may authorize a process whereby the session*
50 *organizing and nominating committees may be selected and empowered to perform their tasks*

1 in advance of the session. The process to select such committees for a session shall involve
 2 constituency representation rather than being accomplished by the executive committee
 3 alone. Unless a division executive committee has approved other arrangements as described
 4 above, the following provisions shall apply for the appointment and functioning of session
 5 committees.)
 6

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

10
 11 To facilitate the business of the session, constituency meeting committees may
 12 convene by means of an electronic conference or similar communications by which all
 13 persons participating can hear each other at the same time. **These committees include:**
 14 ~~Committees that facilitate the business of the session include:~~

15
 16 **Sec. 1. Organizing Committee: a. An organizing committee for each constituency**
 17 **meeting shall be appointed. It shall consist of _____ representative(s) from each member**
 18 **church in the union of churches, _____ representative(s) from each**
 19 **union/division/General Conference-operated institution located in the union’s territory,**
 20 **and the president of the _____ Division, or his designee, who shall serve as chair.**

21 ~~Organizing Committee: a. An organizing committee for each constituency meeting shall be~~
 22 ~~appointed. It shall consist of _____ representative(s) from each member church in the union~~
 23 ~~of churches, _____ representative(s) from each union/division/General Conference-operated~~
 24 ~~institution located in the union’s territory. The organizing committee will be chaired by the~~
 25 ~~president of the _____ Division, or his designee.~~

26
 27 **b. The members of the organizing committee shall be appointed by**
 28 **their respective church or institutional delegations as one of the first items of business at**
 29 **each regularly scheduled constituency meeting. If a church or institution is entitled to**
 30 **only one delegate at the session, that person shall serve as a member of the organizing**
 31 **committee.**

32 ~~The members of the organizing committee shall be appointed by their respective church or~~
 33 ~~institutional delegations as one of the first items of business at each regularly scheduled~~
 34 ~~constituency meeting. If a church or institution is entitled to only one delegate at the session,~~
 35 ~~that person shall serve as a member of the organizing committee.~~

36
 37 **c. The organizing committee shall nominate, and The organizing**
 38 **committee shall nominate, and the constituency shall elect:**

- 39
 40 1) **A nominating committee**
 41
 42 2) ~~A constitution and bylaws committee~~
 43
 44 3) 2) **Other committees as may be necessary**
 45

46 **Sec. 2. Nominating Committee: The nominating committee shall consist of at**
 47 **least _____ and not more than _____ members, including the president of**
 48 **the _____ Division, or his designee, who shall serve as chair. The membership of**
 49 **the committee shall be balanced, as nearly as possible, between denominational workers**

1 and laypersons representing various segments of the work and territories of the union.
 2 conference.

3
 4 a. Those chosen as members of the Nominating Committee must be
 5 duly appointed delegates in attendance at the constituency meeting.

6
 7 b. Persons holding elective office, as outlined in Article VII, Sec. 11.
 8 ~~Sec. 10~~, in the current term, excluding non-ex officio members of the executive committee,
 9 shall not be eligible to serve on the Nominating Committee.

10
 11 c. The Nominating Committee shall limit its nominations to those
 12 positions for which persons are to be elected at the constituency meeting and for which
 13 budgetary provisions have been made.

14
 15 d. The Nominating Committee shall also nominate members for the
 16 union executive committee and for the boards of union institutions whose bylaws
 17 indicate that board members for the entity are elected at a union constituency meeting.

18
 19 ~~Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution
 20 and bylaws committee shall include an officer of the _____ Division and shall be
 21 chaired by the secretary of the _____ Union of Churches, or his/her designee. This
 22 committee shall function between the regularly scheduled sessions of the constituency
 23 and shall submit its reports and detailed recommendations through the executive
 24 committee to the next regular constituency meeting.~~

25
 26 Article X—Executive Committee

27
 28 Sec. 1. Membership of Executive Committee: The executive committee of
 29 the _____ Union of Churches of Seventh-day Adventists shall be elected at its
 30 regularly scheduled constituency meeting and shall consist of not more
 31 than _____ members. The president, the secretary, and treasurer/chief financial officer
 32 shall be members ex officio of the executive committee. ~~The union of churches president,~~
 33 ~~the union of churches secretary and treasurer/chief financial officer, shall be members~~
 34 ~~ex officio, the other members being elected at the union of churches regular session.~~ The
 35 officers of the _____ Division and of the General Conference of Seventh-day
 36 Adventists are members ex officio of the union of churches executive committee;
 37 however, their membership shall be in addition to the number detailed above. Any such
 38 officers exercising their voting rights at any one meeting shall not make up more than
 39 ten percent of the committee membership present.

40
 41 *(Note: The division may indicate in this operating policy the minimum percentage of*
 42 *laypersons on the union executive committee.)*

43
 44 Sec. 2. Delegated Authority: The executive committee of this union of churches,
 45 unless replaced at a special constituency meeting, is delegated the authority to act on
 46 behalf of the constituents between constituency meetings, ~~regular sessions~~, including the
 47 authority to remove for cause (see definition of “for cause” in Article VII, Sec. 11, ~~Sec. 10~~-
 48 above), persons who have been elected at a union constituency meeting, including
 49 directors of departments/services, departments/services and members of boards and
 50 committees whose election or appointment is a result of a constituency meeting or

1 executive committee meeting action and to fill, for the remaining portion of the term, any
2 vacancies thus created. (The offices of union of churches president, secretary, and
3 treasurer/chief financial officer are always filled by action of the division executive
4 committee.) ~~The removal of those named under Article VII, Sec. 10., Article VII, Sec. 11.~~
5 shall require the affirmative vote of two-thirds (2/3) of those voting at a union executive
6 committee meeting where a majority of members is present.

7
8 **Sec. 3. Administrative Authority: The executive committee shall have full**
9 **administrative authority:**

10
11 a. To fill for the current term any vacancies that may occur by death,
12 resignation or otherwise, in its boards, committees, departments, or in offices which have
13 been filled by union of churches constituency meeting election.

14
15 b. To appoint committees, such as an administrative committee, with their
16 terms of reference.

17 c. To employ such personnel as may be necessary to execute its work
18 effectively.

19
20 d. To grant and withdraw credentials and licenses. The withdrawal of
21 credentials shall require the consent of two thirds (2/3) of those voting at a union executive
22 committee meeting where a majority of members is present. ~~the members of the executive~~
23 ~~committee.~~

24
25 **Sec. 4. Meetings of the executive committee may be called at any time or place by the**
26 **president, or in his absence by the acting chair appointed by the union executive committee. If**
27 **the president is absent from the field and no acting chair has been appointed, such a meeting**
28 **may be called by the secretary upon the written request of any five members, or twenty-five**
29 **percent (whichever is more), of the executive committee. Regular Meetings: The executive**
30 **committee may schedule regular meetings at such times and places as it may select.**

31
32 ~~**Sec. 5. Special Meetings: Special meetings of the executive committee may be called**~~
33 ~~**at any time or place by the president or, in his absence, by the secretary. In response to the**~~
34 ~~**written request of a majority of the members of the executive committee a special meeting**~~
35 ~~**shall also be called by the secretary.**~~

36
37 ~~**Sec. 6. Sec. 5. Attendance at Meetings: Where allowed by local law, executive**~~
38 ~~**committee members may participate in meetings by means of an electronic conference**~~
39 ~~**or similar communications by which all persons participating can hear each other at the**~~
40 ~~**same time, and participation by such means shall constitute presence in person at such a**~~
41 ~~**meeting.**~~

42
43 **Sec. 7. Notice of Meetings: Notice as to time and place, and any other**
44 **requirements under this operating policy, ~~these bylaws~~, shall be provided to all members**
45 **in a reasonable manner at least 48 hours prior to the meeting if the meeting is to take**
46 **place by electronic conference or similar communications, or at least 96 hours if the**
47 **meeting is to take place in person.**

48
49 **Sec. 8. Quorum: Unless otherwise required in the Operating**
50 **Policy, members, including the president, of the union of churches executive**

1 committee shall constitute a quorum. ~~_____ members of the executive committee shall~~
 2 ~~constitute a quorum.~~

3
 4 **Article XI—Officers and Their Duties**

5
 6 **Sec. 1. Executive Officers:** The executive officers of this union of churches shall
 7 be a president, a secretary, and a treasurer/chief financial officer. The secretary and
 8 treasurer/chief financial officer may be one individual known as the secretary treasurer. **It is**
 9 **the duty of these officers, in consultation with one another, to carry forward the work**
 10 **according to plans, policies, and programs voted by the division executive committee,**
 11 **the ~~constituency,~~ constituency in session, and/or the union of churches executive**
 12 **committee. These plans, policies, and programs shall be in harmony with the**
 13 **Fundamental Beliefs and actions adopted and approved by the General Conference of**
 14 **Seventh-day Adventists in its quinquennial sessions.**

15 The union of churches executive officers shall be appointed by the division
 16 yearend meeting/council, or by the division executive committee, ~~executive committee~~
 17 and shall hold office for the period of _____ years or until their successors are appointed
 18 and enter upon their duties. Vacancies in such offices shall be filled by action of the
 19 division executive committee.

20
 21 a. **President:** The president, who shall be an ordained minister of
 22 experience, is the first officer and shall report to the ~~union of churches~~ executive
 23 committee of the union of churches in consultation with the secretary and the
 24 treasurer/chief financial officer. He shall act as chair of constituency meetings and of the
 25 ~~union of churches~~ executive committee and serve in the general interests of the union of
 26 churches as the constituency and the executive committee shall determine. In his
 27 leadership he shall adhere to the policies of the _____ Division and of the General
 28 Conference of Seventh-day Adventists, work in harmony with the division executive
 29 committee, and in close counsel with the division officers.

30
 31 b. **Secretary:** The secretary, associated with the president as an
 32 executive officer, shall serve under the direction of the executive committee and shall act
 33 as vice-chair of the executive committee. The secretary shall report to the executive
 34 committee of the union of churches after consultation with the president. It shall be the
 35 duty of the secretary to keep the minutes of the union of churches constituency meetings
 36 sessions and of the executive committee meetings, and to furnish copies of such to all
 37 members of the executive committee and to the division officers. ~~officers of~~
 38 ~~the _____ Division.~~ The secretary shall also be responsible for providing
 39 information as may be requested by the president or by the union of churches or
 40 division executive committee; and shall perform such other duties as pertain to the
 41 office.

42
 43 c. **Treasurer/Chief Financial Officer:** The treasurer/chief financial
 44 officer, associated with the president as an executive officer, shall serve under the
 45 direction of the executive committee. The treasurer/chief financial officer shall report to
 46 the executive committee of the union of churches after consultation with the president.
 47 The treasurer/chief financial officer shall be responsible for providing financial
 48 leadership to the organization which will include, but shall not be limited to, receiving,
 49 safeguarding ~~safeguarding~~, and disbursing all funds in harmony with the actions of the
 50 executive committee, for remitting all required funds to the division/General Conference

1 in harmony with the _____ Division policy, and for providing financial
2 information to the president and to the executive committee. The treasurer/chief
3 financial officer shall also be responsible for furnishing copies of the financial statements
4 to the division officers. ~~the _____ Division officers.~~

5
6 **Sec. 2. Other Officers:** Other individuals may serve as officers of the union of
7 churches, such as ~~vice president, associate secretary,~~ associate secretary and associate
8 treasurer.

9
10 **Article XII—Directors of Departments/Associations/Services**

11
12 **Sec. 1. Advisory Role:** The directors of departments/associations/services of this
13 union of churches shall work under the direction of the executive committee and the
14 president and shall serve in an advisory relationship to the field.

15
16 **Sec. 2. Departments/Associations/Services Structure:** Union of churches departments,
17 associations, and services shall be organized in harmony with the
18 department/association/service structure of the General Conference but shall not necessarily
19 duplicate the departments/ associations/services at the division or the General Conference of
20 Seventh-day Adventists. ~~Departments/Services Structure: Departments/Services of unions of~~
21 ~~churches shall reflect the needs of its territory and shall take into consideration such services~~
22 ~~that may be provided by the division and the General Conference.~~

23
24 **Article XIII—Other Organizations**

25
26 **Sec. 1. Unincorporated Organizations:** The _____ Union of Churches may carry
27 on its ministry through unincorporated subsidiary organizations. Constituency meetings of
28 such organizations shall be held in conjunction with the regularly scheduled constituency
29 meetings of the union of churches.

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

35
36 **Article XIV—Finance**

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

43
44 **Sec. 2. Policies:** The portion of tithe which is reserved for this union of churches,
45 as specified by policy, and all other funds shall be used in harmony with the financial
46 policies of the _____ Division of the General Conference of Seventh-day
47 Adventists; and in the case of donations, their use shall be in harmony with the
48 specifications of donors and in compliance with government regulations. Tithe is shared
49 with the division on fixed percentages as set by the division executive committee, and

1 with the General Conference on fixed percentages as set by the Annual Council of the
2 General Conference Executive Committee.

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

11
12 **Sec. 4. Financial Statements:** The _____ Union of Churches shall regularly
13 prepare statements of income and fund balances and shall be responsible for the filing of
14 copies of the annual financial statement with the _____ Division and the General
15 Conference of Seventh-day Adventists and, to the extent required by law, with any
16 branch of local or national government.

17
18 **Sec. 5** Major trust funds belonging to this union of churches shall be deposited with
19 the division until needed to fulfill the purpose for which they were raised.

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

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

26
27 **Sec. 2. Employee Compensation and Expense Review:** The executive committee
28 shall appoint an employee compensation and expense review committee, including a
29 division officer or one or more representatives appointed by the division executive
30 committee. The tasks of this committee are outlined in General Conference *Working*
31 *Policy*.

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

38
39 **Article XVI—Dissolution and Disposition of Assets**

40
41 **This union of churches may be dissolved only by action of the division executive**
42 **committee.**

43
44 **In the event of the dissolution of this union of churches and unless otherwise**
45 **required by local law, all assets remaining after all claims have been satisfied shall be**
46 **transferred to a legal entity authorized by the _____ Division of the General**
47 **Conference of Seventh-day Adventists.**

48
49 **Article XVII—Indemnification Article XVI—Indemnification**

1 **Sec. 1.** To the extent permitted by law, this union of churches shall indemnify any
 2 person who was or is a party or is threatened to be made a party to any threatened, pending, or
 3 completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative,
 4 because he/she is or was a member of the union of churches executive committee or an
 5 officer, employee, or agent of the union of churches against expenses (including legal fees),
 6 judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her
 7 in connection with such action, suit, or proceeding if he/she acted in good faith and in a
 8 manner he/she reasonably believed to be in or not opposed to the best interest of the union of
 9 churches, and, with respect to any criminal action or proceeding, had no reasonable cause to
 10 believe his/her conduct was unlawful.

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

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

18
 19 **~~Article XIII—Dissolution and Disposition of Assets~~**

20
 21 **~~This union of churches may be dissolved only by action of the division executive~~**
 22 **~~committee.~~**

23
 24 **~~In the event of the dissolution of this union of churches and unless otherwise~~**
 25 **~~required by local law, all assets remaining after all claims have been satisfied shall be~~**
 26 **~~transferred to a legal entity authorized by the _____ Division of the General~~**
 27 **~~Conference of Seventh-day Adventists.~~**

28
 29 **Article XVIII—Amendments ~~Article XIV—Amendments~~**

30
 31 At any annual meeting of the _____ Division Executive Committee or at a
 32 Division Council this operating policy may be amended by a majority vote (unless local
 33 law requires a higher majority), ~~vote~~, provided that such amendments shall not be
 34 inconsistent with the Constitution and Bylaws of the General Conference and the
 35 working policy of the _____ Division of the General Conference of Seventh-day
 36 Adventists, and with the spirit of the Union of Churches Model Operating Policy.
 37 However, those portions of this operating policy which are essential to the unity of the
 38 Church worldwide and are designated in bold print shall only be amended or revised
 39 from time to time by the _____ Division Executive Committee by a simple
 40 majority vote in order to comply with changes to the Union of Churches Model
 41 Operating Policy as voted by the General Conference Executive Committee in its annual
 42 meetings.

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SEC/OGC/224-20Ge/PolRev&Dev/ADCOM/Pre/SecC/TreC/GCDO20AC/SEC/
ADCOM(Steering)/20AC to HMM(DIV)

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

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

D 20 Local Conference Model Constitution and Bylaws

D 20 05 Local Conference Constitution and Bylaws—The following Local Conference
Model Constitution and Bylaws ~~Bylaws—This model constitution~~ shall be followed as
closely as possible by all local conferences. Those sections of the model constitution and
bylaws that appear in bold print are essential to the unity of the Church worldwide and shall
be included in the constitution and bylaws as adopted by each local conference. Other
sections of the constitution and model bylaws may be modified as set out in Bylaw Article
XII, provided they continue to be in full harmony with the provisions of this model. Where
specific cases require modification to text in bold print, final approval for such modifications
to any text in bold print must be studied and approved by the General Conference Executive
Committee after receiving a recommendation from the division executive committee and the
General Conference Administrative Committee. ~~Where specific cases require modification to
material in bold print, final approval for such modifications to any material in bold print must
be studied and approved by the General Conference Administrative Committee after receiving
a recommendation from the division executive committee and the Office of General Counsel.~~

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

**CONSTITUTION OF THE _____ CONFERENCE
OF SEVENTH-DAY ADVENTISTS**

Article I—Name

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

Article II—Purpose

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

1 Article III—Relationships

2
 3 The _____ Conference is a member unit of the _____ Union
 4 Conference or Union Mission/Section of the Seventh-day Adventist Church and is
 5 located in the territory of the _____ Division of the General Conference of
 6 Seventh-day Adventists. The purposes, policies, and procedures of this conference shall
 7 be in harmony with the working ~~policies policies, actions,~~ and procedures enacted by the
 8 ~~Executive Committee executive committee~~ of the _____ Division ~~and or~~ the
 9 General Conference of Seventh-day Adventists. This conference shall pursue the mission
 10 of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs,
 11 programs, initiatives, and actions adopted and approved by the General Conference of
 12 Seventh-day Adventists at its sessions. ~~and initiatives adopted and approved by the~~
 13 ~~General Conference of Seventh-day Adventists in its quinquennial sessions.~~

14
 15 Article IV—Geographic Territory

16
 17 The territory of this conference shall consist of _____.

18
 19 Article V—Membership/Constituency

20
 21 The membership/constituency of this conference shall consist of such churches as
 22 have been or shall be properly organized in any part of the geographic territory under
 23 its jurisdiction and formally approved for membership by vote of the delegates at any
 24 regular or special conference constituency meeting.

25
 26 Article VI—Bylaws

27
 28 The members of this conference, acting in and through a conference constituency
 29 meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any
 30 provision not inconsistent with the constitution or with the current local conference
 31 model constitution and bylaws approved by the Executive Committee of the General
 32 Conference of Seventh-day Adventists.

33
 34 Article VII—Dissolution and Disposition of Assets

35
 36 This conference may be dissolved only by a two-thirds (2/3) majority vote of the
 37 delegates present and voting at any constituency meeting.

38
 39 In the event of the dissolution of this conference and unless otherwise required by
 40 local law, all assets remaining after all claims have been satisfied shall be transferred to
 41 a legal entity authorized by the _____ Division of the General Conference of
 42 Seventh-day Adventists.

43
 44 Article VIII—Amendments

45
 46 The bolded text of this constitution and bylaws shall not be amended except to
 47 conform to the local conference model constitution and bylaws when it is amended by
 48 action of the General Conference Executive Committee at an Annual Council. Such
 49 amendments shall be adopted into the conference constitution and bylaws by a simple
 50 majority vote (unless local law requires a higher majority) of delegates present and

1 voting at a conference constituency meeting. This conference may amend the unbolded
 2 text of the constitution and bylaws from time to time at a conference constituency
 3 meeting provided any such changes are in harmony with the spirit and intent of the
 4 model constitution and bylaws. ~~constitution~~. Such amendments shall require an
 5 affirmative vote of two-thirds (2/3) of the delegates present and voting. ~~The conference~~
 6 ~~executive committee may recommend to the General Conference, through~~
 7 ~~the _____ Union Conference or Union Mission/Section and~~
 8 ~~the _____ Division of the General Conference of Seventh-day Adventists,~~
 9 ~~amendments to the model constitution.~~

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

13
 14 **Article I—Principal Office**

15
 16 The principal office for the transaction of the business of
 17 the _____ Conference is fixed and located at _____, _____. The
 18 executive committee may ~~in an emergency~~ change the location of the principal office on
 19 a temporary basis.

20
 21 **Article II—Membership/Constituency Meetings**

22
 23 **Sec. 1. Regular Meeting:** This conference shall hold a
 24 ~~regular _____ (biennial, triennial, quadrennial, or quinquennial) constituency meeting~~
 25 **regular quinquennial membership/constituency meeting*** at such time and place as the
 26 executive committee of the conference shall designate. In the event that the executive
 27 committee fails to call a regular constituency meeting within the ~~quinquennial~~
 28 quinquennial period, the _____ Union Conference or Union Mission/Field
 29 Executive Committee-Committee, or General Conference Executive Committee in the case
 30 of conferences directly attached to the General Conference, **may give notice for such a**
 31 **meeting and designate the time and place.** In case regional conditions make it imperative to
 32 postpone the calling of the constituency meeting, the union conference or union
 33 mission/section executive committee, in a regular or special meeting, shall have authority to
 34 make such postponement, not to exceed one year, giving notice to all constituent
 35 organizations. In the event that the executive committee exercises its authority to postpone a
 36 constituency meeting, it shall also have the authority to set the subsequent regular
 37 constituency meeting at such time and place as it shall see fit, not to exceed five calendar
 38 years from the date of the postponed constituency meeting. Notice of the time and place of the
 39 meeting of the delegates representing the members shall be given by:

40
 41 a. A notice printed in the official publication of the conference
 42 ~~the _____ Union Mission/Section or Union Conference~~ at least four weeks before the
 43 date of the session, or

44 b. A method approved by the _____ Conference Executive
 45 Committee, provided all member units receive notice with sufficient time to select delegates,
 46 or
 47

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

1 c. A method approved by the _____ Union Executive
 2 Committee, in the event of inaction or failure to call a constituency meeting by
 3 the _____ Conference Executive Committee.
 4

5 **Sec. 2. Special Meeting: a.** The executive committee of this conference shall call a
 6 special constituency meeting when:
 7

- 8 1) It is voted by the executive committee, or
- 9
- 10 2) It is voted by the delegates at any constituency meeting, or
- 11
- 12 3) It is requested by _____ percent of the churches of the
 13 conference through their business meetings, ~~church boards~~, or
- 14
- 15 4) It is voted by the union executive committee, division
 16 executive committee, or General Conference Executive Committee.
 17

18 The date for such a meeting in response to paragraphs 3) and 4) above shall not
 19 be more than 90 days from the date when the actions described in paragraphs 3) and 4)
 20 above are communicated to the officers/executive committee of the conference. ~~union~~.
 21

22 b. In the absence of a timely response by the conference executive
 23 committee to paragraphs 2) through 4) in Sec. 2. a. above the _____ Union Executive
 24 Committee or _____ Division Executive Committee may call a special constituency
 25 meeting of the conference and designate the time and place for such a meeting.
 26

27 c. The agenda for special constituency meetings shall be included in
 28 the notice of the meeting.
 29

30 d. Notice as to the time and place of special constituency meetings
 31 shall be given in the same manner as for regularly scheduled constituency meetings.
 32

33 **Sec. 3. Virtual Attendance at Constituency Meetings:** Generally, regular and
 34 special called constituency meetings are to be held in person and onsite. However, delegates
 35 when requested by the executive committee, and if permitted by local law, may participate by
 36 means of an electronic conference or similar communications by which all persons can hear
 37 each other at the same time, and participation by such means shall constitute presence in
 38 person and attendance at such a meeting.
 39

40 ~~Sec. 3.~~ **Sec. 4. Chair and Secretary for Constituency Meetings:** The president of
 41 this conference shall serve as chair and the secretary of this conference shall serve as
 42 secretary for constituency meetings of the this conference. The president may designate
 43 other individuals to assist in chair duties from time to time. In the event that the
 44 president's office is vacant or that the president is unavailable to serve as chair, the
 45 constituency meeting may be called to order by the ranking union officer present. The
 46 first item of business shall be the election of a chair *pro tem*, selected from the delegates
 47 present at the meeting. When the election of a president has been completed, the new
 48 president, ~~or re-elected president~~, if present at the constituency meeting, shall replace
 49 the chair *pro tem*.
 50

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

6
 7 ~~A person who is not reelected a constituency meeting does not thereby lose~~
 8 ~~delegate status at the current constituency meeting.~~

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

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

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

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

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

39
 40 ~~Sec. 9.~~ Sec. 10. Parliamentary Authority: The parliamentary authority pertaining to
 41 all rules and procedures for constituency meetings not covered by its bylaws shall be based on
 42 those published in the *General Conference Rules of Order*, and any adaptation or supplement
 43 approved by the division executive committee, unless otherwise determined by a two-thirds
 44 (2/3) majority vote of the constituency meeting. ~~The parliamentary authority pertaining to~~
 45 ~~all rules and procedures for constituency meetings not covered by its bylaws shall be~~
 46 ~~based on those published in the *General Conference Rules of Order*, and any adaptation~~
 47 ~~or supplement approved by the division executive committee, unless otherwise~~
 48 ~~determined by a two-thirds (2/3) majority vote of the constituency meeting.~~

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

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

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

25
 26 **Article III—Representation at Constituency Meetings**

27
 28 **Sec. 1. Regular Delegates: All delegates duly accredited by any one of the**
 29 **organized churches of the conference.** Each church shall be entitled to one delegate for the
 30 organization and one additional delegate for each _____ members or major fraction thereof
 31 **and who hold membership in the local church which accredits them. Such delegates shall**
 32 **be chosen by the business meeting of the respective local church and include males and**
 33 **females.**

34
 35 **Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this**
 36 **conference include:**

37
 38 **a. The current members of the executive committee of this conference.**

39
 40 **b. Members of the _____ Union Mission/Section or Union**
 41 **Conference Committees who may be present at any constituency meeting of this**
 42 **conference. The number of such delegates shall not exceed ten percent of the total**
 43 **number of delegates otherwise provided for.**

44
 45 **c. All employees holding credentials or ministerial licenses issued by this**
 46 **conference.**

47
 48 **d. Such other persons as may be recommended by the executive**
 49 **committee and accepted by the delegates in session. The number of such delegates shall**

1 not exceed ten percent of the total number of regular delegates provided for
2 hereinabove.

3
4 e. A person who is not elected to a new term of office a constituency
5 meeting does not thereby lose delegate status at the current constituency meeting.

6
7 ~~Sec. 1. The delegates at any constituency meeting of this conference shall be~~
8 ~~regular delegates and delegates at-large.~~

9
10 ~~a. Regular Delegates: All delegates duly accredited by any one of the~~
11 ~~organized churches of the conference. Each church shall be entitled to one delegate for the~~
12 ~~organization and one additional delegate for each _____ members or major fraction thereof~~
13 ~~and who hold membership in the local church which accredits them. Such delegates shall~~
14 ~~be chosen by the business meeting of the respective local church and include males and~~
15 ~~females.~~

16
17 ~~b. Delegates at-large:~~

18
19 ~~1) All members of the executive committee of~~
20 ~~the _____ Conference.~~

21
22 ~~2) All members of the executive committee of~~
23 ~~the _____ Union Mission/Section or Union Conference who may be present at any~~
24 ~~constituency meeting of this conference.~~

25
26 ~~3) All employees holding credentials or ministerial licenses issued~~
27 ~~by this conference.~~

28
29 ~~4) Members of the division executive committee who may be~~
30 ~~present at any constituency meeting of this conference. The number of such delegates~~
31 ~~representing the Division shall not exceed ten percent of the total number of delegates~~
32 ~~otherwise provided for.~~

33
34 ~~5) Such other persons as may be recommended by the~~
35 ~~executive committee and accepted by the delegates in session. The number of such~~
36 ~~delegates shall not exceed ten percent of the total number of regular delegates provided~~
37 ~~for hereinabove.~~

38
39 ~~Sec. 2. Sec. 3. Church Membership Requirement: All delegates appointed to~~
40 ~~represent the members of this conference at any constituency meeting shall be members~~
41 ~~in regular standing of the Seventh-day Adventist Church.~~

42
43 **Article IV— Constituency Meeting Committees**

44
45 *(Note: Division executive committees may authorize a process whereby the session*
46 *organizing and nominating committees may be selected and empowered to perform their tasks*
47 *in advance of the session. The process to select such committees for a session shall involve*
48 *constituency representation rather than being accomplished by the executive committee*
49 *alone. Unless a division executive committee has approved other arrangements as described*

1 above, the following provisions shall apply for the appointment and functioning of session
2 committees.)
3

4 **Prior to each conference constituency meeting, the executive committee shall**
5 **provide for such temporary committees as may be necessary to conduct the preliminary**
6 **work for the session.**
7
8

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

14 **Sec. 1. Organizing Committee: a. The organizing committee shall be constituted**
15 **as follows: Each church represented at the constituency meeting shall choose, or**
16 **empower its delegation to choose, one member plus one additional member for**
17 **each _____ members or a major fraction thereof. In addition, the at-large delegates to**
18 **the constituency meeting shall select _____ persons from the at-large delegate group to**
19 **serve on the organizing committee.** Organizing Committee: a. The organizing committee
20 shall be constituted as follows: Each church represented at the constituency meeting shall
21 choose, or empower its delegation to choose, one member plus one additional member for
22 each _____ members or a major fraction thereof. In addition, the at large delegates to the
23 constituency meeting shall select _____ persons from the at large delegate group to serve on
24 the organizing committee.
25

26 **b. Members of the organizing committee shall be chosen at or prior to**
27 **the constituency meeting.** Members of the organizing committee shall be chosen at or prior
28 to the constituency meeting.
29

30 **c.** If the organizing committee is to meet prior to the constituency
31 meeting, the time and place of the meeting shall be given in the official notice of the meeting.
32

33 **d. The chair of the organizing committee shall be the president of**
34 **the _____ Union or his designee.** The chair of the organizing committee shall be the
35 president of the _____ Union or his designee.
36

37 **e.** The organizing committee shall nominate, and **The organizing**
38 **committee shall nominate, and the constituency shall elect:**
39

- 40 1) A nominating committee
- 41
- 42 2) A constitution and bylaws committee
- 43
- 44 3) Other committees as may be necessary.
- 45

46 **Sec. 2. Nominating Committee: The nominating committee shall consist of at**
47 **least _____ and not more than _____ members, including the president of**
48 **the _____ Union, Union Mission/Section or Union Conference, or his designee, who**
49 **shall serve as the chair. The membership of the committee shall be balanced, as nearly**

1 as possible, between denominational workers and laypersons representing various
2 segments of the work and territories of the conference.

3
4 a. Those chosen as members of the Nominating Committee must be
5 duly appointed delegates in attendance at the constituency meeting.

6
7 b. Persons holding elective office, as outlined in Article II, Sec. 11, ~~Sec.~~
8 ~~10~~, in the current term, excluding non-ex officio members of the executive committee, shall
9 not be eligible to serve on the Nominating Committee.

10
11 c. The Nominating Committee shall limit its nominations to those
12 positions for which persons are to be elected at the constituency meeting and for which
13 budgetary provisions have been made.

14
15 d. The Nominating Committee shall also nominate members for the
16 conference executive committee and for the boards of conference institutions whose
17 bylaws indicate that board members for the entity are elected at a conference
18 constituency meeting.

19
20 **Sec. 3. Standing Constitution and Bylaws Committee:** The standing constitution
21 and bylaws committee shall include an officer of the _____ Union Mission/Section
22 or Union Conference and shall be chaired by the secretary of the local conference, or
23 his/her designee.

24
25 This committee shall function between the regularly scheduled constituency
26 meetings and shall submit its reports and detailed recommendations through the
27 conference executive committee to the next regular constituency meeting.

28
29 **Article V—Executive Committee**

30
31 **Sec. 1. Membership:** The executive committee of the _____ Conference of
32 Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting
33 and shall consist of not more than ____ members. The president, secretary,
34 treasurer/chief financial officer, and vice president(s) of the conference shall be
35 members ex officio of the executive committee. The membership of the committee may
36 include at least one departmental director and one institutional representative with the
37 remaining membership balanced as nearly as possible between laypersons and pastors
38 or other denominational employees from various sections of the conference. The officers of
39 the _____ Union Mission/Section or Union Conference, of the _____ Division
40 and of the General Conference of Seventh-day Adventists are members ex officio of the
41 local conference executive committee; however, their membership shall be in addition to
42 the number detailed above. Any such officers exercising their voting rights at any one
43 meeting shall not make up more than ten percent of the committee membership present.

44
45 *(Note: A conference constituency may indicate in its bylaws the minimum percentage*
46 *of laypersons on the conference executive committee.)*

47
48 **Sec. 2. Delegated Authority:** The executive committee of this conference, unless
49 replaced at a special constituency session, is delegated the authority to act on behalf of
50 the constituents between constituency meetings, ~~regular sessions~~, including the authority

1 **to remove for cause** (see definition of “for cause” in Article II, ~~Sec. 11, Sec. 10,~~ above)
2 **persons who have been elected at a conference constituency meeting, including officers**
3 **of the conference, directors of departments/services, members of boards and committees**
4 **whose election or appointment is a result of a constituency meeting or executive**
5 **committee meeting action and to fill, for the remaining portion of the term, any**
6 **vacancies thus created. The removal of those named under ~~Article VI, Sec. 1,~~ Article VI,**
7 **Sec. 1, shall require the affirmative vote of two-thirds (2/3) of those voting at an a**
8 **conference executive committee meeting where a majority of members is present.**

9
10 **Sec. 3. Administrative Authority: The executive committee shall have full**
11 **administrative authority:**

12
13 a. To fill for the current term any vacancies that may occur by death,
14 resignation or otherwise, in its boards, committees, departments, or in offices which have
15 been filled by conference constituency meeting election. **If a new president is to be elected,**
16 **the president of the _____ Union Mission/Section or Union Conference,**
17 **~~Conference~~ or his designee, shall serve as chair of the executive committee.**

18
19 b. To appoint committees, such as an administrative committee, with their
20 terms of reference.

21
22 c. To employ such personnel as may be necessary to execute its work
23 effectively. ~~To employ ministers, secretaries, teachers, and other persons as deemed necessary~~
24 for the work of the conference.

25
26 d. To grant and withdraw credentials and licenses. The withdrawal of
27 credentials shall require the consent of two thirds (2/3) of the members of the conference
28 executive committee.

29
30 **Sec. 4. Regular Meetings: The executive committee may schedule regular meetings at**
31 **such times and places as it may select.**

32
33 **Sec. 5. Special Meetings: Special meetings of the executive committee may be called**
34 **at any time or place by the president or, in his absence, by the secretary. A special meeting**
35 **shall also be called by the secretary in response to the written request of a majority of the**
36 **members of the executive committee.**

37
38 **Sec. 6. Attendance at Meetings: Where allowed by local law, executive committee**
39 **members may participate in meetings by means of an electronic conference or similar**
40 **communications by which all persons participating can hear each other at the same**
41 **time, and participation by such means shall constitute presence in person at such a**
42 **meeting.**

43
44 **Sec. 7. Notice of Meetings: Notice as to time and place, and any other**
45 **requirements under these bylaws, shall be provided to all members in a reasonable**
46 **manner at least 48 hours prior to the meeting if the meeting is to take place by electronic**
47 **conference or similar communications, or at least 96 hours if the meeting is to take place**
48 **in person.**

1 **shall also be responsible for furnishing copies of the financial statements to the union**
2 **officers. 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~~
11 and 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
15 department/association/service structure of the General Conference but shall not necessarily
16 duplicate the departments/ associations/services at the division or the General Conference of
17 Seventh-day Adventists. ~~Departments/Services Structure: Conference departments/services~~
18 ~~shall be organized in harmony with the departmental/service structure of the General~~
19 ~~Conference but shall not necessarily duplicate the departments/services in the union, division,~~
20 ~~or General Conference.~~

21
22 **Article VIII—Other Organizations**

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

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

33
34 **Article IX—Finance**

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

40
41 **Sec. 2. Policies:** The portion of the tithe which is reserved for this conference, as
42 specified by policy, and all other funds shall be used in harmony with the financial
43 policies of the _____ Division of the General Conference of Seventh-day
44 Adventists; and in the case of donations, their use shall be in harmony with the
45 specifications of donors and in compliance with government regulations. Tithe is shared
46 with the union and division on fixed percentages as set by the division executive
47 committee, and with the General Conference on fixed percentages as set by the Annual
48 Council of the General Conference Executive Committee.

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

7
 8 **Sec. 4. Financial Statements:** The _____ Conference shall prepare regularly
 9 appropriate statements of income and fund balances and shall be responsible for the
 10 filing of any financial information directly with the _____ Union Conference or
 11 Union Mission/Field Section and the _____ Division of the General Conference of
 12 Seventh-day Adventists and, to the extent required by law, with any branch of local or
 13 national government.

14
 15 **Article X—Budget, Employee Compensation Review, and Financial Audit**

16
 17 **Sec. 1. Budget:** The _____ Conference shall prepare an annual budget in
 18 harmony with the policies of the _____ Division of the General Conference of
 19 Seventh-day Adventists.

20
 21 **Sec. 2. Employee Compensation and Expense Review:** The executive committee
 22 shall appoint an employee compensation and expense review committee whose tasks are
 23 outlined in General Conference *Working Policy*.

24
 25 **Sec. 3. Independent Audit:** ~~All accounting records~~ The financial statements of
 26 this conference shall be audited at least annually by an auditor chosen in harmony with
 27 General Conference *Working Policy* and the records of this conference or any of its
 28 subsidiaries, agencies, or institutions shall at all times be open to said auditor.

29
 30 **Article XI—Indemnification**

31
 32 **Sec. 1.** To the extent permitted by law, this conference shall indemnify any person
 33 who was or is a party or is threatened to be made a party to any threatened, pending, or
 34 completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative,
 35 because he/she is or was a member of the conference executive committee or an officer,
 36 employee, or agent of the conference against expenses (including legal fees), judgments,
 37 fines, and amounts paid in settlement actually and reasonably incurred by him/her in
 38 connection with such action, suit, or proceeding if he/she acted in good faith and in a manner
 39 he/she reasonably believed to be in or not opposed to the best interest of the conference, and,
 40 with respect to any criminal action or proceeding, had no reasonable cause to believe his/her
 41 conduct was unlawful.

42
 43 **Sec. 2.** This right of indemnification shall be in addition to, and not exclusive of, all
 44 other rights to which such member of the executive committee, ~~or an officer~~ officer, or
 45 department director may be entitled.

46
 47 *(Note: This right of indemnification may be expanded or contracted as allowed under*
 48 *local law and as adopted by the constituents.)*

49
 50 **Article XII—Amendments**

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

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

SEC/OGC/224-20Gf/PolRev&Dev/ADCOM/Pre/SecC/TreC/GCDO20AC/SEC/
ADCOM(Steering)/20AC to HMM(DIV)

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

VOTED, To amend GC D 25, Local Mission/Field/Section Model Operating Policy, to read as follows:

D 25 Local Mission/Section Model Operating Policy

D 25 05 Local Mission/Field/Section—The following Local Mission/Field/Section Model Operating Policy shall be followed as closely as possible by all missions/fields/sections. Those sections of the model operating policy that appear in bold print are essential to the unity of the Church worldwide and shall be included in the operating policy for each mission/field/section. Other sections of the model operating policy may be modified as set out in Article XIV, provided they continue to be in full harmony with the provisions of this model. Where specific cases require modification to text in bold print, final approval for such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee. Any other modifications needed to meet specific conditions in a mission/field/section shall be submitted to the respective division executive committee for consideration. Where specific

1 ~~cases require modification to material in bold print, final approval for such modifications to~~
2 ~~any material in bold print must be studied and approved by the General Conference~~
3 ~~Administrative Committee after receiving a recommendation from the division executive~~
4 ~~committee and the Office of General Counsel.~~

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

9
10 **Operating Policy of the _____ Mission/Field/Section**
11 **of Seventh-day Adventists**

12
13 **Article I—Name**

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

17
18 **Article II—Purpose**

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

24
25 **Article III—Relationships**

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

38
39 **Article IV—Geographic Territory**

40
41 **The territory of this mission/field/section shall consist of _____.**

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

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

49
50 **Article VI—Principal Office**

1
 2 4) It is voted by the union executive committee, division
 3 executive committee, or General Conference Executive Committee.
 4 ~~the _____ Union Executive Committee or the Division Conference Executive~~
 5 ~~Committee.~~
 6

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

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

18 c. The agenda for special constituency meetings shall be included in
 19 the notice of the meeting.
 20

21 d. The Notice as to the time and place of special constituency meetings
 22 shall be given in the same manner as for regularly scheduled constituency meetings.
 23

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

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

39 ~~In a similar manner, arrangements~~ Arrangements may be made for a secretary
 40 *pro tem* if the secretary’s office is vacant or the secretary is unavailable to serve at the
 41 constituency meeting.
 42

43 ~~Sec. 4.~~ Sec. 5. Regular Meeting Business: The business of the regular constituency
 44 meeting will include the election/appointment of personnel for various positions (see Sec.
 45 11, ~~Sec. 10,~~ below), the receipt of reports from the president, secretary, treasurer/chief
 46 financial officer (report based on audited statements), departmental directors, and the
 47 auditor. In addition, the constituency meeting shall review/create plans for moving the
 48 mission/field/section toward conference status. It shall also endorse/approve/develop
 49 plans for the conduct of the work as are desirable and in harmony with the policies of
 50 the _____ Division.

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

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

10
11 **Sec. 7. Sec. 8. Voting Rights of the Delegates:** Each delegate appointed to act on
12 behalf of the members of this mission/field/section shall be entitled to one vote on each
13 question to be decided by the body. The voting rights of the individual delegates representing
14 the members as hereinafter provided shall be limited to the particular constituency meeting of
15 the mission/field/ section in which they have been designated to represent a local church,
16 institution, the Union, the Division, or the General Conference of Seventh-day Adventists.

17
18 **Sec. 8. Sec. 9. Voting:** The voting on matters of business shall normally be by *viva*
19 *voce*. The chair may call for the vote by other means, including a secret ballot, when it is
20 deemed advisable or is requested by the membership. Votes cast remotely shall have the
21 same validity as if the delegates met and voted onsite.

22
23 **Sec. 9. Sec. 10. Parliamentary Authority:** The parliamentary authority for
24 constituency meetings pertaining to all rules and procedures not covered by its bylaws shall
25 be based on those published in the *General Conference Rules of Order*, and any adaptation or
26 supplement approved by the division executive committee, unless otherwise determined by a
27 two-thirds (2/3) majority vote of the constituency meeting.

28
29 **Sec. 10. Sec. 11. Elections/Appointments and Term of Office:** a. Elections: The
30 president, secretary, and treasurer/chief financial officer of this mission/field/section
31 shall be elected by the union constituency meeting ~~constituency/executive committee~~
32 rather than by the session of this mission/field/section. The election of departmental
33 directors, associate departmental directors, associate secretaries, or associate treasurers
34 for this mission/field/section, if not determined by the delegates at the union
35 constituency meeting, shall be referred to the union executive committee for
36 appointment. is normally done during the constituency session. If personnel for
37 available positions are not all elected during the session, their appointment shall be
38 referred to the executive committee. The union constituency meeting shall also elect the
39 members (other than ex officio) of the mission/field/section executive committee and,
40 where required by the governance documents of mission/field/section institutions, the
41 chief administrator(s) and board members of such entities.

42
43 b. Term of Office: Persons elected at the constituency meeting and
44 those appointed by the executive committee normally serve until the next regular
45 constituency meeting. However, their period of service may be shorter due to
46 resignation, voluntary retirement, retirement in situation where a mandatory retirement
47 age policy is in effect, or removal from office, for cause, by the executive committee or a
48 special constituency meeting.

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

8
 9 **Article VIII—Representation at Constituency Meetings**

10
 11 **Sec. 1. Regular Delegates: All delegates duly accredited by any one of the**
 12 **organized churches of the mission/field/section.** Each church shall be entitled to one
 13 delegate for the organization and one additional delegate for each _____ members or major
 14 fraction thereof and who hold membership in the local church which accredits them. **Such**
 15 **delegates shall be chosen by the business meeting of the respective local church and**
 16 **include males and females.** ~~Sec. 1. Regular Delegates: Regular delegates to a~~
 17 ~~mission/field/ section session shall be such delegates as shall be duly accredited by the~~
 18 ~~organized churches of the mission/field/section,~~ on the basis of one for each local organized
 19 church, and one additional for each _____ members or major fraction thereof. ~~Such delegates~~
 20 ~~shall be chosen by action of the business meeting of each respective local church and~~
 21 ~~include males and females.~~

22
 23 **Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this**
 24 **mission/field/section session shall be: include:**

25
 26 a. The current members of the executive committee of this
 27 mission/field/ section.

28
 29 b. Members of the General Conference, the _____ Division and
 30 the _____ Union Mission/Section or Union Conference Executive Committees who
 31 may be present at any session constituency meeting of this mission/field/section. The
 32 number of such delegates shall not exceed ten percent of the total number of delegates
 33 otherwise provided for.

34
 35 c. All employees holding credentials or ministerial licenses issued by
 36 the _____ Union or the mission/field/section. ~~All ordained and licensed ministers,~~
 37 ~~and those holding missionary credentials from the _____ Union or the~~
 38 ~~mission/field/section.~~

39
 40 d. Such other persons as may be recommended by the executive
 41 committee and accepted by the delegates in session. The number of such delegates shall
 42 not exceed ten percent of the total number of delegates otherwise provided for.

43
 44 e. A person who is not elected to a new term of office at a constituency
 45 meeting does not thereby lose delegate status at the current constituency meeting.

46
 47 **Sec. 3. Church Membership Requirement:** All delegates appointed to represent
 48 the members of this mission/field/section at any constituency meeting shall be members
 49 in regular standing of the Seventh-day Adventist Church.

Article IX—Constituency Meeting Committees

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

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

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

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

b. Members of the organizing committee shall be chosen at or prior to the constituency meeting. ~~Members of the organizing committee shall be chosen at or prior to the constituency meeting.~~

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

d. The chair of the organizing committee shall be the president of the Union or his designee.

e. The organizing committee shall nominate, and the constituency shall elect:

- 1) A nominating committee.
- 2) Other committees as may be necessary.

Sec. 2. Nominating Committee: The nominating committee shall consist of at least _____ and not more than _____ members, including the president of the _____ Union, or his designee, who shall serve as chair. The membership of the

1 committee shall be balanced, as nearly as possible, between denominational workers and
 2 laypersons representing various segments of the work and territories of the
 3 mission/field/ section.

4
 5 a. Those chosen as members of the Nominating Committee must be
 6 duly appointed delegates in attendance at the constituency meeting.

7
 8 b. Persons holding elective office, as outlined in Article VII, Sec. 11.
 9 ~~Sec. 10.~~ in the current term, excluding non-ex officio members of the executive committee,
 10 shall not be eligible to serve on the Nominating Committee.

11
 12 c. The Nominating Committee shall limit its nominations to those
 13 positions for which persons are to be elected at the constituency meeting and for which
 14 budgetary provisions have been made.

15
 16 d. The Nominating Committee shall also nominate members
 17 ~~members, other than ex officio members,~~ for the mission/field/section executive
 18 committee and for the boards of mission/field/section institutions whose bylaws indicate
 19 that board members for the entity are elected at a mission/field/section constituency
 20 meeting.

21
 22 Article X—Executive Committee

23
 24 **Sec. 1. Membership of the Executive Committee: The executive committee of**
 25 **the _____ Mission/Field Section of Seventh-day Adventists shall be elected at its**
 26 **regularly scheduled constituency meeting and shall consist of from five to fifteen**
 27 **members, as determined by the union executive committee. The president, secretary,**
 28 **and treasurer/chief financial officer shall be ex officio members of the executive**
 29 **committee. The officers of the _____ Union Mission/Section or Union Conference,**
 30 **the _____ Division, and the General Conference of Seventh-day Adventists are**
 31 **members ex officio of the mission/field/section executive committee; however, their**
 32 **membership shall be in addition to the number detailed above. Any such officers**
 33 **exercising their voting rights at any one meeting shall not make up more than ten**
 34 **percent of the committee membership present. The mission/field/section executive**
 35 **committee, of which the president shall be the chair and the secretary/secretary-**
 36 **treasurer shall be the secretary, shall consist of from five to fifteen members, as**
 37 **determined by the union conference or union mission/section executive committee. The**
 38 **mission/field/section president, secretary, and treasurer/chief financial officer shall be ex**
 39 **officio members of the executive committee. The officers of the _____ Union**
 40 **Mission/Section or Union Conference, the _____ Division, and the General**
 41 **Conference of Seventh-day Adventists are members ex officio of the mission/field/section**
 42 **executive committee; however, their membership shall be in addition to the number**
 43 **detailed above. Any such officers exercising their voting rights at any one meeting shall**
 44 **not make up more than ten percent of the committee membership present.**

45
 46 *(Note: The union may indicate in this operating policy the minimum percentage of*
 47 *laypersons on the mission/field/section executive committee.)*

48
 49 **Sec. 2. Delegated Authority: The executive committee of this mission/field/section**
 50 **mission/field/section, unless replaced at a special constituency meeting, is delegated the**

1 authority to act on behalf of the constituents between constituency meetings, including
 2 the authority to remove, for cause (see definition of “for cause” in Article VII, Sec. 11. See.
 3 ~~40.~~ 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
 7 remaining portion of the term, any vacancies thus created. (The offices of
 8 mission/field/section president, secretary, and treasurer/chief financial officer are always
 9 filled by action of the union executive committee.) The removal of those named under
 10 Article VII, Sec. 11. shall require the affirmative vote of two-thirds (2/3) of those voting
 11 at a mission/field/section executive committee meeting where a majority of members is
 12 present. including: directors of departments/services; chief administrators of
 13 institutions; and board/committee members whose election or appointment is a result of
 14 a constituency meeting or executive committee meeting action; and to fill, for the
 15 remaining portion of the term, any vacancies thus created.

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

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

41
 42 **Sec. 4. Meetings** of the executive committee may be called at any time or place by the
 43 president, or in his absence by the secretary upon the written request of any three members, or
 44 twenty-five percent (whichever is more), of the executive committee. ~~Meetings of the~~
 45 mission/field/section executive committee may be called at any time or place by the president,
 46 or should he be absent from the field, such meetings may be called by the secretary upon the
 47 written request of any three members of the mission/field/section executive committee.

48
 49 **Sec. 5. Attendance at Meetings:** Where allowed by local law, executive committee
 50 members may participate in meetings by means of an electronic conference or similar

1 communications by which all persons participating can hear each other at the same
2 time, and participation by such means shall constitute presence in person at such a
3 meeting.

4
5 **Sec. 6. Notice of Meetings:** Notice as to time and place, and any other
6 requirements under this operating policy, ~~these bylaws~~, shall be provided to all members
7 in a reasonable manner at least 48 hours prior to the meeting if the meeting is to take
8 place by electronic conference or similar communications, or at least 96 hours if the
9 meeting is to take place in person.

10
11 **Sec. 7. Quorum:** Unless otherwise required in the Operating
12 Policy, _____ members, including the president, of the mission/field/section executive
13 committee ~~executive committee~~, shall constitute a quorum.

14 **Article XI—Officers and Their Duties**

15
16
17 **Sec. 1. Executive Officers:** The executive officers of this mission/field/section shall
18 be a president, a secretary, and a treasurer/chief financial officer. The secretary and
19 treasurer/chief financial officer may be one individual known as the secretary-treasurer. It is
20 the duty of these officers, in consultation with one another, to carry forward the work
21 according to plans, policies, and programs voted by the union executive committee, the
22 constituency in session, and/or the mission/field/section executive committee. These
23 plans, policies, and programs shall be in harmony with the Fundamental Beliefs and
24 actions adopted and approved by the General Conference of Seventh-day Adventists in
25 its quinquennial sessions.

26
27 The mission/field/section executive officers ~~of this mission/field/section~~ shall be
28 appointed by the union at the time of its sessions, or by the union executive committee
29 between union sessions and shall hold office for the period of _____ years or until their
30 successors are appointed and enter upon their duties. ~~sessions. The executive officers~~
31 ~~shall be members of the local mission/field/section executive committee.~~ Vacancies in
32 such offices shall be filled by action of the union executive committee.

33
34 a. **President:** The president, who shall be an ordained minister of
35 experience, is the first officer and shall report to the executive committee of the mission/
36 field/section in consultation with the secretary and the treasurer/chief financial officer.
37 He shall act as chair of constituency meetings and of the mission/field/section executive
38 committee and serve in the general interests of the mission/field/section as the
39 constituency and the ~~mission/field/section~~ executive committee shall determine. In his
40 leadership he shall adhere to the policies of the _____ Union,
41 the _____ Division, ~~Division~~ and of the General Conference of Seventh-day
42 Adventists, work in harmony with the union executive ~~committee~~, committee and in
43 close counsel with the union officers. When a local mission/field/section president is to be
44 absent from the field for prolonged periods of time, the mission/field/section executive
45 committee shall be authorized, in counsel with the union officers, to appoint an individual to
46 act as chair during such absence.

47
48 b. **Secretary:** The secretary, associated with the president as an
49 executive officer, shall serve under the direction of the executive committee and shall act
50 as vice-chair of the executive committee. The secretary shall report to the executive

1 committee of the mission/field/section after consultation with the president. It shall be
2 the duty of the secretary to keep the minutes of the constituency meetings sessions and of
3 the executive committee meetings, and to furnish copies of such to all members of the
4 executive committee and to the union officers, officers of the _____ Union
5 ~~Mission/Section or Union Conference~~. The secretary shall also be responsible for
6 providing information as may be requested by the president or the ~~union and local~~
7 ~~mission/field/section~~ mission/ field/section, union, or division committees and shall
8 perform such other duties as pertain to the office.

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

22
23 **Sec. 2. Other Officers:** Other individuals may serve as officers of the
24 mission/field/section, such as associate secretary and associate treasurer.

25 26 **Article XII—Directors of Departments/Associations/Services**

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

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

40 41 **Article XIII—Finance**

42
43 **Sec. 1. Tithes and Offerings:** The church funds managed by this mission/field/
44 section shall be:

45
46 a. **Such portion of tithe as it shall be assigned by policy and as**
47 **received from all churches and isolated members in the mission/field/section**

48
49 b. Appropriations from the _____ Union Mission/Section or Union
50 Conference or the _____ Division.

1
2 c. Special donations and funds, legacies, gifts, devises, and bequests made
3 to it. donations.
4

5 **Sec. 2. Policies:** The portion of title which is reserved for this
6 mission/field/section, as specified by policy, and all other funds shall be used in harmony
7 with the policies of the _____ Division of the General Conference of Seventh-day
8 Adventists; Conference; and in the case of donations, their use shall be in harmony with
9 the specifications of donors and in compliance with government regulations. Tithes is
10 shared with the union and division on fixed percentages as set by the division executive
11 committee and with the General Conference on fixed percentages as set by the Annual
12 Council of the General Conference Executive Committee. This mission/field/section shall
13 pass on monthly to the _____ Union Mission/Section or Union Conference the
14 specified tithe percentage, all mission/field/section offerings, and such other funds as
15 may be called for by the policies of the union and division organizations.
16

17 **Sec. 3. Bank Accounts:** The funds of this mission/field/section shall be
18 safeguarded in harmony with the financial policies of the _____ Division of the
19 General Conference of Seventh-day Adventists. Moneys shall be deposited in the name
20 of the _____ Mission/Field/Section of Seventh-day Adventists in regular or special
21 accounts in such banks or savings institutions as the mission/field/section executive
22 committee shall designate and shall be withdrawn only by persons authorized by
23 resolution of the mission/field/section executive committee.
24

25 **Sec. 4. Financial Statements:** The _____ Mission/Field/Section shall
26 regularly prepare statements of income and fund balances and shall be responsible for
27 the filing of copies of the annual financial statement with the _____ Union, Union
28 Conference or Union Mission/Section and the Division and, to the extent required by
29 law, with any branch of local or national government.
30

31 **Article XIV—Budget, Employee Compensation Review, and Financial Audit**
32

33 **Sec. 1. Budget:** The _____ Mission/Field/Section shall prepare an annual
34 budget in harmony with the policies of the _____ Division of the General
35 Conference of Seventh-day Adventists.
36

37 **Sec. 2. Employee Compensation and Expense Review:** The executive committee
38 shall appoint an employee compensation and expense review committee, including a
39 union officer or one or more representatives appointed by the union executive
40 committee. The tasks of this committee are outlined in General Conference *Working*
41 *Policy*.
42

43 **Sec. 3. Independent Audit:** ~~A financial audit~~ The financial statements of this
44 mission/field/section shall be audited at least annually ~~conducted at least annually~~ by an
45 auditor chosen in harmony with General Conference *Working Policy*; and the records of
46 this mission/field/section or any of its subsidiaries, agencies, or institutions shall at all
47 times be open to said auditor.
48

49 **Article XV—Dissolution and Disposition of Assets**
50

1 IBE/PolRev&Dev/ADCOM/GCDO20AC/20AC to HMM(DIV)

2
3 210-20G AFFILIATION WITH OTHER SCHOOL SYSTEMS -
4 POLICY AMENDMENT

5
6 VOTED, To amend GC FE 50, Affiliation with Other School Systems, to read as
7 follows:

8
9 FE 50 Affiliation with Other School Systems

10
11 Schools owned and operated by the Seventh-day Adventist Church shall secure
12 approval from the union/division board of education and in the case of higher education,
13 through to the International Board of Education, prior to effecting any affiliation or
14 memorandum of understanding for coursework or a joint degree with a non-Adventist school
15 system (elementary, junior high, senior high school, or higher education). The affiliation or
16 memorandum of understanding will ensure alignment of Seventh-day Adventist philosophy, a
17 biblical worldview, ensure legal protections as a faith-based institution, and provide evidence
18 of significant benefit to the Adventist institution. ~~No Seventh-day Adventist school should~~
19 effect any affiliation for course work with a non-Adventist school system (elementary, junior
20 high, or senior high school) until approval has been obtained from the union board of
21 education.

1 YOU/PolRev&Dev/ADCOM/GCDO20AC/20AC to HMM(DIV)

2
3 220-20G PUBLIC CAMPUS MINISTRIES - POLICY DELETION

4
5 VOTED, To delete GC FA 55, Public Campus Ministries, which reads as follows:

6
7 FA 55 Public Campus Ministries

8
9 FA 55 05 Objectives—Adventist Chaplaincy Ministries collaborates with Youth
10 Ministries and Education in providing support to Seventh-day Adventists who, for a variety of
11 reasons, attend public colleges and universities around the world. Working under the
12 supervision of a General Conference-appointed committee on Adventist Ministry to College
13 and University Students (AMiCUS) and in coordination with the world divisions, these three
14 departments promote and support initiatives designed to meet the spiritual, intellectual, and
15 social needs of Adventist students on public campuses worldwide. In cooperation with leaders
16 at various church levels, AMiCUS endeavors to (1) strengthen the faith commitment of
17 students to Seventh-day Adventist beliefs and mission, (2) prepare students to deal with the
18 intellectual challenges that arise in a secular environment, (3) develop the leadership abilities
19 of students, (4) provide students with opportunities for Christian fellowship, and (5) train
20 students for outreach, service, and witness on the campus, in the community, and in the world
21 at large.

22
23 FA 55 10 Responsibilities—The AMiCUS Committee provides overall supervision
24 and coordination of this global ministry and, in consultation with leaders in world divisions,
25 promotes initiatives designed to:

- 26
27 1. Organize associations of Adventist students in public campuses and hold
28 special meetings for them,
29
30 2. Publish and distribute *College and University Dialogue*, a handbook, and other
31 materials that support this ministry, and
32
33 3. Train campus chaplains, lay leaders, and pastors in university centers.

34
35 The committee also develops an annual budget to carry out its international ministry.

36
37 Adventist Chaplaincy Ministries focuses on fostering the organization and activities of
38 student associations in college or university centers, training students for leadership and
39 outreach, and holding regional student conventions and retreats.

40
41 FA 55 15 Role of the World Divisions—Each world division shall assign to one or
42 two Adventist Chaplaincy Ministries-qualified department directors the responsibility of
43 leading in the ministry to Adventist students on public college and university campuses, with
44 support from the General Conference-appointed AMiCUS Committee and in coordination
45 with union leaders in their territory. This ministry seeks to:

- 46
47 1. Foster the organization and activities of Adventist student associations on
48 public campuses and maintain a current list of them,
49 2. Hold regional meetings for these students,

1 3. Budget funds for the free distribution of *Dialogue* and other needed materials,

2
3 4. Offer specialized training for campus chaplains, lay leaders, and pastors in
4 university centers,

5
6 5. Train students for outreach, service, and evangelism on their campuses, their
7 communities, and beyond,

8
9 6. Promote the involvement of Seventh-day Adventist university professors and
10 other professionals as mentors in this ministry.

11
12 7. Connect these students with Seventh-day Adventist colleges and universities as
13 potential transfer students, where possible, and eventually as faculty members,

14
15 8. Assist local leaders in establishing and maintaining good relations with
16 administrators of public colleges and universities at which Adventists are students,

17
18 9. Engage the services of Public Affairs and Religious Liberty in preventing or
19 solving Sabbath observance issues related to Seventh-day Adventist students ~~in~~ on public
20 campuses, and

21
22 10. Provide coordination and guidance for this ministry to their counterparts in the
23 unions and local fields, as well as periodic assessment.

24
25 FA 55 20 Role of Adventist Chaplaincy Ministries—Adventist Chaplaincy Ministries
26 focuses on three primary tasks as its part in supporting students:

27
28 1. Endorsing Adventist campus chaplains;

29
30 2. Providing professional development training for campus chaplains; and

31
32 3. Developing materials to support their chaplains' ministry.

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1 TRS/PolRev&Dev/ADCOM/GCDO20AC/20AC to HMM(DIV)

2
3 215-20G LEGAL ASSOCIATION AND TRUST SERVICES—
4 DEPARTMENTAL POLICIES - POLICY AMENDMENT

5
6 VOTED, To amend GC FT, Legal Association and Trust Services, to read as follows:

7
8 FT LEGAL CORPORATION/ASSOCIATION AND PLANNED GIVING AND TRUST
9 SERVICES MINISTRY—DEPARTMENTAL POLICIES
10 ASSOCIATION AND TRUST SERVICES—DEPARTMENTAL POLICIES

11
12 FT 05 Mission Statement

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

18
19 FT 10 Statement of Purpose

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

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

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

41
42 FT 15 Definition of Planned Giving and Trust Services

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

1 Planned Giving promotes that each church member should have their own plan that
2 will honor God and give glory to Him. Honoring God will include providing for the needs of
3 family, partnering with God in completing His mission through the proper utilization of all
4 His gifts and resources. A God honoring plan will pass on faith in God, possessions, and
5 values to the 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
11 subject of property to the aged or to invalids in order to learn what disposition they design to
12 make of it. *But this duty is just as sacred as the duty to preach the word to save souls. . . .*
13 Should not Christian men feel interested and anxious for that man’s future good as well as for
14 the interest of God’s cause, that he shall make a right disposition of his Lord’s money, the
15 talents lent him for wise improvement?” (CS 323-324, emphasis supplied.)

16
17 Trust Services ministry is the process of receiving from Seventh-day Adventist
18 members or friends of the church, cash or non-cash gifts for the support of the mission of the
19 Seventh-day Adventist Church. This includes due diligence to determine the sustainability of
20 gifts to be 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
24 Persia.” (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,
27 we 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*
29 *moves upon them to do in behalf of His cause.* The Lord still moves upon the hearts of kings
30 and rulers in behalf of His people, and it becomes those. . . . not to cut off any favors or
31 withdraw themselves from the help that God has moved men to give, for the advancement of
32 His cause.” (CS 183, emphasis supplied.)

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46 YOU/PolRev&Dev/ADCOM/GCDO20AC/20AC to HMM(DIV)

47
48 219-20G YOUTH MINISTRIES—DEPARTMENTAL POLICIES -
49 POLICY AMENDMENT

1 VOTED, To amend GC FY, Youth Ministries—Departmental Policies, to read as
2 follows:

3
4 FY YOUTH MINISTRIES—DEPARTMENTAL POLICIES

5
6 FY 05 Purpose

7
8 Youth Ministries of the General Conference of Seventh-day Adventists is a
9 department of the Church that works for and with the youth. The purpose of Youth Ministries
10 is to lead young people into a saving relationship with Christ by winning, training, retaining,
11 and reclaiming the youth. The department is to assist the world Church—in consultation with
12 administration and in cooperation other departments—by involving divisions in forming
13 objectives and goals as well as developing plans to equip the body of the Church to engage
14 with its youth and prepare them to strategically take the gospel to all the world.

15
16 ~~Youth Ministries of the General Conference of Seventh-day Adventists is a~~
17 ~~department of the Church which works for and through its youth. Youth Ministry is defined as~~
18 ~~that work of the Church, operated through this department, that is conducted for, with, and by~~
19 ~~young people. The primary focus is the salvation of youth through Jesus Christ and their~~
20 ~~acceptance and involvement in the mission of the church.~~

21
22 ~~The purpose of Youth Ministries is to facilitate and support the ministry of the Church~~
23 ~~in winning, training, holding, and reclaiming its youth. The department shares the~~
24 ~~responsibility for developing a global evangelistic strategy in consultation with administration~~
25 ~~and in cooperation with other departments of the Church. It is to assist the world Church in~~
26 ~~forming objectives, goals, and plans, and to provide training that will equip the body of the~~
27 ~~Church to save its youth and prepare them to take the gospel to all the world. All of its~~
28 ~~activities are to be coordinated into a master strategy for soul winning and soul conservation.~~

29
30 FY 10 Objectives

31
32 FY 10 05 Objectives of the Department—1 . To help youth develop their full
33 potential physically, mentally, spiritually, and socially.

34
35 2. To lead youth to understand their individual worth in Christ and provide them
36 with a Bible-based foundation that will enable them to develop a life-long relationship and
37 commitment to Christ and His Church.

38
39 3. To help youth discover and develop their spiritual gifts and abilities for the
40 benefit and growth of God’s church and the community.

41
42 4. To integrate, equip, and empower youth into all aspects of church life, service
43 and leadership in order that they might be full participants in the mission of the Church.

44 5. To be relevant and effective in ministry by focusing all ministry on the needs
45 of youth.

46
47 To accomplish its objectives, the department must listen to the voice of youth through
48 world divisions to be informed about their perceptions, concerns, needs, and suggestions in
49 order to achieve a balanced ministry by incorporating the biblical dynamics of fellowship,
50 nurture, discipleship, worship, empowerment, and mission.

1
2 ~~FY 10 05 Objectives of the Department—1. Provide youth with a Bible-based~~
3 ~~foundation that will enable them to develop a life-long relationship and commitment to Christ~~
4 ~~and His Church.~~

5
6 ~~2. Lead youth to understand their individual worth in Christ and to discover and~~
7 ~~develop their spiritual gifts and abilities.~~

8
9 ~~3. Equip and empower youth for a life of service within God’s church and the~~
10 ~~community.~~

11
12 ~~4. Ensure the integration of youth into all aspects of church life and leadership in~~
13 ~~order that they might be full participants in the mission of the Church.~~

14
15 ~~To accomplish their objectives, the department is to achieve a balanced ministry by~~
16 ~~incorporating the biblical dynamics of fellowship, nurture, worship, and mission. It is to help~~
17 ~~the youth to develop their full potential physically, mentally, spiritually, and socially. Youth~~
18 ~~Ministries is committed to maintaining relevance and effectiveness in ministry by relating all~~
19 ~~its ministry to the needs of youth. To accomplish this, it must listen to youth and be informed~~
20 ~~as to their perceptions, concerns, and suggestions.~~

21
22 **FY 15 Departmental Staffing**

23
24 ~~FY 15 05 Director and Associate Directors—Youth Ministries shall have a director~~
25 ~~and associate directors as needed. Qualified personnel shall be elected on the basis of their~~
26 ~~experience in ministering to youth and their expertise to care for the specialized ministries,~~
27 ~~activities, and responsibilities encompassed by the work of the department. Specialists may be~~
28 ~~appointed to meet specific needs of the department. Personnel shall be elected or appointed as~~
29 ~~required to support the functions outlined in the *Church Manual* and as stipulated in the~~
30 ~~General Conference Constitution and Bylaws.~~

31
32 ~~The director works under the direction of the General Conference president and the~~
33 ~~General Conference Executive Committee. However, operationally Operationally and~~
34 ~~administratively, the department, through its director, is responsible to the president and~~
35 ~~assists him and other officers in promoting plans and work outlined by the Executive~~
36 ~~Committee.~~

37
38 **FY 20 Programs and Activities**

39
40 ~~FY 20 05 Programs and Activities—Youth Ministries—Youth Ministries serves the~~
41 ~~worldwide Church through the following specialized ministries: ~~ministries and programs.~~~~

42 ~~1. Adventurer Ministry (4 to 9 years)~~

43
44 ~~2. Pathfinder Ministry (10 to 15 years)~~

45
46 ~~3. Ambassador Ministry (16 to 21 years)~~

47
48 ~~4. Young Adult Ministry (22 to 30 years)~~

49
50 ~~5. Public Campus Ministry (16 to 30+ years)~~

- 1
- 2 1. ~~Junior/Teen Ministry~~
- 3
- 4 2. ~~Senior Youth/Young Adult Ministry~~
- 5
- 6 3. ~~Local Church Youth Organizations~~
- 7
- 8 a. ~~Adventurer Clubs (6 to 9 years)~~
- 9
- 10 b. ~~Pathfinder Clubs (10 to 15 years)~~
- 11
- 12 e. ~~Ambassador Club (16 to 21+ years)~~
- 13
- 14 d. ~~Adventist Youth Societies (22 to 30+ years)~~
- 15

16 FY 20 10 Objectives—These local church youth organizations shall - No change

17
18 FY 25 Public Campus Ministry

19
20 FY 55 05 Objectives—Youth Ministries collaborates with Adventist Chaplaincy
21 Ministries and Education in providing support to Seventh-day Adventists who, for a variety of
22 reasons, attend public colleges and universities around the world. Working under the
23 supervision of a General Conference-appointed committee on Adventist Ministry to College
24 and University Students (AMiCUS) and in coordination with the world divisions, these three
25 departments promote and support initiatives designed to meet the spiritual, intellectual, and
26 social needs of Adventist students on public campuses worldwide. In cooperation with leaders
27 at various church levels, AMiCUS endeavors to (1) strengthen the faith commitment of
28 students to Seventh-day Adventist beliefs and mission, (2) prepare students to deal with the
29 intellectual challenges that arise in a secular environment, (3) develop the leadership abilities
30 of students, (4) provide students with opportunities for Christian fellowship, and (5) train
31 students for outreach, service, and witness on the campus, in the community, and in the world
32 at large.

33
34 FA 55 10 Responsibilities—The Adventist Ministry to College and University
35 Students (AMiCUS) Committee provides overall supervision and coordination of this global
36 ministry and, in consultation with leaders in world divisions, promotes initiatives designed to:

- 37
- 38 1. Organize associations of Adventist students in public campuses and hold
39 special meetings for them.
- 40
- 41 2. Publish and distribute *College and University Dialogue*, a handbook, and other
42 materials that support this ministry, and
- 43
- 44 3. Train campus chaplains (endorsed by Adventist Chaplaincy Ministries), lay
45 leaders, and pastors in university centers.

46
47 The committee also develops an annual budget to carry out its international ministry.

1 Public Campus Ministries focuses on fostering the organization and activities of
2 student associations in college or university centers, training students for leadership and
3 outreach, and holding regional student conventions and retreats.

4
5 FA 55 15 Role of the World Divisions—Each world territory shall assign to one or
6 two qualified Youth Ministries directors the responsibility of leading in the ministry to
7 Adventist students on public college and university campuses, with support from the General
8 Conference-appointed Adventist Ministry to College and University Students (AMiCUS)
9 Committee and in coordination with union leaders in their territory. This ministry seeks to:

10
11 1. Foster the organization and activities of Adventist student associations on
12 public campuses and maintain a current list of them,

13
14 2. Hold regional meetings for these students,

15
16 3. Budget funds for the free distribution of *Dialogue* and other needed materials,

17
18 4. Offer specialized training for campus chaplains, lay leaders, and pastors in
19 university centers,

20
21 5. Train students for outreach, service, and evangelism on their campuses, their
22 communities, and beyond,

23
24 6. Promote the involvement of Seventh-day Adventist university professors and
25 other professionals as mentors in this ministry,

26
27 7. Connect these students with Seventh-day Adventist colleges and universities as
28 potential transfer students, where possible, and eventually as faculty members,

29
30 8. Assist local leaders in establishing and maintaining good relations with
31 administrators of public colleges and universities at which Adventists are students,

32
33 9. Engage the services of Public Affairs and Religious Liberty in preventing or
34 solving Sabbath observance issues related to Seventh-day Adventist students ~~in~~ on public
35 campuses,

36
37 10. Provide coordination and guidance for this ministry to their counterparts in the
38 unions and local fields, as well as periodic assessment,

39
40 11. Connect Public Campus Ministry groups with local churches for mentoring
41 purposes and maintaining global Church identity, and

42
43 12. Connect students with the Adventist Volunteer Service.

44
45 ~~FY 25 Public Campus Ministry~~
46 ~~{Repealed Annual Council 2016}~~

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TRS/PolRev&Dev/ADCOM/TreC/GCDO20AC/20AC to HMM(DIV)

216-20G TRUST SERVICES - POLICY AMENDMENT

VOTED, To amend GC S 40, Trust Services, to read as follows:

S 40 Planned Giving and Trust Services

S 40 05 Deferred Gifts—1. Scripture and Spirit of Prophecy Counsel—“How much
owest thou unto my Lord?” Luke 16:5. . . . All Counsel—“How much do you owe my
master?” (Luke 16:5 NKJV) “All that we have is from God. He lays His hand upon our
possessions, saying, ‘I am the rightful owner of the whole universe; these are My goods.’ . . .
God is testing every soul that claims to believe in Him. . . . The Lord has given men His
goods upon which to trade. He has made them His stewards, and has placed in their
possession money, houses, and lands.” (9T 245) lands.”—Testimonies, vol 9, p 245.

2. Present Gifts—Changing financial and economic conditions - No change
3. Deferred Gifts—In addition to making large immediate - No change

1
2 S 40 10 Gift Annuity Agreements—1. Approved Organizations—General - No change

3
4 2. Rate Schedules—Gift annuity agreement rate schedules are provided by the
5 division, or in the case of North America the General Conference ~~Corporation. Corporation,~~
6 ~~to officers of union and local conferences or local missions/fields/sections and institutions and~~
7 ~~shall be strictly adhered to by all issuing organizations.~~

8
9 3. Accounting—Gift annuity agreements shall be accounted for by generally
10 accepted accounting principles for such agreements as set forth in accepted fund accounting
11 manuals. ~~The organization shall maintain a fund balance for each annuity which shall be~~
12 ~~equal to the difference between the original annuity amount and any applicable liabilities for~~
13 ~~each annuity (e.g. net present value of future annuity payments, any liabilities to other~~
14 ~~denominational organizations, and deferred income). Where the issuing organization is the~~
15 ~~intended donee, when annuity earnings exceed the required annual payments, and when the~~
16 ~~annuity fund balance of each annuity exceeds the above required amount, these excess~~
17 ~~earnings may be used by the issuing organization. In all cases fund balances shall not be less~~
18 ~~than required by applicable law. Where an organization (managing organization)~~
19 ~~manages/administers an annuity for the benefit of some other intended donee(s) (benefitting~~
20 ~~organization(s)), excess earnings, which represent amounts held by the managing~~
21 ~~organization, in excess of the original amount of the annuity may be transferred to any~~
22 ~~benefitting organization(s) on a pro rata basis. The provisions in this paragraph for the use of~~
23 ~~excess earnings from gift annuities do not apply to deferred payment gift annuities.~~

24
25 4. Signatures—~~The gift annuity agreements are made valid upon the signature of~~
26 ~~the duly elected officers of the organizations writing the agreements.~~

27
28 5. Applicable Laws—~~Before local conferences or local missions/ fields/sections~~
29 ~~write cash Gift Annuity agreements in excess of USD 100,000 or write annuities to be funded~~
30 ~~by assets other than cash, the local conference or local mission/field/section association~~
31 ~~personnel shall obtain counsel from the Union Trust Services Director or Union Conference~~
32 ~~officers regarding applicable laws and the capability of the local conference or local~~
33 ~~mission/field/section to accept and administer the assets to be transferred.~~

34
35 S 40 15 Trust Agreements—In addition to outright ~~gifts, gifts and the provisions made~~
36 ~~for gift annuity agreements,~~ General Conference, division, union and local conference or local
37 mission/field/section associations ~~or corporations~~ and legally organized institutions are
38 authorized to accept funds or property in trust, subject to the following conditions:

39
40 1. ~~Maximum Interest Rates—The maximum specified rate payable to the trustor~~
41 ~~used in revocable trust agreements shall not exceed the maximum interest paid by the union~~
42 ~~revolving fund serving that union territory. General Conference institutions shall use the rate~~
43 ~~paid within the union in which the institution is located. The net amount paid in irrevocable~~
44 ~~trust agreements shall not exceed what the corpus of the trust actually earns except as~~
45 ~~specifically provided for under the terms required by law in the writing of a unitrust or~~
46 ~~annuity trust, or charitable gift annuity.~~

47
48 2. 1. Approval of Agreements—All agreements shall be specifically - No change

49
50 3. 2. Investments in Trusts—An organization or institution acting as - No change

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~~4.~~ 3. Legal Counsel—Where trust agreements are entered into by - No change

~~5.~~ 4. Denominational Benefit—Organizations shall write trust agreements - No change

S 40 20 Wills—While the writing of ~~gift annuity agreements and~~ trust agreements is encouraged, legally drawn wills should also be considered when making gifts to denominational organizations. As a general rule, such wills should be drafted by the donor’s attorney.

S 40 25 Recording Maturity of Deferred Giving Instruments—A record - No change

S 40 30 Administrator, Trustee, and Executor of Wills—Fees—A denominational - No change

S 40 31 Power of Attorney/Fiduciary—Safeguards—Where there is a need - No change

S 40 32 Executor Fee Charged to Beneficiary Organizations—When - No change

S 40 33 Personal Representative, Conservator—Safeguards—When - No change

S 40 35 Interorganizational Planned Giving and Trust Services Guidelines—The following interorganizational Trust Services Guidelines shall govern all organizations rendering Trust Services:

~~1. Definition of Trust Services—The definition of Trust Services shall include wills, trust agreements, charitable gift annuities, unitrusts, annuity trusts, life income agreements, and life care agreements.~~

~~2.~~ 1. Local Conferences or Local Missions/Fields/Sections—It is - No change

~~3.~~ 2. Referrals—All referrals will be followed up in the regular - No change

~~4.~~ 3. Alumni—Local conferences or local missions/fields/sections - No change

~~5.~~ 4. Institutions—Educational and other institutions may operate Planned Giving and Trust Services programs under specific written agreements with union conferences or union missions/sections under whatever terms are approved by the controlling committees and boards.

~~6.~~ 5. Promotional Materials—Organizations have the privilege - No change

~~7.~~ 6. Non-Seventh-day Adventists—No restrictions to be placed - No change

~~8.~~ 7. Clarification of Membership Status—When it is not known - No change

~~9.~~ 8. Approaches to Higher Organization—If a church member contacts the General Conference or a union conference or union mission/section, the organization will call the

1 attention of the member to the possibility of the local conference or local mission/field/section
2 handling the matter; however, if the person still desires that the General Conference, union
3 conference, or union mission/section serve them, ~~as trustee~~, this will be respected.

4
5 ~~10.~~ 9. Church Members in Other Conferences or Missions/Fields/Sections—Should -
6 No change

7
8 ~~11.~~ 10. Cooperation—Conferences or Missions/Fields/Sections - No change

9
10 ~~12.~~ 11. Alumni of Educational Institutions—Educational institutions have - No change

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26 EDU/PolRev&Dev/ADCOM/TreC/GCDO20AC/20AC to HMM(DIV)

27
28 226-20G GENERAL CONFERENCE GRADUATE (PHD/THD)
29 SCHOLARSHIP FUND - POLICY AMENDMENT

30
31 VOTED, To amend GC S 80, General Conference Graduate (PhD/ThD) Scholarship
32 Fund, to read as follows:

33
34 S 80 General Conference Graduate (PhD/ThD) Scholarship Fund

35
36 S 80 05 General Conference Graduate (PhD/ThD) Scholarship Fund—1. The General
37 Conference Graduate (PhD/ThD) Scholarship Fund has been established for the purpose of
38 sharing with all divisions the expense of providing an increased number of college and
39 seminary teachers with PhD and ThD degrees earned at Andrews University, the Adventist
40 International Institute of Advanced Studies (AIAS), or at the Adventist University of Africa
41 (AUA). ~~University or at the Adventist International Institute of Advanced Studies.~~

42
43 2. The General Conference and the divisions shall share the cost as follows:

44
45 a. The General Conference shall provide from its Graduate Scholarship
46 Fund one continuing doctoral scholarship at Andrews University or up to three continuing
47 doctoral scholarships at the Adventist International Institute of Advanced Studies or the
48 Adventist University of Africa, or a combination at AIAS and AUA not to exceed a total of
49 three, for each division to meet the following expenses:

- 1 1) Fifty percent of the living expenses for - No change
2
3 2) Full tuition and fees for the respective graduate - No change
4
5 b. The respective divisions shall be responsible to:
6
7 1) Select and nominate the qualified person(s) to receive the
8 scholarship(s) subject to approval by the General Conference and acceptance into the
9 respective doctoral program of the approved school, either Andrews ~~University or~~ University,
10 the Adventist International Institute of Advanced Studies, or the Adventist University of
11 Africa. Studies.
12
13 2) Provide for travel expense to and from the - No change
14
15 3) Provide for any additional expenses including - No change
16
17 4) Assist in securing visas and all other documents for entry into
18 the United States of America if the program is to be taken at Andrews University, ~~or~~ into the
19 Philippines if the program is to be taken at the Adventist International Institute of Advanced
20 Studies, or into Kenya if the program is to be taken in residence at the Adventist University of
21 Africa, and for return to the individual's home country/country of employment.
22
23 5) Provide a four-year sponsorship for one student at Andrews
24 University or for up to three students at the Adventist International Institute of Advanced
25 Studies or the Adventist University of Africa, or a combination at AIIAS and AUA not to
26 exceed a total of three. Studies. If the period is extended, the sponsorship, including the items
27 listed in paragraph 2. a. 1) above, shall become the responsibility of the employing
28 organization. If students are being sponsored at the Adventist International Institute of
29 Advanced Studies and the respective division or attached union wishes to send a student to
30 Andrews University, the sponsorship cost for the students at the Adventist International
31 Institute of Advanced Studies or the Adventist University of Africa becomes the
32 responsibility of the sponsoring organization. If this change takes place, the course of study
33 for the students at the Adventist International Institute of Advanced Studies or the Adventist
34 University of Africa must be completed under sponsorship by the respective division.
35
36 6) Inform those who are sponsored that they will - No change
37
38 7) Prepare a written contract that will be signed by - No change
39
40 3. The General Conference Graduate (PhD/ThD) Scholarship Fund may
41 alternatively be used for the purpose of helping successful PhD/ThD students already enrolled
42 at Andrews University, the Adventist International Institute of Advanced Studies, or at the
43 Adventist University of Africa. University or the Adventist International Institute of
44 Advanced Studies.
45
46 a. PhD/ThD students already enrolled are eligible - No change
47
48 b. The respective divisions shall be responsible - No change
49
50 c. The financial provisions shall be the same as outlined - No change

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GCAS/PolRev&Dev/ADCOM/TreC/GCDO20AC/SEC/ADCOM(Steering)/20AC to
HMM(DIV)

222-20G PRINCIPLES OF REMUNERATION PLAN
DEVELOPMENT - POLICY AMENDMENT

VOTED, To amend GC Y 05 25, Principles of Remuneration Plan Development, to
read as follows:

Y 05 25 Principles of Remuneration Plan Development—Wide variations in national
economies and employment environments make it impossible to establish a single
remuneration plan that is equitable and appropriate everywhere. For this reason, the General
Conference and each of the divisions are responsible for establishing a remuneration plan(s),
including various allowances, that is sensitive to the local environments within its territory.
The General Conference and each division executive committee shall establish a remuneration
committee with representation from denominational employee groups such as ministers,
educators, and accountants, along with significant (and where possible a majority)
representation from laypersons with appropriate skills who have an understanding of
denominational policy and practice. The remuneration committee shall recommend to a major
meeting of the division executive committee, and in the case of the General Conference, to a
Spring Meeting or Annual Council of the General Conference Executive Committee, a
remuneration plan(s) and remuneration levels to be used within its territory.

In the preparation of a remuneration plan(s), the committee shall bear in mind that
denominational employment is a call to service and is therefore characterized by a different
set of standards or references than is prevalent in society or in merely business and
commercial enterprises. All employees—pastors, administrators, and support staff—
participate in a ministry on behalf of the Church. Remuneration plans should thus promote
and maintain a sense of collegiality among all employees.

1 The General Conference office and General Conference institutions shall use the
2 remuneration plan structure of the division/country where they are located as the basis for
3 calculating their remuneration plans. Any variation from the structure of the host division
4 remuneration plan shall be reviewed by the General Conference Remuneration Committee
5 and referred to the General Conference Administrative Committee prior to implementation.
6

7 Remuneration plans addressed in Y 05 25 incorporate the following features and, prior
8 to their adoption, shall be reviewed by the General Conference Administrative Committee to
9 determine adherence to these broad principles and guidelines.
10

11 1. Unity and consistency in job classification and relative ranking - No change
12

13 2. Preference for a single remuneration plan in the division for all employees that
14 encourages employee collegiality, especially between pastoral workers and administration.
15 Accordingly, the maximum remuneration of a division president shall not exceed by more
16 than 25 percent the remuneration of the highest classification of a local church pastor
17 (multiply pastor's maximum remuneration by 1.25 representing 25 percent more) in the local
18 area. In the case of the General Conference president, it shall not exceed by more than five
19 percent the remuneration of the host division president (multiply host division president's
20 remuneration by 1.05 representing five percent more). ~~president.~~
21

22 3. Alternate Remuneration Plans—Although the main remuneration - No change
23

24 4. A clearly defined method and time frame for determining how - No change
25

26 5. Remuneration levels that do not discriminate on the basis - No change
27

28 6. Remuneration factors for the area applied to the various levels - No change
29

30 7. Government regulations concerning employee remuneration - No change
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SEC/PolRev&Dev/ADCOM/SecC/GCDO20AC/20AC to HMM(DIV)

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

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

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TRE/PolRev&Dev/ADCOM/TreC/GCDO20AC/SEC/ADCOM(Steering)/20AC to HMM(DIV)

221-20Ga FINANCIAL RATIOS - POLICY AMENDMENT

RATIONALE: The current policy provision regarding working capital is impacted by the following:

1. Receiving Restricted Funds—An organization improves its apparent compliance to the recommended minimum working capital if it receives (and holds) restricted income such as a Global Mission grant, Thirteenth Sabbath project funding, or a restricted donation. This is true even though it is not in a better position to deal with a financial emergency. The opposite is also true. If an organization spends restricted net assets it appears to be in a worse working capital position in terms of the policy when in fact it is not in a worse position to handle an emergency.

2. Spending Allocated and Restricted Funds—The recommended minimum working capital increases when the organization spends allocated or restricted funds. Allocated or restricted funds are for special purposes. Spending from them does not increase the amount of working capital that the organization needs. However, the current policy calculation of a recommended minimum working capital includes these expenditures to determine what that amount should be. Therefore, the current policy calculation penalizes an organization if it spends to fulfill the intentions of allocated funds or terms of the restricted funds and could create an incentive to improperly retain these funds.

3. Allocating for Financial Contingencies—An organization appears less compliant or more compliant with the recommended working capital when it increases or decreases, respectively, allocations for some financial contingency (e.g., exchange rate fluctuation). Neither the increase nor decrease in such allocations changes the ability of an organization to address financial emergencies.

Guiding Principles

1 The following six principles guide the proposed revision to the working capital and
2 liquidity policies:

3
4 1. Simplicity—The calculation for recommended working capital and liquidity
5 should be simple to understand and apply. This proposal does so by not providing for every
6 conceivable consideration. Instead, the focus is on the most significant concerns.

7
8 2. Responsiveness—Organizations can and should make adjustments in response
9 to a financial crisis. For example, they can lay off workers or reduce appropriations. However,
10 adjustments require time and this policy looks at the working capital and liquidity reserves
11 primarily as giving the organization breathing room to make such adjustments in an orderly
12 and worker sensitive approach. The recommended working capital and liquidity is not
13 intended to be the complete response to financial threats.

14 This proposal removes the distinction between whether an organization pays a worker
15 from allocated resources or regular operating resources. In both cases, and at least in the
16 initial period of a financial emergency, an organization needs to continue paying all its
17 workers—no matter the source of its funding.

18
19 3. Availability of Board Allocated Net Assets—Board allocated net assets should
20 be
21 available in times of economic emergencies. As such, no distinction is made between board
22 allocated net assets and unallocated net assets, except allocations made by the board to meet
23 constitutional or constituent requirements. The proposed policy does not exclude board
24 allocated net assets, except allocations made by the board to meet constitutional or constituent
25 requirements, from assessing the readiness of an organization to handle financial
26 emergencies.

27
28 4. Maintaining Donor Confidence—Since maintaining donor confidence is of
29 crucial
30 importance, donor-restricted net assets are not considered part of the resources available to
31 weather a financial emergency. Similarly, appropriations for special projects from other
32 organizations (e.g., Global Mission grants) require the same care.

33
34 5. Minimal Provision—An organization should make at least the minimal
35 provision to ensure it can continue paying employment and contractual obligations during an
36 economic downturn or financial emergency. These obligations include payroll, rents,
37 mortgage payments, taxes, etc.

38
39 6. Provision for Allocated Net Assets—An organization should only make
40 allocations of net assets that are matched with available resources. Allocations without
41 matching to available resources misrepresents the financial condition of an organization. This
42 proposal does not include allocated net assets, except allocations made by the board to meet
43 constitutional or constituent requirements, in calculating the recommended minimum
44 available working capital and liquid assets for an organization.

45
46 VOTED, To amend GC S 24, Financial Ratios, to read as follows:

47
48 S 24 Financial Ratios

49
50 S 24 05 Use of Ratios—Financial ratios are useful indicators of - No change

1
 2 S 24 10 Working Capital—Economic downturns and financial emergencies are part of
 3 the routine cycle of organizational life. Church organizations would do well in being prepared
 4 for such downturns and emergencies by ensuring resources are in place to prevent or
 5 minimize any disruption to its mission. Being prepared would include having sufficient
 6 resources to cover operational expenses and appropriations to subsidiary or related
 7 organizations for a predetermined period of time. Each organization should be mindful to
 8 build up reasonable reserves of working capital in preparation for unfavorable financial times.
 9 It would be prudent for an organization to hold a significant portion of its available working
 10 capital in liquid assets. Capital—In order that adequate financial resources will be available
 11 for the sound and effective operation of all organizations, the following provisions are based
 12 on what has been considered historically adequate for denominational entities and are outlined
 13 below:

14
 15 S 24 14 Definitions—1. Working Capital—The amount of current assets in excess of
 16 current liabilities (current assets minus current liabilities).

17
 18 2. Current Assets Held for Donor Restrictions—The current assets necessary to
 19 comply with the restrictions stipulated by donors or other organizations (restricted net assets
 20 minus those specifically related to identifiable noncurrent assets).

21
 22 a. Donor restricted donations still in hand (e.g., assets restricted to an
 23 evangelism project).

24
 25 b. Restrictions placed on funds by grants from other organizations (e.g.,
 26 Global Mission grants).

27
 28 3. Current Assets Held for Mandated Purposes—The current assets associated
 29 with
 30 resources set aside in response to mandates imposed upon an organization. These
 31 requirements include legal, denominational, constitutional, and constituent requirements.
 32 Specifically, these are current net asset allocations made by the board for the purpose of
 33 complying with these mandated requirements (allocated net assets that meet these criteria
 34 minus those specifically related to identifiable noncurrent assets).

35
 36 Note: This is a small subset of all allocated net assets. Specifically excluded from this
 37 category are any allocated net assets that an executive committee can unallocate without
 38 being in violation of these mandated requirements.

39
 40 a. Funds set aside to comply with constitutional requirements (e.g.,
 41 constituency session funding).

42
 43 b. Resources set aside by action of a constituency (e.g., student
 44 scholarship funding in hand).

45
 46 c. Resources set aside to comply with denominational-wide policy. (e.g.,
 47 T 25 25, Currency Exchange Gains or Losses).

48
 49 4. Available Working Capital—The working capital remaining after removing
 50 donor

1 restricted current assets and current assets held for mandated purposes (working capital minus
2 current assets held for donor restrictions and current assets held for mandated purposes).

3
4 5. Recommended Minimum Available Working Capital—The minimum available
5 working capital that an organization should maintain in normal economic and financial
6 conditions.

7
8 6. Operating Expenses—Expenses for basic operations. This includes salaries,
9 allowances, administrative expenses, departmental expenses, and depreciation expense. It
10 does not include appropriations and capital expenses.

11
12 7. Net Outgoing Appropriations—The excess of outgoing operating
13 appropriations over incoming operating appropriations. (Outgoing appropriations minus
14 incoming appropriations. If incoming exceed outgoing, net outgoing operating appropriations
15 is
16 zero.)

17
18 8. Core Expenses—Operating expenses plus net outgoing appropriations.

19
20 9. Available Working Capital Percentage—Actual available working capital
21 shown as a percentage of the recommended minimum available working capital (available
22 working capital divided by recommended minimum available working capital). Percentages
23 above 100 percent indicate that available working capital is above the recommended
24 minimum. A percentage below 100 percent indicates the degree to which available working
25 capital is less than the recommendation.

26
27 10. Available Working Capital in Months—This is the number of months that the
28 available working capital could support a predetermined period of core expenses. This policy
29 is recommending a minimum of six months.

30
31 11. Available Liquid Assets—The liquid assets remaining after removing current
32 liabilities, current assets held for donor restrictions, and current assets held for mandated
33 purposes (liquid assets minus current liabilities, current assets held for donor restrictions, and
34 current assets held for mandated purposes).

35
36 12. Recommended Minimum Available Liquid Assets—The minimum available
37 liquid assets that an organization should maintain in normal economic and financial
38 conditions.

39
40 13. Available Liquid Assets Percentage—Actual available liquid assets shown as a
41 percentage of the recommended minimum available liquid assets (available liquid assets
42 divided by recommended minimum available liquid assets). Percentages above 100 percent
43 indicates that available liquid assets are above the recommended minimum. A percentage
44 below 100 percent indicates the degree to which available liquid assets are less than the
45 recommendation.

46
47 14. Available Liquid Assets in Months—This is the number of months that the
48 available liquid assets could support a predetermined period of core expenses. This policy is
49 recommending a minimum of three months.

1 1. ~~Working Capital Definition—Working Capital shall be defined as the amount~~
2 ~~of current assets in excess of current liabilities.~~

3
4 2. ~~Formulas—The recommended working capital of organizations shall be as~~
5 ~~follows:~~

6
7 a. ~~General Conference—40 percent of the latest fiscal year’s unrestricted~~
8 ~~income or for interim statements, the latest 12-month actual unrestricted income, adding 1~~
9 ~~percent per year, commencing in 2009, until a maximum of 50 percent is reached, plus 100~~
10 ~~percent of long term payables, gross allocated funds, and Capital Additions Functions~~
11 ~~Balances.~~

12
13 b. ~~Divisions—30 percent of the latest fiscal year’s total operating expense~~
14 ~~or for interim statements, the latest 12-month actual operating expense plus 15 percent of~~
15 ~~operating appropriations to subsidiary organizations for the latest complete fiscal year, plus~~
16 ~~allocated funds. Some divisions may require a larger working capital.~~

17
18 c. ~~Union Conferences or Union Missions/Sections—30 percent of the~~
19 ~~latest fiscal year’s total operating expense, or for interim statements, the latest 12-month~~
20 ~~actual operating expense, plus allocated funds.~~

21
22 d. ~~Local Conference or Local Missions/Fields/Sections—20 percent of the~~
23 ~~latest fiscal year’s total operating expenses, or for interim statements, the latest 12-month~~
24 ~~actual operating expense, plus allocated funds.~~

25
26 e. ~~Conference or Mission/Field/Section Associations/Corporations—10~~
27 ~~percent of the current fund assets; and further, that one half of such working capital be~~
28 ~~maintained in liquid assets.~~

29
30 f. ~~Home Health Education Service—Equivalent of net accounts~~
31 ~~receivable, merchandise inventories, and allocated net worth (reserves) based on the balance~~
32 ~~sheet for the latest complete fiscal year.~~

33
34 g. ~~Adventist Book Centers—Equivalent of net accounts receivable,~~
35 ~~inventories, and allocated net worth (reserves).~~

36
37 h. ~~Universities, Colleges, and Junior Colleges—20 percent of the~~
38 ~~operating expense, or for interim statements, the latest 12-month actual operating expense, of~~
39 ~~the latest complete fiscal year, plus allocated net worth (reserves).~~

40
41 i. ~~Academies—15 percent of the operating expense of the latest complete~~
42 ~~fiscal year, or for interim statements, the latest 12-month actual operating expense.~~

43
44 j. ~~Health Care Institutions—20 percent of the operating expense of the~~
45 ~~latest complete fiscal year, or for interim statements, the latest 12-month actual operating~~
46 ~~expense, plus allocated net worth (reserves).~~

47
48 k. ~~Publishing Houses—Equivalent of net accounts receivable (excluding~~
49 ~~receivables from higher organizations), inventories and allocated net worth (reserves) based~~
50 ~~on the balance sheet for the latest complete fiscal year.~~

1
2 l. Adventist Risk Management, Incorporated, Including Branch Offices—
3 40 percent of the annual operating expense (for interim statements, the latest 12-month actual
4 operating expense), or as required by any relevant regulatory authorities.

5
6 m. Adventist Media Centers—20 percent of annual operating expense
7 based on the Income Statement for the latest complete fiscal or for interim statements, the
8 latest 12-month actual operating expense.

9
10 n. Adventist World Radio Institution—20 percent of the operating expense
11 of the latest complete fiscal year, or for interim statements, the latest 12-month actual
12 operating expense, plus allocated net worth (reserves).

13
14 o. Hope Channel International, Inc—20 percent of the operating expense
15 of the latest complete fiscal year, or from interim statements, the latest 12-months actual
16 operating expense, plus allocated net worth (reserves).*

17
18 § 24-15 Liquidity—In order that adequate cash and cash equivalents will be available
19 for meeting short-term financial obligations, the following provisions are based on what has
20 been considered historically adequate for denominational entities and are outlined below:

21
22 1. Liquid Assets—Liquid assets equivalent to the current liabilities and certain
23 allocated funds identified in the specific accounting manuals shall be maintained in the
24 following:

25
26 a. Cash

27
28 b. § 85-35, § 85-40 items

29
30 c. General Conference or other authorized unitized investment funds

31
32 d. Accounts receivable from the next higher organization.

33
34 2. General Conference Liquidity Formula—The liquidity formula to be used by
35 the General Conference shall be: Cash and Banks plus Securities and Investments divided by
36 the total of current liabilities and gross allocated funds.

37
38 3. Exception to Liquidity Requirement—In unusual situations such as excessive
39 and rampant inflation or highly unstable and rapidly devaluing currencies, substantial loss can
40 result from holding cash or similar liquid assets in excess of basic minimal levels required for
41 operating. Under these exceptional circumstances, and in counsel with and subject to approval
42 from the division, or by the General Conference in the case of General Conference
43 institutions, the strict liquidity provisions outlined in this policy may be temporarily
44 suspended.

45
46 4. Allocations—Excess working capital at the end of the year may be transferred
47 to allocated funds for specific purposes by action of the controlling board or executive
48 committee, taking into consideration its source, whether tithed or non-tithed.

1 S 24 20 Calculation of Working Capital and Liquidity—Recommended Minimum
 2 Available Working Capital and Liquid Assets—The sum of six months and three months of
 3 core expenses for available working capital and liquid assets, respectively. The technical
 4 provisions are as follows:

5
 6 1. The six months and three months calculations equal 50 percent and 25 percent
 7 of the total of core expenses from the twelve months prior to the report for determining the
 8 recommended minimums of available working capital and available liquid assets,
 9 respectively.

10
 11 2. The organization can reduce the actual operating expenses used in the
 12 calculation by the portion paid by current assets held for donor restrictions and current assets
 13 held for
 14 mandated purposes.

15
 16 3. If incoming appropriations exceed outgoing, net outgoing appropriations is
 17 zero. The excess of incoming over outgoing appropriations does not reduce operating
 18 expenses.

19
 20 S 24 25 Reporting on Working Capital and Liquidity—Each organization must
 21 include in its financial reporting (see S 19) a schedule calculating the available working
 22 capital and liquid assets as an amount, in terms of months, and as percentages or
 23 recommended minimums. The organization may add notes to clarify changes in
 24 circumstances that might assist in clearer analysis.

Sample Reporting—Working Capital and Liquid Assets Report for 31 December 20XX

<u>Core Expenses:</u>	
<u>Operating Expenses</u>	<u>80,000</u>
<u>Net Outgoing Appropriations</u>	<u>50,000</u>
<u>Total Core Expenses</u>	<u>130,000</u>
<u>Available Working Capital:</u>	
<u>Current Assets</u>	<u>140,000</u>
<u>Minus: Current Liabilities</u>	<u>(60,000)</u>
<u>Working Capital</u>	<u>80,000</u>
<u>Minus: Current Assets Held for Donor Restrictions</u>	<u>(6,000)</u>
<u>Minus: Current Assets Held for Mandated Purposes</u>	<u>(4,000)</u>
<u>Available Working Capital</u>	<u>70,000</u>
<u>Recommended Minimum Available Working Capital:</u>	
<u>Six months of Core Expenses (50% of 130,000)</u>	<u>65,000</u>
<u>Surplus/(Shortfall) in Recommended Minimum Available Working Capital</u>	<u>5,000</u>
<u>Available Working Capital in Months (a minimum of six months recommended)</u> <u>(70,000 divided by 130,000 x 12)</u>	<u>6.5 Months</u>
<u>Available Working Capital Percentage (a minimum of 6 months recommended)</u> <u>(70,000 divided by 65,000)</u>	<u>108%</u>
<u>Available Liquid Assets:</u>	
<u>Cash and Cash Equivalents</u>	<u>4,000</u>

<u>Cash Held for Agency</u>	<u>1,000</u>
<u>Investments</u>	<u>40,000</u>
<u>Receivable from Higher Organizations</u>	<u>15,000</u>
<u>Total Liquid Current Assets</u>	<u>60,000</u>
<u>Minus: Current Liabilities</u>	<u>(10,000)</u>
<u>Minus: Current Assets Held for Donor Restrictions</u>	<u>(6,000)</u>
<u>Minus: Current Assets Held for Mandated Purposes</u>	<u>(4,000)</u>
 <u>Available Liquid Assets</u>	 <u>40,000</u>
 <u>Recommended Minimum Available Liquid Assets:</u>	
<u>Three Months of Core Expenses (25% of 130,000)</u>	<u>32,500</u>
 <u>Surplus/(Shortfall) in Recommended Minimum Available Liquid Assets</u>	 <u>7,500</u>
 <u>Available Liquid Assets Percentage in Months (a minimum of three months recommended)</u> <u>(40,000 divided by 130,000 x 12)</u>	 <u>3.7 Months</u>
 <u>Available Liquid Assets Percentage (of recommended minimum of three months)</u> <u>(40,000 divided by 32,500)</u>	 <u>123%</u>

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S 24 30 Analysis of Working Capital and Liquidity—During economic downturns or financial emergencies, available working capital and liquid assets may fall below the recommended minimum amounts. During periods of normal economic conditions, available working capital and liquid assets should be growing in preparation for the next downturn. The controlling board or executive committee for each organization should evaluate and determine what amounts in excess of the required minimums are appropriate for its organization. Included in this evaluation should be a consideration of inflationary influences that would make use of past information an unreliable source for making the calculations. Organizations should also be careful to avoid holding excessive working capital and liquid assets for financial emergencies.

TRE/GCAS/ADCOM(Steering)/20AC to HMM(DIV)

221-20Gb FINANCIAL RATIOS - NEW POLICY APPENDIX

1 VOTED, To adopt a new policy appendix, GC Appendix A, Financial Ratios, to read
2 as follows:

3
4 Financial Ratios

5
6 *This policy (formerly GC S 24) is being preserved in the Appendix until the 2022*
7 *Annual Council.*

8
9 Use of Ratios—Financial ratios are useful indicators of an organization’s performance
10 and financial situation. In order to have a basic measure of financial health, the Church has
11 placed emphasis on comparing the actual working capital of an organization and amount of
12 liquid assets on hand to a predetermined recommendation for various types of organizations.
13 There are several other types of ratios that could prove useful for organizations in their
14 process of performing financial statement analysis. Organizations are encouraged to
15 determine and apply any relevant ratio that would be beneficial to that process. Financial
16 ratios can be grouped into at least four categories:

17
18 1. Liquidity Ratios—Provides information about an organization’s ability to meet
19 its short-term financial obligation.

20
21 2. Asset Turnover Ratios—Provides information on how efficiently an
22 organization uses its assets.

23
24 3. Financial Leverage Ratios—Provides information about the long-term
25 solvency of the organization.

26
27 4. Profitability Ratios—Provides information regarding the success of the
28 organization at generating operating gains.

29
30 Working Capital—In order that adequate financial resources will be available for the
31 sound and effective operation of all organizations, the following provisions are based on what
32 has been considered historically adequate for denominational entities and are outlined below:

33
34 1. Working Capital Definition—Working Capital shall be defined as the amount
35 of current assets in excess of current liabilities.

36
37 2. Formulas—The recommended working capital of organizations shall be as
38 follows:

39
40 a. General Conference—40 percent of the latest fiscal year’s unrestricted
41 income or for interim statements, the latest 12-month actual unrestricted income, adding 1
42 percent per year, commencing in 2009, until a maximum of 50 percent is reached, plus 100
43 percent of long-term payables, gross allocated funds, and Capital Additions Functions
44 Balances.

45
46 b. Divisions—30 percent of the latest fiscal year’s total operating expense
47 or for interim statements, the latest 12-month actual operating expense plus 15 percent of
48 operating appropriations to subsidiary organizations for the latest complete fiscal year, plus
49 allocated funds. Some divisions may require a larger working capital.

1 c. Union Conferences or Union Missions/Sections—30 percent of the
2 latest fiscal year’s total operating expense, or for interim statements, the latest 12-month
3 actual operating expense, plus allocated funds.

4
5 d. Local Conference or Local Missions/Fields/Sections—20 percent of the
6 latest fiscal year’s total operating expenses, or for interim statements, the latest 12-month
7 actual operating expense, plus allocated funds.

8
9 e. Conference or Mission/Field/Section Associations/ Corporations—10
10 percent of the current fund assets; and further, that one half of such working capital be
11 maintained in liquid assets.

12
13 f. Home Health Education Service—Equivalent of net accounts
14 receivable, merchandise inventories, and allocated net worth (reserves) based on the balance
15 sheet for the latest complete fiscal year.

16
17 g. Adventist Book Centers—Equivalent of net accounts receivable,
18 inventories, and allocated net worth (reserves).

19
20 h. Universities, Colleges, and Junior Colleges—20 percent of the
21 operating expense, or for interim statements, the latest 12-month actual operating expense, of
22 the latest complete fiscal year, plus allocated net worth (reserves).

23
24 i. Academies—15 percent of the operating expense of the latest complete
25 fiscal year, or for interim statements, the latest 12-month actual operating expense.

26
27 j. Health Care Institutions—20 percent of the operating expense of the
28 latest complete fiscal year, or for interim statements, the latest 12-month actual operating
29 expense, plus allocated net worth (reserves).

30
31 k. Publishing Houses—Equivalent of net accounts receivable (excluding
32 receivables from higher organizations), inventories and allocated net worth (reserves) based
33 on the balance sheet for the latest complete fiscal year.

34
35 l. Adventist Risk Management, Incorporated, Including Branch Offices—
36 40 percent of the annual operating expense (for interim statements, the latest 12-month actual
37 operating expense), or as required by any relevant regulatory authorities.

38
39 m. Adventist Media Centers—20 percent of annual operating expense
40 based on the Income Statement for the latest complete fiscal or for interim statements, the
41 latest 12-month actual operating expense.

42
43 n. Adventist World Radio Institution—20 percent of the operating expense
44 of the latest complete fiscal year, or for interim statements, the latest 12-month actual
45 operating expense, plus allocated net worth (reserves).

46
47 o. Hope Channel International, Inc—20 percent of the operating expense
48 of the latest complete fiscal year, or from interim statements, the latest 12 months actual
49 operating expense, plus allocated net worth (reserves).*

50

1 Liquidity—In order that adequate cash and cash equivalents will be available for
2 meeting short-term financial obligations, the following provisions are based on what has been
3 considered historically adequate for denominational entities and are outlined below:
4

5 1. Liquid Assets—Liquid assets equivalent to the current liabilities and certain
6 allocated funds identified in the specific accounting manuals shall be maintained in the
7 following:
8

- 9 a. Cash
- 10 b. S 85 35, S 85 40 items
- 11 c. General Conference or other authorized unitized investment funds
- 12 d. Accounts receivable from the next higher organization.
- 13
- 14
- 15
- 16

17 2. General Conference Liquidity Formula—The liquidity formula to be used by
18 the General Conference shall be: Cash and Banks plus Securities and Investments divided by
19 the total of current liabilities and gross allocated funds.
20

21 3. Exception to Liquidity Requirement—In unusual situations such as excessive
22 and rampant inflation or highly unstable and rapidly devaluing currencies, substantial loss can
23 result from holding cash or similar liquid assets in excess of basic minimal levels required for
24 operating. Under these exceptional circumstances, and in counsel with and subject to approval
25 from the division, or by the General Conference in the case of General Conference
26 institutions, the strict liquidity provisions outlined in this policy may be temporarily
27 suspended.
28

29 4. Allocations—Excess working capital at the end of the year may be transferred
30 to allocated funds for specific purposes by action of the controlling board or executive
31 committee, taking into consideration its source, whether tithed or non-tithed.
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WAD HEADQUARTERS EMPLOYEES RETIREMENT BENEFIT (POLICY AMENDMENT Z40 05:10)

VOTED, To amend WAD Policy Z40 05:10 Monthly Rates—WAD Headquarters Employees—Retirement Benefit, to read as follows:

10. ~~WAD Headquarters Employees—Retirement Benefit—Beginning January 2019, employees at the Division Headquarters who put in ten years or more service at the Headquarters will receive retirement benefits as other headquarters employees irrespective of their union of origin.~~ Effective January 2021, WAD Headquarters employees, will receive retirement benefits from the WAD retirement Fund, prorated according to the years served and added to the benefit received at the local Field.

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