

**CONSTITUTION OF THE EAST CARIBBEAN CONFERENCE
OF SEVENTH-DAY ADVENTISTS**

2005 - 2009

ARTICLE I - Name

1 **The name of this organization shall be known as the East Caribbean Conference of**
2 **Seventh-day Adventists, hereinafter referred to as the Conference.**

ARTICLE II - Purpose

4 **The purpose of this conference is to facilitate the proclamation of the everlasting gospel**
5 **in the context of the three angels' messages of Revelation 14:6-12 to all peoples within its**
6 **territory, leading them to accept Jesus as personal Savior and to unite with His church, and**
7 **nurturing them in preparation for His soon return.**

ARTICLE III - Relationships

9 **The East Caribbean Conference of Seventh-day Adventists is a part of the Caribbean**
10 **Union Conference of Seventh-day Adventists, which in turn is a part of the Inter-American**
11 **Division of the General Conference of Seventh-day Adventists, a world church organization;**
12 **and all purposes, policies and procedures of this conference shall be in harmony with the**
13 **working policies and procedures of the Inter-American Division and the General Conference**
14 **of Seventh-day Adventists. This conference shall pursue the mission of the Church in**
15 **harmony with the doctrines, programs, and initiatives adopted and approved by the General**
16 **Conference of Seventh-day Adventists in its quinquennial sessions.**

ARTICLE IV - Territory

18 **The territory of this conference shall consist of the islands of Barbados, Dominica, St.**
19 **Vincent and the Grenadines.**

20

ARTICLE V - Membership

21 **Section 1. The membership of this conference shall consist of such churches as have**
22 **been or shall be properly organized in any part of the geographic territory under its**
23 **jurisdiction and formally approved for membership by vote of the delegates at any regular**
24 **scheduled constituency meeting.**

25 **Section 2. Companies and isolated members of this Conference shall be organized into**
26 **what will be known as the Conference Church. The business of this church shall be conducted**
27 **by the Conference Executive Committee. The officers shall be the president and secretary of**
28 **the Conference who shall serve as elder and clerk respectively.**

29

ARTICLE VI - Bylaws

30 **The voters of this conference may enact bylaws, and/or repeal them, and such bylaws**
31 **may embrace any provision not inconsistent with the constitution.**

32

ARTICLE VII - Dissolution and Disposition of Assets

33 **This conference may be dissolved only by a two-thirds majority vote of the delegates**
34 **present and voting at any constituency meeting.**

35 **In the event of dissolution of this conference, all assets remaining after all claims have**
36 **been satisfied shall be transferred to a legal entity authorized by the Inter-American Division**
37 **of the General Conference of Seventh-day Adventists.**

38

ARTICLE VIII - Amendments

39 **This constitution shall not be amended except to conform to the model local conference**
40 **constitution when it is amended by action of the General Conference Executive Committee at**
41 **an Annual Council. This conference shall amend its constitution from time to time at regularly**
42 **called constituency meetings, any such changes to conform to the model local conference**
43 **constitution. The conference executive committee may recommend to the General Conference,**
44 **through the Caribbean Union Conference and the Inter-American Division of the General**
45 **Conference of Seventh-day Adventists, amendments to the model constitution.**

46 **BY LAWS**
47 **OF**
48 **THE EAST CARIBBEAN CONFERENCE OF**
49 **SEVENTH-DAY ADVENTISTS**

50 **ARTICLE 1 - Principal Office**

51 The principal office for the transaction of the business of the East Caribbean Conference
52 is fixed and located at Brittons Hill, St. Michael, Barbados. The executive committee may in an
53 emergency change the location of the principal office on a temporary basis.

54 **ARTICLE II - Constituency Meetings**

55 **Section 1. Regular Meeting - This Conference shall hold a quadrennial constituency**
56 **meeting at such time and place as the Executive Committee of the Conference shall designate.**
57 Notice of the time and place of the meeting of the delegates representing the members shall be given
58 by:

- 59 a. A notice printed in the official publication of the Caribbean Union Conference at least
60 four weeks before the date of the session, or
61 b. A method approved by the East Caribbean Conference Executive Committee.

62 **Section 2. Special Meeting: a. The executive committee of this Conference shall call**
63 **a special constituency meeting, at a time and place it deems proper when:**

- 64 (1) It is voted by the executive committee or
65 (2) It is voted by the delegates at any constituency meeting, or
66 (3) It is requested by 75% of the churches of the Conference through
67 their church boards or
68 (4) It is voted by the union committee, division committee or General Conference
69 Committee.

70 **b. The union committee or the Division Committee may call a special constituency**
71 **meeting of the Conference.**

72 _____c. The president of the next higher organization, or his designee, will preside over the
73 session if the president of the conference is unable or unwilling to open and chair the
74 session.

75 d. The agenda for special constituency meetings shall be included in the notice of the

76 meeting.

77 e. The time and place of special constituency meetings shall be given in the same manner
78 as for regularly scheduled constituency meetings.

79 f. Special Island Constituency Meetings should be held in the countries of the conference
80 at least once per year.

81 **Section 3. Quorum** - At least 20 % of the delegates authorized hereinafter under Section
82 1-a of Article III must be present at any regular or special constituency meeting to constitute a
83 quorum for the transaction of business. Once the meeting is declared open, the delegates present
84 shall constitute a quorum.

85 **Section 4. Proxy Voting** - All delegates must be present in person at any constituency
86 meeting in order to be eligible to vote. There shall be no voting by proxy.

87 **Section 5. Reports** - At the time of all regular quadrennial constituency meetings the
88 administration, all organized departments, and the Publishing Ministry shall report to the
89 constituency.

90 **Section 6. Voting Rights of the Delegates** - Each delegate appointed to act on behalf of the
91 members of this Conference shall be entitled to one vote. The voting rights of the individual
92 delegates representing the members as hereinafter provided shall be limited to the particular
93 constituency meeting of the Conference in which they have been designated to represent a local
94 church, an institution, the Caribbean Union Conference, the Inter-American Division or the general
95 Conference of Seventh-day Adventists.

96 **Section 7. Election/Appointment** - All officers, directors of departments/associate
97 secretaries, associate treasurers, and members of the executive committee who are not *ex officio*
98 members shall be elected by the delegates at the regular meeting of the conference constituency
99 and shall hold their offices until next regular meeting of the conference constituency, or until
100 their successors are elected and take up their duties unless they resign or are removed from
101 office by the executive committee/a special constituency meeting.

102 **ARTICLE III - Representation**

103 **Section 1. The delegates at any constituency meeting of this Conference shall be regular**

104 **delegates and delegates at large.**

105 a. **Regular Delegates - All delegates duly accredited by any one of the organized churches**
 106 **of the Conference.** Each church shall be entitled to one delegate for the organization and one
 107 additional delegate for each 600 members or major fraction thereof beyond the first 600 members and
 108 **who hold membership in the local church which accredits them.**

109 b. Delegates at Large

110 (1) All members of the Executive Committee of the East Caribbean Conference.

111 (2) **All members of the Executive Committee of the Union, Inter-American**
 112 **Division and General Conference who may be present at any constituency meeting of this**
 113 **Conference.**

114 (3) All employees holding credentials or ministerial licenses issued by this conference.

115 (4) **Members of the General Conference Committee who may be present at any**
 116 **constituency meeting of this Conference shall not exceed ten percent of the total number of**
 117 **delegates otherwise provided for.**

118 (5) Such other persons as may be recommended by the Executive Committee and accepted
 119 by the delegates in session. The number of such delegates shall not exceed 10 percent of the total
 120 number of regular delegates provided for hereinabove.

121 _____ **Section 2. All delegates appointed to represent the members of this conference at any**
 122 **constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.**

123

ARTICLE IV - Committees

124 **Section 1. Organizing Committee -**

125 a. The membership of the organizing committee shall be composed of a number equal to
 126 33% of the organized churches.

127 b. The regular delegates of the organizing committee will be distributed among the
 128 area/zones of the conference according to membership. To establish the ratio, the conference
 129 membership will be divided by a number equal to 33% of organized churches. This ratio will be
 130 applied to the membership of each area in order to determine its representatives from among the
 131 pastoral districts to the organizing committee.

132 c. The delegates at large, meeting as a group, under the direction of the union president or
 133 the person designated by him shall choose a number equal to ten percent of the number of the regular

134 delegates for the organizing committee.

135 d. The General Conference, Division and Union officers or their designee who may be
136 present shall be invited to sit with the committee as counselors.

137 e. The chairman of the organizing committee shall be the president of the Caribbean Union
138 or his designee.

139 f. The **organizing committee** shall nominate **and the constituency meeting shall elect**
140 the following standing committees.

141 **(1) A Nominating Committee**

142 **(2) A Plans and Recommendations Committee.**

143 g. Members of the organizing committee shall be chosen at or prior to the constituency
144 meeting.

145 **Section 2. Nominating Committee - The chairman of the nominating committee shall be**
146 **the president of the Union, or his designee.** The nominating committee shall consist of 17 members
147 to include up to 45 percent lay persons. The General Conference, Division and Union officers or their
148 designee who may be present shall be invited to sit with the committee as counselors. The conference
149 officers and departmental directors who have been currently serving in the Conference, and therefore
150 stand for re-election, shall not be members of the nominating committee. The nominating committee
151 shall limit its nominations to those positions for which budgetary provision has been made. It shall also
152 recommend the standing constitution and bylaws committee.

153 **Section 3. Standing Constitution and Bylaws Committee - The Standing Committee on**
154 **Constitution shall be composed of five to seven members. It shall include an officer of the**
155 **Caribbean Union Conference, and shall be chaired by the secretary of the local conference, or**
156 **his/her designee.**

157 **The committee shall function between the regularly scheduled constituency meeting and**
158 **shall submit its reports and detailed recommendations through the conference executive**
159 **committee to the next regular constituency meeting.**

160 **Section 4. Plans and Recommendations Committee - The Committee on Plans and**
161 **Recommendations shall be composed of all the delegates to the session, and shall have a chairman and**
162 **secretary.**

163 **Section 5.** The new administration and executive committee shall give due consideration to all
164 plans and resolutions approved at the session and implement those which are financially or otherwise
165 feasible. The conference president shall report to the next quadrennial session

196 c. To employ ministers, secretaries, teachers and other persons as deemed necessary for the
197 work of the conference.

198 d. To grant and withdraw credentials and licences. The withdrawal of credentials or the
199 removal of those names under Article V, Section 2, of these bylaws shall require the full consent of
200 two-thirds of the members of the executive committee.

201 e. To appoint area coordinators upon the recommendation of the conference administration to
202 facilitate the work in the field. These shall be appointed at the first plenary meeting of the executive
203 committee after the session.

204 **Section 4. Regular Meetings** - Regular meetings of the executive committee may be called at
205 any time or place by the president.

206 **Section 5. Special Meetings** - Special meetings of the executive committee may be called at
207 any time or place by the president or, in his absence, by the secretary. A special meeting shall also be
208 called by the secretary in response to the written request of a majority of the members of the executive
209 committee.

210 **Section 6. Quorum** - Five (5) members of the executive committee shall constitute a quorum.

211 **ARTICLE VI - Officers**

212 **Executive Officers** - **The executive officers of this conference shall be a president, a**
213 **secretary and a treasurer.** The secretary and the treasurer may be one individual known as the
214 secretary-treasurer. **It is the duty of these officers, in consultation with each other, to carry**
215 **forward the work according to plans, policies, and programs voted by the consistency and/or the**
216 **conference executive committee. These plans, policies and programs shall be in harmony with**
217 **the doctrines and actions adopted and approved by the General Conference of Seventh-day**
218 **Adventists in its quinquennial sessions.**

219 1. **President** - **The president, who shall be an ordained minister of experience, is the first**
220 **officer and shall act as chairman of the constituency meetings and the executive committee, and**
221 **serve in the general interest of the East Caribbean Conference as the constituency and the**
222 **executive committee shall determine. In his leadership he shall adhere to the policies of the**
223 **Caribbean Union Conference, the Inter-American Division and the General Conference of**
224 **Seventh-day Adventists and, work in harmony with the Caribbean Union Conference Committee,**
225 **and in close counsel with the union officers.**

256 **Section 2. Corporations - The East Caribbean Conference may form corporate bodies**
 257 **provided it obtains prior approval of the Inter-American Division. Membership meetings and**
 258 **elections of boards of directors shall be held as provided by articles and bylaws of the**
 259 **corporations and in harmony with applicable laws.**

260

ARTICLE IX - Finance

261 **Sections 1. Tithes and Offerings - The church funds managed by this Conference shall**
 262 **consist of such portion of tithe, and including direct tithe, as it shall be assigned by policy and as**
 263 **received from within its territory, and such gifts, legacies, bequests, devises, appropriations,**
 264 **reverted funds, and other donations as may be made to it.**

265 **Section 2. Policies - The portion of the tithe which is reserved for this conference, as**
 266 **specified by policy, and all other funds shall be used in harmony with the financial policies of the**
 267 **Caribbean Union and the Inter-American Division of the General Conference of Seventh-day**
 268 **Adventists; and in the case of donations, their use shall be in harmony with the specifications of**
 269 **donors and in compliance with government regulations. Tithe is shared with the Union and**
 270 **Division on fixed percentages as set by the division executive committee, and with the General**
 271 **Conference on fixed percentages as set by the Annual Council of the General Conference**
 272 **Executive Committee.**

273 **Section 3. Bank Accounts - The funds of this conference shall be safeguarded in harmony**
 274 **with the financial policies of the Caribbean Union and the Inter-American Division of the**
 275 **General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the**
 276 **East Caribbean Conference of Seventh-day Adventists in regular or special accounts, in such**
 277 **banks or saving institutions as the executive committee shall designate, and shall be withdrawn**
 278 **only by persons authorized by resolution of the executive committee.**

279 **Section 4. Financial Statements - The East Caribbean Conference shall prepare annually**
 280 **appropriate statements of income and funds balances and shall be responsible for the filing of**
 281 **any financial information directly with the Caribbean Union and the Inter-American Division**
 282 **of the General Conference of Seventh-day Adventists and, to the extent required by law, with any**
 283 **branch of local or national government.**

284

ARTICLE X - Budget, Salary Review, and Audit

285 **Section 1. Budget - The East Caribbean Conference shall prepare an annual budget in**

286 **harmony with the policies of the Caribbean Union and the Inter-American Division of the**
 287 **General Conference of Seventh-day Adventists.**

288 **Section 2. Salary and Expense Review** - The executive committee shall constitute an
 289 employee remuneration committee to review annually the salary and expenses of all the employees and
 290 set salary rates for the subsequent year.

291 **Section 3. Independent Audit: All accounting records of this conference shall be audited**
 292 **at least annually by an auditor designated by the General Conference Auditing Service; and the**
 293 **records of this conference or any of its subsidiaries, agencies or institutions shall at all times be**
 294 **open to said auditor.**

295 **Section 4. Auditor of Church Records** - The conference auditor shall audit the membership
 296 records of the local church secretary, the accounting records of the local church treasurer, the primary,
 297 intermediate and secondary day schools, industries, clinics and any other subsidiary organization of the
 298 conference and the campaign expense of the evangelistic teams at least once a year. He shall present
 299 a written report of the organizations audited to the officers of the conference and the relevant
 300 departmental director; copies of the written reports of the secondary day schools and industries are to
 301 be sent to the union treasurer and the area auditor.

302

ARTICLE XI - Indemnification

303 This conference shall indemnify any person who is serving or has served as a member of the executive
 304 committee, or as an officer or departmental director of this conference (and his/her executor,
 305 administrator, and heirs) against all reasonable expenses (including, but not limited to judgements,
 306 costs, and legal fees) actually and necessarily incurred by him/her in connection with the defense of any
 307 litigation, action, suit or proceeding, civil, criminal, or administrative, to which he/she may have been
 308 a party by reason of being or having been a member of the executive committee, or an officer or
 309 departmental director of the conference, except he/she shall have no right to reimbursement for matters
 310 in which he/she has been adjudged liable to the conference for negligence or misconduct in the
 311 performance of his/her duties.

312 This right of indemnification shall be in addition to and not exclusive of, all other rights to
 313 which such member of the executive committee, or an officer or departmental director may be entitled.

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

316

ARTICLE XII - Amendments

317 **Amendment, Revision and Repeal:** The bylaws of this conference which are essentials to
318 **the unity of the Church worldwide, and are designated in bold print shall be amended or revised**
319 **from time to time in order to comply with changes to the Model Local Conference Constitution**
320 **and Bylaws as voted by the General Conference Executive Committee in its annual meetings.**
321 **Such amendments or revisions shall be approved by a two-thirds majority vote of the delegates**
322 **present and voting at any duly called constituency meeting of the local conference. Other sections**
323 **of the bylaws may be amended, revised, or repealed, in like manner, provided such changes are**
324 **in harmony with the spirit of the Model Local Conference Constitution and Bylaws, and have**
325 **been processed through the conference executive committee. Notice of any proposed changes to**
326 **the constitution and bylaws of this Conference shall be given specifically in conjunction with the**
327 **publication of the notice for the session.**

328 **The constituency or the conference executive committee may recommend to the General**
329 **Conference through the Caribbean Union Conference and the Inter-American Division of the**
330 **General Conference of Seventh-day Adventists amendments to the Model Local Conference**
331 **Constitution and Bylaws.**