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

4
5 2017 – 2021
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7 **ARTICLE I - Name**
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9 **The name of this organization shall be known as the East Caribbean Conference of**
10 **Seventh-day Adventists, hereinafter referred to as the Conference.**
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12 **ARTICLE II - Purpose**
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14 **The purpose of this conference is to facilitate the proclamation of the everlasting**
15 **gospel in the context of the three angels messages of Revelation 14:6-12 to all peoples**
16 **within its territory, leading them to accept Jesus as personal Savior and to unite with His**
17 **church, and nurturing them in preparation for His soon return.**
18

19 **ARTICLE III - Relationships**
20

21 **The East Caribbean Conference is a member unit of the Caribbean Union**
22 **Conference of Seventh-day Adventists and is located in the territory of the Inter-**
23 **American Division of the General Conference of Seventh-day Adventists. This conference**
24 **shall pursue the mission of the Church in harmony with the doctrines, programs, and**
25 **initiatives adopted and approved by the General Conference of Seventh-day Adventists in**
26 **its quinquennial sessions.**
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28 **ARTICLE IV – Geographic Territory**
29

30 **The territory of this conference shall consist of the islands of Barbados and**
31 **Dominica.**
32

33 **ARTICLE V – Membership/Constituency**
34

35 **Section 1. The membership/constituency of this conference shall consist of such**
36 **churches as have been or shall be properly organized in any part of the geographic**
37 **territory under its jurisdiction and formally approved for membership by vote of the**
38 **delegates at any regular or special constituency meeting.**

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78 **BY LAWS**
79 **OF**
80 **THE EAST CARIBBEAN CONFERENCE OF**
81 **SEVENTH-DAY ADVENTISTS**

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83 **ARTICLE 1 - Principal Office**
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85 **The principal office for the transaction of the business of the East Caribbean**
86 **Conference is fixed and located at Brittons Hill, St. Michael, Barbados. The executive**
87 **committee may in an emergency change the location of the principal office on a temporary**
88 **basis.**
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91 **ARTICLE II - Constituency Meetings**
92

93 **Section 1. Regular Meeting - This Conference shall hold a regular quadrennial**
94 **constituency meeting at such time and place as the Executive Committee of the Conference**
95 **shall designate. In the event that the executive committee fails to call a regular**
96 **constituency meeting within the quadrennial period, the Caribbean Union Executive**
97 **Committee may give notice for such a meeting and designate the time and place. Notice of**
98 **the time and place of the meeting of the delegates representing the members shall be given by:**

- 99 a. **A notice printed in the official publication of the Caribbean Union Conference at least**
100 **four weeks before the date of the session, or**
101 b. **A method approved by the East Caribbean Conference Executive Committee,**
102 **provided all member units receive notice within sufficient time to select delegates.**
103 c. **A method approved by the Caribbean Union Executive Committee, in the event**
104 **of inaction or non-compliance by the East Caribbean Conference.**
105

106 **Section 2. Special Meeting: a. The executive committee of this Conference shall call**
107 **a special constituency meeting:**

- 108 (1) **It is voted by the executive committee or**
109 (2) **It is voted by the delegates at any constituency meeting, or**
110 (3) **It is requested by 75% of the churches of the Conference through**
111 **their church boards or**
112 (4) **It is voted by the Union Executive Committee, Division Executive Committee**
113 **or General Conference Committee. The date for such a meeting in response to paragraphs**
114 **3) and 4) above are communicated to the Officers/Executive Committee of the Conference.**

115 b. **In the absence of a timely response by the Executive Committee to paragraphs (2**
116 **through 4) in Sec. 2.a. above, the Caribbean Union Executive Committee or the Inter-**
117 **Americian Division Executive Committee may call a special constituency meeting of the**
118 **Conference and designate the time and place for such a meeting.**

119 c. The agenda for special constituency meetings shall be included in the notice of the
120 meeting.

121 d. Notice as to the time and place of special constituency meetings shall be given
122 in the same manner as for regularly scheduled constituency meetings.
123

124 **Section 3. Chair and Secretary for Constituency Meetings:** The President of this
125 Conference shall serve as Chair and the Secretary of this Conference shall serve as
126 Secretary for constituency meetings of the Conference. The President may designate other
127 individuals to assist in chair duties from time to time. In the event that the President's
128 office is vacant or that the President is unavailable to serve as Chair, the constituency
129 meeting may be called to order by the ranking Union Officer present. The first item of
130 business shall be the election of a Chair pro tem, selected from the delegates present at the
131 meeting. When the election of a President has been completed, the new or re-elected
132 President, if present at the constituency meeting, shall replace the Chair pro tem.

133 In a similar manner, arrangements may be made for a Secretary pro tem if the
134 Secretary's office is vacant or the Secretary is unavailable to serve at the constituency
135 meeting. When election of a Secretary has been completed,, the new or re-elected
136 Secretary, if present at the constituency meeting, shall replace the Secretary pro tem. A
137 person who is not re-elected at a constituency meeting does not thereby lose delegate status
138 at the current constituency meeting.
139

140 **Section 4. Regular Meeting Business:** The business of the regular constituency
141 meeting shall include the election/appointment of personnel for various positions (see Sec.
142 10, below), the receipts of reports from the President, Secretary, Treasurer (report based
143 on audited statements). Departmental Directors, and the Auditor. The constituency
144 meeting shall endorse/approve/develop plans for the conduct of the work as are desirable
145 and in harmony with the policies of the Inter-American Division.
146

147 **Section 5. Quorum** - At least 20% of the delegates authorized hereinafter under Section
148 1-a of Article III must be present at any regular or special constituency meeting to constitute a
149 quorum for the transaction of business. Once the meeting is declared open, the delegates present
150 shall constitute a quorum.
151

152 **Section 6. Proxy Voting** - All delegates must be present in person at any
153 constituency meeting in order to be eligible to vote. There shall be no voting by proxy.
154

155 **Section 7. Voting Rights of the Delegates** - Each delegate appointed to act on behalf of
156 the members of this Conference shall be entitled to one vote on each question to be decided by
157 the body. The voting rights of the individual delegates representing the members as hereinafter
158 provided shall be limited to the particular constituency meeting of the Conference in which they

159 have been designated to represent a local church, an institution, the Caribbean Union
160 Conference, the Inter-American Division or the General Conference of Seventh-day Adventists.

161

162 **Section 8. Voting:** The voting on matters of business shall normally be by *viva voce*.
163 The Chair may call for the vote by other means, including a secret ballot, when it is deemed
164 advisable or is requested by the membership.

165

166 **Section 9. Parliamentary Authority:** The parliamentary authority pertaining to all
167 rules and procedures for constituency meetings not covered by its bylaws shall be based on
168 those published in the General Conference Rules of Order, and any adaptation or
169 supplement approved by the Division Executive Committee, unless otherwise determined
170 by a two thirds (2/3) majority vote of the constituency meeting.

171

172 **Section 10. Election/Appointment -** All officers, directors of departments, associate
173 secretaries, associate treasurers, and members of the executive committee who are not *ex*
174 *officio* members, shall be elected by the delegates at the regular meeting of the conference
175 constituency. The election of departmental directors, associate departmental directors,
176 associate secretaries, or associate treasurers, if not determined by the delegates at the
177 conference constituency meeting, shall be referred to the executive committee for
178 appointment.

179 a. **Term of Office.** Persons elected at the constituency meeting and those appointed
180 by the executive committee normally serve until the next regular constituency meeting.
181 However, their period of service may be shorter due to resignation, voluntary retirement,
182 retirement in situations where a mandatory retirement age policy is in effect, or removal
183 from office, for cause, by the executive committee or a special constituency meeting.

184

185 **Section 11. Reports -** At the time of all regular quadrennial constituency meetings the
186 administration, all organized departments, and the Publishing Ministry shall report to the
187 constituency.

188

189 **Section 12. Annual Meetings –** The officers of the local conference shall convene an
190 annual meeting of representatives of all its churches, to report on the progress of the quadrennial
191 program and finances of the local conference.

192

193 **Section 13. Change in Presidency – Procedural Guidelines:** When at a Local
194 Conference session there is a change in the presidency of the Conference, the outgoing
195 Conference President may, at the request of the newly elected President continue to serve as
196 Chairman, until the session ends, thus facilitating the smooth disposition of agenda items to be

197 discussed and voted on by the delegates. The incoming President may also ask the outgoing
 198 President to continue to chair the Steering Committee of the session. Meanwhile, the newly
 199 elected Conference President shall meet with the session Nominating Committee as a consultant
 200 in the nomination of the elective staff of the Conference.

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ARTICLE III - Representation

205 **Section 1. The delegates at any constituency meeting of this Conference shall be**
 206 **regular delegates and delegates at large.**

207

208 **a. Regular Delegates - All delegates duly accredited by any one of the organized churches**
 209 **of the Conference.** Each church shall be entitled to one delegate for the organization and one
 210 additional delegate for each 300 members or major fraction thereof beyond the first 300 members
 211 and **who hold membership in the local church which accredits them. Such delegates shall be**
 212 **chosen by the business meeting of the respective local church.**

213

214 **b. Delegates at Large**

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

216 **(2) All members of the Executive Committee of the Union, Inter-American**

217 **Division and General Conference who may be present at any constituency meeting of this**
 218 **Conference.**

219 **(3) All employees holding credentials or ministerial licenses issued by this**
 220 **conference.**

221 **(4) Members of the General Conference Committee who may be present at any**
 222 **constituency meeting of this Conference. The number of such delegates representing the**
 223 **General Conference of Seventh-day Adventists shall not exceed ten percent of the total**
 224 **number of delegates otherwise provided for.**

225 **(5) Administrators of the institutions operated by the Conference, and Principals of**
 226 **assisted schools in the Conference.**

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

230

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

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ARTICLE IV – Constituency Meetings

(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 conference constituency meeting, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session. Committees that facilitate the business of the session include:

Section 1. Organizing Committee - The membership of the organizing committee shall be composed of a number equal to 33% of the organized churches, plus 10% of such number of the delegates at large, and shall be constituted as follows:

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

b. The delegates at large, meeting as a group, under the direction of the Union President or the person designated by him shall choose a number equal to ten percent of the number of the regular delegates for the organizing committee.

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

d. The chairman of the organizing committee shall be the President of the Caribbean Union or his designee.

e. **The organizing committee shall nominate and the constituency meeting shall elect** the following standing committees.

(1) **A Nominating Committee**

(2) A Plans and Recommendations Committee.

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

Section 2. Nominating Committee - **The chairman of the Nominating Committee shall be the President of the Union, or his designee.** The nominating committee shall consist of 17-15

273 members including the President of the Union or his designee, who will have the right to vote. **Up**
 274 **to 45 percent shall be lay persons.** The General Conference, Division and Union officers or their
 275 designee who may be present shall be invited to sit with the committee as counselors. The
 276 conference officers and departmental directors who have been currently serving in the Conference,
 277 and therefore stand for re-election, shall not be members of the nominating committee. The
 278 nominating committee shall limit its nominations to those positions for which budgetary provision
 279 has been made. It shall also recommend the standing constitution and bylaws committee.

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

282 **b. Persons holding elective office, as outlined in Article 11, Section 10 in the current**
 283 **term shall not be eligible to serve on the Nominating Committee.**

284 **c. The Nominating Committee shall limit its nominations to those positions for which**
 285 **persons are to be elected at the constituency meeting and for which budgetary**
 286 **provision has been made.**

287 **d. The Nominating Committee shall also nominate members for the executive**
 288 **committee and for the boards of conference institutions whose bylaws indicate that**
 289 **board members for the entity are elected at a conference constituency meeting.**

290
 291 **Section 3. Standing Constitution and Bylaws Committee - The Standing Committee on**
 292 **Constitution shall be composed of five to seven members. It shall include an officer of the**
 293 **Caribbean Union Conference, and shall be chaired by the secretary of the local conference, or**
 294 **his/her designee. The committee shall function between the regularly scheduled constituency**
 295 **meeting and shall submit its reports and detailed recommendations through the conference**
 296 **executive committee to the next regular constituency meeting.**

297
 298 **Section 4. Plans and Recommendations Committee - The Committee on Plans and**
 299 **Recommendations shall be composed of all the delegates to the session, and shall have a chairman**
 300 **and secretary.**

301
 302 **Section 5.** The new administration and executive committee shall give due consideration to
 303 all plans and resolutions approved at the session and implement those which are financially or
 304 otherwise feasible. The Conference President shall report to the next quadrennial session
 305 concerning the implementation of these recommendations.

306
 307 **Section 6. Voting -** The election of officers and the voting on all other matters of
 308 business shall be by *viva voce* unless otherwise determined by a majority vote of the delegates
 309 present.

310 **ARTICLE V - Executive Committee**

311
 312 **Section 1. Membership - The executive committee of the East Caribbean Conference**

313 of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and
 314 shall include the president, secretary and treasurer of the conference, the **full-time**
 315 departmental directors, the publishing ministry director, one administrator of the conference
 316 institutions on an annual rotating basis, and one other non-office employee. Additionally,
 317 **25%** of the number mentioned above shall be district pastors. In addition, **55%** of the total
 318 number mentioned above shall be non-denominational employees. The president shall be the
 319 chairman of the committee. The officers of the Caribbean Union Conference, of the Inter-
 320 American Division and of the General Conference of Seventh-day Adventists are members *ex*
 321 *officio* of the local conference executive committee; however, their membership shall be in
 322 addition to the number detailed above. Any such officers exercising their voting rights at any
 323 one meeting shall not make up more than ten percent of the committee membership present.
 324

325 **Section 2. Delegated Authority -** The executive committee of this conference, unless
 326 replaced a a special constituency session, is delegated the authority to act on behalf of the
 327 constituents between regular sessions, including the authority to elect or remove for cause
 328 persons who have been elected at a conference constituency meeting, including Officers of the
 329 Conference, Directors of departments/services(, members of boards and committees whose
 330 election or appointment is a result of a constituency meeting or executive committee action,
 331 and to fill, for the remaining portion of the term, any vacancies thus created. The removal of
 332 those named under Article VI, Section 1, shall require the affirmative vote of two-thirds (2/3)
 333 of those voting at an executive committee meeting where a majority of members is present. In
 334 filling vacancies that have been chosen in session, the executive committee will seek the advice
 335 of the Union Officers.
 336

337 **Section 3. Administrative Authority -** The Executive Committee shall have full
 338 administrative authority:
 339

340 a. To fill for the current term any vacancies that may occur by death, resignation or
 341 otherwise, in its boards, committees, departments, or in offices which have been filled by
 342 conference election. **If a new president is to be elected, the president of the Caribbean Union**
 343 **Conference or his designee, shall serve as chairperson of the** executive committee.

344 b. To appoint committees, such as an administrative committee, with their terms of
 345 reference.

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

348 d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall
 349 require the consent of two-thirds of the members of the executive committee.

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

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

355

356 **Section 5. Special Meetings** - Special meetings of the executive committee may be called
 357 at any time or place by the President or, in his absence, by the Secretary, in consultation with the
 358 president of the next higher organization. In response to the written request of a majority of the
 359 members of the executive committee a special meeting shall also be called by the secretary, in
 360 consultation with the President of the next higher organization.

361

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

366

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

371

372 **Section 8. Quorum** – Seven (7) members of the executive committee shall constitute a
 373 quorum.

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ARTICLE VI - Officers

377

378 **Section 1. Executive Officers** - The executive officers of this conference shall be a
 379 **President, a Secretary and a Treasurer.** The Secretary and the treasurer may be one
 380 individual known as the Secretary-treasurer. It is the duty of these officers, in consultation
 381 with one another, to carry forward the work according to plans, policies, and programs voted
 382 by the Union Executive Committee, the constituency and/or the conference executive
 383 committee. These plans, policies and programs shall be in harmony with the doctrines and
 384 actions adopted and approved by the General Conference of Seventh-day Adventists in its
 385 quinquennial sessions.

386

387 **a. President** - The President, who shall be an ordained minister of experience, is the
 388 first officer and shall act as chairman of the constituency meetings and the executive
 389 committee, and serve in the general interest of the East Caribbean Conference as the
 390 constituency and the executive committee shall determine. In his leadership he shall adhere to
 391 the policies of the Caribbean Union Conference, the Inter-American Division and the General
 392 Conference of Seventh-day Adventists, work in harmony with the Caribbean Union
 393 Conference Committee, and in close counsel with the union officers.

394

395 **b. Secretary - The Secretary, associated with the President as an executive officer,**
 396 **shall serve under the direction of the executive committee and shall act as Vice-chairperson of**
 397 **the executive committee. The Secretary shall report to the executive committee of the**
 398 **Conference after consultation with the President. It shall be the duty of the Secretary to keep**
 399 **the minutes of the conference constituency meetings and of the executive committee meetings,**
 400 **to furnish copies of these minutes to all members of the executive committee and to the**
 401 **officers of the Caribbean Union Conference. The Secretary shall also be responsible for**
 402 **providing information as may be requested by the President or by the executive committee,**
 403 **and shall perform such other duties as usually pertain to the office.**

404 **3. Treasurer - The Treasurer, associated with the President as an executive officer,**
 405 **shall serve under the direction of the executive committee. The Treasurer shall report to the**
 406 **executive committee of the conference after consultation with the President. The Treasurer**
 407 **shall be responsible for providing financial leadership to the organization which will include,**
 408 **but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with**
 409 **the actions of the executive committee, remitting all required funds to the Union/**
 410 **Division/General Conference in harmony with Inter-American Division policy, and for**
 411 **providing financial information to the President and to the executive committee. The**
 412 **Treasurer shall also be responsible for providing copies of the financial statements to the**
 413 **Caribbean Union officers.**

414
 415 **Section 2.** Other individuals may serve as Officers of the local conference, such as Vice
 416 President, Associate Secretary, and Associate Treasurer.

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 419 **ARTICLE VII - Directors of**
 420 **Departments/Associations/Services**

421
 422 **Section 1. Advisory Role - The directors of departments/associations/services of this**
 423 **conference shall work under the direction of the executive committee of the conference and**
 424 **the President and shall serve in an advisory relationship to the field.**

425
 426 **Section 2.** Departments/Services Structure - Conference departments/services shall be
 427 organized in harmony with the departmental/service structure of the General Conference but shall
 428 not necessarily duplicate the departments/services in the Union, Division, or General Conference.

429
 430 **ARTICLE VIII - Other Organizations**

431
 432 **Section 1. Unincorporated Organizations - The East Caribbean Conference may carry on**
 433 **its ministry through unincorporated subsidiary organizations. Constituency meetings of such**
 434 **organizations shall be held in conjunction with the regularly scheduled constituency meetings of the**
 435 **conference.**

436

479 shall appoint an employee compensation review committee whose tasks are outlined in the
480 General Conference Working Policy.

481
482 **Section 3. Independent Audit:** All accounting records of this conference shall be
483 audited at least annually by an auditor chosen in harmony with General Conference Working
484 Policy and the records of this conference or any of its subsidiaries, agencies or institutions
485 shall at all times be open to said Auditor.

486
487 **Section 4. Auditor of Church Records -** The Conference Auditor shall audit the
488 membership records of the local church secretary, the accounting records of the local church
489 treasurer, the primary, intermediate and secondary day schools, industries, clinics and any other
490 subsidiary organization of the conference and the campaign expense of the evangelistic teams at
491 least once a year. The Auditor shall present a written report of the organizations audited to the
492 Officers of the Conference and the relevant departmental directors; copies of the written report of
493 the secondary day schools and industries are to be sent to the Union Treasurer and the Area
494 Auditor.

495
496 **ARTICLE XI - Indemnification**

497
498 This conference shall indemnify any person who is serving or has served as a member of the
499 Executive Committee, or as an officer or departmental director of the Conference (and his/her
500 executor, administrator, and heirs) against all reasonable expenses (including, but not limited to
501 judgements, costs, and legal fees) actually and necessarily incurred by him/her in connection with
502 the defense of any litigation, action, suit or proceeding, civil, criminal, or administrative, to which
503 he/she may have been a party by reason of being or having been a member of the Executive
504 Committee, or an officer or departmental director of the Conference, except he/she shall have no
505 right to reimbursement for matters in which he/she has been adjudged liable to the Conference for
506 negligence or misconduct in the performance of his/her duties.

507
508 This right of indemnification shall be in addition to and not exclusive of, all other rights to which
509 such member of the executive committee, or an officer or departmental director may be entitled.
510 *(Note: This right of indemnification may be expanded or contracted as allowed under local law and*
511 *as adopted by the constituents.)*

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513
514 **ARTICLE XII - Amendments**

515
516 **Amendment, Revision and Repeal:** The bylaws of this conference which are essential to
517 the unity of the Church worldwide, and are designated in bold print shall be amended or
518 revised from time to time in order to comply with changes to the Local Conference Model
519 Constitution and Bylaws as voted by the General Conference Executive Committee in its
520 annual meetings. Such amendments or revisions shall be approved by a simple majority vote
521 (unless local law requires a higher majority) of the delegates present and voting at any duly

522 called constituency meeting of the local conference. Other sections of the bylaws may be
523 amended, revised, or repealed, in like manner, by an affirmative vote of two-thirds (2/3) of
524 those present and voting, provided such changes are in harmony with the spirit of the Local
525 Conference Model Constitution and Bylaws, and have been processed through the Conference
526 Executive Committee. Notice of any proposed changes to the constitution and bylaws of this
527 Conference shall be given specifically in conjunction with the publication of the notice for the
528 session.

529
530 The constituency or the conference executive committee may recommend to the
531 General Conference through the Caribbean Union Conference and the Inter-American
532 Division of the General Conference of Seventh-day Adventists amendments to the Model
533 Local Conference Constitution and Bylaws.
534