

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

3  
4                                   2021 – 2025

5  
6                                   **Article I - Name**

7  
8                                   **The name of this organization shall be known as the East Caribbean Conference of**  
9 **Seventh-day Adventists, hereinafter referred to as the Conference.**

10  
11                                   **Article II - Purpose**

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

16  
17                                   **Article III - Relationships**

18  
19                                   **The East Caribbean Conference is a member unit of the Caribbean Union**  
20 **Conference of the Seventh-day Adventist Church and is located in the territory of the**  
21 **Inter-American Division of the General Conference of Seventh-day Adventists. The**  
22 **purposes, policies, and procedures of this conference shall be in harmony with the**  
23 **working policies and procedures enacted by the executive committee of the Inter**  
24 **American Division or the General Conference of Seventh-day Adventists. This**  
25 **conference shall pursue the mission of the Seventh-day Adventist Church in harmony**  
26 **with the Fundamental Beliefs, programs, initiatives, and actions adopted and approved by**  
27 **the General Conference of Seventh-day Adventists at its sessions.**

28  
29                                   **Article IV – Geographic Territory**

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

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

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

39 regular or special conference constituency meeting.

40

41

#### Article VI - Bylaws

42

43

44

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

46

47

48

49

#### Article VII - Dissolution and Disposition of Assets

50

51

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

52

53

54

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

56

57

58

#### Article VIII - Amendments

59

60

61

**The bolded text of this constitution and bylaws shall not be amended except to conform to the local conference model constitution and bylaws when it is amended by action of the General Conference Executive Committee at an Annual Council. Such amendments shall be adopted into the conference constitution and bylaws by a simple majority vote (unless local law requires a higher majority) of delegates present and voting at a conference constituency meeting. This Conference may amend the un-bolded text of the constitution and bylaws from time to time at a conference constituency meeting provided any such changes are in harmony with the spirit and intent of the model constitution and bylaws. Such amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and voting.**

66

67

68

69

70

71

72

73

74

75

76

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

81  
82  
83 **Article 1 - Principal Office**  
84

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 change the location of the principal office on a temporary basis.**  
88

89  
90 **Article II – Membership/Constituency Meetings**  
91

92 **Sec. 1. Regular Meeting:** This conference shall hold a regular quadrennial  
93 **constituency meeting at such time and place as the executive committee of the conference**  
94 **shall designate. In the event that the executive committee fails to call a regular**  
95 **constituency meeting within the quadrennial period, the Caribbean Union Executive**  
96 **Committee, or General Conference Executive Committee in the case of conferences directly**  
97 **attached to the General Conference, may give notice for such a meeting and designate the**  
98 **time and place.** In case regional conditions make it imperative to postpone the calling of the  
99 constituency meeting, the union conference executive committee, in a regular or special meeting,  
100 shall have authority to make such postponement, not to exceed one year, giving notice to all  
101 constituent organizations. In the event that the executive committee exercises its authority to  
102 postpone a constituency meeting, it shall also have the authority to set the subsequent regular  
103 constituency meeting at such time and place as it shall see fit, not to exceed five calendar years  
104 from the date of the postponed constituency meeting. Notice of the time and place of the  
105 meeting of the delegates representing the members shall be given by:

- 106 a. A notice printed in the official publication of the conference at least four weeks before  
107 the date of the session, or  
108 b. A method approved by the East Caribbean Conference Executive Committee,  
109 provided all member units receive notice with sufficient time to select delegates, or  
110 c. **A method approved by the Caribbean Union Executive Committee, in the event**  
111 **of inaction or failure to call a constituency meeting by the East Caribbean**  
112 **Conference Executive Committee.**

113 **Sec. 2. Special Meeting:** a. **The executive committee of this Conference shall call a**  
114 **special constituency meeting when:**

- 115 (1) **It is voted by the executive committee or**  
116 (2) **It is voted by the delegates at any constituency meeting, or**  
117 (3) **It is requested by 75% of the churches of the conference through**  
118 **their business meetings, or**

119  
120           **(4) It is voted by the union executive committee, division executive committee, or**  
121           **General Conference Committee.**

122  
123           **The date for such a meeting in response to paragraphs 3) and 4) above shall**  
124           **not be more than 90 days from the date when the actions described in**  
125           **paragraphs 3 and 4 above are communicated to the officers/executive**  
126           **committee of the conference.**

127  
128           **b. In the absence of a timely response by the conference executive committee to**  
129           **paragraphs 2) through 4) in Sec. 2.a. above, the Caribbean Union Executive Committee or**  
130           **the Inter-American Division Executive Committee may call a special constituency meeting**  
131           **of the conference and designate the time and place for such a meeting.**

132  
133           **c. The agenda for special constituency meetings shall be included in the notice of**  
134           **the meeting.**

135  
136           **d. Notice as to the time and place of special constituency meetings shall be given**  
137           **in the same manner as for regularly scheduled constituency meetings.**

138  
139           **Sec. 3. Virtual Attendance at Constituency Meetings: Generally, regular and**  
140           **specially called constituency meetings are to be held in person and onsite. However,**  
141           **delegates when requested by the executive committee, and if permitted by local law, may**  
142           **participate by means of an electronic conference or similar communications by which all**  
143           **persons can hear each other at the same time, and participation by such means shall**  
144           **constitute presence in person and attendance at such a meeting.**

145  
146           **Sec. 4. Chair and Secretary for Constituency Meetings: The President of this**  
147           **conference shall serve as chair and the secretary of this conference shall serve as secretary**  
148           **for constituency meetings of this conference. The president may designate other**  
149           **individuals to assist in chair duties from time to time. In the event that the president's**  
150           **office is vacant or that the president is unavailable to serve as chair, the constituency**  
151           **meeting may be called to order by the ranking union officer present. The first item of**  
152           **business shall be the election of a chair *pro tem*, selected from the delegates present at the**  
153           **meeting. When the election of a president has been completed, the new president, if**  
154           **present at the constituency meeting, shall replace the chair *pro tem*.**

155  
156           **In a similar manner, arrangements may be made for a secretary *pro tem* if the**  
157           **secretary's office is vacant or the secretary is unavailable to serve at the constituency**  
158           **meeting. When the election of a secretary has been completed, the new secretary, if present**  
159           **at the constituency meeting, shall replace the secretary *pro tem*.**

160  
161           **Sec. 5. Regular Meeting Business: The business of the regular constituency meeting**

162 shall include the election/appointment of personnel for various positions (see Sec. 11,  
163 below), the receipts of reports from the president, secretary, treasurer/chief financial  
164 officer (report based on audited statements), departmental directors, and the auditor. The  
165 constituency meeting shall endorse/approve/develop plans for the conduct of the work as  
166 are desirable and in harmony with the policies of the Inter-American Division.

167  
168 **Sec. 6. Quorum:** At least 20% of the delegates authorized hereinafter under Sec. 1. of  
169 Article III must be present at any regular or special constituency meeting to constitute a quorum  
170 for the transaction of business. Once the meeting is declared open, the delegates present shall  
171 constitute a quorum.

172  
173 **Sec. 7. Proxy Voting:** All delegates must be present in person at any constituency  
174 meeting, or participating by electronic means, in order to be eligible to vote. There shall be  
175 no voting by proxy.

176  
177 **Sec. 8. Voting Rights of the Delegates:** Each delegate appointed to act on behalf of the  
178 members of this conference shall be entitled to one vote on each question to be decided by the  
179 body. The voting rights of the individual delegates representing the members as hereinafter  
180 provided shall be limited to the particular constituency meeting of the conference in which they  
181 have been designated to represent a local church, institution, the division, or the General  
182 Conference of Seventh-day Adventists.

183  
184 **Sec. 9. Voting:** The voting on matters of business shall normally be by viva voce.  
185 The chair may call for the vote by other means, including a secret ballot, when it is deemed  
186 advisable or is requested by the membership. Votes cast remotely shall have the same  
187 validity as if the delegates met and voted onsite.

188  
189 **Sec. 10. Parliamentary Authority:** The parliamentary authority pertaining to all rules  
190 and procedures for constituency meetings not covered by its bylaws shall be based on those  
191 published in the *General Conference Rules of Order*, and any adaptation or supplement approved  
192 by the division executive committee, unless otherwise determined by a two thirds (2/3) majority  
193 vote of the constituency meeting.

194  
195 **Sec. 11. Election/Appointment and Term of Office:** a. All conference officers and  
196 members of the executive committee who are not *ex officio* members shall be elected by the  
197 delegates at a meeting of the conference constituency. The election of departmental  
198 directors, associate departmental directors, associate secretaries, or associate treasurers, if  
199 not determined by the delegates at the conference constituency meeting, shall be referred to  
200 the executive committee for appointment. Other positions to be filled by election may

201 include the chief administrator(s) and board members of conference institutions if and as  
 202 required by the governance documents and structure for each entity.

203  
 204 **b. Term of Office. Persons elected at the constituency meeting and those appointed by**  
 205 **the executive committee normally serve until the next regular constituency meeting.**  
 206 **However, their period of service may be shorter due to resignation, voluntary**  
 207 **retirement, retirement in situations where a mandatory retirement age policy is in**  
 208 **effect, or removal from office, for cause, by the executive committee or a special**  
 209 **constituency meeting.**

210  
 211 The phrase “for cause” when used in connection with removal from an elected or  
 212 appointed position, or from employment, shall include but not be limited to 1) incompetence; 2)  
 213 persistent failure to cooperate with duly constituted authority in substantive matters and with  
 214 relevant employment and denominational policies; 3) actions which may be the subject of  
 215 discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular standing  
 216 as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6) conviction of  
 217 or guilty plea for a crime.

218  
 219  
 220 **Article III – Representation at Constituency Meetings**  
 221

222 **Sec. 1. Regular Delegates: All delegates duly accredited by any one of the organized**  
 223 **churches of the conference.** Each church shall be entitled to one delegate for the organization and  
 224 one additional delegate for each 300 members or major fraction thereof and **who hold membership**  
 225 **in the local church which accredits them. Such delegates shall be chosen by the business**  
 226 **meeting of the respective local church and include males and females.**

227  
 228 **Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this**  
 229 **conference include:**

- 230  
 231 **a. The current members of the executive committee of this conference.**  
 232  
 233 **b. Members of the Caribbean Union Conference Committees who may be present**  
 234 **at any constituency meeting of this conference. The number of such delegates**  
 235 **shall not exceed ten percent of the total number of delegates otherwise provided**  
 236 **for.**  
 237  
 238 **c. All employees holding credentials or ministerial licenses issued by this conference.**

239

240

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

242

243

244

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

245

246

247

248

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

249

250

251

252

253

#### **Article IV – Constituency Meetings**

254

255

*(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.)*

256

257

258

259

260

261

262

**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:**

263

264

265

266

**Sec. 1.** 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:

267

268

269

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.

270

271

272

273

274

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.

275

276

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

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

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

283

284 **1) A Nominating Committee**

285 **2) A Plans and Recommendations Committee.**

286

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

289 **Sec. 2. Nominating Committee: The chairman of the Nominating Committee shall be**  
290 **the President of the Union, or his designee.** The nominating committee shall consist of 15  
291 members including the President of the Union or his designee, who will have the right to vote. **Up**  
292 **to 45 percent shall be lay persons.** The General Conference, Division and Union officers or their  
293 designee who may be present shall be invited to sit with the committee as counselors. The  
294 conference officers and departmental directors who have been currently serving in the Conference,  
295 and therefore stand for re-election, shall not be members of the nominating committee. The  
296 nominating committee shall limit its nominations to those positions for which budgetary provision  
297 has been made. It shall also recommend the standing constitution and bylaws committee.

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

300

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

304

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

308

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

313

314 **Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution and**  
315 **bylaws committee shall include an officer of the Caribbean Union Conference, and shall be**  
316 **chaired by the secretary of the local conference, or his/her designee.**

317

318           **The committee shall function between the regularly scheduled constituency meetings**  
 319 **and shall submit its reports and detailed recommendations through the conference executive**  
 320 **committee to the next regular constituency meeting.**

321

322           **Sec. 4. Plans and Recommendations Committee:** The Committee on Plans and  
 323 Recommendations shall be composed of all the delegates to the session, and shall have a chairman  
 324 and secretary.

325

326           **Sec. 5.** The new administration and executive committee shall give due consideration to all  
 327 plans and resolutions approved at the session and implement those which are financially or  
 328 otherwise feasible. The Conference President shall report to the next quadrennial session  
 329 concerning the implementation of these recommendations.

330

331           **Sec. 6. Voting:** The election of officers and the voting on all other matters of business shall  
 332 be by *viva voce* unless otherwise determined by a majority vote of the delegates present.

333

334

335

#### Article V - Executive Committee

336

337           **Sec. 1. Membership:** The executive committee of the East Caribbean Conference of  
 338 Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and  
 339 shall include the president, secretary and treasurer of the conference, the full-time  
 340 departmental directors, the publishing ministry director, one administrator of the conference  
 341 institutions on an annual rotating basis, and one other non-office employee. Additionally,  
 342 25% of the number mentioned above shall be district pastors. In addition, 55% of the total  
 343 number mentioned above shall be non-denominational employees. The president shall be the  
 344 chairman of the committee. The officers of the Caribbean Union Conference, of the Inter-  
 345 American Division and of the General Conference of Seventh-day Adventists are members *ex*  
 346 *officio* of the local conference executive committee; however, their membership shall be in  
 347 addition to the number detailed above. Any such officers exercising their voting rights at any  
 348 one meeting shall not make up more than ten percent of the committee membership present.

349

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

352

353           **Sec. 2. Delegated Authority:** The executive committee of this conference, unless  
 354 replaced at a special constituency session, is delegated the authority to act on behalf of the  
 355 constituents between constituency meetings, including the authority to remove for cause (*see*  
 356 *definition of "for cause" in Article II, Sec. 11. Above*) persons who have been elected at a  
 357 conference constituency meeting, including officers of the conference, directors of  
 358 departments/services, members of boards and committees whose election or appointment is a

359 result of a constituency meeting or executive committee meeting action and to fill, for the  
360 remaining portion of the term, any vacancies thus created. The removal of those named  
361 under Article VI, Sec. 1. shall require the affirmative vote of two-thirds (2/3) of those voting at  
362 a conference executive committee meeting where a majority of members is present.

363

364 **Sec. 3. Administrative Authority:** The executive committee shall have full  
365 administrative authority:

366

367 a. To fill for the current term any vacancies that may occur by death, resignation or  
368 otherwise, in its boards, committees, departments, or in offices which have been filled by  
369 conference constituency meeting election. **If a new president is to be elected, the president of**  
370 **the Caribbean Union Conference, or his designee, shall serve as chair of the executive**  
371 **committee.**

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

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

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

377

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

380

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

385

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

390

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

395

396 **Sec. 8. Quorum** – Seven (7) members of the executive committee, **including the chair or**  
397 **vice-chair**, shall constitute a quorum.

398

399 **Article VI – Officers and Their Duties**  
400

401 **Sec. 1. Executive Officers:** The executive officers of this conference shall be a  
402 **president, a secretary and a treasurer/chief financial officer.** The secretary and the  
403 treasurer/chief financial officer may be one individual known as the secretary-treasurer. **It is the**  
404 **duty of these officers, in consultation with one another, to carry forward the work according**  
405 **to plans, policies, and programs voted by the union executive committee, the constituency in**  
406 **session, and/or the conference executive committee. These plans, policies and programs shall**  
407 **be in harmony with the Fundamental Beliefs and actions adopted and approved by the**  
408 **General Conference of Seventh-day Adventists in its quinquennial sessions.**  
409

410 **a. President:** The president, who shall be an ordained minister of experience, is the  
411 first officer and shall report to the executive committee of the conference in consultation with  
412 the secretary and the treasurer/chief financial officer. He shall act as chair of the  
413 constituency meetings and the executive committee, and serve in the general interest of the  
414 conference as the constituency and the executive committee shall determine. In his leadership  
415 he shall adhere to the policies of the Caribbean Union Conference, the Inter-American  
416 Division and the General Conference of Seventh-day Adventists, work in harmony with the,  
417 the union executive committee and in close counsel with the union officers.  
418

419 **b. Secretary:** The secretary, associated with the president as an executive officer, shall  
420 serve under the direction of the executive committee and shall act as vice-chair of the  
421 executive committee. The secretary shall report to the executive committee of the conference  
422 after consultation with the president. It shall be the duty of the secretary to keep the minutes  
423 of the conference constituency meetings and of the executive committee meetings, to furnish  
424 copies of these minutes to all members of the executive committee and to the union officers.  
425 The secretary shall also be responsible for providing information as may be requested by the  
426 president or by the conference, union, or division executive committee and shall perform such  
427 other duties as usually pertain to the office.  
428

429 **c. Treasurer/Chief Financial Officer:** The treasurer/chief financial officer, associated  
430 with the president as an executive officer, shall serve under the direction of the executive  
431 committee. The treasurer/chief financial officer shall report to the executive committee of the  
432 conference after consultation with the president. The treasurer/chief financial officer shall be  
433 responsible for providing financial leadership to the organization which will include, but shall  
434 not be limited to, receiving, safeguarding and disbursing all funds in harmony with the  
435 actions of the executive committee, for remitting all required funds to the  
436 union/division/General Conference in harmony with Inter-American Division policy, and for  
437 providing financial information to the president and to the executive committee. The  
438 treasurer/chief financial officer shall also be responsible for furnishing copies of the financial  
439 statements to the union officers.  
440

441 **Sec. 2. Other Officers:** Other individuals may serve as Officers of the local conference, such

442 as vice president, associate secretary, and associate treasurer.

443

444

445 **Article VII - Directors of Departments/Associations/Services**

446

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

450

451 **Sec. 2. Departments/Associations/Services Structure:** Conference departments,  
 452 associations, and services shall be organized in harmony with the department/association/service  
 453 structure of the General Conference but shall not necessarily duplicate the  
 454 departments/associations/services at the division or the General Conference of Seventh-day  
 455 Adventists.

456

457

458 **Article VIII - Other Organizations**

459

460 **Sec. 1. Unincorporated Organizations:** The East Caribbean Conference may carry on its  
 461 ministry through unincorporated subsidiary organizations. Constituency meetings of such  
 462 organizations shall be held in conjunction with the regularly scheduled constituency meetings of the  
 463 conference.

464

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

469

470

471 **Article IX - Finance**

472

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

477

478 **Sec. 2. Policies: The portion of the tithe which is reserved for this conference, as**  
 479 **specified by policy, and all other funds shall be used in harmony with the financial policies of**  
 480 **the Inter-American Division of the General Conference of Seventh-day Adventists; and in the**  
 481 **case of donations, their use shall be in harmony with the specifications of donors and in**  
 482 **compliance with government regulations. Tithe is shared with the union and division on**  
 483 **fixed percentages as set by the division executive committee, and with the General Conference**  
 484 **on fixed percentages as set by the Annual Council of the General Conference Executive**

485 **Committee.**

486

487 **Sec. 3. Bank Accounts:** The funds of this conference shall be safeguarded in harmony  
 488 with the financial policies of the Inter-American Division of the General Conference of  
 489 Seventh-day Adventists. Moneys shall be deposited in the name of the East Caribbean  
 490 Conference of Seventh-day Adventists in regular or special accounts, in such banks or savings  
 491 institutions as the executive committee shall designate, and shall be withdrawn only by  
 492 persons authorized by resolution of the executive committee.

493

494 **Sec. 4. Financial Statements:** The East Caribbean Conference shall prepare annually,  
 495 regularly appropriate statements of income and fund balances and shall be responsible for the  
 496 filing of any financial information directly with the Caribbean Union and the Inter-American  
 497 Division of the General Conference of Seventh-day Adventists and, to the extent required by  
 498 law, with any branch of local or national government.

499

500

501 **Article X - Budget, Employee Compensation Review, and Financial Audit**

502

503 **Sec. 1. Budget:** The East Caribbean Conference shall prepare an annual budget in  
 504 harmony with the policies of the Inter-American Division of the General Conference of  
 505 Seventh-day Adventists.

506

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

510

511 **Sec. 3. Independent Audit:** The financial statements of this conference shall be  
 512 audited at least annually by an auditor chosen in harmony with General Conference *Working*  
 513 *Policy* and the records of this conference or any of its subsidiaries, agencies or institutions  
 514 shall at all times be open to said Auditor.

515

516 **Sec. 4. Auditor of Church Records -** The Conference Auditor shall audit the membership  
 517 records of the local church secretary, the accounting records of the local church treasurer, the  
 518 primary, intermediate and secondary day schools, industries, clinics and any other subsidiary  
 519 organization of the conference and the campaign expense of the evangelistic teams at least once a  
 520 year. The Auditor shall present a written report of the organizations audited to the Officers of the  
 521 Conference and the relevant departmental directors; copies of the written report of the secondary  
 522 day schools and industries are to be sent to the Union Treasurer and the Area Auditor.

523

524

**Article XI - Indemnification**

525  
526  
527  
528  
529  
530  
531  
532  
533  
534  
535  
536  
537  
538  
539  
540  
541  
542  
543  
544  
545  
546  
547  
548  
549  
550  
551  
552  
553  
554  
555  
556  
557  
558  
559  
560  
561  
562

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

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

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

**Article XII - Amendments**

**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.