

Recommendations for Changes to the Local Constitution and Bylaws at the 5th Quadrennial Session - Dec. 8 and 9, 2019

KEY:

1. Strike through text - recommended deletions from local Conference Constitution and Bylaws.
2. Underlined Text - Recommended additions to the local conference constitution to align it with the model constitution.
3. Blue lettering - Other recommended amendments specific to the local constitution.
4. Red lettering - Recommendations from the CIC Executive Committee to ask ATCU to advance requests to the IAD for changes to the model constitution.

Local Conference

GC/IAD Model

MODEL LOCAL CONFERENCE CONSTITUTION AND BY-LAWS

CC 15 05 Local Conference Constitution and Bylaws—This model constitution shall be followed by all local conferences. Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each local conference. Other sections of the 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 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 Model Union of Churches Operating Policy 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.

CC 15 MODEL LOCAL CONFERENCE CONSTITUTION AND BY-LAWS

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**CONSTITUTION OF THE CAYMAN ISLANDS CONFERENCE
OF SEVENTH-DAY ADVENTISTS**

Article I—Name

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

Article II—Purpose

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

Article III—Relationships

The Cayman Islands Conference is a member unit of the Atlantic Caribbean Union Mission of the Seventh-day Adventist Church and is located in the territory of the General Conference of Seventh-day Adventists-Inter-American Division. The purposes, policies, and procedures of this conference shall pursue the mission of the Church ~~be in harmony with the working policies and procedures~~ ~~doctrines, programs, and initiatives adopted and approved by the~~ of the General Conference of Seventh-day Adventists in its quinquennial sessions.

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

Article III—Relationships

The _____ Conference is a member unit of the _____ Union Conference/Mission of the Seventh-day Adventist Church and is located in the territory of the General Conference of Seventh-day Adventists-Inter-American Division. The purposes, policies, and procedures of this conference shall be in harmony with the working policies and procedures of the General Conference of Seventh-day Adventists-Inter-American Division. This conference shall pursue the mission of the Church in harmony with the doctrines, programs, and initiatives adopted and

This conference shall pursue the mission of the Church in harmony with the doctrines, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Geographic Territory

The territory of this conference shall consist of the Cayman Islands.

Article V—Membership/Constituency

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

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

approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Geographic Territory

The territory of this conference shall consist of _____ .

Article V—Membership/Constituency

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

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

Article VI—Bylaws

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.

Article VII—Dissolution and Disposition of Assets

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

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 General Conference of Seventh-day Adventists-Inter-American Division.

Article VIII—Amendments

The bolded text of this constitution shall not be amended except to conform to the model local conference model constitution when it is amended by action of the General Conference Executive Committee at

Article VI—Bylaws

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.

Article VII—Dissolution and Disposition of Assets

This conference may be dissolved only by a two-thirds majority vote of the delegates present and voting at any constituency meeting. 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 General Conference of Seventh-day Adventists-Inter-American Division.

Article VIII—Amendments

The bolded text of this constitution shall not be amended except to conform to the model local conference model constitution when it is amended by action of the General Conference Executive Committee at an

an Annual Council. Such amendments shall be adopted into the conference constitution 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 unbolded text of the constitution 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. Such amendments shall require and affirmative vote of two-thirds (2/3) of the delegates present and voting. The conference executive committee may recommend to the General Conference, through the Atlantic Caribbean Union Mission and the General Conference of Seventh-day Adventists-Inter-American Division, amendments to the model constitution.

**BYLAWS OF THE CAYMAN ISLANDS CONFERENCE
OF SEVENTH-DAY ADVENTISTS**

Article I—Principal Office

The principal office for the transaction of the business of the Cayman Islands Conference is fixed and located at 209 Walkers Road, George Town, Grand Cayman. The executive committee may in an emergency change the location of the principal office on a temporary basis.

Article II—Constituency Meetings

Section 1. Regular Meeting: This conference shall hold a regular quadrennial constituency meeting at such time and place as the

Annual Council. Such amendments shall be adopted into the conference constitution 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 unbolded text of the constitution 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. Such amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and voting. The conference executive committee may recommend to the General Conference, through the _____ Union Conference/Union Mission and the General Conference of Seventh-day Adventists-Inter-American Division, amendments to the model constitution.

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

Article I—Principal Office

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

Article II—Constituency Meetings

Section 1. Regular Meeting: This conference shall hold a regular _____ quadrennial constituency meeting at such time and place as the executive

executive committee of the conference shall designate. In the event that the executive committee fails to call a regular constituency meeting within the quinquennial period, the Atlantic Caribbean Union Executive Committee may give notice of such a meeting and designate the time and place. 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 Atlantic Caribbean Union Mission at least four weeks before the date of the session or
- b. A method approved by the Cayman Islands Conference Executive Committee, provided all member units receive notice with sufficient time to select delegates.
- c. **A method approved by the Atlantic Caribbean Union Executive Committee in the event of inaction or non-compliance by the Conference Executive Committee.**

Section 2. Special Meeting:

a. The executive committee of this conference 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 75% of the churches of the conference through their church boards or**
4. **It is voted by the Union committee, Division committee, or General Conference Committee.**

committee of the conference shall designate. In the event that the executive committee fails to call a regular constituency meeting within the quinquennial period, the _____ Union Executive Committee may give notice for such a meeting and designate the time and place. 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/Union Conference at least four weeks before the date of the session, or
- b. A method approved by the _____ Conference Executive Committee, provided all member units receive notice with sufficient time to select delegates.
- c. A method approved by the _____ Union Executive Committee in the event of inaction or non-compliance by the Conference Executive Committee.

Section 2. Special Meeting:

a. The executive committee of this conference 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 75% (**Recommending two thirds (2/3)**) of the churches of the conference through their church boards or
- 4) It is voted by the union committee, division committee, or General Conference 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 Atlantic Caribbean Union.

b. In the absence of a timely response by the executive committee to paragraphs 2) through 4) in sec. 2. a. above the Atlantic Caribbean Union Executive Committee or the General Conference of Seventh-day Adventists-Inter-American Division Executive Committee may call a special constituency meeting of the union conference and designate the time and place for such a meeting.

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

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

Section 3. Chair and Secretary for Constituency Meetings: The president of this conference shall serve as chair and the secretary of this conference shall serve as secretary for constituency meetings of the conference. The president may designate other individuals to assist in chair duties from time to time. In the event that the president's office is vacant or that the president is unavailable to serve as chair, the constituency meeting may be called to order by the highest-ranking officer present at the Atlantic Caribbean Union. The first item of business shall be the election of a chair pro tem, selected

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.

b. In the absence of a timely response by the executive committee to paragraphs 2) through 4) in Section 2. a. above the _____ Union Executive Committee or the General Conference of Seventh-day Adventists-Inter-American Division Executive Committee may call a special constituency meeting of the union conference and designate the time and place for such a meeting.

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

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

Section 3. Chair and Secretary for Constituency Meetings: The president of this conference shall serve as chair and the secretary of this conference shall serve as secretary for constituency meetings of the conference. The president may designate other individuals to assist in chair duties from time to time. In the event that the president's office is vacant or that the president is unavailable to serve as chair, the constituency meeting may be called to order by the highest-ranking officer present of the _____ Union. The first item of business shall be the election of a chair pro tem, selected from the delegates present at the meeting. When the

from the delegates present at the meeting. When the election of the president has been completed, the new or re-elected president, if present at the constituency meeting, shall replace the chair pro tem. In a similar manner, arrangements may be made for a secretary pro tem if the secretary's office is vacant or the secretary is unavailable to serve at the constituency meeting. When election of a secretary has been completed, the new or re-elected secretary, if present at the constituency meeting, shall replace the secretary pro tem. A person who is not re-elected in a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Section 4. Regular Business Meeting: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see sec. 10. Below), the receipt of reports from the president, secretary, treasurer (report based on audited statements), departmental directors, and the auditor. The constituency meeting shall endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the Inter-American Division.

Section 5. Quorum: At least ~~seventy-five percent (75%)~~ **two thirds (2/3) of the delegates authorized hereinafter under Section 1- a. and b. of Article III must be present at any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates present shall constitute a quorum.**

election of a president has been completed, the new or re-elected president, if present at the constituency meeting, shall replace the chair pro tem. In a similar manner, arrangements may be made for a secretary pro tem if the secretary's office is vacant or the secretary is unavailable to serve at the constituency meeting. When election of a secretary has been completed, the new or re-elected secretary, if present at the constituency meeting, shall replace the secretary pro tem. A person who is not reelected in a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Section 4. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Section 10. below), the receipt of reports from the president, secretary, treasurer (report based on audited statements), departmental directors, and the auditor. The constituency meeting shall endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the Inter-American Division.

Section 5. Quorum: At least _____ percent of the delegates authorized hereinafter under Section 1- a and b of Article III must be present at any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates present shall constitute a quorum **and the quorum must be maintained to transact business.**

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

Section 7. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this conference shall be entitled to one vote on each question to be decided by the body. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of the conference in which they have been designated to represent a local church, an institution, the Atlantic Caribbean Union Mission, the General Conference of Seventh-day Adventists-Inter-American Division or the General Conference of Seventh-day Adventists.

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

Section 9. Parliamentary Authority: The parliamentary authority pertaining to all rules and procedures for constituency meetings not covered by its bylaws shall be based on those published in the General Conference Rules of Order unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Section 10. Election/Appointment and Term of Office:

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

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Section 9. Parliamentary Authority: The parliamentary authority pertaining to all rules and procedures for constituency meetings not covered by its bylaws shall be based on those published in the General Conference Rules of Order unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Section 10. Election/Appointment and Term of Office:

a. Election: All officers and members of the executive committee who are not ex-officio members shall be elected by the delegates at the regular meeting of the conference. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the conference constituency meeting, shall be referred to the executive committee for appointment.

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

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

Section 11. Annual Meeting—The officers of the local conference shall convene an annual meeting of representatives of all its churches, to report

Election: All officers and members of the executive committee who are not ex officio members shall be elected by the delegates at the regular meeting of the conference. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the conference constituency meeting, shall be referred to the executive committee for appointment.

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

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

Section 11. Annual Meeting—The officers of the local conference shall convene an annual meeting of representatives of all its churches, to report

on the progress of the quadrennial program and finances of the local conference.

Article III—Representation

Section 1. The delegates at any constituency meeting of this conference shall be regular delegates and delegates at large.

Regular Delegates: All delegates duly accredited by any one of the organized churches of the conference. Each church shall be entitled to one delegate for the organization and one additional delegate for each 70 members or major fraction thereof, ~~beyond the first 70 members~~ **and who hold membership in the local church which accredits them. Such delegates shall be chosen by the business meeting of the respective local church and should include males and females.**

b. Delegates at Large:

- 1. All members of the Executive Committee of the Cayman Islands Conference.**
- 2. All members of the Executive Committee of the Union, Inter-American Division and General Conference who may be present at any constituency meeting of this conference.**
- 3. All employees holding credentials or ministerial licenses issued by this conference.**

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Article III—Representation

Section 1. The delegates at any constituency meeting of this conference shall be regular delegates and delegates at large.

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

b. Delegates at large:

- 1) All members of the executive committee of the _____ Conference.
- 2) All members of the Executive Committee of the Union, Inter-American Division and General Conference who may be present at any constituency meeting of this conference.
- 3) All employees holding credentials or ministerial licenses issued by this conference.

4. Members of the General Conference Division Executive Committee who may be present at any constituency meeting of this conference. The number of such delegates representing the Division shall not exceed ten percent of the total number of delegates otherwise provided for.

5. 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 10 percent of the total number of regular delegates provided for herein above.

Section 2. 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.

Article IV—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.)

4) Members of the General Conference Division Executive Committee who may be present at any constituency meeting of this conference. The number of such delegates representing the Division shall not exceed ten percent of the total number of delegates otherwise provided for.

5) 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 10 percent of the total number of regular delegates provided for herein above.

Section 2. 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.

Article IV—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 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 organizing Committee – The membership of the organizing committee shall be composed of thirty three percent (33%) of the delegates from the organized churches, plus ten percent (10%) of the delegates at large, and shall be constituted as follows:

a. The regular delegates of the organizing committee will be selected from the areas/ pastoral districts of the conference according to membership. To establish the ratio, the conference membership will be divided by a number equal to thirty three percent (33%) of organized churches. The ~~established~~ ratio shall be thirty three percent (33%) of the delegates from the organized churches. And these persons shall comprise 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 (10%) of the number of the regular delegates for the organizing committee.

c. Members of the organizing committee shall be chosen at the constituency meeting.

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 organizing committee – The membership of the organizing committee shall be composed of a number equal to 33% of the **(delegates from 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 areas/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, and who shall have the right to vote, shall choose a number equal to ten percent of the number of the regular delegates for the organizing committee.

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

d. 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.

e. The chairman of the organizing committee shall be the president of the Atlantic Caribbean Union or his designee, who will have the right to vote.

f. The organizing committee shall nominate and the constituency meeting shall elect the following standing committees:

- 1) **A Nominating Committee**
- 2) President and secretary of the Planning and Recommendations Committee.
- 3) Other Committees as may be necessary

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

Section 2. Nominating Committee: The nominating committee shall consist of 15 members, including the Atlantic Caribbean Union president or his designee, who will have the right to vote. Up to 45 percent should be lay persons. ~~The General Conference, Division and Union officers~~ The administrators of the General Conference of Seventh-day Adventists Inter-American Division and of the Atlantic Caribbean Union, or their designee who may be present shall be invited to sit with the committee as counselors.

d) 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.

e) The chairman of the organizing committee shall be the president of the _____ Union or his designee.

f) The organizing committee shall nominate and the constituency meeting shall elect the following standing committees:

- 1) A Nominating Committee;
- 2) President and secretary of the Planning and Recommendations Committee;
- 3) Other committees as may be necessary.

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

Section 2. Nominating Committee: The nominating committee shall consist of _____ including the president of the _____ union or his designee, who shall preside over the meetings and who will have the right to vote. Up to 45 percent should be lay persons **(should be changed to: A minimum of 55% must be lay persons)**. The administrators of the General Conference of Seventh-day Adventists Inter-American Division and of the _____ Union, or their de- signees who may be present shall, be invited to attend the committee as counselors.

Those chosen as members of the nominating committee must be duly appointed delegates in attendance at the constituency meeting. Persons holding elective office, as outlined in article II, sec. 10. in the current term shall not be eligible to serve on the nominating committee.

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

The nominating committee shall also nominate members for the conference executive committee, the Standing Constitution and Bylaws Committee and for the boards of conference institutions whose bylaws indicate that board members for the entity are elected at a conference constituency meeting.

Section 3. Standing Constitution and Bylaws Committee—The Standing Committee on Constitution shall be composed of five to seven members. It shall include an officer of the Atlantic Caribbean Union Mission, and shall be chaired by the secretary of the local conference, or his/her designee.

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

Section 4. The Planning and Recommendation Committee: The Planning and Recommendations Committee shall be composed of all the delegates to the session; and shall have a chairman and secretary.

Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting. Persons holding elective office, as outlined in Article II, Section 10. in the current term shall not be eligible to serve on the Nominating Committee.

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

The Nominating Committee shall also nominate members for the conference executive committee, the Standing Constitution and Bylaws Committee and for the boards of conference institutions whose bylaws indicate that board members for the entity are elected at a conference constituency meeting.

Section 3. Standing Constitution and Bylaws Committee — The Standing Committee on Constitution shall be composed of five to seven members. It shall include an officer of the _____ union mission/conference, and shall be chaired by the secretary of the local conference, or his/her designee. The committee shall function between the regularly scheduled constituency meetings and shall submit its reports and detailed recommendations through the conference executive committee to the next regular constituency meeting.

Section 4. The Planning and Recommendations Committee: The Planning and Recommendations Committee shall be composed of all the delegates to the session, and shall have a chairman and secretary.

Article V—Executive Committee

Section 1. Membership: The executive committee of the Cayman Islands Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall include the president, secretary and treasurer of the conference, the departmental directors, the publishing ministry director, one administrator of the conference institutions on an annual rotating basis, and one other non-office employee.

Additionally, 25% of the number mentioned above shall be district pastors. In addition, 55% of the total number mentioned above shall be non-denominational employees. The president shall be the chairman of the committee. The officers of the Atlantic Caribbean Union Mission, of the General Conference of Seventh-day Adventists-Inter-American Division and of the General Conference of Seventh-day Adventists are members *ex officio* of the local conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

Section 2. Delegated Authority: The executive committee of this conference, unless replaced at a special constituency session, is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to elect or remove for cause persons who have been elected at a conference constituency meeting, including officers of the conference, directors of departments/services,

Article V—Executive Committee

Section 1. Membership: The executive committee of the _____ Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall include the president, secretary and treasurer of the conference, the departmental directors, the publishing ministry director, one administrator of the conference institutions on an annual rotating basis, and one other non-office employee.

Additionally, 25% of the number mentioned above shall be district pastors. In addition, 55% of the total number mentioned above shall be non-denominational employees. The president shall be the chairman of the committee. The officers of the _____ Union Mission/Conference, of the General Conference of Seventh-day Adventists-Inter-American Division and of the General Conference of Seventh-day Adventists are members *ex officio* of the local conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

Section 2. Delegated Authority: The executive committee of this conference, unless replaced at a special constituency session, is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to elect or remove “for cause” (see definition of “for cause” in Article II Sec. 10 paragraph b above) persons who have been elected at a Conference constituency meeting, including officers of

members of boards and committees whose election or appointment is a result of a constituency meeting or executive committee meeting action and to fill, for the remaining portion of the term, any vacancies thus created. The removal of those named under Article VI, sec. 1., shall require the affirmative vote of two-thirds (2/3) of those voting at an executive committee meeting where a majority of members is present. On filling vacancies that have been chosen in session, the Executive Committee will seek the advice of the Union Administrators

Section 3. Administrative Authority: The executive committee shall have full administrative authority:

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

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

c. To employ the persons as deemed necessary for the work of the conference.

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

the conference, directors of departments/services, members of boards and committees whose election or appointment is a result of a constituency meeting or executive committee meeting action and to fill, for the remaining portion of the term, any vacancies thus created. The removal of those named under Article VI, Section 1., shall require the affirmative vote of two-thirds (2/3) of those voting at an executive committee meeting where a majority of members is present. On filling vacancies that have been chosen in session, the Executive Committee will seek the advice of the Union Administrators.

3. Administrative Authority: The executive committee shall have full administrative authority:

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

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

c. To employ the persons as deemed necessary for the work of the conference.

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

e. Elect regional coordinator upon the recommendation of the conference administration to facilitate the work in the field. These shall be appointed at the first plenary meeting of the executive committee after the session.

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

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

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

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

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

communications, or at least 96 hours if the meeting is to take place in person.

Section 8. Quorum: Seven (7) members of the executive committee shall constitute a quorum.

Article VI—Officers

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

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall act as chairman of the constituency meetings and the executive committee, and serve in the general interests of the Cayman Islands Conference as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the Atlantic Caribbean Union Mission, the General Conference of Seventh-day Adventists-Inter-American Division and the General Conference of Seventh-day Adventists, work in harmony with the Atlantic Caribbean Union

Section 8. Quorum: _____ members of the executive committee shall constitute a quorum.

Article VI—Officers

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

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall act as chairman of the constituency meetings and the executive committee, and serve in the general interests of the _____ Conference as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the _____ Union Mission/Union Conference, the General Conference of Seventh-day Adventists-Inter-American Division and the General Conference of Seventh-day Adventists, work in harmony with the

Mission Committee, and in close counsel with the officers of the Atlantic Caribbean Union.

b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chairperson of the executive committee. The secretary shall report to the executive committee of the conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the conference constituency meetings and of the executive committee meetings, to furnish copies of these minutes to all members of the executive committee and to the officers of the Atlantic Caribbean Union Mission. The secretary shall also be responsible for providing information as may be requested by the president or by the executive committee, and shall perform such other duties as usually pertain to the office.

c. Treasurer/Chief Financial Officer: The treasurer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer shall report to the executive committee of the conference after consultation with the president. The treasurer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with the actions of the executive committee, remitting all required funds to the Union/Division/General Conference in harmony with the General Conference of Seventh-day Adventists-Inter-American Division policy, and for providing financial information to the president and to

_____ Union Committee, and in close counsel with the officers of the _____ Union.

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the executive committee. The treasurer shall also be responsible for providing copies of the financial statements to the Atlantic Caribbean Union officers.

Section 2. Other Officers: Other individuals may serve as officers of the local conference, such as vice president, associate secretary, and associate treasurer.

Article VII—Directors of Departments/Associations/Services

Section 1. Advisory Role—The directors of departments/associations/services of this conference shall work under the direction of the executive committee of the conference and the president and shall serve in an advisory relationship to the field.

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

shall also be responsible for providing copies of the financial statements to the _____ Union officers.

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Article VIII—Other Organizations

Section 1. Unincorporated Organizations—The Cayman Islands Conference may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the conference.

Section 2. Corporations—The Cayman Islands Conference may form corporate bodies provided it obtains prior approval of the General conference of Seventh-day Adventists-Inter-American Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article IX—Finance

Section 1. Tithes and Offerings —The church funds managed by this conference shall consist of such portion of tithe, including direct tithe, as it shall be assigned by policy and as received from within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Section 2. Policies—The portion of the tithe which is reserved for this conference, as specified by policy, and all other funds shall be used in

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harmony with the financial policies of the Atlantic Caribbean Union and the General Conference of Seventh-day Adventists-Inter-American Division; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the union and division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Section 3. Bank Accounts—The funds of this conference shall be safeguarded in harmony with the financial policies of the Atlantic Caribbean Union and the General Conference of Seventh-day Adventists-Inter-American Division. Moneys shall be deposited in the name of the Cayman Islands Conference of Seventh-day Adventists in regular or special accounts, in such banks or savings institutions as the executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the executive committee.

Section 4. Financial Statements—The Cayman Islands Conference shall prepare regularly appropriate statements of income and fund balances and shall be responsible for the filing of any financial information directly with the Atlantic Caribbean Union and the General Conference of Seventh-day Adventists-Inter-American Division and, to the extent required by law, with any branch of local or national government.

specified by policy, and all other funds shall be used in harmony with the financial policies of the _____ Union and the General Conference of Seventh-day Adventists-Inter-American Division; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the union and division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

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Article X—Budget, Salary Employee Compensation Review, and Financial Audit

Section 1. Budget: The Conference shall prepare an annual budget in harmony with the policies of the Atlantic Caribbean Union and the General Conference of Seventh-day Adventists-Inter-American Division.

Section 2. Employee Compensation and Expense Review: The executive committee shall appoint an employee compensation review committee whose tasks are outlined in the General Conference Working Policy.

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

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

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Article XI—Indemnification

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

This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the executive committee, or an 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 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 Model Local Conference Model Constitution and Bylaws as voted by the General Conference

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Article XII—Amendments

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Executive Committee in its annual meetings. Such amendments or revisions shall be approved by a two-thirds majority vote, 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 bylaws may be amended, revised, or repealed, in like manner, 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 Model Local Conference Model Constitution and Bylaws, and have been processed through the conference executive committee. Notice of any proposed changes to the constitution and 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 Atlantic Caribbean Union Mission/Union Conference and the General Conference of Seventh-day Adventists-Inter-American Division amendments to the Model Local Conference Model Constitution and Bylaws.

its annual meetings. Such amendments or revisions shall be approved by a two-thirds majority vote 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 (**add providing the quorum has been maintained**). Other sections of the bylaws may be amended, revised, or repealed, in like manner, 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 Model Local Conference Model Constitution and Bylaws, and have been processed through the conference executive committee. Notice of any proposed changes to the constitution and bylaws of this conference shall be given specifically in conjunction with the publication of notice for the session.

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