

1                                   **CONSTITUTION OF THE NORTH EAST JAMAICA CONFERENCE**  
2                                   **OF SEVENTH-day ADVENTISTS**

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5                                   **Article I—Name**

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7               **The name of this organization shall be known as the North East Jamaica Conference of**  
8 **Seventh-day Adventists, hereinafter referred to as the Conference.**  
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10                                  **Article II—Purpose**

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

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19               **The North East Jamaica Conference is a member unit of the Jamaica Union Conference or**  
20 **Union Mission/Section of the Seventh-day Adventist Church and is located in the territory of**  
21 **the Inter-American Division of Seventh-day Adventists. The Purposes, policies, and procedures**  
22 **of this Conference shall be in harmony with the working policies and procedures enacted by the**  
23 **executive committee of the Inter-American Division or the General Conference of Seventh-day**  
24 **Adventists. This Conference shall pursue the mission of the Seventh-day Adventist Church in**  
25 **harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and**  
26 **approved by the General Conference of Seventh-day Adventists in its sessions.**  
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29                                  **Article IV—Territory**

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31               **The territory of this conference shall consist of the North Eastern Parishes in Jamaica: The**  
32 **Parishes of St. Mary and Portland.**  
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34                                  **Article V—Membership/Constituency**

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36               **The membership/constituency of this conference shall consist of such churches as have**  
37 **been or shall be properly organized in any part of the geographic territory under its jurisdiction**  
38 **and formally approved for membership by vote of the delegates at any regularly scheduled,**  
39 **regular or special conference constituency meeting.**  
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42                                  **Article VI—Bylaws**

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45               **The members of this conference, acting in and through a conference constituency**  
46 **meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any provision**  
47 **not inconsistent with the constitution or with the current local Conference model constitution**

1 **and by-laws approved by the Executive Committee of the General Conference of Seventh-day**  
2 **Adventists.**

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4 **Article VII—Dissolution and Disposition of Assets**

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

8  
9 **In the event of the dissolution of this conference, and unless otherwise required by**  
10 **local law, all assets remaining after all claims have been satisfied shall be transferred to a**  
11 **legal entity authorized by the Inter-American Division of the General Conference of Seventh-**  
12 **day Adventists.**

13  
14 **Article VIII—Amendments**

15  
16 **The bolded text of this constitution and bylaws shall not be amended except to**  
17 **conform to the local conference model constitution and bylaws when it is amended by action**  
18 **of the General Conference Executive Committee at an Annual Council. Such amendments**  
19 **shall be adopted into the Conference constitution and bylaws by a simple majority vote**  
20 **(unless local law requires a higher majority) of delegates present and voting at a Conference**  
21 **constituency meeting. This conference may amend the unbolded text of the constitution and**  
22 **bylaws from time to time at a Conference constituency meeting, provided any such changes**  
23 **are in harmony with the spirit and intent of the model constitution and bylaws. Such**  
24 **amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and**  
25 **voting.**

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**BYLAWS  
OF  
THE NORTH EAST JAMAICA CONFERENCE OF  
SEVENTH-day ADVENTISTS**

**Article I—Principal Office**

**The principal office for the transaction of the business of the North East Jamaica Conference is fixed and located at Dover, St. Mary, Jamaica. The executive committee may in an emergency change the location of the principal office on a temporary basis.**

**Article II—Membership/Constituency Meetings**

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

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

b. A method approved by the North East Jamaica Conference Executive Committee, provided all member units receive notice with sufficient time to select delegates, or

**c. A method approved by the Jamaica Union Executive Committee in the event of inaction or failure to call a constituency meeting by the Conference Executive Committee.**

**Section 2. Special Meeting: a. The executive committee of this conference shall call a special constituency meeting when:**

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\*The membership/constituency meeting is a business meeting of the membership of this conference. These meetings may also be called membership/constituency sessions.  
Constitution and By-Laws

- 1                   (1)     It is voted by the executive committee, or  
2                   (2)     It is voted by the delegates at any constituency meeting, or  
3                   (3)     It is requested by 75% of the churches of the conference  
4 **through their business meetings, or**  
5  
6                   (4)     It is voted by the union committee, division committee, or  
7 **General Conference Committee.**  
8

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

13           **b. In the absence of a timely response by the conference executive committee to**  
14 **paragraphs 2) through 4) in Sec. 2. a. above the Jamaica Union Executive Committee or the**  
15 **Inter American Division Executive Committee may call a special constituency meeting of the**  
16 **and designate the time and place for such a meeting.**  
17

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

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

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

31           **Section 4. Chair and Secretary for Constituency Meetings:** The president of this  
32 conference shall serve as chair and the secretary of this conference shall serve as secretary  
33 for constituency meetings of this conference. The president may designate other individuals  
34 to assist in chair duties from time to time. In the event that the president's office is vacant or  
35 that the president is unavailable to serve as chair, the constituency meeting may be called to  
36 order by the highest-ranking union officer present the first item of business shall be the  
37 election of a chair *pro tem*, selected from the delegates present at the meeting. When the  
38 election of a president has been completed, the new president, if present at the constituency  
39 meeting, shall replace the chair *pro tem*.  
40

41           In a similar manner, arrangements may be made for secretary *pro tem* if the  
42 secretary's office is vacant or the secretary is unavailable to serve at the constituency  
43 meeting. When the election of a secretary has been completed, the new secretary, if present  
44 at the constituency meeting, shall replace the secretary *pro tem*.  
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46

1           **Section 5. Regular Meeting Business:** The business of the regular constituency  
2 meeting shall include the election/appointment of personnel for various positions (see Sec.  
3 11. below), the receipt of reports from the president, secretary, treasurer/chief financial officer  
4 (report based on audited statements), departmental directors, and the auditor. The  
5 constituency meeting shall endorse/approve/develop plans for the conduct of the work as are  
6 desirable and in harmony with the policies of the Inter-American Division.  
7

8           **Section 6. Quorum** At least Fifty-one percent of the delegates authorized hereinafter  
9 under Section 1 of Article III must be present at any regular or special constituency meeting to  
10 constitute a quorum for the transaction of business. Once the meeting is declared open, the  
11 delegates present shall constitute a quorum.  
12

13           **Section 7. Proxy Voting— All delegates must be present in person at any constituency**  
14 **meeting** or participating by electronic means, **in order to be eligible to vote. There shall be no**  
15 **voting by proxy.**  
16

17           **Section 8. Voting Rights of the Delegates— Each** delegate appointed to act on behalf of  
18 the members of this conference shall be entitled to one vote on each question to be decided by the  
19 body. The voting rights of the individual delegates representing the members as hereinafter  
20 provided shall be limited to the particular constituency meeting of the conference in which they  
21 have been designated to represent a local church, an institution, or the General Conference of  
22 Seventh-day Adventists.  
23

24           **Section 9. Voting: The voting on matters of business shall normally be by *viva voce*.**  
25 **The chair may call for the vote by other means, including a secret ballot, when it is deemed**  
26 **advisable or is requested by the membership.** Votes cast remotely shall have the same validity  
27 as if the delegates met and voted onsite.  
28

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30           **Section 10. Parliamentary Authority:** The parliamentary authority pertaining to all rules  
31 and procedures for constituency meetings not covered by its bylaws shall be based on those  
32 published in the *General Conference Rules of Order*, and any adaptation or supplement approved  
33 by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority  
34 vote of the constituency meeting.  
35

36  
37  
38           **Section 11. Election/Appointment and Term of Office: a. All conference officers and**  
39 **members of the executive committee who are not *ex officio* members shall be elected by the**  
40 **delegates at the regular meeting of the conference constituency. The election of departmental**  
41 **directors, associate departmental directors, associate secretaries, or associate treasurers, if**  
42 **not determined by the delegates at the conference constituency meeting, shall be referred to**  
43 **the executive committee for appointment. Other positions to be filled by election may include**  
44 **the chief administrator(s) and board members of conference institutions if and as required**  
45 **by the governance documents and structure for each entity.**  
46

47           **b. Term of Office: Persons elected at the constituency meeting and those appointed**  
48 **by the Executive Committee normally serve until the next regular constituency meeting.**  
49 **However, their period of service may be shorter due to resignation, voluntary retirement,**

1 **retirement in situations where a mandatory retirement age policy is in effect, or removal**  
2 **from office, for cause, by the Executive Committee or a Special Constituency meeting.**

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

11  
12 **Section 12. Annual Meeting**– The officers of the local conference shall convene an annual  
13 meeting of representatives of all its churches, to report on the progress of the quadrennial program  
14 and finances of the local conference.

### 15 16 17 18 **Article III—Representation at Constituency Meetings**

19  
20 **Sec. 1. Regular Delegates: All delegates duly accredited by any one of the organized**  
21 **churches of the conference.** Each church shall be entitled to one delegate for the organization and  
22 one additional delegate for each 500 members or major fraction thereof and **who hold**  
23 **membership in the local church which accredits them. Such delegates shall be chosen by the**  
24 **business meeting of the respective local church and include males and females.**

25  
26 **Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this**  
27 **conference include:**

28  
29 **a. The current members of the executive committee of this conference.**

30  
31 **b. Members of the Jamaica Union Mission/Section or Union Conference**  
32 **Committees who may be present at any constituency meeting of this conference. The number**  
33 **of such delegates shall not exceed ten percent of the total number of delegates otherwise**  
34 **provided for.**

35  
36 **c. All employees holding credentials or ministerial licenses issued by this**  
37 **conference.**

38  
39 **d. Such other persons as may be recommended by the executive**  
40 **committee and accepted by the delegates in session. The number of such delegates shall not**  
41 **exceed ten percent of the total number of regular delegates provided for herein above.**

42  
43 **e. A person who is not elected to a new term of office at a constituency**  
44 **meeting does not thereby lose delegate status at the current constituency meeting.**

1           **Section 3. Church Membership Requirement: All delegates appointed to represent**  
2 **the members of this conference at any constituency meeting shall be members in regular**  
3 **standing of the Seventh-day Adventist Church.**  
4  
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7                                   **Article IV—Constituency Meeting Committees**  
8

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

16           **Prior to each Conference constituency meeting, the executive committee shall provide**  
17 **for such temporary committees as may be necessary to conduct the preliminary work for the**  
18 **session.**  
19

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

23           **Section 1. Organizing Committee: a. The organizing committee shall be constituted**  
24 **as follows: Each church represented at the constituency meeting shall choose, or empower**  
25 **its delegation to choose, one member plus one additional member for each 750           members**  
26 **or a major fraction thereof. In addition, the at-large delegates to the constituency meeting**  
27 **shall select 40           persons from the at-large delegate group to serve on the organizing**  
28 **committee.**  
29

30           **b. Members of the organizing committee shall be chosen at or prior to the**  
31 **constituency meeting.**  
32

33           c. If the organizing committee is to meet prior to the constituency meeting, the time and  
34 place of the meeting shall be given in the official notice of the meeting.  
35

36           **d. The chairman of the organizing committee shall be the president of the Jamaica**  
37 **Union or his designee.**  
38

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

41                                   (1) **A Nominating Committee**

42                                   (2) **A constitution and bylaws committee**

43                                   (3) **Chair and Secretary of the Planning and Recommendations**  
44 **Committee**

45                                   (4) **Other Committees as may be necessary**

46           **Section 2. Nominating Committee: The nominating committee shall consist of at**  
47 **least 17           and not more than 19           members, including the president**

1 of Jamaica Union, or his designee, who shall serve as the chair. The membership of the  
2 committee shall be balanced, as nearly as possible, between denominational workers and  
3 laypersons representing various segments of the work and territories of the conference.  
4

5  
6 a. Those chosen as members of the Nominating Committee must be duly  
7 appointed delegates in attendance at the constituency meeting.  
8

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

13 c. The Nominating Committee shall limit its nominations to those positions  
14 for which persons are to be elected at the constituency meeting and for which budgetary  
15 provisions has been made.  
16

17 d. The Nominating Committee shall also nominate members for the  
18 Conference Executive Committee, and for the boards of Conference institutions whose  
19 bylaws indicate that board members for the entity are elected at a Conference Constituency  
20 Meeting.  
21

22 **Section. 3. Standing Constitution and Bylaws Committee:** The standing constitution  
23 and bylaws committee shall include an officer of the Jamaica Union Mission/Section or Union  
24 Conference and shall be chaired by the secretary of the local conference, or his/her designee.  
25

26 The committee shall function between the regularly scheduled constituency meetings  
27 and shall submit its reports and detailed recommendations through the conference Executive  
28 Committee to the next regular constituency meeting.  
29

30 **Section 4. The Planning and Recommendations Committee** — The Planning and  
31 Recommendations Committee shall be composed of all the delegates to the session, and shall have  
32 a chairman and secretary.  
33

#### 34 35 **Article V—Executive Committee** 36

37 The executive committee of the North East Jamaica Conference of Seventh-day  
38 Adventists shall be elected at its regularly scheduled constituency meeting and shall consist  
39 of not more than 25 members. The president, secretary, treasurer/chief financial  
40 officer, and vice president(s) of the conference shall be members *ex officio* of the executive  
41 committee. The membership of the committee shall include departmental directors and one  
42 institutional representative with the remaining membership balanced as nearly as possible  
43 between laypersons and pastors or other denominational employees from various sections of  
44 the conference. The officers of the Jamaica Union Conference, of the Inter-American Division  
45 and of the General Conference of Seventh-day Adventists are members *ex officio* of the  
46 conference Executive Committee; however, their membership shall be in addition to the  
47 number detailed above. Any such officers exercising their voting rights at any one meeting  
48 shall not make up more than ten percent of the committee membership present.



1  
2 (Note: A conference constituency may indicate in its bylaws the minimum percentage of  
3 laypersons on the conference executive committee.)  
4

5 **Section 2. Delegated Authority:** The executive committee of this conference, unless  
6 replaced at a special constituency session, is delegated the authority to act on behalf of the  
7 constituents between constituency meetings, including the authority to remove "for cause"  
8 (see definition of "for cause" in Article II, Sec. 11. above) persons who have been elected at a  
9 conference constituency meeting, including officers of the conference, directors of  
10 departments/services, members of boards and committees whose election or appointment is  
11 as a result of a constituency meeting or executive committee action and to fill, for the  
12 remaining portion of the term, any vacancies thus created. The removal of those named  
13 under Article VI, Sec. 1., shall require the affirmative vote of two thirds (2/3) of those voting  
14 at a conference executive committee meeting where a majority of members is present.

15 **Section 3. Administrative Authority—** The executive committee shall have full  
16 administrative authority:  
17

18 a. To fill for the current term any vacancies that may occur by death, resignation or  
19 otherwise, in its boards, committees, departments, or in offices which have been filled by  
20 conference constituency meeting election. **If a new president is to be elected, the President of**  
21 **the Jamaica Union Mission/Section or Union Conference or his designee, shall serve as chair**  
22 **of the executive committee.**  
23

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

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

29 d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall  
30 require the consent of two-thirds (2/3) of the members of the conference executive committee.  
31

32 e. Elect regional coordinators upon the recommendation of the conference  
33 administration to facilitate the work in the field. These shall be appointed at the first plenary  
34 meeting of the Executive Committee after the session.  
35  
36

37 **Section 4. Regular Meetings:** The executive committee may schedule regular meetings at  
38 such times and places as it may select.  
39

40 **Section 5. Special Meetings—** Special meetings of the Executive Committee may be  
41 called at any time or place by the president or, in his absence, by the secretary, in consultation with  
42 the president of the next higher organization. In response to the written request of a majority of  
43 the members of the executive committee, a special meeting shall also be called by the secretary,  
44 in consultation with the president of the next higher organization.  
45

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

1  
2 **Section 7. Notice of Meetings:** Notice as to time and place, and any other requirements  
3 under these bylaws, shall be provided to all members in a reasonable manner at least 48 hours  
4 prior to the meeting if the meeting is to take place by electronic Conference or similar  
5 communications, or at least 96 hours if the meeting is to take place in person.  
6

7  
8 **Section 8. Quorum -** Seven members of the executive committee, including **the chair or**  
9 **vice-chair**, shall constitute a quorum.  
10

## 11 **Article VI—Officers**

12

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

22  
23  
24 **a. President:** The president, who shall be an ordained minister of experience, is  
25 the first officer and shall report to the executive committee of the conference in consultation  
26 with the secretary and the treasurer/chief financial officer. He shall act as chair of the  
27 constituency meetings and the executive committee and serve in the general interests of the  
28 conference as the constituency and the executive committee shall determine. In his leadership  
29 he shall adhere to the policies of the Jamaica Union, the Inter-American Division, and the  
30 General Conference of Seventh-day Adventists, work in harmony with the union executive  
31 committee and in close counsel with the union officers.  
32

33 **b. Secretary—** The Secretary, associated with the president as an Executive  
34 Officer, shall serve under the direction of the executive committee and shall act as vice-  
35 chairperson of the executive committee. The secretary shall report to the executive  
36 committee of the conference after consultation with the president. It shall be the duty of the  
37 secretary to keep the minutes of the conference constituency meetings and of the executive  
38 committee meetings, to furnish copies of these minutes to all members of the executive  
39 committee and to the union officers. The secretary shall also be responsible for providing  
40 information as may be requested by the president or by the conference, union, or division  
41 executive committee, and shall perform such other duties as usually pertain to the office.  
42

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

1 funds to the Union/Division/General Conference in harmony with the Inter-American  
2 Division policy, and for providing financial information to the president and to the executive  
3 committee. The treasurer/chief financial officer shall also be responsible for providing copies  
4 of the financial statements to the union officers.  
5

6 **Section 2 Other Officers:** Other individuals may serve as officers of the local  
7 Conference, such as vice-president, associate secretary and associate treasurer  
8

#### 9 **Article VII—Directors of Departments/Associations/Services**

10

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

15 **Section 2. Departments/Associations/Services Structure:** Conference departments,  
16 associations, and services shall be organized in harmony with the department/association/service  
17 structure of the General Conference but shall not necessarily duplicate the departments/  
18 associations/services at the division or the General Conference of Seventh-day Adventists.  
19

#### 20 **Article VIII—Other Organizations**

21

22 **Section 1. Unincorporated Organizations—** The North East Jamaica Conference may  
23 carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of  
24 such organizations shall be held in conjunction with the regularly scheduled constituency meetings  
25 of the conference.  
26

27 **Section 2. Corporations—** The North East Jamaica Conference may form corporate  
28 bodies provided it obtains prior approval of the Inter-American Division. Membership  
29 meetings and elections of boards of directors shall be held as provided by articles and bylaws  
30 of the corporations and in harmony with applicable laws.  
31

#### 32 **Article IX—Finance**

33

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

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

1           **Section 3. Bank Accounts:** The funds of this conference shall be safeguarded in  
2 harmony with the financial policies of the Inter-American Division of the General  
3 Conference of Seventh-day Adventists Moneys shall be deposited in the name of the North  
4 East Jamaica Conference of Seventh-day Adventists in regular or special accounts, in such  
5 banks or savings institutions as the executive committee shall designate, and shall be  
6 withdrawn only by persons authorized by resolution of the executive committee.  
7

8           **Section 4. Financial Statements:** The North East Jamaica Conference shall prepare  
9 ~~annually~~ regularly appropriate statements of income and fund balances and shall be  
10 responsible for the filing of any financial information directly with the Jamaica Union  
11 Conference or Union/Mission/Field Section and the Inter-American Division of the General  
12 Conference of Seventh-day Adventists and, to the extent required by law, with any branch  
13 of local or national government.  
14

#### 15                           **Article X—Budget, Employee Compensation Review, and Financial Audit** 16

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18           **Section 1. Budget:** The North East Jamaica Conference shall prepare an annual  
19 budget in harmony with the policies of the Inter-American Division of the General  
20 Conference of Seventh-day Adventists.  
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22           **Section 2. Employee Compensation and Expense Review-** The executive committee  
23 shall appoint an employee compensation and expense review committee whose tasks are  
24 outlined in General Conference *Working Policy*.  
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26           **Section 3. Independent Audit:** The financial statements of this conference shall be  
27 audited at least annually by an auditor chosen in harmony with the General Conference  
28 *Working Policy*; and the records of this conference or any of its subsidiaries, agencies, or  
29 institutions shall at all times be open to said auditor.  
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31           **Section 4. Auditor of Church Records—** The conference auditor shall audit the  
32 membership records of the local church secretary, the accounting records of the local church  
33 treasurer, the primary, intermediate and secondary day schools, industries, clinics and any other  
34 subsidiary organization of the conference and the campaign expense of evangelistic teams, at least  
35 once a year. He/She shall present a written report of the organizations audited to the officers of  
36 the conference and the relevant departmental directors; copies of the written report of the  
37 secondary day schools and industries are to be sent to the union treasurer and the area auditor.  
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## Article XI—Indemnification

**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 believed 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 department 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.)*

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## Article XII—Amendments

**Amendment, Revision, and Repeal:** The constitution and by-laws 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 by-laws 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 constitution and bylaws of this conference shall be given specifically in conjunction with the publication of notice for the session.