

THE NORTHEASTERN CONFERENCE OF SEVENTH-DAY ADVENTISTS ELDERS GENERAL COUNCIL BYLAWS

As Adopted 11/02/14

ARTICLE I – NAME

The name of this organization shall be the Northeastern Conference of Seventh-day Adventists Elders General Council (“Elders Council”).

ARTICLE II - FUNCTION

The Elders Council shall function under the auspices of the Northeastern Conference of Seventh-day Adventists Ministerial Department (the “Ministerial Department”).

ARTICLE III - PURPOSE

The objectives of the Elders Council are to:

1. Enhance the training, equipping, and spiritual growth of elders, deacons and deaconesses within the Northeastern Conference of Seventh-day Adventists (the “Conference”) to effectively serve their local congregations while supporting the role of the local pastor;
2. Foster a spirit of camaraderie and fellowship among elders, deacons and deaconesses throughout the Conference; and
3. Be a resource for elders, deacons and deaconesses regarding matters of spiritual growth.

ARTICLE IV – MEMBERSHIP

- Section 1: Elders. The term Elder shall mean ordained and/or serving elders of the Seventh-day Adventist church with membership in regular standing in a local church of the Conference.
- Section 2: Membership in the Elders Council shall be automatically conferred upon all Elders as defined herein.
- Section 3: Membership in the Elders Council may also be obtained by application made to the Elders Council Executive Committee as defined herein and upon approval of the Ministerial Director of the Northeastern Conference of Seventh-day Adventists (the “Ministerial Director”).

ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE

In order to provide direction and leadership to the Elders Council, an Executive Committee shall be formed (“Executive Committee”) comprised of the following Officers: Chairperson, Secretary/Vice Chairperson, Treasurer, Public Relations Officer, Ministerial Director and Area Elder Representatives.

ARTICLE VI – DUTIES OF OFFICERS

1. Chairperson

The Chairperson of the Executive Committee shall:

- a. Serve as an ex-officio non-voting member of the Conference Ministerial Department Committee;
- b. Chair the meetings of the Executive Committee;
- c. Promote and foster the purpose of the Elders Council;
- d. Ensure meetings of the Executive Committee and Elders Council are planned effectively and conducted in accordance with to the organization's purpose;
- e. Serve as a liaison between the local churches and the Ministerial Department; and
- f. Perform other duties as assigned by and under the guidance of the Ministerial Director.

2. Secretary/Vice Chairperson

The Secretary/Vice Chairperson of the Executive Committee shall:

- a. In the absence of the Chairperson, act as Chairperson of the Executive Committee;
- b. Perform such duties in furtherance of the purpose of the Elders Council as assigned by the Chairperson and/or Executive Committee;
- c. Handle all correspondence pertaining to the Elders Council;
- d. Keep an accurate record of the meetings of the Elders Council and Executive Committee, including minutes of same;
- e. Compile and maintain a list of members of the Elders Council; and
- f. Provide notice to members of regular and called meetings of the Elders Council

3. Treasurer

The Treasurer is the custodian of all funds of the Elders Council and shall:

- a. Be responsible for receiving and disbursing all funds of the Elders Council, including but not limited to funds received as dues, in collaboration with the Conference Treasurer, as appropriate;
- b. Maintain books and records regarding the finances of the Elders Council, which would

- be subject to audit by the Conference; and
- c. Prepare reports regarding the finances of the Elders Council.

4. Public Relations Officer

The Public Relations Officer shall:

- a. Seek opportunities to promote the Elders Council and its programs, including but not limited, through the use of media; and
- b. Collaborate with the Conference Communication Secretary to promote the activities of the Elders Council.

5. Area Elder Representative

One area elder representative shall be elected for each constituent area of the Conference. The constituent areas shall be those designated as such by the Conference. The area elder representative shall be:

- a. Responsible for assisting in coordinating Elders Council activities of the constituent area; and
- b. Attend and participate in the work of the Executive Committee.

ARTICLE VII – ELECTION OF OFFICERS

- Section 1. The election of Officers shall be held at the first regular meeting of the Elders Council in alternate years.
- Section 2. A nominating committee consisting of nine Elders and chaired by the Ministerial Director or his designee (the “Nominating Committee”) shall be chosen by the Elders Council at the first regular meeting of the Elders Council in alternate years and shall prepare a list of nominees of Officers to the Elders Council for voting and approval.
- Section 3. The Nominating Committee shall present its list of nominees of Officers to the Elders Council for voting and approval at the first regular meeting of the Elders Council in alternate years.
- Section 4. Eligibility. Only Elders as defined herein are eligible to serve as Officers of the Elders Council and Executive Committee. To be eligible to serve as Chairperson of the Executive Committee, an Elder shall be an ordained Elder and have served as an Elder for a minimum of five years.
- Section 5. The Elders Council shall vote for Officers by secret ballot, or by such alternate method as agreed to by the Elders Council.
- Section 6. Officers shall be elected upon a majority vote of the members of the Elders Council present at the meeting.
- Section 7. The term of office shall be for two years and will take effect at the time of the election.

ARTICLE VIII – SUB COMMITTEES

Sub-committees may be empowered by the Executive Committee to perform functions necessary for the execution of the business or operation of the Elders Council.

ARTICLE IX- MEETINGS

- Section 1: The Executive Committee shall convene regular meetings of its members and of the Elders Council.
- Section 2. Meetings of the Elders Council shall be open to all Elders and shall be held at the Conference Office or some other accessible location selected at the discretion of the Executive Committee or Ministerial Director
- Section 3. Regular Meetings. Regular meetings of the Elders Council shall be held at least twice per year and upon notice to members by the Secretary of the Executive Committee or the Office of the Ministerial Director.
- Section 4. Called Meetings. Special sessions may be called at the discretion of the Executive Committee and upon notice to members by the Secretary of the Executive Committee or the Office of the Ministerial Director.

ARTICLE X – AMENDMENTS

These bylaws may be amended or repealed at any duly constituted meeting of the Elders Council by a two-thirds (2/3) vote of those members. Notice of proposed changes shall be provided in advance of the meeting.

ARTICLE XI - QUORUM

Fifty-one (51%) of those present at a duly constituted committee of the Elders Council shall constitute a quorum to transact business.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The General Conference Rules of Order shall be the Parliamentary Authority for all sessions and meetings of the Elders Council and its committees. Where the General Conference Rules of Order is silent on an issue of parliamentary procedure, the latest edition of Robert’s Rules of Order shall govern.

ARTICLE XIII—DUES AND FINANCES

- Section 1. The objectives, programs and activities of the Elders Council shall be financed primarily by the dues paid by the constituent churches of the Conference and by special offerings collected at the recommendation of the Executive Committee.
- Section 2. Each constituent church of the Conference shall be assessed dues to be paid

annually calculated on the basis of total church membership as follows:
\$50 for a membership below 100;
\$75 for membership of 101-200;
\$100 for membership of 201-300;
\$125 for membership of 301-400; and,
\$150 for membership greater than 400.

Section 3. Dues shall be sent to the Conference Ministerial Department no later than March 30th of the calendar year.

Section 4. A checking account shall be established in the name of the Elders Council. All funds shall be disbursed by check upon the express authorization of the Executive Committee.

Section 5. There shall be at least two signatories to the Elders Council account and checks. Those signatories shall be the Treasurer and one other person selected by the Executive Committee.

ARTICLE XIV – Dissolution

Section 1. The Elders Council may be dissolved by a two-third vote of the Elders Council at a called meeting.

Section 2: Upon dissolution, after paying or adequately providing for the debts and obligations of the Elders Council, the remaining assets shall be absorbed by the Conference.