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**CONSTITUTION  
OF THE  
NEW YORK CONFERENCE  
OF SEVENTH-DAY ADVENTISTS**  
Voted 4.29.18

**ARTICLE I – NAME**

The name of this organization shall be known as the New York Conference of Seventh-day Adventists, hereinafter referred to as the Conference. The Conference is comprised of all Seventh-day Adventist congregations located in the territory described in Article IV below. This Conference is a part of the Atlantic Union Conference of Seventh-day Adventists, which in turn is a part of the North American Division of the General Conference of Seventh-day Adventists.

**ARTICLE II – PURPOSE**

- (1) The purpose of this Conference is to call all people within its territory to become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three angels' messages (Revelation 14:6-12), and to prepare them for Christ's soon return.
- (2) An additional purpose is to assist its local congregations in carrying out various Christian ministries, including, but not limited to, youth, education, literature, health, and capital budgeting.

**ARTICLE III RELATIONSHIPS**

The New York Conference is a member of the Atlantic Union Conference of the Seventh-day Adventist Church and is located in the territory of the North American Division of the General Conference of Seventh-day Adventists. The purposes, policies, and procedures of this conference shall be in harmony with the working policies and procedures of the North American Division and the General Conference of Seventh-day Adventists. This Conference shall pursue the mission of the church in harmony with the Fundamental Beliefs, 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 that portion of the State of New York north and west of Columbia, Greene, Sullivan, and Ulster Counties.

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3 **ARTICLE V – CONSTITUENCY**

4 **The constituency of this Conference shall consist of such churches as have been or shall be**  
5 **properly organized in any part of the geographic territory under its jurisdiction and formally**  
6 **approved for membership by vote of the delegates at any regular or special constituency**  
7 **meeting.**

8 **ARTICLE VI – DEFINITIONS**

- 9
- 10 (1) Executive Committee: A New York Conference committee of nineteen (19) or twenty (20)  
11 members, who are constitutionally empowered to meet frequently and act on behalf of the  
12 constituents, between regular sessions, with full executive authority as to all ordinary  
13 business matters.
- 14
- 15 (2) Union Conference: The Union Conference is the next higher level in Seventh-day Adventist  
16 church organizational structure. As such, it provides management and financial oversight to  
17 local conferences. The New York Conference is a member of the Atlantic Union  
18 Conference, located at South Lancaster, Massachusetts.
- 19
- 20 (3) New York Conference: The New York Conference is the collection of all Seventh-day  
21 Adventist congregations located in its territory (Article IV).
- 22
- 23 (4) New York Conference Association of Seventh-day Adventists: The New York Conference  
24 Association of Seventh-day Adventists is the legal organization of the New York  
25 Conference. It is incorporated under the laws of the State of New York for the purpose of  
26 holding title to church properties within the Conference territory and for conducting other  
27 business that requires a legal entity.
- 28
- 29 (5) Small Conference: A local conference, which, under applicable Seventh-day Adventist  
30 church guidelines, has certain conference officer and/or departmental functions combined for  
31 greater cost efficiencies. Under such guidelines, the New York Conference is considered a  
32 small conference.
- 33
- 34 (6) Congregations: All churches, companies, or other quasi-organized Seventh-day-Adventist  
35 believers who have been accepted as a part of the New York Conference of Seventh-day  
36 Adventists.
- 37
- 38 (7) Chair: The individual selected, or serving by reason of position, as the leader of a given  
39 committee, board or group. Unless otherwise noted in the Bylaws, the chair shall be a non-  
40 voting position, except where the chair's vote is necessary to break a tie.
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1 (8) Union Springs Academy: Union Springs Academy is a Seventh-day Adventist secondary  
2 boarding school located at Union Springs, New York. The Academy is owned and operated  
3 by the New York Conference of Seventh-day Adventists.  
4

5 **ARTICLE VII – BYLAWS**  
6

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

12  
13 **ARTICLE VIII– AMENDMENTS**  
14

15 Notice of any proposed changes to the Constitution & Bylaws of the Conference shall be given  
16 specifically by the Executive Committee in conjunction with the publication of notice for the  
17 Constituency Meeting. Copies of proposed amendments or revisions shall be included in the  
18 delegate background materials.  
19

20 **ARTICLE IX – DISSOLUTION AND DISPOSITION OF ASSETS**  
21

22 **This Conference may be dissolved only by a two-thirds (2/3) majority vote of the delegates**  
23 **present and voting at any Constituency Meeting.**

24  
25 **In the event of the dissolution of this Conference, and unless otherwise required by local law,**  
26 **all assets remaining after all claims have been satisfied shall be transferred to a legal entity**  
27 **authorized by the Atlantic Union Conference of the North American Division of Seventh-day**  
28 **Adventists (NAD).**  
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**BYLAWS  
OF THE  
NEW YORK CONFERENCE  
OF SEVENTH-DAY ADVENTISTS**

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**ARTICLE I – PRINCIPAL OFFICE**

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**The principal office for the transaction of the business of the New York Conference is fixed and located at 4930 West Seneca Turnpike, Syracuse, Onondaga County, State of New York. The Executive Committee may in an emergency change the location of the principal office on a temporary basis.**

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**ARTICLE II – CONSTITUENCY MEETINGS**

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**Section 1. Regular Meeting:**

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**This Conference shall hold a regular quinquennial 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 quinquennial period, the Atlantic 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. Two consecutive notices printed in the official publication of the Atlantic Union Conference, the last of which shall be at least four (4) weeks before the date of the session, or
- b. A method approved by the New York Conference Executive Committee, provided all members receive notice with sufficient time to select delegates, or
- c. A method approved by the Atlantic Union Executive Committee in the event of inaction or non-compliance by the New York Conference Executive Committee.

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34

**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 fifty-one percent (51%) of the churches of the Conference through their church boards, or

1  
2           **4. It is voted by the Atlantic Union Conference Executive Committee or the**  
3           **Division Executive Committee.**

4  
5           **b. The agenda for special Constituency Meetings shall be included in the notice of the**  
6           **meeting.**

7  
8           **c. Notice as to the time and place of special Constituency Meetings shall be given in the**  
9           **same manner as for regularly scheduled Constituency Meetings.**

10  
11 **Section 3. Chair and Secretary for Constituency Meetings:**

12  
13 **The President of this Conference shall serve as chair and the secretary of this Conference shall**  
14 **serve as secretary for Constituency Meetings of the Conference. The President may designate**  
15 **other individuals to assist in chair duties from time to time. In the event that the President's**  
16 **office is vacant or that the President is unavailable to serve as chair, the Constituency Meeting**  
17 **may be called to order by the ranking Union officer present. The first item of business shall be**  
18 **the election of a chair *pro tem*, selected from the delegates present at the meeting. When the**  
19 **election of a president has been completed, the new or re-elected President, if present at the**  
20 **Constituency Meeting, shall replace the chair *pro tem*.**

21  
22 **In a similar manner, arrangements may be made for a secretary *pro tem* if the Secretary's**  
23 **office is vacant or the Secretary is unavailable to serve at the Constituency Meeting. When**  
24 **election of a secretary has been completed, the new or re-elected Secretary, if present at the**  
25 **Constituency Meeting, shall replace the secretary *pro tem*.**

26  
27 **A person who is not reelected at Constituency Meeting does not thereby lose delegate status at**  
28 **the current Constituency Meeting.**

29  
30 **Section 4. Regular Meeting Business:**

31  
32 **The business of the regular Constituency Meeting shall include the election of personnel for**  
33 **various positions (see Sec. 12.a below), the receipt of reports from the president, secretary,**  
34 **treasurer (report based on audited statements), departmental directors, and the auditor. The**  
35 **constituency shall approve/develop plans for the conduct of the work as are desirable and in**  
36 **harmony with the policies of the North American Division.**

37  
38 **Section 5. Quorum:** At least fifty percent plus one (50% plus 1) of the delegates authorized under  
39 Section 1.a. of Article III must be present at any regular or special Constituency Meeting to  
40 constitute a quorum for the opening of the session. Once the meeting is declared open, the delegates  
41 present shall constitute a quorum.

1 **Section 6. Proxy Voting: All delegates must be present in person at any Constituency Meeting**  
2 **in order to be eligible to vote. There shall be no voting by proxy.**  
3

4 **Section 7. Delegates:** Delegates representing the members at any regular or special Constituency  
5 Meeting shall, when seated, also serve as delegates for both the Constituency of Union Springs  
6 Academy and the Constituency of the New York Conference Association of Seventh-day Adventists  
7 once called into session, and so long as such meeting remains in session.  
8

9 **Section 8. Voting Rights of the Delegates:** Each delegate appointed to act on behalf of the  
10 members of this Conference shall be entitled to one vote on each question to be decided by the body.  
11 The voting rights of the individual delegates representing the members as hereinafter provided shall  
12 be limited to the particular Constituency Meeting of the Conference in which they have been  
13 designated to represent a local church, an institution, the Atlantic Union Conference, the North  
14 American Division or the General Conference of Seventh-day Adventists.  
15

16 **Section 9. Voting: The voting on matters of business shall normally be by *viva voce*. The chair**  
17 **may call for the vote by other means, including a secret ballot, when it is deemed advisable or**  
18 **is requested by the membership.**  
19

20 **Section 10. Parliamentary Authority: The parliamentary authority pertaining to all rules and**  
21 **procedures for Constituency Meetings not covered by its Bylaws shall be based on those**  
22 **published in the *General Conference Rules of Order*, and any adaptation or supplement**  
23 **approved by the Division Executive Committee, unless otherwise determined by a two-thirds**  
24 **(2/3) majority vote of the Constituency Meeting. A parliamentarian will be appointed by the**  
25 **Executive Committee not later than thirty (30) days prior to such meeting.**  
26

27 **Section 11. Election/Appointment and Term of Office:**  
28

- 29     **a. Election: All officers and members of the Executive Committee who are not ex officio**  
30 **members shall be elected by the delegates at the regular meeting of the Conference**  
31 **constituency The election of departmental directors, associate departmental directors,**  
32 **associate secretaries, or associate treasurers, if not determined by the delegates at the**  
33 **Conference Constituency Meeting, shall be referred to the Executive Committee for**  
34 **appointment.**  
35
- 36     **b. Term of Office: Persons elected at the Constituency Meeting and those appointed by**  
37 **the Executive Committee normally serve until the regular Constituency Meeting.**  
38 **However, their period of service may be shorter due to resignation, voluntary**  
39 **retirement, retirement in situations where a mandatory retirement age policy is in**  
40 **effect, or removal from office, for cause, by the Executive Committee or a special**  
41 **Constituency Meeting.**  
42  
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1 **Section 12. Information and Agenda for Constituency Meetings:**  
2

- 3 a. Prior to a regular Constituency Meeting, the Conference shall, in a timely fashion,  
4 mail to all delegates a proposed agenda, minutes of the prior regular Constituency  
5 Meeting, financial records of conference operations, the proposed financial budget,  
6 current constitution, roster of delegates, and such information as deemed appropriate  
7 by the Conference. Such mailing shall be completed so that the delegates receive such  
8 materials at least two (2) weeks prior to such meeting.  
9
- 10 b. The proposed Constituency Meeting agenda shall be formulated by the Conference  
11 Executive Committee.  
12
- 13 1. Individual members may submit proposed agenda items through their Church  
14 Boards or Lay Advisory representatives at least ninety (90) days prior to a  
15 regular Constituency Meeting, who in turn may, after review, submit such  
16 agenda items to the Conference Executive Committee. Such committee shall  
17 then consider placing the item of business on the agenda of the regular  
18 Constituency Meeting.  
19
- 20 2. Conference officers may, from time to time, conduct pre-constituency  
21 meetings, for the purpose of soliciting and discussing, in “Town Hall  
22 Meeting” fashion, proposed agenda items offered by individuals. Upon review  
23 of such items, the Conference Executive Committee may place such items of  
24 business on the Constituency Meeting agenda.  
25
- 26 c. At a Constituency Meeting, after the delegates are seated and business has been  
27 initiated, the agenda shall be adopted as the “Orders of the Day”. Once the “Orders of  
28 the Day” have been adopted by the Constituency in session, they may not be varied or  
29 adapted without a two-thirds (66 2/3%) majority of the then-present delegates.  
30

31 **ARTICLE III – REPRESENTATION**  
32

33 **Section 1. Members** - The membership of this Conference shall consist of such churches as have  
34 been or shall be properly organized and accepted by vote of the Conference. Such churches shall  
35 remain indivisible members of the sisterhood of churches unless disbanded or expelled by the  
36 sisterhood of churches in a properly called Constituency Meeting of the Conference. **The delegates**  
37 **at any Constituency Meeting of this Conference shall be regular delegates and delegates at**  
38 **large.**  
39

- 40 a. **Regular Delegates:** All delegates duly accredited by any one of the organized churches  
41 of the Conference. Each Church shall be entitled to one delegate for the organization and  
42 one additional delegate for each fifteen (15) or major fraction thereof and **who hold**  
43 **membership in the local church which accredits them. Such delegates shall be chosen**

1           **by the business meeting of the respective church and include males and females.**  
2

3       **b. Delegates at large:**  
4

- 5           1.       **All members of the Executive Committee, Board of Education, and Constitution &**  
6               **Bylaws Committee of the New York Conference.**  
7  
8           2.       **All members of the Executive Committee of the Atlantic Union Conference, who**  
9               **may be present at any Constituency Meeting of this Conference, not to exceed five**  
10              **percent (5%) of the total number of delegates provided for in Section 1.a of Article III of**  
11              **these Bylaws.**  
12  
13          3.       All employees holding credentials or ministerial holding credentials/licenses by this  
14              Conference. The number of such delegates shall not exceed twenty-five percent (25%)  
15              provided for in Section 1.a of Article III of these Bylaws.  
16  
17          4.       **Members of the Division Executive Committee who may be present at any**  
18              **Constituency Meeting of this Conference. The number of such delegates**  
19              **representing the Division shall not exceed ten percent (10%) of the total number of**  
20              **delegates otherwise provided.**  
21  
22          5.       **Such other persons as may be recommended by the Executive Committee and**  
23              **accepted by the delegates in session. The number of such delegates shall not exceed**  
24              **ten percent (10%) of the total number of regular delegates provided for**  
25              **hereinabove.**  
26

27       **Section 2. All delegates appointed to represent the members of this Conference at any**  
28       **Constituency Meeting shall be members in regular standing of the Seventh-day Adventist**  
29       **Church.**  
30

31                               **ARTICLE IV – CONSITUENCY MEETING COMMITTEES**  
32

33       **Prior to each conference Constituency Meeting, the Executive Committee shall provide for**  
34       **such temporary committees as may be necessary to conduct the preliminary work for the**  
35       **session.**

36       **Committees that facilitate the business of the session include:**  
37

38       **Section 1. Organizing Committee:**  
39

- 40           a.       The Organizing Committee shall be constituted as follows: Each church represented  
41                   at the Constituency Meeting shall choose or empower its delegation to choose, one  
42                   (1) member plus one (1) additional member for each five hundred (500) members or a  
43                   major fraction thereof. A quorum for such meeting shall be fifty percent plus one



1 (50% plus 1) of the membership.  
2

3 b. Members of the Organizing Committee shall be chosen prior to the Constituency  
4 Meeting with the understanding that their work be completed prior to the opening of  
5 the Constituency Meeting.  
6

7 c. The Organizing Committee shall meet no later than twenty-  
8 nine (29) days prior to the Constituency Meeting, the time and place of the meeting to  
9 be given in the official notice of the meeting as determined by the Executive  
10 Committee.  
11

12 d. The chair of the Organizing Committee shall be the President of the Atlantic Union  
13 Conference or such President's designee.  
14

15 e. The Organizing Committee shall nominate and **the constituency shall elect:**  
16

17 1. **A Nominating Committee** to serve for the Constituency Meeting.  
18

19 2. **A Constitution and Bylaws Committee.**  
20

21 3. Other committees as may be necessary.  
22

## 23 **Section 2. Nominating Committee:** 24

25 **The Nominating Committee shall consist of at least 15 and not more than 19 members,**  
26 **including the President of the Atlantic Union, or his designee, who shall serve as the**  
27 **chairperson.**  
28

29 a. **Those chosen as members of the Nominating Committee must be duly appointed**  
30 **delegates in attendance at the Constituency Meeting.**  
31

32 b. **Persons holding elective office, as outlined in Article II, Sec. 11 in the current term shall**  
33 **not be eligible to serve on the Nominating Committee.**  
34

35 c. **The Nominating Committee shall limit its nominations to those positions for which**  
36 **persons are to be elected at the Constituency Meeting and for which budgetary**  
37 **provisions have been made.**  
38

39 d. **The Nominating Committee shall also nominate members for the Executive Committee**  
40 **and for the boards of Conference institutions whose bylaws indicate that board**  
41 **members for the entity are elected at a Conference Constituency Meeting.**  
42  
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- 1  
2 e. The membership of the committee shall be balanced, as nearly as possible, between  
3 denominational workers and laypersons representing various segments of the work and  
4 territories of the conference.  
5  
6 f. After its nomination by the Organizing Committee, the Nominating Committee may meet as  
7 a quorum and conduct its business within twenty-one (21) days prior to the date set for the  
8 regular Constituency Meeting.  
9  
10 g. Upon request from the President of the Atlantic Union Conference the president-nominee  
11 shall serve as advisor to the Nominating Committee.  
12  
13 h. At the Constituency Meeting, the Nominating Committee shall present a report of its  
14 business to the delegates. The report shall include nominations for conference officer(s),  
15 conference associate(s), departmental director(s), the board of education, and the conference  
16 executive committee.  
17

### 18 **Section 3. Standing Constitution and Bylaws Committee:**

19  
20 **The standing Constitution and Bylaws Committee shall include an officer of the Atlantic Union**  
21 **Conference, and shall be chaired by the secretary of the New York Conference, or his/her**  
22 **designee. This committee shall function between regularly scheduled constituency meetings**  
23 **and shall submit its reports and detailed recommendations through the Conference Executive**  
24 **Committee to the next regular Constituency Meeting.** A quorum for such meeting shall be fifty  
25 percent plus one (50% plus 1) of the membership.  
26

### 27 **Section 4: Voting:**

28  
29 The voting on matters of business shall normally be by *viva voce*. The chair may call for the vote by  
30 other means, including a secret ballot, when it is deemed advisable or is requested by the  
31 membership.  
32

## 33 **ARTICLE V – EXECUTIVE COMMITTEE**

34  
35 **Section 1. Membership:** The Executive Committee of the New York Conference shall be  
36 **elected at its regularly scheduled Constituency Meeting and shall consist of not more than**  
37 **twenty (20) members. The president, secretary, treasurer/chief financial officer, and vice**  
38 **president(s) of the Conference shall be members ex officio of the Executive Committee.** The  
39 membership of the committee may include at least one departmental director and one institutional  
40 representative and one young adult representative with **the remaining membership balanced as**  
41 **nearly as possible between laypersons and pastors or other denominational employees** from  
42 various sections of the Conference. **The officers of the Atlantic Union Conference of the North**  
43 **American Division and of the General Conference of Seventh-day Adventists are members ex**

1 **officio of the New York Conference Executive Committee; however, their membership shall be**  
2 **in addition to the number detailed above. Any such officers exercising their voting rights at**  
3 **any one meeting shall not make up more than ten percent (10%) of the committee membership**  
4 **present.**

5  
6 a. A simple majority of the voting members of the Executive Committee shall be lay persons.  
7 Each member of the Executive Committee shall be a member of the New York Conference of  
8 Seventh-day Adventists.

9  
10 b. If selected, the young adult representative shall be, at the time of their appointment, at least  
11 eighteen (18) years of age and not more than twenty-eight (28) years of age.

12  
13 b. Departmental representatives, and any individual who is representing the New York  
14 Conference on the Executive Committee of the Atlantic Union Conference and who is not a member  
15 of the Executive Committee of the New York Conference, may serve as invitees of the Executive  
16 Committee of the New York Conference and may be called from time to time to report to the  
17 Executive Committee their ministry and initiatives.

18  
19 **Section 2. Delegated Authority:**

20  
21 **The Executive Committee of this Conference, unless replaced at a special Constituency**  
22 **Session, is delegated the authority to act on behalf of the constituents between regular sessions,**  
23 **including the authority to remove for cause persons who have been elected at a Conference**  
24 **Constituency Meeting, including officers of the conference, directors of departments/services,**  
25 **members of boards and committees whose election or appointment is a result of a Constituency**  
26 **Meeting or Executive Committee meeting action and to fill, for the remaining portion of the**  
27 **term, any vacancies thus created. The removal of those named under Article VI, Sec. 1., shall**  
28 **require the affirmative vote of two-thirds (2/3) of those voting at an Executive Committee**  
29 **meeting where a majority of members is present.**

30  
31 **Section 3. Administrative Authority: The Executive Committee shall have full administrative**  
32 **authority:**

33  
34 a. To fill for the current term any vacancies that may occur by death, resignation or otherwise in  
35 its boards, committees, departments, or in offices which have been filled by Conference  
36 election. **If a new president is to be elected, the President of the Atlantic Union**  
37 **Conference or his designee shall serve as the chair of the Executive Committee.**

38  
39 b. To appoint committees, such as an administrative committee, with their terms of reference.

40  
41 c. To employ ministers, secretaries, teachers, and other persons as deemed necessary for the  
42 work of the Conference.  
43

1 d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall require  
2 the consent of two-thirds (2/3) of the members of the Executive Committee.  
3

4 **Section 4. Regular Meetings:** The Executive Committee may schedule regular meetings at such  
5 times and places as it may select.  
6

7 **Section 5. Special Meetings:** Special Meetings of the Executive Committee may be called at any  
8 time or place by the President or, in the President's absence, by the Secretary. A special meeting  
9 shall also be called by the Secretary in response to the written request of a majority of the members  
10 of the Executive Committee.  
11

12 **Section 6. Attendance at Meetings:**

13  
14 **a. Where allowed by local law, Executive Committee members may participate in meetings by**  
15 **means of an electronic conference or similar communications by which all persons**  
16 **participating can hear each other at the same time, and participation by such means shall**  
17 **constitute presence in person at such a meeting.**  
18

19 **b. Executive committee members missing three (3) consecutive meetings without prior notification**  
20 **may be replaced.**  
21

22 **Section 7. Notice of Meetings:** Notice as to time and place, and any other requirements under  
23 these Bylaws, shall be provided to all members in a reasonable manner at least 2 business days  
24 prior to the meeting if the meeting is to take place by electronic conference or similar  
25 communications, or at least 4 business days if the meeting is to take place in person.  
26

27 **Section 8. Quorum:** Eleven (11) members of the Executive Committee shall constitute a quorum of  
28 a twenty (20) person committee, and ten (10) members shall constitute a quorum of a nineteen (19)  
29 person committee; provided, however, that in meetings where powers are exercised under Article V,  
30 Section 2 (Delegated Authority), fourteen (14) members shall constitute a quorum.  
31

## 32 **ARTICLE VI – OFFICERS**

33

34 **Section 1. Executive Officers:**

35  
36 **The executive officers of this Conference shall be a president, a secretary, and a treasurer/chief**  
37 **financial officer.** The secretary and treasurer/chief financial officer may be one individual known  
38 as the secretary-treasurer. **It is the duty of these officers, in consultation with one another, to**  
39 **carry forward the work according to plans, policies, and programs voted by the Union**  
40 **Executive Committee, the Constituency, and/or the Conference Executive Committee. These**  
41 **plans, policies, and programs shall be in harmony with the doctrines and actions adopted and**  
42 **approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.**  
43

- 1 a. **President:** The president, who shall be an ordained minister of experience, is the  
2 first officer and shall report to the Executive Committee of the Conference in  
3 consultation with the secretary and the treasurer/chief financial officer. He shall  
4 act as chair of the Constituency Meetings and the Executive Committee, and  
5 serve in the general interests of the New York Conference as the Constituency  
6 and the Executive Committee shall determine. In his leadership he shall adhere  
7 to the policies of the Atlantic Union Conference, the North American Division  
8 and the General Conference of Seventh-day Adventists, work in harmony with  
9 the Atlantic Union Conference Committee, and in close counsel with the Union  
10 officers.
- 11
- 12 b. **Secretary:** The secretary, associated with the president as an executive officer,  
13 shall serve under the direction of the Executive Committee and shall act as vice  
14 chairperson of the Executive Committee. The secretary shall report to the  
15 Executive Committee of the Conference after consultation with the president. It  
16 shall be the duty of the secretary to keep the minutes of the Conference  
17 Constituency Meetings and of the Executive Committee meetings, to furnish  
18 copies of these minutes to all members of the Executive Committee and to the  
19 officers of the Atlantic Union Conference. The secretary shall also be  
20 responsible for providing information as may be requested by the president or  
21 by the Executive Committee, and to shall perform such other duties as usually  
22 pertain to the office.
- 23
- 24 c. **Treasurer:** The treasurer/chief financial officer, associated with the president as  
25 an executive officer, shall serve under the direction of the Executive Committee.  
26 The treasurer/chief financial officer shall report to the Executive Committee of  
27 the Conference after consultation with the president. The treasurer/chief  
28 financial officer shall be responsible for providing financial leadership to the  
29 organization which will include, but shall not be limited to, receiving,  
30 safeguarding and disbursing all funds in harmony with the actions of the  
31 Executive Committee, for remitting all required funds to the  
32 Union/Division/General Conference in harmony with the North American  
33 Division policy, and for providing financial information to the president and to  
34 the Executive Committee. The treasurer/chief financial officer shall also be  
35 responsible for furnishing copies of the financial statements to the Atlantic  
36 Union officers.

37  
38 **Section 2. Other Officers:** Other individuals may serve as officers of the local conference, such as  
39 vice president, associate secretary, and associate treasurer/chief financial officer.  
40  
41  
42  
43

1           **ARTICLE VII – DIRECTORS OF DEPARTMENTS/ASSOCIATIONS/SERVICES**

2  
3 **Section 1. Advisory Role:** The directors of departments/associations/services of this Conference  
4 shall work under the direction of the Executive Committee of the Conference and the  
5 President and shall serve in an advisory relationship to the field.

6  
7 **Section 2. Department/Services Structure:** Conference departments/services shall be organized in  
8 harmony with the departments/services structure of the General Conference but shall not necessarily  
9 duplicate the departments/services in the Union, Division, or General Conference.

10  
11   **ARTICLE VIII – BOARD OF EDUCATION**

12  
13 **Section 1.** The Conference shall maintain a Board of Education to be responsible for all education  
14 matters. This Board of Education shall report to the Constituency when in session and to the  
15 Executive Committee at all other times.

16  
17 **Section 2. The purpose of the Board of Education shall be:**

- 18  
19           a.     To assume general administrative authority for the operation of and long-range  
20                 planning for the Conference educational system.  
21  
22           b.     To align the Conference education system with the educational policies of the  
23                 General Conference and Atlantic Union Conference.  
24  
25           c.     To administer the education work of the New York Conference, pursuant to the  
26                 Constitutions, Bylaws and working policies of the New York Conference, Board of  
27                 Education and Union Springs Academy.  
28  
29           d.     In consultation with the local school boards, to recommend to the Executive  
30                 Committee the employment, assignment, transfer, retirement, termination or dismissal  
31                 of teaching personnel.  
32  
33           e.     To develop a plan and formulate procedures designed to evaluate its personnel and  
34                 schools regularly and routinely.  
35  
36           f.     To arbitrate appeals and grievances.  
37  
38           g.     To receive and consider applications for schools desiring to teach secondary subjects.  
39  
40           h.     To consider and act upon applications from churches desiring to open and close a  
41                 church school.  
42  
43           i.     To approve the annual budgets and curriculum offerings of all schools.

- 1
- 2 j. To set salary rates for all educational personnel within the wage scale policy of the
- 3 Atlantic Union.
- 4
- 5 k. To approve the school calendar with a minimum number of school days of which a
- 6 designated number (as determined by the Atlantic Union Conference Board of
- 7 Education and permitted by the state requirements) may be devoted to in-service
- 8 education
- 9
- 10 l. To evaluate facility needs in terms of pupil population projections and to develop an
- 11 over-all long-range plan for erecting new facilities, renovating and/or remodeling
- 12 existing facilities.
- 13
- 14 m. To deal with questions on consolidation.
- 15
- 16 n. To serve as the governing board for Union Springs Academy.
- 17

18 **Section 3. Board of Education Membership:**

- 19
- 20 a. The membership shall be composed of the following personnel:
- 21
- 22 (1) Members by virtue of office held five (5) or six (6):
- 23
- 24 Conference President - chair
- 25 Conference Secretary - vice-chair
- 26 Conference Superintendent of Schools - secretary
- 27 Principal of Union Springs Academy
- 28 Union Conference Director of Education or designee
- 29 Conference Treasurer
- 30
- 31 (2) Elected members: fifteen (15):
- 32
- 33 A minimum of fifteen (15) additional members (of which a maximum of four
- 34 (4) can be members of the Conference Executive Committee) representing the
- 35 following categories and minimum numbers:
- 36 Laypersons – eight (8)
- 37 Principal/Teachers K-12 – two (2)
- 38 Pastors – two (2)
- 39 USA Teacher – one (1)
- 40 School Committee Chairs – two (2)
- 41
- 42 (3) Invitees shall include but not be limited to the Conference youth director and
- 43 the Academy treasurer.

1  
2 (4) The Conference Board of Education shall be elected by the Constituency at  
3 regular conference sessions. Any vacancy during the quinquennial shall be  
4 filled by the Conference Executive Committee.

5  
6 (5) Members of the Conference Board of Education missing three (3) consecutive  
7 meetings without prior notification may be replaced.  
8

9 **Section 4. Board of Education Chair, Vice-chair and Secretary Duties:**

10  
11 a. It shall be the duty of the chair:

12  
13 (1) To assure that all meetings of the Conference Board of Education are properly  
14 called.

15  
16 (2) To preside at the meetings of the Board of Education

17  
18 (3) To execute such action as would naturally fall under the chair's supervision  
19 and also to perform such duties as the Board of Education may delegate.  
20

21 b. It shall be the duty of the vice-chair to preside in the place of the chair's absence and  
22 to perform such other duties as the Board of Education may request.

23  
24 c. It shall be the duty of the Secretary to administer the actions of the Conference Board  
25 of Education.  
26

27 **Section 5. Meetings of the Board of Education:**

28  
29 a. Board of Education meetings shall be held once a quarter, a minimum of four (4)  
30 times a year.

31  
32 b. Notification of the meetings shall include the following methods:

33  
34 (1) The meetings shall be determined with the adoption of the Conference  
35 calendar and communicated to the board members before the beginning of the  
36 new calendar year.

37  
38 (2) Notification of the time, place, method of meeting, and proposed agenda shall  
39 be given at least two (2) business days prior to the meeting.  
40

41 c. Suggested agenda items are to be in the Office of Education before the meeting, and  
42 shall be provided to the Board of Education membership prior to the meeting.  
43  
44



- 1 d. The Board of Education quorum shall consist of the chair (or vice-chair), and ten (10)  
2 other members.  
3  
4 e. Minutes of each meeting shall be sent to each member of the Board of Education and  
5 Conference Executive Committee prior to the next meeting.  
6

## 7 **ARTICLE IX – OTHER ORGANIZATIONS**

8  
9 **Section 1. Unincorporated Organizations:** The New York Conference may carry on its ministry  
10 through unincorporated subsidiary organizations. Constituency Meetings of such organizations shall  
11 be held in conjunction with the regularly scheduled Constituency Meetings of the Conference.  
12

13 **Section 2. Corporations:** The New York Conference may form corporate bodies, provided it  
14 obtains prior approval of the North American Division. Membership meetings and elections of  
15 boards of directors shall be held as provided by Articles and Bylaws of the corporations and in  
16 harmony with applicable laws.  
17

18 **Section 3: Conference Lay Advisory -** A Lay Advisory shall be established for the purpose of  
19 advising, from time to time, the Conference administration and the Conference Executive  
20 Committee. Each Church shall be entitled to one delegate for the organization plus one additional  
21 delegate for each five hundred (500) members or a major fraction thereof.  
22

## 23 **ARTICLE X – FINANCE**

24  
25 **Section 1. Tithes and Offerings:** The Church funds managed by this Conference shall consist  
26 of such tithe, including direct tithe, as it shall be assigned by policy and as received from  
27 within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds,  
28 and other donations as may be made to it.  
29

30 **Section 2. Policies:** The portion of the tithe which is reserved for this Conference, as specified  
31 by policy, and all other funds shall be used in harmony with the financial policies of the North  
32 American Division of the General Conference of Seventh-day Adventists; and in the case of  
33 donations, their use shall be in harmony with the specifications of donors and in compliance  
34 with government regulations. Tithe is shared with the Union and Division on fixed  
35 percentages as set by the Division Executive Committee, and with the General Conference on  
36 fixed percentages as set by the Annual Council of the General Conference Executive  
37 Committee.  
38

39 **Section 3. Bank Accounts:** The funds of the Conference shall be safeguarded in harmony with  
40 the financial policies of the North American Division of the General Conference of Seventh-  
41 day Adventists. Monies shall be deposited in the name of the New York Conference of  
42 Seventh-day Adventists in regular or special accounts, in such banks or savings institutions as  
43 the Executive Committee shall designate, and shall be withdrawn only by persons authorized  
44 by resolution of the Executive Committee.  
45  
46  
47  
48

1 **Section 4. Financial Statements:** The New York Conference shall prepare regularly  
2 appropriate statements of income and fund balances and shall be responsible for the filing of  
3 any financial information directly with the Atlantic Union and the North American Division of  
4 the General Conference of Seventh-day Adventists and, to the extent required by law, with any  
5 branch of local, state, or national government.  
6

7 **ARTICLE XI – BUDGET, EMPLOYEE COMPENSATION REVIEW, AND FINANCIAL**  
8 **AUDIT**  
9

10 **Section 1. Budget:** The New York Conference shall prepare an annual budget in harmony  
11 with the policies of the North American Division of the General Conference of Seventh-day  
12 Adventists.  
13

14 **Section 2. Employee Compensation and Expense Review:** The Executive Committee shall  
15 appoint an employee compensation review committee whose tasks are outlined in General  
16 Conference *Working Policy*.  
17

18 **Section 3. Independent Audit:** All accounting records of this Conference shall be audited at  
19 least annually by an auditor chosen in harmony with General Conference *Working Policy* and  
20 the records of this Conference or any of its subsidiaries, agencies, or institutions shall at all  
21 times be open to said auditor.  
22

23 **ARTICLE XII – INDEMNIFICATION**  
24

25 **Section 1.** To the extent permitted by law, this Conference shall indemnify any person who was or is  
26 a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or  
27 proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a  
28 member of a Conference Committee or an officer, employee, or agent of the Conference against  
29 expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and  
30 reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in  
31 good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of  
32 the Conference, and, with respect to any criminal action or proceeding, had no reasonable cause to  
33 believe his/her conduct was unlawful.  
34

35 **Section 2.** This right of indemnification shall be in addition to, and not exclusive of, all other rights  
36 to which such member of the Conference Committee, or an officer or department director may be  
37 entitled.  
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3 **ARTICLE XIII –AMENDMENTS**

4 **Amendment, Revision, and Repeal:** The bylaws of this Conference which are essential to the  
5 **unity of the Church worldwide, and are designated in bold print shall be amended or revised**  
6 **from time to time in order to comply with changes to the Local Conference Model Constitution**  
7 **and Bylaws as voted by the General Conference Executive Committee in its annual meetings.**  
8 **Such amendments or revisions shall be approved by a simple majority vote (unless local law**  
9 **requires a higher majority) of the delegates present and voting at any duly called constituency**  
10 **meetings of the local conference. Other sections of the bylaws may be amended, revised or**  
11 **repealed, by an affirmative vote of two-thirds (2/3) of those present and voting, provided such**  
12 **changes are in harmony with the spirit of the Local Conference Model Constitution and**  
13 **Bylaws, and have been processed through the Conference Executive Committee. Notice of any**  
14 **proposed changes to the bylaws of this conference shall be given specifically in conjunction**  
15 **with the publication of notice for the session.**

16 **The constituency or the Conference Executive Committee may recommend to the General**  
17 **Conference through the Atlantic Union Conference and the North American Division of the**  
18 **General Conference of Seventh-day Adventists amendments to the Local Conference Model**  
19 **Constitution and Bylaws.**

20  
21 **ARTICLE XIV – PARLIAMENTARIAN AUTHORITY**

22  
23 All Constituency sessions, Executive Committee, Board of Education, and Lay Advisory meetings  
24 will be conducted in harmony with *General Conference Rules of Order*.

25  
26 **ARTICLE XV – CLAIMS OF CREDITORS**

27  
28 In the event that creditors require the liquidation of any real property owned by the New York  
29 Conference, local church properties shall be the last assets made subject to such claims.

30  
31 **ARTICLE XVI – EXTRAORDINARY OCCURRENCES**

32  
33 In the event of extraordinary occurrences that may impact the Conference such as (1) bankruptcy or  
34 insolvency, (2) litigation, (3) mergers of church divisions, unions or conferences, or (4) other  
35 occurrences deemed extraordinary by the Executive Committee, the Executive Committee will  
36 apprise local congregations of all relevant facts and circumstances, and shall call a Special  
37 Constituency Meeting to best deal with such claims.  
38